



Albert Einstein College of Medicine

Shipping Hazardous Material Policy

I. Purpose

The shipping of Hazardous Chemicals, Infectious Agents and Toxins, and Radioactive Material is highly regulated. There are many City, State, Federal and International regulations that govern the movement of these materials intra-state, inter-state and international. The regulations and enforcement have been further increased in recent times in response to world events.

This Policy provides direction for safe shipment of hazardous material at Albert Einstein College of Medicine (Einstein).

II. Scope

The Policy and the procedures outlined herein apply to all Einstein faculty, staff, and students.

III. Policy

Einstein is committed to operating an environmentally safe and compliant College. This policy will assist you with any questions you may have regarding shipping hazardous chemicals, infectious agents, toxins, and radioactive material. If you are planning to ship any of these items listed above, please allow ample time to familiarize yourself with the regulations and to ensure your ability to ship the materials. A last-minute rush often leads to further problems.

If you are planning to ship anything hazardous, please speak with a Safety Officer well in advance so that you can be thoroughly familiar with what is required. The following staff should be contacted regarding the shipment of a certain hazardous material.

- Chemical: Einstein does not allow for the shipment of hazardous chemicals. In most cases, it is more cost effective to purchase chemicals directly from a vendor to be shipped to a new location rather than trying to comply with the myriad shipping regulations.
- Infectious Agents and Toxins: Contact the Laboratory Safety Officer by e-mail at Laboratory Safety Officer and by telephone at ext. 3560.
- Radioactive Material: Contact the Radiation Safety Officer by e-mail at Radiation Safety Officer and by telephone at ext. 2243.

If you have any questions, please call the Department of Environmental Health and Safety (EH&S) at ext. 4150.

IV. Definitions

None.

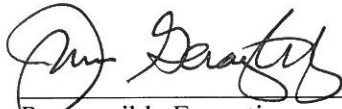
V. Effective Date

Effective as of: 18 April 2018

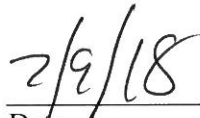
VI. Policy Management and Responsibilities

Einstein's Department of Environmental Health and Safety is the Responsible Office under this Policy. Einstein's Associate Dean for Finance and Administration is the Responsible Executive. Einstein's Senior Director of Environmental Health and Safety is the Responsible Officer for the management of this Policy.

VII. Approved (or Revised)



Responsible Executive



Date