

Shipping Hazardous Materials

Summary/Purpose: The Policy on Shipping Hazardous Materials details the procedures and requirements to comply with Federal and International regulations to ship Hazardous Materials on Commercial Carriers.

Shipping Hazardous Materials

Shipping packages containing hazardous materials or dangerous goods will always be an important part of the freight business. Likewise, the use of hazardous materials will always be an important part of scientific research. On occasion, it becomes necessary to ship hazardous materials to another researcher, to another university, to another research facility, or even to a manufacturer. These hazardous materials can include compressed gasses, flammable liquids and solids, oxidizers, poisons, corrosive materials, radioactive and biological materials and even dry ice.

Federal hazardous materials regulations (49 CFR parts 171-180) have outlined specific shipping requirements for these hazardous materials. If these materials are offered for transport by a commercial carrier (FedEx, Airborne, UPS), the shipment becomes regulated by the Department of Transportation (DOT) and sometimes by international agencies. When materials are shipped out of the country, items that may not be considered hazardous in the United States may be classified as hazardous in other countries. To comply with shipping regulations, these hazardous materials must be properly classified, documented, packaged, and handled. For shipments of biological and radioactive materials, transport or export permits and/or authorization may be required prior to shipment.

Failure to meet these regulatory requirements may result in citations, fines and/or imprisonment. Fines to the University can range from \$250 to \$500,000 per violation. In addition, individual researchers and shippers may be subject to criminal penalties of up to \$500,000 and five years imprisonment. Federal law also requires that anyone who is involved in or responsible for preparing or transporting a hazardous material must have DOT training and certification. No one is exempt from these federal transportation requirements.

Laboratory Services personnel (5433) will provide assistance with package selection, material classification and documentation. It is your responsibility to notify Laboratory Services that you wish to ship a hazardous material, and to make an appointment for assistance. Please read and follow all directions.

Shipping Hazardous Materials Is By Appointment Only

You MUST Contact Laboratory Services

The University of Mississippi

AT LEAST One (1) Full Business Day Before You Need To Ship

To Be Sure Someone Is Available To Assist You

PLAN AHEAD!!

Please fill out and FAX a Hazardous Materials Transportation and Information Form, then CALL FOR AN APPOINTMENT to have a package prepared for transport. You will be issued a confirmation number and a shipping confirmation form will be faxed back to you. If you do not receive a confirmation fax and confirmation number, you are not scheduled to ship. Contact Laboratory Services to complete your paperwork. Certain hazardous materials may require additional paperwork, license transfers and administrative approval. PLAN AHEAD!

- Laboratory Services should be contacted one (1) full business day before you want to ship hazardous materials.
- You must present the hazardous material, the appropriate packaging and either yourself or a representative at Laboratory Services no later than 10 minutes after your scheduled appointment. If you anticipate tardiness, please call to reschedule. Missed appointments will be scheduled for another day / time.
- Most materials intended for domestic delivery are ready for shipment in 30 minutes or less.
- AN ADDITIONAL TWO (2) BUSINESS DAY MINIMUM is required for overseas packages. It is the responsibility of the shipper/researcher to determine if the material is legal for export to the receiving nation. Laboratory Services is not responsible for materials that are detained, refused, returned, or destroyed by customs agents. Import/Export fines, charges, penalties, remunerations must be paid by the shipper/researcher. The use of a bonding agent (a third party specializing in shipping materials to foreign countries) may be required to ship materials out of the U.S.
- Prior arrangements must be made with most carriers to have these materials picked up. Plan Ahead Before You Ship Hazardous Materials.
- If you contact Laboratory Services after 11 AM, it is too late for most companies to schedule a pick-up of hazardous materials.
- In an Emergency, You must contact Laboratory Services no later than 9:30 AM on the day that you want to ship hazardous material. If personnel are not available at that time, your shipment will be delayed.

Hazardous materials cannot be picked up at drop-off locations.

Hazardous materials must be shipped directly from Laboratory Services.

REMEMBER TO PLAN AHEAD!!