

Hazardous Material Shipment Form

Instructions:

1. If you wish to ship a hazardous material affiliated with to WWU, **complete** the form below and **send** it to the Environmental Health and Safety office ([EHS](#)) via email at ehs@wwu.edu, fax at x6514 or campus mail to MS 9070.
2. EHS will review and assist you in packaging according to applicable federal and international transportation regulations as necessary.
3. EHS will submit the signed form back to you.
4. Attach the signed form to your hazardous material package and either take the package to Mail Services or place it for campus mail pickup. The package will also require an address label and shipping mode e.g. ground, next day air , etc
5. Mail Services will pick up package, fill out tracking number below and send the completed form to EHS for filing.

Submit this form to EHS if you plan to ship goods or commodities that may be classified as a hazardous material. EHS will determine if your shipment is regulated and will assist you in properly preparing your material for shipment.

Name: _____ Department: _____

Campus Address/ Mailstop: _____ Phone: _____

E-mail: _____

Hazardous Material General Information

Material Name: _____

Form of Material: Solid Liquid Gas

Type of Material: Chemical Radiological Biological

Quantity of Material: _____ CAS Number(s) (if any): _____

Manufacturer (if any): _____ Shipping Destination: _____

Special Shipping Requirements (i.e., cold packs, dry ice): _____

Preferred Shipping Method (i.e. US Mail, Fed Ex, UPS): _____

Certification: *I hereby declare that the contents of this form are fully and accurately described above.*

Print Name and Title: _____

Signature: _____ Date: _____

Internal Use Only

Signature of EHS Approval _____ Date _____

Date Shipped by Mail Services _____ Tracking Number _____

Please Return Form to EHS at MS9070 for filing