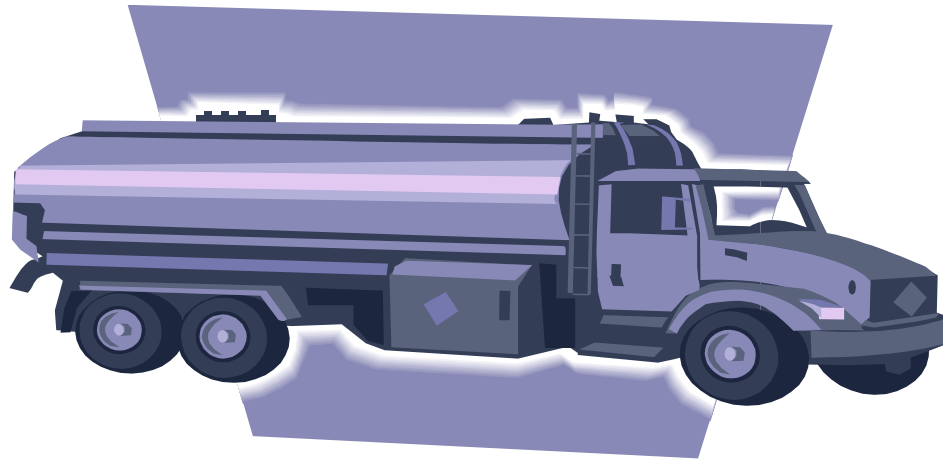


HAZARDOUS MATERIAL TRANSPORTATION TRAINING



The following is Hazardous Material Transportation training for employees who hold a hazmat endorsement and handle hazardous material in their everyday tasks. It will cover basic rules and specific company rules that pertain to the transportation of hazardous material.

At the end of the training each employee must complete the QUIZ pertaining to the material covered.

It is a requirement that a Hazmat company provides training to its employees who handle and transport hazardous materials. The training consists of general information about hazmat transportation and specific company information pertaining to hazardous material transportation.

This training will be split into two sections. The first section will cover general information pertaining to hazmat material transportation. The second part will be company specific training. The hazmat employee must review the following information and take a quiz to meet the requirement and to ensure that the employee has retained the training information. This training and testing must be completed every three years.

It is the responsibility of every employee that handles and transports hazardous material to review the following training information in its' entirety and complete the quiz. (Do not take the quiz without **first** reviewing the training information. The number of time it takes you to complete the quiz will be monitored and documented. If it takes more than 3 attempts to pass the quiz the employee will require additional hands on training).

It is important to complete the training as it will help you to better understand the hazmat regulations and the specific materials you are required to handle and transport. It will also to better prepare you for the duties you are expected to perform as they pertain to the operations of the company.

General Rules



Hazardous Material

A substance or material, including a hazardous substance, which has been determined to be capable of posing an unreasonable risk to health,, safety, and property when transported in commerce.

Hazmat Employee

a person who is employed by a hazmat employer and who in the course of employment directly affects hazardous materials transportation safety. This term includes an owner-operator of a motor vehicle which transports a hazardous materials in commerce. This term includes an individual, including a self-employed individual, employed by a hazmat employer who, in the course of employment:

- (1) Loads, unloads, or handles hazardous materials;
- (2) Manufactures, tests, reconditions, or repairs, modifies, marks, or otherwise represents containers, drums, or packages as qualified for use in the transportation of hazardous materials;
- (3) Prepares hazardous materials for transportation;
- (4) Is responsible for safety of transporting hazardous materials; or
- (5) Operates a vehicle used to transport hazardous materials

Endorsement Requirements

- CDL Class (B) - Fuel truck only, no tow unit.
- CDL Class (A) - Tractor/Trailer
- CDL Doubles & Triples - Tractor/Trailer/Pup
- Hazmat Endorsement (H)
- Tanker Endorsement (N)

Hazardous Material Class(s)

Label code	Label name
1	Explosive
1.1 ¹	Explosive 1.1 ¹
1.2 ¹	Explosive 1.2 ¹
1.3 ¹	Explosive 1.3 ¹
1.4 ¹	Explosive 1.4 ¹
1.5 ¹	Explosive 1.5 ¹
1.6 ¹	Explosive 1.6 ¹
2.1	Flammable Gas
2.2	Non-Flammable Gas
2.3	Poison Gas
3	Flammable Liquid
4.1	Flammable Solid
4.2	Spontaneously Combustible
4.3	Dangerous When Wet
5.1	Oxidizer
5.2	Organic Peroxide
6.1 (inhalation hazard, Zone A or B)	Poison Inhalation Hazard
6.1 (other than inhalation hazard, Zone A or B) ²	Poison
6.2	Infectious substance
7	Radioactive
8	Corrosive
9	Class 9

Placard Classes

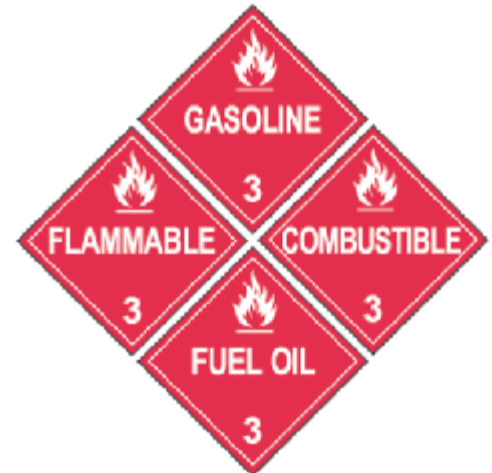
Class 1: Explosives
Divisions: 1.1, 1.2, 1.3
1.5, 1.6



Class 2: Gases
Divisions: 2.1, 2.2, 2.3



Class 3: Flammable
Liquids & Combustible
Liquids



Class 1: Explosives - Any chemical compound, mixture, or device which is designed to function by explosion that is substantially instantaneous with the release of gas and heat

Class 2: - Gases - Any material or mixture having in the container an absolute pressure exceeding NON-FLAMMABLE GAS 40 psi at 70' F, OR a pressure exceeding 104 psi at 130' F, OR any liquid flammable material having a vapor pressure exceeding 40 psi at 100' F.

Class 3: Flammable Liquid - Any liquid that ignites spontaneously in dry or moist air at or below 130' F.

Combustible Liquid - Any liquid that does not meet any other hazard class, other than ORM-E, having a flash point at or above 100' F or below 200' F.

Placard Classes

Class 4: Flammable Solid,
Spontaneously, Combustible



Class 5: Oxidizer and
Organic Peroxide



Class 6: Poison (Toxic)
& Poison Inhalation
Hazard



Class 4: Flammable Solid Spontaneously, Combustible - Any solid material (other than an explosive) which under normal transportation conditions is liable to cause fires through friction or retained heat from manufacturing or processing. It can, be ignited readily and burns so vigorously and persistently, as to create a serious transportation hazard. Included in this class are spontaneously combustible and water reactive material.

Class 5: Oxidizer & Organic Peroxide - A substance such as chlorate, permanganate, inorganic peroxide, or a nitrate, that yields oxygen readily to stimulate the combustion of organic matter.

Class 6: Poison (Toxic) & Poison Inhalation Hazard - Poisonous gases or liquids-a very small amount of the gas, or vapor of the liquid, mixed with air is dangerous to life.

Placard Classes

Class 7: Radioactive



Class 8: Corrosive



Class 9: Miscellaneous



Class 7: Radioactive - Any material, or combination of materials, that spontaneously gives off ionizing radiation. It has a specific activity greater than 0.002 microcuries per gram.

Class 8: Corrosive - A liquid or solid that causes visible destruction or irreversible damage to human skin tissue on contact. Also, it may be a liquid that has a severe corrosion rate on steel.

Class 9: Miscellaneous, Other Regulated Material (ORM) - Any material that may pose an unreasonable risk to health, safety, and property when transported in commerce; and (2) does not meet any of the definitions of the other hazard classes specified in this subchapter, or (3) has been reclassified an ORM (specifically or permissively) according to this subchapter.

Shipping Papers

- A shipping paper is a bill of lading, manifest, shipping order, or other shipping document containing information about the shipment.
- Must have shipping documents for each shipment.
- Must have all of the required information about the shipment on the shipping papers.
- Must be located within reach of the driver during transportation (in the door pocket or on seat).

Markings/Placard

Placed on the outside of a shipping container. One or more of the following: the proper shipping name, hazard class, identification number, instructions, caution, and/or weight.

- Marking - Numbers and a Caution Identifier
- Placard - UN Number, Class, Symbol, Class Color Background

Security

A motor vehicle carrying 50 Lbs. or more, must be attended at all times unless all of the following conditions apply:

Vehicle is located:

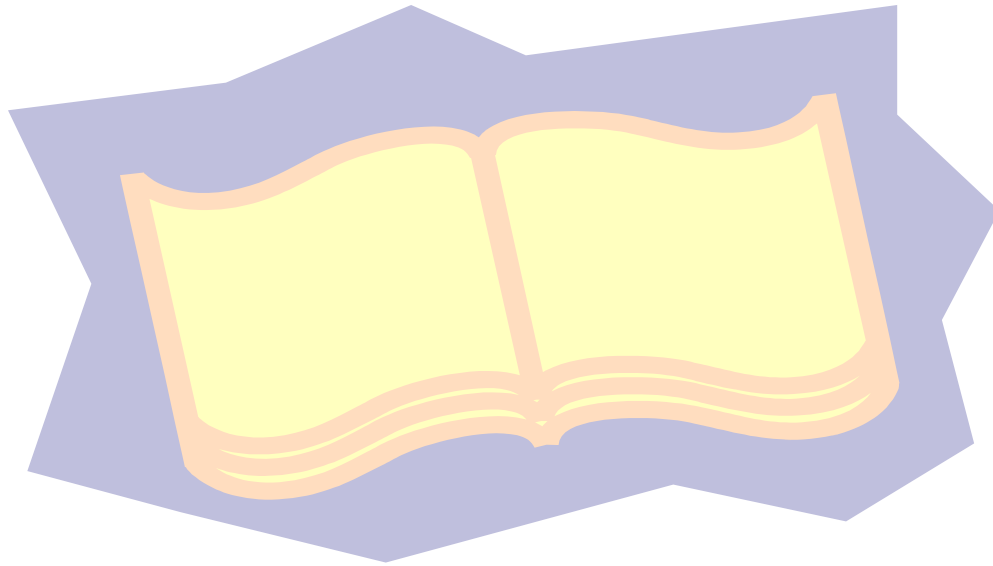
- on the property of a motor carrier
- the property of a shipper or consignee of the explosives or hazardous materials
- in a safe haven
- on a construction or survey site

Incident Reporting

All spills must be reported if:

- If any amount of the material is spilled in any waterway.
- > 25 gallons of the material is spilled on the ground.
- Call you company representative if a spill occurs.

Company Info



Company Hazardous Material

The company has four type of hazardous material that is transported in bulk.

- Asphalt oil
- Diesel Fuel
- Propane
- Waste oil

Method of Transporting Material

- Asphalt oil – asphalt oil is transported using tank trailers pulled by semi-tractors.
- Diesel fuel – diesel fuel is transported in a service fuel truck and is used to fuel equipment at construction projects.
- Propane – Propane is transported when the asphalt plant is being moved. A propane tank is pulled by a semi-tractor.
- Waste oil (burner fuel) – waste oil (burner fuel) is transported in a service truck in a small bulk tank. It is also transported in tank trailer pulled by semi-tractors.

Special Circumstances

Fuel tanks are moved from project to project using lowboy trailers. The fuel tank has a residual amount of diesel fuel in it. When moving a fuel tank, a Hazmat endorsement is required.

Riverside requires that all lowboy driver have a Hazmat endorsement.

If a fuel tank is pulled behind an end dump truck a Hazmat endorsement is required.

Placard Requirements

Riverside Contracting works with three classes of hazardous materials out of the nine classes on the Hazardous Materials Reference Chart. The 3 class are:

- Gases – Propane (UN1075)
- Combustible Liquids – Diesel fuel & Waste oil (UN1993)
- Miscellaneous Material – Asphalt oil (3257 “HOT” elevated temperature)

These three classes require the cargo tank to have placards on all four sides. The placards must be visible to the public.

Placards shall not be faded or damaged. The UN number, the Class and the Identifier symbol must be clear and visible. Any placards that are faded or damaged must be replaced immediately.



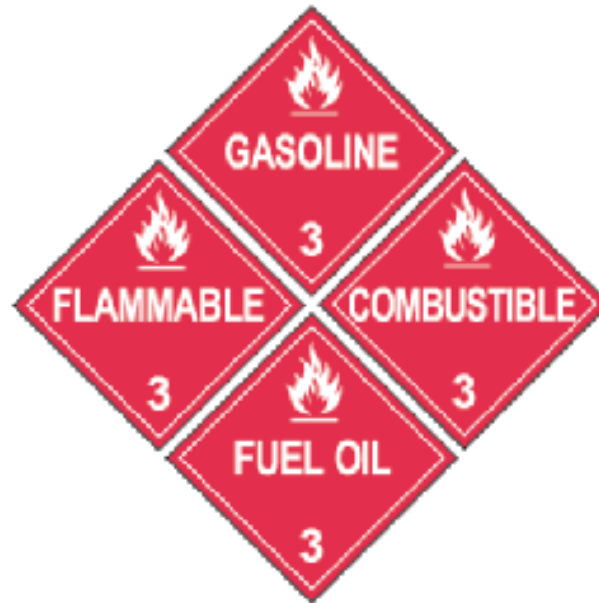
Company Hazardous Material Classes

Riverside Contracting transports materials that fall into three Hazardous Material classes.

- Flammable Liquids & Combustible Liquids
- Gases: Division 2.1,2.2,2.3
- Miscellaneous Hazardous Material

Placard Type

Diesel fuel and waste oil require a Class 3 Placard



Flammable Liquids & Combustible Liquids

Placard Type

Propane requires a class 2 Placard



Gases: Division 2.1, 2.2, 2.3

Placard Type

Asphalt oil fall under a Class 9, Miscellaneous designation.
Asphalt oil is not considered a placard shipment, it has a designation of Markings.



Miscellaneous

The placard must have the black numbers on a white background and have the word "HOT"

Shipping Papers

Shipping papers are a mandatory requirement in the transportation of hazardous materials. The shipping papers contain important information about the shipment or load you are hauling.

Requirements for shipping papers.

- Shipping papers are required for every bulk load of hazardous material. (bulk load is any quantity greater than 119 gallons)
- There are 3 types of shipping papers for the material hauled by the company. Each type of shipping paper has unique information about that shipment. You must have the correct shipping papers for the load or material you are transporting.
 - ✓ Fuel/service truck
 - ✓ Mobilization
 - ❖ Lowboy (hauling fuel tank)
 - ❖ Lowboy hauling a fuel truck
 - ❖ Towing a fuel tank
 - ✓ Oil truck hauls
 - ❖ Hauling asphalt oil
 - ❖ Hauling burner fuel oil
- Shipping papers must contain: **Product Name**, **Material Class**, **UN Number**, **Quantity of Material**, **24 hour Emergency Assistance Phone Numbers**, **Company Contacts** & **Date**.

Shipping Papers (examples)

Mobilization Shipping Papers

SHIPPING PAPERS

Carrier Information

UN Number

Material Class

Product Name

Quantity

Emergency Phone Number

Company Contact

Riverside Contracting Inc.
5571 Alloy South
Missoula, MT 59870
(406) 721-9267

1. D
2. DIESEL FUEL, 3, NA1993, III

AMOUNT: **EMPTY TANK**

Local Emergency Assistance Numbers

CHEMTREC
COMPANY CODE

1-800-424-9300
RVCS

You must call the emergency number listed above for the correct procedures to follow in the event of a spill. This is a 24-hour/7 day a week number.

Company Contacts

If a spill occurs, contact your Supervisor and the Safety Compliance Manager (Kevin Mackaman, 207-0157) immediately.

The date **must** be filled in with the date you are moving the load. Without a date or the correct date the shipping papers are invalid.

Date:

Shipping Papers (examples)

Fuel Truck Shipping Papers

SHIPPING PAPERS

Riverside Contracting Inc.
5571 Alloy South
Missoula, MT 59870
(406) 721-9267

Quantity

1. D
 2. DIESEL FUEL, 3, NA1993, III
- AMOUNT: 1 LOAD

Local Emergency Assistance Numbers

CHEMTREC
COMPANY CODE

1-800-424-9300
RVCS

You must call the emergency number listed above for the correct procedures to follow in the event of a spill. This is a 24-hour/7 day a week number.

Company Contacts

If a spill occurs, contact your Supervisor and the Safety Compliance Manager (Kevin Mackaman, 207-0157) immediately.

Date:

Shipping Papers

Oil truck load hazardous material at refineries. The shipping papers that they receive are generated from the refinery. These are called Shipping Manifest or Bill of Laden. They have the same information as the previous examples.

The shipping papers for the fuel truck and the mobilization are a standard form that is generated by Riverside Contracting. The information on those shipping papers never change with the exception of the "DATE". The date on the fuel truck shipping papers must be changed to that days date every morning. It is absolutely imperative that this is completed every day.

The mobilization shipping paper date only needs to be changed when you move an empty tank, haul a fuel truck or pull an empty fuel tank. It must show that days date.

Note: Without shipping papers for a hazardous materials load that are filled out correctly and have the current date on the papers, the load will be put Out-of-Service until you have shipping papers for the load.

Incident Procedures

If an incident were to happen the incident must be reported to your supervisor and the safety compliance manager immediately. The following steps should be taken.

1. Secure the area to ensure no further incidents occur.
2. If there is a spill or leak get the leak stopped if you can.
3. Call you supervisor or the safety compliance manager immediately.
4. If it is on a public highway, call emergency services (911) and report the incident.
5. If assistance in emergency procedures are required call Chemtrec for assistance. The 800 number is on the shipping papers along with the company code.
6. Confine the spill if possible. Use booms or gravel berm to confine the hazardous material.
7. Continue to keep the area secure and only allow personnel or people in the area that are authorized to be there.
8. When emergency services arrive the scene can be turned over to them.

Note: If the press arrives on the scene, do not talk to the press. When the supervisor or safety compliance manager arrives they will answer any questions from the press.

Security

Security is always an area that everyone needs to be aware of. The type of operation that Riverside conducts always has the potential for security risks. When transporting hazardous materials always be aware of your surroundings, notice who is in proximity to your vehicle and in the area you are working. The following rules should be followed:

1. Never leave your truck unattended when you are at a truck stop when loaded with hazardous material.
2. Make sure the truck is in your line of sight if you stop to eat or fuel.
3. If you see suspicious activity around your load. Call the police immediately.
4. Be aware of the routes you drive, stay away from congested or high traffic areas while carrying hazardous materials.
5. When in the pit or loading areas, report any suspicious activity that you may witness around fuel trucks or fuel storage areas.

Final Thoughts

Transporting hazardous material is a serious task and should never be taken lightly. There is always the potential for an incident to occur. If we all take the time to follow the rules put in place by the regulatory agencies and the company policies it will reduce the potential for an incident to happen.

1. Always be aware of your surrounding, while driving and sitting idle.
2. Follow all of the laws of the highway.
3. Follow all for the company policies while hauling or handling hazardous materials.
4. Ensure that the placards meet the requirements before you transport the load.
5. Ensure that the \Shipping Papers/Bill of Laden has the correct information and they have the correct date on them.
6. If an incident occurs, follow all the company policies.
7. Be aware of any security risk for the hazardous material being hauled.
8. Always wear you PPE when handling hazardous materials.

If we apply these simple but necessary procedures we can have safer highways and a safer workplace.

[Hazardous Material Transportation Quiz](#)