

SBC User Shipping Preparation Instructions

Instructions: (Additional CAT specific requirements may be in place, consult the CAT Transportation Safety Coordinator)

- A. Write your initials in each blank to signify that you have completed the specified action.
- B. If a statement does not apply indicate with N/A.
- C. If more than one container label as A, B, C, etc.
- D. Sign and date the completed instructions affirming that all responses are accurate.

NOTE: ALL DEWAR CONTAINING HAZARDOUS MATERIALS AND FOREIGN SHIPMENTS MUST GO THRU ANL SHIPPING. ALL FOREIGN SHIPMENTS NEED TO LIST THE PROTEINS/CRYSTALS BEING SHIPPED.

1		<p>The package is a shipping dewar:</p> <ul style="list-style-type: none"> • Remove free liquid nitrogen from the dry shipper. REQUIRED for SHIPPING • Place the neck-tube insert in the “dry shipper” and secure the insert using a cable tie or lock. If secured with a lock, attach the key or combination in a readily accessible location inside the outer shipping container. • Remove all labels on the outer container. • Complete ANL 126C Replacement Form.
2		<p>The dewar CONTAINS only non-hazardous frozen crystals. (NO propane/freon/ethane/free nitrogen/etc.):</p> <ul style="list-style-type: none"> • Remove all labels on the outer container except “KEEP UP RIGHT, UPWARD-POINTING ARROW, FRAGILE DO NOT DROP, AND CONTACT IF SHIPMENT IS DELAYED (OPTIONAL)”. • Complete ANL 126C Replacement Form.
4		<p>The dewar CONTAINS propane, freon, ethane, nitrogen or hazardous crystals.</p> <ul style="list-style-type: none"> • Complete ANL 126C Replacement Form. • Complete the Dry Shipping Dewar Form. • Complete the Hazardous Manifest/Cargo List. • Supply an MSDS for each chemical to be shipped. • Attach letter of Competent Authority CA-9807017 (found in TUD-25) [Note: International shipments may require approval by the government of the destination country].
5		<p>The package is not a dry shipper and it CONTAINS NO chemicals or solutions (including lubricants, solvents and commercially available items such as cleaning compounds, detergents and solutions):</p> <ul style="list-style-type: none"> • Complete ANL 126C Replacement Form. • See SBC Staff for shipping arrangements.
6		<p>The package is not a dry shipper and it CONTAINS chemicals, solutions or hazardous substances (including lubricants, solvents and commercially available items such as cleaning compounds, detergents and solutions). These packages MUST be shipped through ANL Shipping.</p> <ul style="list-style-type: none"> • Inform the Host or SBC Transportation Safety Coordinator that you will be shipping hazardous material. • Supply an MSDS for each chemical to be shipped. • Complete the Hazardous Manifest/Cargo List – PFS-SS/MAT 001. • Complete ANL 126C Replacement Form and verify that all materials/equipment are listed on the Form.
7		<p>Give your completed forms to your host or the SBC administrative assistant.</p> <p>A) Users are not to arrange for the direct FedEx pickup of shipments. All HazMat and Foreign shipments will be handled through ANL shipping in Bldg. 46.</p> <p>B) Host will instruct you where to take dewars.</p> <p>C) Questions: please contact Steve Ginell – Pager # 630-218-8122</p>

Name: (print) _____ Date: _____

Signature: _____ Host Signature: _____

Tracking Number: _____ Shipping Order No: _____

ANL 126C Replacement Form

All sections must be complete and Fed Ex account number correct or dewars will not be shipped.

SHIP DEWARS TO:

Attention: _____

Affiliation: _____

Address: (No PO Boxes) _____

City: _____ State: _____ Zip: _____

Country: _____ Phone #: _____

Federal Express Account Number: ____ - ____ - ____ - ____ - ____ - ____ - ____

Internal Billing: _____

Priority Overnight _____ 2nd Day Air _____ Saturday _____

Amount Insured per dewar \$ _____

If you do not declare an amount for your shipment, we will automatically assume it is \$100

Number of Dewars: Hazardous: _____ Non-Hazardous: _____

Dewars being shipped with free LN2 are considered Hazardous

Dewar contains: Crystals: _____ No Crystals/wet: _____ No Crystals/dry: _____

Does Dewar Contain Propane: No _____ Yes/# _____

Does Dewar Contain Freon: No _____ Yes/# _____

Does Dewar Contain LN2: No _____ Yes/# _____

If yes, be sure to complete the Attachment to Shipping Order (see attached)

Please Note:

- 1) Be sure to dump all LN2 out of dewars before leaving SBC unless dewar will be shipped with LN2
- 2) Be sure to label your dewar, and if you have more than 1 dewar be sure to label them 1,2,3 or A,B,C

List of items that are being shipped:

Complete list of all chemicals or liquids must be included if they are not in the dewar or if dewar is being shipped outside of the U.S. Be sure to provide MSDS and pack properly.
