

# How to Ship Hazardous Materials

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Read about how to ship hazardous materials. UCSD conforms to strict government regulations when transporting hazardous materials. All outgoing shipments of any infectious substance, diagnostic specimen, or other hazardous material must:

- Be processed by a Shipping Department certified employee
- Arrive at the destination in good condition
- Present no hazard during shipment

**Warning:** Failure to comply with international and federal transportation regulations when shipping hazardous materials can result in civil penalties of \$50,000 per occurrence, and criminal penalties may include 5 years of imprisonment in addition (49CFR 107.329-107.333).

Don't move the shipment yourself. Shipping prepares all hazardous materials transport documents prior to the pick-up or movement of hazardous materials. This ensures that UCSD is in compliance to move the item across public roads to the Shipping Office on Trade Street.

- If you plan to ship hazardous materials, you must contact Shipping in advance and carefully follow the guidelines below. **Exception:** If you plan to ship radioactive materials, follow the instructions on [How to Transfer Radioactive Materials](#).

**Note:** It may take several days to complete the required paperwork if your shipment contains multiple hazardous materials. Give Shipping advance warning for such shipments, when possible.

**Go to the Blink link:** <http://blink.ucsd.edu/go/shiphazmat> to learn more about the following:

- [1. Decide if your shipment is considered hazardous, and determine the type of hazard.](#)
- [2. Fill out a Shipping Memo form.](#)
- [3. Fax the Shipping Memo.](#)
- [4. Call Shipping to confirm receipt of fax and to provide additional information.](#)
- [5. Obtain insurance, if needed.](#)
- [6. Prepare your package.](#)
- [7. Give the package to the driver.](#)
- [8. Track your package and check shipping charges.](#)

For questions, please contact the UCSD Shipping Coordinator through the BFS Support webportal at [blink.ucsd.edu/facilities/services/shipping/hazardous/description.html](http://blink.ucsd.edu/facilities/services/shipping/hazardous/description.html) and select *BFSSupport* at the bottom of the page.