

Hazardous Materials Transportation Preparation List

- Step 1. Determine if the material is hazardous
 - a. Check the safety data sheet
 - b. Check the Hazardous Materials table in the Department of Transportation (DOT) hazardous materials regulations
 - c. Call Shipping (x5048, x4388 or shipping@lbl.gov) – RECOMMENDED OPTION

- Step 2. Determine if the quantity is within DOT's materials of trade exceptions
 - a. Check information at http://www.lbl.gov/ehs/ih/programs/hazmat_transport/index.shtml
 - b. Call Shipping (x5048, x4388 or shipping@lbl.gov)

- Step 3. Package materials to prevent breakage or leaks during transport
 - a. Review guidance at http://www.lbl.gov/ehs/ih/programs/hazmat_transport/index.shtml
 - b. In general:
 - i. Use leak tight containers
 - ii. Package inside an outer container that is rigid and strong

- Step 4. Mark the package
 - a. Write the common name of the material on the outside of the package
 - b. Include the name and contact information of the transporter and the destination on the outside of the package

- Step 5. Place the package in the vehicle to minimize risk
 - a. The package should be placed so that it does not slide around during transport
 - b. Ideally, the package should be placed in the open bed of a pick-up truck
 - c. If needed, reserve a vehicle through LBNL Vehicle Services (x5475)

- Step 6. Communicate the hazard
 - a. Let the driver of the vehicle know about the hazardous materials