**Dangerous Goods Shipments – Template Guide**

Fill this form ELECTRONICALLY and email it to [jc@chem.au.dk](mailto:jc@chem.au.dk)

THE FORM ATTACHED BELOW IS FILLED AS AN EXAMPLE - RE-FILL IT AND MAIL IT

In **Shippers info** you inform *all* details about you/shipper:

- *Full* *name*

*- Address* (very likely it is - Department of Chemistry, Langelandsgade 140, 8000 Aarhus C, DK)

- *Email*

*- Phone no. (remember country code - i.e. 0045 etc.)*

- *24h contact name* (you or someone with whom you agreed upon this and who knows how to treat the materials in the package correctly - i.e. one that knows as much as you do about the materials.)

- *24h contact phone no. (remember country code - i.e. 0045 etc.)*

In **Recipient info** you inform *all* details about the recipient:

- *Full* *Name*

- A*ddress* (**verify** the address - e.g. by asking the recipient - many packages are undelivered due to errors in something as simple as the address)

- *Email*

*- Phone no. (remember country code - i.e. 0045 etc.)*

- *24h contact name* (the recipient or someone else you agreed upon.)

- *24h contact phone no.* of the above person *(remember country code - i.e. 0045 etc.)*

**Material ID:**

Here you state the full name of the material (chemical name, common/trivial names)

**CAS no.:**

Find the CAS no., - either by looking up the material in the MSDS (Material Safety Data Sheet), or by finding it on e.g. [www.sigmaaldrich.com](http://www.sigmaaldrich.com), other possibilities are chemical suppliers found on the web, or simply google “cas - *chemical name”*… **Please copy from e.g.** [**www.sigmaaldrich.com**](http://www.sigmaaldrich.com) **so it works as a link in the form**

**UN no.:**

The UN number classifies the material with regards to how it should be transported/treated etc. - therefore this is very important. Find it in the *MSDS pt. 14*, google it, or if not applicable this classification will be done on basis of physical/chemical properties.

**Quantity:**

Here the total weight/volume (if liquid) of the *material* is stated and the total number of items (e.g. number of vials/containers)

**Physical/Chemical properties:**

Here all available info regarding the following is stated; bp., mp., reactivity towards air/moist, toxicity, is it corrosive, flammable, liquid or solid… etc.) - see MSDS pt. 9 - 12.

**Notes/comments:**

If anything else should be attended to - write it here

**Filled by:**

Is self-explanatory - please also include email address and a phone no.

**\*Find the MSDS (material safety data sheet), if possible, and supply it together with this form\***

THE FORM ATTACHED BELOW IS FILLED AS AN EXAMPLE - RE-FILL IT AND MAIL IT

|  |  |  |  |
| --- | --- | --- | --- |
| **Dangerous Goods Shipments**  Materials/shipping info template v. 1.0 | | | |
| **Shippers info** | **Recipient info** | | |
| Bo Richter  Department of Chemistry  Aarhus University  Building 1511-333  Langelandsgade 140  DK-8000 Aarhus  Denmark  Phone: 0045 871 55939 Email: richter@chem.au.dk  **24 h contact: Bo Richter / ph. 0045 871 55939** | Craig Brown  Bldg 235 STOP 6102 NIST 100 Bureau Dr. Gaithersburg MD 20899  United States of America  Phone: 0045 871 55939 Email: c.brown@NIST@com  **24 h contact: Craig Brown / ph. 0045 871 55939** | | |
| **Material ID** | **CAS no.** | **UN no.** | **Quantity** |
| Mg(BH4)2, magnesiumborohydride | [16903-37-0](http://www.sigmaaldrich.com/catalog/search?term=16903-37-0&interface=CAS%20No.&lang=en&region=DK&focus=product) | 3131 | 2 x 1.3 g |
| **Physical/chemical properties** | **Notes/Comments** | | |
| **See information provided in the MSDS attached pts. 9-12. (I.e. you have *attached* the MSDS)** | I would like to ship this cooled. | | |
| **Filled by** | | | |
| Bo Richter  [richter@chem.au.dk](mailto:richter@chem.au.dk)  Phone: 0045 871 55939 | | | |