HAZMAT SHIPPER TRAINING

Individuals are required by the Department of Transportation (DOT) to have received proper training prior to shipping hazardous materials.

At OSU, "hazmat" employees either coordinate, at a department level, the overall shipment of hazardous materials or they perform specific tasks directly related to shipments, including receiving packages.

Hazmat trained employees have a basic knowledge of the DOT hazardous material shipping regulations in order to recognize when they might apply. Shipping task training includes:
- Packaging
- Labeling & marking packages
- Preparing shipping papers
- Loading or unloading commercial trucks

For assistance with hazardous material shipping or hazmat training information, contact Environmental Health and Safety (EH&S) or OSU Mailing Services.

Contact Environmental Health and Safety for assistance with:

- Hazard determination / classification
- Packaging requirements
- Shipping of hazardous material
- Shipping diagnostic specimens and biological products
- Lithium batteries
- Training

The US Department of Transportation (DOT) has detailed regulations related to the shipment of hazardous materials.

Only properly trained individuals are authorized to offer a hazardous material for transport.

Call EH&S. We are here to help!

DO NOT USE CARRIER LETTER-PACKS TO SHIP ANY HAZARDOUS MATERIAL!
Tips for Shipping HazMat

- When planning to work in the field, arrange to ship material in advance so it is waiting for you to arrive, or have vendors drop-ship materials to your site.
- If you get samples from a conference, ask the vendor to ship the items for you.
- When you need to return preserved specimens to the University, follow instructions in the document Shipping Preserved Specimens, available on the EHS website.
- Remember that material heading to international destinations requires significant lead time and preparation.
- Do not return hazardous materials to vendors or suppliers, even in the original packaging. New paperwork must be generated and shipped from the University.
- Biological specimens and biological products require special packaging and labeling. Call EH&S for assistance. See the pamphlet Shipping Biological Samples, available on the EHS website, for more information.
- Small quantities of some types of hazardous material may be readily shipped as Excepted Quantity by taking your packaged material to OSU Mailing Services. Generally, the quantities are limited to less than 30ml inner package (e.g. per vial), 500ml total in package. Have a complete description ready when you deliver the package. Contact EH&S for questions on allowed hazardous material and packaging. (Biological hazards and radioactive are not allowed in Excepted Quantity packages)
- Dry ice packages require special labels, available at OSU Mailing Services.

What is a Hazardous Material?

Materials that are specifically identified or demonstrate a hazardous characteristic need to be shipped as a hazardous material. These include items that are:
- Explosive
- Compressed Gases
- Flammable (flashpoint <141° C)
- Reactive
- Oxidizer / Organic Peroxide
- Toxic Substances
- Infectious Substances
- Radioactive
- Corrosive
- Miscellaneous (Dry Ice)

Listed materials are found in the 49CFR 172.101 hazardous material table. All hazardous materials have specific packaging, labeling, and handling requirements.

Shipping Hazardous Materials

It is easy to overlook that a material is hazardous and ship it improperly. Common reagents used in field work, free samples acquired while attending a conference, or samples that are collected in the field are all potentially hazardous.

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Severe civil and monetary penalties may be incurred by individuals who improperly ship hazardous material. There is also the potential to cause personal injury with improperly shipped material.

DO NOT PACK HAZARDOUS MATERIAL IN YOUR LUGGAGE

Shipment Biological Samples, available on the EHS website, for more information.

Common Hazardous Materials labels

SHIPPING HAZARDOUS MATERIALS