

HAZMAT Transportation Security Awareness – Receiver Checklist

When you evaluate a receiver, ask the following questions and note your findings and any recommendations you have. Note that your government may provide its own checklists for security evaluations. Please check your government's website to find out more.

Hazardous Materials Storage and Handling

- ☐ How do you secure and store hazardous materials after you receive them?
- ☐ Does your company protect hazardous materials using alarms or security systems?
- ☐ How do you verify that authorized personnel are available to receive and promptly store hazardous materials?
- ☐ How do you keep unauthorized personnel out of the area?
- ☐ How do you keep untrained personnel out of the area?
- ☐ What procedure do you have to refuse receipt of suspicious packages?
- ☐ How often do you audit your inventory?
- ☐ What is the reporting procedure if material is missing from the inventory?
- ☐ Do you have a checklist for receipt and temporary storage of hazardous materials?
 - ☐ Do your employees use the checklist effectively?

Training and Personnel

- ☐ How do you train your personnel?
- ☐ What training records do you keep?
- ☐ Are hazardous material handlers trained to recognize and dispose of suspicious packages?
- ☐ Are all personnel trained to recognize and deal with suspicious behavior?
- ☐ Do you conduct employee background checks?
- ☐ Do you periodically review and update background checks? How often?

Receiving a Delivery

- ☐ What procedure do you have to verify if the carrier's delivery is expected?
- ☐ How is the carrier's identification matched to shipping records?
- ☐ How is the carrier's equipment checked for safety and security?

Unloading and Securing Shipments

- ☐ How do you verify that hazardous materials are securely unloaded and stored?
- ☐ How do you notify the shipper about receipt of a shipment?
- ☐ What procedures are in place to inspect packages and shipping documents?
- ☐ How do you notify the shipper of missing or damaged items?