

SHIPPING GUIDELINES FOR CHEMISTRY STORES

Chemistry Stores has the capacity to ship chemicals and samples, in addition to other non-hazardous materials. We have accounts set up with most major couriers, including Purolator, FedEx, DHL, and Custom Courier. **Exclusive rates are given by Purolator and is the preferred courier for both domestic and international shipping.** Local courier services are provided by Custom Courier.

- Bring down or email the following to chemistry.stores@usask.ca:
 - Complete and correct shipping address INCLUDING:
 - i. Name of recipient
 - ii. Email address of recipient
 - iii. Phone number of recipient
 - Account/CFOAP to charge to. If the recipient is paying for the shipment, an account number for the courier must be provided.
- Incomplete or incorrect shipping information can delay processing by Chemistry Stores, delay shipments or incur additional costs.
- Bring the shipment to G46 in the loading bay. A Chem Stores staff will greet you at the door to inspect the shipment and discuss any requirements for packing and shipping.
- Chemistry Stores will forward on tracking information for the shipment once available.

Preparing samples for shipment:

- For chemical samples, ensure the samples are packed in appropriate, **leak proof primary containment vessels** (eg. vials, tubes, etc), with closed caps, sealed in parafilm. Ensure they are properly labeled.
- Chemistry Stores staff can further pack the samples in appropriate packing material and boxes/foam coolers if needed.
- Indicate to Chemistry Stores staff if the samples need to be shipped with a **cold pack or dry ice**. Dry ice must be ordered at least 4 hours ahead or additional charges may apply.
- Indicate any other handling instructions (rush, fragile, upright, etc) or hazards (flammable, corrosive, toxic, etc)

Additional documentation **MUST** be provided for samples being sent internationally:

- MSDS for each chemical/sample if available
- A letter from the PI listing the hazards of the chemicals/samples, intended use, commercial value and who it is being shipped to. This must be on official letterhead

Note: A Toxic Substance Control Act Form (TSCA) completed by the PI may be required for FedEx shipments.

Lack of proper documentation can delay processing at customs facilities or may be rejected by customs.

For all other shipments, including equipment, glassware, other research materials, indicate any handling instructions (cold, fragile, upright, etc), include/provide proper packing material (ie. for equipment), and any potential hazards of the materials. Stores can provide standard boxes and packing material (bubble wrap, packing pads, packing peanuts) if needed.