

## eShip@Penn®

eShip@Penn® is the University's enhanced express shipping system that:

- Minimizes Penn's risk associated with moving hazardous material or other regulated materials
- Ensures compliance with safety and export regulations as well as other mandates
- Allows users to choose from a variety of carriers
- Provides significant discounts compared to non-eShip shipping

eShip has two review processes depending on what you are shipping. Shipments involving dry ice, chemicals, biologicals, and radioactive materials must be processed using eShip and are reviewed by Environmental Health and Radiation Safety (EHRS). All international shipments are reviewed for compliance with export controls and sanctions regulations through the Office of Research Services (ORS).

<b><u>EHRS</u></b> <b>SHIPPING RESEARCH MATERIALS &amp; PATIENT SAMPLES:                      DRY ICE, CHEMICALS, BIOLOGICALS AND RADIOACTIVE                      MATERIALS</b>	<b><u>ORS (EXPORT COMPLIANCE)</u></b> <b>INTERNATIONAL SHIPPING</b>
<ul style="list-style-type: none"> <li>• Training is required for anyone who does ANY one of the following:                             <ul style="list-style-type: none"> <li>– Preparing shipping documentation</li> <li>– Marking and labeling packages</li> <li>– Filling packages</li> <li>– Accepting packages for shipment</li> <li>– Supervising these activities</li> </ul> </li> <li>• eShip verifies via KnowledgeLink that shippers have the proper training                             <ul style="list-style-type: none"> <li>– If training is not required, EHRS will release the shipment back to the shipper</li> <li>– EHRS can take over a shipment to assist with shipping, if the necessary training is not in place</li> </ul> </li> <li>• Biologicals and dry ice: monthly instructor-led training is offered; register for training in KnowledgeLink</li> <li>• Chemicals and radioactive materials: trained EHRS staff handles these shipments; contact EHRS for assistance</li> </ul>	<ul style="list-style-type: none"> <li>• eShip process designed to identify items that may require an export license</li> <li>• License determinations depend on:                             <ul style="list-style-type: none"> <li>– What the item is</li> <li>– Where it's going</li> <li>– What it will be used for</li> <li>– Who will be using it</li> </ul> </li> <li>• eShip automatically screens for destination and recipient, but not the item or the end-use</li> <li>• It is important to accurately answer the questions asked during the shipping process                             <ul style="list-style-type: none"> <li>– The answers help determine if an item is export controlled</li> </ul> </li> <li>• If a license is required or more information is needed, you will be contacted by the Office of Research Services</li> <li>• Most shipments that are sent for review will be approved with no further action needed</li> </ul>

Business Services, EHRS, and ORS work together to help get your shipments out in an efficient and compliant manner. Below are the points of contact and topics specific to each office.

<b>BUSINESS SERVICES</b> <b>(ESHIP@UPENN.EDU)</b> <b>215-898-MAIL (6245)</b>	<b>EHRS</b> <b>(EHRS@EHRS.UPENN.EDU;</b> <b>215-898-4453)</b>	<b>ORS (EXPORT COMPLIANCE)</b> <b>(EXPCTRL@LISTS.UPENN.EDU;</b> <b>215-898-7293)</b>
<ul style="list-style-type: none"> <li>• eShip system training</li> <li>• Account information</li> <li>• Become an authorized shipper</li> <li>• Carrier information</li> <li>• System information/troubleshooting</li> </ul>	<ul style="list-style-type: none"> <li>• Chemical and radioactive materials must be shipped by EHRS.</li> <li>• Shipping training for biologicals and dry ice</li> <li>• Guidance on shipping research material, hazardous material, and dangerous goods</li> </ul>	<ul style="list-style-type: none"> <li>• Export compliance and sanctions regulations for international shipments</li> <li>• International travel with Penn equipment and/or to sanctioned countries</li> </ul>