

## Shipping Dangerous Materials by Federal Express Completing a printed FedEx form

**If you are shipping to another country, you must use the FedEx “Expanded Service International Air Waybill”. Follow the directions below in completing either the domestic or the international air bills.**

**Before shipping, you will need to have successfully completed EHS training (“Shipping Dangerous Biological Goods” and/or “Excepted Materials”). We strongly recommend that you set up a Federal Express shipping account through SmartMart.**

FedEx Express US Airbill		FedEx Tracking Number	8620 0992 7235	Form ID No.	0215	SAC21	
<b>1 From</b> Please print and press hard. Date: <u>10/1/09</u> Sender's FedEx Account Number: <u>1234-6934-8</u> Sender's Name: <u>Cheng Lily for ELIZABETH HADAY</u> Phone: <u>(650) 498-4994</u> Company: <u>STANFORD UNIV-BIOLOGICAL SCIENCES</u> Address: <u>393 SERRA MALL RM 21</u> City: <u>STANFORD</u> State: <u>CA</u> ZIP: <u>94305</u>		<b>4a Express Package Service</b> <input type="checkbox"/> FedEx Priority Overnight <input type="checkbox"/> FedEx 2Day <input type="checkbox"/> FedEx 2Day Freight* <input type="checkbox"/> FedEx Standard Overnight <input type="checkbox"/> FedEx Express Saver <input type="checkbox"/> FedEx 2Day Freight <input type="checkbox"/> FedEx 3Day Freight		Packages up to 150 lbs. FedEx First Overnight FedEx Express Saver FedEx 2Day Freight FedEx 3Day Freight		Sender's Copy PULL AND RETAIN THIS COPY BEFORE AFFIXING TO THE PACKAGE. NO POUCH NEEDED.	
<b>2 Your Internal Billing Reference</b> FedEx characters will appear on invoice. <u>SHASTA 1111 800-100-6ANN</u> <u>RTA: 1993450-10581811-PAIRT</u>		<b>4b Express Freight Service</b> <input type="checkbox"/> FedEx 1Day Freight* <input type="checkbox"/> FedEx 2Day Freight <input type="checkbox"/> FedEx 3Day Freight		Packages over 150 lbs. FedEx 3Day Freight FedEx 3Day Freight			
<b>3 To</b> Recipient's Name: <u>Attention Genomic Services</u> phone: <u>(978) 867-2772</u> Company: <u>Agencourt Bioscience</u> Recipient's Address: <u>50 Cummings Center, Suite 2450</u> Address: _____ City: <u>Beverly</u> State: <u>MA</u> ZIP: <u>01915</u>		<b>5 Packaging</b> <input type="checkbox"/> FedEx Envelope* <input type="checkbox"/> FedEx Pak* <input type="checkbox"/> FedEx Small Pak <input type="checkbox"/> FedEx Large Pak <input type="checkbox"/> FedEx Box <input type="checkbox"/> FedEx Tube <input checked="" type="checkbox"/> Other		<b>6 Special Handling</b> <input type="checkbox"/> SATURDAY Delivery <input type="checkbox"/> HOLD Saturday at FedEx Location <input type="checkbox"/> HOLD Saturday at FedEx Location <input type="checkbox"/> HOLD Saturday at FedEx Location <input checked="" type="checkbox"/> Yes Shipper's Declaration not required. <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Shipper's Declaration required. <input checked="" type="checkbox"/> Dry Ice 1 2 <input type="checkbox"/> Cargo Aircraft Only		<b>7 Payment</b> Bill to: <input checked="" type="checkbox"/> Sender <input type="checkbox"/> Recipient <input type="checkbox"/> Third Party <input type="checkbox"/> Credit Card <input type="checkbox"/> Cash/Check	
City: <u>Beverly</u> State: <u>MA</u> ZIP: <u>01915</u> 0365206181		<b>8 Residential Delivery Signature Options</b> <input type="checkbox"/> No Signature Required <input type="checkbox"/> Direct Signature <input type="checkbox"/> Indirect Signature		Total Packages: <u>1</u> Total Weight: <u>2 kg</u> Total Declared Value: <u>\$ 100.00</u> 519			

### NOTES:

1. Use only approved packaging materials, as noted in EHS “Shipping Dangerous Biological Goods” and “Excepted Materials” shipping training.
2. If the Waybill is pre-printed with Senders' info, MAKE SURE THAT the person who ships the material is CERTIFIED to ship it.  
 This person's name must be listed in the “Sender's Name” field.  
 If the account is in another person's name, then the certified shipper will correct the names in this format:  
 (Certified Shipper's Name) for (Account Holder's Name), as in  
 “Jane Doe for Dr. Smith”. (see example above)
3. FedEx does not provide packaging for dangerous materials or dry ice. Since you will not be using a FedEx package, you should mark “Other” under “Packaging”.
4. Under “Special Handling--Does this package include dangerous goods?":
  - a. Check “Yes, Shipper's Declaration not required.”, unless shipping Infectious Materials. **If shipping Infectious Materials (Class 6.2), a Dangerous Goods Declaration is required.**
  - b. If your package contains dry ice, check “Dry Ice” and list the number of packages and the weight of the dry ice they contain.

**For the International FedEx Air Waybill:**

5. All International FedEx shipments MUST have a value declared (if no commercial value, just use "\$3.00" as shown below), and you MUST complete a Commercial Invoice form to accompany the shipment.
6. For the International FedEx Air Waybill, there is a section titled "Shipment Information". In this section, you must list a detailed description of the contents of the package(s).

Shipment Information			
Total Packages Shipper's Label and Count/SLAC	Total Weight	<input checked="" type="checkbox"/> kg <input checked="" type="checkbox"/> DIM	<input checked="" type="checkbox"/> cm
Commodity Description <b>DETAIL REQUIRED</b>	Harmonized Code	Country of Manufacture	Value for Customs <b>REQUIRED</b>
Three vials of human tissue that have been sterilized. Not infectious. Not contagious. To be used for research project.		US	\$3.00
<input type="checkbox"/> Has <b>EE/SED</b> been filed in AES? For U.S. Export Only Check One <input type="checkbox"/> For EU Only Tick here if goods are not in this declaration and provide CI-1 <input checked="" type="checkbox"/> No <b>EE/SED</b> required, value \$500 or less per Schedule B <input checked="" type="checkbox"/> No <b>EE/SED</b> required, value \$500 or less per Schedule B <input type="checkbox"/> No <b>EE/SED</b> required, enter exemption number: _____ <input type="checkbox"/> Yes - Enter AES proof of filing station: _____			Total Declared Value for Carriage \$3.00 Total Value for Customs (Specify Currency) \$3.00 US

7. **Any shipments of Infectious Materials MUST include the following information in this section:**
  - a. The Words "UN2900" or "UN2814" as appropriate:
    - i. UN 2814 for substances which cause disease in humans or humans and animals
    - ii. UN 2900 for substances which cause disease only in animals
  - b. The proper shipping name : e.g." Infectious Substance affecting animals only, liquid" or other proper shipping name appropriate to your shipment
  - c. The words "Class 6.2"
  - d. Total number of packages

Shipment Information			
Total Packages Shipper's Label and Count/SLAC	Total Weight	<input checked="" type="checkbox"/> kg <input checked="" type="checkbox"/> DIM	<input checked="" type="checkbox"/> cm
Commodity Description <b>DETAIL REQUIRED</b>	Harmonized Code	Country of Manufacture	Value for Customs <b>REQUIRED</b>
2 vials containing Y. pestis  UN2814 Infectious substance affecting humans (Yersinia pestis) Class 6.2 1 package		US	\$3.00
<input type="checkbox"/> Has <b>EE/SED</b> been filed in AES? For U.S. Export Only Check One <input type="checkbox"/> For EU Only Tick here if goods are not in this declaration and provide CI-1 <input checked="" type="checkbox"/> No <b>EE/SED</b> required, value \$500 or less per Schedule B <input checked="" type="checkbox"/> No <b>EE/SED</b> required, value \$500 or less per Schedule B <input type="checkbox"/> No <b>EE/SED</b> required, enter exemption number: _____ <input type="checkbox"/> Yes - Enter AES proof of filing station: _____			Total Declared Value for Carriage \$3.00 Total Value for Customs (Specify Currency) \$3.00 US

8. **Any shipments that include "Excepted Quantities" MUST include the following declaration in this section: "Dangerous goods in excepted quantities":**

Shipment Information			
Total Packages Paper's Used and Count: 1	Total Weight 6	<input checked="" type="checkbox"/> kg <input checked="" type="checkbox"/> DIM 11 / 9 / 8.5	<input checked="" type="checkbox"/> cm
Commodity Description <b>DETAIL REQUIRED</b>	Harmonized Code	Country of Manufacture	Value for Customs <b>REQUIRED</b>
Three vials of experimental compounds for x-ray crystallography. Toxic.  Dangerous goods in excepted quantities		US	\$3.00
<input checked="" type="checkbox"/> Has <b>EE/SED</b> been filed in <b>AES?</b> For U.S. Export Only Check One		<input type="checkbox"/> For EU Only Tick here if goods are not in free circulation and provide C.I.	Total Declared Value for Carriage \$3.00
<input checked="" type="checkbox"/> No <b>EE/SED</b> required, value \$2,500 or less per Schedule B <input type="checkbox"/> <b>EE/SED</b> required, value \$2,500 or less per Schedule B <input type="checkbox"/> <b>EE/SED</b> required, value \$2,500 or less per Schedule B <input type="checkbox"/> <b>EE/SED</b> required, value \$2,500 or less per Schedule B		Total Value for Customs (\$Specify Currency) \$3.00 US	
<input type="checkbox"/> No <b>EE/SED</b> required, enter exemption number: _____ <input type="checkbox"/> Yes - Enter <b>AES</b> proof of filing station: _____		<input type="checkbox"/> Other than <b>NLR</b> , enter License Exception: _____	

9. **ANY shipments that include dry ice MUST also** include the following information in this section:
- The words "UN 1845"
  - The proper shipping name ("Dry ice" or "Carbon Dioxide, solid")
  - The words "Class 9"
  - The total number of packages
  - The net quantity of dry ice in each package

Shipment Information			
Total Packages Paper's Used and Count: 1	Total Weight 6	<input checked="" type="checkbox"/> kg <input checked="" type="checkbox"/> DIM 11 / 9 / 8.5	<input checked="" type="checkbox"/> cm
Commodity Description <b>DETAIL REQUIRED</b>	Harmonized Code	Country of Manufacture	Value for Customs <b>REQUIRED</b>
Three vials of human tissue that have been sterilized. Not infectious. Not contagious. To be used for research project.  UN 1845 Dry ice Class 9 1 package 3 kg		US	\$3.00
<input checked="" type="checkbox"/> Has <b>EE/SED</b> been filed in <b>AES?</b> For U.S. Export Only Check One		<input type="checkbox"/> For EU Only Tick here if goods are not in free circulation and provide C.I.	Total Declared Value for Carriage \$3.00
<input checked="" type="checkbox"/> No <b>EE/SED</b> required, value \$2,500 or less per Schedule B <input type="checkbox"/> <b>EE/SED</b> required, value \$2,500 or less per Schedule B <input type="checkbox"/> <b>EE/SED</b> required, value \$2,500 or less per Schedule B <input type="checkbox"/> <b>EE/SED</b> required, value \$2,500 or less per Schedule B		Total Value for Customs (\$Specify Currency) \$3.00 US	
<input type="checkbox"/> No <b>EE/SED</b> required, enter exemption number: _____ <input type="checkbox"/> Yes - Enter <b>AES</b> proof of filing station: _____		<input type="checkbox"/> Other than <b>NLR</b> , enter License Exception: _____	