

# Yale *Environmental Health & Safety*

## Requirements for Moving Companies Moving Laboratories at Yale

Please send the completed form to:  
Yale Environmental Health & Safety  
135 College Street, Suite 100  
New Haven, CT. 06510

**OR**

email-to [ehs@yale.edu](mailto:ehs@yale.edu).

This form must be completed and returned to Yale Environmental Health and Safety prior to beginning any work at Yale University. By submitting this form, the company owner, president, etc. agrees that neither Yale University nor any of its divisions, departments or offices will be listed as the shipper in any way and are not responsible for the materials being moved once packaged and moved by company personnel.

Moving Company Information					
Company Name:					
Address (street, city, state, zip):					
Company Phone:					
Contact Name for Move:			Contact Phone (include cell):		
Is Yale Paying for This Move: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Material Information					
Indicate each material below that company personnel will package and transport:					
Material	Room temperature <sup>1</sup>	Refrigerated in the refrigerator	Frozen (-20°C) in the freezer	Frozen (-80°C) in the freezer	In liquid nitrogen dewar <sup>2</sup>
Hazardous (regulated) chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exempt human/animal specimens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biological substances, Category B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Category A infectious substances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radioactive Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<sup>1</sup> Company provides required packaging. <sup>2</sup> Provide special permit.					
Company Employee Information					
Number of drivers who will be transporting the materials:					
Name(s) of driver(s):					
Please include copies of the following attached to the completed form for each driver listed above:					
<ul style="list-style-type: none"><li>• Current driver's license</li><li>• DOT hazardous material training certification and training materials</li></ul>					

**Company Employee Information-Continued**

Number of employees other than drivers who will be on site to classify, package, label, document, etc. the materials to be moved (this includes moving packages/freezers containing materials list in the Material Information section:

Name(s) of employee(s):

Please include copies of the following attached to the completed form for each employee listed above:

- Photo identification
- DOT hazardous materials training certification and training materials

**Transport/Vehicle/Emergency Response Information**

In the event of a failure to the freezers/refrigerators or LN2 dewars, are there backup cooling capabilities on the vehicle?  Yes  No (if yes, describe below):

Are spill cleanup materials available on the truck in the event a material is released:  Yes  No (if yes, describe below):

Are all personnel trained in spill cleanup procedures and the proper personal protective equipment to wear when cleaning up a spill?  Yes  No (if yes, provide copies of current spill response training for each individual).

**Additional Required Information**

1. Has the company been issued any DOT special permits?  Yes  No (if yes, attach copies of all DOT special permits applicable to this move and/or the material being moved).
2. Also, attach a copy of the current insurance certificate.

**Conditions of Move**

By signing below, you agree, on behalf of the company, to the following:

- All information presented is accurate.
- Packing and moving activities will not commence unless an official written clearance has been issued by Yale Environmental Health and Safety.
- Yale University (including all of its departments, divisions, offices, employees and students) will not be listed as the shipper on any documentation.
- No Yale employee or student will sign any shipment documentation.
- Once packaged by company personnel, Yale University (including all of its departments, divisions, offices, employees and students) is no longer responsible in any way for the materials in the shipment, any incidents that occur in transport including spills, exposures and releases to the environment, while offloading the materials, or delivering the materials to the destination.

Completed and submitted by (print name):

Title:

Signature:

Date: