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INSTRUCTIONS FOR USING THE ONLINE RESEARCH MATERIALS SHIPMENT FORMS

If possible, please use Internet Explorer. If this is not possible, click [here](#) for more information about other browsers.

You must be connected to the Yale network to open the request form. If you are outside of the Yale network, click [here](#) for information about VPN.

You will be asked to log in with your Yale email address and password (e.g.: first.last@yale.edu) or your NetID (yale\NetID).

An online Research Materials Shipment Request must be completed and submitted to EHS for review prior to shipping any research materials. All requests will be reviewed for compliance with transportation and export regulations.

If you need additional information, EHS has put together a group of technical advisors who will be able to answer questions and supply you with the information you need for all areas of shipping research materials. Visit www.yale.edu/ehs/sashipteam.htm for the complete list.

You may also email EHS your shipping question at: ehshazmat@yale.edu