



Transport of Research Materials Between Campuses

Certain hazardous materials can be transported by Harvard University Mail Services (HUMS) under the DOT Materials of Trade exception. When offering Research Materials for transport, complete the following information and provide this form along with the package to the HUMS Courier.

Submit a HUMS courier request [here](#).

Please note that this is a courier service. **Couriers will not pick up unattended packages, nor will they leave packages unattended in a hallway, laboratory or office.**

Offeror Name: _____	Recipient Name: _____
PI/Core Name: _____	PI/Core Name: _____
Campus: _____	Campus: _____
Building/room: _____	Building/room: _____
Phone: _____	Phone: _____

Material Identification

Materials to be transported (e.g. murine cells on dry ice) _____

This material falls into which of the following categories: (check all that apply)

- Non-regulated materials** (e.g. DNA, protein, fixed tissues/cells)
- Rodent cells/cell lines** not containing pathogens
- Human cells/cell lines/tissues/blood***
- Non-pathogenic micro-organisms**
- Dry ice****
- Excepted Quantities of** _____ (Chemical Fixatives/Preservatives; < 30ml)
- Other** _____ (contact EHS_researchtransport@harvard.edu to check eligibility)

Training - Confirm that required shipping training has been completed in the Harvard Training portal. (check all that apply)

- Shipping Biological Materials and Dry Ice
- Shipping Excepted Quantities: Flammables, Corrosives, and Common Fixatives
- Shipping Non-regulated Materials and Dry Ice
- N/A - Training not required for these materials.

Packaging & Labelling

Packages must be leak tight for liquids, sift proof for solids, and be securely closed, secured against shifting, and protected against damage. Each material must be packaged in the manufacturer's original packaging, or a packaging of equal or greater strength and integrity.



HARVARD

Campus Services

ENVIRONMENTAL HEALTH & SAFETY

The package must be labelled with the offerer and recipient addresses as well as the common (non-scientific; no formulas) name for the material. You may use the bolded text in the materials list above.

* **Human cells/cell lines/tissues/blood** may be transported by HUMS if the materials are not suspected or known to contain pathogens (e.g. classified as an Exempt Human Specimen). Offerers must complete *Shipping Biological Materials and Dry Ice* training in HTP, follow the triple tiered (click [here](#) for an example) packaging system and mark the exterior with a universal biohazard symbol.

** Dry ice must be allowed to vent and be packaged in an insulated container within a rigid cardboard box. Dry ice labels (UN1845 & Class 9) should be applied, indicating the total weight of dry ice (in kg) within the package.

The foregoing information is being relied on to ensure that these materials will be shipped in compliance with applicable regulatory requirements. By signing below, you attest that the information provided above is true and accurate, and that these materials are packaged and labelled as indicated above.

Signature _____ Date _____