

California State University East Bay

Department: **Shipping and Receiving**

Procedure No: 5

Date Issued: August 1, 2011

SUBJECT: Hazardous Materials Transportation

PURPOSE: To provide guidance on the transporting of Hazardous Materials within the CSUEB facility.

I. POLICY

All hazardous material transported on the CSUEB campus shall be packaged, marked, labeled, handled, transported or stored in approved or original containers adhering to prescribed methods and procedures that will be in conformance with all applicable University, state and government regulations, and will provide adequate protection to employees, students, the environment, and the public.

II. SCOPE

To establish guidelines for the packaging, marking, labeling, transportation and storage of hazardous materials on the CSUEB campus.

The Guidelines are based upon current University, State and Federal regulations.

III. LOADING/UNLOADING AND TIE-DOWN

- A. Forklifts shall not be used as a means for transporting hazardous materials unless containers are secured in an approved transportation device for forklifts.
- B. Package orientation as indicated by "UP" arrows, "THIS SIDE UP" markings, "TIP'N", etc. shall be strictly observed and enforced.
- C. Vehicle requirements for loading and unloading:
 - 1. No hazardous material shall be loaded into or on, or unloaded from any vehicle unless the hand brake is securely set, the wheels are chocked, and all other reasonable precautions have been taken to prevent motion of the vehicle during the loading and unloading process.
 - 2. No trailer or semi-trailer equipped with a fifth-wheel pin shall be loaded or unloaded unless it is hooked to a tractor with air brakes set. The connection between tractor and trailer shall be confirmed by the operator. The cab of the truck shall be separate from the truck bed.

3. Before a shipment is loaded, and prior to use, the vehicle shall be inspected externally to assure that it is in good operating condition.

D. TIE-DOWN

1. Hazardous material must be sufficiently blocked, braced, and tied down, with approved cargo straps, to prevent any change in position under conditions normally incident to transportation.
2. No tools or devices which may damage the effectiveness of any closure, container, or cargo straps may be used during loading or unloading process.
3. Tie-down assemblies, systems and materials used to restrain containers must be maintained in good condition and periodically inspected. Defective components should be reported to the Support Services Manager and only new replacement components will be used.
4. All shipments and/or transfers of hazardous material must be inspected by the Support Services Manager prior to transport.

IV. HAZARDOUS MATERIALS

- A. Hazardous materials used at the CSUED campus include: flammable and combustible liquids, flammable solids, toxics, oxidizers, corrosive materials, compressed gases, and other regulated materials as defined by DOT 49CFR.
- B. The following restrictions shall be adhered to when handling hazardous materials:
 1. Smoking is forbidden within twenty-five (25) feet of any hazardous material on the Shipping/Receiving dock.
 2. Smoking is forbidden on or within fifteen (15) feet of any vehicle while loading or unloading any flammable liquid or solid, oxidizing material or flammable, compressed gas. Smoking is not authorized during transport.
 3. Smoking is forbidden in any vehicle transporting hazardous material.
 4. Compatible and non-compatible hazardous materials must be separated and shall not be loaded together for transporting in accordance with 49CFR 177.848 Segregation of Hazardous Materials.
 5. Reasonable care must be taken to prevent undue rise in temperature of containers and their contents during transit.
 6. Cylinders containing compressed gases must be secured in an upright position and securely attached to the motor vehicle. All unpackaged cylinders must have protection for valves.

V. RECEIVING HAZARDOUS MATERIAL

A. All material received at Receiving must be handled in the following manner:

1. Visually inspect the items for leakage, damage, etc. If leaking or damaged refuse the shipment and inform the Support Services Manager. If the carrier driver is not sure how to handle the problem, call University Police at 9-1-1.
2. Material identified as hazardous, either by marking or referenced on the PeopleSoft Purchase Order will have a hazard label applied to the receiving Traveler.
3. Hazardous material will be delivered to the customer on the day of receipt with a copy of the MSDS, whenever possible.
4. Hazardous material will not be left unattended on the Receiving dock or outside areas and must be protected from inadvertent damage or weather.
5. No hazardous material shall be stored overnight in the Shipping/Receiving area. Delivery of all hazardous material must be made the same day as receipt.

B. APPROVED CONTAINERS

1. Generally, materials packaged as received from the manufacturer are adequate for on-site transportation.

C. MARKING

1. Each package shall be prominently marked with the DOT proper shipping name, label, and identification number of the contents.
2. Notify the Support Services Manager @ 53703 of any item not marked or packaged properly. Don't accept any shipment unless it is clearly marked. Take proper action to protect yourself and others.

D. LABELING

1. Each package shall be prominently identified with the DOT hazard class by applying the proper DOT diamond-shaped label.

E. PLACARDING

1. Vehicles carrying hazardous material on-site must be placarded in accordance with DOT transportation safety procedures. It must be the proper placard for the material being transported and must appear on all four sides of the vehicle.

F. RESPONSIBILITIES

1. The Support Services Manager is responsible for assuring that hazardous goods and materials received at Receiving have been shipped compliant with University, State and DOT transportation safety procedures.

G. EMERGENCIES

1. In the event of an emergency condition, the first individual who becomes aware of the condition must report the emergency. The appropriate notifications are covered in **Attachment A**.

VI. OPERATION AND MAINTENANCE OF VEHICULAR EQUIPMENT

- A. It is mandatory that all Procurement personnel who drive University vehicles inspect or cause to be inspected, all seat belts before driving. Furthermore, it is mandatory that the drivers and all passengers properly buckle their seat belts before the vehicle is put into motion. The driver is responsible for insuring each passenger is properly buckled up. Person(s) who refuse should be asked to leave the vehicle. Objecting personnel should be reported to their supervisors. Supervisors are responsible for periodically inspecting their vehicle's seat belts. Repairable seat belts must be repaired immediately at the Transportation Department.
- B. Preventive maintenance is essential for the operation of our vehicular equipment. This is very important in the case of forklifts, which have considerable years of operation. Therefore, whenever a driver notices a defect, it is imperative that it be immediately reported to the Support Services Manager.
- C. The Support Services Manager is responsible for oversight of Receiving and Delivery vehicles. The following will be inspected by the operator:
 1. Fuel gauge
 2. Oil gauge
 3. Radiator gauge
 4. Tire wear and tire pressure (visual)
 5. Battery gauge
 6. Horn
 7. Lights
 8. Windshield wipers
- D. The Support Services Manager will ensure all vehicles dispatched have loads secured so as not to cause injury to parts and equipment or to fall or slide and cause injury to personnel. All vehicles will be secured and locked each night. Keys to all vehicular equipment (including forklifts) will be turned over to the Manager, who will secure them in the key locker.

ATTACHMENT A
INSTRUCTIONS FOR HAZARDOUS SPILLS
SHIPPING/RECEIVING

- A. If the chemical nature of the spill is not known, treat it as a highly toxic and hazardous material. Take all necessary safety precautions. Obtain an MSDS from the requestor or EH&S.
- B. If the spill is classified as highly toxic and/or hazardous:
1. Evacuate all personnel from area.
 2. Turn off vehicle(s) ignition.
 3. If necessary, pull fire alarm. Notify University Police at 9-1-1.
 4. Notify Support Services Manager, Ext. 53703
 5. Notify EH&S, Ext. 52395 or cell phone 510-774-3146.
- C. If spill is determined not to be hazardous but poses an environmental risk (such as going down the storm drain or on to soil) and cannot be contained by using a spill kit:
1. If not sure, pull fire alarm and notify University Police at 9-1-1.
 2. Notify Support Services Manager, Ext. 53703.
 3. Notify EH&S, Ext. 52395 or cell phone 510-774-3146.
- D. If spill is determined not to be highly toxic or hazardous and is small, then contain the spilled material utilizing an approved spill kit. (Each vehicle should be equipped with a spill kit.)
1. Notify Support Services Manager, Ext. 53703.