TFS Hazmat Shipping Transfer Form

Name of Package Owner: _____

Phone Number: _____

E-mail Address: _____

Project Name: _____

PI: _____

Home Institution: _____

Date of Package Creation: _____

Shipper (FedEx, UPS, etc.): _____

Final Destination of Package: _____

Package contents - List chemical names/descriptions (for mixtures please list % or ppm of constituents)	# of Containers	Container Size	Total Volume (Liters or Kg)

Choose one - TFS staff will only transport and hand off hazardous material packages for shipment if said packages have been prepared by or in coordination with an individual who has received formal training in hazardous materials shipments. The packages affiliated with this form have been:

☐ Prepared entirely by the package owner, who has received formal training in hazardous material shipments

☐ Prepared by the package owner under the guidance of a hazmat shipping coordinator who has received formal training in hazardous material shipments. If this option was selected, please provide the following information:
- Name of Hazmat Shipping Coordinator:_____
- Home Institution of Coordinator:_____
- Phone # of Coordinator:_____
- E-mail Address of Coordinator:_____

Check all that apply - In preparation of this hazardous material shipment, the package owner (either on their own, if trained, or in conjunction with a Hazmat Coordinator) has performed the following pre-transportation functions prior to handing the package over to TFS staff:

☐ Determine the hazard class of the hazardous material(s) to be packaged
☐ Selected an appropriate hazardous material packaging
☐ Secured a closure on a filled or partially filled hazardous materials package or container or on a package or container containing a residue of a hazardous material
☐ Marked the package to indicate that it contains a hazardous material
☐ Labeled the package to indicate that it contains a hazardous material
☐ Prepared and affixed a shipping label

Note: TFS staff will only accept a hazardous material package if all of the above have been completed and checked-off.

I confirm that all of the above information that I have provided is truthful and accurate to the best of my knowledge. There are no known deficiencies with the preparation of this hazardous materials package that would make it non-compliant with federal and state hazardous materials shipping regulations.

Hazmat Package Owner: Date:

_____   _____