

# How to Ship Hazardous Materials

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Read about how to ship hazardous materials. UCSD conforms to strict government regulations when transporting hazardous materials. All outgoing shipments of any infectious substance, diagnostic specimen, or other hazardous material must:

- Be processed by a Shipping Department certified employee
- Arrive at the destination in good condition
- Present no hazard during shipment

**Warning:** Failure to comply with international and federal transportation regulations when shipping hazardous materials can result in civil penalties of \$78,376 per occurrence, and criminal penalties may include 10 years of imprisonment in addition (49CFR 107.329-107.333).

Don't move the shipment yourself. Shipping prepares all hazardous materials transport documents prior to the pick-up or movement of hazardous materials. This ensures that UCSD is in compliance to move the item across public roads to the Shipping Office on Trade Street.

- If you plan to ship hazardous materials, you must contact Shipping in advance and carefully follow the guidelines below. **Exception:** If you plan to ship radioactive materials, follow the instructions on [How to Transfer Radioactive Materials](#).

**Note:** It may take several days to complete the required paperwork if your shipment contains multiple hazardous materials. Give Shipping advance warning for such shipments, when possible.

Go to [Blink](#) to learn more about the following:

1. Decide if the shipment is considered hazardous and determine the type of hazard
2. Obtain Biological Materials Permit if required
3. Obtain insurance if required
4. Fill out a Logistics Request Form —
5. Call shipping to confirm receipt of Logistics Form and provide additional information
6. Prepare your package
7. Give the package to the driver
8. Track your package and check shipping changes