

HAZARDOUS MATERIALS TRANSPORTATION FAQS

This fact sheet is intended to provide University personnel with an overview of the requirements for the safe shipment and transport hazardous materials. Those University personnel that have any involvement with the shipment of hazardous materials, either directly or indirectly (i.e. using a shipping contractor) should familiarize themselves with this information and complete the HAZMAT Shipping Awareness online training program every three years.

Do these regulations apply to my job function at Harvard?

The **Department of Transportation (DOT)** regulates all activities involved with the shipment and transport of hazardous materials (e.g. chemicals, gases, etc.). The Hazardous Materials Regulations apply to each person who performs or directs functions related to the transportation of hazardous materials. Examples of applicability are those who may engage in the following activities: Offering hazardous materials for transport

- Filling packages
- Marking and labeling packages
- Preparing shipping papers, handling, loading, securing and segregating packages within a transport vehicle, freight container or cargo hold, and transporting hazardous materials.

If your job activities at the University involve at any time the offering for shipment or arranging for shipment of hazardous materials, you should be familiar with this fact sheet.

Who regulates the shipments of hazardous materials?

The **Department of Transportation (DOT)** oversees the Hazardous Materials Regulations (HMR 49 CFR Parts 171-180) that regulate all activities involved with the shipment and transport of hazardous materials (e.g. chemicals, gases, etc.). This includes shipping hazardous materials interstate, intrastate, through foreign commerce by rail car, aircraft, motor vehicle and vessel. These comprehensive regulations govern transportation-related activities by offerors (e.g., shippers, shipping/receiving departments, brokers, forwarding agents, freight forwarders,); carriers (i.e., common, contract, and private trucking and other transport companies). In most cases Harvard acts as an offeror of hazardous materials.

How does DOT define a hazardous material?

A DOT hazardous material is defined as a substance or material, which has been determined and designated by the Secretary of Transportation to be capable of posing



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an unreasonable risk to health, safety, and property when transported in commerce. All DOT hazardous materials are listed in the DOT's Hazardous Materials Table, or meet defining criteria provided in DOT regulation Part 173 Subpart D. This section defines such characteristics as flammability, corrosivity, toxicity, etc.

General Hazardous Materials Classifications:

- Hazard Class 1: Explosives
- Hazard Class 2: Compressed Gases
- Hazard Class 3: Flammable Liquids
- Hazard Class 4: Flammable Solids
- Hazard Class 5: Oxidizers and Organic Peroxides
- Hazard Class 6: Toxic Materials
- Hazard Class 7: Radioactive Material
- Hazard Class 8: Corrosive Material
- Hazard Class 9: Miscellaneous

To determine when you need to refer to this instruction, follow these steps:

- Step 1: Determine if you are shipping a hazardous material by referring to the hazardous materials table and considering the characteristics table provided above.
- Step 2: If you determine the shipment to contain a hazardous material, follow steps delineated in the attached instruction.

Is training a requirement to perform functions associated with HAZMAT shipments?

As a person involved in some manner with a shipment of hazardous materials, DOT defines you as a "HAZMAT Employee." Stated briefly, a HAZMAT employee is anyone who directly affects hazardous materials transportation safety. Before any HAZMAT employee performs a function subject to the HMR, that person must be provided initial training in the performance of that function. Each HAZMAT employee must be initially trained, and periodically retrained at least every three years to meet your training requirement.