



# 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 #**

**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](mailto: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

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

FOR EHS BIOSAFETY PROGRAM OFFICE USE ONLY

EHS Contact

Time Spent

Packing Instructions

**Amount Charged**

**JV Doc Date**

**JV Doc #**

**E-Ship Global**