

# Warehouse Accounts 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
- 4) Prior to freight arrival coordinate with warehouse team to prep for hazardous handling process and securement requirements.
- 5) Once cargo has arrived the warehouse will verify that the cargo matches the haz docs that were provided by the customer. The warehouse will notify the office if there are any discrepancies or if the cargo is not properly secured, prior to proceeding with the unload.
- 6) If the cargo is not properly secured, we need to notify the customer immediately with the reason the cargo is not properly secured along with the cost to secure properly prior to shipping. The cargo is now placed on hold until the customer confirms securement charges. If the cargo is able to unload safely, the cargo can now be unloaded and placed in the designated hazmat area and await further instructions.
- 7) Once the customer has confirmed additional charges for proper securement, notify the warehouse to proceed with securing the shipment prior to shipping.
- 8) After proper securement the warehouse will provide photos of the completed task and will now be sent to the customer so they can provide proper shipping docs.
- 9) Once proper shipping docs have been received, and the information on the BOL provided has been verified to meet the regulations (Refer to 49 CFR 172.201/172.202), the cargo can now ship. We will supply a copy of the haz docs to the carrier. If the carrier needs placards we can provide costs to purchase from stock.
- 10) Once the cargo has shipped, the haz docs will be filed away.

Process Updated 8/2/2019
Review Log
2020:
2021:
2022:
2023:
2024:

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