

Shipping Dangerous Goods

ucmailrm@uoguelph.ca

UC Mail room ext. 52264 Alice Rigby

**Dry Ice and insulated shipping
containers**

chemistrystockroom@uoguelph.ca

Ext. 52266

Sample



REQUEST FOR SHIPPING DOCUMENTATION

email ucmailrm@uoguelph.ca

Shipping Date Required _____ (Please request 24-48 hrs in advance)

Non Dangerous Goods shipments – fax Custom 519-767-1251 or email purchasing.helpdesk@uoguelph.ca

Dangerous Goods shipments – email alrigby@uoguelph.ca Drop off in Mailroom, UC by 1pm on Shipment Day

Name of Shipper _____

Department _____ Extension _____

For Prepaid Shipments – GL Coding _____

For Collect Shipments-Courier _____ Acct. # _____

Receiver's Information

Company Name _____

Name of Recipient _____ Email _____

Address _____

Phone # _____

Items for Shipping – Description of Goods Shipping (test tube, vials? Quantity? Volume? In a solution?
_____ If yes – what and amount _____

Value of Goods _____ Currency _____

Reason for shipping (teaching/research/repairs/replacement) _____

Type of Packaging (box, cooler, dry shipper) _____

Dry Ice weight _____ kg Total Weight _____ kg

Name, Address and Country of Manufacturer (if shipping a machine or device) _____

Are any of items in shipment considered to be Biological Substances? YES NO