


<i>HEALTH AND SAFETY MANUAL</i>	
Title: Hazard Material Transportation	
Approved by: Greg Savoy	Rev. 1/1/08

1 Purpose/Scope

This Program outlines the Department of Transportation (DOT) requirements for hazardous material (HAZMAT) transportation to reduce the risk of transporting hazardous materials in commerce.

This Program applies to all Company employees who participate in shipping and receiving hazardous materials.

2 Definitions/Responsibilities:

2.1 Definitions:

- 2.1.1 Hazardous materials (HAZMAT) - materials or substances that can pose an unreasonable risk to health, safety and property when transported.
- 2.1.2 A “hazmat employee” - a person employed by a “hazmat employer” who directly affects the safety of hazardous materials during transportation.
- 2.1.3 A “hazmat employer” - one or more employees that prepares or transports hazmat or who prepares the packaging used to transport hazmat.
- 2.1.4 Common names and abbreviations used within the hazmat industry.
 - EPA-Environmental Protection Agency
 - DOT-Department of Transportation
 - RCRA-Resource Conservation and Recovery Act (requires EPA to regulate the management of Hazardous Waste in the Federal Register and the Code of Federal Regulations).
 - HMR-Hazardous Material Regulations – developed by the Research and Special Programs Administration, RSPA, of the DOT to ensure safe transportation of Hazardous Materials in commerce.
 - HM – Hazardous Materials
 - HW – Hazardous Waste

- HMT – Hazardous Materials Table
- CFR – Code of Federal Regulations

2.2 Responsibilities:

2.2.1 Management and Supervisors:

- Management and Supervisors must understand the HMR and shall strictly enforce the HMR.
- Management and Supervisors shall monitor the work site to ensure all employees are in compliance with safe work practices.
- Management and Supervisors shall provide training to the employees and verify:
- All employees are aware of the potential hazards they may encounter.
- The employee has the knowledge and skills necessary to perform the work with minimal risk to worker's health and safety.
- That the employee is aware of the purpose and limitations of safety equipment.
- That the employee can safely avoid or escape from emergencies.

2.2.2 Employees

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- Employees shall receive the proper training prior to the handling of hazardous materials.
- Employees shall not work beyond their scope of training.

3 Requirements:

- 3.1 All Company employees shall exhaust all other transportation options prior to transporting any hazardous material.
 - 3.1.1 Other sources of transportation may include the drop shipment of ordered products to a specified location or having a licensed vendor remove / transport the hazardous material from the specified location.
- 3.2 If a Company employee is required to ship or transport hazardous materials the proper training, documentation and registration shall be completed.
 - 3.2.1 The proper documentation shall consist of a manifest or bill of lading, labels and markings, including placards on the vehicle if required.
- 3.3 By signing a Hazardous Material manifest, you, the Company employee, is personally certifying that the contents of the shipment are properly classified,

packaged, marked, labeled, placarded and in the proper condition for transport according to all applicable regulations.

3.3.1 Manifest: The manifest identifies the generator or shipper, the transporter (company name), destination, hazard identification and proper shipping name and quantity of the materials being transported.

3.3.2 Classification: The HMR groups hazmat into nine (9) different classes according to their hazard characteristics.

- Class 1 – Explosives
- Class 2 – Gases
- Class 3 - Flammable (and combustible) liquids
- Class 4 - Flammable Solids
- Class 5 - Oxidizers and Organic Peroxides
- Class 6 – Poison
- Class 7 – Radioactive
- Class 8 – Corrosive
- Class 9 - Miscellaneous
- For example, the paint waste generated by The Company would fall into Class 3 - Flammable and Combustible Liquids.

3.3.3 Packaging: Only containers that meet DOT specifications and United Nations Performance Standards shall be used for the transportation of Hazardous material.

3.3.4 Marking: Markings in this setting refers to hand written descriptive names, identification numbers, instructions, cautions, weight specifications, UN Marks, or combinations there of that are required on the outer packages of hazardous material.

3.3.5 Labels / Placards: Labels are pre-printed stickers and Placards are metal signs and both are diamond shaped with information identifying a hazardous class or division.

- These labels and placards are color coded to denote a particular hazard class and also have universal pictures of the hazard so everyone handling the material will be able to recognize the hazard.
- Placards are required on the transport vehicle if the following conditions are met:
 - Transporting a hazardous liquid in a maximum capacity greater than 119 gallons.
 - Transporting a hazardous solid in a capacity greater than 882 pounds.
 - Transporting a hazardous gas with a water capacity greater than 1,000 pounds.

- All packages of hazardous material received that is marked, labeled or placarded shall retain those markings, labels and placards on the package until packaging is cleaned of residue and purged of vapors to remove any potential hazards.
 - This applies to vehicles, freight cars, freight containers, barrels and any other “package” hazardous materials may be shipped within.
 - Markings, placards and labels shall be maintained in a manner that ensures that they are readily visible.
- 3.4 The Hazardous Material Table (see below – found at 40 CFR 172.101) is where the Department of Transportation lists Hazardous Materials for the purpose of transportation.
- 3.4.1 All Company employees shall review this table to verify if the product being transported or shipped will be classified as a hazardous material.
- 3.5 The Hazardous Material Table will provide you with assorted information such as:
- Proper Shipping Name
 - Hazard Class
 - Packing Group
 - Labeling Requirements
 - Special Provisions
 - Packaging Authorization
 - Quantity Limitations ((ground, air, marine, etc.)
- 3.6 The package shall remain marked at all times.
- 3.6.1 All labels and markings shall:
- Be affixed to the package
 - Printed in English
 - Displayed on a background of contrasting color
 - Shall not be covered by other labels or attachments
 - Remain on the package at all times.
- 3.7 Do not store or handle containers in a manner that could cause damage, leakage or rupture.
- 3.8 Protect containers from freezing.
- 3.9 Handle containers with the proper equipment that is designed for the task.
- 3.10 Ground any flammable hazardous material to prevent the ignition of fumes.
- 3.11 Always check labels and the product’s MSDS before work begins.
- All Company employees shall have the Material Safety Data Sheets in their possession (vehicle, tool boxes, etc.) for any product they transport.

- 3.12 Always wear the required PPE for the task.
- 3.13 The PPE shall be fitted to the employee prior to the commencement of work.
- 3.14 Never eat, drink, or smoke in an area containing Hazardous Materials.
- 3.15 Report all spills and releases to your supervisor immediately.

- The supervisor shall follow established incident report procedures.

4 Training:

4.1 Hazmat training shall be documented:

- Within 90 days of employment in a hazmat job function.
- Within 90 days of transfer to a hazmat job function.
- Every three years thereafter.

4.2 Scope of training:

- General awareness / familiarization training to teach the employee(s) the requirements of the HMR and enable the employee(s) to recognize and identify hazardous materials using the uniform procedures found in the HMR.
- This training shall include the basic concepts associated with:
 - ✓ Classification
 - ✓ The hazardous material table and appendices
 - ✓ Packaging
 - ✓ Labeling
 - ✓ Marking
 - ✓ Place carding
 - ✓ Shipping papers
 - ✓ Emergency response procedures
 - ✓ Loading and storage
- Function-specific training shall teach the employee(s) how to perform their specific tasks required by their job involving hazardous materials.
- This training shall include job-specific information that is not covered under the general awareness / familiarization training and may include the use of specific packaging's, materials, tools, procedures, or variations that are required for different modes (air, rail, water, etc.) of transportation.
- Safety training shall teach the employee about the emergency response information that the DOT requires for hazmat, how to avoid accidents, and how the employee can be protected from exposure to hazardous materials

- ❑ The goal of safety training is for the employee to be prepared in case the hazmat leaks from the package or is spilled.

4.3 Each “hazmat employee” shall be trained and tested, and a record shall be kept of the training to include certification of training and testing, date of training, a description of the training material, and the name and address of the person providing the training.

5 References:

5.1 49 CFR 171-180 Hazardous Material Transportation Regulations.

5.2 29 CFR 1910.1201 Retention of DOT Markings, Placards and Labels.

6 Exhibits:

None.