

## TRIPLE PACKAGING CHECKLIST: NON-HAZARDOUS SUBSTANCES

### PACKAGING MATERIALS

- Leak-proof primary receptacle (plastic, glass, metal)
- Leak-proof secondary package (plastic, metal)
- Sturdy cardboard box (outer package)
- Para film, wire, or, tape
- Absorbent material for liquids and cushioning material
- Packing tape

### TRIPLE PACKAGING INSTRUCTIONS

1. Ensure the material you are shipping is non-hazardous by emailing: [monicacortez@tamu.edu](mailto:monicacortez@tamu.edu). Attach any relevant safety data sheets (SDS) and/or a description of biological material (FedEx does not accept biological materials when shipped by ground). If shipping dry ice or other hazardous materials, contact EHS for assistance and training.
2. Fill the primary receptacle with the material, leaving room for expansion. Ensure the material is compatible with the receptacle you are using.
3. Parafilm, wire, or tape primary receptacle lids to ensure they will not open during shipping.
4. Wrap multiple primary receptacles in cushioning material to protect them from breakage or leakage.
5. Place the primary receptacles(s) in a leak-proof or sift-proof secondary package, such as a plastic bag. If using a Ziplock plastic bag as a secondary package, it is advisable to double-bag.
6. If shipping liquids, place a sufficient amount of absorbent material in the secondary package to soak up the entire contents of the shipped substance.
7. Seal the secondary package.
8. Place the secondary package in the outer package.
9. Place sufficient cushioning material in the outer package to protect it from breakage and shifting.
10. Place a packing slip in the outer package that contains the name, address, and phone number of the shipper and receiver, along with an itemized list of the contents.
11. Remove irrelevant marks and labels from the outer package if reusing it. Do not use damaged packages.
12. Seal the outer package with packing tape.

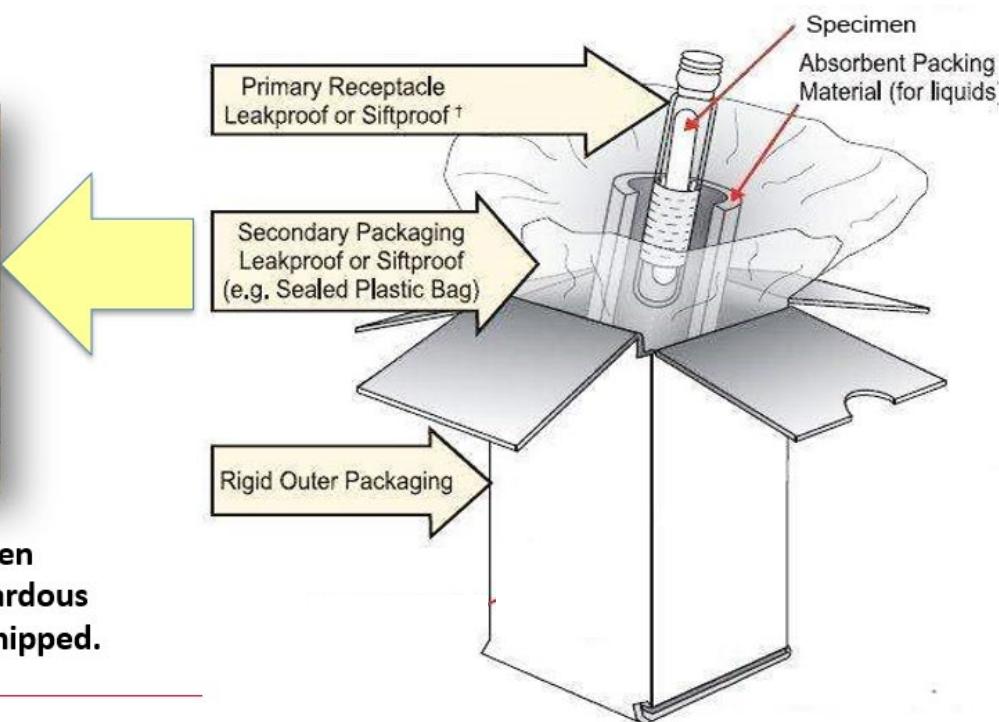
### MARKING AND LABELING EXTERIOR CONTAINER

1. Place a label with the name, address, and phone number of the shipper and receiver on the outer package.
2. If shipping liquids, place orientation arrows on opposite sides of the box.

### SHIPPING DOCUMENTATION/AIR WAYBILL

- Maintain a copy of all shipping documents for your records.
- Include permits/licenses (if required).
- If shipping internationally, include 3 commercial invoices. Contact Export Controls at [exportcontrols@tamu.edu](mailto:exportcontrols@tamu.edu) before exporting.
- Notify the recipient that the package has been shipped and give them an expected delivery date.

# TRIPLE PACKAGING



Triple packaging even applies to non-hazardous substances being shipped.

## Outer Package Marking Example

