

## — APPENDIX C: Hazardous Materials Shipping/Receiving Guide —

(Revised 03/07/11)

### Shipping Hazardous Materials

Since 1990, the U.S. Department of Transportation (DOT) has regulated the transport of "hazardous materials" in all modes of transportation (air, ground and sea). Transportation of "dangerous goods" by air has been regulated by the International Air Transport Association (IATA) since 1956. The DOT and IATA regulations are intended to ensure that all who come in contact with a shipment of hazardous materials are properly informed of the hazards presented by the materials, and the measures necessary for their safe transport.

### What are Hazardous Materials and Dangerous Goods?

Hazardous materials are substances or materials, which have been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce. The term includes hazardous substances, hazardous wastes, marine pollutants, elevated temperature materials, materials designated as hazardous in the Hazardous Materials Table ([HMT](#)), and materials that meet the defining criteria for [hazard classes](#) and divisions in [49 CFR 173](#).

Dangerous goods are articles or substances which are capable of posing a significant risk to health, safety or property when transported by air. The transportation of these articles and substances is regulated under the IATA Dangerous Goods Regulations. DOT and IATA regulations are similar, but are not always the same. For example, dry ice shipped via ground transportation is not regulated as a hazardous material; however, when shipped by air, dry ice is considered a dangerous good.

Hazardous materials and dangerous goods include items such as laboratory chemicals, radioactive materials, compressed gases, biological agents, dry ice (when shipped by air) and equipment or instruments that contain hazardous materials or dangerous goods. To comply with DOT and IATA regulations, these materials must be properly classified, packaged, labeled, documented and handled.

### Florida Atlantic University Procedures For Offering Hazardous Materials for Shipment:

Following these procedures will help to ensure that your package will arrive at its destination on time and intact. More importantly, it will ensure that everyone involved in the transport of the material will know what it is and how to safely deliver it. The following procedures apply to all hazardous material/dangerous goods packages except radioactive materials. For assistance shipping radioactive materials call the Radiation Safety Officer (297-3129)

1. Sender brings hazardous materials to EH&S along with the Material Safety Data Sheet (MSDS).
2. EH&S will package, label and complete the proper shipping papers for the material.
3. EH&S will arrange for the shipping by a Commercial Carrier.
4. EH&S will be reimbursed by sender for all shipping costs, including packaging, labels, and shipping.

Note: Certain University employees may be authorized by EH&S to ship hazardous materials and/or dangerous goods provided they have successfully completed the training requirements specified in the DOT and IATA regulations ([49 CFR 172.700](#) and DGR 1.5 respectively). See "[Training Requirements](#)" below.

## Package Supply Companies

EH&S normally utilizes one or more of the following suppliers of UN Performance-Oriented Packaging and labels:

Air Sea Atlanta  
1234 Logans Circle  
Atlanta, GA 30318  
Phone: (404) 351-8600  
Fax: (404) 351-4005  
Web Site: <http://www.airseatlanta.com/>  
Sell packages for all types of hazardous materials.

Source Packaging of New England, Inc.  
405 Kilvert Street, Suite F  
Warwick, RI 02885  
Phone: (401) 738-7733 or (800) 200-0366  
Fax: (401) 738-7762  
Specialize in packaging for shipment of infectious substances.

Labelmaster  
5724 N. Pulaski Road  
Chicago, IL 60646-6797  
Phone: (800) 621-5808  
Fax: (800) 723-4327  
Web Site: <http://www.labelmaster.com>  
Sell packages for all types of hazardous materials.

Federal Industries Corp.  
1550 Niagara Lane  
P.O. Box 47099  
Plymouth, MN 55447  
Phone: (612) 476-1500  
Fax: (612) 476-8155  
Web Site: <http://www.chem-tran.com/>  
Specialize in packaging for shipment of infectious substances.

Lab Safety Supply, Inc.  
P.O. Box 1368  
Janesville, WI 53547-1368  
Phone: (800) 356-0783  
Fax: (800) 543-9910  
Web Site: <http://www.labsafety.com>  
Sell packages for all types of hazardous materials.

### Commercial Carrier of Hazardous Materials:

Federal Express: National number - [800] Go Fedex

### For Shipping Assistance, Contact:

Tom Tomascik, Tom Bradley or Darlene Ward at [EH&S 297-3129](tel:297-3129)

### Receiving Hazardous Materials

Hazardous materials received at Florida Atlantic University via domestic carrier are regulated during transport by the U.S. Department of Transportation (DOT). These materials have specific packaging and labeling requirements. All packages containing hazardous materials display a diamond shaped DOT label(s) that fall into one or more of 9 categories or hazard classes ([refer to the DOT labels](#))

**If your area receives any package displaying these types of labels, the following procedures should be followed:**

- Packages displaying a "Explosive" label ([Hazard Class 1](#)) - call EH&S

- Packages displaying a "Radioactive" label ([Hazard Class 7](#)) - Should not be accepted. These types of packages should go directly to EH&S.
- If packages displaying a "Radioactive" label ([Hazard Class 7](#)) are accidentally accepted, call the Radiation Safety Officer (RSO) (297-3129)
- All packages received displaying labels with Hazard Classes 2-6 and 8-9 can be campus delivered as any other package unless they are damaged or leaking.
- Hazardous material packages should be campus delivered immediately or within three hours after receiving for refrigerated material or within 24 hours for all other packages. If this is not possible, contact EH&S and the package recipient.
- While hazardous material packages are awaiting campus delivery, segregate them according to the hazardous material segregation table.
- If packages are damaged or leaking at the time of delivery, do not accept from carrier, and call EH&S.
- If package becomes damaged or leaks after the carrier has delivered it, call EH&S. Do not handle, cordon off the area and notify other personnel working in the area.

## Training Requirements

### Anyone who...

- Loads, unloads or handles hazardous material/dangerous goods packages;
- Determines acceptable shipping containers;
- Determines whether a material to be shipped is a hazardous material or dangerous good;
- Packages hazardous materials/dangerous goods for shipment;
- Labels hazardous materials/dangerous goods packages;
- Fills out shipping papers; and/or
- Transports hazardous materials

















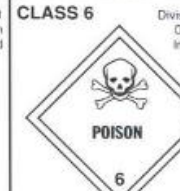








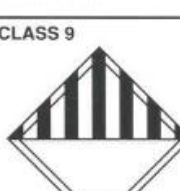

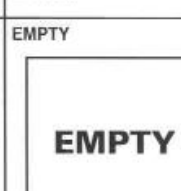
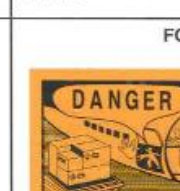
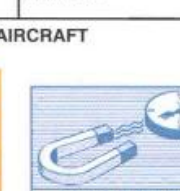
...must be trained according to the training requirements specified in the DOT and IATA regulations ([49 CFR 172.700](#) and DGR 1.5 respectively). For assistance in receiving training call EH&S at 297-3129.

### Additional Information: US Postal Service Suspicious Package Guidelines

The following link refers to information about suspicious packages that may arrive through the mail or other parcel delivery services:

[Suspicious Mail Poster](#)

# DOT Shipping Labels

<p><b>CLASS 1</b> Explosive 1.1, 1.2, 1.3</p>  <p>*Include appropriate division number and compatibility group.</p>	<p><b>CLASS 1</b> Explosive 1.4</p>  <p>*Include appropriate compatibility group.</p>	<p><b>CLASS 1</b> Explosive 1.5</p>  <p>*Include appropriate compatibility group.</p>	<p><b>CLASS 1</b> Explosive 1.6</p>  <p>*Include appropriate compatibility group.</p>	<p><b>CLASS 1</b> Subsidiary</p>  <p>No compatibility group letter or Class/Division number may be displayed.</p>	<p><b>CLASS 2</b> Division 2.1</p>  <p>Flammable gas</p>
<p><b>CLASS 2</b> Division 2.2</p>  <p>Non-flammable gas</p>	<p><b>CLASS 2</b> Division 2.2</p>  <p>Oxygen</p>	<p><b>CLASS 2</b> Division 2.3</p>  <p>Poison gas</p>	<p><b>CLASS 3</b></p>  <p>Flammable liquid</p>	<p><b>CLASS 4</b> Division 4.1</p>  <p>Flammable solid</p>	<p><b>CLASS 4</b> Division 4.2</p>  <p>Spontaneously combustible</p>
<p><b>CLASS 4</b> Division 4.3</p>  <p>Dangerous when wet</p>	<p><b>CLASS 5</b> Division 5.1</p>  <p>Oxidizer</p>	<p><b>CLASS 5</b> Division 5.2</p>  <p>Organic peroxide</p>	<p><b>CLASS 6</b> Division 6.1 Inhalation Hazard</p>  <p>Poison inhalation hazard</p>	<p><b>CLASS 6</b> Division 6.1 Other Than Inhalation Hazard</p>  <p>Poison See Toxic and PG III labels.</p>	<p><b>CLASS 6</b> Division 6.1 Other Than Inhalation Hazard</p>  <p>Toxic The word "TOXIC" is allowed to be used in place of the word "POISON"</p>
<p><b>CLASS 6</b> Division 6.1 Other Than Inhalation Hazard</p>  <p>Packing Group III The text "PG III" is allowed to be used in place of the word "POISON"</p>	<p><b>CLASS 6</b> Division 6.2</p>  <p>Infectious substance</p>	<p><b>CLASS 6</b> Division 6.2</p>  <p>The Etiologic Agent label may be required (49 CFR 77.3)</p>	<p><b>CLASS 7</b></p>  <p>Radioactive I</p>	<p><b>CLASS 7</b></p>  <p>Radioactive II</p>	<p><b>CLASS 7</b></p>  <p>Radioactive III</p>
<p><b>CLASS 8</b></p>  <p>Corrosive</p>	<p><b>CLASS 9</b></p>  <p>Miscellaneous</p>	<p><b>SUBSIDIARY RISK</b></p>  <p>The hazard class or division number may not be displayed on a subsidiary label.</p>	<p><b>EMPTY</b></p>  <p>For Class 7 packagings that meet the requirements in §173.428.</p>	<p><b>FOR AIRCRAFT</b></p>  <p>Cargo aircraft only</p>  <p>Magnetized material</p>	