

California State University East Bay

Department: **Shipping and Receiving**

Procedure No: 5

Date Issued: August 1, 2011

SUBJECT: Hazardous Materials Transportation

PURPOSE: To provide guidance on the transporting of Hazardous Materials within the CSUEB facility.

I. POLICY

All hazardous material transported on the CSUEB campus shall be packaged, marked, labeled, handled, transported or stored in approved or original containers adhering to prescribed methods and procedures that will be in conformance with all applicable University, state and government regulations, and will provide adequate protection to employees, students, the environment, and the public.

II. SCOPE

To establish guidelines for the packaging, marking, labeling, transportation and storage of hazardous materials on the CSUEB campus.

V. RECEIVING HAZARDOUS MATERIAL

A. All material received at Receiving must be handled in the following manner:

1. Visually inspect the items for leakage, damage, etc. If leaking or damaged refuse the shipment and inform the Support Services Manager. If the carrier driver is not sure how to handle the problem, call University Police at 9-1-1.
2. Material identified as hazardous, either by marking or referenced on the PeopleSoft Purchase Order will have a hazard label applied to the receiving Traveler.
3. Hazardous material will be delivered to the customer on the day of receipt with a copy of the MSDS, whenever possible.
4. Hazardous material will not be left unattended on the Receiving dock or outside areas and must be protected from inadvertent damage or weather.

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1. The Support Services Manager is responsible for assuring that hazardous goods and materials received at Receiving have been shipped compliant with University, State and DOT transportation safety procedures.

G. EMERGENCIES

1. In the event of an emergency condition, the first individual who becomes aware of the
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ATTACHMENT A
INSTRUCTIONS FOR HAZARDOUS SPILLS
SHIPPING/RECEIVING

- A. If the chemical nature of the spill is not known, treat it as a highly toxic and hazardous material. Take all necessary safety precautions. Obtain an MSDS from the requestor or EH&S.
- B. If the spill is classified as highly toxic and/or hazardous:
1. Evacuate all personnel from area.
 2. Turn off vehicle(s) ignition.
 3. If necessary, pull fire alarm. Notify University Police at 9-1-1.
 4. Notify Support Services Manager, Ext. 53703
 5. Notify EH&S, Ext. 52395 or cell phone 510-774-3146.
- C. If spill is determined not to be hazardous but poses an environmental risk (such as going down the storm drain or on to soil) and cannot be contained by using a spill kit:
1. If not sure, pull fire alarm and notify University Police at 9-1-1.
 2. Notify Support Services Manager, Ext. 53703.
 3. Notify EH&S, Ext. 52395 or cell phone 510-774-3146.
- D. If spill is determined not to be highly toxic or hazardous and is small, then contain the spilled material utilizing an approved spill kit. (Each vehicle should be equipped with a spill kit.)
1. Notify Support Services Manager, Ext. 53703.