The FAA (Federal Aviation Administration) routinely inspects the University’s DOT program for shipping hazardous materials. Minor violations can carry a penalty of $1,000 - $5,500 while major violations may result in fines up to $32,500.
  - An Educational Institution was recently fined $56,000 for hazmat shipping violations.

Lithium Batteries “NEW Effective April 1, 2016”
  - Packages containing only lithium-ion batteries (no equipment) will not be allowed on passenger aircraft, they must be shipped Cargo Aircraft Only
  - All packages containing lithium-ion batteries must be shipped at ≤ 30% charge
  - Only one package of “small” lithium-ion batteries can be shipped per consignment

Receiving Hazardous Material Packages
  - Receiving hazardous material packages does not require DOT training
    o Unless you help unload from within the vehicle
  - Reject any leaking of heavily damaged packages from the carrier
  - If a hazardous material package is found to be leaking after delivery
    o Isolate the package and area
    o Contact receiver / trained staff for small spills, OR
    o Call 911 from campus phone (255-1111 cell phone) for EH&S assistance

Shipper’s Responsibilities:
  - Training must be completed once every 3 years and certificates retained by the shipper
  - Shipping papers must be retained for 2 years
  - Package closure instructions must be retained for 90 days
    o Instructions must be followed
    o Instructions printed on the package must be copied and retained
  - Package reuse is not recommended
    o Packaging must pass inspection per 49 CFR 173.28
    o Closure instructions must be obtained and followed
  - Only trained shippers can complete and sign shipping documents
  - Access to the DOT Regulations found at http://sp.ehs.cornell.edu

If you are not currently certified and need to ship a “Hazardous Material,” you must:
  - Become certified by completing DOT classes online via CU Learn (culearn.cornell.edu)
  - Attend our annual DOT Infectious / Chemical shipping classes (April 28-29, 2016)
  - Have your package shipped by the AHDC shipping center (Infectious Substances and Diagnostic Specimens Only); call 253-3600 for information.

EH&S Shipping Coordinator:
  - DOT Specialist: Bill Leonard- 255-5616 / wl68@cornell.edu

REMEMBER if contacted by a Regulatory Agency, immediately contact EH&S at 255-8200