



Environmental Health & Safety
New Mexico State University
MSC 3578, Box 30001
Las Cruces, NM 88003-8001
Office: (575) 646-3327 Fax: (575) 646-7898

NMSU Hazardous Material Shipping Procedures

This procedure describes the process for shipping items from NMSU that are classified by the **Department of Transportation (DOT) as Hazardous Material** using a common carrier such as the U.S. Postal Service (USPS), Federal Express (FedEx), United Parcel Service (UPS), or other commercial carrier.

The DOT regulations governing the shipment of hazardous materials are complex and the personnel involved in the shipping process must have specialized, documented training to ensure the materials are properly packaged, labeled, and the appropriate shipping documentation is prepared and maintained. Items commonly shipped that are likely to be classified as DOT Hazardous Material packages include bulk materials, samples or equipment that contains:

- Hazardous chemicals,
- Biological materials,
- Radioactive materials,
- Lithium Batteries or,
- Dry ice.

Unless a person or NMSU entity is specifically authorized, in writing, by FS Environmental Health & Safety (EH&S) to ship hazardous material independent of the shipping services offered by EH&S, all hazardous material shipped from NMSU must go through EH&S using the procedures outlined below.

Shipping Hazardous Material / Dangerous Goods from the Las Cruces Campus

The flow chart at the end of this procedure shows the general process for shipping hazardous material from the Las Cruces campus.

- 1) Complete all required fields on the Hazardous Material Shipping Form and attach the appropriate chemical safety datasheets (SDSs) or other applicable material hazard information.
- 2) Faculty or senior staff must sign the completed form to certify that the information is accurate.
- 3) Send the completed form to EH&S by email (ehs@nmsu.edu), fax (575-646-7898) or campus mail (MSC 3578).
 - a. Domestic shipments: Allow at least 3 business days for EH&S to complete the form review prior to pick up.
 - b. International shipments: Allow at least 7 business days for EH&S the review prior to pick up.
- 4) Once accepted, an EH&S staff member will contact you to schedule a pick up. Prior to pick up, the material must be packaged in appropriate, spill-proof inner containers. Contact EH&S at 646-3327 or one of the technical contacts listed in Table 1 below if you have questions about packaging your materials.

Contact EH&S for assistance at (575) 646-3327 or ehs@nmsu.edu

Revised August, 2016

- 5) After pick up, EH&S will pack the inner container(s) into an appropriate outer shipping package, mark / label the package, complete the required shipping documentation and schedule the shipment with a common carrier.
- 6) Once shipped, EH&S will notify the primary contact that the package has been shipped and provide the contact with a shipment tracking number (if applicable).

Shipping Hazardous Material / Dangerous Goods from Remote NMSU Campuses & Facilities

If DOT Hazardous Material must be shipped from a remote NMSU campus or facility then the facility must have at least one employee who is trained and qualified to ship hazardous material.

- 1) The employee must complete DOT shipper training before performing hazardous materials shipping duties ([49 CFR 172, Subpart H §172.704 - Training requirements](#)).
 - a. The training must provide security, general awareness and function specific training for those involved in hazardous materials transportation compliance.
 - b. Course training materials and course completion documentation must sent to NMSU EH&S.
 - c. DOT refresher training is required every 3 years.
- 2) To ship hazardous materials by air, additional training is required. For example, to ship dangerous goods by air using FedEx, the employee must have completed an approved International Air Transportation Association (IATA) training.
 - a. Course training materials and course completion documentation must sent to NMSU EH&S.
 - b. IATA refresher training is required every 2 years.
- 3) The facility must have the proper packaging materials and labels for the material to be shipped.
- 4) All shipments containing radioactive material or sources must be approved in advance by and coordinated with the NMSU [Radiation Safety Manager](#).
- 5) All shipments containing biohazardous material must be approved in advance by and coordinated with the NMSU [Biosafety Officer](#).

Shipping Package containing Dry Ice

Dry ice is a hazardous material and the shipment of packages containing dry ice is regulated by both the DOT and IATA. As with other dangerous goods, Federal law requires appropriate training for anyone shipping packages containing dry ice. NMSU offers two options for shipping packages when dry ice is the only regulated hazardous material contained in the package:

- 1) Become a certified dry ice shipper by completing the NMSU on-line training [EH&S Guide to Shipping with Dry Ice](#) or,
- 2) Follow the procedures for hazardous material shipping outlined above.

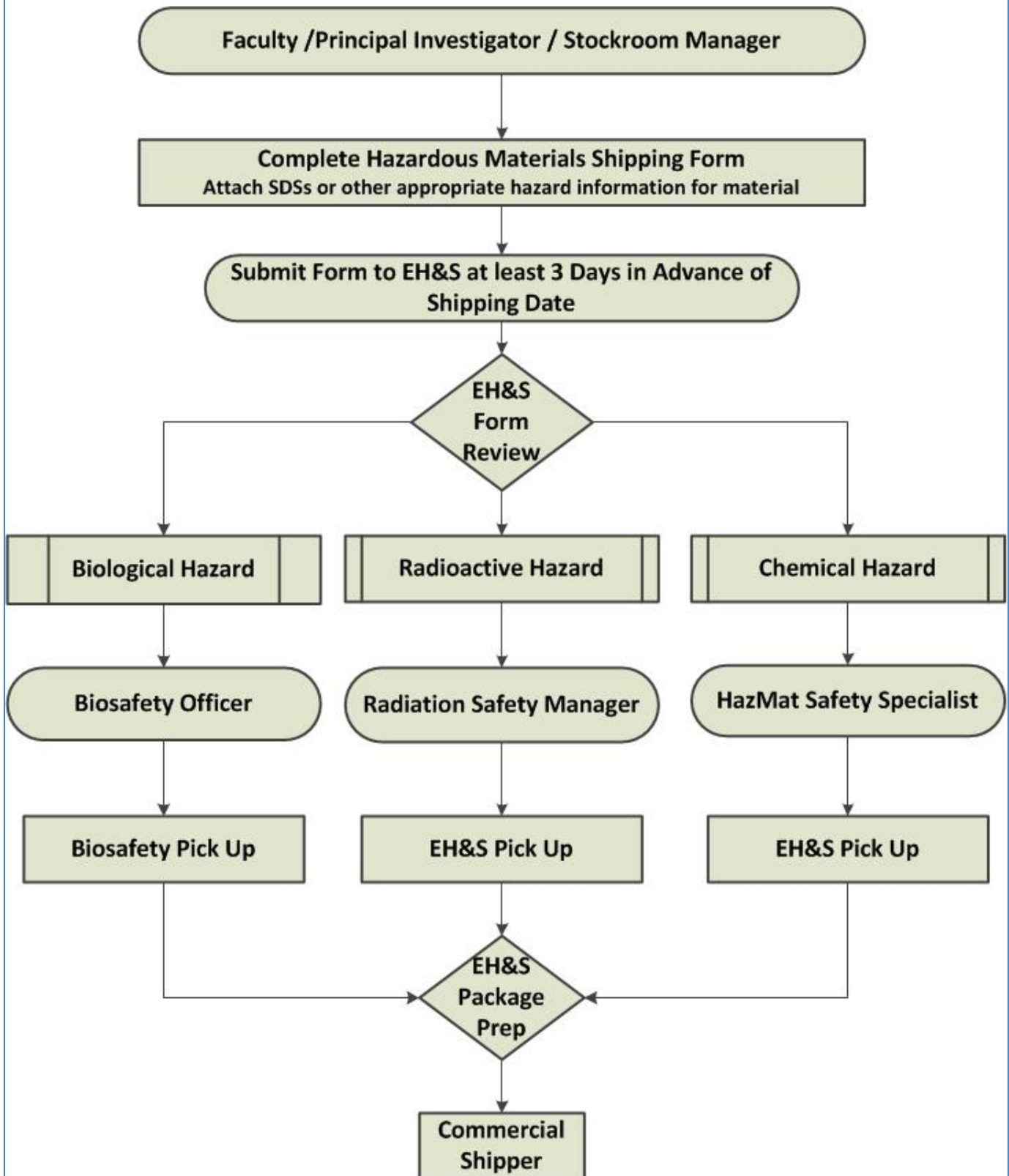
Hazardous Material Shipping Assistance & Technical Resources:

EH&S has the technical expertise and knowledge to assist the NMSU community with any hazardous material / dangerous good shipments. If you have any shipping questions, please contact EH&S by phone at 575-646-3327, email at ehs@nmsu.edu or contact one of the technical staff members listed below.

Table 1. Hazardous Material Shipping Technical Contacts

Technical Contact	Contact Information	Technical Area
David Schoep Radiation Safety Manager	575-646-1023 dschoep@nmsu.edu	EH&S HazMat Shipping Program & Radioactive Materials
Drew Kaczmarek Assistant Director, EH&S	575-646-3327 kaczmare@nmsu.edu	Hazardous Chemicals
Dr. JoAnne Dupre Biosafety Manager	575-646-4463 jdupre@ad.nmsu.edu	Hazardous Biological Materials
NMSU Environmental Health & Safety Office	575-646-3327 (main number) ehs@nmsu.edu	Miscellaneous HazMat Shipping Inquires and Questions

NMSU HAZARDOUS MATERIAL SHIPPING FLOW CHART





NMSU Hazardous Materials Shipping Form

Complete and submit this form to EH&S by email (ehs@nmsu.edu), fax (575-646-7898) or campus mail (MSC 3578). Allow at least three (3) days for EH&S to review, process and accept the form. Once accepted, an EH&S representative will contact the sender to schedule a pick up. **All fields must be filled in and the form must be signed by faculty or senior staff to certify the information is accurate before the material will be picked up for shipping.**

Sender's Name:	Title:
Department:	MSC:
FedEx Number:	Phone:
Special Instructions (if any):	

Recipient's Name:	Phone:	
Street Address:		
City:	State:	Zip Code:

Complete description of the material(s). List all hazardous constituents that will be in each package.
Number & Size of Individual Containers:

<input type="checkbox"/> I have attached Safety Data Sheets(s) or other pertinent hazard information for all hazardous materials	
<input type="checkbox"/> I have described the hazardous materials to the best of my knowledge	
Information Certified By:	Date:

FOR EH&S USE ONLY (Attach a copy of completed shipping documentation to this form)	
Proper Shipping Name:	
UN Number:	Hazard Class / Division:
Packing Group:	Special Instruction:
Package Prepared by:	Shipping Doc. Prepared by:
Shipper Certification Signed by (if applicable):	
Date Shipped:	Carrier / Method:
Comments:	