

# Export Office HAZMAT Function Specific Training SOP

**\*\*\* For all hazardous cargo, photos must be taken upon receipt! \*\*\***

1) Verify with the warehouse that carrier is providing proper haz documentation prior to acceptance of the cargo. If carrier does not have proper documentation, contact the customer to retrieve documentation prior to accepting the cargo. If no documentation can be provided the shipment will be refused.

2) Review Haz Dec / MSDS and make sure correct docs are being received with product listed on BOL.

3) Review Haz Dec to ensure that the correct information is listed and all areas are completed (piece count, weight, shipper signature, ETC.) according to the BOL provided.

4) Log hazmat information in our hazmat log.

5) Label the documents to identify which documents belong to the correct shipment in our warehouse. Make copies of all haz documents and file the copies in the MSDS binder located on the export desk.

6) Once cargo is shipping make sure the Shipping document is filled out correctly (Refer to 49 CFR 172.201/172.202). Verify that the hazmat information is in proper order and meets the regulations in the CFR/IMO. Also, ensure that the Haz Dec is completely filled out (TTI completes the container packing portion) and provide along with MSDS and Shipping Document to the carrier.

7) Provide proper placards to the warehouse to supply the carrier.

Process Updated 8/8/2019
Review Log
2020:
2021:
2022:
2023:
2024:

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