



**Angelo State University**  
**Operating Policy and Procedure**

**OP 34.13: Hazardous Materials Shipping**

**DATE:** November 4, 2011

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to ensure that hazardous materials (HAZMAT) packages shipped by Angelo State University (ASU) have a properly completed shipping declaration form in accordance with Department of Transportation regulations.

**REVIEW:** This OP will be reviewed in August of even-numbered years by the director of environmental health, safety, and risk management (EHS&RM) with recommended revisions forwarded through the vice presidents to the president by September 15 of the same year.

**POLICY/PROCEDURE**

**1. Intent**

All hazardous materials shipments must comply with the U. S. Department of Transportation (DOT) shipping regulations under 49CFR172.702 and the International Air Transport Association (IATA) dangerous goods regulations. Any person shipping hazardous materials from Angelo State University must be trained in proper procedures by EHS&RM. To offer hazardous materials for shipment without the proper training is a violation of federal law. Fines up to \$25,000 per occurrence are possible consequences for the responsible parties.

**2. Responsibilities**

- a. EHS&RM is responsible for implementing and maintaining training for the shipment of hazardous materials. EHS&RM will issue certificates and maintain copies for documentation of training.
- b. Each department head/chairperson is responsible for ensuring that those personnel under their control that are involved in the shipment of hazardous materials are properly trained in accordance with this OP.

**3. Training**

All ASU employees required to ship hazardous materials will be trained and recertified every two years through EHS&RM. The training will be given in accordance with DOT training requirements as addressed in 49CFR172.702. Each individual will receive certification for hazardous materials shipping upon successful completion of the training.

#### 4. Definitions

- a. Hazardous material – A substance or material that the secretary of transportation has determined is capable of posing an unreasonable risk to health, safety, and property when transported in commerce and has designated as hazardous under Section 5103 of the Federal Hazardous Materials Transportation Law. This term includes hazardous substances, hazardous wastes, marine pollutants, elevated temperature materials, and materials designated as hazardous in the Hazardous Materials Table under 49CFR172.101.
- b. Hazardous Material Regulations (HMR) – The regulations in 49CFR Parts 171 through 180.
- c. International Air Transport Association (IATA) Dangerous Goods Regulations – Procedures for shippers by which articles and substances with hazardous properties can be safely transported by air.
- d. Shipping or Transportation – The movement of property and the loading, unloading, or storage incidental to the movement.

#### 5. Procedures

- a. Certified persons preparing shipments must complete and submit a *Hazardous Material Shipping Declaration Form* available on the EHS&RM website. (<http://www.depts.ttu.edu/ehs/Web/HazMatShippingForm.aspx>)
- b. Facilities Management Emergency Maintenance will be listed as the 24-hour emergency contact on all hazardous materials shipments originating from Angelo State University. Only shipments in compliance with this OP may use Emergency Maintenance as a 24-hour emergency contact.
- c. All *Hazardous Material Shipping Declaration Forms* will be reviewed by EHS&RM and Central Plant prior to shipping. The approved HAZMAT shipping forms will be returned to the shipper by EHS&RM and made available to Emergency Maintenance.
- d. Upon submitting the form, the requestor must take the properly packaged shipment to Central Plant for shipping.