The Mount Sinai Medical Center
Shipping of Hazardous Materials

1. Hazardous Material to be Shipped

   - Radioactive? [YES]
     - Contact RSO@mssm.edu for further assistance
   - NO

   - International shipment? [YES]
     - Fill out Export Checklist and submit with approval form
   - NO

   - Fill out EnvHS Shipping Approval Form and submit to AskEHS@mssm.edu at least 24 hours in advance of shipping date

   - Significant approval form issues? [YES]
     - EnvHS will contact the submitter for clarification same or next day
   - NO

   - Lab personnel package shipment and fill out all shipping forms as per courier and bring to EnvHS for inspection (Do not seal package)
   - EnvHS will ensure all appropriate labeling is affixed, shipping documentation is correctly filled out and packaging meets requirements. EnvHS will sign any Dangerous Goods Declarations (as required)

Environmental Health and Safety Office hours:
Mon - Fri 12:30 - 2:30pm
AskEHS@mssm.edu
x45934