

SHIPPING GUIDANCE




Anything tendered to the staff MUST leave the lab through the Argonne National Laboratory shipping department. This document is meant to accompany the group's shipping form and serve as the minimum requirements to follow. Full shipping directions can be found on the APS website:

<https://www.aps.anl.gov/Safety-and-Training/Safety/Shipping/Shipping-Samples-and-Equipment-An-Introduction>

If you have any questions about preparing your shipment or need any assistance, ask your primary beamline contact. Contact the staff before departure to transfer the package(s) to them.

Beamline staff contact information:

- 9-ID-C: usaxs@anl.gov AND aquental@anl.gov
- 12-BM-B: reinhardt@anl.gov OR sungsik@anl.gov
- 12-ID-B and 12-ID-C: aquental@anl.gov

-  Do not transport hazardous materials in your personal vehicle unless it qualifies for the Department of Transportation small quantity exception.
-  If you leave chemicals, chemical waste, samples, equipment, supplies, or other materials at the APS, be sure to let your primary beamline contact know.
-  Users cannot transport or ship any containers labeled "waste." If spent samples need to be transported, use a different word such as "used," or "examined."

FEDEX DROP OFF LOCATIONS

FedEx drop-off locations at the APS are for user-arranged pickups only. It is located at the main entrance of building 434. The Fed Ex driver will not stop at this location unless a pickup is scheduled. Instructions for scheduling a pickup are at the pickup area. When using one of these drop off locations, the user assumes full responsibility for complying with Argonne National Laboratory, Department of Transportation, and the carrier's requirements. For user-arranged shipments, the "from" portion of the bill must be completed as follows:

User's Name
User's Home Institution
c/o APS Sector _____
9700 South Cass Avenue
Lemont, IL 60439

Only printed material and media going to a domestic location may be shipped using the on-site FedEx and UPS mail boxes.

Please verify the following as the shipment is prepared. The staff will go through the carton and validate the contents against what was written on the shipping form. Every item in the carton must be correlated to a line item on the shipping form.

Link to the shipping form: <https://12id.xray.aps.anl.gov/files/XSD-CMS-shipping-form.pdf>

The return shipping process can be simplified by grouping **like items** together into a single zip-top bag or parts box and treating it as a single line item. If this method is used, the number of containers and approximate volume for **each** inner container needs to be itemized in the description. If there are several items in the inner box or inner bag, describe what they are in “line item description.” Different sized zip-top bags and bubble-lined envelopes are available in each chemistry lab.

SHIPPING CHECKLIST

- Shipping form has been filled in and left with the shipment, OR emailed to the beamline staff
- All containers with chemicals (whether hazardous or not) are clearly labelled. If an acronym is used, be sure that the full chemical name is communicated to the staff.
- Safety Data Sheets (SDS) are enclosed in the carton, OR PDF's have been emailed to the beamline staff
- Chemicals (including samples) are separated from any equipment/supplies
- None of the containers have the word “waste” on them
- Outermost carton has NOT been sealed shut
- Shipment has been transferred to beamline staff

Checklist for any container with any liquid in the shipment:

- Has a label that describes the liquid
- Has adequate headroom to allow for expansion (no more than 80% filled)
- Closure has been sealed shut with tape or film
- Has its contaminants or concentration described in “line item description” on the shipping manifest
- Has its volume described in “amount” on the shipping manifest