

Projects/Transloads HAZMAT Function Specific Training SOP

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

1) Before unloading check manifest to make sure HAZ Docs provided. If no Haz-Dec and MSDS verify with the office that they have a copy on hand from the customer. Once the docs are in-hand review the docs and cross reference with the manifest to make sure the information is correct (Piece count, Weight, Commodity, UN number, Proper Shipping Name, Class, PG, Etc.). If there are any discrepancies you must notify the office immediately for further instruction.

2) Make sure the cargo is properly secured according to the guidelines that have been provided in the securement packet. If the cargo is not properly secured, notify the office immediately. Provide photos of the cargo along with specific notations of the securement needs to the office and wait for further instruction.

A) If the cargo is cleared for receipt make sure to fully inspect the cargo of any type of damages (Torn packaging, Dents, Loose caps, contents exposed/spilling, Etc.). Make sure to notate any and all exceptions on the devan report. Once received be sure to turn all documentation including the hazardous documentation to the office.

OR

B) If the cargo needs to be properly secured, contact office immediately, send photos to the office and the cargo will be placed on hold in the system until the warehouse confirms proper securement measures have taken place. At this time the office will send off the photos and detail to the customer advising them of the requirement to secure cargo and will follow up once complete.

i) After "step B" if securement is required and once the cargo has been properly secured, you must take photos of the completed job and provide them to the office along with the duties required to secure the cargo and materials used. Import office will quote the customer all charges and will not release cargo until charges have been guaranteed.

3) Once devanned and proper securement taken place, stage the cargo in the designated "Hazmat" area.

4) When it is time to loadout the cargo, always take extra precautions when handling hazardous materials! Be sure to load the cargo closest to the tail of the carrying unit (Trailer, Container, Box Truck). If you are loading more than one class of hazardous materials in the same unit be sure to check with the office that there are no specific loading instructions (IE: must be segregated in the unit, must not be loaded next to food products/seed). The carrier is signing for the cargo and needs to ensure proper securement of the load for transport.

5) If the driver does not have Placards, the office has Placards available for purchase that correspond with the hazardous cargo in the load. If TTI is hauling the load, make sure to placard according to the specs that apply.

6) Provide a copy of the HazDec and MSDS for the driver along with a copy of their loadout receipt of the cargo being picked up.

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

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