

## **Supplemental Terms and Conditions Applicable to UPS Shipments of Hazardous Materials**

### **Instructions:**

This form is the only one to be used when shipping Hazardous Materials (also known as dangerous goods) with UPS, which is as an accessorial service under the contract. Authorized Users are hereby instructed not to sign any other forms other than this newly developed form. Authorized Users that need to ship items constituting hazardous materials or dangerous goods should fill out and remit the signed form to OGS at:

NYS Office of General Services  
Procurement Services Group  
Attn: Tony Montes, Team 2  
Corning Tower, 37th Floor  
Empire State Plaza  
Albany, NY 12242

OGS will record receipt of the agreement request and transmit to UPS. UPS will then sign and return to OGS, whereby OGS will return the agreement to the Authorized User. To avoid delays at the time of shipping, authorized users who anticipate requiring hazardous materials shipping services are advised to remit the signed form at their earliest opportunity. Authorized Users only need to fill out the form once. The form will be retained on file for the agency. It is not be necessary to fill out for each shipment.

Click Here:

[Hazardous Materials Form](#)