

## UTSA Procedures on Shipping Biological, Chemical and Radiological Materials—Including Samples

**Purpose:** To ensure UTSA’s compliance with all federal and international shipping regulations including maintaining records. The regulations include those written and/or enforced by the U.S. Department of Transportation (DOT), the Federal Aviation Administration (FAA) and the International Civil Aviation Organization (ICAO).

**Scope:** This policy covers all shipments made by UTSA faculty, staff or students which contain biological, chemical or radiological materials including newly synthesized materials, genetically modified organisms and/or dry ice.

### Responsibilities:

- UTSA has designated shipping authority to four support personnel to meet international and federal shipping regulations and training requirements.
- All shipments must be prepared and shipped by one of these support personnel.
- The support personnel will have access to the document preparation software through the UTSA’s contracted shipping agency, eShipGlobal.
- Shipments by any other persons, even if trained, are prohibited unless prior approval has been granted by Brian Moroney, Director of Environmental Health, Safety, and Risk Management.

Primary UTSA Shipping Support	Secondary UTSA Shipping Support
Dr. Bill Ramos, Biology 458-6235 BSE 2.234	Mr. Tony Alvarez, Biology 458-4460 BSE 1.630
Mr. James Boyd, Chemistry 458-4466 BSE 0.112	Dr. Ruth Schaller, Chemistry 458-8781 BSE 4.214

**Rationale:** UTSA must follow federal and international shipping regulations and requirements to prevent failures of shipping systems (i.e. leaking packages) or failures to obtain mandated training. Non-compliance may result in damage to property or persons, including fatalities; intentional non-compliance can result in monetary fines to UTSA and criminal penalties against the individual.

Federal inspectors can investigate any shipment whether it resulted in an incident or not. They can request records from shipments which occurred months or years in the past, including the training records of the individuals involved in the preparing and shipping the package.

By following these procedures, records will be maintained for a period of seven years and be available to any inspectors. Additionally, designating shipping support personnel who have been properly trained to ship these classes of materials will reduce the risk of illegal/unauthorized shipments and further assure a commitment to following mandatory requirements.