

HAZMAT Transportation Security Awareness – Checklists

Shipper Checklist

When you evaluate a shipper, 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 hazardous materials?
- ☐ Does your company protect hazardous materials using alarms or security systems?
- ☐ How do you keep unauthorized personnel out of the area?
- ☐ How do you keep untrained personnel out of the area?
- ☐ What hazardous materials inventory records do you keep?
 - ☐ How often do you audit the inventory?
 - ☐ What is the reporting procedure if material is missing from the inventory?
- ☐ Do your employees use a checklist for packaging and transferring hazardous materials?
 - ☐ Do they use the checklists effectively?
- ☐ Does your company conduct routine security inspections?

Training and Personnel

- ☐ How are shipping personnel trained?
- ☐ How are training records kept?
- ☐ Do you train hazardous material handlers to recognize/dispose of suspicious packages?
- ☐ Do you train your employees to recognize and deal with suspicious behavior?
- ☐ Do you conduct employee background checks?
 - ☐ Do you periodically review/update the checks? How often?
- ☐ Does your company hold regular employee/management meetings to discuss security measures and awareness?

Carrier Safety

- ☐ How is the carrier's identification matched to shipping records?
- ☐ What program do you have to audit your carrier's security procedures?
- ☐ What procedure do you have to verify if the carrier is authorized to carry your hazardous materials?
- ☐ How is the carrier's equipment checked for safety?

Loading and Securing Shipments

- ☐ How do you verify that hazardous materials are securely loaded and properly labeled?
- ☐ How do you track a shipment after it has left your facility?
- ☐ When do you notify the receiver that the shipment is en route?
 - ☐ What information do you provide to the receiver?
 - ☐ Is this information adequate?
- ☐ What procedure do you have to follow up about the safe arrival of hazardous materials?

Carrier Checklist

When you are choosing a carrier, be sure to ask the following questions and note the response 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 Transportation and Handling

- ☐ How do you secure vehicles with hazardous materials?
- ☐ How do you keep unauthorized people from entering the area?
- ☐ How do you keep untrained people from entering the area?

Training and Personnel

- ☐ How do you train your drivers/operators?
- ☐ How do you train maintenance people?
- ☐ How do you keep training records?
- ☐ How do you verify that your employees meet all the government requirements for handling and transporting hazardous materials?
- ☐ Do you train employees about how to inspect packages and recognize suspicious packages prior to accepting them for shipment?
- ☐ Do you train your employees to recognize and deal with suspicious behavior?
- ☐ Do you train drivers/operators about marking, labeling, placarding and packaging requirements?
- ☐ Do you conduct employee background checks?
- ☐ Do you periodically review and update background? How often?

Carrier Safety

- ☐ Do your operators/drivers carry proper identification?
- ☐ How do you verify if your operator/driver is authorized to carry hazardous materials?
- ☐ How do your employees check your equipment for safety?
- ☐ Do you conduct random security checks of personnel and vehicles?
- ☐ What monitoring and tracking equipment do you have for your fleet?
- ☐ How do you protect hazardous materials during breakdowns/emergencies?

Transport

- ☐ Are local law enforcement officials familiar with what you carry?
- ☐ What procedure do you use to review a driver/operator's planned routes, layovers and equipment changes?
- ☐ How does your driver/operator verify that a site is expecting a pickup or delivery?
- ☐ Do you provide your drivers/operators with delivery contact information?
- ☐ Do you have a way to contact the driver 24 hours a day?
- ☐ How do you follow up to make sure hazardous materials arrived safely?

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?