



Angelo State University
Operating Policy and Procedure

OP 34.13: Hazardous Materials Shipping

DATE: January 11, 2017

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

REVIEW: This OP will be reviewed in November every three years, or as needed, by the director of risk and emergency management with recommended revisions forwarded through the vice president for finance and administration to the president by December 15 of the same year.

POLICY/PROCEDURE

1. Background

All hazardous materials shipments must comply with the U. S. Department of Transportation (DOT) shipping regulations under [49 CFR 172](#) 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 Environmental Health, Safety and Risk Management (EHSRM). To offer hazardous materials for shipment without the proper training is a violation of federal law. Civil penalties up to \$175,000 and criminal penalties up to \$250,000 per individual and \$500,000 per corporation, per occurrence, are possible consequences for the responsible parties.

2. Responsibilities

- a. EHSRM is responsible for coordinating training for the shipment of hazardous materials.
- 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.
- c. Each department is responsible for providing the proper PPE (Personal Protection Equipment) to employees when handling any kind of hazardous materials.
- d. Employees handling hazardous materials packages must ensure they are properly marked, labeled, and placarded. Additional requirements are contained in the [Biosafety Plan](#).

3. Training

All ASU employees required to ship hazardous materials will be trained and recertified every three years. The training will be given in accordance with DOT training requirements as addressed in [49 CFR 172.702](#). Each individual will receive certification for hazardous materials shipping upon successful completion of the training.

- a. Hazmat employee training shall be completed as prescribed in [49 CFR 172.704](#) and will include the following:
 - (1) General awareness/familiarization training to be able to recognize and identify hazardous materials;
 - (2) Function-specific training;
 - (3) Safety training, including emergency response information, measures to protect employees, and methods and procedures for avoiding accidents;
 - (4) Security awareness training on how to recognize and respond to possible security threats to the materials that are being shipped, [where required](#);
 - (5) In-depth security training (if required due to the involved hazardous material);
 - (6) OSHA, EPA and other required training.
- b. Initial training must be completed within 90 days of being assigned to a position responsible for shipping hazardous materials. An employee may only perform functions related to hazardous materials shipping under the direct supervision of a properly trained and knowledgeable hazmat employee until trained.
- c. Recurrent training must be completed once every three years and within 90 days of revision to a required security plan.
- d. Each department shall create and retain a record of current training for each employee responsible for shipping hazardous materials as prescribed in [49 CFR 172.704](#).

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 Federal hazardous materials transportation law (49 U.S.C. 5103). The term includes hazardous substances, hazardous wastes, marine pollutants, elevated temperature materials, materials designated as hazardous in the Hazardous Materials Table (see 49 CFR 172.101), and materials that meet the defining criteria for hazard classes and divisions in part 173 of this subchapter.
- b. **Hazardous Material Regulations (HMR)** – The regulations in 49 CFR Parts 171 through 180.

[Minor revisions: January 11, 2017]

- 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, Transportation, or Transport** – 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 an appropriate [*Shipper's Declaration for Dangerous Goods Form*](#). The documentation may be prepared by a contractor picking up hazardous waste for disposal.
- b. All completed and signed *Shipper's Declaration for Dangerous Goods Forms* shall be provided to the director of procurement (central receiving) for shipping.
- c. The requestor must take the properly packaged shipment to central receiving for shipping or arrange with central receiving to pick up the package.

6. Resources

- a. Federal Motor Carrier Safety Administration: [How to Comply with Federal Hazardous Materials Regulations](#)
- b. [49 CFR 172](#) Hazardous Materials Regulation
- c. International Air Transport Association (IATA) [Dangerous Goods Regulations](#)
- d. IATA [Shipper's Declaration for Dangerous Goods Form](#) (Fillable)
- e. Select Agents [Guidance for Shipper's Declaration](#)