

GEORGIA TECH GUIDELINES FOR SHIPPING CHEMICAL AND BIOLOGICAL MATERIALS

Shipping chemical and biological material is not as simple as putting postage on a package and dropping it in the mailbox. Material leaving campus may be subject to several administrative and regulatory requirements. While the process may be involved and lengthy, especially the first time, it is only by following all the rules that you can insure your material arrives where you want it, on time, and without being subjected to delay, fines or other penalties. The Environmental Health and Safety (EHS) Office, the Office of Technology Licensing (OTL), the Office of Sponsored Programs (OSP), the Office of Research Compliance (ORC) and the Office of Legal Affairs (OLA) have established a chemical/biological materials shipping program to assist researchers, faculty and staff in this area.

A summary of specific requirements follows, along with links to additional information, contacts and forms.

EXPORT LIMITATIONS AND CONTROLS

Some materials and information cannot be shipped to certain countries. In addition, foreign nationals from certain countries are prohibited from receiving such materials even if they are residing in the United States. All international shipments require an export review. You can initiate this review by completing the material transfer agreement process at <http://www.otl.gtrc.gatech.edu>. Click on Material Transfer Agreements and then sign-in with your GT User name and password. When you have completed the process, the appropriate departments will be notified to review your request. You can check the status of your request by using the My Dashboard feature. This process can take several days or weeks to complete. Most chemicals and biological materials do not need an export license, but there are exceptions. If an export license is needed, the process takes an average of 60-90 days - but can take up to a year to complete.

MATERIAL TRANSFER AGREEMENT

A Material Transfer Agreement (MTA) is a legal contract between two entities which specifies that materials are to be used for scientific work only and not for commercial use. MTAs are executed between a company and GTRC, not between individuals. You may need an MTA if any of the following apply: your research sponsor requires it; you received the original material via an MTA; the material contains embryonic stem cells; the material is covered under the USA PATRIOT Act (http://www.fincen.gov/pa_mail.html), or the Centers for Disease Control (CDC) List of Select Agents (<http://www.cdc.gov/od/sap/docs/salist.pdf>); or the receiving agency requires an MTA. You will not need an MTA if you are sending samples for analysis, you are returning material to a supplier, or you are providing product(s) to a project sponsor.

If you need an MTA, or are unsure, complete the MTA request form at <http://www.otl.gtrc.gatech.edu>. Click on Material Transfer Agreements and then sign-in with your GT User name and password. When you have completed the process, the appropriate departments will be notified to review your request. You can check the status of your request by using the My Dashboard feature.

MATERIAL SAFETY DATA SHEETS (MSDS)

All shipments of hazardous materials require an MSDS. This is true for even "small" amounts and newly created products/samples. If there is no commercial MSDS, you must create one. EHS can teach you how to do this. Contact Debbie Wolfe-Lopez at deborah.wolfe-lopez@ehs.gatech.edu or 404-385-2964 to learn how to create an MSDS.

SHIPPING HAZARDOUS MATERIALS / DANGEROUS GOODS

Domestic and international regulations govern the commercial shipment of hazardous materials/dangerous goods. Hazardous materials/dangerous goods can only be offered legally for transport by trained and certified individuals. If you suspect that your material may be controlled or regulated in any way, please contact the appropriate EHS Specialist.

For Biological Materials, contact Lisa Brindel at lisa.brindel@ehs.gatech.edu or 404-894-6120. The Biological Shipping Request form can be found at the following link:

<http://www.safety.gatech.edu/biological.doc>

For Chemical Materials, contact Ryan Lisk at ryan.lisk@ehs.gatech.edu or 404-385-9531 or Ryanne Shadwick at ryanne.shadwick@ehs.gatech.edu or 404-894-9381. Click

http://www.safety.gatech.edu/Chem_Domestic.doc for The Chemical Shipping Request Forms for domestic shipments. Click http://www.safety.gatech.edu/Chem_International.doc for The Chemical Shipping Request Form for international shipments.

Note: EHS must have confirmation that the applicable requirements have been satisfied before shipping the material. This will happen automatically if you have completed the MTA or Export Review Process described above.

FOREIGN CUSTOMS

In many instances, following the above procedures and coordination with the carrier will preclude problems at the foreign point of entry. However, be aware that customs officials may impose unexpected obstacles. If it is the first time you have shipped material to a particular country, both you and the recipient should be prepared for delays and the possibility of having to provide additional information.

The U.S. Census Bureau may require that an electronic Electronic Export Information (EEL) be filed with the U.S. Census Bureau through the Automated Export System (AES) for international shipments including Puerto Rico and U.S. Virgin Islands. (15 CFR Part 30 Foreign Trade Statistics, www.census.foreign-trade). Usually EELs are required if the material under a single Schedule B number (www.census.gov/foreign-trade/schedules/b/) is valued at \$500 or more and is being shipped via the United States Postal Service. If another carrier is used, including Fed Ex which is the preferred carrier of the EHS Office, the value under a single Schedule B number is set at \$2500 and above. In addition, EELs are required if an export license is required. EELs are also required for all shipments to Country Group E:1 of the Export Administration Regulations (EAR), 15 CFR PART 740, Supplement 1—Cuba, Iran, Sudan, Syria, N. Korea. Please note this list is subject to change.

Go to <http://www.otl.gtrc.gatech.edu> to determine if your sample is export controlled. Click on Material Transfer Agreements and then sign-in with your GT User name and password. When you have completed the process, the appropriate departments will be notified to review your request. You can check the status of your request by using the My Dashboard feature. If an EEL is required, Fed Ex will process the EEL on your behalf for a fee of \$10. In addition, all international shipments require a Destination Control Statement on the airway bill and invoice, “[t]hese commodities, technology or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to law is prohibited.”