



Title: Transportation of Dangerous Goods

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PURPOSE: To establish policies, work practices, and systematic procedures for classifying, identifying, marking, labeling, and documentation for the shipment of Dangerous Goods. The goal of this policy is to ensure safe and efficient shipment of Dangerous Goods in compliance with regulatory requirements.

SCOPE: Applies to all University departments and personnel who ship dangerous goods.

POLICY: All dangerous goods, infectious substances, and hazardous chemicals and materials at this University shall be transported in such a manner as to protect health and safety and to assure compliance with environmental and Department of Transportation regulations.

DEFINITIONS:

1. **Operator/Carrier** - are individuals, courier companies (e.g., UPS, FedEx) or airlines that transport packages from point of origin to point of destination.
2. **Dangerous Goods (DG)** - hazardous chemicals or infectious substances that are capable of posing a significant risk to health, safety or to property when transported.
3. **Infectious substances** - are substances known to contain, or reasonably expected to contain, pathogens.
4. **Pathogens** - are microorganisms (including bacteria, viruses, rickettsia, parasites, fungi) or recombinant microorganisms (hybrid or mutant) that are known to cause infectious disease in humans and animals.
5. **Proper shipping name** - used to describe a particular article or substance in all shipping documents and notifications and, where appropriate, on packaging.
6. **Receiver (Consignee)** - Employee who receives and signs for the DG packages.
7. **Shipper's declaration** - are legal documents signed by the shipper which creates a contract between the shipper and the carrier.
8. **Shipper (Consignor)** - Employee who is sending DG through the mail.
9. **UN number** - is of four digits assigned by the United Nations Committee of Experts on the Transportation of Dangerous Goods to identify a substance or a particular group of substances. The prefix UN must always be used in conjunction with these numbers (e. g., UN 2814).

PROCEDURE:

1. Training

- 1.1. All personnel who ship or receive dangerous goods must be trained. This training must be updated every twenty-four months or whenever there is a change in the Hazardous Materials Regulations (HMR) that effects the employees job function.

- 1.2. The responsibility to ensure that training is provided, whether to reinstate current employees or to instruct new employees, falls upon the department or group. Supervisors are responsible to see that the training of employees is received and should contact Environmental Health and Safety to make arrangements for training.
 - 1.3. Environmental Health and Safety will determine specific training needs, and deliver the training accordingly.
 - 1.4. Training must be commensurate with the employee's responsibilities and must include:
 - 1.4.1. General familiarization training – Must provide familiarity with the general provisions.
 - 1.4.2. Function specific training – Must provide detailed training in requirements applicable to the function for which that person is responsible.
 - 1.4.3. Safety training – Must cover the hazards presented by dangerous goods safe handling, and emergency response procedures. Employees who are involved in the shipment of infectious substances must also be trained in bloodborne pathogens.
 - 1.5. All participants will receive a training certificate to be maintained by the respective departments.
2. Recordkeeping
- 2.1. EH&S is responsible for keeping the training database.
 - 2.2. The Departments are responsible for keeping certification(s) on file.
3. Packaging and Shipment
- 3.1. Departments are responsible to ensure that dangerous goods are packaged, shipped, and received in compliance with the regulations. Specific information will be provided in training.
 - 3.2. Departments are responsible for obtaining the proper materials necessary to ship dangerous goods in compliance with the regulations. This may include but not limited to:

<ul style="list-style-type: none"> ● Diagnostic packaging ● Diagnostic ambient packaging ● Infectious packaging ● Infectious ambient packaging ● Infectious refrigerated packaging ● Single/Double hazard packaging ● Manifests/Shipper's Declaration for Dangerous Goods 	<ul style="list-style-type: none"> ● Radioactive hazard packaging ● Crates/Pallets ● Boxes/Overpacks ● Drums/Pallets ● Containers ● Barrels ● Labels
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 - 3.3. Departments involved in the shipment or receiving of dangerous goods, must have a copy of the regulations IATA (International Air Transport Association) Dangerous Goods Regulations (42nd Edition) on site for reference. To obtain a copy of the IATA Dangerous Goods Regulations telephone, Fax, or write to:
 - IATA Publications Assistant, 800 Place Victoria , P.O. Box 113 Montreal, Canada H4Z 1M1

- DG Info Hot Line (514) 390-6770 – Customer Service (800) 716-6326- www.iata.org

RELATED DOCUMENTS:

1. USDOT Hazard Materials Transportation Regulations 49 CFR 171-180
2. IATA (International Air Transport Association) Dangerous Goods Regulations 42nd Edition

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