Chemistry Shipping Samples Procedure

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All outgoing packages containing chemicals, biological materials, and/or dry ice require verification and approval before shipment.

1) Please email chemistry-receiving@stanford.edu and chemistry-cas@stanford.edu the following information
✓ Sample description (chemical structure and/or chemical name, CAS number), Quantity, Sample Weight
✓ Recipient’s Name, Address, and Phone #
✓ Desired shipping Date
✓ Desired shipping option – Domestic (Overnight, 2-Day, Express, or Ground) / International (Priority or Economy)

2) Determination and classification of dangerous or hazardous shipments
✓ The EHS/Facilities Office will determine if your shipment contains regulated dangerous or hazardous goods
✓ Equipment, chemicals, software, etc. that will be shipped internationally, Export Controls must be contacted for export review. Export Controls Office Contact: Steve Eisner steve.eisner@stanford.edu. If an export license is NOT required, please complete/submit the One-Time No License Required (NLR) Form: https://www.stanford.edu/group/export/forms/NLR.html
✓ Shipment of research samples produced by Stanford or materials that are derived from Stanford research, and samples being shipped to a collaborator’s lab for use in experiments or a research program may require review by the Industrial Contracts Office (ICO) and a Materials Transfer Agreement (MTA) may be required (see below for more info).

3) When your sample is ready for shipment, please email chemistry-receiving@stanford.edu for pick-up location. FedEx picks up outgoing packages at 2:15pm at Chemistry Receiving (Lokey Building – Fisher on-site). Please have your package ready for pick-up before 1:00pm.

3) The CAS Admin will generate the FedEx label and other required documents (eg. Commercial invoice).
✓ Please indicate Student’s Name/Todd Eberspacher as “Shipper” on the FedEx Label.
✓ Please indicate the student’s email address under “Shipment Notifications” field of the FedEx label.

4) Receiving will assist in labelling and packing the shipment. Standard Hazardous Materials shipping boxes are provided by the receiving office. For dry ice shipments, the Styrofoam box must have an outer ‘over pack’ cardboard box or the local FedEx office will return the package. The weight of dry ice in KG is required for the packing labels.

Requirements for Personnel Preparing and Offering Research Materials for Shipment

1) Shipping dangerous or hazardous goods outside the US.
If you ship dry ice, hazardous materials, or any other regulated "Dangerous Goods", you must receive specific training to ensure the material is properly packaged and labeled or you will be in violation of Federal Law. The training and certification for shipping "dangerous goods" packages must be repeated within every two-year period to be valid.

"Dangerous Goods" include, but are not limited to, materials that are flammable, combustible, corrosive, reactive, oxidizing, toxic, radioactive, infectious, asphyxiating, elevated in temperature, or compressed, including aerosol cans. Dry ice is also regulated as a dangerous good in air shipments. If you are unsure whether your material is a “Dangerous Good” consult the MSDS for the product, call EH&S at 723-0448.

NOTE: Some groups have someone that has taken the dry ice shipping training and they can ship biological samples on dry ice without Department help. If the package contains chemicals or hazardous materials, those packages will need to be packed by Receiving unless they have also taken the exempted quantities shipping. Unless they have taken the class they cannot simply decide their package contains no hazardous materials. The person(s) packing the material and/or signing the shipping papers must be trained and certified in the shipping of dangerous goods. Dry ice packages should be packed in a Styrofoam box with a cardboard outer box. They must be labeled correctly and the amount of dry ice and contents must be indicated on the dry ice sticker.

Important: Stanford personnel are not allowed to directly ship any radioactive materials. If you need to have radioactive materials shipped, you MUST contact Health Physics at 723-2201.

2) Biological Materials and/or Dry Ice Shipments
If you are shipping biological or other materials and using Dry Ice to preserve the samples, it must be shipped as a "Dangerous Goods" shipment. You may complete the training requirement for biological materials shipments via an EH&S on-line training program. Check the Biosafety section of the EH&S website for information regarding the on-line training program to meet your biannual training requirement. A record of your training must be available for review upon request of Federal inspectors who regularly review Stanford shipping documents and visit the campus to review training records and interview individuals who have signed the shipping papers.
Material Transfer Agreement (MTA)

What is an MTA?
MTA stands for Material Transfer Agreement. MTA is a contract governing the transfer of non-commercial, tangible research materials from one entity to another for research purposes. The materials may range from cell lines to transgenic animals to chemical compounds. ICO (Industrial Contracts Office) handles and reviews MTAs for Stanford researchers with respect to Stanford policy and obligations to funding sources. Different agreements are used to send or receive data.

When do I need an MTA?
An MTA is used in two instances:

- When you are receiving material at Stanford from another entity. Typically, the material sender will prefer to use its own MTA.
- When you are sending material from Stanford to another entity. We recommend that you can use the standard Stanford Outgoing MTAs (see https://sites.stanford.edu/ico/forms-and-templates for templates) if you are using an agreement for the transfer. Transferring human material requires a different agreement.

NOTE: If you are sending samples/materials and funding out for analysis service, this shipment does NOT require an MTA. This should go to Procurement (via a Purchase Order) since we are paying for services. Examples are – elemental analysis, mass spectrometry, x-ray crystallography.

Does MTA expire?
The MTA only relates to the specific material listed in the agreement. There is NO end date, so it is good for perpetuity unless someone terminates it. The material can only be used for research purposes under this MTA.

Handling MTAs:
Incoming MTA (Receiving material) -- Incoming Material Transfer Agreements govern the use of research materials from an outside organization. All incoming MTAs must be reviewed and signed by ICO.

- PI/Researcher completes and submits the online Intake Form: https://stanforduniversity.qualtrics.com/jfe/form/SV_1FgVR0wW0bUZkpL. Please fill out the online intake form completely. Anything unusual about the material or the MTA should be noted.
- Email our ICO Contact: Chau Nicole Truong <cntruong@stanford.edu>, Phone# 650-725-9114 to let her know that your lab will be receiving samples from your collaborator and have submitted the ICO Intake Form for the MTA. She or another ICO Associate assigned to your MTA will confirm receipt by email and contact the Principal Investigator/Researcher to verify the form’s contents. MTAs require a Principal Investigator or a PI Waiver for non-faculty.
- Some providing organizations will send the lab an MTA; it can be forwarded to ICO with the Intake Form. After ICO reviews the Intake Form and the MTA, ICO will contact the PI/Researcher and negotiate the agreement terms, if needed.
- ICO will sign the MTA and send it to the PI/Researcher for acknowledgment. After the provider/collaborator has signed, it will send the materials directly to the lab.

Outgoing MTA (Sending material) -- Outgoing Material Transfer Agreements govern the transfer of materials from Stanford to outside researchers. All outgoing MTAs must be reviewed and signed by ICO.

- PI/Researcher fills out and submits the online Intake Form: https://stanforduniversity.qualtrics.com/jfe/form/SV_1FgVR0wW0bUZkpL. Please fill out the online intake form completely. Anything unusual about the material or the MTA should be noted.
- ICO recommends that PIs who want an agreement to send out materials use one of the standard agreements below (submitted with intake form).
  - Uniform Biological MTA: https://ico.sites.stanford.edu/sites/g/files/sbybj6716/f/ubmta_stanford_1.doc
  - Outgoing Simple Letter Agreement for transfers to Non-Profit Organizations: https://ico.sites.stanford.edu/sites/g/files/sbybj6716/f/sla_outgoing.doc
  - Outgoing MTA for transfers to Industry: https://ico.sites.stanford.edu/sites/g/files/sbybj6716/f/mta_out_industry.docx
- Email our ICO Contact: Chau Nicole Truong <cntruong@stanford.edu>, Phone# 650-725-9114 to let her know that your lab will be shipping samples to your collaborator (recipient) and have submitted the ICO Intake Form for the MTA. She or another ICO Associate assigned to your MTA will confirm receipt by email and contact the Principal Investigator/Researcher to verify the form’s contents. MTAs require a Principal Investigator or a PI Waiver for non-faculty.
- ICO will obtain signature from collaborator/recipient. Then, ICO signs the MTA and send it to the PI/Researcher for acknowledgment.
- With the MTA executed between parties, you can now proceed with shipping your samples.

Questions about MTA?
Contact ICO by email: ico@stanford.edu / Phone#: (650) 723-0651

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