

Dangerous Goods Shipping for Fieldwork Researchers

Purpose: To allow researchers conducting fieldwork to ship their samples and/or equipment, which contain dangerous goods or hazardous materials, back to URI in accordance with regulations and URI policy.

Audience: Eligible only to individuals employed by the University. Not recommended for graduate student employees.

Definitions:

Dangerous goods (DG) - phrase used by ICAO and IATA to describe any substance or material that can pose an unreasonable risk to health, safety and property when transported.

Hazardous materials (HM) - phrase used by the USDOT to describe the same substances or materials as dangerous goods.

ICAO - International Civil Aviation Organization

IATA - International Air Transport Association

USDOT - United States Department of Transportation

Training: Two training courses are required at a minimum. First of which is the 6.5-hour long USDOT hazardous materials training course. Second of which is the 8-hour long “Transport of Dangerous Goods by Air” training course. Researchers shipping lithium batteries will be required to complete the “Transport of Lithium Batteries by Air for Shippers and Packers” training course.

All training courses are offered by a third-party vendor and include open-book exams, which must be completed in good standing. All training courses must be retaken every two years. Researchers’ departments are responsible for the cost of training (e.g., approximately \$800 for the two initial courses). Contact the dangerous goods shipping specialist to discuss training options.

Permissions: Two tiers of permissions will be granted, *low-risk* and *high-risk*.

- *Low-risk permission* will allow researchers to ship the following: dry ice; de minimis quantities; excepted quantities; exempt human and animal specimens; category B biological substances; non-lithium batteries.
 - Granted upon demonstrated proficiency in the USDOT HM training course and ICAO/IATA DG training course.
- *High-risk permission* will allow researchers to ship anything that isn't explicitly listed above, including lithium batteries and fully-regulated quantities of chemicals.
 - Granted upon demonstrated proficiency in the USDOT HM training course, ICAO/IATA DG training course, and lithium battery training course.

Expectations: Personnel trained and certified to ship dangerous goods are expected to adhere to all applicable rules and regulations set forth by the International Civil Aviation Organization (ICAO), International Aviation Transport Association (IATA), US government, RI government, URI policy, and the transportation company(s) contracted.

All personnel trained to ship dangerous goods must attend a monthly meeting to review upcoming fieldwork requiring a return shipment of dangerous goods. Those forgoing meetings without rescheduling a 1:1 meeting, will be prohibited from shipping until the next monthly meeting.

Anyone found to be shipping dangerous goods without consulting the dangerous goods shipping specialist may have their shipping permissions revoked. Enterprise Risk Management and/or EH&S may revoke or reduce shipping permissions at any time. Any fines incurred by personnel not adhering to their training and guidance may subject their department to financial responsibility.

At the time of shipment, researchers must complete a shipping checklist and submit to a recorded review via video-call with the dangerous goods shipping specialist.

Documentation: The following documents must be digitally submitted to the dangerous goods shipping specialist within 24 hours of receipt: training records; shipment checklists; and shipping documents. The physical copies of these documents will be retained at the Furtado Building with the Shipping & Receiving Department.

The following will also be retained but are not the responsibility of researchers: meeting notes; and video-call reviews. Digital copies of everything will be available on Google Drive.

Appendix:

Roles	Responsibilities
Enterprise Risk Management (ERM)	<ul style="list-style-type: none"> ● Review the dangerous goods shipping program for consistency with URI policies.
Environmental, Health, and Safety (EH&S)	<ul style="list-style-type: none"> ● Support the dangerous goods shipping program by training EH&S staff, including the dangerous goods shipping specialist, to oversee shipments.
Dangerous Goods Shipping Specialist	<ul style="list-style-type: none"> ● Manage the dangerous goods shipping program, which includes: <ul style="list-style-type: none"> ○ coordinating with those shipping DG ○ guiding shipping decisions based on regulations ○ maintaining documentation per regulations
Permissioned DG Shipper	<ul style="list-style-type: none"> ● <i>See Expectations.</i>
GSO Shipping & Receiving	<ul style="list-style-type: none"> ● Restrict dangerous goods shipments until the dangerous goods shipping specialist, or other EH&S representative, conducts a review.