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Title: Hazardous Materials Packaging and Transportation (HMPT) for Managers:
Identification and Shipment of Hazardous Materials

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Hazardous Material Packaging and Transportation (HMPT) for Managers:

Identification and Shipment of Hazardous Materials

Course 41247
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UNCLASSIFIED

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Course Purpose

This course is required of all LANL managers, Group Leader and above. It is an awareness level training to ensure managers are:

- Informed about the process to be followed by originators of shipments both hazardous and non-hazardous, and
- Familiar with new responsibilities for review and approval of all shipping requests submitted by their subordinates.

IMPORTANT: This course does not qualify the learner as a HazMat employee or shipper. Only qualified and authorized individuals at the Operations Support – Packaging and Transportation (OS-PT) Service Center can make a final commitment on behalf of LANL as to whether an item for shipment is hazardous. Contact the OS-PT Service Center at 664-0765 for assistance and guidance as needed.

Course Objectives

Upon completion of this course and using the course materials as a reference, the learner will be able to:

1. State new requirements relative to shipping items offsite
2. Describe the process to be used by Requesters/Shippers for initial determination of whether an item to be shipped is considered hazardous or non-hazardous
3. Explain the purpose of the MSDSonline and the Material Safety Data Sheet / Safety Data Sheet (MSDS/SDS)
4. Describe in what section of the MSDS/SDS hazard information can be found
5. Identify hazardous item indicators and examples
6. Explain when the Requester/Shipper must contact the OS-PT Service center
7. Describe when Requesters should use Shiplt versus Form 1768 to initiate a shipping request
8. Describe Line Manager (Group Leader and above) responsibilities for ensuring the shipping request has the appropriate documentation
9. Explain what Line Manager signature/approval of a shipping request indicates

New Requirements for Shipping Items Offsite

Effective August 15, 2017 LANL instituted new requirements when shipping an item(s) offsite through the SM-30 Warehouse as follows:

1. Initial determination of whether an item is potentially hazardous must be made by the Requester/Shipper using the Material Safety Data Sheet (MSDS) online database.
2. If the MSDS indicates that an item(s) is potentially hazardous, the Requester must immediately contact Operations Support – Packaging and Transportation (OS-PT) Service Center. OS-PT will make a final determination as to whether an item to be shipped is hazardous or non-hazardous.
3. Line Managers (Group Leader and above) are responsible for verifying that the originator of a shipment has reviewed the MSDS/SDS information for each item in a shipment, contacted OS-PT if an item is potentially hazardous, and attached the MSDS/SDS for each item to the shipping request.
4. The Requester's line manager (Group Leader and above) must approve every shipping request.

Process for Determining Whether an Item is Potentially Hazardous

Requesters/Shippers will use the following process to make an initial determination of whether an item is potentially hazardous:

1. Go to the Laboratory's Material Safety Data Sheet [\(MSDS\) online portal](#)

- MSDSonline is the leading online library of Safety Data Sheets—documents that accompany hazardous chemicals and substances and outline the dangers, composition, safe handling, and disposal of said chemicals and substances.
- Can be accessed off of the ASM-MM Shipping/Traffic website or just search for MSDSonline

2. Search by Product Name, Manufacturer, CAS#, and/or Product Code

Process for Determining Whether an Item is Potentially Hazardous continued

3. If your search results in no matches, you will be required to provide a comment in your shipping request such as the following (see the comments section in Shiplt or the description field on Form 1768):

"I searched MSDS and found no relevant Safety Data Sheet."

4. If your search results in a match, a Material Safety Data Sheet / Safety Data Sheet for the product will appear.
5. Scroll down to the section titled *Hazards Identification* and carefully read this section.

Safety Data Sheet	
according to Hazard Communication Standard; 29 CFR 1910.1200

WINDEX® CLEANER ORIGINAL WITH AMMONIA-D®	
Version 1.2	Print Date 06/22/2016
Revision Date 03/14/2016	SDS Number 350000014153
1. PRODUCT AND COMPANY IDENTIFICATION	
Product information	
Product name	: WINDEX® CLEANER ORIGINAL WITH AMMONIA-D®
Recommended use	: Hard Surface Cleaner
Manufacturer, importer, supplier	: S.C. Johnson & Son, Inc. 1525 Howe Street Racine WI 53403-2236
Telephone	: +18005585252
Emergency telephone number	: 24 Hour Medical Emergency Phone: (866)231-5406 24 Hour International Emergency Phone: (703)527-3887 24 Hour Transport Emergency Phone: (800)424-9300
2. HAZARDS IDENTIFICATION	
Classification of the substance or mixture	

Process for Determining Whether an Item is Potentially Hazardous continued

6. Determine if an item is potentially hazardous or non-hazardous.

- If the item is non-hazardous, the *Hazards Identification* will include a statement like the following:

Windex: This product does not meet the criteria for classification in any hazard class according to regulation OSHA 29 CFR 1910.1200.

- If the item is potentially hazardous, there are several indicators to look for (see slides 8 and 9 for indicators and examples).

7. If the Requester is unsure whether an item/shipment may be potentially hazardous, he/she must contact the OS-PT Service Center at 4-0765 for guidance.

Potentially Hazardous Item Determination: Indicators & Examples

If an item is potentially hazardous, the MSDS/SDS *Hazards Identification* section will include one or more of the following:

- Potential effects, such as:

NITRIC ACID, 69-71%

Synonyms: Inorganic Acid
Distributor: Carolina Biological Supply Company, 2700 York Road, Burlington, NC 27215
Chemical Information: 800-227-1150 (8am-5pm (ET) M-F) Chemtrec 800-424-9300 (Transportation Spill Response 24 hours)

Section 2 - Hazard Identification

Emergency Overview: Corrosive.	Skin: May cause severe irritation or chemical burns.
Potential Health Effects:	Inhalation: May severely irritate or damage mucous membranes and respiratory tract.
Eyes: May cause irritation.	
Ingestion: Harmful if swallowed.	

- Hazard Identification standards, such as:

Distilled White Vinegar: This product contains hazardous materials as defined by the OSHA hazard Communication Standard 29 CFR 1910_1200.

Clorox Regular Bleach: This chemical is considered hazardous under GHS

Potentially Hazardous Item Determination: Indicators & Examples continued

The MSDS/SDS may also show one or more of the following red pictograms, which indicate an item is hazardous:

In addition, the following items have been identified by the USDOT as posing danger in transport and are therefore considered hazardous:

Hazardous Class	Hazardous Class Examples
1 – Explosives	1 Detonators, Black Powder
2 – Gases	2 Argon, Refrigerants
3 – Flammable Liquids	3 Ethanol, Dichloropropenes
4 – Flammable Solids	4 Sodium, Ammonium Picrate
5 – Oxidizers	5 Hydrogen Peroxide, Aqueous Solutions
6 – Poisons	6 Isobutyl, Isocyanate
7 – Radioactive	7 Pu-238, Pu-239, Uranium
8 – Corrosives	8 Hydrochloric Acid
9 - Miscellaneous	9 Lithium Ion Batteries, Dry Ice

What to do if an item is identified as potentially hazardous

If the Requester/Shipper identifies the item/package as potentially hazardous:

1. Requester must contact the Operations Support – Packaging and Transportation (OS-PT) Service Center at 664-0765.
2. If OS-PT confirms that the item/package contains hazardous regulated material, the Requester:
 - Completes [Form 1768 Shipping Request](#).
 - Attaches the MSDS/SDS for each item to be shipped.
 - Obtains the necessary approval signatures as indicated on Form 1768, either by hand-delivery or scanning/emailing the form with attachments.

NOTE: Responsible Line Manager (Group Leader and above) signature on/approval of Form 1768 indicates his/her compliance with Manager Responsibilities shown on slide 12.

Los Alamos NATIONAL LABORATORY
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Shipping Request

Note: In order to get the next shipping request number, enter your z number and then click on the "GET" button in the "Z Number" field.

Use this form to request shipment of all hazardous (including radioactive) and or classified material/documents off-site. To request pick up or for additional information regarding shipment of hazardous and radioactive material, contact OSP&T at 664-0765.

NOTE TO ALL SHIPPERS: ShipIt is LANL's web-based shipping request system for all **UNCLASSIFIED, NON-HAZARDOUS, and NON-RADIOACTIVE** shipments. ShipIt is located at (<http://ela.lanl.gov/purchasing.shtml>). For questions regarding ShipIt, call the Shipping Office at 667-0696.

From: Z Number [GET] Requester Name (last, first) Today [DATE] Date Needed at Destination [DATE]

Group [] Mail Stop [] Phone # [] Cost [] Cost Acct. [] Work Package []

Tech Area [] Building [] Room [] Was material purchased with [] PO # (or other LANL Ref #) []

Should ASM-MM pick up your shipment from your location? ☐ Yes [] Return Mat'l Auth (RMA) # []

Alternate contact name and phone number: []

Note: Classified Shipments Must be Hand-Delivered to ASM-MM

Company Name [] Attn. [] Who w/ [] acct. # []

PO Boxes [] If returning shipment, will you need a return freightbill? ☐ Yes []

State [] Zip [] Should ASM-MM package/re-package your shipment? ☐ Yes []

Fax Number (required for radioact) [] Special Shipping Instructions (fragile, etc.): []

Weight [] Package Type [] Packaged By []

Waybill(s) # []

Export License [] Inland Orders (TDO) Checked By [] Date Shipped []

What to do if an item is identified as non-hazardous

Shiplt

If the Requester/Shipper identifies the item/package as non-hazardous and the shipment is also *unclassified*, send the shipping request through the online Shiplt system.

- To create, edit, view status, or approve a Shiplt request, log in to Shiplt by accessing the ASM-MM Shipping Guidelines page at

<http://int.lanl.gov/services/materials-management/shipping/shipping-guidelines.shtml>

and use the **Quick Link** to Shiplt shown on the right side of the page.

- After the Shiplt request is submitted, the Requester's Responsible Line Manager (Group Leader and above) will receive an email with approval instructions. **REMINDER:** Manager signature on/approval of the Shiplt shipping request indicates his/her compliance with Manager Responsibilities shown on slide 12.

NOTE: If a non-hazardous/unclassified item is being carried offsite and the item will remain with an external entity (repair, calibration, change-of-station, transfer, loan, exchange, return, etc.), the Requester must submit a "Confirmation Only" request through Shiplt.

Quick links

- **Shiplt** (unclassified and non-hazardous shipments ONLY)
 - [Create/View Shipping Requests | Approve Shipping Requests](#) (Latest Java Required)
 - [Create/View Shipping Requests | Approve Shipping Requests](#) (Citrix)
 - [More Shiplt Information](#)

Line Manager (Group Leader and above) Responsibilities

When a Manager (Group Leader and above) receives Form 1768 or an online Shiplt shipping request for review and approval, he/she must verify that the originator of the shipment has reviewed the MSDS/SDS information for the item/package to be shipped. To accomplish this, the Manager shall:

1. Ensure the Requester has searched MSDSonline, reviewed the MSDS/SDS information for the item/material to be shipped, and when the shipment is considered hazardous, confirmed this with OS-PT. See slide 10.
2. Ensure the MSDS/SDS for the item/material to be shipped is attached to the shipping request.
3. If no MSDS/SDS information exists for the item/material to be shipped, ensure that the notes or description section of the shipping request states: *"I searched MSDS and found no relevant Safety Data Sheet."* **NOTE:** If no MSDS/SDS exists, the item/material is considered to be non-hazardous.
4. Sign/approve the shipping request. **NOTE:** Manager signature on/approval of Form 1768 or in Shiplt indicates his/her compliance with the above steps.

Important Reminders - Summary

- The Requester makes an initial determination of whether an item is potentially hazardous.
- Every package must be accompanied by the applicable shipping request (i.e., Form 1768 for hazardous or Shiplt online request for non-hazardous items) and a MSDS/SDS for the item(s) contained therein.
 - If there is no MSDS/SDS for the item (was not available in the MSDSonline), a statement to that effect must be noted in the shipping request (comments section in Shiplt request or description field on Form 1768).
- If the MSDS/SDS indicates a potential hazard, the Requester must contact the Operations Support-Packaging and Transportation (OS-PT) Service Center at 664-0765. OS-PT makes the final determination of whether an item is hazardous.
- Line Managers (Group Leader and above) must comply with the responsibilities listed on slide 12 to ensure appropriate documentation and review of all shipping requests have been completed.
- Visit the ASM-MM website at <http://int.lanl.gov/services/materials-management/shipping/shipping-guidelines.shtml> for more information.