

Hazardous Materials Shipping Procedure



Risk Management & Safety

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1. Purpose of This Procedure

This procedure describes how to ship a hazardous material package in compliance with Department of Transportation Regulations.

Note: The maximum fine for violations of DOT hazmat regulations is **\$50,000 per**

2. Scope of This Procedure

An authorized hazmat shipper prepares the package and papers, and provides copies of papers to RMSO RMMC. The RMSO RMMC staffer or shipper adds the ERG pages and appropriate MSDS sheets. After approval by RMSO RMMC staff or the shipper hand delivers the paperwork to UWPD Dispatch. UWPD Dispatch confirms receipt by return hardcopy with signature and date. The Shipper hands the package over to Shipping and Receiving. Dispatchers maintain the paperwork for one year and then dispose of their copies. The RMSO RMMC copy is retained for two year at the RMSO RMMC.

3. Preparation

3.1. Notifications required prior to procedure

The Shipper is advised to contact (before completing the documentation) RMSO RMMC or to verify that the Shipper's copy of this procedure is current and valid.

3.2. Personnel required for procedure

- 3.2.1. Any UW faculty, staff, or student whose name appears on the list of authorized hazmat shippers, and who has successfully completed the exam for this procedure.
- 3.2.2. Any RMSO RMMC Staff member qualified to perform RMSO RMMC staff duties in this procedure.
- 3.2.3. Any UW Police Dispatcher.

3.3. Equipment required during procedure

- 3.3.1. UW assigned vehicle for transportation. A personal vehicle cannot be used.
- 3.3.2. Appropriate packing box, provided by RMSO RMMC or other outside vendor.
- 3.3.3. Appropriate packing materials for hazmat being shipped for proper absorption provided by RMSO RMMC or other outside vendor.
- 3.3.4. All appropriate labels provided by RMSO RMMC or other outside vendor.

3.4. Preparation Time

- 3.4.1. Allow 3-5 business days for preparation of package and paperwork.
- 3.4.2. Depending on destination, shipping times varies and is subject to scrutiny by the shipping company (UPS, FedEx, and DHL).

4. Safety considerations

- 4.1. This procedure does not transfer any of the other shipper's responsibilities except the responsibility for answering the phone 24/7 with the bare minimum legally-required emergency information. The Shipper remains responsible for all other safety, liability, and compliance issues associated with the package.

5. Specific Steps Required

- 5.1. The shipper prepares the package and paperwork in accordance with DOT regulations and training provided by RMSO RMMC staff.
 - 5.1.1. Shipper may contact qualified RMSO RMMC staff to obtain guidance with paperwork and packaging.
- 5.2. The Shipper provides to RMSO RMMC (or obtains with help from RMSO RMMC) the following:
 - 5.2.1. Dangerous Goods Declaration
 - 5.2.2. SDS and ERG pages
 - 5.2.3. UW emergency phone number form with the best available contact phone numbers for themselves and other knowledgeable staff members

5.2.4. any other necessary emergency information

- 5.3. The RMMC staff member must first verify that the Shipper is authorized to ship hazmat.
- 5.4. The qualified RMSO RMMC staff will then review all paperwork and authorize with signature on the bottom of the (UW Emergency Phone number form) that the shipper can continue with the shipping procedures.
- 5.5. The shipper hand carries a copy of the paperwork to UW Police Dispatch: 1426 E. Flint from 8:00 a.m. – 5:00 p.m.
- 5.6. The Dispatcher provides a receipt (copy of the UW Emergency Phone number form) to the shipper at this time. The receipt will be hardcopy with signature and date.
- 5.7. The Shipper may then offer the package to Shipping and Receiving for transport with all proper paperwork attached. Verification of authorized shipper by Shipping and Receiving will be done at this time. This is specifically required at 49 CFR 172.604(b).
 - 5.7.1. Dangerous Goods Declaration
 - 5.7.2. UW Emergency Phone number form
 - 5.7.3. ERG and MSDS
 - 5.7.4. S&R Shipping form
- 5.8. After shipment is processed by Shipping and Receiving the tracking number will be called over to the UWPD for placement on the Emergency Phone number form.

6. UW Police Department Response in Emergency

- 6.1. If a Dispatcher receives a call from emergency responders, DOT representatives, a local jurisdiction, or the carrier, then:
 - 6.1.1. The Dispatcher will provide any requested information from the shipping papers.
 - 6.1.2. The Dispatcher will provide the emergency information attached for that shipment, typically in the form of ERG pages or an MSDS.
 - 6.1.3. If additional (non-mandatory) information is requested, then the Dispatcher will make a good faith attempt to contact (in this order):
 - 6.1.3.1. the Shipper,
 - 6.1.3.2. the RMSO RMMC staff member familiar with the shipment,
 - 6.1.3.3. Or other RMSO staff member according to the currently-applicable call list (of RMSO Safety Officers) provided to the Dispatcher.
 - 6.1.4. If RMSO personnel are contacted, they will make a good faith attempt to provide additional emergency response information. However, requests for non-emergency information, especially information that might be used in legal proceedings, should be referred to the Shipper for resolution during normal work hours.

7. Records of Completion

- 7.1. Records of the hazardous material shipment will be kept per the following schedule.
 - 7.1.1. Shipper: two years
 - 7.1.2. RMSO: two years
 - 7.1.3. UWPD: one year
 - 7.1.4. S&R: two years

8. Definitions

- 8.1 Shipper: Anyone that offers a material for shipment.
- 8.2 RMSO: University of Wyoming Risk Management and Safety Office
- 8.3 RMMC: University of Wyoming Regulated Materials Management Center

