

 <p>State of Connecticut Department of Correction</p> <p>ADMINISTRATIVE DIRECTIVE</p>	Directive Number 5.7	Effective Date 11/14/2014	Page 1 of 5
	Supersedes Toxic Materials and Hazardous Communication Protocol, dated 8/15/2006		
Approved By  Interim Commissioner Scott Semple	Title Shipping of Hazardous Materials		

1. **Policy.** The Department of Correction shall contribute to a healthy environment by ensuring that all shipments of hazardous materials are properly packaged, marked, labeled, manifested, protected from discharge, and transported.
2. **Authority and Reference.**
 - A. Code of Federal Regulations (CFR), 49 CFR Parts 107(G), 130, 171 through 173, 177(C), and 178, United States Department of Transportation Hazardous Materials Regulations.
 - B. Connecticut General Statutes, Section 18-81.
 - C. Regulations of Connecticut State Agencies, 22a-449(c)-100 through 119 and 22a-449(c)-11, Connecticut Hazardous Waste Management Regulations, Revised to September 10, 2002.
 - D. Administrative Directives 5.4, Hazardous Waste and 5.6, Hazard Communication Protocol.
3. **Definitions.** For the purposes stated herein, the following definitions apply:
 - A. **Hazardous Material.** A substance or material capable of posing an unreasonable risk to health, safety, and property when transported in commerce. Includes hazardous substances (including biomedical wastes), hazardous wastes, marine pollutants, and other substances and materials as identified in 49 CFR 171.8.
 - B. **Hazardous Substance.** A material defined at 49 CFR Part 171.8.
 - C. **Hazardous Waste.** Any material that is subject to the Hazardous Waste Manifest Requirements of the U.S. Environmental Protection Agency specified in 40 CFR Part 262.
 - D. **Marine Pollutant.** A material defined at 49 CFR Part 171.8.
4. **Requirements for Shipping Hazardous Materials.** In order to properly ship hazardous material, the following requirements shall be followed:
 - A. employees involved in the shipment shall be trained;
 - B. the material shall be properly classified;
 - C. appropriate shipping papers shall be prepared and provided with the shipment;
 - D. the material shall be properly packaged with appropriate marking and labeling;

All requirements shall be adhered to in order to ship any hazardous material.

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5. Management.

A. Each Unit Administrator involved in the shipping of hazardous material shall:

1. ensure employees performing duties associated with shipping of hazardous waste.
2. are properly trained in accordance with Section 7 of this Directive. Employees shall be supervised in all aspects of hazardous material shipping until trained and tested.
3. Classify all hazardous material shipped in accordance with 49 CFR Parts 107(G), 130, 171 through 173, 177(C), and 178. Include class divisions where necessary.
4. Package all hazardous material shipments in accordance with 49 CFR Parts 107(G), 130, 171 through 173, 177(C), and 178. If hazardous waste is shipped, packages shall be marked with additional marking(s) as required by Administrative Directive 5.4, Hazardous Waste.
 - a. Hazardous material shall only be shipped in properly marked, certified, compatible, and closed containers.
 - b. Containers shall be marked in accordance with 49 CFR 172 Subpart D, Non-bulk containers. Only non-bulk containers are discussed for the purposes of this Directive (i.e., containers with less than 119 gallons of liquid or less than 882 pounds of solid). Should it be necessary to ship in bulk containers, Unit Administrators shall comply with the requirements of 49 CFR Parts 107(G), 130, 171 through 173, 177(C), and 178. Non-bulk containers shall be marked with:
 1. the complete proper shipping name;
 2. the appropriate identification number preceded by the appropriate UN or NA identifier;
 3. the shipper's or receiver's name and address; and,
 4. any other required information.
 - c. Containers shall be labeled in accordance with 49 CFR 172 Subpart E. This shall include placing the appropriate color-coded, diamond shaped label on the top or side of non-bulk containers to warn of hazards contained therein. When necessary, multiple labels shall be placed on a single container.
 - d. The Facilities Management and Engineering Services Unit shall provide assistance necessary to ensure that the requirements of law, regulation, and this directive are met.

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5. Prepare appropriate shipping papers.
 - a. For products, the appropriate shipping paper is a bill-of-lading; for hazardous waste, the appropriate shipping paper is Attachment A, EPA Form 8700-22, Uniform Hazardous Waste Manifest. Shipping papers shall identify the hazardous material(s) shipped by the proper shipping description (including the proper shipping name, primary hazard class and division, UN or NA identifier, and packing group). Shipping papers shall be carried by the shipper during transit.
 - b. Emergency response information shall be determined for each hazardous material shipped and shall be provided with the shipping paper. A 24-hour emergency response telephone number, continuously monitored during the transit by a person or agency capable and responsible to provide detailed emergency response information, shall be indicated.
 - c. The Unit Administrator shall designate, in writing, persons authorized to sign shipping papers. Only properly trained personnel shall be designated.
 - d. packaging shall be:
 1. leak tight for liquids and gases, sift proof for solids, and be securely closed, secured against shifting, and protected against damage;
 2. manufacturer's original or of equal or greater strength and integrity; and,
 3. for gasoline, shall be made of metal or plastic and meet regulatory requirements for transporting gasoline.
 - e. hazard communication requirements, including but not limited to:
 1. marking non-bulk packages with a common name or proper shipping name to identify the material the package contains; and,
 2. informing the motor vehicle operator of the presence of a hazardous material.
- B. The Facilities Management and Engineering Services Unit shall provide assistance necessary to ensure that the requirements of law, regulation, and this Directive are met.

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6. Record Keeping.

- A. Shipping papers indicating shipment of a hazardous or biomedical waste (i.e., hazardous waste manifest) shall be retained by the Fire Safety Officer of the facility shipping the material.
- B. Shipping papers for other than hazardous waste shipments shall be retained by the unit/section head for a period of at least 375 days after the material is accepted by the initial carrier.

7. Training. All employees performing duties associated with the shipping of hazardous waste via commercial motor carrier, including packaging and loading, shall be trained by the Maloney Center for Training and Staff Development.

- A. Employees shall receive initial general awareness, safety, and security awareness, to include:
 - 1. training from their unit/section head within 90 days of assignment to hazardous material shipping duties, in addition to function specific training;
 - 2. retraining from their unit/section head within 90 days of a hazardous material shipping job change, to include function specific training;
 - 3. training annually from the Maloney Center for Training and Staff Development.
 - 4. Security awareness training (i.e., awareness of security risks associated with hazardous material transport, recognizing and responding to security risks, and methods to enhance hazardous material security.
 - 5. The training required, specified at 49 CFR 172 Subpart H, may be combined with training provided in compliance with Administrative Directives 5.4, Hazardous Waste, and 5.6, Hazard Communication Protocol, provided the training addresses the requirements specified in this Section.
- B. Employees shall be tested upon completion of their annual training in the training received to demonstrate understanding of the subject matter.
- C. A record of current training, inclusive of the preceding three years, shall be created and retained by the Maloney Center for Training and Staff Development for as long as the employee is employed in hazardous waste shipping and for 90 days thereafter. The training record shall include:
 - 1. the employee's name;
 - 2. the most recent training completion date of hazardous waste training;
 - 3. a certification that the employee has been trained and tested

8. Forms and Attachments. The following attachment is applicable to this Administrative Directive and shall be utilized for the intended function:

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- A. Attachment A, EPA Form 8700-22, Uniform Hazardous Waste Manifest.
- 9. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.