



Safety Instruction

Shipping Hazardous Materials

General

Individuals packaging and shipping hazardous materials (referred to as Dangerous Goods or DG by carriers) are required by federal law to have special training and certifications. Severe civil and even criminal penalties may be incurred by individuals who improperly ship DG. There is also the potential to cause personal injury and property damage with improperly shipped material. Printing & Mailing provides all DG shipping services for OSU and EH&S provides technical and chemical expertise to Printing & Mailing as necessary. **Only trained personnel from EH&S and Printing & Mailing are authorized to package and ship chemically hazardous materials from OSU's main campus. Never ship a material you suspect is hazardous without going through these departments.** When in doubt contact EH&S. *Note: The Radiation Center and Veterinary Medicine departments have the ability to ship radioactive and biologically hazardous substances directly.*

- Radioactive material shipments must be coordinated through the OSU Radiation Center or through EH&S's Radiation Safety department.
- DG shipped as freight (pallets, large containers, etc.) will be handled through the Campus Freight section of Printing & Mailing.

Dangerous goods include any substance that is *Flammable, Corrosive, Reactive, Oxidizing, Explosive, or Toxic*, as well as *Radioactive* and *Biologically Infectious* materials and *Compressed Gasses*. Some commonly shipped examples of DG would be:

- Batteries
- Specimens preserved in a solvent (alcohol, formaldehyde)
- Lab chemicals/samples
- Cylinders
- Dry ice
- Common household items such as spray paint, cleaners, perfume, etc.



Prior to Shipping a Material

Before attempting to ship any potentially Dangerous Goods take the following steps to ensure a smooth process:

- Obtain an SDS and review the shipping section (usually section 14) for shipping info. A material that says Not Regulated, N/A, or Not Dangerous Goods in this section is safe to ship as a normal material.
- Contact EH&S or Printing & Mailing ahead of time to inquire about what you're shipping and about any special precautions or packaging materials that may be necessary.
- If the shipment is international contact Printing & Mailing and the University Compliance Officer ahead of time to research permit requirements and special requirements.
- If the material does have shipping restrictions print out a copy of the SDS and send/bring it with you when you go to Printing & Mailing to ship the material.
- Do NOT bring a sealed box of DG to Printing & Mailing for shipping. Only certified shippers may legally package or label a DG shipment and Printing & Mailing will have to open your shipment to ensure compliance.
- Do NOT bring a package of DG to Printing & Mailing and expect it to ship that day. Due to the complexity of shipping DG virtually all shipments will take at least 24 hours to process and ship.

Consider Alternatives to Shipping Dangerous Goods

- Dangerous Goods shipments are expensive, time consuming, and incur significant liability to the University.
- FedEx, for example, adds an automatic \$40 - \$80 surcharge to dangerous goods

Contact EHS:

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shipments depending on the class of material. Special DG Packaging for materials that require it add even more to this cost. This is in addition to the actual shipping charge.

- Consider having the manufacturer of the material ship it directly to the destination for you. This removes liability from the University and is often cheaper as well.
- Hazardous materials can often be shipped as very small amounts under the 'Excepted Quantities' rule. This means they won't be considered DG and won't require special packaging or a surcharge. A 100ml bottle of a flammable liquid would require special packaging and a DG surcharge but 4 bottles of 30ml or less in the same box wouldn't and would save close to \$100 and be much quicker and easier to ship. Printing and Mailing or EH&S can look up a material and determine if Excepted Quantities can be applied.
- Most DG packaging cannot be reused. If you received a chemical as Dangerous Goods it CANNOT be simply repackaged in the same cardboard box and reshipped or returned using a return label from the shipper. Even though the labeling and marking may be correct the container may not be rated for multiple shipments and Printing & Mailing will need to generate new paperwork to ship the material.
- When planning to work in the field, arrange to ship material in advance so it is waiting for you to arrive, or have vendors drop-ship materials to your site.

EH&S Contacts

Phone – 541-737-2273

Email – environment.safety@oregonstate.edu

Webpage – ehs.oregonstate.edu

Additionally EH&S personnel with specific shipping expertise can be contacted directly according to the matrix below:

<u>Material to be shipped:</u>	<u>Primary Contact:</u>	<u>Secondary Contact:</u>
Bio-Hazardous Materials	Pete Schoonover 541-737-3127 pete.schoonover@oregonstate.edu	Matt Philpott 541-737-4557 matthew.philpott@oregonstate.edu
Chemicals	Kent Lanning 541-737-8359 kent.lanning@oregonstate.edu	Pete Schoonover 541-737-3127 pete.schoonover@oregonstate.edu
Radioactive Materials	David Horn 541-737-4060 david.horn@oregonstate.edu	Dan Harlan 541-737-7082 daniel.harlan@oregonstate.edu

