Memorandum

TO: GERALD E. W ARSHAVER
FROM: Mark McLane, Acting Director REHS
RE: Hazardous Materials & Dangerous Goods

Recently, Rutgers received a violation from the U.S. Department of Transportation (DOT) for shipping Dangerous Goods by University personnel without the appropriate training.

To ensure the safe transportation of these materials and to comply with regulations, the University must adhere to the following guidelines regarding all shipments of Hazardous Materials and/or Dangerous Goods. Hazardous Materials/Dangerous Goods are articles or substances which pose an unreasonable risk to health, safety or to personal property when transported.

- Anyone who offers for shipment (via land, air, mail, etc.) Hazardous Materials or Dangerous Goods must have the appropriate DOT training, even when the transporter/carrier (i.e. Federal Express) completes the necessary paperwork.

- Examples of these materials include, but are not limited to:
  - Laboratory chemicals, cryogenic materials, and samples containing flammable, toxic, explosive, radioactive, oxidizer, and/or corrosive materials;
  - Paints, stains, thinners, refrigerants, aerosols, medicines, pesticides, disinfectants, fuels (diesel, gasoline, ethanol, etc.), and ammunition; or
  - Equipment containing hazardous materials, such as mercury, compressed gases, batteries (wet, lithium, and dry batteries containing sodium, potassium hydroxide), etc.

- Rutgers Mail and Document Services cannot handle/transport either Hazardous Materials or Dangerous Goods.

If you must ship Hazardous Materials or Dangerous Goods, you must:

- Contact REHS (732-445-2550) for guidance and assistant. REHS has personnel with the appropriate DOT training to ensure the proper shipment of all Hazardous Materials or Dangerous Goods.

If your department will ship Hazardous Materials or Dangerous Goods on a frequent basis, REHS can provide the appropriate training to designated personnel.

Please note that these procedures only apply to shipping Hazardous Materials or Dangerous Goods. You may still receive these materials as prescribed by University Procedures (i.e. delivery of chemicals to your stockrooms, delivery of radioactive material to REHS, etc.)

Please contact REHS at 732-445-2550 should you have questions or concerns related to this type of shipment.