

## SHIPPING – Hazardous Goods

The following are requirements when hazardous goods are shipped from RIT:

1. The shipper must provide a Material Safety Data Sheet (MSDS) for each hazardous good.
2. The shipper must provide a contact with a 24-hour telephone number that can, in case of emergency, provide information and documentation regarding the shipment. The contact should be someone at RIT or a company that RIT contracts to be available. The contact must have a copy of the MSDS for reference.
3. If the MSDS does not have all the pertinent information, the shipper must provide a United Nations number for the chemical (found on the label), a shipping name and technical name for the hazardous material, total quantity of the item inside the box, and the number and type of containers inside the box.  
Ex: 4 glass containers, .5L each, in one fiberboard box  
Ex: 3 plastic containers, 5g each, in one fiberboard box  
NOTE: The carrier can refuse shipment if the information is incomplete or inaccurate.
4. On the shipping memo or online memo, the shipper must indicate the date that the shipment needs to arrive at the destination.  
(The online memo is available at the FMS webpage (<http://finweb.rit.edu/fms/>), click Requesting Services link, and then Shipping Request link.)
5. The shipper must have the item to be shipped and all of the above information at the Shipping & Receiving Dock in Building 99 1 to 2 days prior to the ship date.

*These requirements are from International Air Transportation Association (IATA) and are used by all major air carriers. The requirements are similar for ground shipments according to the Government Regulation CFR 49.*