

General Shipping Requisition

Form received: _____

Requested Ship date: _____

Service Preference: Fastest ☐ | Cheaper ☐ | Cheapest ☐
ALL fields are mandatory unless otherwise specified.

Please allow **3-5 business days** for shipment processing. The clock starts after a completed form has been received AND approved by Stores. Please drop off **before 11:00 am** on the agreed to day.

PART A: TO/FROM INFORMATION AND DECLARATION

A1	Name						
ABOUT YOU	Declaration	As the person handing off and/or requesting the shipment to Science Stores, I hereby declare that the contents provided on this form, and any supplementary forms or emails, are true to the best of my knowledge and fully and accurately describing the material(s) to be shipped. <input type="checkbox"/> CHECK IF YOU AGREE					
	Supervisor			Department			
	Phone			Email (uvic.ca preferred)			
A2	Name						
ABOUT THE RECIPIENT <small>OR ABOUT THE SENDER IF INCOMING ON OUR ACCOUNT</small>	Phone			Email (optional)			
	Address <small>(We cannot ship to a PO Box)</small>	Country / Territory			Organization		
		Address Line 1			Address Line 2		
		Address Line 3			City		
		Postal Code / Zip			Notes	Check here if this is a personal residence <input type="checkbox"/>	
		Province / State					
A3	If the destination is in the European Union , N. Ireland, Norway, or Switzerland provide the EORI number of the recipient						

PART B: CHEMICALS AND KITS

B1	Does it contain chemicals or kits, including buffers and solvents?	Yes <input type="checkbox"/> Continue to question B2	No <input type="checkbox"/> Skip to Part C →
B2	Is the destination in the USA?	Yes <input type="checkbox"/> Fill out a TSCA form , continue to B3	No <input type="checkbox"/> Continue to B3
B3	Are the chemicals commercially available?	Yes <input type="checkbox"/> Fill out Table B4 and continue to Part C → Supply a Safety Data Sheet (SDS) for each chemical listed in Table B4	
		No <input type="checkbox"/> Fill out the Research Samples Checklist Do not fill out Table B4 . Continue to Part C → and submit the <i>RS Checklist</i> with this form.	

TABLE B4 Commercially-available chemicals and kits included in the shipment

Chemical Name	Vendor	Catalogue Number	Country of Origin	Mass/Volume per container	Mass/Volume TOTAL

PART C: EQUIPMENT

C1	Does it contain equipment?	Yes <input type="checkbox"/> Continue to C2, then C3	No <input type="checkbox"/> Skip to Part D →
C2	Description of the equipment		
C3	Is it leaving Canada?	Yes <input type="checkbox"/> Continue to C4, then C5	No <input type="checkbox"/> Skip to C7 →

PART C: EQUIPMENT (Cont'd)

C4	Export information <i>The Customs Value is generally considered to be the market value in Canadian dollars when the products/goods were new</i>	Recipient's Tax ID No.			Country of Manufacture						
		HS Tariff Classif'n. Code(s).									
		Serial Number(s)									
		Customs Value(s) in CAD									
C5	Is it for repair and will return?	Yes <input type="checkbox"/> Continue to C6 No <input type="checkbox"/> Skip to C7 →									
C6	Is the repair under warranty?	Yes <input type="checkbox"/> No <input type="checkbox"/> Regardless, continue to C7									
C7	How many unique items/pieces of equipment are included?	Only one <input type="checkbox"/>	Please allow at least 5 business days for shipment processing								
		Multiple <input type="checkbox"/>	A minimum of 3 weeks' notice is required. Provide a detailed packing list using this template								
		Continue to C8									
C8	Does it contain batteries?	Yes <input type="checkbox"/> Continue to C9 , then go to PART D No <input type="checkbox"/> Skip to PART D →									
C9	Battery information	Lithium Ion <input type="checkbox"/>	No. of packs		No. of cells/pack		Wh per cell		Wh per pack		Others
		Lithium Metal <input type="checkbox"/>	No. of packs		No. of cells/pack		Wh per cell		Wh per pack		<input type="checkbox"/>

PART D: CONTAINERS, BIOLOGICAL SUBSTANCES, AND OTHER ITEMS

D1	Description for any goods and items not already described above. <ul style="list-style-type: none"> If the destination is outside of Canada, please provide a HS Tariff code for each item. See our shipping page for more information on what information is require for different kinds of shipments 											
		Mass or volume of goods per container					Total mass or volume of goods					
D2	Container info	All caps must be taped or parafilmed		Plastic <input type="checkbox"/>	Glass <input type="checkbox"/>	Volume of Containers (mL)			No. of Containers			
D3	Is it a biological sample?	Yes <input type="checkbox"/> Proceed through steps D4 to D6 as required, then D7 No <input type="checkbox"/> Skip to D9 →										
D4	Sequencing	No. of Rxns		D5	Cultures	Type	Agar <input type="checkbox"/>	Slant <input type="checkbox"/>	Liquid <input type="checkbox"/>	Stab <input type="checkbox"/>	Other <input type="checkbox"/> Describe	
D6	Animal or plant samples	Country of Origin				Binomial Name						
D7	Animal derived and to USA?	Yes <input type="checkbox"/> Provide USDA Category No. and continue to D8								No <input type="checkbox"/> Go to D8 →		
D8	Is it infectious?	Yes <input type="checkbox"/> Provide Biosafety Level and continue to D9						No <input type="checkbox"/> Go to D9 →				
D9	Permit required?	Yes <input type="checkbox"/> Provide the permit as a PDF and continue to PART E No <input type="checkbox"/> Continue to PART E →										

PART E: REGULATORY AND HANDLING

E1	Is the shipment perishable - requiring blue ice or dry ice?	<input type="checkbox"/> No, shipping ambient	<input type="checkbox"/> Dry ice, amount in kg		<input type="checkbox"/> just blue ice packs
		<input type="checkbox"/> Dry shipper → Contact scistore@uvic.ca for a declaration form			
E2	Do you want to insure the contents? <i>There is a \$500 deductible and the premium is ~0.301 % of the value.</i>	Yes <input type="checkbox"/> Provide ins. value in CAD, then go to E3			No <input type="checkbox"/> Go to E3 →
E3	Special Handling Notes				

PART F: SHIPPING CHARGE AUTHORIZATION

F1	Provide both the Stores short code and the FAST codes if a UVic account holder is paying	Stores Code		FAST Code		-		-7278
F2	Provide the other party's FedEx account if they are paying, or if the recipient has provided a waybill please write "R".							
F3	If submitting by email, please type " I approve " in the body of the email with the form attached. Otherwise, physically sign at the right.							

Note: If/when we classify your shipment as **fully regulated dangerous goods**, additional fees of **\$75** (FedEx) and **~\$25** (Stores, for paperwork generation) could be charged.