



TEXAS TECH UNIVERSITY

Operating Policy and Procedure

OP 60.13: Hazardous Materials Shipping

DATE: December 8, 2023

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to ensure that hazardous materials (HAZMAT) packages shipped by Texas Tech University have a properly completed shipping declaration form in accordance with Department of Transportation regulations.

REVIEW: This OP will be reviewed in August of odd-numbered years by the Assistant Vice President for Environment Health & Safety (EHS). Substantive revisions will be consolidated by the Assistant Vice President for EHS and forwarded to the Associate Vice President for Research (Research Integrity).

POLICY/PROCEDURE

1. Intent

All hazardous materials shipments must comply with the U.S. Department of Transportation (DOT) shipping regulations under [49 CFR 100–185](#) and the International Air Transport Association (IATA) Dangerous Goods Regulations. Any person shipping hazardous materials from Texas Tech must be trained in proper procedures by EHS. To offer hazardous materials for shipment without the proper training is a violation of federal law.

2. Responsibilities

- a. Texas Tech EHS is responsible for implementing and maintaining training for the shipment of hazardous materials. EHS will issue certificates and maintain copies for documentation of training. HAZMAT training registration is done by contacting EHS.
- b. Each department head/chairperson is responsible for ensuring that those personnel under their control that are involved in the shipment of hazardous materials are properly trained in accordance with this OP.

3. Training

All Texas Tech employees required to ship hazardous materials will be trained and recertified every two years through EHS. The training will be given in accordance with DOT training requirements as addressed in [49 CFR 172.702](#). Each individual will receive certification for hazardous materials shipping upon successful completion of the training.

4. Definitions

- a. Hazardous material – A substance or material that the Secretary of Transportation has determined is capable of posing an unreasonable risk to health, safety, and property when transported in commerce and has designated as hazardous under Section 5103 of the Federal Hazardous Materials Transportation Law. This term includes hazardous substances, hazardous wastes, marine pollutants, elevated temperature materials, and materials designated as hazardous in the Hazardous Materials Table under [49 CFR 172.101](#).
- b. Hazardous Material Regulations (HMR) – The regulations in [49 CFR Parts 171 through 180](#).
- c. International Air Transport Association (IATA) Dangerous Goods Regulations – Procedures for shippers by which articles and substances with hazardous properties can be safely transported by air.
- d. Shipping or Transportation – The movement of property and the loading, unloading, or storage incidental to the movement.

5. Procedures

- a. Only personnel who have completed a Hazardous Material Training course within the last two years may ship a hazardous material. To ship a hazardous material, a *Hazardous Material Shipping Form*, available on the EHS website, must be completed (<https://www.depts.ttu.edu/ehs/forms/shippingform.php>).
- b. All *Hazardous Material Shipping Papers* will be reviewed by EHS and MailTech prior to shipping. A copy of the *Hazardous Material Shipping Paper* will be filed with EHS upon shipment.
- c. Upon submitting the form, the requestor must take the properly packaged shipment to MailTech for shipping.