

DRI Hazardous Material/Dangerous Goods Shipping Request Form Instructions

All boxes must be filled in or the Shipping Request Form will not submit. Drop down menus have been included to assist in completing the form. At this time all HM/DG shipments are via sent FedEx air. If you have questions that are not answered below, please contact DGshipping@dri.edu.

Shipper Information—the upper blue section

Required information about who is shipping the material. Note that the date is automatically input for you when you fill out the form and that the phone number must be preceded by an area code. The balance of the requested information is self-explanatory.

Hazardous Material/Dangerous Goods Information—middle gray section

Chemical Name or Composition if a Mixture--Provide as much information on the material you wish to ship as possible, including common names or synonyms. Keep in mind that just because a material is not specifically listed on the DOT or IATA tables, doesn't necessarily mean it is not considered hazardous. The hazard characteristics must be determined. (For example water sample preserved in the field are corrosive liquids, aqueous, inorganic, n.o.s. if the pH is ≤ 2 and micro flora and fauna field preserved in formaldehyde or alcohol are considered dangerous goods unless all the liquid is removed prior to shipping.) For mixtures, reviewing MSDSs for each component are necessary to make the hazard determination. Section 1 and 2 of the [Instructions for Hazardous Materials Shipments](#) provide more detailed information on determination of hazmat characteristics.

The balance of information required in this section is self-explanatory. Note: If you need to ship on dry ice, the weight of the ice must be provided in Kg.

Recipient Information—lower blue section

Provide the name, phone number with area code and complete address of the person receiving the shipment.

Additional Details—bottom gray section

Requested Shipping Date—When do you want to send the package? Keep in mind that unless exempt quantities are being shipped, special packaging may need to be ordered for your shipment.

Account Number—The DRI charge number for the shipment.