

Imports Office HAZMAT Function Specific Training SOP

- 1) Identify HAZ Cargo on any new incoming manifests
- 2) Request HAZDEC and MSDS from the Manifest Holder prior to freight arrival
- 3) If Manifest Holder does not have access to documentation, make note in system to request from the US Customs Broker making entry on the cargo
- 4) Log the Cargo Information on the HAZ ON HAND Google Sheet and place the backup documentation in appropriate PDX/SEA Binder
- 5) Make a copy of the HAZDEC for any drivers picking up HAZ Cargo and provide with p/u receipt.
- 6) As cargo arrives/picks up, update the log with the final information
- 7) Log is kept by month, once month finalizes print a copy of this log and attach to all backup.
- 8) File packet away and keep on hand for 7 years.
- 9) In the event of an emergency evacuation, manager/supervisor responsible to grab binder to have readily available to emergency personnel
- 10) Any questions regarding this process, contact Rochelle Montes P: 206.391.2590

Process Updated 8/2/2019

Review Log

2020:

2021:

2022:

2023:

2024:

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