

Packaging Samples for Shipment

Samples must be “triple packed” meaning a primary container, secondary container, and a sturdy, durable outer container (a box).

- Primary containers (which holds your sample) can be screw-cap or snap-top tubes. The tops should be sealed with Parafilm to provide a positive means to keep the cap secured.
- The primary container must be labeled to identify the contents with exact names as well (including percentages of each chemical if it is a mixture).
- Secondary containers must be leakproof and can be a larger screwcap tube or a ziplock baggie. There must be enough absorbent material (paper towel, gauze, cotton) in the secondary container to absorb all of the liquid in the primary container. If you are shipping a gel or a solid, it should still be “triple packed”, with the only exception being you do not need an absorbent material in the secondary container.
- Include an itemized list of contents that will go in the box (outer container).
- The outside of the containers must be clean and free of chemical contamination.
- We will also need a copy of the Safety Data Sheet (formerly known as the Material Safety Data Sheet, or MSDS) for EACH product you are shipping.
- The outer container should be a cardboard box at least 6 inches by 6 inches by 6 inches in dimension so shipping addresses and labels can be affixed to it.
- DO NOT SEAL THE OUTER PACKAGE! We need to inspect the inner containers before final closure. This step is required by the Department of Transportation.
- Complete the [Department Hazmat Shipping form](#), print it out and bring it with you.
- Deliver the unsealed shipment with all paperwork to our office.

We are located at 191 SW 35th Street, Corvallis, OR 97330. It is just past Motor Pool, Between OSU Radiation Center and the USDA NFSPRC. We will ensure that everything is properly packed and that all of the required shipping documents and permits are in order.

Our hours of operation are Monday through Friday 8:30 am to 11:30 am.



Question email us at hazmatshipping@oregonstate.edu or Call 541-737-4073

Website <https://ehs.oregonstate.edu/shipping-hazardous-materials>