HAZARDOUS MATERIALS
SHIPPING NOTICE 2014

The FAA (Federal Aviation Administration) routinely inspects the University’s DOT program for shipping hazardous materials. You should know that even minor violations can carry a penalty of $1,000 - $5,500; major violations may result in fines up to $32,500.

Federal regulations require training for everyone who ships or packages “Hazardous Materials” or “Dangerous Goods” including:
- Compressed gases, Toxic/Poisons, Flammable (liquids and solids), Corrosives, Explosives, Oxidizers
- Dry Ice (any quantity)
- Lithium Batteries (only UN Manual tested batteries can be shipped)
- Infectious Substances (to humans or animals)
- Return shipment of hazardous materials

Shipper’s Responsibilities:
- Training must be completed once every 3 years and certificates retained by shipper
- Shipping papers must be retained for 2 years
- Package closure instructions must be retained for 90 days
  - Instructions must be followed
  - Instructions printed on the package must be copied and retained
- Package reuse is not recommended
  - Packaging must pass inspection per 49 CFR 173.28
  - 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

International Shipping “NEW”
- “Export Controls” govern the transfer of tangible items to persons or entities in foreign countries. Please review the Export Control website at http://www.oria.cornell.edu/export/ or email exportcontrols@cornell.edu for guidance

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 29-30, 2014)
- Have your package shipped by the AHDC shipping center (Infectious Substances and Diagnostic Specimens Only); call 253-3600 for information.

EH&S Contact information:
- DOT Shipping Coordinator: Bill Leonard- 255-5616 / wl68@cornell.edu
- Bio/ Infectious Substance Shipments: Frank Cantone- 254-4888 / fac2@cornell.edu

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