[Minor revisions: December 17, 2014]

Angelo State University
Operating Policy and Procedure

OP 34.13: **Hazardous Materials Shipping**

DATE: December 17, 2014

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 December 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 January 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 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 Environmental Health, Safety and Risk Management (EHSRM). 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. 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.

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 49CFR172.702. 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 49CFR172.702 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;

   (4) Emergency response information;

   (5) Security awareness training on how to recognize and respond to possible security threats to the materials that are being shipped;

b. Initial training must be completed within 90 days of being assigned to a position responsible for shipping hazardous materials.

c. Recurrent training must be completed once every three years.

d. Each department shall create and retain a record of current training for each employee responsible for shipping hazardous materials as prescribed in 49CFR172.702.

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 an appropriate *Hazardous Material Shipping Declaration Form*.

b. All *Hazardous Material Shipping Declaration Forms* will be provided by the director of procurement prior to shipping. The approved HAZMAT shipping forms will be returned to the shipper by central receiving.

c. Upon submitting the form, the requestor must take the properly packaged shipment to central receiving for shipping.