Hazardous Material Shipping Process

Follow the steps below to determine how to ship your hazardous materials at MIT.

Step 1: Intent to ship chemicals, batteries, dry ice, or radioactive materials

- The researcher submits a request through **Eship Global** or the **EHS website**.
- Proceed to **Step 2.**

Step 2: Domestic or International Shipment?

- **If International**, proceed to **Step 3**.
- **If Domestic**, proceed to **Step 4**.

Step 3: Review by MIT Export Control Officer

- The shipment is reviewed by the **MIT Export Control Officer**.
- Once approved, proceed to **Step 4**.

Step 4: Review by MIT Hazmat Shippers

- The shipment request is reviewed by **MIT Hazmat Shippers @ EHS.**
- Proceed to **Step 5**.

Step 5: Is the Material Hazardous?

- **If NO**, then:
  - EHS approves and sends shipping label to researcher.
  - Ship as Non-Regulated.
  - No requirements for a certified box or label.
  - (**End Process**).
- **If YES**, proceed to **Step 6**.

Step 6: Is the Quantity of the Inner Container More Than 1 gr/ml?

- **If NO**, then:
  - EHS approves and sends shipping label to researcher with instructions.
  - Ship as De Minimis (Exempt from Many Requirements).
  - A few requirements for a drop and stack test.
  - (**End Process**).
- **If YES**, then:
  - Work with EHS Certified Shippers to ship materials (chemship@mit.edu).
  - Ship as Excepted Quantity, Limited Quantity, or Fully Regulated.
  - Packages, marks, labels, and paperwork according to governmental regulations (IATA, DOT, etc.).
  - (**End Process**).

Note: This document is related to the Hazardous Materials Shipping at MIT flow chart.