

Radioactive Material Shipping Request Form

1. Request Date: _____
2. Requested Date of Shipment (at least 3 business days after request date): _____
3. Georgia Tech Contact Information
 - a. Your Name: _____
 - b. Your GT Email: _____
 - c. Your Phone Number: _____
 - d. Authorized User or PI: _____
 - e. Originating Lab Bldg./Room: _____
 - f. Department: _____
4. Recipient Information

ORS will request a copy of the Radioactive Material License from the contact listed below. All other information in this section shall be the correct shipping address and any other identifying information required by the recipient organization.

 - a. Contact Name: _____
 - b. Contact Phone Number: _____
 - c. Contact Email: _____
 - d. Company Name: _____
 - e. Shipping Address 1: _____
 - f. Shipping Address 2: _____
 - g. Shipping Address 3: _____
 - h. City/State/Zip Code: _____

5. Shipment Information

- a. FedEx Shipment Service Type:
 First Overnight Priority Overnight Standard Overnight
 2Day AM 2Day Express Saver Ground
- b. Workday worktag for shipment cost payment: _____
- c. Declared shipment value: \$ _____
- d. If shipping internationally, attached export control approval. N/A Attached
- e. Is a Material Transfer Agreement (MTA) required?
(go to <https://osp.gatech.edu/mta> to determine if MTA is needed)
- i. Yes (attach a copy of the MTA)
- ii. No
- f. Refrigerant Used? (Must be Supplied by Lab): Yes No
If yes, refrigerant name: _____
- g. Is(are) the sample(s) lab-created material? Yes No
- h. Number of Samples: _____ (fill out item 6 for each sample)
- i. Is/are the sample container(s) described in item 6.i. below consolidated into a final inner package container?
- i. Yes
Describe the consolidation container material and dimensions. ORS will use this information to determine the appropriate outer package box or drum to provide and in which to package the consolidation container.
- ii. No
ORS will use the information from item 6.i. below to determine the appropriate outer package box or drum to provide and in which to package the sample container.
- j. Were contamination surveys conducted on the sample container and/or additional levels of containment (e.g., plastic bags) into which the sample container was placed?
- i. Yes
Attach a copy of your survey results.
- ii. No
Indicate below whether your recipient requires any surveys on the sample containers or secondary, tertiary, etc. containment and whether ORS needs to conduct these surveys before closing the final outer package.

6. Description of sample (if more than one sample, complete this page for each sample)
- a. Sample number: _____
 - b. Name of material/sample:

 - c. Physical State: _____
 - d. Description of chemical components/hazards:

 - e. SDS or similar attached? Yes No
 - f. Total amount of material in this sample to be shipped including unit of measure:

 - g. Radioisotopes included in material in this sample, including mass or activity:

 - h. ORS source number(s) from which radioisotope(s) in this sample originated:

 - i. Description of sample container material and dimensions of container:

 - j. Will the sample(s) be returned to Georgia Tech? Yes No
 - i. If yes, will it be altered in any way before it is returned (e.g., irradiated/activated)? Describe.