

Interim Inbound Hazardous/Collaborator Shipping Instructions

At this time, the eShip system is not intended to support return (inbound) shipments of hazardous materials. As per EHRS and existing shipment regulations, the University would be in the chain of liability for creating the label, without control of packaging. This includes all regulated shipments requiring training certification to ship: biological, chemical, radiological, and dry ice.

A resolution for return of regulated shipments within the eShip system, including a legal and training waiver for shipping collaborators, is in process to accommodate this situation compliantly in the very near future.

For your immediate needs, your department should provide a University *FedEx account number* to your regulated material collaborators.

You should ask them to create the label, and charge to Penn's account at this time. Please contact the Division of Business Services as below to assist in providing one, so we can properly allocate the charges back to your department, and track and validate proper account usage.

In order to provide you a temporary inbound hazardous account #, prior to **EVERY SHIPMENT**:

Forward the information below to eShip@exchange.upenn.edu and copy Mounir Boukitab (bomo@upenn.edu).

- 1) Include *your* contact information (including phone number)
- 2) Provide Ship From & Ship To information
 - a. Sender Name/Address, phone or email
 - b. Receiver Name/Address, phone or email
- 3) Estimated date of shipment
- 4) Budget code where the shipment should be charged
 - a. Your default department 26 digit code
 - b. (OR) the Fund/Grant/Acct that is paying for the shipment
- 5) If the need for an account number is URGENT (immediate, next few hours) please note clearly in your email. When at all possible, request in advance!
- 6) You will be notified of the FedEx number within 1 business day from eShip email, or receive confirmation to ship on an existing F/E number that was provided to you previously.
- 7) These account numbers should ONLY be provided for *Inbound Hazardous*, or *2nd to 3rd Party hazardous* shipments, where Penn is not packaging. All other non-regulated inbound (return) and regulated outbound shipments can & should be processed via eShip@Penn[®].
- 8) Do not SHARE your account number internally. Each individual shipper should follow this process for every shipment.