



Environmental Health & Safety Policy & Procedure #16

TITLE: **DANGEROUS GOODS RECEIVING POLICY**

OBJECTIVE AND PURPOSE: To ensure packages containing dangerous goods are properly received, stored and distributed to the FAU campus community in accordance with the Department of Transportation (DOT), Occupational Safety and Health Administration (OSHA) and the State of Florida Bureau of Radiation Control

RESPONSIBILITY **ACTION**

- RECEIVING AREAS**
- ◆ If an area receives packages containing dangerous goods directly from a commercial carrier, or the area is responsible for campus delivery of dangerous goods the area personnel must:
 - Meet with EH&S for training on the specific procedures for accepting and recognizing dangerous goods packages.
 - Receive, when appropriate, OSHA Hazard Communication Training.
 - Deliver dangerous goods packages, that can be accepted, immediately and no later than twenty four hours after receipt of the package(s).
 - Deliver refrigerated material within three hours of receipt.
 - Contact EH&S and the package recipient if delivery times cannot be met.
 - Segregate incompatible dangerous goods packages awaiting campus delivery.
 - Not accept dangerous good packages that are damaged or leaking at the time of delivery by a commercial carrier (see next bullet).
 - Call EH&S for cleanup if the dangerous goods package becomes damaged or is leaking after the commercial carrier has delivered it. Do not handle, cordon off the area and notify other personnel working in the area of the spill or leak.

- ENVIRONMENTAL HEALTH AND SAFETY**
- ◆ Provide training concerning procedures for accepting and recognizing dangerous goods.
 - ◆ Maintain appropriate training for EH&S personnel.
 - ◆ Receive and deliver all radioactive packages.
 - ◆ Provide spill response within capabilities.

- REFERENCE**
- ◆ U.S Department of Transportation (DOT) 49 CFR 171-180
 - ◆ Occupational Safety and Health Administration (OSHA) 29 CFR 1910.1200
 - ◆ Control of Radiation Hazard Regulations FAC Chapter 64E-5
 - ◆ EH&S Hazardous Material Receiving Procedures

ATTACHMENTS ◆ N/A

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APPROVED:	Vice President	Associate V.P.	Director