

## Shipping Instructions

There are 4 items needed in order to process your shipment from APS, shown in the four sections below (*See important notes in italics*). Please e-mail all to Mike Pape at [mpape@aps.anl.gov](mailto:mpape@aps.anl.gov).

---

### Section 1 – Shipping information

- Your name and e-mail address or phone number
- Name of person the shipment is going to and his/her phone number (required)
- Name of the company or institution
- Full shipping address including city, state, zip code and country (no P.O. boxes)

---

### Section 2 – Billing and Timing

- Account # to which the shipment can be charged (FedEx, UPS or APS User Acct)  
*Note: Hazardous materials can only be shipped via FedEx.*
- Requested arrival date (we only have so much control over this)

---

### Section 3 – Manifest

*Note: (If you are sending nanomaterials, see Section 5 on the next page)*

Please provide an itemized list of everything in your shipment. Hardware and tools of little value can be shown as “misc tools and hardware”. The list must include the following for each line item...

- Description (chemical names, not formulas, except for synthetic materials)
- Quantity
- Hazards
- Approximate value in USD.

*Note: Your manifest is extremely important. It must be complete and accurate, and every item in the shipment should be easily correlated to a line item in your list. We strongly recommend that you clearly label each item (vial, bottle, etc.) with a number that corresponds to a line number in your list. If not, your shipment could be significantly delayed until it can be straightened out. If the list is only a few lines, you can include this as text in your e-mail. Otherwise, it should be sent as a pdf or word document (preferred) or an Excel file if that's all you have). If you are sending multiple packages, please send a separate list for each, and label them so we know which list goes with which package.*

---

### Section 4 – SDSs

Please provide SDSs (Safety Data Sheets – **not MSDSs**) for each of the chemicals in your shipment. Do not send web links. Electronic copies in pdf form are strongly preferred.

*Note: For materials that are synthetic or otherwise have no applicable SDS, please provide SDSs that will be a good approximation of the hazards of the materials.*

## Section 5 – Instructions for packing nanomaterials

If you are shipping nanomaterials, they must be packaged in a very particular way, according to the following requirements.

- 1.) Pack the nanomaterials in a chemically compatible container such as a jar or vial and close the container.
- 2.) Seal the container using a secondary means to prevent it from opening during transport. Tape works well for securing a lid to a vial.
- 3.) Place the container into a chemically compatible intermediate packaging such as a Ziplock bag, with
  - a. Sufficient cushioning to prevent damage to the inner container, and
  - b. Sufficient absorbent material to absorb the total liquid contents (if a liquid)
- 4.) Obtain a nanomaterials label from Mike and place it on the outside of the intermediate packaging.

Please see a member of our staff with any questions.