

# SSRL User Shipping Request Form

## [INTERNATIONAL SHIPMENTS]

☐ If containing Hazardous Materials, have SDS been sent to SSRL Safety Office ([ssrl-safety@slac.stanford.edu](mailto:ssrl-safety@slac.stanford.edu)).  
 \*List Liquid Nitrogen or Dry Ice on the following page if present. SLAC Shipping and Receiving will provide SDS.

Power of Attorney: \_\_\_\_\_

Country: \_\_\_\_\_

EORI Number: \_\_\_\_\_  
 (For EU only)

## Contact Information:

Your Name: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Spokesperson/PI: \_\_\_\_\_

Proposal #: \_\_\_\_\_

## Shipping Information:

*If being shipped to an intermediary, list all recipients:*

Recipients Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Company/Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip code: \_\_\_\_\_

Country: \_\_\_\_\_

Intermediary: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## Shipping:

Federal Express (FedEx)

☐ Account Number:

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☐ SSRL User Financial Account Number:

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Insurance: ☐ Yes ☐ No

**\*\*Fill out reverse side\*\***

\*\*It can take several days to process shipment requests through SLAC. Missing or insufficient information will delay shipments further.

# Shipper Details:

Quick Reminders:

- Inner and outer packaging information (how the materials are contained) is required for HAZARDOUS MATERIALS.
- Declared amount, Schedule B number, and EECN codes are required for each item.

**HAZARDOUS MATERIALS DECLARATION** (if applicable): I request for the following material to be shipped from SLAC to the address listed on the front side of this form. This shipment and declaration provided shall be subject to review by SSRL Safety Office.

				Cannot be \$0			Required for all chemical materials (protein/solvents/etc.)		
	Item/Materials	Qty	Country of Origin	Declared Value (\$)	Schedule B Number	EECN or ITAR	Individual package qty (g/kg)	Total qty (g/kg)	Hazard
Ex.	Liquid nitrogen	1	USA	\$10	2804.30.0000	EAR99	10 kg	10 kg	<input checked="" type="checkbox"/>
Ex.	Protein in 4 glass vials contained in a dewar	4	USA	\$1	3504.00.5000	EAR99	1 g	4 g	<input type="checkbox"/>
<input type="checkbox"/>	Dewar	1			9617.00.2000	EAR99			<input type="checkbox"/>
1									<input type="checkbox"/>
2									<input type="checkbox"/>
3									<input type="checkbox"/>
4									<input type="checkbox"/>
5									<input type="checkbox"/>
6									<input type="checkbox"/>
7									<input type="checkbox"/>
8									<input type="checkbox"/>
9									<input type="checkbox"/>
10									<input type="checkbox"/>
11									<input type="checkbox"/>
12									<input type="checkbox"/>

Package weight (lbs): \_\_\_\_\_ Size/dimensions: \_\_\_\_\_ Reason for Shipment: \_\_\_\_\_

Place item(s) to be shipped in the shipping area located outside room 104/103. Attach this form to your shipment and alert SSRL Safety Office of your shipment needs.

SLAC Shipping & Receiving will open all boxes being shipped overseas. If you DO NOT want Shipping & Receiving to open your box, write: DO NOT OPEN per (your name) instructions on the box.

This form is complete and reviewed accordingly. Information provided is accurate and the proper SDS for the shipment is attached.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Additional Information...

1. User must complete **Power of Attorney** and certify concurrence with terms and conditions.  
(Reach out to SSRL User Admin Office to receive a form)
2. If shipping in countries part of the **European Union**, you must provide a **EORI Number**.
  - What is an EORI Number?
    - ◊ “EORI” stands for Economic Operators Registration and Identification Number. EORI numbers are used by customs to track your shipments into and out of Europe and are an extension of your VAT ID / number [if your business is VAT registered]. EU member countries will require you to have an EORI# to act as your own importer or exporter, even if you hire a third party to manage clearances for you.
  - Countries part of the European Union:
    - ◊ Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, and Sweden
  - EORI Number can be obtained from your overseas partner.
3. HAZARDOUS MATERIALS must be **declared** and approved by ES&H Representative.
  - The following information must be emailed to SSRL Safety Office ([ssrl-safety@slac.stanford.edu](mailto:ssrl-safety@slac.stanford.edu))
    - ◊ SDS of each hazardous materials
    - ◊ How are the materials packaged (quantity of materials in each package)
      - ◆ I.e. 3 small vials containing 5mg of Lithium Phosphorus Sulfur Chloride (LPSCI) powder contained in one large mason jar.
    - ◊ Amount of **each** hazardous materials in total
4. Each of the items in the package **require** the following information and cannot be left out:
  - Declare value of item (**Cannot be \$0**)
  - ECCN code (Can be searched here) <https://www.ecfr.gov/current/title-15/subtitle-B/chapter-VII/subchapter-C/part-774/appendix-Supplement%20No.%201%20to%20Part%20774>
    - ◊ If item does not fit any of these descriptions: Input **EAR99**
  - Schedule B Number (<https://uscensus.prod.3ceonline.com/>)

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