



# The National Park Service EnviroFact Sheet

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Shipping Hazardous Materials (SY-3)

**DRAFT**

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## DOT hazmat employee

training can be acquired through the DOT's Transportation Safety Institute (TSI). This training meets DOT's hazmat training and certification requirements. Training is provided via a 3-day, instructor-led course at TSI facilities in Oklahoma City, OK (see <http://www.tsi.dot.gov/Catalog/Default.aspx?value=DTI-30>) or via an on-line training course at: <http://www.motorcarriertraining.com/>

**Note:** Parks can eliminate the regulatory burden associated with shipping hazmat by ceasing to ship it or by out-sourcing hazmat shipments to a qualified hazmat transporter.

## FOR MORE INFO...

Information on shipping hazmat:  
<http://www.tsi.dot.gov/divisions/hazmat/hazmat.aspx>

## APPLICABLE REGULATIONS

The U.S. Department of Transportation (DOT) regulations at 49 CFR 172.702 define a person who prepares hazardous materials (hazmat) for transportation and is responsible for the safety of transporting hazmat as a "hazmat employee." These regulations apply to any NPS employees (park, regional, technical center, etc.) who are involved in preparing hazardous materials, wastes, and substances for shipment. NPS hazmat employees must meet the training requirements specified in 49 CFR 172.204.



## TRAINING AND CERTIFICATION REQUIREMENTS

The regulations at 49 CFR 172.704 require that each hazmat employee be trained, tested, and certified for management of hazmat shipments. The purpose of this training is to improve the safe transportation of hazardous materials. The course must be tailored to meet DOT's hazardous materials training requirements for the shipping and handling of hazardous materials, wastes, and substances. In general, this training covers:

- Hazmat regulations;
- Hazmat classes and divisions;
- Exceptions and exemptions;
- Applicability and regulatory authority;
- Hazmat identification and hazard communication;
- Examples of hazmat regulation violations;
- Hazmat packaging and selection;
- Emergency response procedures; and
- Specific regulatory concerns.

Refresher training is required at least once every three years.

NOTE: Typically, NPS units hire contractors to pickup, prepare for transportation, and ship hazardous and universal wastes. However, if an NPS employee is involved in any way in the preparation of shipments of hazardous or universal wastes for transportation, he/she must receive training as outlined above.

## RECORDKEEPING REQUIREMENTS

Hazmat employee training records must be maintained during the period of the hazmat employee's term of employment and 90 days thereafter. These records include:

- NPS hazmat employee's name;
- Completion date of most recent training;
- Training materials (copy, description, or location);
- Name and address of hazmat trainer; and
- Certification that the hazmat employee has been trained and tested (a direct supervisor can certify that the employee received the proper training).

## HAZARDOUS MATERIALS STORAGE COMPLIANCE CHECKLIST

Checklist Item	Notes
1. Determine if any employee or employees at the park meet the definition of a "hazmat employee" found at 40 CFR 172.702.	
2. Ensure that hazmat employees receive proper training and are certified to ship hazardous materials outside the park.	
3. Maintain records that show that all hazmat employees have received training and are certified.	
4. Ensure all hazmat employees receive refresher training at least every three years.	