



Biological Material Shipment Form

Intended Date of Shipment

Lab Contact

PI

Location

DLC

Full Address of Shipper, including Name and responsible party

Shipper Phone Number

Shipper E-mail Address

State of
Material

Biological Material Description

of
vials

Amount
/vial

Net
Qty

Liquid

Solid

Complete below if shipping multiple materials

Liquid

Solid

Source of Biological Material (ATCC, Patient Specimen)

Is the material suspected to be infectious? Is the material used at BL1 or BL2?

Is this material a genetically modified organism? If yes, please describe.

Is there a chemical (formalin, ethanol, etc) in addition to biological sample?

Chemical Amount

Chemical Manufacturer

Chemical Product #

Will you be using dry ice?

If dry ice is being used, please list quantity below

Yes

No

Full Address of Recipient, including Name and responsible party

Recipient Phone Number

Recipient E-mail Address

Briefly describe the “Shipment Justification” i.e. Research collaborator.

Briefly describe what the item will be used for. “Research” is not sufficient. Examples of “End Use” are “gyro used to stabilize a medical laser”, or “microphone used for a presentation”. What is the end use of the item?

Select as appropriate (If you are shipping internationally, you need to contact Janet Johnston, Export Control Officer, at jcjohnst@mit.edu prior to shipping. Please include your planned shipping date (Day mm/dd/yyyy).

Domestic

International

International Traffic in Arms Regulations (ITAR) and Commerce Control List (EAR): Review lists at <http://osp.mit.edu/compliance/export-controls/shipping/export-checklist/biological-hazardous-or-radioactive-material>

ITAR: Have biological agents and biologically derived substances specifically developed, configured, adapted, or modified for the purpose of increasing their capability to produce casualties in humans or livestock, degrade equipment, or damage crops

Yes

No

Have human or zoonotic pathogen or toxin on [1C351](http://osp.mit.edu/compliance/export-controls/shipping/export-checklist/biological-hazardous-or-radioactive-material) list, or genetic elements (including chromosomes, genomes, plasmids, transposons, and vectors, whether genetically modified or unmodified, or chemically synthesized in whole or in part) associated with the pathogenicity of the microorganisms referred to above, or that contain nucleic acid sequences coding for any of the toxins referred to above. <http://osp.mit.edu/compliance/export-controls/shipping/export-checklist/biological-hazardous-or-radioactive-material>

Yes

No

Have animal pathogen on [1C352](http://osp.mit.edu/compliance/export-controls/shipping/export-checklist/biological-hazardous-or-radioactive-material) list, or genetic elements (including chromosomes, genomes, plasmids, transposons, and vectors, whether genetically modified or unmodified, or chemically synthesized in whole or in part) associated with the pathogenicity of the microorganisms referred to above, or that contain nucleic acid sequences coding for any of the toxins referred to above.

<http://osp.mit.edu/compliance/export-controls/shipping/export-checklist/biological-hazardous-or-radioactive-material>

Yes

No

Have plant pathogen on [1C354](http://osp.mit.edu/compliance/export-controls/shipping/export-checklist/biological-hazardous-or-radioactive-material) list, or genetic elements (including chromosomes, genomes, plasmids, transposons, and vectors, whether genetically modified or unmodified, or chemically synthesized in whole or in part) associated with the pathogenicity of the microorganisms referred to above, or that contain nucleic acid sequences coding for any of the toxins referred to above.

<http://osp.mit.edu/compliance/export-controls/shipping/export-checklist/biological-hazardous-or-radioactive-material>

Yes

No

	Do you need a shipping box from the Biosafety Program?	Packaging Provided	Cost Object
Shipping Carrier	Yes		
	No		
Broker Name, Address, Telephone and Fax Numbers			Have you received any Restrictions/Permits from the Recipient?

FOR EHS BIOSAFETY PROGRAM OFFICE USE ONLY

EHS Contact

Time Spent

Packing Instructions

Amount Charged

JV Doc Date

JV Doc #

E-Ship Global