Request to Chemistry Stores for shipping of hazmats or items resembling hazmats:

Name: Dept: Date:

Email address: Professor:

Account number to be charged:

1. Segregate items into different bins or boxes: solids separate from liquids, oxidizers separate from all else, acidic liquids separate from basic liquids, flammable and combustible liquids separate from all else.
2. All containers must be UPRIGHT in the bin or box.
3. ID the bins/boxes in some clear manner, and fill out a request list for each bin or box. Make a copy for yourself, the original will go with the containers to Chem Stores.
4. Containers must be sound, completely CLEAN, and be closed with screw caps.
5. Not more than 40 containers will be accepted for shipment during any 30 day period from any one research group. Shipment of larger numbers requires that you engage the services of a competent chemical shipper. (See http://www.chem.purdue.edu/safety/shipping.htm)
6. Make an appointment with Dr. Swihart (swihart@purdue.edu) for 15 minutes or a number of minutes equalling the number of containers, whichever is larger. I.e., 15 minutes for five containers, 40 minutes for 40 containers.... That appointment will take place in WTHR 560, where you will bring the containers and she will inspect them individually and collectively to ensure that all aspects of segregation, labeling, soundness, cleanliness, and closure are satisfied.

List every container separately. Chemical names must be spelled out ("sodium hydroxide," not NaOH) on container labels and must exactly match the name/description given on this list. Use weight or volume percentages if necessary rather than molarity or any other concentration unit. Percentages must total 100% for mixtures. Use only units of g, kg, mg, or ng (solids), or L, mL, nL (liquids) in the quantity column.

Box/Bin ID:

chemical name/description	quantity	initially accepted*	Stores' comments

* In very rare cases it may be found that an article you are requesting for shipment is "DOT forbidden," meaning that it may not be shipped. Initial acceptance by Stores or Dr. Swihart is therefore not a guarantee of shipping.