

Exporting, Importing, and Shipping Biological Research Materials Regulatory Review Checklist and Record

This checklist has been designed to help researchers comply with shipping laws for biological shipments to and from the UC Berkeley campus. Following these laws protects people and the environment throughout the shipment. Consequences of not following these laws include shipment detention (and sample loss), and severe criminal and civil fines. Shipping laws are very clear that it is the shipper's responsibility to package materials correctly and obtain the necessary government approvals. Plan ahead; government permits or special packaging may take weeks to obtain. Export licenses may take 6 months.

1. Provide a brief description of the shipment (material; to/from name, state, country)	
2. Are you receiving materials from off campus? If yes, skip 3-5.	Yes No
a. Do you need an import or transport permit? See the Office of Environment, Health & Safety's " Shipping Biological Materials – Quick Reference Guide ".	Yes No
b. Is the sender asking for a Material Transfer Agreement? If yes, contact the Industry Alliances Office (IAO) at http://ipira.berkeley.edu/ .	Yes No
3. Are you shipping materials off campus?	Yes No
a. Out of the country?	Yes No
<ul style="list-style-type: none"> • Is the material export controlled (i.e. needs export license)? To find out: <ul style="list-style-type: none"> 1) Visit http://research.chance.berkeley.edu/echome.cfm and run through the "Decision Tree" to evaluate the research and/or material, <u>and</u> 2) Provide recipient's name/institution/address to the Office of the Vice Chancellor for Research (lauriesg@berkeley.edu, 642-6671) to 1) evaluate the recipient, and 2) assist with the license application process, if needed. • Do you need a separate export permit? See the Office of Environment, Health & Safety's "Shipping Biological Materials – Quick Reference Guide". 	Yes No
b. Out of the state or county?	Yes No
<ul style="list-style-type: none"> • Do you need a transport permit? See the Office of Environment, Health & Safety's "Shipping Biological Materials – Quick Reference Guide". 	Yes No
c. Has the material been disclosed to the Office of Technology Licensing (OTL)? If yes, contact OTL at http://ipira.berkeley.edu/ . If no, does it need to be?	Yes No Yes No
4. Does your shipment contain a regulated 'hazardous material'?	Yes No
If yes, get shipping training or assistance with shipping; see 5b below.	
<ul style="list-style-type: none"> • Biological materials–pathogens; some recombinant micro-organisms/organisms • Chemicals–dry ice; corrosive, flammable, reactive or toxic chemicals; gases; etc. • Radioactive materials 	
5. Have you prepared to ship your material?	Yes
a. Have you identified the 'proper shipping name' for all regulated materials?	Yes N/A
b. Is your shipping training current? http://ehs.berkeley.edu/hazmat/hazshipping.html	Yes N/A
c. Have you coordinated with your shipping company (will ship material, time, cost)?	Yes
d. Have you ordered the right packaging?	Yes
6. Completed by: _____ Date shipped: _____	
7. Keep all records for this shipment until (exports: 5 years, other: 2 years):	