



Paramount Media Networks Hazardous Materials Transportation and Shipping Program

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1. General

1.1. Purpose

The purpose of this procedure is to establish minimum global Paramount Media Networks (“PMN”) expectations and requirements for this Hazardous Materials Transportation and Shipping program. Implementation of this procedure will help PMN sites and operations comply with regulatory requirements.

This procedure provides for decision-making flexibility regarding transportation and shipping of hazardous materials. This procedure establishes requirements for the Hazardous Materials Transportation and Shipping Program described in this document to ensure hazardous materials/dangerous goods (collectively HAZMAT) that are shipped by air, ground, or marine are prepared for shipment by qualified HAZMAT Shippers and are transported by HAZMAT Drivers or other qualified transporters in a safe and compliant manner in accordance with applicable regulations.

This document sets out the PMN requirements for HAZMAT Transportation and Shipping to ensure that:

- PMN employees are trained to recognize potential HAZMAT before shipment
- PMN employees involved in preparing HAZMAT shipments are adequately trained and certified to perform their job functions
- HAZMAT shipments offered into transportation are prepared correctly and accurately, and all HAZMAT are properly classified, packaged, marked, labeled/placarded, with appropriate documentation, and are in proper condition for transport (in the event shipping HAZMAT cannot be avoided)

1.2. Scope

All PMN employees with the potential to be involved in transporting or shipping HAZMAT are addressed in the scope of this document. This program does not address shipments of hazardous wastes, which are addressed under other Paramount programs.

1.3. References

- 49 Code of Federal Regulations (CFR) 107, Hazardous Materials Program Procedures
- 49 Code of Federal Regulations (CFR), Hazardous Materials Regulations Parts 171-180,
 - Section 171.1, Applicability of Hazardous Materials Regulations (HMR) to Persons and Functions
 - Section 173.6, Materials of Trade Exceptions
 - Section 171.8 – Definitions, including “HAZMAT employee”, “hazardous material” and “hazardous waste”.
 - Section 171.22, Authorization and Conditions for the Use of International Standards and Regulations
 - Section 172, Subpart H - Training
 - Section 173.56, New Explosives – Definition and Procedures for Classification and Approval
- International Air Transport Association (IATA)/ International Civil Aviation Organization (ICAO) 1.0



2. Definitions

Terms	Definitions
Production Safety Department	The department that defines all production safety policies, procedures and programs for the business.
Competent Authority Approval	A document issued by the DOT that authorizes a packaging scenario not set out in regulations for hazardous material that provides an equivalent level of safety.
Dangerous Goods (IATA/ICAO)	Articles or substances that can pose a significant risk to health, safety or property when transported by air.
Department of Transportation (DOT)	The regulatory agency in the United States that has jurisdiction over hazardous materials transportation. The DOT has delegated this authority to the Pipeline and Hazardous Material Safety Administration (PHMSA).
Emergency Response Guidebook (ERG)	A guide designed to help classify hazardous material(s) involved in an incident and protect first responders and the public during the initial response
EX Number	Unique number assigned by the DOT in a Competent Authority Approval that references the specific hazard classification and allowed packaging configuration for an explosive. Any explosive that is shipped requires an EX number.
HAZMAT Employee	A person who is employed by a hazmat employer and who in the course of employment directly affects hazardous materials transportation safety.
Hazardous Material (DOT)	A substance or material in a quantity and form that may pose an unreasonable risk to health and safety or property when transported in commerce and that the Secretary of Transportation has designated as a hazardous material. Referred to here as “HAZMAT,” hazardous materials include hazardous substances, hazardous wastes, marine pollutants, elevated temperature materials. Lithium batteries and cells are also regulated as hazardous materials.
Hazardous Waste (DOT)	Any material that is subject to the Hazardous Waste Manifest Requirements of the United States Environmental Protection Agency specified in 40 CFR 262.
International Maritime Dangerous Goods (IMDG) Code	The international maritime regulations that govern shipping of dangerous goods in international waters incorporated by reference in the DOT Hazardous Material Transportation regulations (49 CFR).



Terms	Definitions
International Air Transport Association (IATA)	A trade association of airlines that publishes its own dangerous goods transportation manual for air based on the ICAO Technical Instructions, which includes more stringent requirements imposed by member airlines.
International Civil Aviation Organization (ICAO)	The United Nations Committee that develops the international dangerous goods transportation regulations for air and the ICAO Technical Instructions, incorporated by reference in the DOT Hazardous Material Transportation regulations (49 CFR).
Materials of Trade (MOTS)	Select hazardous types of transported materials that, when transported in small quantities as part of business, are subject to less regulation due to the limited hazard they pose.
Occupational Safety and Health Administration (OSHA)	An agency of the U.S. Department of Labor with safety and health regulatory and enforcement authority for most United States industries and businesses.
Personal Protective Equipment (PPE)	Specialized clothing or equipment worn by employees for protection against health and safety hazards. Personal Protective Equipment (PPE) is designed to protect many parts of the body (i.e., eyes, head, face, hands, feet, respiratory tract, skin, and ears).
Safety Data Sheet (SDS)	A Safety Data Sheet (SDS) identifies the properties of a substance used at the workplace. An important component of product stewardship and workplace safety, it is intended to provide workers and emergency response employees with procedures for handling or working with that substance in a safe manner, and includes information such as physical data (e.g., melting point, boiling point, or flashpoint), toxicity, and health effects. SDS formats can vary from source to source.
VP Production Safety/HAZMAT Coordinator	The designated person responsible for the overall implementation of the Hazardous Materials Transportation and Shipping Program.
Special Permit	Document issued by the DOT that provides relief from the regulations through equivalent level of safety. Special Permits are valid for 2 years (may be approved for periods longer than 2 years) and must be renewed by the applicant. Special Permit notation is "DOT-SP".



3. Responsibilities

3.1. Production Safety Department

3.1.1. Production Safety Department

The Production Safety Department is responsible for maintaining compliance resources for the HAZMAT Transportation and Shipping Program and ensuring these resources are available and communicated to employees throughout PMN.

These resources include:

- The HAZMAT Transportation and Shipping Program document
- Transporting and/or Shipping Guidance for HAZMAT, as applicable
- HAZMAT Transportation and Shipping Audit protocols
- DOT HAZMAT Security Plan Templates, when applicable

Production Safety Department also:

- Functions as a point of contact for HAZMAT Coordinators and qualified HAZMAT Shippers for regulatory updates and questions
- Establishes PMN HAZMAT Transportation and Shipping Training expectations and advises on appropriate type and degree of training for HAZMAT employees
- Provides Management Certification on behalf of PMN for training for HAZMAT Shippers and HAZMAT Drivers or grants authority for this function to the site HAZMAT Coordinator
- Ensures Corporate Registrations/Certifications are obtained and renewed if required
- Serves as the contact for review of documents submitted to government agencies
- Audits applicable regulations, written procedures, and corporate training materials/presentations annually and updates the procedure as necessary
- Conducts periodic regulatory audits of procedure implementation
- Ensures that the most recent version of this procedure is available to employees

3.1.2. Site Safety Consultant

The Site Safety Consultant:

- Adopts and implements this procedure, which represents the minimum requirements for each site
- Conducts a review of the procedure and training materials/presentations annually and updates as necessary
- Identifies all nonconforming items as part of the auditing process and tracks each item to closure
- Ensures that the most recent version of the site procedure is available to employees
- Communicates procedure inclusion/changes in a timely manner to site management
- Completes and updates appendices as required by this procedure

This role may or may not be the same as the Site HAZMAT Coordinator described below.



3.2. Site Manager/Managing Director

The Site Manager/Managing Director is responsible for overall regulatory compliance and ensures key personnel have the resources required to carry out HAZMAT transportation and/or shipping job functions as assigned.

3.3. Employees

PMN employees must receive General Awareness training as identified by the HAZMAT Coordinator sufficient to allow them to recognize HAZMAT and follow appropriate transportation and shipping procedures compliant with this program. In addition; PMN employees will:

- Demonstrate understanding of and comply with this procedure as part of their job functions, including understanding the limits of their role with respect to HAZMAT
- Comply with the requirements for the role in which they will be working
- Inform the Site Manager/Managing Director and/or the Safety Consultant of tasks that cannot be performed in accordance with procedures associated with this program
- Direct questions regarding this procedure to the Site Manager/Managing Director and/or Site Safety Consultant or Site HAZMAT Coordinator
Report all incidents and near misses to the Site Manager/Managing Director or the safety consultant in accordance with the established procedures at the site

3.4. Site HAZMAT Coordinator

The Site HAZMAT Coordinator (Site Safety Consultant or designee) is responsible for developing and implementing the HAZMAT Transportation and Shipping Program at specific PMN site location(s) and ensuring the program requirements are made available, communicated, and followed by affected employees at the site, based on the employee's HAZMAT job function.

The HAZMAT Coordinator:

- Functions as the primary resource for HAZMAT activities at the site level
- Develops, implements, communicates and maintains this HAZMAT Program at the site level
- Identifies all HAZMAT transportation/shipping points and functions at the site
- Designates qualified HAZMAT Shipper(s) for the site; a qualified HAZMAT Shipper" may be a site employee or a vendor approved by the Production Safety Department to provide HAZMAT Third Party Packing Services; a template for identifying the site's "Qualified HAZMAT Shipper" is found in [Appendix A-1](#) of this document
- Incorporates HAZMAT training into the site's training matrix
- Provides Management Certification on behalf of PMN for training of HAZMAT Shippers and Drivers, if granted authority from the Production Safety Department
- Maintains required records at the site to demonstrate compliance with this HAZMAT program
- Performs the initial assessment for any undeclared or leaking HAZMAT packages in transportation at the site to determine if DOT Incident Reporting is required and coordinates with the VP Production Safety in the event such reporting is required
- Identifies an Emergency Response vendor to address any identified HAZMAT incident (typically the same as hazardous waste vendor) and coordinates emergency incident response with the VP Production Safety
- Completes, maintains and posts (as necessary) the Site Specific HAZMAT Transportation and Shipping Information form in [Appendix A-1](#)



3.5. HAZMAT Shipper

MN employees must be trained as HAZMAT Shippers before offering HAZMAT shipments for transportation. The HAZMAT Shipper is responsible for ensuring all HAZMAT shipped from the site is prepared accurately and correctly in accordance with applicable regulatory requirements.

The HAZMAT Shipper receives appropriate HAZMAT Training as identified by the Site HAZMAT Coordinator and certified by Production Safety Department or the Site HAZMAT Coordinator, if granted authority.

The HAZMAT Shipper ensures that the following responsibilities are carried out:

- All persons involved in preparing the HAZMAT shipment are properly trained to carry out their responsibilities
- All HAZMAT is declared and identified prior to shipment
- HAZMAT is classified, identified with proper shipping name; packaged, manufactured, assembled, and marked and labeled correctly and has the proper shipping documentation
- Follows Hazard Communication requirements:
 - Includes appropriate emergency response information with the shipment (Safety Data Sheet or Emergency Response Guidebook)
 - Uses appropriate 24-Hour Emergency Response phone number on documentation, where required
 - Ensures hazardous materials shipped together are compatible
 - Offers placards, if required
 - Completes and signs HAZMAT Documentation
 - Assists in selecting the HAZMAT transporter to pick up/transport/deliver the HAZMAT package

The HAZMAT Shipper maintains access to current applicable HAZMAT reference publications and procedures:

- DOT 49 CFR Parts 171-180 (Covers Ground, Air and Maritime Transport)
- International Air Transport Association (IATA) Manual (Air Transport)
- International Maritime Dangerous Goods (IMDG) Code (Marine Transport)
- Site specific HAZMAT procedures

The HAZMAT Shipper also:

- Informs the Site HAZMAT Coordinator if damaged or leaking HAZMAT packages are discovered
- Ensures sufficient shipping supplies required to prepare HAZMAT shipments are available
- Ensures HAZMAT records are retained, as prescribed by this document



3.6. HAZMAT Driver

The HAZMAT Driver is responsible for ensuring all HAZMAT prepared by the HAZMAT Shipper is transported from the site safely, accurately and in accordance with applicable regulatory requirements.

The HAZMAT Driver receives appropriate HAZMAT training as identified by the Site HAZMAT Coordinator and is certified by the VP Production Safety or the site HAZMAT Coordinator, if granted authority.

Each site with a HAZMAT Driver must develop a site-specific emergency plan to follow in the event of a HAZMAT incident during transportation. If a HAZMAT incident occurs during transportation, the HAZMAT Driver must follow the site's emergency response plan and implement procedures specific for the particular HAZMAT shipment of concern using emergency response information found in the Emergency Response Guidebook (ERG) or the Safety Data Sheet (SDS).

The HAZMAT Driver must comply with Federal Motor Carrier Regulations for any additional driver requirements.



4. Hazardous Materials Transportation and Shipping

4.1. Develop a Site-Specific Procedure

The Site HAZMAT Coordinator develops site-specific HAZMAT transportation and shipping procedures tailored to the HAZMAT transportation and shipping activities occurring at the site and attaches those site specific procedures as [Site Specific HAZMAT Transportation and Shipping Information \(Appendix A-1\)](#). The Site HAZMAT Coordinator conducts an initial site assessment to identify all HAZMAT Shipping locations and all HAZMAT Shipping activities taking place at the site. The Site HAZMAT Coordinator identifies a HAZMAT Shipper and/or Driver responsible for preparing/transporting such shipments. The HAZMAT Coordinator implements a HAZMAT Training Program. Each site will be required to use this procedure, and it should include work conditions or locations where additional safety measures are necessary.

4.2. HAZMAT Hotline

The Production Safety Department makes available a 24/7 HAZMAT Hotline Service through Verisk 3E that may be used by all PMN Employees for assistance with HAZMAT transportation/shipping questions and issues, including emergency response.

4.2.1. Compliance Assistance

For assistance with any HAZMAT transportation/shipping questions, PMN Employees should call the HAZMAT Hotline at **800-451-8346**. The client's name and number is **Paramount – 3585**.

Verisk 3E will provide guidance and shipping papers to clients offering hazardous materials (hazmat) or dangerous goods for transport. Assistance includes classification, packaging, marking, labeling, placarding and providing appropriate documentation for materials. Modes of transportation include ground (DOT), Air (IATA) and Vessel (IMDG) as well as Canadian Transportation of Dangerous Goods (TDG) Regulations. Service Part 114

Employees can also call Chris Velvin, VP Production Safety, 424-280-9674 for guidance.

4.2.2. Emergency Response

Verisk 3E can also serve as PMN Emergency Response Information Provider (ERIP).

PMN can list Verisk 3E's Emergency Hotline number on its shipping papers as required by 49 CFR Hazardous Materials Regulations (HMR), International Air Transport Association (IATA), International Maritime Dangerous Goods (IMDG), and the Canadian Transportation of Dangerous Goods (TDG). If an incident occurs, Verisk 3E's Spill Specialists are available to assist with specific technical information, 24-7-365. Service Part 131.

PMN employees should include the client number (**3585**) on all shipping documents, TREMCards and SDS's along with the 800-451-8346 phone number for Verisk 3E.



In the event of a spill or other HAZMAT incident:

1. Call **911**, if there is a risk of personal injury, fire, or other property damage.
2. Call the HAZMAT Emergency Response Information Provider (ERIP):

800-451-8346.

Client Name is **Paramount**

Client ID Number is: **3585**

3. Call Chris Velvin, VP Production Safety,
424-280-9674.

4.3. HAZMAT Certifications / Registrations

The following HAZMAT Transportation/Shipping Certifications/Registrations will be provided by the Production Safety Department, as needed:

4.3.1. DOT Hazardous Material Shipper Registration

The Production Safety Department will register with the DOT in accordance with 49 CFR 107 Subpart G, in the event that PMN offers HAZMAT shipments exceeding the “threshold quantities” listed in 49 CFR 107.601. As a standard practice, PMN does not ship quantities of HAZMAT that exceed these “threshold quantities”. PMN must make available upon request a current copy of the DOT Hazardous Material Shipper Registration, should that be necessary.

Subsidiaries, joint ventures, or any portion of the business incorporated outside of PMN must register separately if offering for shipment quantities of HAZMAT exceeding the threshold quantities.

The Production Safety Department will consult the Law Department if uncertain whether a site would be incorporated as a separate legal entity and, therefore, require separate DOT HAZMAT registration.

4.3.2. Verisk 3E Registration for 24-Hour Emergency Response Information Provider (ERIP)

The Production Safety Department will also maintain the registration with Verisk 3E for ERIP services. If that arrangement changes, the Production Safety Department will communicate the information for the new provider promptly.

4.3.3. Competent Authority Approvals / EX Numbers

For all shipments of explosives within the United States, the packaging must be submitted to the DOT for evaluation and hazard classification, and the DOT issues a Competent Authority Approval displaying an EX number. Where a Site HAZMAT Coordinator identifies the need for a Competent Authority Approval/EX number, the Site HAZMAT Coordinator ensures the approval is obtained, manages required renewal and use of the approval, and ensures the Production Safety Department receives copies of such approvals.



4.3.4. Special Permits

If a site HAZMAT Coordinator identifies the need for a Special Permit, the HAZMAT Coordinator ensures the approval is obtained, manages required renewal and use of the Special Permit, and ensures the Production Safety Department receives copies of such Special Permits.

4.4. Emergency Response and Incidents

In the event of an Emergency Response or Incident due to leakage or a spill of a HAZMAT in transportation, Employees follow Site Emergency Response Procedures. Employees will coordinate with the Site HAZMAT Coordinator and the VP Production Safety to determine whether a DOT Incident Report is required.



5. Procedure Administration

The VP Production Safety or HAZMAT Coordinator must annually assess the condition and effectiveness of the implementation of this Hazardous Materials Transportation and Shipping program.

At a minimum, the assessment must include reviews of the following:

- Compliance with this program
- Site Specific procedures
- Communication and training
- Recordkeeping
- Observation of work practices
- New products or changes in operations
- Changes in HAZMAT transportation/shipping regulations
- Reports of incidents and near misses

Subsequent program assessments and updates will be made consistent with the annual assessment findings.

All nonconforming items, identified as part of the annual assessment, must be reported to the VP Production Safety, entered, and tracked to closure.



6. Records

Retention of Required Documentation

All employee training records, shipping papers, Production Safety Records, and Production Safety Related Records will be maintained by the production and/or the VP Production Safety.



7. Training

For any Employee who performs a HAZMAT job function, initial HAZMAT training must take place within 90 days of the implementation of this program or within 90 days the Employee first performing a HAZMAT function. During the 90-day period, the Employee must work under the direct supervision of a trained and certified Employee (HAZMAT Coordinator, Shipper or Driver). Employees must be trained prior to performing a HAZMAT job function.

7.1. Production Safety Department

The Production Safety Department reviews and approves HAZMAT training content and certifies HAZMAT Shippers and Drivers, or grants authority for this certification function to the site HAZMAT Coordinator.

The Production Safety Department determines and implements appropriate training for the HAZMAT Coordinator.

7.2. Site HAZMAT Coordinator

The Site HAZMAT Coordinator identifies and implements HAZMAT Training for all identified HAZMAT Shippers, Drivers and Employees at the site. The Site HAZMAT Coordinator must receive HAZMAT Training commensurate with his/her HAZMAT job function, as identified by the Production Safety Department.

The Site HAZMAT Coordinator implements a procedure to track HAZMAT Training for all employees at the location and implements refresher training for HAZMAT Employees prior to training expiration dates.

7.3. HAZMAT Shipper

The Site HAZMAT Coordinator implements a HAZMAT Shipping Training Program for all identified HAZMAT Shippers (i.e., those that offer HAZMAT for transportation) at the Site. The HAZMAT Training must include the following courses, at a minimum:

- General Awareness: Designed to provide familiarity with the Hazardous Materials Regulations (HMR) requirements and to enable the employee to recognize and identify hazardous materials consistent with the hazardous communication standards in the HMR
- Security Awareness: Designed to create an awareness of security risks associated with HAZMAT transportation and methods designed to enhance transportation security; a component covering how to recognize and respond to possible security threats must be included
- Function specific: Training addresses the requirements of the HMR, and specific HAZMAT scenarios related to potential shipments of hazardous materials; content varies depending on the individual's specific job functions; mode of transport (highway, rail, air, or marine) will also have additional function specific training requirements
- Safety: Hazard Communication information to protect the employee from the hazards associated with materials to which the employee may be exposed in the workplace, measures to protect the employee from exposure, the methods and procedures for avoiding incidents, and emergency response information must be included; OSHA Hazard Communication (HAZCOM) training may meet this requirement
- In-depth Security, if applicable: large shipments of high consequence HAZMAT (including waste) may trigger the requirement for a Hazardous Material Security Plan

HAZMAT Shippers must receive this training at least every three years.



7.6. HAZMAT Driver

The Site HAZMAT Coordinator implements a HAZMAT Driver Training Program for all identified HAZMAT Drivers at the Site. Training must include the following courses, at a minimum, as described above:

- General Awareness
- Security Awareness
- Function specific: Training addresses specific HAZMAT driver requirements by road transport
- Safety
- In-depth Security (if applicable)

Certain drivers/vehicles transporting smaller quantities of HAZMAT in support of their business may transport them under the Materials of Trade (MOT) exception. Proper use of the exception relieves drivers of some of the HAZMAT transport obligations. For those HAZMAT Drivers taking advantage of the MOT exception, the HAZMAT Coordinator implements a MOT-Driver Training Program for all identified HAZMAT Drivers at the Site taking advantage of the MOT exception.

7.7. Employee Training

Training must include, at a minimum, the overview General Awareness Course, as described above. The Site HAZMAT Coordinator must implement a HAZMAT General Awareness Course for all employees at the location. This training should identify HAZMAT that may be encountered at the site, including lithium batteries.

7.6. Demonstration of Training

This HAZMAT Transportation and Shipping Program requires the following HAZMAT Transportation and Shipping Training records to be retained in a readily accessible location at the site, available for review upon request:

- HAZMAT Employee name
- Most recent training completion date
- Description, copy, or location of training material
- Name and address of trainer
- Management certification from the Production Safety Department (or HAZMAT Coordinator, if granted authority) that the HAZMAT employee has been trained and tested as required by the HAZMAT regulations

A template for maintaining an individual HAZMAT Employee Training record is found in [Appendix B-1](#) of this document. These records must be maintained for at least three years.



Appendices Forms and Guidance Documents

Section	Name	Description
Appendix A	<u>A-1 Site Specific Hazardous Materials Transportation and Shipping Information</u>	Site specific information regarding hazardous materials transportation and shipping
Appendix B	<u>B-1 HAZMAT Employee Training Record</u>	Sample employee training record for HAZMAT employees



Appendix A-1 Site Specific Hazardous Materials Transportation and Shipping Information

Site Name: _____ Site Location: _____

Qualified HAZMAT Shipper (employees / vendors)	Contact Name	Telephone	E-Mail Address

Emergency Response Information

Fire:

Medical Emergency:

Hazardous Materials Spill:

Site EHS Contact:

PMN Safety Contact:

PMN Hazardous Materials Hotline Number: 800-451-8346 (Client No. 3585)



Appendix B-1 HAZMAT Employee Training Record

Site Name: _____ Site Location: _____

HAZMAT EMPLOYEE: A person employed by a hazmat employer and directly affects HAZMAT transportation and shipping safety including an owner operator of a motor vehicle which transports or ships HAZMAT or a person that:

- Loads, unloads, or handles HAZMAT
- Prepares HAZMAT for transportation
- Is responsible for safety of transporting HAZMAT
- Operates a vehicle used to transport HAZMAT

Employee Name:	
<p>This memorandum serves to certify that the employee referenced above has been trained and tested in the general awareness and function specific requirements pertaining to his/her responsibilities in accordance with the Department of Transportation Hazardous Materials Regulations, Subpart H.</p>	
Name:	
Address:	
Signature:	



General Awareness / Familiarization Training

Training Content (attach) and Location	Training Provided By	Date Trained

Function Specific Training

Training Content (attach) and Location	Training Provided By	Date Trained

Safety Training

Training Content (attach) and Location	Training Provided By	Date Trained

Security Awareness Training

Training Content (attach) and Location	Training Provided By	Date Trained

In-Depth Security Training

Training Content (attach) and Location	Training Provided By	Date Trained