HazMat SHIPPING PROGRAM

Introduction:
The University has instituted a campus-wide program for shipping all hazardous materials, which can include biological samples. This program is intended to be in full compliance with all applicable federal regulations. Only trained and certified personnel are permitted to package and ship the regulated materials covered by the federal mandates.

Hazardous materials can include compressed gases, flammable liquids and solids, oxidizers, poisons, corrosive materials, radioactive and biological materials and even dry ice. For shipments of biological and radioactive materials, transport or export permits and/or authorization may be required prior to shipment.

EH&S personnel will prepare the paperwork and package hazardous materials for all campus departments [see shipping instructions below].

Regulations and Penalties:
Federal regulations have outlined specific shipping requirements for hazardous materials. The Office of Hazardous Materials Safety, which is within the United States Department of Transportation's Research and Special Programs Administration, is responsible for coordinating a national safety program for the transportation of hazardous materials by air, rail, highway and water. Depending on mode of transport and destination, these shipments are regulated by Hazardous Materials Regulations (Title 49 CFR parts 100-185) and/or International Air Transport Association (IATA). When materials are shipped out of the country, items that may not be considered hazardous in the United States may be classified as hazardous in other countries. To comply with shipping regulations, hazardous materials must be properly classified, documented, packaged, and handled.

Federal law also requires that anyone who is involved in or responsible for preparing or transporting a hazardous material must have DOT and/or IATA training and certification. No one offering hazardous materials is exempt from federal transportation requirements. Failure to meet regulatory requirements when shipping hazardous materials may result in citations, fines and/or imprisonment. Fines to the University can range from $250 to
$500,000 per violation. In addition, individual researchers and shippers may be subject to criminal penalties of up to $500,000 and five years imprisonment.

Hazardous Materials Classification and Applicability
Hazardous material regulations may apply to commercial products, chemical mixtures, and newly synthesized compounds. Various types of batteries, fuel containers and cleaning products are examples of materials that are regulated for shipment. There are nine classes of hazardous materials:

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<thead>
<tr>
<th>Class or Division No.</th>
<th>Name of Class or Division [for DOT definition click on Name below]</th>
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<th>Name of Class or Division [for DOT definition click on Name below]</th>
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</thead>
<tbody>
<tr>
<td>1.1 to 1.6</td>
<td>Explosives</td>
<td>6.1</td>
<td>Poisonous Materials</td>
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<tr>
<td>2.1 to 2.3</td>
<td>Gases</td>
<td>6.2</td>
<td>Infectious Substances / Biological Materials</td>
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<td>3</td>
<td>Flammable Liquids</td>
<td>7</td>
<td>Radioactive</td>
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<td>4.1 to 4.3</td>
<td>Flammable Solids</td>
<td>8</td>
<td>Corrosives</td>
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<td>5.1 and 5.2</td>
<td>Oxidizers and Organic Peroxides</td>
<td>9</td>
<td>Miscellaneous Hazardous Materials (asbestos, dry ice, PCBs)</td>
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<td>Forbidden</td>
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<td>Forbidden Materials</td>
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**Dry Ice:** Shipments with dry ice also require proper packaging and labeling. Complete and submit the [On-Line Intent to Ship Hazardous Materials Form](#).

Hazardous material is generally defined as any substance that could adversely affect the safety of the public, handlers or carriers during transportation. Hazardous material, as defined by the DOT, is any substance that appears in the [Title 49 CFR Hazardous Materials Table](#). (The link is found on the upper left hand side of the page Hazmat Table)

**Shipping Instructions:**
EH&S personnel have been trained and certified to ship hazardous materials. To ensure compliance with federal law, departments are required to ship their hazardous materials using the following procedure:
- Complete the On-Line Intent to Ship Hazardous Materials Form
  - **Important:** If CAS number field on the On-Line Intent to Ship Hazardous Materials Form is left blank you will be automatically sent to an On-Line TSCA Form
- EH&S will contact the requestor to schedule a convenient time to prepare the shipment and coordinate the required paperwork.
- Domestic packages require 24 hours (one business day) for processing.
- International packages require 48 hours (two business days) for processing.
- Emergency shipments can be arranged on a case-by-case basis.
- Special hazards and radioactive materials may take extra time to process