

Hazardous Material Shipping Policy

General

The transportation or shipment (by motor vehicle, rail, aircraft, or vessel) of hazardous wastes, hazardous substances, or marine pollutants is regulated by the U.S. Department of Transportation (DOT). Although these regulations do not directly affect the health or safety of employees at the University of Maine, fines for improperly packaged or labeled containers run in the thousands of dollars per offence.

DOT requires that all hazardous material shipments, under their jurisdiction, must be packaged, labeled, and described in accordance with the regulations found in 49 CFR. These regulations also require that employees who ship or receive hazardous materials be trained so that they fully understand and comply with the requirements.

Regulatory Guidance

- U.S. Department of Transportation (DOT), 49 CFR Parts 171-177.
- International Air Transit Association (IATA) Dangerous Goods Regulations.

Requirements

All hazardous material shipments must be properly packaged in DOT specification containers. Packages must be marked with the proper DOT shipping name and identification numbers, and must be labeled with appropriate warning labels. Containers must be packaged under the direct supervision of a properly trained employee.

All shipping papers must contain the DOT-approved shipping description and a certification that the materials are properly packaged and described and must receive approval to include the University's **24-hour emergency response phone number**. Prior approval is necessary to assure that current information is available in the event of a transportation emergency.

Shipments by air must comply with the IATA Dangerous Goods Regulations (IATA DGR) as well as all applicable DOT requirements. Shipments to foreign countries are often severely restricted, depending upon the city of destination, and must meet the requirements of all countries through which the shipment will proceed.

Any questions regarding the proper shipping of any hazardous material should be directed to Safety and Environmental Management (SEM) before the material is packaged for shipment.

Training:

All 'hazmat' employees must be trained on the specific requirements of 49 CFR 171-177 and the IATA DGR where they pertain to the functions performed by the employee. Training provided to comply with the hazard communication or emergency response requirements of OSHA or EPA may be used as a substitute for DOT training to the extent that they meet the requirements.

Training must include each of the following, as appropriate:

1. General Awareness Training should be provided to all employees to ensure that they are aware of the regulatory requirements and able to recognize hazardous material labels.
2. Function-Specific Training must be provided to employees who package, load, or otherwise prepare hazardous materials for shipment. The training is tailored to the specific functions performed by the employee, such as labeling containers or preparing shipping papers.
3. Safety Training must be provided to employees who ship or receive hazardous materials. This training ensures that hazmat employees are aware of emergency response procedures, measures to protect themselves from hazardous materials exposures, and accident prevention measures.
4. Driver Training to ensure that drivers who transport hazardous materials are trained in the proper operation and loading requirements of the vehicles that they use.

Retraining must be conducted every two years for IATA requirements and every three years for DOT regulations. Retraining must also be conducted whenever there is a change in the regulations or duties of the employee that may affect transportation safety.

Responsibilities

Safety and Environmental Management is responsible for the packaging, manifesting, and shipping of hazardous wastes generated by the University of Maine and for providing guidance in preparing shipments of hazardous materials, hazardous substances, or marine pollutants. EH&S is responsible for providing training consistent with DOT regulations for employees receiving hazardous materials, and will coordinate training for employees involved in the materials, and will coordinate training for employees involved in the shipping and/or transportation of hazardous materials.

Central Supply is the designated terminal for the shipment of hazardous materials other than hazardous waste.

Departments who choose to ship hazardous materials directly are responsible for ensuring that any individuals responsible for the packaging, marking, labeling, or loading of hazardous materials are trained in accordance with DOT and IATA regulations, as appropriate.

Employees are responsible for attending required training and confirming that any materials being shipped are either not regulated under 49 CFR or are shipped through Central Supply by a trained employee.

Definitions

Emergency Response Phone Number: A phone manned 24 hours per day by a person or persons knowledgeable (or having immediate access to a person knowledgeable) in emergency response procedures and the hazards of the material being shipped.

Hazardous Material: A material that has been determined by the Secretary of Transportation to pose an unreasonable risk of harm, in transportation, to health or the environment. The materials are listed if they are: explosive, flammable, corrosive, radioactive, poisonous, oxidizing, or if they are a compressed gas or an environmentally hazardous substance.

Hazardous Substance: Any material listed in 49 CFR 172.101 Appendix A that is shipped in a quantity that equals or exceeds the reportable quantity in one package.

Hazardous Waste: Useless, unwanted, or discarded material which display one or more of the following characteristics: ignitability, corrosivity, reactivity, or toxicity; or for other reasons poses an unreasonable risk of potential harm to human health or the environment if improperly disposed.

Hazmat Employee: Any employees who in the course of employment directly affects hazardous materials transportation safety. This includes any individual who during the course of employment:

1. Loads, unloads, or handles shipments of hazardous materials;
2. Prepares packages of hazardous materials for transportation;
3. Is responsible for the safety of the transportation of hazardous materials;
4. Operates a vehicle used to transport hazardous materials;

Reconditions or test containers, drums, and packages used in the transportation of hazardous materials.

For Additional Information

- Contact your Department Safety Coordinator or the Department of Safety and Environmental Management at 207/581-4055.

Document History

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