



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 75.13, Shipment of Hazardous Materials and Dangerous Goods

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso Operating Policy and Procedure (HSCEP OP) is to establish policy and procedure for assuring the shipment and transportation of all hazardous materials and dangerous goods is conducted in compliance with applicable laws, regulations and technical instructions governing the classification, description, labeling, marking, record keeping, training and packaging of hazardous materials and dangerous goods. These procedures are to assure that shipping is conducted in a manner that reduces risk of exposure or injury to employees, shipping and transportation personnel, the general public, the recipient, the environment and the material during its transport. It also assures that proper and required communication of potential hazard is conveyed to applicable persons involved in the shipping process.

REVIEW: This HSCEP OP will be reviewed by March 1 of each y the Director of Safety Services-Physical Plant or designee, the Executive Director of Business Affairs, and the Managing Director of Physical Plant and Support Services, with recommendations for revisions submitted to the Chief Operating Officer by March 15.

POLICY/PROCEDURE:

1. Background.

With an increased awareness and today's environment, greater precautions for materials being shipped, transported and handled safely is prudent. Numerous regulations and agencies are involved in this oversight. This has created the need to establish an Institutional Policy to address issues of compliance with safe shipping practices to avoid delay and fines associated with non-compliance.

2. Applicable Regulations.

Several government agencies and industry groups regulate the packaging, labeling and shipment of hazardous materials and dangerous goods. This includes (but is limited to):

- The Department of Transportation (DOT) Hazardous Materials Regulations, 49 CFR parts 171-180,
- The United States Postal Service (USPS) Publication 52 – Hazardous, Restricted, and Perishable Mail,
- The International Air Transport Association (IATA) Dangerous Goods Regulations

Additional regulations from non-transportation related federal entities may apply to the actual handling or transportation of the material itself. This includes (but is not limited to):

- The Department of Labor, Occupational Safety and Health Administration (OSHA), 29 CFR 1910.1030, Occupational Exposure to Bloodborne Pathogens,
- The Department of Labor, Occupational Safety and Health Administration (OSHA) 29 CFR 1910.1200, Hazard Communication,
- The Department of Commerce (DOC),
- The Department of Health and Human Services (HHS) 42 CFR part 72

- Texas Department of State Health Services, Radiation Control Program, 25 TAC §289.252 "Licensing of Radioactive Material" and §289.257 "Packaging and Transportation of Radioactive Material"

3. **Definitions.**

Dangerous Good: an international shipping designation used to describe materials which are capable of posing a risk to health, safety, property, or the environment.

Hazardous Material: a domestic shipping designation used to describe materials which are capable of posing a risk to health, safety, property, or the environment. May also be commonly referred to as "hazmat".

Hazmat employee: Any employee who handles, offers for transport, transports, or causes hazardous materials to be transported.