



Safety Instruction

Shipping Hazardous Materials

General

Individuals packaging, labeling and shipping hazardous materials (referred to as Dangerous Goods or DG by carriers) are required by federal law to have special training and certification. Shipping hazardous materials/dangerous goods by ground requires DOT training that must be repeated every three years and shipping by air requires IATA training to be repeated every two years. Severe civil and even criminal penalties may be incurred by individuals who improperly ship hazardous materials/dangerous goods or who attempt to carry undeclared hazardous materials/dangerous goods onto an aircraft. There is also the potential to cause personal injury and property damage with improperly shipped material.

IATA – International Air Transport Association

DOT – U.S. Department of Transportation

A Dangerous Good is defined by IATA as any article or substance capable of posing a risk to health, safety, property or the environment. DOT defines Dangerous good as a material or substance posing an unreasonable risk to health, safety, and property when transported.

Hazardous Material is an equivalent term and interchangeable with dangerous goods.

Only trained personnel from Printing & Mailing are authorized to package, label and ship hazardous materials from OSU's main campus. *Note: The Radiation Center and Veterinary Medicine departments have the ability to package and ship radioactive and biologically hazardous substances directly.*

Off-campus operations who are unable to ship from the main campus must use a freight forwarder (this includes FedEx/UPS if they will accept the shipment) with the appropriate certifications. When in doubt contact Printing and Mailing.

- Radioactive material shipments must be coordinated through the OSU Radiation Center or through EH&S's Radiation Safety Department.

Hazardous material/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 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 a Safety Data Sheet 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.
- If the shipment is international contact the University Export Control & Compliance Officer ahead of time to research permit requirements and special requirements.

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 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 100 ml 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 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.

Printing & Mailing Contacts and Location

- [Summer Rohde](#): General Dangerous Goods Shipping, 541-737-4073
- [Fred Veitenheimer](#) Freight (Pallet Sized) Dangerous Goods Shipping, 541-737-4019

On-Campus Shipping Center 191 SW 35th Street, Corvallis Or 97330

Webpage – oregonstate.edu