

[Administrative Policies](#)[ARSA Policies](#)[Help](#)[About](#)

Shipping and/or Transport of Hazardous Material Policy

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Responsible Office: Environmental Health and Safety

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Policy Statement

Any Georgia Health Sciences University employee who handles, offers for shipment or transport, ships or transports hazardous materials or causes hazardous materials to be shipped or transported must comply with all State, Federal and International Regulations for shipping and transport. They must also adhere to the requirements of all pertinent trade associations, couriers, carriers, airlines, rail or other vehicles and/or transport services. Pre-authorization from the Environmental Health and Safety (EH&S) Division is required for any GHSU shipments/transport involving hazardous materials.

Reason For Policy

GHSU employees may need to ship and/or transport hazardous materials in the commission of their responsibilities for GHSU. As the shipment/transport of hazardous materials may pose potential environmental, public health, national security, and commercial risks, the shipment and/or transport of hazardous materials is regulated by several State, Federal and International standards and these regulations and their enforcement have become more stringent particularly after 9/11/2001. Because of the significant safety issues, and the high criminal and civil liabilities associated with improper shipment/transport of hazardous materials, pre-authorization by EH&S will be required prior to shipment/transfer of hazardous materials.

Entities Affected By This Policy

This policy affects all units, divisions and subsidiaries of Georgia Health Sciences University who ship and/or transport hazardous materials.

Who Should Read This Policy

All faculty, staff and students who (a) handle, offer for shipment or transport, ship or transport hazardous materials or cause hazardous materials to be shipped or transported, or (b) supervise those who do.

Contacts

Contact	Phone	e-mail/URL
Biological Safety Office	706-721-2663	http://www.georgiahealth.edu/services/ehs/biosafe/
Chemical Safety Office	706-721-2663	http://www.georgiahealth.edu/services/ehs/chemsafe/
Radiation Safety Office	706-721-9826	http://www.georgiahealth.edu/services/ehs/radsafe/
Associate Vice President, Environmental Health and Safety	706-721-9826	http://www.georgiahealth.edu/services/ehs/

Legal Affairs Office

706-721-4018

<http://www.georgiahealth.edu/services/legal/>**Printable Version of This Policy**<http://www.georgiahealth.edu/policies/documents/hazmaterials.pdf>**Related Documents****GHSU Offices**

Biological Safety Office Webpage:

<http://www.georgiahealth.edu/services/ehs/biosafe/>

Chemical Safety Guide:

<http://www.georgiahealth.edu/services/ehs/chemsafe/ChemSafGuide4-13-11.pdf>

Radiation Safety Guide:

<http://www.georgiahealth.edu/services/ehs/radsafe/rmanual1/rindex.htm>**External Agencies****Department of Transportation (DOT)**

Title 49 Code of Federal Regulations for Export of Hazardous Materials

http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?sid=4bc035553009cd66f584a7633749b911&c=ecfr&tpl=/ecfrbrowse/Title49/49tab_02.tpl**International Air Transport Association (IATA)**

Dangerous Goods Webpage

http://www.iata.org/whatwedo/cargo/dangerous_goods/**Center for Disease Control (CDC)**

Procedures to Import Etiological Agents

http://www.unm.edu/~sheaweb/sheamanual/biosfty/biosaf_i.htm

Etiologic Agent Import Permit Program

<http://www.cdc.gov/od/eaipp/>

Select Agent and Toxin (SAT) Program

<http://www.cdc.gov/od/sap/>**USDA Animal and Plant Health Inspection Service (APHIS)**

National Center for Import and Export (NCIE) Homepage

<http://www.aphis.usda.gov/vs/ncie/>

Materials Requiring Import Permits

<http://www.aphis.usda.gov/vs/ncie/biofacts.html>

Materials Exempt from Import Permits

http://www.aphis.usda.gov/vs/ncie/fac_imp.html

Regulated Articles: Genetically Modified Organisms Requiring Permits for Transport

<http://www.niehs.nih.gov/odhsb/biosafe/7cfr340.htm#340.2>

U.S. Department of Commerce Bureau of Industry and Security (BIS)

Introduction to Export Controls

<http://www.bis.doc.gov/licensing/exportingbasics.htm>

U.S. Department of the Treasury Office of Foreign Assets Control (OFAC)

Foreign assets control regulations for exporters and importers brochure

<http://www.ustreas.gov/offices/enforcement/ofac/regulations/facei.pdf>

Definitions

These definitions apply to these terms as they are used in this policy:

Classification Determining whether a package contains a hazard and if so, determining the type of hazard being shipped/transported. Hazard categories, numbered 1-9 indicate the type of hazard, not the degree of hazard. The hazard categories are: 1) Explosives, 2) Gasses, 3) Flammable Liquids, 4) Flammable Solids, 5) Oxidizing Substances, 6) Toxic/Infectious Agents, which can be further classified as Class A or Class B. 7) Radioactive, 8) Corrosive, 9) Miscellaneous.

Courier A person or company employed to deliver messages, packages and mail.

Documenting The act of completing the shipper's declaration and signing any amendments or alterations, as well as packaging certifications. Shippers/transporters must also maintain records of training to properly package and ship/transport hazardous materials as well as records of shipments/transport.

Identification Determining the Proper Shipping Name, Technical Name, UN number, quantity limits and any special provisions needed to mark a package containing hazardous materials.

Dangerous Goods The European term for hazardous materials.

Etiological Agent Any infectious agent known (or sometimes suspected) to cause disease. This includes, but is not limited to, bacteria, viruses, rickettsia, parasites, yeasts, and molds, or materials which may carry these items. Furthermore, chemical/radioactive hazards may also be considered etiological agents.

Genetically Modified Living organisms with artificially altered DNA.

Organisms (GMOs)

Hazardous Materials A substance or material capable of posing an unreasonable risk to health, safety, and property when transported. This definition includes explosives, gasses, radioactive material, flammable or combustible liquid or solids, poisons, toxic or infectious substances, patient or animal specimens and other biological material or wastes, oxidizing or corrosive material, chemicals with any hazard rating of ≥ 2 , compressed gas (including dry ice and liquid nitrogen) and genetically modified organisms (GMOs).

Labeling The process of applying the appropriate labels to the exterior of a package for example, dry ice, hazardous material, infectious substance, etc.

Marking The process of applying the following to the exterior of a package: Shipping Name, UN number, quantity of sample in grams or milliliters, name and address of the shipper/transporter and recipient, name and telephone number of a person responsible for the shipment/transport and net weight (kilograms) of dry ice, if used.

Package The complete product of the packing operation consisting of the packaging and contents prepared for shipping/transport.

Packaging Receptacles and any other components or materials necessary for the receptacle to perform its containment function and to ensure compliance with minimum packing requirements. Furthermore, packaging may have to meet specific testing and certification requirements.

Packing The art and operation by which articles or substances are enveloped in wrappings and/or enclosed in packaging or otherwise secured.

Select Agents Pathogens or biological toxins which have been declared by the U.S. Department of Health and Human Services or by the U.S. Department of Agriculture to have the "potential to pose a severe threat to public health and safety" (42 CFR 73).

Shipper Someone who prepares a package for transit via courier. The shipper is responsible for general compliance with state, federal and international regulations concerning proper classification, identification, packing, marking, labeling and documenting of shipments. Shippers are required to obtain the necessary permits and ensure that the recipient of the package has also obtained the necessary permits to facilitate acceptance of the hazardous materials.

Toxin A poisonous substance produced by living cells or organisms.

Transporter Someone who prepares a package for transit via a method other than shipment; including carrying by hand, or transporting by automobile, rail, ship or aircraft. The transporter is responsible for general compliance with state, federal and international regulations concerning proper classification, identification, packing, marking, labeling and documenting of transports. Transporters are required to obtain the necessary permits and ensure that the recipient of the package has also obtained the necessary permits to facilitate acceptance of the hazardous materials.

Overview

In the wake of the terrorist attacks of September 11, 2001, and subsequent threats related to biological and other hazardous materials, the Department of Transportation undertook a broad review of government and industry programs overseeing the transportation, safety and security of hazardous materials. This policy has been drafted as a response to the ensuing regulations, their more stringent enforcement and the high criminal and civil liabilities associated with improper shipment/transport and export/import of hazardous materials.

Under the new government regulations which became Effective May 5, 2003, special packaging, labeling, marking, permits or licensing may be required in order to ship or transport hazardous materials and waste. In addition, transportation trade associations (e.g. IATA), couriers, carriers, and transport services (airlines, rail lines), and automobile insurance companies often impose additional limitation or requirements on shipment or transport of hazardous materials. This policy is intended to provide a road map for compliant shipping/transport of hazardous materials.

This policy applies to all faculty, staff and students who (a) handle, offer for shipment or transport, ship or transport hazardous materials or cause hazardous materials to be shipped or transported, or (b) supervise those who do. This would include any person involved in any of the following stages of the shipping or transport process:

1. Determining if a material is a hazardous material.
2. Design, production and/or sale of packaging for hazardous materials.
3. Determining proper packaging for a hazardous material.
4. Marking and labeling packaging.
5. Filling out shipping/transport papers.
6. Loading or unloading the hazardous material.
7. Moving the packaging in a warehouse during the course of transport.
8. Operation of a vehicle transporting the material.

To ensure hazardous materials are handled and/or stored in an appropriately safe manner, and in accordance with State and Federal regulations and guidelines, any GHSU employee or unit wishing to receive hazardous materials must be properly sublicensed or authorized by the appropriate institutional safety committee prior to receipt.

Process/Procedures

1. Hazardous materials must be packaged according to IATA and Department of Transportation standards for shipment/transport or as documented on any GHSU safety protocol.
2. Shipments or transport may only be done by those who have received current and appropriate training for shipment/transport of hazardous materials. In the case of shipping and/or transporting biological materials and/or dry ice, this training will be provided by the Biosafety Office. Certification of completion of an EH&S-approved training program must be provided to the pertinent EH&S section office prior to receiving shipment/transport authorization.
3. Any licenses, permits and/or authorization required for possession of the hazardous materials by the recipient must be confirmed by the shipper/transporter and EH&S before shipment/transport from GHSU or must be in place prior to receipt of hazardous materials by GHSU facilities and personnel (e.g. Institutional Radioactive Materials License/sublicense, or Select Agent entity/individual registrations with CDC or USDA).
4. The EH&S Division and its staff are available upon request to assist with planning and regulatory compliance.
5. Any required permits, licenses or authorization documents must be received by the shipper or transporter prior to shipping/transport. These may include:
 - 5.1. Copies of the recipient's radioactive materials license showing the recipient is an authorized to possess such materials.
 - 5.2. Permits for transport of some hazardous materials such as etiological agents.
 - 5.3. Import permits from the country of destination must be obtained for international shipment/transport of some hazardous materials.
 - 5.4. Permits authorizing transfer of Select Agents issued from the Centers of Disease Control or U.S. Department of Agriculture.
 - 5.5. Export permits for domestic or international transfer of commerce-controlled materials, and/or some hazardous materials.
6. Classification, Packing, Labeling and Marking
 - 6.1. All aspects of the shipment/transport (container, packing, labeling, surveys, shipping papers, Shipper's Declarations, etc.) must be in accordance with the U.S. Department of Transportation regulations (49 CFR), the International Air Transport Association Dangerous Goods Regulations (IATA DGR), International Civil Aviation Organization (ICAO) Regulations for Shipping of Dangerous Goods, and any pertinent courier or airline requirements.
 - 6.2. Shipment of hazardous materials via the U.S. Postal Service (USPS) is generally permissible, but must be in accordance with the U.S. Department of Transportation regulations (49 CFR).
 - 6.3. Shippers/transporters are responsible for providing the appropriate containers and/or packaging materials for shipments/transport. The shipper/transporter must be able to show documentation certifying that packaging used complies with the standards required for shipment/transport of hazardous materials as stated by the IATA DGR.
7. Persons contemplating transporting hazardous materials by methods other than utilizing a courier, including carrying by hand and/or transporting via automobile, ship or aircraft should contact the appropriate EH&S section for assistance. Furthermore, a current copy of the regulations involved in transporting hazardous materials is maintained for references at EH&S.
8. The shipper/transporter (i.e. the person who classifies, identifies, packs, labels, marks and documents the shipment or transported package) will be the statutory shipper/transporter and must sign the shipping/transport papers. These responsibilities are assigned to the shipper/transporter, as only the shipper/transporter has direct knowledge of the contents of the package. For radioactive material, this person must be the Principal Authorized User (PAU) or their designee; for other hazardous materials, this must be the Principal Investigator (PI) or their designee.

9. Shippers/transporters are required to maintain shipping/transport records, including copies of the waybill, shipper's declarations, permits/licenses, confirmation of receipt records and package compliance documentation. These records, along with documentation of required training must be kept on-hand and provided for inspection upon request by EH&S or Federal, State, or International authorities.

10. Hazardous material must not be carried by hand in the passenger compartment of an airline or other means of mass transit. Hazardous material must not be transported as carry-on luggage. Most hazardous materials cannot be transported as checked baggage. Some hazardous materials can be transported as checked baggage, but this practice is generally not recommended. However, any hazardous materials which can be exported according to federal and international regulations and meet the airline's restrictions, must always be transported as checked baggage and fully declared.

11. Security plans, if required by law for the particular hazardous material being shipped or transported, must be approved by the pertinent EH&S section responsible for such material.

12. Empty packaging used for previous shipment/transport must be decontaminated and the labels and/or markings should be removed or obliterated as required by International, Federal and/or State regulations.

13. Authorization by the appropriate EH&S Safety Officer is required before shipment or transfer of hazardous materials.

Responsibilities

The responsibilities each party has in connection with Environmental Health and Safety's Policy 4.0.03, Shipping and/or Transport of Hazardous Material, are:

Shippers/Transporters	<p>The shippers/transporters are responsible for:</p> <ol style="list-style-type: none"> 1. General compliance with state, federal and international regulations concerning proper classification, identification, packing, marking, labeling and documenting of shipments/transport. 2. Obtaining the proper training for shipping/transporting hazardous materials and producing documentation of successful completion of the training. 3. Obtaining certified packaging, if required. 4. Maintaining proper documentation including: <ol style="list-style-type: none"> a) Completing the shipper's declaration and signing any amendments or alterations, as well as packaging certifications. b) Maintaining records of training to properly package and ship/transport hazardous materials as well as records of shipments/transport. <ol style="list-style-type: none"> 1. Obtaining the necessary permits for shipments /transport including, but not limited to: <ol style="list-style-type: none"> a) International import/export permits. b) CDC/USDA permits for etiological agents and/or select agents. 1. Confirming that the consignee/receiver has obtained the
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	necessary permits to facilitate acceptance of the hazardous materials.
Principal Investigators (PI)Principal Authorized Users (PAU)Supervisors of Shippers/Transporters	Responsibilities include: <ol style="list-style-type: none"> 1. Being aware of the policies concerning the shipping/transport of hazardous materials. 2. Advising the shipper/transporter /recipient under their supervision to obtain appropriate training prior to shipping/transport of hazardous materials and ensuring compliance with all regulations. 3. Advising the shipper/transporter /recipient to comply with the PI/PAU /supervisor's safety protocols.
Recipients	<ol style="list-style-type: none"> 1. Obtaining the necessary permits/authorizations to facilitate acceptance of the hazardous materials. 2. Obtaining approval from the respective safety committee to possess and use the hazardous materials.
Environmental Health and Safety Office	<ol style="list-style-type: none"> 1. Consulting and assisting those who intend to ship/transport/receive hazardous materials and authorizing the shipment/transport/receipt of hazardous materials. Training may be provided by the Biosafety Office to those wishing to ship some biological materials and/or dry ice. 2. Authorize shipment of hazardous materials.
Legal Affairs Office	Provide guidance for compliance with:Department of Commerce Export Control Regulations, Department of the Treasury Foreign Assets Control (OFAC) regulations.

Forms

GHSU Agencies

Biological Safety Protocol Application Forms:

<http://www.georgiahealth.edu/research/ibc/apps.html>

Chemical Safety Protocol Application Forms:

Use of high hazard chemicals in laboratories

<http://www.georgiahealth.edu/services/ehs/chemsafe/documents/hihazapplch.pdf>

List of high hazard chemicals

<http://www.georgiahealth.edu/services/ehs/chemsafe/PDF%20files/HiHazList%200411%20Rev.pdf>

Radiation Safety Protocol Application Forms:

Non-human use of radioactive materials

<http://www.georgiahealth.edu/services/ehs/radsafe/rmanual1/nhucappl.htm>

Use radioactive material and/or radiation-producing devices on humans

<http://www.georgiahealth.edu/services/ehs/radsafe/PDF/HUMANUSE.pdf>

External Agencies

Center for Disease Control (CDC)

Permit to Import or Transport Etiologic Agents, Hosts or Vectors of Human Disease

<http://www.cdc.gov/od/eaipp/importApplicationForms.htm>

Applications for Registration, Use and Transfer of Select Agents and Toxins

<http://www.selectagents.gov/formsOverview.htm>

U.S. Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS)

Application for Veterinary Services Permits for the import and interstate movement of bacteria, viruses, and prions that are disease agents of animals and poultry.

http://www.aphis.usda.gov/animal_health/permits/

Application for Biotechnology Permits for the import, interstate movement, or release of genetically engineered organisms considered regulated articles.

<http://www.aphis.usda.gov/biotechnology/submissions.shtml>

U.S. Department of Commerce Bureau of Industry and Security (BIS)

Application for an Export License for Commerce Controlled Materials

<http://www.bis.doc.gov/licensing/applying4lic.htm>

U.S. Department of the Treasury Office of Foreign Assets Control (OFAC)

Brochure on foreign assets control regulations for exporters and importers

<http://www.ustreas.gov/offices/enforcement/ofac/regulations/facei.pdf>

OFAC forms

<http://www.ustreas.gov/offices/enforcement/ofac/forms/index.shtml>

Appendices

United Nations Economic Commission for Europe (UNECE)

Dangerous Goods

<http://www.unece.org/trans/welcome.html>

International Civil Aviation Organization (ICAO)

Dangerous Goods Webpage

<http://www.icao.int/anb/FLS/DangerousGoods/FLSDG.cfm>

U.S. Customs and Border Protection

Import Requirements

http://www.cbp.gov/xp/cgov/import/infrequent_importer_info/

Transport Canada

Transport of Dangerous Goods/Hazardous Materials in Canada

<http://www.tc.gc.ca/tdg/menu.htm>

U.S. Postal Service (USPS)

Regulations Concerning Shipment of Hazardous Materials (Publication 52)

<http://pe.usps.gov/cpim/ftp/pubs/pub52/pub52c3.pdf>

FEDEX

Shipping of Hazardous Materials Via FEDEX

<http://www.fedex.com/us/services/customcritical/surfaceexpedite/hazardous.html?link=4>

UPS

Shipping of Hazardous Materials Via UPS

http://www.ups.com/using/services/accs/hazmat/hzm_home.html

DHL

Shipping of Hazardous Materials Via DHL

http://www.dhl.com/publish/g0/en/information/shipping/danger_goods.high.html

Saf T Pak

Infectious Substance & Diagnostic Specimen Packaging

<http://www.saftpak.com/home.htm>

Delta Airlines

Considerations for Shipping Hazardous Materials

http://www.delta.com/traveling_checkin/baggage/special_baggage/dangerous_goods/index.jsp

United Airlines

Considerations for Shipping Hazardous Materials

<http://www.united.com/page/article/0,6722,1035,00.html>

Northwest Airlines (NWA)

Considerations for Shipping Hazardous Materials

<http://www.nwa.com/travel/luggage/restricted.html>

American Airlines

Considerations for Shipping Hazardous Materials

<http://www.aa.com/aa/i18nForward.do?p=/travelInformation/baggage/restrictedArticles.jsp>

Continental Airlines

Considerations for Shipping Hazardous Materials

<http://www.continental.com/web/en-US/content/travel/baggage/dangerous.aspx?SID=6C5B8B032DD0419CB27E00330F0BDEBE>

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« *Minors in Laboratories Or Other Potentially Hazardous Areas Policy*

Compressed Gas Cylinders: Safety for Use, Storage and Handling Policy »

Inactive