

Preparing & Shipping Packages Containing Hazardous Materials

No package containing a hazardous material shall be shipped or offered for shipment from or by the Missouri University of Science & Technology without expressed approval by the Department of [Environmental Health & Safety](#) (341-4305).

Hazardous Material

For the purpose of this procedure, "hazardous material" is a substance or material which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated [Title 49 Code of Federal Regulations (CFR) Part 171.8].

Regulations

The packing, marking, labeling and documentation of Department of Transportation (DOT) designated hazardous materials are governed by the Department of Transportation under Title 49 Code of Federal Regulations (CFR) Parts 171 through 178.

NOTE: Failure to comply with these regulations can result in significant penalties.

Preparing Hazardous Materials for Shipment

1. Contact Environmental Health and Safety (341-4305) for an initial determination about whether the contents of the package constitute a DOT designated hazardous material, which is subject to regulation. Also, provide the name of the preferred carrier, if one has been chosen.
 - Environmental Health and Safety will contact the preferred carrier to determine whether the carrier has packaging, marking and labeling requirements above those required by DOT.
 - Environmental Health and Safety will provide the final packaging, marking, and labeling instructions.
 - Environmental Health and Safety will provide the required DOT documentation content, or (alternatively) the actual DOT documents.
2. Use the Missouri S&T Police Department phone number (573-341-4300) as the 24-hour emergency phone number that must be provided with shipments of hazardous materials.
 - Environmental Health and Safety is the DOT emergency authority for Missouri S&T. The Missouri S&T Police Department will call Environmental Health and Safety staff members in the event of an emergency.

3. Submit a complete copy of all documentation associated with a hazardous materials shipment to Environmental Health and Safety, 108 Campus Support Facility. Documentation must be on file at Environmental Health and Safety prior to the actual shipment of the hazardous materials so that emergencies can be handled. EHS must be notified 10 days in advance of any Hazardous Material shipment. Materials to be shipped must be delivered to EHS a minimum of 3 days prior to the date of shipment.

Moving Hazardous Materials in University Vehicles

1. Prior to moving any hazardous materials, Missouri S&T departments responsible for moving hazardous materials in University vehicles must contact Environmental Health and Safety (341-4305) to determine whether a Commercial Driver's License is required
2. Environmental Health and Safety must also be contacted to provide DOT compliance instructions and documentation.