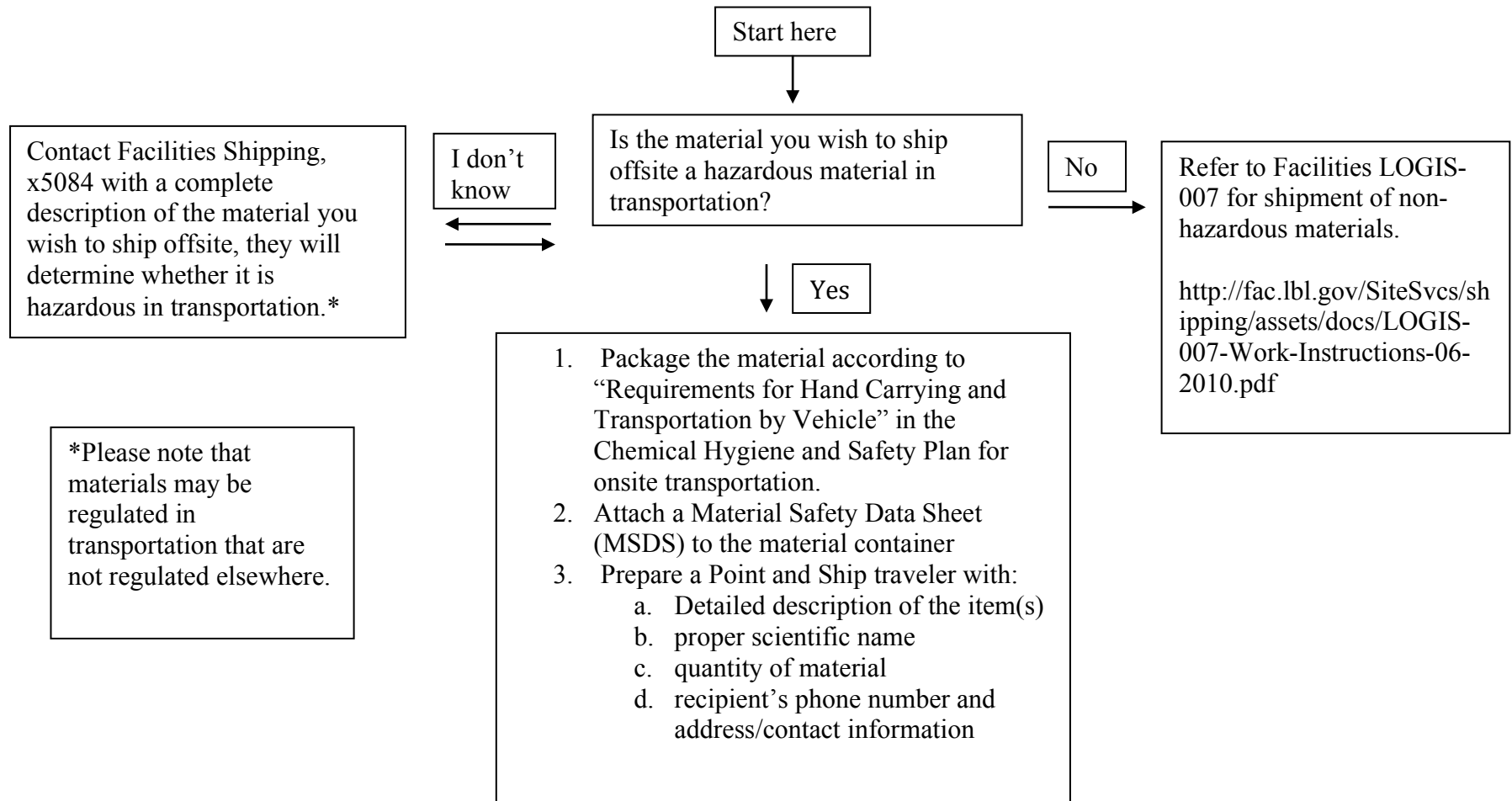


Guidance for EETD employees that ship hazardous materials.

Shipment of hazardous materials to an offsite location via common carrier such as Fed Ex, DHS, etc. must be coordinated through LBNL Shipping. LBNL Shipping will coordinate on-site transport of shipments through LBNL Transportation. Follow the flow chart below:



Facilities Transportation will pick up the material if given 24 hours notice. With prior approval, you may transport the material yourself to Facilities Shipping. Contact x5084 for approval. Once the material is at Facilities Shipping, it will be packaged for offsite shipment.

There can be confusion when using administrative staff to assist in shipping hazardous materials. These staff members are likely to assist with shipping through their knowledge of the Point and Ship system. However the researcher in need of shipment will need to work closely with the administrative staff to help with the preparation of shipping documents to ensure that the correct chemical and hazard-related information is provided.

DO NOT use the Work Request Center to place a transportation move request for a shipment containing hazardous materials. This process, which uses the Transportation Authorization Form (TAF), cannot be used to move hazardous materials.

Policy and procedure states that personnel without chemical hygiene training should not be handling hazardous materials. However, once the materials are appropriately packaged, the material can be moved to an office area if necessary to prepare the paperwork.

The following laboratory web-based documents provide detailed information regarding hazardous materials shipment. Feel free to contact EETD safety personnel or Tim Roberts if you have any questions.

PUB-3000, Sec. 5.8, Traffic & Transportation – Discussing Pickup and Delivery of Hazardous Material

http://www.lbl.gov/ehs/pub3000/CH05_8.html#_Toc407172490

Chemical Hygiene and Safety Plan – Section on Transporting Hazardous Materials

http://www.lbl.gov/ehs/chsp/html/procure_trans.shtml#Transportation

Chemical Hygiene and Safety Plan – Section on Hazard Communication Requirements for Chemicals Produced in Laboratories and Shipped Off Site

http://www.lbl.gov/ehs/chsp/html/training_info.shtml#HAZARD_COMMUNICATION

New Hazardous Materials Procedure Details as listed in the Shipping Policy and Procedures, found here

<http://fac.lbl.gov/SiteSvcs/shipping/assets/docs/LOGIS-007-Work-Instructions-06-2010.pdf>