

Hazardous Materials Shipping

General

The US Department of Transportation (DOT) has strict and complex regulations governing the shipment of hazardous materials through public contractors, i.e. FedEx, UPS etc. Shipping personnel must have specialized training and ensure specific packages, labels and paperwork are properly used. Therefore, the Hazardous Materials Treatment Facility (HMTF) has been designated as the one central hazardous material shipping center for the University of Georgia campus. These personnel are fully trained and have materials to handle shipment of most, if not all hazardous materials. Please ensure any hazardous materials you need to ship off campus through a public contractor are coordinated through the HMTF. Our normal operating hours are 8:00 a.m. – 5:00 p.m. EST, Monday through Friday, in case of an emergency please contact UGA Public Safety (24/7) at (706) 542-2200 (UGA Police).

Please keep in mind that there are very costly penalties associated with non-compliance of the DOT regulations. A person who knowingly violates the Federal hazardous material transportation laws can be fined, imprisoned or both. Monetary fines can range from \$275 to \$32,500 per day of offense for civil fines, a maximum of \$500,000 and / or up to 5 years in prison for criminal violations.

Hazardous Materials Defined

Hazardous materials, for the purpose of transportation, are those in one or more of the following groups:

- Explosive materials
- Gases
- Flammable liquids
- Combustible liquids
- Flammable and/or water-reactive solids
- Oxidizers
- Poisonous materials
- Infectious materials
- Radioactive materials
- Corrosive materials
- Miscellaneous hazardous materials
- Marine pollutants

(See 49 CFR Part 172.101 for Hazardous Material Table)

http://edocket.access.gpo.gov/cfr_2007/octqtr/pdf/49cfr172.101.pdf

How to get your materials shipped

Prior to the shipment date, HMTF must be contacted to arrange the shipment. We require that you notify HMTF of your need to ship at least three days ahead of when you need it shipped. Fill out the Hazardous Materials Shipment Request form completely and submit. The form is available from our website at <http://www.esd.uga.edu/hazmat/> and will be automatically forwarded to our office upon completion. After you have submitted the form, please call the HMTF office between 8:00 a.m. – 5:00 p.m. at (706) 369-5706 to verify that we have received your request. Please fill out the form completely; failure to do so will result in delay of shipment.

Requestor Responsibilities

To have hazardous materials shipped you must:

- Provide suitable containers for the material being shipped. The containers must be free of any chemical contamination and tightly sealed to prevent leakage. Please do not seal your package, HMTF personnel will need to inspect the contents prior to preparing for shipment. Please contact the HMTF at (706) 369-5706 with any questions related to the selection of suitable shipping containers for your hazardous material.
- Ensure all containers are accurately labeled with exact names as well as exact contents (including percentages of each chemical if it is a mixture).
- Fill out a Hazardous Materials Shipment Request form. Please make sure that all sections are filled out accurately and completely; failure to do so will result in delay of shipment.
- Label chemicals to be shipped with shipment request form receipt. Please place copies of the request form receipt onto chemicals to be shipped. This ensures HMTF personnel will be able to locate chemicals to be shipped while in your lab for pickup.
- Agree to pay all charges associated with shipping your hazardous materials. When possible HMTF will provide a cost estimate prior to shipment.

HMTF Responsibilities

- HMTF personnel will pickup the chemicals from your lab and process them for shipment. This includes:
 Proper identification and classification of the material
 Choosing appropriate, certified packaging
 Completing the required shipping documents
 Affixing the appropriate, required labels/markings
 Arranging for a qualified shipping company to ship
- Once shipment has been completed, HMTF will notify requestor by email. This email will include the tracking number for the shipment.
- We will keep shipment documentation on file as required in 49 CFR 172.201(4)(e)

Hazardous Materials Shipments Sent To UGA Facilities While Traveling Abroad

- All UGA personnel needing to send any item listed as a hazardous material as described in 49 CFR 172.101 will be required to take an approved online Department of Transportation (DOT) training course. Upon completion of the training course you will be required to submit documentation of training via e-mail or fax to the HMTF office. Failure to receive DOT training prior to shipping hazardous materials can result in costly fines. The HMTF staff will be glad to assist you in selecting the right DOT training course, please call (706) 369-5706 for assistance.
- Fill out the Hazardous Materials Shipment Request form as previously described and submit to HMTF for review.
- Photographs of the package to be shipped must be submitted to our office before it can be offered for shipment. The photographs submitted must show all labels and markings on the package; this includes but is not limited to the proper DOT shipping description, hazard class labels, package certification markings and package orientation labels. This will allow HMTF personnel to inspect the package prior to shipment for any potential problems. You must also obtain a letter of approval from the HMTF prior to shipping; this document will be sent to you via fax or e-mail and should be kept on file with your shipping papers.

If you have any questions or need assistance in preparing your package for shipment please call our office at (706) 369-5706. For emergency situations concerning a package that has been shipped or will be shipped please contact UGA Public Safety at (706) 542-2200. Thank you for your cooperation.