



RECURRENT HAZMAT GROUND SHIPPER CERTIFICATION (DOT) COURSE AGENDA

Topics are presented in the form of lecture, guided discussion, Q & A, and practical exercises.

General Awareness

- Training requirements
- Structure and applicability of regulations
- "Ten Steps" for preparing and offering hazmat
- Recognizing hazmat shipments
- Hazard class definitions

Classification

- Hazard class definitions and criteria
- Determining severity of hazard
- The classification process
- Hazardous wastes, hazardous substances, marine pollutants, and elevated-temperature materials

Proper Shipping Names

- Using the Hazardous Materials Table
- Selecting a Proper Shipping Name (PSN)
- Modifying Proper Shipping Names

Packaging

- General packaging requirements
- Selecting authorized packaging
- Packaging specifications
- Special provisions
- Limited quantities
- Filling, completing, and closing
- Empties and reuse

Marking and Labeling

- General marking and labeling requirements
- Special handling
- Marking packages of hazardous waste

Shipping Papers

- Preparing shipping descriptions
- Emergency response information
- The Uniform Hazardous Waste Manifest
- Shipping paper retention

Placarding

- When to placard hazmat shipments
- Who provides/affixes placards?

Loading, Moving, and Unloading

- General safety requirements
- Segregation and separation

Hazmat Incidents

- Incident reporting requirements

Administration

- "Materials of Trade" exception
- Special permits
- Registration and fees

Keeping Up With Changes

- Recent final rules
- Training "hazmat employees"

Cargo Security Awareness

- Eight critical discussion points
- Recognizing and responding to security threats

Help, Support, and Follow-up Resources

Review

Certification Quiz*

**For general awareness, function-specific, and security awareness training mandate*