

## eShip Global Biological Materials Shipping Protocol

UMass uses eShip Global as a shipping tool to classify, label, and send packages. eShip Global will determine if you can ship the material yourself (requiring a basic level of training) or if it requires special packaging and assembly by EH&S staff. EH&S will supply all of the appropriate packaging and will ensure that your package is appropriately labelled and handled. To assist with shipments, Room N190 in LSL has been set up with the necessary shipping materials. The person currently in charge of shipping materials is Steve Shaw, [sgshaw@ehs.umass.edu](mailto:sgshaw@ehs.umass.edu). UMass EH&S can be reached at (413) 545-2682.

Each shipment costs \$14.95 plus the shipping costs. Items requiring regulatory oversight include: chemicals; biological substances (including plant pathogens and agents carrying rDNA); samples with dry ice or liquid refrigerants; research samples or any other materials that could contain dangerous goods in any amount (e.g. biological samples in ethanol); live animals; items shipped to another country; intellectual property; and lithium ion batteries. eShip Global electronically alerts Research Compliance for export control review and also determines whether the shipment needs to be routed through EH&S.

Before you attempt to ship lab materials, you must complete these two OWL training courses.

<https://ehs.umass.edu/owl-training>:

- Shipping Exempt Biological Substances Category B
- Shipping with Dry Ice

### **Materials:**

Materials to be shipped

Address and phone number of the recipient

Styrofoam container with cardboard box (make a note of the dimensions x, y, and z of the box)

Packing Tape

Scissors

Dry ice (if using)

Credit card information

Third party billing information if applicable

Printed labels for shipping

### **Methods:**

**Submitting the request prior to (day of or day before) shipping to get EH&S approval (typical confirmation in 4-24 hours)**

1. Visit the eShip Global website <https://umassehs.eshipglobal.com/secure> and login with your spire ID.
2. Choose the Ship option from the title menu and select Ship To on the dropdown menu.

**eShip Global™** DROP-OFFS SUPPLIES CONTACT

HOME RATE **SHIP** TRACK QUICKSHIP MY SHIPMENTS ADDRESS BOOK ACCT MANAGEMENT LOGOUT HELP

Ship To

Welcome, Carey Dougan  
5/16/2018 4:05:29 PM (EST)

**More Features**  
**More Flexibility**  
**Less Work**

Please choose the shipping service that you want to perform from the menu at the top to proceed

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- Specify if you have biological materials, chemicals, or radioactive materials in your shipment.

**Does your shipment contain any of the following:**

- **Biological Materials**
- **Chemicals**
- **Radioactive Materials**

**Yes**

**No**

- Specify whether you will be shipping domestic or international.

5. Choose what type of material you will be shipping: Biological Materials (including dry ice, glycerol, or DMSO), Chemicals, Radioactive Materials, Newly Synthesized Non-Hazardous Chemicals, Dry Ice (with no other materials listed above).

**BIOLOGICAL MATERIALS**  
*(May include dry ice, glycerol, and/or DMSO. If other preservative is used please check Chemicals as well.)*

**CHEMICALS**

**RADIOACTIVE MATERIALS**

**NEWLY SYNTHESIZED NON-HAZARDOUS CHEMICALS**

**DRY ICE**  
*(with no other materials listed above)*

**SPECIAL PROVISION A180**

**SPECIAL PROVISION A152 (DRY SHIPPERS)**

6. Specify whether the material is a culture or stock of a human or animal pathogen (Typical answer is No. Otherwise, you will need to complete another OWL training)

**BIOLOGICAL MATERIAL CLASSIFICATION**

Please complete the questionnaire below to proceed

**Is the material a:**

Yes No

Culture or stock of a human pathogen, including:
 

- genetic derivatives of human pathogens,
- genetically modified organisms or microorganisms meeting the definition of a human pathogen,
- Biological product known or reasonably anticipated to meet the definition of an infectious substance?

Culture or stock of an animal pathogen, including:
 

- genetic derivatives of animal pathogens,
- genetically modified organisms or microorganisms meeting the definition of an animal pathogen,
- Biological product known or reasonably anticipated to meet the definition of an animal pathogen?

**Substance Classification:** UN 2814 Infectious substance, affecting humans; or UN 2900 infectious substance, affecting animals  
**Training:** Training Required - Infectious Substance, Category A Training  
*Note: Also fulfills requirement for the following trainings:*

- Category B and Exempt Human or Animal Specimen
- Shipping Dry Ice

**Your training level:** ALL  
**Training Verification:** You have the appropriate training to continue

Based on the answers to the questionnaire the system determines the classification of the material, and the training required to ship the material

The system will verify the user's eligibility to process the shipment based on their current training level

This user is verified as "trained" to ship this material

Click Continue

7. Specify whether the material is of human or animal origin and whether it harbors a known pathogen or is capable of altering a cell, but not capable of causing disease (the biological substances training covers both human and animal specimen)

8. Enter the materials to be shipped. You will need a material name, total quantity of material, and a net value (these values can be estimated or just enter \$1)

### Material Entry

Material Classification: UN 3373 Biological Substance, Category B, human origin

\*Material Name:

UN NO:

Proper Shipping Name:

Class Or Division:

Packing Group:

Labels:

Packing Instructions:

Special Permit:

Authorization:

Dangerous goods in excepted quantities? (**FORBIDDEN**)

Dangerous goods in limited quantities? (Max. Net Qty: **FORBIDDEN**)

Cargo aircraft only? (Max. Net Qty: **NA**)

Maximum Quantity per inner receptacle:   (Max. Inner Qty: **NA**)

\*Total Quantity in Package:   (Max. Total Qty: **NA**)

\*Net Value in USD(Min. 1):

9. Enter the ship from information (which will be autosaved if you are a return user)

### Ship Domestic

<b>Ship From:</b> <small>Shipper Information</small>	Carey Dougan, UMEHS, 240 Thatcher Road Life Sciences Laboratories N535 Amherst MA 01003 <input type="button" value="Edit"/>	<b>ShippingDate:</b> <small>(MM/DD/YYYY)</small>	<input style="width: 80px;" type="text" value="05/16/2018"/> <input style="width: 20px;" type="button" value="📅"/>
<b>Ship To:</b> <small>(Please enter recipient information or choose from saved recipient addresses by clicking on the 'Load from Address Book' button)</small>	<input type="button" value="Load from Address Book"/> <input checked="" type="checkbox"/> Add to Address Book		
<b>*Company/Contact Name:</b> <input style="width: 150px;" type="text"/>			
<b>Alt. Contact Name:</b> <input style="width: 150px;" type="text"/>			
<b>*Address1:</b> <input style="width: 150px;" type="text"/>			
<b>Address2:</b> <input style="width: 150px;" type="text"/>			
<b>*State:</b> <input style="width: 80px;" type="text" value="Select State"/>		<b>*City:</b> <input style="width: 100px;" type="text"/>	
<b>Country:</b> <input style="width: 80px;" type="text" value="United States"/>		<b>*Zip:</b> <input style="width: 100px;" type="text"/>	
<a href="#">Click here to verify this address</a>			
<b>*Phone:</b> <input style="width: 100px;" type="text"/> <small>(xxx-xxx-xxxx)</small>			
<b>Email:</b> <input style="width: 200px;" type="text"/>			

10. Choose what type of package you'll be sending (fiberboard box, plastic case, cylinder, plastic drum)

11. Choose what type of shipping service to use (for dry ice shipments, you must choose overnight, and FedEx standard overnight is the cheapest)
12. Estimate the total package weight (a medium Styrofoam box will hold about 5 pounds of dry ice for reference)
13. Specify the dimensions of the cardboard box
14. Enter the credit card information (even if you're using a third party billing, you must have a credit card on file)
15. If using third party billing, Select Bill To: Third Party and enter the FedEx account number for the third party
16. Indicate if you'll be using Dry Ice and the weight of the dry ice or any other special instructions
17. Indicate whether you want to notify shipper or recipient of delivery

<b>Package Info:</b> <small>(Choose Package type and Service from the dropdown list)</small>	<b>No. of pkgs. for each address above:</b> 1 <input checked="" type="radio"/> Identical <input type="radio"/> Non-Identical  <b>Type:</b> Select a package <b>Service:</b> Select a service <b>Total Pkg Weight:</b> (lbs) <b>Dimensions:</b> x    x    (inches) <b>Shipment Ref:</b>
<b>Billing References:</b> <small>(Choose or enter Billing references for charge back and charge type)</small>	<b>*Selected Credit Card from Profile:</b> Kazmier (MASTER CARD ending in 6717) <a href="#">Add Credit Card</a> <b>Project:</b> <b>Costcode:</b> <b>Department:</b> <b>Bill To:</b> Prepaid <b>*Recipient/Third Party Acct#:</b> Not required <b>*ZipCode:</b> Not requi
<b>Special Instructions:</b> <small>(Additional charges may apply for some special services)</small>	<input type="checkbox"/> Saturday Delivery <input type="checkbox"/> Signature Required <input type="checkbox"/> Signature Release  <input type="checkbox"/> Dangerous Goods <b>Dangerous Goods Type:</b> --Select-- <a href="#">Dangerous Goods Help</a> <input type="checkbox"/> Dry Ice (Express shipments only) <b>Dry Ice Weight:</b> (lbs) <a href="#">Dry Ice Help</a> <input type="checkbox"/> Overpack  <b>Decl. Value:</b> 0    (US\$)
<b>Email Notifications:</b> <small>(Email notifications will be sent free of charge)</small>	<input type="checkbox"/> Notify Shipper <input type="checkbox"/> Notify Recipient <input type="checkbox"/> Notify Shipper on Delivery <input type="checkbox"/> Notify Others on Delivery

      

18. Submit the quote and wait for EH&S to send a confirmation that the shipment has been approved. You will not be able to print address labels until you are approved
19. Upon approval, login to eShip Global and under My Shipments select Research Material Shipment History. You will be able to complete the shipment and print all of the labels.
20. Print the airway bill, address labels, package instructions and labels. Walk over to the Fisher store to get dry ice (5 lbs is usually enough for an overnight shipment and that amount fits well in a Sigma styrofoam container). You can call the store the day before or the day of to make sure they have dry ice if you are working with a time sensitive material. (413) 577-2600
21. When filling the container make sure not to tape the Styrofoam shut
22. Affix the labels per the printed instructions with packing tape and make sure to cover up any existing barcodes or addresses on the box with either the labels or a sharpie
23. Schedule a pickup from the same confirmation page within eShip Global

24. You can choose the same day as long as it's before 4 p.m. for standard overnight delivery (email the ChemE office to get the FedEx number)
25. Under the notes section of the pickup address of 240 Thatcher Road, Life Sciences Laboratories, specify that the pickup will be on the 3<sup>rd</sup> floor shelf near the main corridor elevators
26. Carry your package down to the 3<sup>rd</sup> floor and leave it on the shelf under the TV monitor