

Shipping Checklist

This checklist includes the required steps for shipping samples to Oak Ridge National Laboratory (ORNL) from inside the United States. If shipping samples from another country, please refer to the International Shipping Checklist.

More information for each of the following steps can be found on the Shipping Guide webpage (<https://neutrons.ornl.gov/users/shipping-guide>). Contact neutronlabs@ornl.gov for any questions.

1. Confirm sample information in IPTS.
2. Provide a return shipping address in IPTS that is approved by your institution's Radiation Safety Officer.
3. Provide a detailed packing list of all samples and materials.
4. Include Safety Data Sheet(s) (SDS) in your shipment.
5. Choose a clean and professional shipping container, without any excess of tape or markings.
6. Choose a shipping provider who delivers directly to ORNL.
7. If your sample(s) is fissile, special nuclear materials, or requires something beyond a typical commercial carrier, contact Sample Support (neutronlabs@ornl.gov).
8. Correctly address your shipment. Shipping addresses can be found on the Shipping Guide webpage (<https://neutrons.ornl.gov/users/shipping-guide>).
9. If your sample has one or more special requirements, include the requirements in the Attention Line of the shipping address.
10. Ship your sample(s) and equipment so they will arrive at least seven business days before your experiment is scheduled to start.
11. Know the methods of Sample Disposition for when your experiment is complete – waste or sample return.