Express Shipping
Creating a Domestic Shipping Label for an Exempt Biological Material Shipped with Dry Ice

Overview

- Use this guide to easily create a shipping label for a domestic package that contains a biological material.
- This guide will provide an example of how to ship an exempt biological material packaged with dry ice.

Key Points:

- eShipGlobal provides one easy-to-use interface to create shipping labels for FedEx, UPS, and USPS (flat rate shipping). This third-party service allows you to review shipping costs at Yale contracted rates and choose the most cost-effective shipping solution.

- Using the eShipGlobal application ensures the proper purchasing protocol is followed by using online validation of the Yale VIP (or PTAE0) number and Initiator on every transaction. Each transaction is tied back to Yale Financial Statements through the tracking number and VIP or PTAE0 and Initiator.

- To improve compliance, eShipGlobal is integrated with Yale’s TMS system. When you log in with your Yale NetId and password, the system provides automatic training verification.
  
  - Training courses for biological substances and dry ice packages are available online. In most cases, if you require training, you will be able to complete the training requirement and ship your package in the same day.

- After 30 minutes of inactivity, you will automatically be logged out of the eShipGlobal system.

Shipping Carriers

- Contracted domestic rates for shipping research materials are available with FedEx.

Packaging

- When selecting Custom Packaging as the packaging Type, provide approximate weights and container sizes.
  
  - All packages are weighed and measured by the shipping vendor selected; prices will be adjusted according by the carrier if necessary.

- The Medical School Stockroom (Sterling Hall of Medicine, 333 Cedar Street, SHM I-E7) and Kline Biology Tower (219 Prospect Street, KBT C-11) have boxes available for most shipments containing biological materials. Supplies are also available on SciQuest. Click on Favorites and then locate the Research Materials Shipping Supplies link from the left-hand navigation.
**IMPORTANT**

Please refer to the **Express Shipping Login and Logout Instructions** if you are new to the eShipGlobal system.

If you have general questions about Express Shipping at Yale University or would like to access other training guides, please refer to the [YaleBiz](#) website.

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1. **Click Ship** located in the navigation menu at the top of your eShipGlobal window.

   ![Image of eShipGlobal interface]

   - **Welcome Stephanie**
   - 7/22/2010 4:34:45 PM (EST)

   **More Features**
   - More Flexibility
   - Less Work

   Please choose the shipping service that you want to perform from the menu at the top to proceed.

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Research materials are generally defined as materials that are used in laboratory settings such as animals, biological (cultures or stocks of human or animal pathogens, select agents or toxins, human or animal materials, genetically modified microorganisms, vectors, plasmids, etc.), chemical or radioactive, and dry-ice.

Some research materials may not necessarily be hazardous but become regulated materials once they are transported.

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2. **Indicate that you are shipping research materials.**

3. **Then choose Domestic.**

   - Are you shipping research materials such as biological materials, chemicals, radioactive materials and/or dry ice?
     - Yes
     - No

   - Please select the shipment type below:
     - Domestic
     - International
Classify the material in your shipment. Check all that are applicable.

Then click Continue.

NOTE:
This guide will provide an example of shipping an exempt biological material to a domestic address. The material is shipped with dry ice.

These are typically questions to help categorize Category A biological material.

Answer the questions related to the biological material.
These are typically questions to help categorize Category B biological material.

6-b Continue to answer the questions related to the biological material.

For exempt specimens, click No for each question.

These are typically questions to help categorize exempt biological material.

6-c Continue to answer the questions related to the biological material.

For exempt specimens, click Yes to either question indicating whether the material originated from humans or animals.
If you have completed the necessary training for this exempt biological material, you will see a confirmation of your training.

7 Click Continue.

8 Enter the name of the Material, Net Weight or Volume, and Net Value of the substance that you plan to ship.

Then click Continue.

9

NOTE:

Only the Sender's physical location can be modified.

The Company and Contact information cannot be changed because it is tied to the person who logged into the system. This staff member has had their training levels validated and the person who is expected to be making the shipping request. The Shipper is also expected to be the most knowledgeable about the material being shipped.

10 If the shipping location is accurate, go to step 13.

To modify the physical location,
11 **Click Edit.**

12 **Update the physical address information and click Save Changes.**

13 **Accept today’s date (by default) or enter a new date in the Shipping Date field.**

**NOTE:**

*Ship Date*

To change the Shipping Date, click in the Shipping Date box and enter a new Shipping Date if you would like to select an alternate Shipping Date. You can also click on the calendar icon located on the right-hand side of the Shipping Date field to select the date from the calendar. Labels can be printed in advance.

The shipping date selected cannot exceed 9 days from today’s date.
Click on **Load from Address Book** to select a Recipient from the saved Address Book, and go to step 15.

Go to step 18 to enter a new Recipient.

Type **Search** criteria in the field provided. Then click **Find**.

NOTE: You can navigate the Address Book using the letters listed at the top of the window or using the **Search** feature. Please refer to the Managing Your Address Book quick guide for more detail.
Click to select the address that you would like to use as the Recipient.

Click Ship To and go to step 21.

Recipient information will automatically be entered in the appropriate fields.

To add the address being entered to the saved Address Book, click in the box next to Add to Address Book or leave blank if the address will not be needed for future deliveries.

Complete the online form by entering the Recipient information for the delivery in the Ship To fields provided.

If there is a Company Name, enter it in the Company / Contact Name box and then address the package to an individual by entering the Recipient contact name in the
### Required Fields

**Alternate Contact Name** box.

If the package is intended for residential delivery, enter the **Recipient** contact name in the **Company / Contact Name** box.

Fields marked with asterisks (*) are required.

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<table>
<thead>
<tr>
<th><strong>Ship To:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Company/Contact Name:</strong></td>
<td>Harvard University</td>
</tr>
<tr>
<td><strong>Alt. Contact Name:</strong></td>
<td>Julia Lamb, Associate Professor</td>
</tr>
<tr>
<td><strong>Address1:</strong></td>
<td>1350 Massachusetts Avenue</td>
</tr>
<tr>
<td><strong>Address2:</strong></td>
<td>Holyoke Center 350</td>
</tr>
<tr>
<td><strong>City:</strong></td>
<td>Cambridge</td>
</tr>
<tr>
<td><strong>State:</strong></td>
<td>Massachusetts</td>
</tr>
<tr>
<td><strong>Zip:</strong></td>
<td>02138-3554</td>
</tr>
<tr>
<td><strong>Country:</strong></td>
<td>United States</td>
</tr>
<tr>
<td><strong>Email:</strong></td>
<td><a href="mailto:julia.lamb@harvard.edu">julia.lamb@harvard.edu</a></td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td>617-495-1814</td>
</tr>
</tbody>
</table>

20 **Click here to verify this address** to confirm the validity of the entry. After confirming the entry, click **Close**.

To continue without verifying the address, go to step 21.

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### Required Fields

**Enter the Recipient's email address in the Ship To: section if you would like to notify the Recipient of delivery.**

21 **Edit the weight of the material if necessary.**

### Research Materials:

<table>
<thead>
<tr>
<th>Material Name</th>
<th>Material Classification</th>
<th>UN or ID No.</th>
<th>Harmonized Code</th>
<th>Net Weight</th>
<th>Net Value(USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Blood</td>
<td>EXEMPT HUMAN SPECIMEN</td>
<td></td>
<td></td>
<td>2.00 g</td>
<td>1.00 USD</td>
</tr>
</tbody>
</table>
### Package Types

**Fiberboard box:** Brand new, unused, UN certified package (different sizes available).

**Plastic case:** UN certified package (different sizes available).

**Customer packaging:** Packaging not provided by the shipping carrier.

22. Select the **Type** of package from the **Type** drop down-list. Then provide a **Shipment Reference** if applicable.

23. Enter the approximate **Weight** and **Dimensions** of the package.

24. Enter the **VIP number or PTAEO** where the shipping costs should be charged.

**NOTE:**

**VIP / PTAEO**

Enter the VIP or PTAEO and then press the TAB key on your keyboard. The **PTAEO** and **VIP** description will automatically be populated after the charging numbers are validated.
Type in the last name of the Initiator who requested the package delivery. Then select the appropriate person from the list of options provided.

**NOTE:**

**Initiator**

The Initiator is the individual who requested that the package be shipped.

This information captured in a structured way to facilitate reporting on data and improves the ability to provide financial reviewers with complete “initiator/Preparer” information on all University transactions.

**NOTE:**

**Billing a Recipient or Third-Party**

You can elect to have a Third Party or the Recipient of the package pay for delivery. Enter either a VIP or PTAEO as a backup funding source. Then choose Third Party or Recipient from the Bill To drop-down list. Enter the Recipient / Third Party Account Number and Zip Code associated with the Recipient / Third Party Account Number in the boxes provided.
Select any optional **Special Instructions** or enter a **Declared Value** (for insurance purposes if applicable) required for this package, go to step 27.

Additional charges may apply for some special services.

If dry ice is included in your package, click **Dry Ice** and indicate how many pounds will be included.

TIP: The weight of dry ice should not exceed the total package weight in step 23.

Select optional **Email Notifications** requested.

Click **Show Quote**.
NOTE: If you choose to Notify Shipper, Notify Recipient, Notify Shipper on Delivery, or Notify Others on Delivery, you will need to enter an email address, email addresses need to be entered for each of the requested Email Notifications.

30 Review the package information.
If changes are required, click Edit Shipment and return to step the main form to make corrections. Then go to step 29.
If the information is correct, continue to step 31.

NOTE: After 3 PM, FedEx Overnight 8 AM may not show as an available option for the next business day

31 Select a shipping Carrier, Service, and Rate from the list of options provided.
32 Then click Ship.
Shipping Carrier options will be displayed from the least expensive to the most expensive option.
NOTE:  

**Carrier Fees**

There may be a **substantial increase** or difference in price for an 8:00 AM delivery as opposed to a 10:30 AM delivery from the same carrier.

A breakdown of estimated charges will be displayed on the right side of the window or when you hover the **Contracted Rate**.

The **Transaction Charge** will not be billed to the VIP or PTAEO provided.

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[Image of a shipping interface with the steps highlighted: Click Complete Shipment, Complete Shipment button highlighted.]
Read the Requirements for Exempt Human or Animal Specimen Packages.

**Yale Environmental Health & Safety**

Requirements for Exempt Human or Animal Specimen Packages

The following requirements must be met when shipping Exempt Human or Animal Specimen Packages with or without dry ice.

**Quantity**

1. The quantity of Exempt Specimen material per primary container is 1 liter or less for liquids and 4 kilograms or less for solids
2. The quantity of Exempt Specimen material per outer packaging is 4 liters or less for liquids and 4 kilograms or less for solids

**Package Condition**

3. Packages are free from damage and in a proper condition for carriage
4. The primary and secondary packages are leak proof/sift proof
5. The outer package is a rigid container such as a fiberboard box

**Markings**

6. Full name and address of the shipper and consignee

**Labels**

7. Exempt Human Specimen or Exempt Animal Specimen label as applicable
8. No irrelevant marks or labels

**Dry Ice (If used)**

Air waybill contains the following information:

1. The UN Number “1845”, preceded by the prefix “UN”
2. The words “Carbon dioxide, solid” or “Dry ice”
3. The Class number “9”
4. The number of packages of dry ice
5. The net quantity of dry ice in kilograms

**Quantity**

6. The quantity of dry ice per package is 200 kg or less

**Package Condition**

7. Packages are free from damage and in a proper condition for carriage
8. The packaging is vented to permit the release of gas and is of sufficient strength for the amount of material being shipped
Read the Requirements for Dry Ice Shipments.

Click in the box next to the statement that you will follow the steps indicated in the checklist when preparing the package for this shipment.

Then click Continue.

### Requirements for Dry Ice Shipments

(For use when a Shipper’s Declaration for Dangerous Goods is not required)

The following requirements must be met when shipping dry ice when packaged on its own or with non-dangerous goods.

#### Documentation

The air waybill contains the following information:

1. The UN Number “1845”, preceded by the prefix ‘UN’
2. The words “Carbon dioxide, solid” or “Dry ice”
3. The Class number “9”
4. The number of packages of dry ice
5. The net quantity of dry ice in kilograms

#### Quantity

6. The quantity of dry ice per package is 200 kg or less

#### Package Condition

7. Packages are free from damage and in a proper condition for carriage
8. The packaging is vented to permit the release of gas and is of sufficient strength for the amount of material being shipped

#### Markings

9. The words “Carbon dioxide, solid” or “Dry ice”
10. The UN number “1845” preceded by prefix “UN”
11. Full name and address of the shipper and consignee
12. The net quantity of dry ice within each package

#### Labels

13. Class 9 label affixed
14. No irrelevant marks or labels

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By checking this box you agree to follow the steps indicated above when preparing the package for this shipment.

[Continue]
NOTE:

Many actions can be performed from the shipment summary window.

Complete Shipment

Click on the Complete Shipment button. Review the checklists, check the box at the bottom agreeing to terms and then click the Continue button. The page will close and all of the buttons for printing the labels and documents will be available to facilitate the completion of the shipment.

Print Airwaybill

Click on the Print Airwaybill button and go to step 39.

Schedule Pickup

Click on Schedule Pickup and go to step 48.

- Please retain the Pickup Confirmation Number for your records. Your package will be picked up Only if you have a Pickup Confirmation Number.

Cancel Shipment

Select the checkbox next to the tracking number that you want to cancel and then click Cancel Shipment. After your label has been cancelled, you will see a “x” in the left hand column of the shipment history and on the label summary.

Packages can only be cancelled on the same day that they were created. Please send an email to support@eshipglobal.com. The email should include the tracking number of the shipment that you would like to cancel and eShipGlobal will cancel the shipment on your behalf.

Click Print Airwaybill.
**NOTE:**

When the Shipping Label is printed, fold the paper in half and insert it into the plastic sleeve of your envelope. The *Airway bill* information should be facing through the window so that it can be easily scanned by the *Carrier*.

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**39 Click Print Airwaybill.**

Paper labels will print on locally installed printers, network printers, or multi-function devices.

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**40 Select the Printer where you would like to print the shipping label. Then click Print.**
41 Click Back to Summary to return to the Shipment Summary window.

42 Click Packaging Instructions & Labels.
43 Print the packaging instructions and labels that appear.

Checklists and labels were created based on your earlier responses to categorize the material you are shipping.

Example of printer screen using Internet Explorer 7.0
Please indicate Yes, No, or N/A for each of the questions on the Requirements for Exempt or Human Specimen Packages.

<table>
<thead>
<tr>
<th>Requirements for Exempt Human or Animal Specimen Packages</th>
</tr>
</thead>
<tbody>
<tr>
<td>The following checklist is provided to assist shippers with the acceptance of Exempt Human or Animal Specimen Packages with or without dry ice.</td>
</tr>
<tr>
<td>Is the following information correct for each entry?</td>
</tr>
<tr>
<td><strong>Quantity</strong></td>
</tr>
<tr>
<td>1. The quantity of Exempt Specimen material per primary container is</td>
</tr>
<tr>
<td>2. The primary and secondary packages are leak proof/proof.</td>
</tr>
<tr>
<td><strong>Package Condition</strong></td>
</tr>
<tr>
<td>1. Packages are free from damage and in a proper condition for carriage</td>
</tr>
<tr>
<td>2. The outer package is a rigid container such as a fiberboard box</td>
</tr>
<tr>
<td><strong>Markings</strong></td>
</tr>
<tr>
<td>4. Full name and address of the shipper and consignee</td>
</tr>
<tr>
<td><strong>Labels</strong></td>
</tr>
<tr>
<td>5. Exempt Human Specimen or Exempt Animal Specimen label as applicable</td>
</tr>
<tr>
<td>6. Irrelevant marks and labels removed</td>
</tr>
<tr>
<td><strong>Dry Ice (if used)</strong></td>
</tr>
<tr>
<td>Air Waybill contains the following information:</td>
</tr>
<tr>
<td>1. The UN Number “1645”, preceded by the prefix “UN”</td>
</tr>
<tr>
<td>2. The words “Carbon dioxide, solid” or “Dry ice”</td>
</tr>
<tr>
<td>3. The Class number “9”</td>
</tr>
<tr>
<td>4. The number of packages of dry ice</td>
</tr>
<tr>
<td>5. The net quantity of dry ice in kilograms</td>
</tr>
<tr>
<td><strong>Quantity</strong></td>
</tr>
<tr>
<td>6. The quantity of dry ice per package is 200 kg or less</td>
</tr>
<tr>
<td><strong>Package Condition</strong></td>
</tr>
<tr>
<td>7. Packages are free from damage and in a proper condition for carriage</td>
</tr>
<tr>
<td>3. The packaging is vented to permit the release of gas and is of sufficient strength for the amount of material being shipped</td>
</tr>
</tbody>
</table>

*IF ANY BOX IS CHECKED “NO”, DO NOT SEND THE SHIPMENT. CORRECT THE ISSUE.*
### Exempt Human Specimen

<table>
<thead>
<tr>
<th>Cut around the outside border of the label and affix it to a vertical side of the box (not the top or bottom) then cover the label with clear plastic packaging tape.</th>
</tr>
</thead>
</table>

**NOTE**: Missing information on this label can result in a returned shipment.

To schedule a pick up, go to step 47.  
To logout, go to step 53.
Click Schedule Pickup.

Choose a pickup date (if other than today) and then select the Shipment Ready Time and Business Close time from the drop down list of options provided.

Edit the address information if necessary. Please include building, floor, or suite numbers where the package is located.

Please allow at least 2 hours between the shipment ready time and business close time.
**50** Edit the Number of Packages to be picked up from the specified location.

Then click **Submit Pickup**.

Then wait for the **Pickup Confirmation Number**.

**51** Your package will only be picked up if you received a Pickup Confirmation Number.

**52** Click Back to Summary.

**53** Perform other actions in the eShipGlobal system or **Logout**.

From this point, you can either, click on **Ship** another package, perform other activities within the system like update your **Address Book** or **Track** a shipment. You can also **Logout**.