Shipping Dangerous Materials by Federal Express
Shipping Domestically, Completing FedEx form Online

Before shipping, you will need to have successfully completed EHS training, and set up a FedEx account through SmartMart. iProcurement will send you a confirmation email which directs you to www.fedex.com, and provides step-by-step directions. Once you have used the directions to set up your profile, you will receive the account link shown below.

1. Click the FedEx.com account link that you received:

![FedEx.com login profile is updated](image)

2. Click Ship -> Prepare Shipment Select and add your User ID and Password:

![FedEx login](image)
3. Select FedEx Ship Manager and click the “Prepare Shipment” tab.

4. If you have an existing account, some of your information will be automatically filled into the form from your FedEx profile.

5. You will fill in “From” and “To” information.
   a. IMPORTANT: The person who packages and ships the material MUST be CERTIFIED to ship and pack it. Enter the certified shipper’s name in the “Contact Name” field. If this is the first time this certified person packed and shipped the material, then check the “Save new sender in address book” link at the bottom of the “From” box, and a shipment profile will be saved for quick form completion next time.

6. You will fill in “Package and Shipment Details” information.
   a. NOTE: FedEx does not provide packaging for dangerous materials or dry ice. Since you will not be using a FedEx package, you should select “Your Packaging” as a “Package type”.

   ![FedEx Ship Manager](image)

   ![Create a Shipment](image)

   ![Package & Shipment Details](image)
7. Fill in the Billing Details and the “Special Services” sections.

<table>
<thead>
<tr>
<th>Special Services (optional)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ COD (Collect on Delivery)</td>
<td>[Help]</td>
<td>[Hide]</td>
</tr>
<tr>
<td>☑ Hold at FedEx location</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ Dry ice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Total dry ice weight: 5 lbs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ Dangerous goods</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ Process a return shipment</td>
<td></td>
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</tr>
</tbody>
</table>

a. If your package contains dry ice, mark the “Dry Ice” box.
b. If shipping Dry Ice **without** Infectious Substances, **Do NOT check the “Dangerous goods” box**. This may seem counter-intuitive, but don’t check it.
c. However: **If shipping Infectious Substances, you must check the “Dangerous Goods” box and complete a Dangerous Goods Declaration.**
d. For “Signature type” select “Adult signature required”.

If you have any questions, call 1-800-FEDEX and ask to speak to their “dangerous goods” department. They are very helpful, and will answer any questions you have.

8. If the “Pickup Address” does not list the certified shipper, click “Edit”, and correct it.

9. Complete the rest of the form, and click “Ship”. Print out TWO copies of the label. Ensure that the label contains the name of the certified shipper.
10. Put one printed label on your package, and keep one for your records. NOTE: Never put a photocopy on your package.