



SHIPPING REQUEST FORM

I. PROJECT (as applicable)

1. Project Title:
2. Funding Source:
3. PI or Supervisor Name:
4. Cost Code:

II. SENDER

1. Name:
2. Phone Number:
3. Email:
4. Position at NMC (e.g., employee, affiliated researcher, visiting researcher, etc.):

III. RECIPIENT

1. Name:
2. Recipient Phone Number:
3. Email:
4. The Ultimate Consignee /End User of the Shipped Item Name and Contact (if different from Recipient above):
5. Institution:
6. Mailing address:

IV. SHIPMENT

1. This is a one-time shipment.
2. This is a request for multiple shipments.
If checked, specify the period covered by this request: start date: _____ end date: _____
3. Describe the shipped item(s) (be very specific):
4. Describe the end use of the shipped item(s):
5. Total amount (volume/weight) of the shipped item(s):
6. Value of the shipped item(s): \$
7. Is this shipment being sent to a recipient who will bill for services? No Yes
If Yes, has the sender submitted a quote or order request to purchasing@newmexicoconsortium.org? No Yes
8. Are you shipping the material in Dry Ice? No Yes
If Yes, by signing this form, Sender warrants affixing a Dry Ice label to the outside of the shipping box.
Weight of dry ice (lbs.): _____
9. Are you shipping Infectious Agent(s)? No. Yes
If Yes, by signing this form, Sender warrants affixing the appropriate Infectious Agent(s) label(s) to the outside of the shipping box.
10. Are you shipping other [Hazardous Materials](#) that are listed in the [DOT Hazardous Material Table](#)? No Yes
If Yes, by signing this form, Sender warrants affixing the appropriate Hazardous Materials label(s) to the outside of the shipping box.
11. Are you shipping Biological Material(s)*? No Yes
If Yes, before shipping Biological Materials, Sender must:
 - a) By consulting with the PI, determine whether a [Material Transfer Agreement](#) (MTA) is required. No Yes
If Yes, email completed MTA form to research@newmexicoconsortium.org to obtain required approvals and signatures.
Attach the approved and signed MTA to this Shipping Request Form.
 - b) Determine whether the shipped material(s) is(are) a genetically engineered organism(s) (GEO) or Genetically Modified Organism(s) (GMO), see definitions at the [USDA's Biotechnology Glossary](#). No Yes
If Yes, determine whether an USDA APHIS Permit is required for shipping. (The importation, interstate movement, or environmental release of certain GEO/GMO is regulated by [USDA APHIS](#). All regulated introductions of GEO/GMO must be authorized by USDA APHIS under the Permitting and Regulatory Process.)
 - i. If Yes, obtain the correct type of USDA APHIS approval and attach a copy to this Shipping Request Form.
 - ii. If Recipient needs a Permit, request a copy before shipping and attach the copy to this Shipping Request Form.

* Biological material: any substance derived from an organism.

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V. EXPORT CONTROL SCREENING

1. Are you sending the item(s) outside the US? No Yes
2. Are you sending the item(s) in the US to be used by a non-US person**?
If Yes, will technical data or information and/or software also be shared with the non-US person**?
If yes, provide details here: No Yes
3. Can the material, sample, equipment, or part be commercially purchased?
If Yes, provide the manufacturer's or distributor's company name and website and attach any existing technical data sheets or user manuals): No Yes
4. Do you have any reason to suspect or believe that the end user may intend or be involved in the design or production of, or re-export or transfer the material or sample to another party for use in the design or production of military or defense related systems? No Yes
5. Does the end user intend to re-export the material or sample?
If Yes, to whom and to what country:
What is the final intended end use? No Yes
6. Is/Are the material(s)/sample(s) included in the [USA Patriot Act](#) or in the [List of Select Agents and Toxins](#) No Yes
7. Indicate below your determination whether the material(s)/sample(s) is/are covered by any export control classifications under (a) [ITAR's United States Munitions List \(USML\)](#) or b) [EAR's Commerce Control List \(CCL\)](#). State which classifications are potentially applicable or enter "None". For more information regarding ITAR and EAR, please consult [NMC Export Control Guidelines](#).
 - a) ITAR: I have found the following USML classification(s) to be potentially applicable to the material(s)/sample(s) (e.g., Category XIV(a)(1)(i))
 - b) EAR: I have found the following ECCN classification(s) to be potentially applicable to the material(s)/sample(s) (e.g., C351).
8. If you are sending an export-controlled item (i.e., a material that either has a USML Category or an ECCN classification other than EAR99 as indicated in #7 above), have you notified the Recipient? Not Applicable No Yes
If Yes, provide notification date:

VI. CERTIFICATIONS.

I hereby certify that I have read and understand information provided regarding compliance with export laws and regulations. I understand that I could personally be liable if I unlawfully export controlled materials to foreign nationals within or out of the USA without prior approval. I have provided complete information in responding to the questions above.

By marking the boxes below, I also certify whether the Material(s) to be shipped is(are) GEO/GMO(s), and/or require(s) an MTA and/or an APHIS Permit.

The Material(s) to be shipped (select all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Is (Are) GEO/GMO(s)
<input type="checkbox"/> Is (Are) not GEO/GMO(s) | <input type="checkbox"/> Requires a USDA APHIS Permit. A copy of the Permit Acknowledgement is attached. |
| <input type="checkbox"/> Requires an MTA. An approved and signed MTA is attached.
<input type="checkbox"/> Does not require an MTA per my discussion with the PI or Research Administration. | <input type="checkbox"/> Is not regulated by USDA APHIS and does not require a USDA APHIS Permit. |

Sender's Signature:

Date(s):

NMC Biosafety & Compliance Specialist's (Typed Name & Signature):

Date:

**Non-US person: (i) not a US citizen, (ii) not a US permanent resident ("green card" holder), (iii) not a political refugee/asylee.