

Chemical Crystallography Laboratory	OUCB-CCL-8
Department of Chemistry and Biochemistry	Version 001
University of Oklahoma	April 30, 2017
	Page 1 of 6

## Shipping Chemicals

April 30, 2017

### Chemical Crystallography Laboratory

Author: \_\_\_\_\_  
Douglas R. Powell

#### **Distribution**

Douglas R. Powell, Laboratory Manager  
Prof. George Richter-Addo, Chair, Faculty User's Committee  
Laboratory copy maintained by Douglas R. Powell

Chemical Crystallography Laboratory	OUCB-CCL-8
Department of Chemistry and Biochemistry	Version 001
University of Oklahoma	April 30, 2017
	Page 2 of 6

### Revision Record

Date	Version	Responsible Person	Description of Change
4/30/2017		Douglas R. Powell	Initial Release

The following laboratory users have read this manual.

Name	Signature	Date

### Table of Contents

A. Scope and Availability .....	3
B. Summary of Method .....	3
C. Responsibility .....	3
D. Safety and Training .....	3
E. Equipment and Supplies .....	3
F. Procedure .....	3
G. Records Management .....	4
H. Quality Control and Quality Assurance .....	4
I. Appendices .....	4

Chemical Crystallography Laboratory	OUCB-CCL-8
Department of Chemistry and Biochemistry	Version 001
University of Oklahoma	April 30, 2017
	Page 3 of 6

## **A. Scope and Availability**

This manual describes the steps in submitting one or more chemicals for shipment. A copy of this manual is in the printed binder with other safety manuals and is also available of the Laboratory's web site.

## **B. Summary of Method**

The preparation of the sample vials is described. Note that all packages that contain chemicals need to be sealed in an inner sealed container and also in an outer sealed container. The paper documents needed to ship the sample are described.

## **C. Responsibility**

The user or person in charge of shipping the chemical(s) should perform these tasks.

## **D. Safety and Training**

None.

## **E. Equipment and Supplies**

- Shipping supplies (electrical tape, paper towels, shipping tubes, etc.).
- Forms for shipping the sample.

## **F. Procedure**

### *Preparation of the material*

1. Remove excess solvent from the container.
2. Seal the vial with electrical tape so that the container does not come open during shipment.
3. Place padding around the container. Often this is a piece of a paper towel that is roughly held together with tape.
4. Place the protected container in another sealable package. This is often a plastic bag with a sealable closure.
5. Place this bag in some shipping container (a box, shipping tube, or large plastic container) with adequate packing material to insulate the movement of the sample in the container. Note if several vials of material are being shipped to the same address, then these vials can be put into the same shipping container.
6. Seal the container with tape.

Chemical Crystallography Laboratory	OUCB-CCL-8
Department of Chemistry and Biochemistry	Version 001
University of Oklahoma	April 30, 2017
	Page 4 of 6

### *Complete Shipping Forms*

Two forms are needed for shipment. The Department's Stockroom requires a form that describes all information needed to send a chemical. A second form should be included with the sample.

The Domestic Shipping Form requires the account number to be used to pay for the shipment, and the name, address, and telephone number of the recipient. Most packages can be sent by the cheapest rate with no additional insurance. At the bottom of the form it is common to write "At your convenience. Thank you."

The Chemical Shipping Form requires one or more chemical formulas, a description of the contents of the vial, one or more drawings of the chemicals, and any known hazards. Also the shipping address and telephone number of the recipient should be included.

## **G. Records Management**

A copy of the completed Chemical Shipping Form should be retained for at least one year by the person shipping the chemicals.

## **H. Quality Control and Quality Assurance**

Improvements in the method of packing the samples should always be considered.

## **I. Appendices**

Domestic Shipping Form  
Chemical Shipping Form

DOMESTIC SHIPPING FORM

DATE: \_\_\_\_\_

ACCOUNT NUMBER TO BE CHARGED: \_\_\_\_\_

ACCOUNT NUMBER TO BE CHARGED BELONGS TO:  
\*Please designate account by checking appropriate box

OU ACCT.	RECIPIENT	3RD PARTY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RECIPIENT INFORMATION:

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE #: \_\_\_\_\_ (REQUIRED)

SENDER INFORMATION:

NAME: \_\_\_\_\_

PHONE #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PACKAGE INFORMATION: (STOCKROOM USE ONLY)

LENGTH: \_\_\_\_\_ WIDTH: \_\_\_\_\_ HEIGHT: \_\_\_\_\_

WEIGHT: \_\_\_\_\_

SHIPPING INFORMATION:

\*Please check box for shipping method.

<input type="checkbox"/>	Priority Overnight (by 10:30am)
<input type="checkbox"/>	Standard Overnight (by 5pm)
<input type="checkbox"/>	2nd Day (2nd business day)
<input type="checkbox"/>	Express Saver (3rd business day)
<input type="checkbox"/>	Cheapest Rate (2nd day or Express)
<input type="checkbox"/>	Ground (pkgs. over 25 lbs. Only-added charge applies)

\*Insured for up to \$100.00 at no added charge. Added insurance?

YES	NO
-----	----

Added insurance amount \$ \_\_\_\_\_

Chemical Shipment Form

Douglas Powell  
Chemical Crystallography Laboratory  
Department of Chemistry and Biochemistry  
University of Oklahoma  
101 Stephenson Parkway  
Norman, OK 73019-5251

(405)325-4542 Office (405)325-6111 Fax d-powell@ou.edu

---

Chemical Formula:

Description:

Drawing:

Known Hazards:

---

Ship to: