**CONTENTS DESCRIPTION:**

1. **DOCUMENTS:**
	1. **Shipping within Canada:** no special identification of document type required
	2. **Shipping outside of Canada:** must specify TYPE of doc & country of origin (e.g. thesis; grant proposal; financial docs; legal docs; reference letter; exam paper; article for publication; visa or passport application; permit or permit application; curriculum vitae; patent docs; etc.)
2. **SAMPLES / CHEMICAL SUBSTANCES / OTHER COMMODITIES:**- complete name of sample / substance / commodity (+ description of purpose also helpful)
- If ***shipping to USA*** Please check [TSCA Requirements for Importing Chemicals](https://www.epa.gov/tsca-import-export-requirements/tsca-requirements-importing-chemicals). A TSCA
 Certification form maybe required

- if shipping with cold packs or dry ice, provide a clean inner Styro container (with lid/unsealed), and an outer VERY STURDY cardboard container. You also must specify:
 - ACCURATE WEIGHT OF DRY ICE only, at time of shipping—OR:
 - number/size/type of cold pack(s) inserted into inner Styro box
- please specify if samples are NON-HAZARDOUS / NON-PATHOGENIC

- **SPECIAL NOTE: TDG-6.2 SHIPMENTS**  **(1) If samples are pathogens / infectious substances**, your shipment comes under the category of “TDG-6.2 Infectious Substances” criteria (UN3373 or UN2814). The designated person in your lab who holds current valid certification in TDG-6.2 shipping must ensure that your shipment follows all TDG-6.2 packaging / labelling regulations.

*\*(Please let us know if your lab is registered with Transport Canada’s CANUTEC service, for 24-hour emergency notification coverage, for TDG-6.2 category shipments.)*
 **(2) If you are shipping serum samples** – especially outside of Canada, you need to follow TDG-6.2 “EXEMPT HUMAN SPECIMENS” guidelines for packaging and labelling your shipment. The designated person in your lab who holds current valid certification in TDG-6.2 shipping must ensure that your shipment follows TDG-6.2 regulations.

Failure to comply with these regulations will not only delay your shipment, but could put your lab and the recipient lab at risk for serious penalties. \*(If you have questions or concerns about any TDG regulations, please contact [UBC Safety & Risk Services](https://srs.ubc.ca/) )

1. **INSTRUMENT / EQUIPMENT / PARTS:**  For shipping, you must specify:- complete technical name of instrument or part
- brand / company name + serial/identification number
- reason for shipping \*(for returns, always include assigned RMA # from manufacturer)
\*(There may be a requirement for certifying specific **decontamination processes** for particular instruments. This info is usually accessible from manufacturer. )
2. **ANY KIND OF FOOD / FOODSTUFF (for consumption):**- for shipping within Canada, detailed description required, and clearance from recipient lab
- for shipping anywhere outside of Canada, EXPORT DECLARATION required.
- **for shipping to USA**, you must notify US-FDA prior to shipping, and receive clearance before sending shipment. Access the [FDA PRIOR NOTICE](https://www.fda.gov/food/importing-food-products-united-states/filing-prior-notice-imported-foods) site to complete this prior notification: Failure to comply with FDA-PRIOR NOTICE regulations will likely result in detained shipment.