Shipping Dangerous Materials by Federal Express
Completing a printed FedEx form

If you are shipping to another country, you must use the FedEx “Expanded Service International Air Waybill”. Follow the directions below in completing either the domestic or the international air bills.

Before shipping, you will need to have successfully completed EHS training (“Shipping Dangerous Biological Goods” and/or “Excepted Materials”). We strongly recommend that you set up a Federal Express shipping account through SmartMart.

NOTES:

1. Use only approved packaging materials, as noted in EHS “Shipping Dangerous Biological Goods” and “Excepted Materials” shipping training.

2. If the Waybill is pre-printed with Senders’ info, MAKE SURE THAT the person who ships the material is CERTIFIED to ship it.
   This person’s name must be listed in the “Sender’s Name” field.
   If the account is in another person’s name, then the certified shipper will correct the names in this format:
   (Certified Shipper’s Name) for (Account Holder’s Name), as in “Jane Doe for Dr. Smith”. (see example above)

3. FedEx does not provide packaging for dangerous materials or dry ice. Since you will not be using a FedEx package, you should mark “Other” under “Packaging”.

4. Under “Special Handling--Does this package include dangerous goods?”:
   a. Check “Yes, Shipper’s Declaration not required.”, unless shipping Infectious Materials. **If shipping Infectious Materials (Class 6.2), a Dangerous Goods Declaration is required.**
   b. If your package contains dry ice, check “Dry Ice” and list the number of packages and the weight of the dry ice they contain.
For the International FedEx Air Waybill:

5. All International FedEx shipments MUST have a value declared (if no commercial value, just use "$3.00" as shown below), and you MUST complete a Commercial Invoice form to accompany the shipment.

6. For the International FedEx Air Waybill, there is a section titled "Shipment Information". In this section, you must list a detailed description of the contents of the package(s).

7. Any shipments of Infectious Materials MUST include the following information in this section:
   a. The Words "UN2900" or "UN2814" as appropriate:
      i. UN 2814 for substances which cause disease in humans or humans and animals
      ii. UN 2900 for substances which cause disease only in animals
   b. The proper shipping name: e.g. "Infectious Substance affecting animals only, liquid" or other proper shipping name appropriate to your shipment
   c. The words "Class 6.2"
   d. Total number of packages

8. Any shipments that include "Excepted Quantities" MUST include the following declaration in this section: “Dangerous goods in excepted quantities”.

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9. **ANY shipments that include dry ice MUST also** include the following information in this section:
   a. The words “UN 1845”
   b. The proper shipping name (“Dry ice” or “Carbon Dioxide, solid”)
   c. The words “Class 9”
   d. The total number of packages
   e. The net quantity of dry ice in each package