

Hazardous Materials and Spill Response

Handbook EL-812
March 2001



**UNITED STATES
POSTAL SERVICE®**

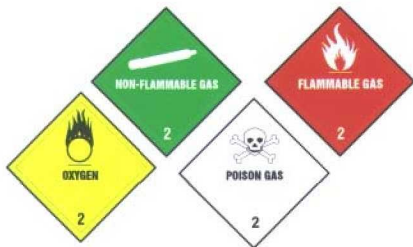
CLASS 1:
Explosives



CLASS 5:
Oxidizers and
Organic Peroxides



CLASS 2:
Gases



CLASS 6:
Poisonous and
Etiologic Materials



CLASS 3:
Flammable
Liquids



CLASS 7:
Radioactive
Materials



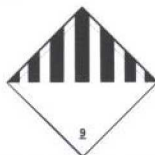
CLASS 4:
Flammable Solids,
Spontaneously Combustible
Materials, and Materials that
are Dangerous
When Wet



CLASS 8:
Corrosives



CLASS 9:
Miscellaneous
Hazardous
Materials



ORM-D Consumer Commodity

**U.S. POSTAL SERVICE
SAFETY PERFORMANCE MANAGEMENT
EMPLOYEE RESOURCE MANAGEMENT
WASHINGTON DC 20260-4231**

**Handbook EL-812
HAZARDOUS MATERIALS AND SPILL RESPONSE**

March 2001





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This is a guide to the proper handling of hazardous materials through the U.S. mails. It is an educational and safety tool to be used in conjunction with postal guidelines.

In the event of a hazardous material release, it is important that trained personnel are able to quickly assess and determine whether an *incidental* or *emergency release* is occurring. The ability to distinguish between these two categories of releases will largely determine what response procedures should be followed.

If you have not taken HAZWOPER training at either the Awareness or Operations level, you should not become involved in responding to a hazardous material release. If you should notice a leaking package, your only duty is to immediately notify a trained Hazardous Material First Responder that a potential hazardous material release has occurred. When in doubt, check with your supervisor, operations level responders, plant, or district safety specialists. Play it safe and err on the side of safety. (See Part VII of this handbook.)

Part II

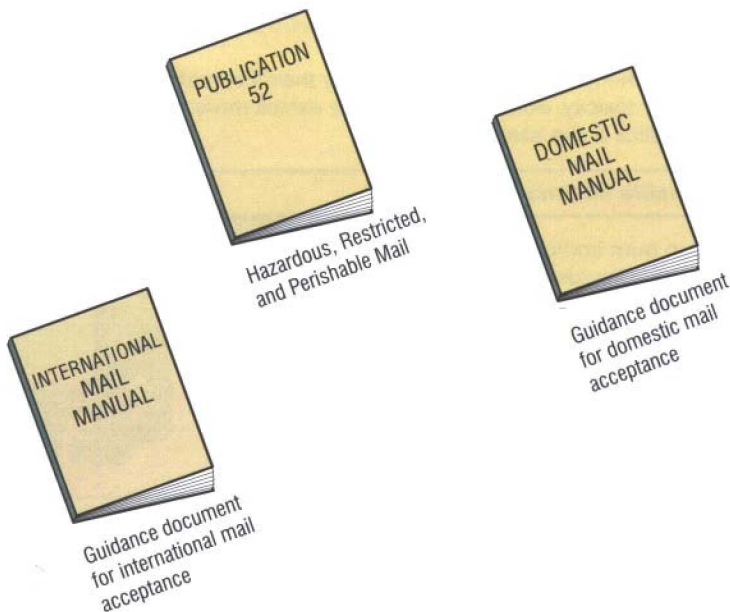
TITLE 18

It is a federal crime, punishable by fines and imprisonment, to place in the mails any "...natural or artificial article, composition, or material which may kill or injure another, or injure the mails or other property..." [18 U.S.C. Section 1716(a)]. This statute allows the Postal Service to permit the mailing of small amounts of some injurious articles under regulations prescribing conditions of preparation and packaging [18 U.S.C. Section 1716(b)]. (See Publication 52, *Hazardous, Restricted and Perishable Mail*, and Part VI of this handbook.)



Part III POSTAL REGULATIONS

The Postal Service accepts limited amounts of potentially hazardous materials for mailing. Most hazardous materials are non-mailable. The material allowed is generally consumer commodity ORM-D material that is in quantities small enough to present little hazard to life, health, or property. The conditions of preparation and packaging under which such materials are acceptable are stated in *Domestic Mail Manual (DMM)* and in Publication 52, *Hazardous, Restricted, and Perishable Mail*. Particular conditions applicable to mailings of hazardous materials to foreign addresses are stated in the *International Mail Manual (IMM)*.



Part IV

HAZARDOUS MATERIALS AND THE POSTAL SERVICE

WHAT ARE HAZARDOUS MATERIALS?

Hazardous materials are chemicals or infectious biological substances that may pose risks to the safety and health of Postal Service employees (if not handled or used appropriately). Some Postal Service operations involve the use of small quantities of hazardous chemicals. In addition, certain limited types and amounts of hazardous chemicals and infectious biological substances are mailable and may be found in the Postal Service mailstream.

HAZARDOUS CHEMICALS CHARACTERISTICS

Hazardous chemicals are characterized by their flammability, corrosivity, reactivity, or toxicity. Some chemicals may exhibit more than one of these characteristics at the same time.

Flammable Materials

- Can burn and/or explode.
- Include liquids with low flash points, flammable solids, flammable compressed gases, and oxidizers.
- Can spread to areas containing combustible materials.
- Examples: Lighter fluid, highway flares, aerosol paint, gasoline.



Corrosive Materials

- Can eat through containers and combine with other chemicals.
- Can burn skin and eyes on contact.
- Can appear harmless until contact produces harmful effect.
- Examples: caustic soda, hydrochloric acid, drain cleaner.



Reactive Materials

- Can explode, ignite, or produce toxic vapors when exposed to air, water, or other materials.
- Can create hazards much more severe than the materials themselves.
- Can take extended periods of time to develop.
- Examples: fireworks, chlorine, ammonia.



Toxic Materials

- Can enter the body through inhalation, ingestion, skin absorption, or injection.
- Include poisons that may create acute or chronic health effects (**acute effects** are immediate and short term; **chronic effects** develop over time and are long term).
- Examples: Lead, asbestos, chlorine.



HAZARDOUS CHEMICALS FOUND AT POSTAL SERVICE FACILITIES

A variety of hazardous chemicals are commonly used in daily Postal Service activities and operations or found at typical Postal Service facilities.

The Postal Service is actively involved in reducing the presence and use of hazardous chemicals in the workplace through a variety of chemical reduction and pollution prevention initiatives.

Hazardous Chemicals

- Acetylene – welding and cutting equipment.
- Gasoline – motor vehicles and motorized equipment.
- Bleach – cleaning.
- Paint and thinner – painting.
- Ammonia – cleaning.
- Inks – cancellation and printing.
- Insecticides – pest control.
- Caustics – janitorial supplies.
- Isopropyl Alcohol – removal of coating ink.
- Hazardous wastes – from the above operations.
- PCBs and asbestos – transformers and insulating materials.
- Lead – water supplies and paint.

HAZARDOUS MATERIALS ACCEPTED FOR MAILING

Most hazardous materials are non-mailable. However, the Postal Service does accept a small number of certain specified **hazardous materials** for mailing. Generally these hazardous materials are considered to be consumer commodity ORM-D materials and are not accepted in quantities large enough to present a serious hazard to safety or human health. Mailable hazardous materials are only accepted if properly packaged and labeled according to strict Postal Service regulations.

INFECTIOUS SUBSTANCES CHARACTERISTICS

Infectious Substances (also known as etiologic agents) are characterized by their ability to cause infection and disease. The disease causing agents found in some infectious substances (etiologic agents) are known as bloodborne pathogens (BBP). A diagnostic specimen “not known” or “not reasonably believed” to contain an etiologic agent, is **not** considered an “infectious substance” for packaging and labeling purposes.

INFECTIOUS SUBSTANCES FOUND AT POSTAL SERVICE FACILITIES

Several types of infectious substances may be encountered at Postal Service facilities and operations.

Infectious Substances

- Etiologic agents – known infectious materials.
- Blood or other bodily fluids associated with a contagious illness.



Part V

RECOGNITION AND HANDLING

HAZARDOUS MATERIALS RECOGNITION

Hazardous materials can be identified by warning labels affixed to a container or package. Warning labels are generally your first source of information about chemical or biological hazards. They must be affixed to bags, bottles, boxes, drums, and all other chemical containers except those used to transfer chemicals. Labels for packages containing **chemicals** must include:

- The name and identification number of the chemical, except for ORM-D material.
- All appropriate hazard warnings.

The name and identification number on the label can be used to find the corresponding material safety data sheet (MSDS), which will provide you with more detailed information about the chemical. In addition, the appropriate hazard warnings can provide you with information about potential dangers associated with the chemicals. Labels for packages containing known **infectious substances** must carry the biohazard symbol or the package must be red in color.

Descriptions of common labeling schemes and representative labels are presented on the next page. In addition, common Department of Transportation (DOT) hazard warning labels are presented on the inside front cover of this guidebook. You may encounter other types of labels not mentioned in this handbook.

(Note: Any parcel required to bear a DOT diamond shaped class label (except "Infectious Substance 6" and "Class 9 Miscellaneous Hazardous Materials – For Dry Ice Only") is non-mailable. If a parcel bearing any of these labels is found in the mailstream, follow procedures in Postal Operations Manual (POM) 139.117-118.)

The "Written" Label

This label provides comprehensive information on the chemical in the container in a written format. It includes hazard warnings, precautions for use, and appropriate first aid measures.

Chlorine Bleach

HAZARDS
Strong Oxidizer. Temporary eye injury
Irritant. Skin
Hazardous to humans and domestic animals.

WARNING!
DO NOT USE OR MIX WITH OTHER HOUSEHOLD CHEMICALS. TO DO SO WILL RELEASE HAZARDOUS GASES.
Avoid contact with eyes, skin, and clothing.
Harmful if swallowed.

Flush drains before and after use.
Wash thoroughly after handling.
Prolonged contact with metal may cause pitting or discoloration.

FIRST AID: If in eyes: remove contact lenses; rinse with plenty of water for at least 15 minutes. If swallowed: drink a glassful of water. In either case, call a physician. If contact with skin: immediately remove contaminated clothing and wash skin thoroughly with water.

For additional information, see Material Safety Data Sheet (MSDS) for this chemical.
The Bleach Co. 1 Industrial Dr. Fresno, CA 93728

The "NFPA" Label

The National Fire Protection Association (NFPA) label is a diamond, divided into four smaller diamonds with each one representing a color-coded hazard category. Blue represents flammability. Red represents health. Yellow is reactivity. White is used for special hazards. These hazards are rated on a scale of zero to four, with zero being a non-hazard and four being extremely hazardous.









The "HMIS" Label

The Hazardous Material Identification System (HMIS) label is similar to the NFPA label, but uses colored bands instead of diamonds to represent the type of hazard being described. The type of hazard is printed within each band with the zero to four NFPA rating for physical hazards. There is a band for personal protective equipment which uses alphabetic codes ranging from A to K. Each code is geared to specific personal protective gear.



The "CHIT" Label

The Chemical Hazard Identification and Training (CHIT) label uses symbols combined with brief written descriptions to convey hazard warnings.

NAME _____		CAS# _____	SPECIAL HAZARD _____	PERSONAL PROTECTIVE EQUIPMENT
DANGER				 GLOVES
FIRE HAZARD  COMBUSTIBLE FLASHPOINT 100-200°F	REACTIVITY STABLE UNDER NORMAL CONDITIONS	 OXIDIZER		 GOGGLES
HEALTH HAZARD  EYE IRRITANT		 SKIN IRRITANT		

The "DOT" Label

The Department of Transportation (DOT) label classifies hazardous materials by either their hazard class number or class name. The labels are diamond-shaped, color-coded, and contain a symbol and hazard class number.

MAILPIECES WITH THESE LABELS ARE NOT ACCEPTABLE:



MAILPIECES WITH THESE LABELS ARE POTENTIALLY ACCEPTABLE:



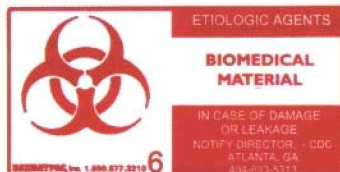
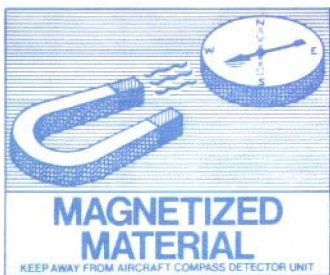
The "International Biohazard" Symbol

The biohazard symbol indicates contaminated or infectious material. Red containers may be substituted for biohazard warning labels.



Biohazard

Additional Labels



Sometimes the appropriate hazard warning labels may not always be present on a mailpiece. In these instances, if you suspect that a parcel may contain hazardous materials, you should pay attention to other indicators such as the following package characteristics.

Package Characteristics



- Sound of broken glass or plastic.
- Stain or unusual odor.
- Address information (e.g., chemical company, laboratory, medical facility, school).
- Labels.

SAFE HANDLING OF PARCELS SUSPECTED OF CONTAINING HAZARDOUS MATERIALS

Parcels suspected of containing hazardous materials should be handled carefully. If you suspect that a parcel may contain such materials you should follow appropriate guidelines.

Guidelines for Handling Parcels Suspected of Containing Hazardous Materials

- Do not throw, drop, or slide articles that are believed to contain hazardous materials.
- Transport parcels containing hazardous materials in reliable carts.
- Store parcels containing hazardous materials in an isolated area away from work traffic flows.
- Separate and store radioactive materials at least 10 feet apart.
- Separate corrosives, flammable solids, oxidizers, and organic peroxides during transport and storage.
- Place parcels containing hazardous materials on the top center of a cart and secure them before moving the cart.
- Never leave hazardous materials unattended.

If a parcel is leaking or broken, follow the emergency procedures described in Part VII of this handbook.

Part VI

ACCEPTANCE AND REFUSAL

ACCEPTANCE AND REFUSAL

The Postal Service accepts a small number of hazardous materials for mailing. The quantities allowed are small enough so that the materials present little hazard to life, health, or property. The items that are generally accepted are Other Regulated Materials Class D (ORM-D) materials (consumer commodities).

Customers should be advised as to what materials are mailable prior to mailing. The following documents provide guidance on the mailability of hazardous materials.

- Poster 76, *Hazardous Materials*
- Notice 107, *Hazardous Materials*
- Publication 52, *Hazardous, Restricted, and Perishable Mail*
- *Domestic Mail Manual (DMM)*
- *International Mail Manual (IMM)*



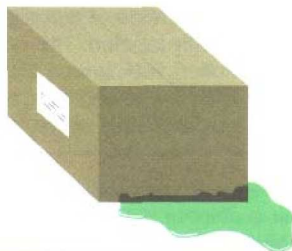
Acceptance clerks may refuse a parcel containing hazardous materials if it is determined that the item does not meet Postal Service mailability criteria. The references listed above may be used by mail acceptance personnel when deciding when and under what conditions hazardous, restricted, or perishable material may be accepted for mailing.

- Technical questions may be referred to the nearest Rates and Classification Service Center. (See page 23.)
- If a material believed to be hazardous and non-mailable has entered the mailstream, it should be temporarily held from dispatch and delivery and reported to the Inspection Service, per POM 139.117.
- If the mailer desires a review of a decision, the postmaster should refer a complete statement of the facts to the RCSC per DMM G020.3.0.

Dispatch any hazardous material (except ORM-D material) mailable article as an outside piece only, per DMM C050.6.0.

PACKAGING, LABELING, AND SHIPPER'S DECLARATION

Safe handling of hazardous materials requires proper packaging in order to protect customers, employees, equipment, and other mail. Customers should be informed of appropriate packaging, labeling, and "Shipper's Declaration" requirements.



Packaging requirements must be observed by acceptance personnel.

Packaging Requirements

- The weight of the contents of a parcel should not exceed the rating of the container. Packaging including containers, cushioning, closures and reinforcement must, at a minimum, meet the requirements of *DMM* and Publication 52.
- Cushioning must be sufficient to protect against breakage and to absorb the contents in case of leakage.
- Inadequate closure and reinforcement causes a majority of package failures. Pressure sensitive filament tape should be used for reinforcement. If other packaging tape is used, it must be at least two inches wide. A screw top closure must require at least 1 to 1 1/2 turns to open and should preferably be reinforced with plastic tape. Friction closures (such as paint cans) are unacceptable without reinforcing clips or rings.

All parcels containing hazardous materials must be appropriately and legibly marked. The following labeling requirements should be observed by acceptance personnel.

Labeling Requirements

- Except for business reply mail (BRM), both the delivery and return address must appear on every parcel and must be large enough to be legible at arm's length.
- The outside of parcels containing hazardous materials must be plainly labeled. The only exceptions are parcels containing controlled substances (*DMM* and Publication 52).
- With few exceptions, a shipper's declaration is required on hazardous materials which may be sent by air transportation.

When mail containing hazardous materials is received for transportation by air, a shipper's declaration must be prepared in accordance with DOT regulations. DOT regulations require a particular marking or warning label on each parcel. These procedures must be observed.

Shipper's Declaration Requirements

- Examine the parcel and check labeling.
- Verify that the shipper's declaration is complete and in triplicate.
- Make sure the shipper's declaration has been certified by the mailer.
- Make sure the shipper's declaration clearly identifies the parcel (as required by Publication 52 and Chapters 2 and 3 of the *IMM*).

Tag 44 Requirements

- Must be attached to sack/pouch containing clinical specimens (DOT Class 6.2).
- Must be handled as an outside piece.
- Only like clinical specimens may be sacked with a Tag 44.
- Applicable type of Clinical Specimen must be checked.

Mailers are responsible for complying with other federal laws concerning mailable hazardous materials.



Part VII

RESPONSE TO HAZARDOUS MATERIAL INCIDENTS AND EMERGENCIES

WHAT OSHA REGULATIONS COVER HAZARDOUS MATERIALS?

At least three sets of Occupational Safety & Health Administration (OSHA) regulations must be followed depending on the nature of the release: Hazard Communication (HAZCOM), Hazardous Waste Operations and Emergency Response (HAZWOPER), and Occupational Exposure to Bloodborne Pathogens (BBP).

Hazard Communication

The HAZCOM standard requires that employees be informed of the hazards presented by the chemicals they work with through training, container labeling, MSDSs, and other forms of warning. The HAZCOM training teaches you about hazardous materials characteristics, and where to obtain information about chemicals that you encounter in the workplace. The HAZCOM training does not teach you how to respond to hazardous material releases beyond notifying someone with more advanced training.

Hazardous Waste Operations and Emergency Response

The HAZWOPER standard applies to facilities where hazardous materials are handled or stored, and covers **emergency response** for releases of hazardous materials. The Postal Service utilizes two levels of HAZWOPER training to ensure a competent and appropriate level of response: First Responder Awareness Level and First Responder Operations Level. The Awareness Level training does not teach you how to respond to hazardous materials releases beyond notifying someone with more advanced training. The Operations Level training teaches you how to respond defensively to a hazardous material incident.

Occupational Exposure to Bloodborne Pathogens

The BBP standard applies to individuals who, through the course of their work, may be exposed to potentially infectious substances originating from either humans or animals. These materials may include blood, urine, tissues,

and other potentially infectious substances leaking from packages or resulting from a workplace accident. The BBP training teaches you how to respond to a release of potentially infectious substances, how to protect yourself and others, and how to safely handle, dispose of and decontaminate materials contaminated by bloodborne pathogens.

For spill clean-up, the principle of “universal precautions” is to be used. That is, assume *all* human blood and certain human body fluids are potentially infectious for bloodborne pathogens, even though postal mailing rules do not make this assumption.

WHAT IS A HAZARDOUS MATERIAL RELEASE?

A variety of hazardous chemicals are routinely used in day-to-day Postal Service facility operations (e.g., paints, inks, solvents, cleaners). In addition, some hazardous materials are considered mailable (in specific quantities), and may be found in parcels that have entered the Postal Service mailstream. Occasionally, hazardous materials may spill, leak, or otherwise be released into the workplace or the environment. Such events can be categorized as being either **incidental releases** or **emergency releases**.

An **Incidental Release** is a minor or non-emergency event that presents limited risk to the health and safety of employees. Such events are typically small in volume, have little potential for human exposure, and involve materials of low toxicity. Still, incidental releases must be taken seriously. Any incidental hazardous material release must be confined quickly and responded to appropriately.



An **Emergency Release** is a more significant event and can result in major risks to the health and safety of employees and customers, as well as damage to the environment and Postal Service property. Such events constitute real or threatened emergency situations, and can involve fire, explosion, or severe chemical exposure. A coordinated response from an outside emergency response organization (e.g., fire department, hazardous materials response team) is required to safely contain, clean-up, or otherwise respond to an emergency release.



In the event of a hazardous material release, it is important that trained personnel are able to quickly assess and determine whether an incidental or emergency release is occurring. The ability to distinguish between these two categories of releases will largely determine what response procedures should be followed. When in doubt, check with your supervisor, operations level responders, plant, or district safety specialists. Play it safe and err on the side of safety.

WHO MAY RESPOND TO HAZARDOUS MATERIAL RELEASES?

Only Postal Service personnel who have received the **HAZWOPER** training are qualified to respond to spills, leaks, and other incidental releases of hazardous chemicals or potentially infectious biological materials. Postal Service personnel who have received **BBP** training are only qualified to respond to spills, leaks, and other incidental releases of potentially infectious biological materials.

- **HAZWOPER Awareness Level First Responders** are trained to recognize and identify hazardous materials, understand the general risks associated with a release, and know how to contact or notify an Operations Level First Responder.
- **HAZWOPER Operations Level First Responders** are trained to assess the risks and hazards of a release, contain a release in a safe and defensive manner, and contact appropriate outside response personnel as necessary. They also receive training as BBP Responders.

If you have not undergone BBP and HAZWOPER training at either the Awareness or Operations level, you should not become involved in responding to a hazardous chemical or infectious substance release. If you should notice a leaking package, your only duty is to immediately notify a trained Hazardous Material First Responder that a potential hazardous chemical or infectious substance release has occurred.

WHAT EMERGENCY RESPONSE PROCEDURES MUST BE FOLLOWED?

Following appropriate emergency response procedures quickly and correctly can reduce injuries, help save lives, and prevent damage to Postal Service property and the environment. Based on your level of training, the following general response guidelines should be followed if you witness or are called to respond to a hazardous material release.

HAZWOPER First Responder Awareness Level

1. Consider your and your co-workers' safety.
2. Contact Supervisor who will contact "operations trained" personnel.
3. Isolate the spill if it is safe to do so. (Stop mechanized equipment, clear area.)
4. Identify the hazardous material released if it is safe to do so (based on external markings).

Awareness

isolate
contact

HAZWOPER First Responder Operations Level

1. Consider your and your co-workers' safety.
2. Contact Supervisor who will contact "operations trained" personnel.
3. Isolate the spill if it is safe to do so.
4. Identify the hazardous material released if it is safe to do so.
5. Determine if the release is incidental or emergency.

Operations

assess
identify
respond
contact

HAZWOPER Specialist (Postal)

Safety Specialists, Environmental Compliance Coordinators and others have received Specialist-Employee training and are to be contacted for the following:

1. Assist Operations Level First Responders in determining if a release is incidental or emergency.
2. Liaison between outside HAZMAT emergency response personnel and facility personnel.
3. Qualified to train HAZWOPER First Responder Awareness and Operations Level courses if Facilitative Instructional Workshop (NTD21258-00) has been completed per NCED.

Specialist

resource
liaison

If Incidental Release:

- Determine safe clean-up and rewrap/disposal measures.
- Determine what PPE (Personal Protective Equipment) and other hazard control measures are needed.
- Follow actions indicated in the facility spill Standard Operating Procedure (SOP).

If Emergency Release:

- Contact management, as needed, to evaluate the need for an outside response agency (HAZMAT team) or spill contractor.
- Follow actions indicated in the facility Emergency Action Plan (EAP).

Provide the outside Emergency Response team with pertinent information, including:

- Your name and the location of the release.
- Estimated amount of released material.
- Identity of material (chemical or trade name or description).
- Known hazards to workers or the environment.
- Conditions at the scene (fire, injuries, or property damage).
- Details about the nature of release (e.g., whether vapors are escaping into the air or the spill is spreading).

These response guidelines are applicable to hazardous material incidents that occur in the mailstream, as well as part of routine facility activities. The order in which you carry out the duties listed above will depend on the specific circumstances of each incident. ***Always remember that your responsibilities to respond to an emergency do not involve risking your life!***

SITE-SPECIFIC EMERGENCY RESPONSE PROCEDURES

The hazardous material response procedures presented above are generic in nature. Postal Service locations (e.g., Processing and Distribution Center (P&DC), Bulk Mail Center (BMC), Vehicle Maintenance Facility (VMF)) are required to supplement these procedures with more detailed, facility-specific guidelines. Your facility-specific plans will give more guidance by preparing the following plans:



Standard Operating Procedures (SOPs) for Clean-up of Spills and Leaks of Mailed Items address response to releases that occur in the mailstream. They may identify the following:

- Employees trained to manage spills and leaks.
- Specific clean-up teams and contractors.
- Personal protective equipment that must be worn.
- Other procedures critical to the safe and effective response to a hazardous material incident.



Emergency Action Plans (EAPs) cover a wide assortment of potential emergencies, including fire, explosion, and bomb threats. The EAP will identify the following:

- Actions to be taken in the event of a hazardous material spill and leak.
- Safe evacuation procedures.
- Telephone numbers of outside emergency responders.
- Telephone numbers of facility's spill team.



Exposure Control Plans (ECPs) address exposure to infectious biological materials that may harbor bloodborne pathogens. They identify the following:

- Employee at risk for exposure.
- Procedures for handling, disposal, and clean up of materials contaminated with bloodborne pathogens.
- Personal protective equipment.
- Communication of hazards to employees.
- Post-exposure Hepatitis B vaccinations.
- Medical follow-up.
- Recordkeeping.
- Procedures for implementing the plan.

You should seek information on and become familiar with your facility's specific SOPs, EAPs, and ECPs. These plans have been prepared to avoid confusion about what to do when certain situations arise. They should be followed to ensure safe and proper response.

HAZARDOUS MATERIALS INCIDENT REPORTS

Incident reports must be filed when a mailstream item produces injury, illness, significant property damage, or disruption to operations. Form 1770, *Hazardous Materials Incident Report*, is used to report such incidents. Contact your supervisor if you are involved in a hazardous material incident, and would like to provide input into the report.

UNITED STATES POSTAL SERVICE		Hazardous Materials Incident Report <small>(See Instructions on Reverse)</small>	
Description		Date & Time of Incident	
Date & Time of Incident		Address of Facility Where Incident Occurred	
Factory Type (BMC, AMF, etc.):			
Location (Principal site of incident)		Address (Complete name and address as shown on mailer shipper's certificate)	
<input type="checkbox"/> Workroom (Operation No. _____) <input type="checkbox"/> Repair <input type="checkbox"/> Dock Area <input type="checkbox"/> Aerial/Ramp <input type="checkbox"/> Surface Vehicle <input type="checkbox"/> Other			
Type (Check all that apply)		Mailer (Complete name and address as shown on mailer shipper's certificate)	
<input type="checkbox"/> Leaking Parcel <input type="checkbox"/> Radioactive <input type="checkbox"/> Fire <input type="checkbox"/> Hazardous Order <input type="checkbox"/> Explosion <input type="checkbox"/> Other			
Cause (Check one that most likely caused incident)		Mail Type	
<input type="checkbox"/> Damage in Handling <input type="checkbox"/> Defective Closure <input type="checkbox"/> Inadequate Packaging <input type="checkbox"/> Failure of Inner Receptacle <input type="checkbox"/> Internal Pressure <input type="checkbox"/> Other		<input type="checkbox"/> Express Mail <input type="checkbox"/> Standard A <input type="checkbox"/> Priority Mail <input type="checkbox"/> Standard B <input type="checkbox"/> First-Class <input type="checkbox"/> Non-Machinable Outside	
Contents		Material Name *	
<input type="checkbox"/> Liquid <input type="checkbox"/> Solid <input type="checkbox"/> Gas <input type="checkbox"/> Powder Hazard Class *		<input type="checkbox"/> Mixture/Multiphase? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Packing * Size (Length, depth, width) Amount Labeling			
Material X X			
Estimated Property Damage *		Was Shipper's Certificate Advised? *	
\$ Estimated Work hours Cost \$ Estimated Cleanup Hours Other Costs \$ Injury/Exposure *		<input type="checkbox"/> Yes <input type="checkbox"/> No/Not Required? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
Number *		Form 1769, Accident Report Filed?	
USPS Only? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes (Accident No. _____) <input type="checkbox"/> No	
Narrative			
Follow-Up Action (You MUST Complete This Section) When the incident was caused by non-mailable or improperly packaged hazardous materials, report contact with Pm mailer as required by Management Instruction E-810-85-1			
Your Subordinate/Facility Manager Printed Name, Title, and Signature Date Work Phone (Include Area Code)			
PS Form 1770, April 1987			

FACILITY-SPECIFIC HAZARDOUS MATERIAL SPILL AND LEAK SOP

The Facility Hazardous Material Spill and Leak SOP designates personnel who will determine:

- The nature and hazards of the contaminant.
- Protective equipment required.
- Clean-up and disposal requirements.
- Special precautions and other actions.

If qualified spill response personnel are unavailable, enact your facility EAP, which may include calling the Fire Department and CHEMTREC (800-424-9300).

List Appropriate Numbers:

Facility-Designated Employees Tour I: _____

Who Are Hazwoper Trained: Tour II: _____

 Tour III: _____

Local Fire Department/Emergency Service: _____

Postal Inspectors: _____

CHEMTREC (24-Hour Number:) 800-424-9300

Supervisors: _____

Postmaster: _____

Appendix A
RATES AND CLASSIFICATION
SERVICE CENTERS

Northern Virginia

RATES AND CLASSIFICATION SERVICE CENTER
5904 RICHMOND HIGHWAY, SUITE 500
ALEXANDRIA, VA 22303-2736
703-329-3660

New York

RATES AND CLASSIFICATION SERVICE CENTER
1250 BROADWAY, 14TH FLOOR
NEW YORK, NY 10095-9599
212-613-8676

Chicago

RATES AND CLASSIFICATION SERVICE CENTER
3900 GABRIELLE LANE, ROOM 111
FOX VALLEY, IL 60597-9599
630-978-4329

Memphis

RATES AND CLASSIFICATION SERVICE CENTER
1 NORTH FRONT STREET
MEMPHIS, TN 38165-9599
901-576-2212

San Francisco

RATES AND CLASSIFICATION SERVICE CENTER
33 NEW MONTGOMERY STREET, SUITE 1690
SAN FRANCISCO, CA 94105-4514
415-247-7200

(For latest information see DMM G042 or the Postal Service Intranet site)

Appendix B

REFERENCES

Postal Service Publications:

Domestic Mail Manual, C023, Hazardous Material.

OS-04-21-98, Hazardous Materials and Dangerous Goods in the Mail. Publication 52, Hazardous, Restricted, and Perishable Mail.

International Mail Manual, Sections 135 and 136.

Postal Operations Manual, Sections 137 and 139.

Other Publications:

Code of Federal Regulations, Title 49, Transportation, Part 100 to 185.

Available from:

SUPERINTENDENT OF DOCUMENTS
U.S. GOVERNMENT PRINTING OFFICE
WASHINGTON DC 20402-0001

Air Transport Restricted Articles, Circular No. 6-D.

Available from:

AIRLINE TARIFF PUBLISHING CO.
DULLES INTERNATIONAL AIRPORT
P.O. BOX 17415
WASHINGTON DC 20041-0415

Hazardous Materials-Emergency Response Guidebook

Available from:

MATERIALS TRANSPORTATION BUREAU
RESEARCH AND SPECIAL PROGRAMS ADMINISTRATION
U.S. DEPARTMENT OF TRANSPORTATION
WASHINGTON DC 20590-0001

ICAO Technical Instructions

Available from:

INTERNATIONAL CIVIL AVIATION ORGANIZATION
ATTN: DOCUMENT SALES UNIT
1000 SHERBROOKE STREET WEST, SUITE 400
MONTREAL, QUEBEC
CANADA H3A 2R2

Appendix C

HAZWOPER COURSE INFORMATION

Can be taught
by HAZWOPER
Specialist level
personnel *

Course Name	Course No.	Prerequisite	Duration	Annual Refresher	Can be taught by HAZWOPER Specialist level personnel *
Intro to Hazard	19501-42	No	20 min.	No	No
Hazard Communications	19L81-00	No	4 hrs.	No	No
Bloodborne Pathogen	19L70-00	No	2 hrs.	Yes	Yes
Bloodborne Pathogen Refresher	19670-13	Bloodborne Pathogen	30 min	—	Yes
HAZWOPER First Responder Awareness Level	19501-13	No	30 min	Yes	Yes
HAZWOPER First Responder Operations Level	19L81-04	HAZCOM	8 hrs.	Yes	Yes
HAZWOPER First Responder Operations Level Refresher	19683-21	HAZWOPER Operations	4 hrs.	—	Yes
HAZWOPER Specialist (Postal)	19683-14	HAZCOM	24 hrs.	Yes	No
HAZWOPER Specialist Refresher (Postal)	19683-20	HAZWOPER Specialist	4 hrs.	—	No

*Trainer requirements are provided during the HAZWOPER Specialist training course.

For additional copies of Handbook EL-812, *Hazardous Materials and Spill Response*, use Form 7380, MDC Supply Requisition, to order from your material distribution center.

Address comments or questions regarding this document to:

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UNITED STATES POSTAL SERVICE
475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-4231

