

Inbound Hazardous/Collaborator Shipping Instructions for Radioactive, Chemical, or Vendor shipments

The eShip system now supports inbound shipments of hazardous materials through the **Collaborator Module**, including a legal and training waiver for shipping collaborators. Penn Authorized Users of eShip may now invite collaborators shipping biologicals or dry ice packages to use the eShip system to ship their package. Charges for the shipment will be transferred to the department at Penn. **However, this DOES NOT include regulated shipments of chemicals and radiological material, as well as other regulated material being sent by a vendor but paid for by Penn.**

For Penn collaborators needing to pay for inbound regulated shipments not covered under the Collaborator Module, you will need to 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 by using the University *FedEx account number*. Please contact the Division of Business Services as stated below to assist in providing one, so we can properly allocate the charges back to your department, and track and validate proper account usage.

Do not SHARE your account number internally. Each individual shipper must follow this process for every shipment.

In order to provide you a temporary inbound University *FedEx account number*, prior to **EVERY SHIPMENT**, forward the information below to eShip@upenn.edu and copy Mounir Boukitab (bomo@upenn.edu).

- 1) *Your* (Penn) 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) Justification for requiring the use of the University FedEx account number (chemical, radioactive, vendor purchase)
- 6) 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!

You will be notified of the FedEx number within 1 business day from the eShip@upenn.edu email or receive confirmation to ship on an existing F/E number that was provided to you previously.

These account numbers should ONLY be provided for *Inbound Hazardous*, or *2nd to 3rd Party* hazardous shipments, where Penn is not packaging the shipment and the Collaborator Module cannot be utilized. All other non-regulated inbound (return) and regulated outbound shipments must be processed via eShip@Penn