



## **HAZARDOUS MATERIAL SHIPPING AND RECEIVING POLICY**

This policy outlines procedures for the packaging, labeling, documentation, shipping, and transportation of dangerous or hazardous materials by certified and trained faculty, staff, and students who transfer materials from one location to another via Berry College vehicles, United States Postal Service, Federal Express, United Parcel Service, or other trucking companies and the receiving of hazardous materials from Federal Express, United Parcel Service, or other delivery companies.

Berry College is required by regulation to ensure the proper handling, packaging, labeling, and documentation of hazardous materials prior to shipment and receiving.

### **Definitions (Provided by EPA)**

**Hazardous Material**— Any material that poses a threat to human health and/or the environment. Typical hazardous substances are toxic, corrosive, ignitable, explosive, or chemically reactive; any substance designated by EPA to be reported if a designated quantity of the substance is spilled in the waters of the United States or is otherwise released into the environment.

**Dangerous Goods**— Any material that has been determined to pose a risk to health, safety, and property when air transported internationally.

More detailed information and instruction is offered by the Department of Transportation (DOT) 49 CFR parts 105-180. [http://www.access.gpo.gov/nara/cfr/waisidx\\_02/49cfrv2\\_02.html](http://www.access.gpo.gov/nara/cfr/waisidx_02/49cfrv2_02.html)

All Berry College faculty, staff, and students shall comply with the established hazardous material shipping procedures outlined within this policy when shipping or transporting hazardous materials. The regulation applies to both domestic and international shipments regardless of mode of transportation, be it by land, air, or sea.

Supervisors (department chairs, faculty and other employees with direct oversight of Berry College employees or students) shall ensure that each employee under their supervision who ships hazardous materials will comply with this policy.

Hazardous materials will be delivered to the location specified on the shipping label. The area receiving the material(s) will have the appropriate storage space, signage, training, procedures and equipment in place to ensure safe storage and use of the hazardous material in accordance with applicable federal, state and local laws and Berry College's Chemical Hygiene Plan.

Employees and students shall ensure that their activities comply with any and all safety policies and procedures mandated by this policy.

Environmental Compliance and Sustainability will:

- Provide appropriate training
- Provide information on any specialized shipping containers and labeling of materials as required
- Conduct audits to ensure compliance with regulations
- Maintain records and manifests