

**LOYOLA UNIVERSITY CHICAGO HEALTH SCIENCES CAMPUS
OFFICE OF RESEARCH SERVICES**

Policy - Shipping and Receiving Hazardous Materials/Dangerous Goods

Employees who ship or receive hazardous materials or dangerous goods (hereinafter “Shipper”) must: a) follow all applicable laws, statutes and regulations; b) follow all technical requirements for air and/or ground transportation; and (c) be appropriately trained and certified. Hazardous materials include materials designated as hazardous in Title 49 of the Code of Federal Regulations (CFR) Part 172.101 and materials that meet the criteria for hazard classes and divisions as related to shipments and packaging as described in 49 CFR Part 173. In general, these are substances or materials capable of posing an unreasonable risk to health, safety, and property when transported in commerce as regulated by the United States Department of Transportation (DOT). Dangerous goods, as classified by the International Air Transport Association (IATA), and as listed and classified in the IATA Dangerous Goods Regulations (“DGR”) are articles or substances capable of posing a significant risk to health, safety or property when transported. Technical instructions provided by IATA impose more stringent requirements for air transportation.

It is the responsibility of the Shipper to correctly identify and ship hazardous materials/dangerous goods according to these regulations and this policy.

Certification Requirements and Procedures:

1. Shippers shall not ship or receive packages containing hazardous materials or dangerous goods unless properly trained and certified. Training may be scheduled by contacting the Director of Research Compliance and Safety in the Office of Research Services. Training shall be in accordance with 49 CFR 172 Subpart H and IATA requirements, including transportation of dry ice. Recurrent training is required by Loyola University Chicago Health Sciences Campus every two years, and Shippers must receive and retain a certificate of completion after training.
2. Shippers must guarantee that shipments use packages that are FAA or DOT approved shipping containers and that comply with all applicable regulations. Certified Shippers must keep on file, available for inspection, all shipping documentation (including but not limited to air bills, shipper’s declarations, and bills of lading) for two (2) years after acceptance of the material by the initial carrier. In addition, shippers must file current copies of vendor package certifications (if required) for inspection.
3. The Shipper must provide an emergency response telephone number (including area code and international access code, if applicable) for shipment; this must be a number that is monitored 24 hours a day, 7 days a week. A laboratory phone number is not allowed under FAA regulations.
4. The Office of Research Services will conduct random audits to verify that Shippers comply with all relevant laws, regulations, statutes and this policy.

Any questions or concerns regarding this policy can be directed to the Director of Research Compliance and Safety, Office of Research Services, Loyola University Chicago Health Sciences Campus.