

# Safety Information Guide for FedEx Ground DOT Service Vendors

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**SF-920P**

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## Introduction

This Safety Information Guide is provided to ensure that all Department of Transportation (DOT) service vendors, including but not limited to service providers and their personnel, are aware of and take responsibility to ensure adherence to relevant safety guidelines. Safety is an integral part of FedEx Ground's business, and there are numerous federal statutes and regulations with which FedEx Ground vendors and their employees agree to be familiar and compliant. As a prior condition to providing services at FedEx Ground stations/hubs, DOT service vendors are asked to:

- Read through this Safety Information Guide to ensure understanding of these safety guidelines.
- Ensure their employees are provided with the information contained in this Safety Information Guide.
- Complete the acknowledgement forms at the back of this guide and ensure that their employees do the same.

While this Safety Information Guide is designed to ensure safety while providing services, it does not relieve vendors of compliance with applicable federal, state, and local safety laws and regulations. Vendors must also comply with the terms of the applicable operating agreement or service contract with FedEx Ground.

## Overall Safety

It is the goal of FedEx Ground to provide and maintain safe and healthy working conditions. The safety and health of our vendors, employees, customers, and the public is of utmost importance. It is the responsibility of FedEx Ground management at all levels to proactively utilize all means available to prevent workplace injuries and illnesses, including:

- Make safety and health the first priority.
- Perform safety inspections to detect and correct unsafe conditions and unsafe acts.
- Keep work areas free of hazards.
- Maintain a program that focuses on improving safety methods, concepts, techniques, and equipment.
- Investigate injuries to determine cause and develop solutions to prevent recurrence.
- Comply with all applicable local, provincial, and national safety requirements and appropriate industry standards.

**Per the applicable agreement, it is the responsibility of each vendor to do all of the above for themselves and their employees. It is also important that vendors and their employees work with tools and equipment that are safe.**

It is the responsibility of each individual to:

- Perform their duties in a safety conscious manner at all times
- Maintain work habits that protect others as well as themselves
- Observe all applicable station/hub and office safety rules

## **Communicable Infectious Disease Pandemic**

The U.S. Occupational Safety and Health Administration (OSHA) considers a communicable infectious disease to be a work-related illness if an employee is exposed to and contracts the disease while in the workplace or while performing work duties. In the event of a communicable infectious disease pandemic, FedEx Ground relies upon applicable state and local OSHA or equivalent workplace safety agency standards and guidance, as well as the Centers for Disease Control (CDC) and any other applicable regulatory guidance as issued and routinely updated in implementing measures to protect against workplace exposure and transmission of a communicable infectious disease within a particular location. These measures may include, but are not limited to engineering, administrative and work practice controls, providing and requiring the use of or permitting the voluntary use of personal protective equipment (PPE) including masks and gloves as appropriate, temperature screening, self-reporting, appropriate return-to-work measures, symptom screening and monitoring, contact tracing, sanitation, and the enforcement of social distancing practices while on FedEx Ground premises.

## **DOT Service Vendor Responsibilities**

DOT service vendors (referred to as vendors throughout this document, includes service providers) are responsible for the safety and health of their employees, and for implementing their company safety program, which includes all applicable federal, state, and local safety requirements, as well as FedEx Ground safety standards applicable to the work being performed. Additionally, vendors must ensure the performance of their work does not create hazards that could endanger other site vendors, FedEx Ground employees, customers or the public.

Examples of vendor safety program training may include equipment operation, electrical work, lock out/tag out, fire prevention, hazard communication/chemical safety or control of other physical/construction hazards, etc.

Vendors can work with FedEx Ground station/hub management to coordinate activities to ensure site safety compliance in the performance of their work, and to minimize hazards, injuries or illnesses.

All vendors must read the sections of this guide that apply to the work they perform on FedEx Ground property and while performing services under the FedEx Ground operating authority.

Vendors must immediately report all vehicle accidents, property damage, cargo damage, unsafe assembly of equipment events, disconnects of equipment, Hazmat spills, and/or injuries to FedEx Ground station/hub management.



## Working Safely and Preventing Injury and Illness

Vendors should read this section and direction questions to station/hub management or to the district safety specialist.

### Basic Material Handling Safety

FedEx Ground relies on belt conveyor systems that help transport, sort, and distribute customer packages. As with other types of machinery, conveyors and conveyor accessories can cause serious injury if safety rules are not followed at all times. It is important that everyone complies with conveyor safety and understands and follows basic safety guidelines, including:

- Clothing, fingers, hair, and other parts of the body must be kept away from the conveyor.
- Jewelry that poses a safety risk (e.g., necklaces, etc.) must not be worn while working or walking near the conveyor.
- Climbing, stepping, sitting, walking, riding or crawling over or under a conveyor is prohibited.
- Unsafe conditions, such as machine guards (e.g., motor guards) not being in place should be reported to the FedEx Ground management team immediately.
- Everyone should be shown where the emergency stop devices (e-stops) are and how to use them. E-stops are used to shut down or stop a conveyor during an emergency.
- Everyone must be educated on the importance of watching and listening for visible and audible conveyor alarms, which are activated prior to the belt starting.
- Inspecting or retrieving a package, even if a package becomes lodged inside the guarded area, must never be attempted while the conveyor is operating.
- Only trained, authorized personnel are permitted to service a conveyor belt.
- Safe handling and lifting techniques must always be used when removing or placing packages on conveyors.
- All pinch points and nip points must be avoided.
- Conveyor guards must never be opened or removed.
- Stepping or walking on pallets must never be done.

### Lockout/Tagout Safety

Only the authorized and trained individual that placed a lock on the equipment may remove a lock and/or tag that indicates that maintenance work is being performed.

If there is a lock or tag on a piece of conveyor or machinery, only the person who placed it there should remove it.

## Fire Prevention and Emergency Action Plan

- The *Emergency Action Plan, OP-737*, should be reviewed at each station/hub.
- Local FedEx Ground management is required to conduct annual fire drills.
- FedEx Ground management designates safe areas for evacuation including parking lots, open fields or streets located away from the site of the emergency that provide sufficient space to accommodate all individuals.

**Important:** In the event of an active threat, do not go to your designated safe area. All individuals must determine their best course of action as outlined in the Active Threat section of this guide.

- The following are posted in each building:
  - *Emergency Action Plan, OP-737*
  - *If There is a Fire, What Should You Do? Poster, OP-738*
  - *Emergency Contact List, OP-001*
  - Evacuation diagram

**Important:** No individual is required to fight a fire.

### Building Fire Prevention

- Smoking and using tobacco are prohibited in FedEx Ground stations/hubs and offices. Smoking is only permitted in areas specifically designated for smoking.
- Marked walkways must be kept clear for quick evacuation if the need arises.
- Stacking packages behind vehicles on the dock is not permitted. A pathway for evacuation should always be left while working.
- A fire is less likely to spread in an area where good housekeeping habits are used.
- Fire extinguishers, fire pull stations, fire alarms, electrical panels, furnaces, etc. should not be blocked or hindered.
- Fire extinguishers that are not mounted and/or exit signs or exit lights with burned out bulbs should be reported to station/hub management.
- Any hot work (e.g., work that involves open flame, heat, sparks or excessive temperatures) being performed should be avoided.

### Vehicle Fire Prevention

- All refueling on FedEx Ground property must be performed with the engine off.
- Fuel spills on FedEx Ground property require immediate cleanup and proper disposal of cleanup materials.
- As posted at each fueling station/hub, the driver must be in attendance at all times while fueling on FedEx Ground property.
- Metal-to-metal contact with the nozzle and fuel tank filler pipe must be retained during refueling.

## Indoor Air Quality and Vehicle (Engine) Idling

Vehicle exhaust is harmful to breathe. According to the Environmental Protection Agency (EPA), idling is any time a vehicle engine is running, but the vehicle is not moving. Even momentary idling indoors can result in harmful emissions. To prevent exhaust build-up and protect the health of individuals within FedEx Ground facilities, engine idling is not permitted indoors. Idling in the station/hub yard is not allowed except as permitted by law.

<b>Note:</b> Idling a vehicle inside of a FedEx Ground station/hub is not permitted.
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## Yard Safety

- Yard safety is everyone's responsibility.
- Changes in the environment should constantly be monitored.
- Marked pathways should be used when crossing the yard.
- Individuals must use HiVis reflective garments (e.g., reflective vests, T-shirts, and outerwear), which meet or exceed the ANSI 107-2015 standard, in the yard for all tasks with the exception of walking within designated walkways.
- Standing, walking or running behind any vehicle is unsafe.
- Personal electronic devices, including cell phones and ear buds, may not be used when in the yard (including within the pedestrian walkway).
- The edge of a dock/catwalk should be avoided when any vehicle is being backed into position.
- Dock steps are to be used when entering and exiting a building. Jumping out of or climbing into dock bay doors is not permitted.
- Motorized vehicles should be given right of way over pedestrians.
- Yard speed limits must be obeyed.
- All vehicles, regardless of the time of day, should be operated with headlights on when operating in FedEx Ground yards.
- When backing up in a vehicle, mirrors and backing cameras (if applicable) should be checked, and back-up should be done slowly with great attention to clearances. It may be necessary to get out/off of the vehicle and check the backing conditions before proceeding.
- When backing to the dock, the trailer, van or straight truck should be square to the dock to eliminate gaps between the dock and the trailer.
- Backup alarms on the switchers should be heeded, and everyone should be visually aware of vehicle activity.

- Using the handles on dollies is recommended when maneuvering in the yard.
- Caution should be used when coupling and uncoupling trailers, dollies, and combinations to protect against injuries, accidents, and property damage.
  - Proper trailer and dolly coupling is outlined in Federal Motor Carrier Safety Regulations Part 393 Subpart F and in the most recent version of the Commercial Driver's Manual.
- If a trailer or truck is being loaded with a forklift, the vendor must make sure that the vehicle's ignition is turned off, that all brakes are applied, and that wheel blocks are placed under the tires.
- Before trailers are removed from the dock, ensure that the trailer door has been closed and the vendor-employed driver has accepted the hook slip.

## Dry Ice Safety

Dry ice is commonly used in package transport; however, because the DOT does not regulate the use of dry ice in package transport, it is not always easy to identify when dry ice is present. Indicators that may help detect dry ice include the temperature of the package being cold, perhaps even with frost present. Another indicator is text or other markings on the package.



- Why is dry ice a hazard inside enclosed spaces such as vehicles?

As dry ice warms, it converts to carbon dioxide gas. In an enclosed vehicle, carbon dioxide gas fills the air space and displaces oxygen. Dry ice gas is odorless, colorless, and tasteless; there is little to no warning that it is even present.
- What risks are associated with dry ice?

Excess carbon dioxide and a lack of oxygen can cause unconsciousness and even lead to death. Symptoms include confusion, dizziness, sleepiness, headache, difficulty breathing, nausea, and vomiting. According to the CDC and the Canadian Centre for Occupational Health and Safety, a cold injury may also occur, which happens when dry ice contacts the skin, causing an injury similar to frostbite or a burn.

- How can dry ice be safely handled in vehicles or enclosed spaces?

If dry ice must be handled directly (i.e., moved when not inside packaging), tongs, special insulated gloves, and safety glasses are suggested. Dry ice should never be in a sealed container (e.g., a sealed bag, bottle or drum) that cannot vent the carbon dioxide gas because it may cause it to rupture or explode.

Vehicles or trailers that contain dry ice may be at risk of creating a hazardous atmosphere. If dry ice is identified in a vehicle or trailer and FedEx Ground didn't alert the service provider of its presence, notify FedEx Ground station management to ensure awareness of the package(s).

A straight or box truck is an ideal option for transporting dry ice because the cargo space is separated from the cab. Vans, especially smaller cargo vans with less air space, can create hazardous conditions in mere minutes. If the cargo and cab spaces share air, keeping windows down at all times (even slightly) when dry ice is present can help ensure ventilation during the transport. If a space that contains dry ice and is not properly ventilated, the risks and symptoms listed above may begin to occur.

- Questions

Awareness of dry ice and the risks associated with the substance may help reduce a hazardous situation from occurring. If there are any questions concerning a package with dry ice, reach out to FedEx Ground management.

## **Injury Reporting**

The vendor is responsible for reporting any occupational injuries and/or illnesses as required per 29 CFR 1904.39 (or applicable OSHA state plan reporting requirement). The vendor should notify station/hub management of any reportable injury that occurs on FedEx Ground property.

## **OSHA Complaints, Investigations or Inspections**

The vendor is responsible for any OSHA complaints, investigations or inspections directed toward the vendor's business. Any meetings, interviews or inspections with OSHA representatives should take place at the vendor's place of business.

## **Hazard Communication Standard (HCS)**

OSHA developed a hazard communication standard (HCS) to ensure that the hazards of all chemicals produced or imported are classified and that information concerning their hazards is transmitted to the workforce.

HSC information is shared by implementing a comprehensive hazard communication program that includes container labeling and other forms of warning, safety data sheets, and training.

The HCS was revised in March 2012 to align with international standards referred to as the Globally Harmonized System (GHS). Three major areas of change in the revision include:

- Hazard classification

Hazard definitions have been changed to provide specific criteria for classification. These criteria help ensure that evaluations of hazardous effects are consistent across manufacturers, and that labels and safety data sheets are more accurate as a result.

- Labels

Chemical manufacturers and importers are required to provide a label that includes a harmonized signal word, pictogram, and hazard statement for each hazard class and category, along with precautionary statements.

- Safety data sheets (SDS)

Formerly known as a material safety data sheet (MSDS) - They provide information about a hazardous chemical and now consist of a specified 16-section format.

## Overview of the HCS Requirements

### Hazard Classification

In the HCS, chemical hazards are classified based on health and/or physical criteria located in Appendixes A and B of the standard. There are 26 classes of hazards assigned to specific HCS pictograms.

### Labels

The container label requirements are designed to better communicate a container's contents, as well as the associated hazards. Labels assist in identifying the material, but they may not list everything required to control the material's hazards. If more information about a material is needed, always refer to the SDS. Read labels before handling any hazardous material.










All chemical containers must be labeled. Containers are labeled by the manufacturer; however, if a manufacturer's label becomes illegible or the material is transferred into another container, a new label must be placed on the container.

The revised HCS requires that chemical manufacturers and importers provide labels that include the following:

- Product identifier – A unique name or number
- Signal word – DANGER or WARNING, for example
- Hazard statement – The nature of the hazard (causes eye irritation, flammable gas, etc.)
- Pictogram – A symbol that conveys information about the hazard
- Precautionary statement – Recommended protective measures that address prevention, response, storage and disposal to minimize adverse effects (keep away from heat, evacuate area, etc.)

## **Pictograms and Associated Hazards**

The HCS requires pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border. The pictogram on the label is determined by the chemical hazard classification.

<p><b>Health Hazard</b></p>  <ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive Toxicity</li> <li>• Respiratory Sensitizer</li> <li>• Target Organ Toxicity</li> <li>• Aspiration Toxicity</li> </ul>	<p><b>Flame</b></p>  <ul style="list-style-type: none"> <li>• Flammables</li> <li>• Pyrophorics</li> <li>• Self-heating</li> <li>• Emits Flammable Gas</li> <li>• Self-reactives</li> <li>• Organic Peroxides</li> </ul>	<p><b>Exclamation Mark</b></p>  <ul style="list-style-type: none"> <li>• Irritant (Skin and Eye)</li> <li>• Skin Sensitizer</li> <li>• Acute Toxicity</li> <li>• Narcotic Effects</li> <li>• Respiratory Tract Irritant</li> <li>• Hazardous to Ozone Layer (Non-mandatory)</li> </ul>
<p><b>Gas Cylinder</b></p>  <ul style="list-style-type: none"> <li>• Gases Under Pressure</li> </ul>	<p><b>Corrosion</b></p>  <ul style="list-style-type: none"> <li>• Skin Corrosion/Burns</li> <li>• Eye Damage</li> <li>• Corrosive to Metals</li> </ul>	<p><b>Exploding Bomb</b></p>  <ul style="list-style-type: none"> <li>• Explosives</li> <li>• Self-reactives</li> <li>• Organic Peroxides</li> </ul>
<p><b>Flame Over Circle</b></p>  <ul style="list-style-type: none"> <li>• Oxidizers</li> </ul>	<p><b>Environment (Non-Mandatory)</b></p>  <ul style="list-style-type: none"> <li>• Aquatic Toxicity</li> </ul>	<p><b>Skull and Crossbones</b></p>  <ul style="list-style-type: none"> <li>• Acute Toxicity (Fatal or Toxic)</li> </ul>

## **Safety Data Sheets (SDS)**

The SDS provides information about a material and serves as a valuable reference for any questions/concerns regarding a chemical's hazardous properties. The SDS details the chemical's components, its hazards, and how to work with it safely, as well as health effects, routes of absorption, and toxicological, physical, and chemical data. Knowing everything possible about a material's hazardous properties puts everyone in a better position to protect themselves.

The HCS requires the SDS to be in a uniform format that includes section numbers, headings, and associated information as follows:

- Section 1, Identification includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use
- Section 2, Hazard(s) identification includes all hazards regarding the chemical; required label elements
- Section 3, Composition/information on ingredients includes information on chemical ingredients; trade secret claims
- Section 4, First-aid measures includes important symptoms/effects, acute, delayed; required treatment
- Section 5, Fire-fighting measures lists suitable extinguishing techniques, equipment; chemical hazards from fire
- Section 6, Accidental release measures lists emergency procedures; protective equipment; proper methods of containment and cleanup
- Section 7, Handling and storage lists precautions for safe handling and storage, including incompatible chemicals
- Section 8, Exposure controls/personal protection lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; PPE
- Section 9, Physical and chemical properties lists the chemical's characteristics
- Section 10, Stability and reactivity lists chemical stability and possibility of hazardous reactions
- Section 11, Toxicological information includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity
- Section 12, Ecological information\*
- Section 13, Disposal considerations\*
- Section 14, Transport information\*
- Section 15, Regulatory information\*
- Section 16, Other information includes the date of preparation or last revision

OSHA does not enforce Sections 12 through 15(29 CFR 1910.1200(g)(2)). Refer to Appendix D of 1910.1200 for a detailed description of SDS contents. For more information, visit [www.osha.gov](http://www.osha.gov).



## FedEx Ground Hazard Communication Program

FedEx Ground developed a hazard communication program to comply with OSHA standards. It includes a written program, initial training and annual retraining for employees, container labeling, and maintenance of SDSs. FedEx Ground SDSs are maintained in a central location at each station/hub and are available for review by station/hub DOT and service vendors. See the station/hub manager for additional information. Vendors and construction contractors are also required to have SDSs available for the chemicals brought onto FedEx Ground property and provide a copy of the SDS to local station/hub management.

Questions concerning the FedEx Ground hazard communication program may be directed to station/hub management or the PGH Safety department.

## Hazardous Materials

Many chemicals, solutions, and products may be considered hazardous. The DOT considers those chemicals, solutions or products (such as lithium batteries and automotive air bags) to be regulated as hazardous materials if they meet the DOT definition.

### Hazardous Materials Definitions

For the purpose and scope of this self-study guide, FedEx Ground refers to Hazmats as those substances or materials, as determined by the Secretary of Transportation, which are capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which have been designated as regulated by the DOT.

It is important to note that not all products that can cause health effects and/or fires are marked and labeled as DOT Hazardous materials. The M/SDS should be obtained for any spill/leak in order to determine the proper methods for safe cleanup.

It is the shipper's responsibility to know if their chemical, solution or product is considered a Hazmat. FedEx Ground is not permitted to classify or reclassify a Hazmat for a shipper. The shipper must also properly package, mark, label, and document Hazmats. FedEx has a secondary responsibility to verify what we can visually inspect.

### Hazmat Employee

For the purposes of this guide, and as set forth in DOT Hazmat regulations, Hazmat employee is defined as a person who is:

- Employed on a full-time, part-time or temporary basis by a Hazmat employer and who, in the course of such employment, directly affects Hazmat transportation safety.
- Self-employed (including an owner-operator of a motor vehicle, vessel or aircraft) transporting Hazmats in commerce and who, in the course of such employment, directly affects Hazmat transportation safety.

This term includes an individual employed on a full-time, part-time or temporary basis by a Hazmat employer who is self-employed, who, during the course of employment:

- Loads, unloads or handles Hazmats
- Designs, manufactures, fabricates, inspects, marks, maintains, reconditions, repairs or tests a package, container or packaging component that is represented, marked, certified or sold as qualified for use in transporting Hazmats in commerce.
- Prepares Hazmats (including shipping papers such as the Hazmat certification) for transportation
- Is responsible for safety of transporting Hazmats
- Operates a vehicle used to transport Hazmats

### **Hazmat Employer**

For the purposes of this guide, and as set forth in the DOT Hazmat regulations, Hazmat employer is defined as a person who employs or uses at least one Hazmat employee on a full-time, part-time or temporary basis, and who:

- Transports Hazmats in commerce
- Causes Hazmats to be transported in commerce

A Hazmat employer can also be a person who is self-employed (including an owner-operator of a motor vehicle, vessel or aircraft) transporting Hazmats in commerce, and who designs, manufactures, fabricates, inspects, marks, maintains, reconditions, repairs or tests a package, container or packaging component that is represented, marked, certified or sold as qualified for use in transporting Hazmats in commerce.

## **Commercial Vehicle Operation Safety**

DOT regulations (49 CFR 177.816) mandate that the drivers of any motor vehicles transporting hazardous materials be trained in the applicable requirements of 49 CFR 390 through 397 and the procedures necessary for the safe operation of the motor vehicle. Subjects to be covered include, but are not limited to the following:

- Pre-trip safety inspections
- Use of vehicle controls and equipment including emergency equipment
- Proper operation of the vehicle including subjects such as backing, parking, and handling
- Loading and unloading of materials, which includes:
  - Ensuring orientation arrows are followed for Hazmat packages
  - Ensuring that packages are prevented from moving while being transported
- Compatibility and segregation

FedEx Ground has posted a number of safety training providers (<https://www.mygroundbiz.com/vendors/safety/qualified-driver-safety-training-program>) that can help fulfill these requirements. These providers offer a comprehensive set of online training courses that cover important topics such as safe vehicle operation, loading/unloading/transporting hazardous materials, and general workplace safety topics.

The Commercial Driver's Manual for the state in which a driver operates outlines whether or not the driver's vehicle meets the definition of a commercial motor vehicle. These books are commonly found at the local Department of Motor Vehicles and the associated web site. FedEx Ground management can provide a source for these documents upon request.

## Hazmat Rules and Regulations

### Background

The DOT sets forth the rules and regulations concerning the transportation of Hazmats. These rules and regulations make up the DOT Hazardous Materials Safety Program. The Hazardous Materials Safety program:

- Is administered by the Pipeline and Hazardous Materials Safety Administration (PHMSA) of the DOT.
- Must be adhered to and followed by everyone involved in the transportation process.

FedEx Ground operates under these DOT regulations. FedEx Ground may have additional restrictions and regulations with which shippers are required to comply. It is essential to understand your business' part in this process and role in ensuring that FedEx Ground operates safely and is in compliance.

### Federal Regulations

The Code of Federal Regulations is divided into 50 titles which represent broad areas regulated by the federal government, from Education to Transportation. In the area of safety and environmental protection, there are several important titles that require familiarization:

- Department of Labor – Title 29 CFR and OSHA regulations (Workplace Safety)
- EPA – Title 40 CFR and EPA regulations (Environmental Protection)
- DOT – Title 49 CFR, DOT regulations, Hazmat regulations.
  - Each title may have several volumes that are sub-divided into specialized areas. For the purposes of this self-study guide, we focus only on 49 CFR (Transportation).

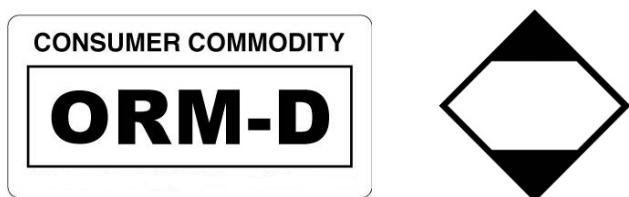


## State Requirements

States may also have special rules regarding the transportation of hazardous materials. These requirements cannot be any less restrictive than the federal regulations, but can add additional requirements. The CDL manual provides additional information about possible state restrictions and contains significant information about shipping hazardous materials specifically for drivers. It can be used to supplement a driver training program.

## Air-Restricted Materials

Due to government restrictions, FedEx Ground cannot ship materials classified as Hazmat, Limited Quantity (Ltd. Qty.) or Other Regulated Materials-Domestic (ORM-D) to, from or within Alaska and Hawaii. Verify that all packages shipping to, from or within Alaska or Hawaii are not Hazmat, Limited Quantity or ORM-D.



### AIR-RESTRICTED MATERIALS HAZMAT, ORM-D, or Limited Quantity

Due to serious safety issues with loading improperly prepared hazardous materials aboard aircraft, FedEx Ground cannot offer Hazmat, Other Regulated Materials-Domestic (ORM-D), or Limited Quantity (Ltd. Qty.) packages to any authorized airline carrier for air transportation based on Federal Aviation Administration (FAA) restrictions.

FedEx Ground requires that all employees comply with applicable legal standards and company policies and procedures. Failure to do so regarding air restricted packages exposes FXG to significant safety and legal risks. Employees who fail to comply with legal standards and company policies and procedures will be subject to discipline up to and including termination.

**DO NOT offer any suspected packages.**

**POSSIBLE MARKINGS:**

- Keep away from Heat, Sparks or Flames
- Combustible Materials
- Marine Pollutant
- Cautic, Acid, or Corrosive
- Any marking that has the word Waste, Spent, Disposal or Recycle
- KEEP FROZEN (Dry Ice)
- Toxic or Poison
- Aerosol(s)
- Contents Under Pressure
- Inside Containers Comply with Prescribed Specifications
- Cargo Aircraft Only
- Do Not Load onto Aircraft or Vessel
- Any DOT/UN-four digit ID Number, Continental US Only
- Domestic Only

This includes shipments to, from, and within:  
**ALASKA • HAWAII**

If a package has Hazmat markings DO NOT load for transport by aircraft. Refer to label examples below.

When uncertain, manager must scan or photograph marking and/or labeling, and email for safety review. Include the tracking number in the email message.

The bottom of the slide features a grid of various hazard labels, including biohazard, radioactive, flammable, and others, along with a FedEx logo.

### Other Air-restricted Markings

If any of the following identifiers or similar markings are on a package, set it aside for QA or management review.

The slide displays a grid of various markings and labels that are restricted for air transport, including biohazard symbols, "THIS PACKAGE CONFORMS TO 49 CFR - 173.4" labels, "EXEMPT HUMAN SPECIMEN" labels, and others.

**Other markings exist; those shown here are examples.  
Use this in conjunction with the OP-897.**

Set aside all packages that have any markings or labels that might indicate the package contains air-restricted items; alert a service manager that further investigation is needed!

Do NOT load any package with unusual markings or labels!

SF-037  
R7/2019

## FedEx Ground Hazardous Materials Shipping Information

The FedEx Ground Hazmat web site supplements DOT Hazmat regulations and details FedEx Ground restrictions, additional requirements, the Hazardous Materials Table, shipping paper examples, and regulatory updates. FedEx Ground never accepts anything less than what the DOT hazardous materials regulations (HMR) require; however, FedEx Ground may exceed the DOT regulation requirements.

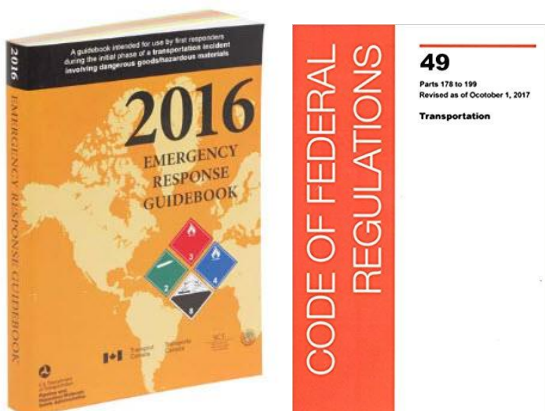
## Emergency Response Information

### DOT Emergency Response Guidebook (ERG)

The DOT HMR prescribe the requirements for providing and maintaining emergency response information during transportation, and at stations where Hazmats are loaded for transportation, stored prior to transportation or otherwise handled during any phase of transportation. FedEx Ground satisfies these requirements by having the most recent copy of the ERG and the hazardous materials shipping paper readily available to vendors. The ERG and other hazardous material paperwork must be within the driver's reach while restrained by the seatbelt.

Emergency response information, including the emergency response telephone number, must be immediately available to any person involved in responding to an incident involving Hazmats. If a damaged (leaking) Hazmat package is found on a vehicle, immediately contact local FedEx Ground management. This includes vehicles that may carry Hazmat packages and are assigned to provide services under a FedEx Home Delivery agreement. Never take a leaking or damaged Hazmat package home. Only FedEx Ground employees (or emergency response vendors) trained in Hazmat spill response are authorized to respond to hazardous material spills. Vendors may not perform spill response other than emergency notification.

**Note:** ORM-D, Limited Quantity with the white square-on-point marking or those materials exempted from the Hazmat shipping paper requirements do not require emergency response information, but caution must still be used when handling a leaking package.




## 49 CFR Code of Federal Regulations

The DOT hazardous material regulations contained in title 49 is composed of seven volumes. Volume 2, Parts 100 to 185 contain current rules and regulations concerning every aspect of Hazmat transportation. The Department of Transportation Pipeline and Hazardous Material Safety Administration (PHMSA) revises this Code in the month of October each year. This is FedEx Ground's governing document. The 49 CFR covers the following topics, which are covered in this guide:

- Training
  - FedEx Ground, service provider, and shipper employees must be trained.
  - FedEx Ground has posted a number of safety training providers (<https://www.mygroundbiz.com/vendors/safety/qualified-driver-safety-training-program>) that can help fulfill these requirements. These providers offer a comprehensive set of online training courses that cover important topics such as safe vehicle operation, loading/unloading/transporting hazardous materials, and general workplace safety topics.
- Compliance
  - The shipper is primarily responsible for compliance with hazardous material regulations. FedEx Ground has a secondary verification function.
- Packaging
  - This is the most important part of hazardous material compliance. Hazmat packages must not leak in transit. If you are concerned about the shipper's packaging being sufficient for safe transport in the FedEx Ground network, contact FedEx Ground management.
- Marking
  - The shipper is primarily responsible for this.
- Labeling
  - The shipper is primarily responsible for this.
- Classification
  - The shipper must determine if the material to be shipped is hazardous.



- Documentation
  - The shipper must properly prepare the documentation and provide it to the driver whenever a Hazmat package is tendered to FedEx Ground. The driver may not transport a Hazmat package without a hazardous material certification. FedEx Ground must verify that it is correct. The below is only an example; other formats are also acceptable.
  - The driver must obtain this document from the shipper at pick up when prompted by the scanner and ensure that it is handled per the local procedure so that the person who performs that Hazmat acceptance process (HAP) in the evening gets the document.

		<b>SHIPPER'S NAME AND ADDRESS</b> Dangerous Goods Council 509 Hillcrest Rd. YORK, PA 17404		<b>SHIPPER NUMBER:</b> 123459876		<b>EMERGENCY CONTACT NUMBER:</b> 1-555- 515-1234, DGC CC-1825 <small>This telephone number is for emergency response information</small>		
<b>HAZARDOUS MATERIALS CERTIFICATION</b> <small>Abbreviations not permitted except where noted</small>		<b>MARK ANY SPOILED SHEET "VOID" AND GIVE TO DRIVER</b>						
Packaging Type	IDENTIFICATION NUMBER	D.O.T. SHIPPING NAME OF MATERIAL (Additional entries if applicable)	HAZARD CLASS OR DIVISION NUMBER	PACKING GROUP	WEIGHT	TYPE D.O.T. LABEL(S) REQUIRED OR LTD. QTY. OR EXEMPTION NUMBER	RECEIVER'S NAME CITY & STATE (Abbreviations permitted)	TRACKING I.D. BARCODE PACKAGE #
1 Fiberboard Box	UN1090	Acetone	3	II	1 lbs	LTD QTY	Your Company 123 ABC Street Calimesa, CA 94321 USA	123456789100
1 Fiberboard Box	UN1090	Acetone	3	II	1 lbs	This package conforms to 49 CFR 173.13	Your Company 123 ABC Street Calimesa, CA 94321 USA	123456789101
1 Fiberboard Box	UN1993	Flammable liquids, n.o.s. (Contains Acetone, Toluene)	3	II	1 lbs	Flammable Liquid	Your Company 123 ABC Street	123456789102

## Training

Code 49 CFR states that training must be a systematic program that ensures familiarity with 49 CFR hazardous material regulations so that the trainee:

- Is able to recognize and identify hazardous materials.
- Has knowledge of specific requirements applicable to the functions performed by those preparing, handling, loading, and unloading Hazmats
- Has knowledge of emergency response information, self-protection measures and accident prevention methods and procedures
  - The CDL manual provides additional information on these subjects.

The Hazmat initial training must include:

- General awareness and familiarization training
- Function-specific training (e.g., safe vehicle operation)
- Safety training
- Security awareness training

This Safety Information Guide and your state's CDL manual can be used to help meet the 49 CFR training requirements.

FedEx Ground has posted a number of safety training providers (<https://www.mygroundbiz.com/vendors/safety/qualified-driver-safety-training-program>) that can help fulfill these requirements. These providers offer a comprehensive set of online training courses that cover important topics such as safe vehicle operation, loading/unloading/transporting hazardous materials, and general workplace safety topics.

## Compliance

Failure to comply with or knowingly violating a requirement of 49 CFR can result in civil and/or criminal penalties.

Civil penalties can result in fines of no more than \$79,976; however, the maximum civil penalty is \$186,610 if the violation results in death, serious illness or severe injury or substantial destruction of property. There are often multiple violations cited during a Hazmat inspection or incident.

Criminal penalties can result in up to 10 years of imprisonment if the violation involves a death or bodily injury.

## Packaging

The correct containment device is the single most important factor to ensure the product is transported without failure or damage. It is important to understand that the rules and regulations set forth by the DOT as described in 49 CFR are designed and written for packages containing Hazmats to be transported without failure or incident when properly prepared and packaged by the shipper and properly handled and transported by the carrier.

There are many different terms and definitions for Hazmat packaging. Understanding what these terms mean is important in knowing whether the package meets FedEx Ground and/or DOT requirements.

The DOT uses packaging terms when instructing carriers and shippers in preparing Hazmat shipments. A package is not only the outer box, but also the inner container, which contains the product and any associated padding or absorbent.

The following are common terms used in both the 49 CFR and FedEx Ground Hazardous Materials Shipping Guide. They include:

- United Nations Performance Oriented Packaging (UN POP)
- Non-specification (non-POP)
- Single packaging (e.g., a five-gallon pail)
- Combination packaging (e.g., a fiberboard box with inner containers)
- Overpacks (used to improve transportation efficiency)
  - Required for cylinders in the FedEx Ground network
- Exemption packaging or special permit
- Exception packaging



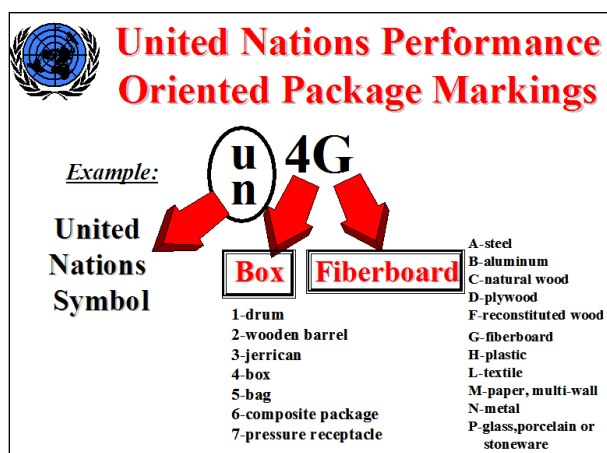
The primary DOT requirement is that hazardous material packages not leak during conditions normally associated with transportation. If there are concerns about the packaging of a Hazmat, do not load the item; contact station/hub management.



## United Nations Performance Oriented Packaging

The DOT mandates that most Hazmats be packaged in what is called United Nations Performance Oriented Packaging (UN POP) or specification packaging.

This type of packaging is an internationally-recognized standard of packaging that has been put through a series of performance tests. These tests are outlined in 49 CFR 178. The embossed or preprinted markings on the container surface indicate the package has passed these tests and is capable of containing certain Hazmats.



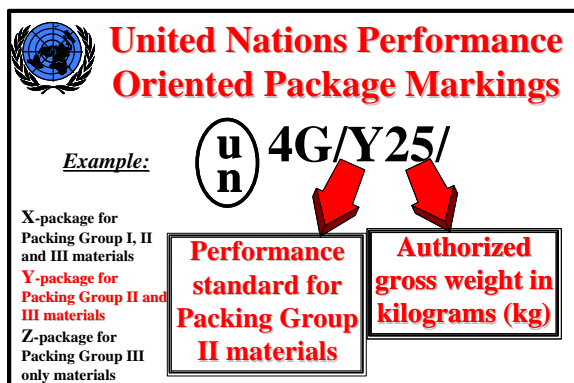
The markings on the outer container surfaces could be different for certain types of packages. All UN POP markings are permanently marked on the container. Handwritten marks are not authorized under the UN recommendations. The most common POP that is offered to FedEx Ground is the fiberboard box.

The United Nations symbol, as illustrated, may be substituted as UN on metal containers. A packaging identification code designates the type of packaging and the material used in the construction of the packages. The packaging identification code 4G represents a fiberboard box. Another example could be 1A, which would indicate a steel drum.

Below are the indicators of the performance standard at which the package has been tested:

- X – The package is capable of containing Packing Group I, II, and III materials.
- Y – The package is capable of containing Packing Group II and III materials.
- Z – The package is capable of containing only Packing Group III materials.

The number after X, Y or Z indicates the gross weight in kilograms (kg) that the package is capable of containing.



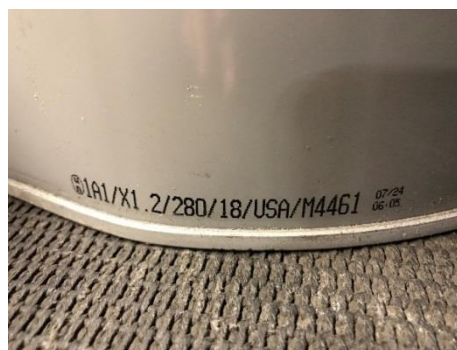
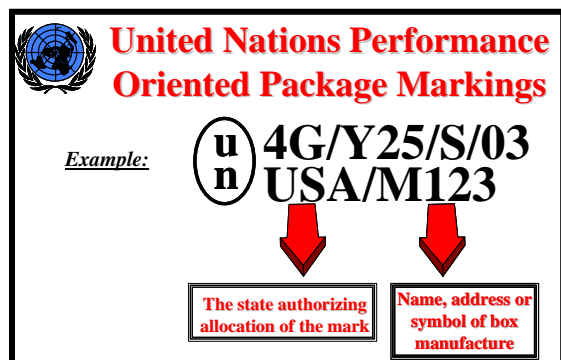
The S indicates the package is capable of containing solids or inner receptacles. S signifies the use of combination packaging.



The last two digits indicate the year of manufacture. The number 03 indicate the package was manufactured and tested in 2003.

The state (nation) authorizing allocation of the mark is indicated. The letters USA indicate that the packaging is manufactured in the United States.

The name and address or symbol of the manufacturer or the approval agency certifying compliance with UN POP is indicated.



**Note:** The maximum weight of a Hazmat package acceptable to FedEx Ground is 70 lbs.

## **Single Packaging**

Hazmats may be transported in a single container if authorized by the DOT. Examples include five-gallon plastic or metal pails that are UN POP.

The POP mark is embossed on the container. This marking is typically found on the bottom edges and is similar in appearance to the marking you normally find on a fiberboard box.

FedEx Ground accepts DOT-authorized single packages that have been properly prepared, marked, and labeled. The authorized single container may be shipped as a stand-alone package. All markings, labels, and documentation must be present before being offered to FedEx Ground. Hazmat packages must not be banded together.

<b>Note:</b> FedEx Ground accepts a pail up to eight gallons.
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## **Overpacks**

Hazmats that are properly prepared in accordance with the DOT regulations may be placed within another package or container. This is typically done to packages authorized for single package delivery, such as cylinders (Class 2), bags, and five-gallon plastic or metal pails.

When overpacking a Hazmat package, the word OVERPACK is marked on the outside of the package.

Class 2 materials that are in cylinders are authorized to be transported as single packaging; however, for compliance and safety, FedEx Ground requires that cylinders be placed within an overpack (usually a fiberboard box).

The overpack must be properly marked and labeled and must display the Hazmat shipping paper (Hazardous Materials Laser Label, OP-900LL or Hazardous Materials Label – Large, OP-900LG) when applicable.

## **Special Permit (Exemption) and Exception Packaging**

Hazmats may be packaged and authorized by the DOT to be transported without the use of the DOT hazard diamond label affixed to the outer package when packaged under certain conditions described in 49 CFR. FedEx Ground requires all 6.1 (Poisons) and 4.3 (Dangerous When Wet) materials to be packaged under one of the following two types of DOT authorized packages.

**Special Permit** – Issued to shippers who package their material using the authorized manufactured carton. Only certain box manufacturers are issued DOT Special Permits. These permits are issued based on the design and durability of the complete package. The complete package is multi-layer with one or more intermediate packages.

**DOT Exception** – A section in the 49 CFR that allows shippers to package, prepare, mark or label their package under certain conditions. Exceptions can be simple or they can contain detailed outlines that the shipper must follow.

The packaging exception 49 CFR 173.13 allows the shippers to prepare their packages without the hazard diamond label when the terms of the exception are properly followed. The exception also allows the carrier to transport that package without placards. Limited Quantity, the maximum amount of a hazard material for which there is a specific labeling, is considered an exception.

A special statement (This package conforms to 49 CFR 173.13) must be marked on the shipping papers (OP-900LL or OP-900LG), hazardous materials certification form, and outer package surface.



## **Packaging Requirements**

In order to be accepted for shipment by FedEx Ground, all packages containing Hazmats:

- Must be new or in like new condition with all previous markings and labels removed or made unrecognizable
- Must be free from damage and in proper condition for transportation
- Must meet all DOT regulations and FedEx Ground requirements

49 CFR mandates the required packaging for Hazmats. Shippers must know and understand the requirements regarding Hazmat packaging as outlined in 49 CFR. In many cases, FedEx Ground may go above and beyond DOT packaging requirements. Additional information can be found at [www.fedex.com/hazmat](http://www.fedex.com/hazmat).

Some important requirements for Hazmat packages are:

- The package must be designed, constructed, filled and closed in a manner to prevent a release during normal transportation conditions.
- The package must effectively withstand the maximum and minimum temperature changes and pressures.
- There must be no mixture of gases or vapors within the package.
- The packaging materials must be compatible with the materials in the package.
- The closures must be secure and capable of withstanding vibration tests.
- Packages containing liquids must not be filled full.
- The additional requirements for explosives and radioactive materials must be reviewed.

## Labeling

The DOT requires packages to be properly marked and labeled. The DOT's marking requirements can be found in Subpart D (49 CFR 172.300), and the labeling requirements can be found in Subpart E (49 CFR 172.400).

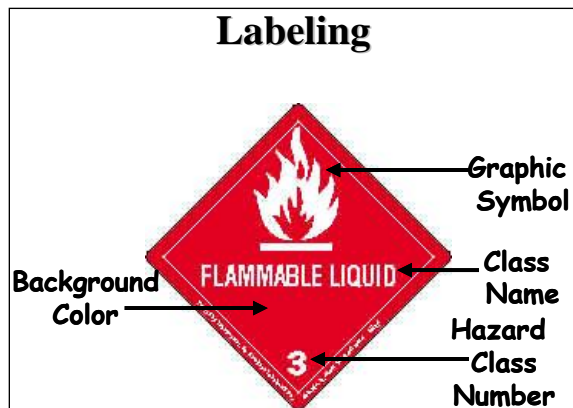
In this section, we cover the required and prohibited labeling and marking requirements of DOT and FedEx Ground.

### Hazmat Label

The hazard diamond label is the most prominent form of communication on a Hazmat package. The label is diamond in shape and must be displayed on a package as a contrasting color. For example, a red flammable liquid label cannot be affixed to a red box. Some additional facts:

- The hazard label is associated with the hazard class and division of the material.
- The background color of the label is associated with the danger of the material. In the example below, the red color indicates the material is flammable.
- The text indicates the name of the class or what physical form the material is in. The text is optional and may not be present on some labels.
- The graphic symbol is another way of communicating the hazard associated with the material. The graphic symbol is always present.

The number on the bottom point of the label indicates the hazard class of the material.



## **Subsidiary Labels**

There are some Hazmats that present more than one hazard. The material could be corrosive and a flammable liquid. The scientific criterion determines what material takes the primary label over the subsidiary label. Refer to 49 CFR 173.2a precedence table.

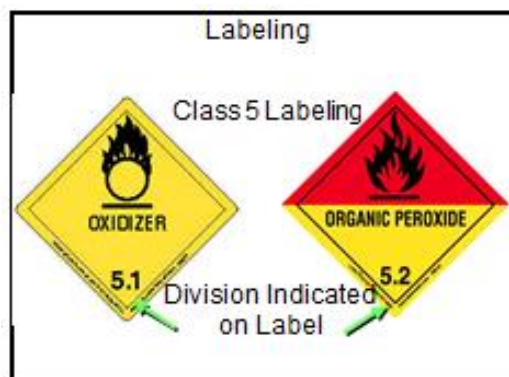
In 49 CFR 172.101, the label code column (column 6), the first numeric entry indicates the primary label, and any subsequent numbers indicate the subsidiary risk labeling.

In the FedEx Ground Hazardous Materials Table, the label code is indicated by name (i.e., corrosive). The subsidiary risk label must be prominently displayed within six inches of the primary hazard label.



## **Class 5 Labeling**

Class 5.1 (oxidizer) and Class 5.2 (organic peroxide) materials, when labeled, show the division at the bottom point. This is the only class/division of labels that require the division to be indicated on the hazard diamond label because of the close similarity between the two labels.



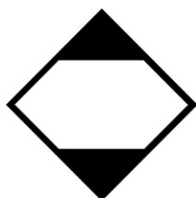
## **Labeling Exceptions**

The Hazmat shipping papers and certification form may show the words Limited Quantity or Ltd. Qty. in the Type DOT Label(s) required section. These words (or the abbreviation) allow the shipper to leave off the diamond hazard label. This is an exception that the shipper may or may not choose to do. Use of the term Limited Quantity also allows:

- Non-specification packaging (requires FedEx Ground approval and meets certain other packaging requirements detailed on the public FedEx web site)
- No placard required
- Possible reclassification to the ORM-D class

<b>Note:</b> The shipper may indicate both Limited Quantity or Ltd. Qty. and the name of the label on the Hazmat shipping papers and certification forms.
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Limited Quantity shipments may also be shipped without shipping papers, but the white square-on-point Limited Quantity marking is required. Non-specification packaging is also allowed.



<b>Note:</b> Limited quantity and ORM-D packages cannot be shipped to Alaska and Hawaii.
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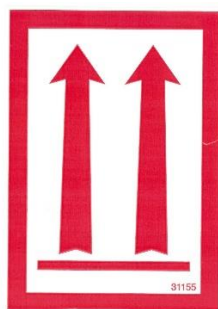
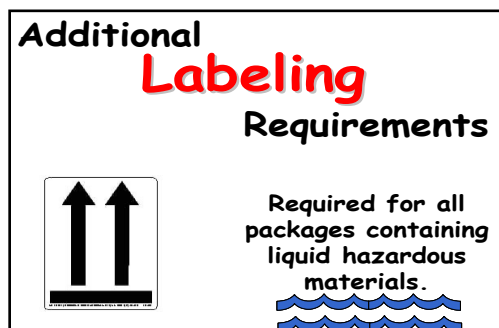
## **Labeling Exceptions Example**

Oxygen (compressed) may be prepared under 49 CFR 172.405(b). This allows the shipper to replace the oxidizer and non-flammable gas hazards labels with one label: Oxygen. This type of labeling exception is common for hospitals or shippers in the healthcare field. All cylinders must be overpacked into a strong outer packaging that is marked as an OVERPACK if the cylinder is not visible.



## **Additional Labeling Requirements – Orientation Arrows**

All liquid Hazmats must be legibly marked with package orientation arrows on two opposite vertical sides of the package. They may be hand-drawn or affixed by a label. They must conform pictorially to 49 CFR 172.312: two arrows up with a line underneath and enclosed within a rectangle. Depicting a rectangular border around the arrows is optional.





## **Prohibited Labeling**

The FedEx Ground Hazardous Materials Prohibited/Acceptable Labels, 20159s illustrates labels that are considered prohibited or acceptable by FedEx Ground. The poster is displayed throughout all FedEx Ground stations and hubs. A decal version, if selected by the vendor, is available for display in P&D vans and serves as a reminder to the driver.

FedEx Ground does not accept packages which contain biological material. This label is a DOT/OSHA-regulated label. It may be required to be affixed on the outer container for packages containing animal or human:

- Blood
- Tissue
- Body parts
- Urine
- Medical materials (including waste)
- Clinical packs regardless of markings
- Diagnostic specimens
- Human milk



Do NOT pick up packages with the UN3373 label. If you find one in your vehicle, segregate it from the other packages, if possible, and notify station/hub management immediately.



## Marking Requirements

### FedEx Ground Marking Requirements

FedEx Ground requires every Hazmat package requiring shipping papers to have a minimum of four package markings. Each package must be clearly and legibly marked with:

- A shipper address
- A consignee address
- The DOT proper shipping name
- The UN/NA identification number
- Orientation arrows for liquids

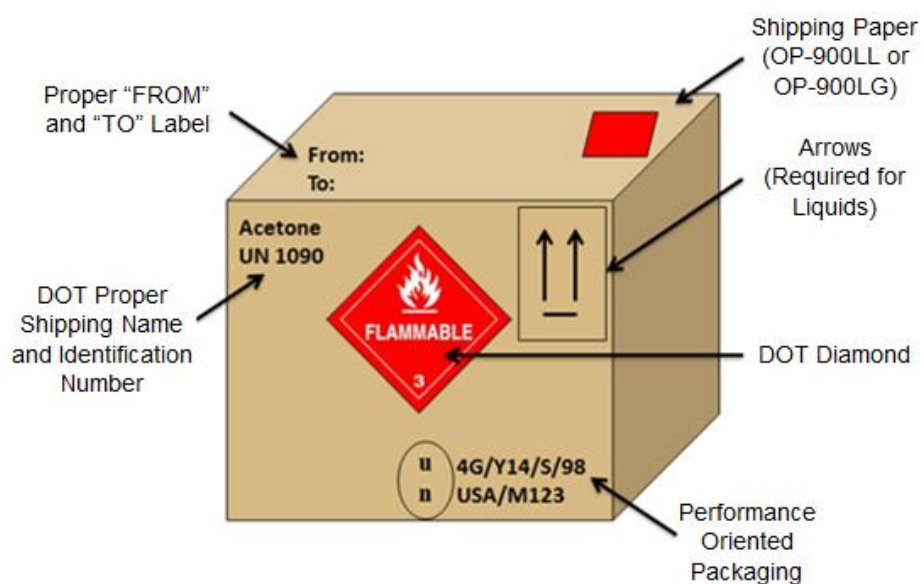
### Additional Marking Requirements for Hazmat Packages

Hazmat packages may be required to be marked with additional information depending on the contents. The following are some of the types of markings you may see:

- EX numbers (air bags and explosives)
- DOT Special Permit numbers (DOT SP-987654)
- Package conforms to 49 CFR 173.13
- Package conforms to 49 CFR 173.4
- UN POP specification marking (UN 4G/Y14...)
- OVERPACK marking

### Package Marking Example

Below is an example of a properly prepared, marked, and labeled Hazmat package.



## Classifications

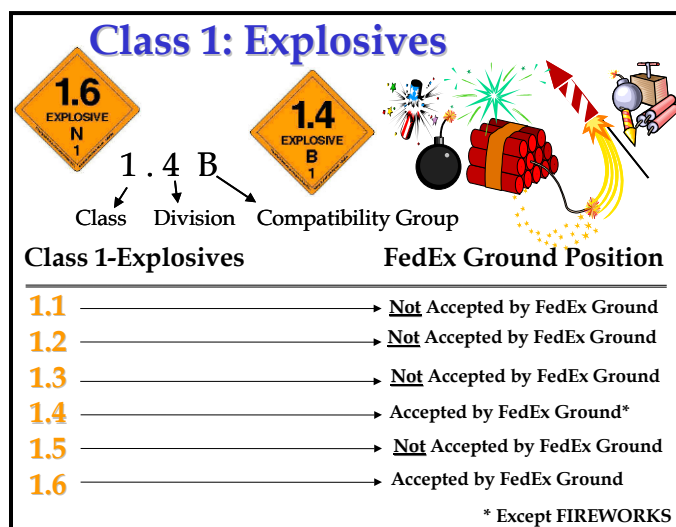
Definitions, classifications, and packaging requirements for Hazmats can be found in subpart C of 49 CFR starting with 173.50. Listed below is an overview of Class 1 through 9 ORM-D, and Limited Quantity with the white square-on-point marking. The shipper is responsible for the proper classification of hazardous materials.

### Class 1 – Explosives

An explosive is defined as any substance or device which is designed to function by explosion, such as extremely rapid release of gas and heat.

- Class 1 – Explosives are assigned a division and a compatibility group.
- The class, division, and compatibility group must be displayed on the hazard label. All explosives, except ammunition, must display an EX number, stock number or product code on the package or shipping paper.
- The EX number is a product code that has been assigned by the Associate Administrator for Hazmats.

FedEx Ground does not accept or transport class 1.1, 1.2, 1.3 or 1.5 explosives. These materials are extremely sensitive materials and present a major explosion hazard. FedEx Ground accepts 1.4, and 1.6 explosives. These materials present only a minor explosion hazard, are largely confined to the package, and no projection of fragments is expected.



**Note:** FedEx Ground does not accept fireworks for shipment.

## **Class 2 – Gases**

Class 2 – Gases exist when anything in a container is under a certain amount of pressure.

- FedEx Ground accepts 2.1 (Flammable) and 2.2 (Non-flammable) gases.
  - Ship lighters as fully regulated Hazmats in the FedEx Ground network. FedEx Ground does not accept any DOT exceptions for these products.
- FedEx Ground does not accept 2.3 (Poisonous) gas.

**Note:** Definitions for Class 2 materials can be found in 49 CFR 173.115. All cylinders must be overpacked in a box.

**Class 2: Gases** 49CFR §173.115

*A gas may be anything in a pressurized receptacle such as an aerosol can.*

*Class 2 materials are not assigned Packing Groups*

Class 2-Gases	FedEx Ground Position
<b>2.1 Flammable Gas</b>	Accepted by FedEx Ground
<b>2.2 Non-Flammable Gas</b>	Accepted by FedEx Ground
<b>2.3 Poisonous Gas</b>	<u>Not</u> Accepted by FedEx Ground

## **Class 3 – Flammable Liquid**

Class 3 – Flammable Liquid is the most frequent Hazmat shipped in the industry and the FedEx Ground system. The flash point and boiling point are the scientific criteria used to determine whether or not a liquid is a Hazmat.

**Class 3: Flammable Liquid 49CFR §173.120**

*A liquid is considered to be a flammable liquid with a Flash Point below 100°F. A liquid is considered a combustible with a Flash Point at or above 100°F.*

Class 3-Flammable Liquids & Combustible Liquids	FedEx Ground Position
<b>3 Flammable Liquid</b>	Accepted by FedEx Ground
<b>Combustible Liquid*</b>	Accepted by FedEx Ground**
<small>*This term does not apply to transportation by aircraft</small>	<small>**May not be regulated as a hazardous material</small>

A flammable liquid with a flash point at or above 38°C (100°F) that does not meet the definition of any other hazard class may be reclassified as a combustible liquid. This reclassification applies only to transportation by highway. The term combustible liquid is commonly used within the transportation industry and indicates the material has been reclassified as a combustible liquid.

Flammable liquids that have been reclassified as combustible liquids are not subject to the Hazmat regulations. No Hazmat shipping paper or certification form needs to be completed.

**Note:** Combustible liquids are not accepted for transport to Alaska, Hawaii and Canada.

## **Class 4 – Solids**


Class 4 – Solids are separated into 3 divisions:

- Division 4.1: FedEx Ground accepts Division 4.1 (Flammable Solid).
- Division 4.2: FedEx Ground does not accept Division 4.2 (Spontaneously Combustible) materials.

**Note:** The regulations prohibit Division 4.2 materials and Class 8 Corrosives (liquids only) from being transported within the same motor vehicle.

- Division 4.3: FedEx Ground accepts Division 4.3 (Dangerous When Wet) when properly prepared and packaged. The regulations require the carrier to placard the motor vehicle when transporting any quantity of Division 4.3. Exceptions: These materials can only be accepted by FedEx Ground when the package is accompanied by a valid DOT Special Permit or as a limited quantity (if authorized) or packaged under exception 49 CFR 173.13. The package will be marked, "This package conforms to 49 CFR 173.13," and placarding is not required.

**Class 4: Solids** 49CFR §173.124



*Examples include matches, charcoal briquettes, oily rags, calcium carbide*

<u>Class 4.3-Solids</u>	<u>FedEx Ground Position</u>
4.1 Flammable	Accepted by FedEx Ground
4.2 Spontaneously Combustible	<u>Not</u> Accepted by FedEx Ground
4.3 Dangerous When Wet	* <u>Not</u> Accepted by FedEx Ground

\* Unless accompanied by DOT special permit, packaged under 49CFR §173.13, or prepared as a limited quantity, if authorized.



## **Class 5 – Oxidizers and Peroxides**


Class 5 – Oxidizers and peroxides are separated into two divisions:

- Division 5.1 materials are called oxidizers. An oxidizer is a material that may cause or enhance the combustion of other materials.
- Division 5.2 materials are called organic peroxides. Organic peroxide is an organic compound containing oxygen that may be considered a derivative of hydrogen peroxide.

In most cases, FedEx Ground accepts Division 5.1 and 5.2 materials. Refer to column 9 of the FedEx Ground Hazardous Materials Shipping Table for more information. FedEx Ground does not accept any temperature-controlled hazardous materials.

**Class 5: Oxidizers & Peroxides**  
49CFR §173.127 & 128





*Class 5 materials generally yield oxygen, which can cause or enhance the combustion of other materials.*

Class 5-Oxidizers & Peroxides	FedEx Ground Position
5.1 Oxidizer	Accepted by FedEx Ground
5.2 Organic Peroxide	Accepted by FedEx Ground



## **Class 6 – Toxic**

Class 6 – Toxic materials are separated into two divisions.

- Division 6.1 materials are toxic or poisonous materials, other than a gas, that are known to be toxic to humans.

**Class 6.1: Toxic** 49CFR §173.132



Packing Group I and II      Packing Group III


<u>Class 6.1-Toxic (Poison)</u>	<u>FedEx Ground Position</u>
6.1 Toxic (Packing Groups I, II, and III)	* <b>Not</b> Accepted by FedEx Ground

*\* Unless accompanied by DOT special permit or packaged under DOT exception.*

**Note:** FedEx Ground transports Division 6.1 materials only when packaged in the appropriate packaging that does not require a toxic/poison label to be affixed to the package. Never accept a package with a skull and crossbones symbol on it.

- Division 6.2 material is an infectious, viable microorganism or its toxin that causes or may cause disease in humans or animals.

**Class 6.2: Infectious Materials** 49CFR §173.134



Class 6.2- Infectious Materials      FedEx Ground Position

6.2 Infectious Substances	<u>Not</u> Accepted by FedEx Ground
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**Note:** Never accept a package with the biohazard symbol on it.




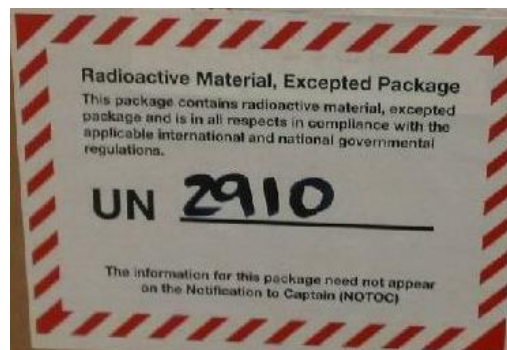
## **Class 7 – Radioactive**

Class 7 – Radioactive material is defined as any material having a specific activity greater than 70Bq per gram (0.002 micro curie per gram). Radioactive materials are divided into three categories:

- White I
- Yellow II
- Yellow III

FedEx Ground only accepts packages prepared as Radioactive White I and those packages that meet the exception requirements for UN2910 and UN2911 packages.

<b>Class 7: Radioactive</b> 49CFR §173.403	
	
Class 7-Radioactive	FedEx Ground Position
7 Yellow III	<u>Not</u> Accepted by FedEx Ground
7 Yellow II	<u>Not</u> Accepted by FedEx Ground
7 White I	Accepted by FedEx Ground





## **Class 8 – Corrosive**

Class 8 – Corrosive material is defined as a liquid or solid that causes full thickness destruction of human skin at the site of contact within a specified period of time.

FedEx Ground accepts Class 8 Corrosive materials. Corrosives are commonly referred to as acids or bases/caustics. Most acids or bases, depending on their concentration, fall into this classification of corrosive hazardous material.

**Class 8: Corrosive** 49CFR §173.136


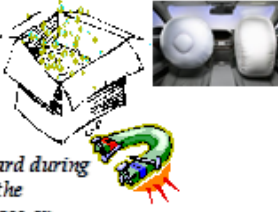
*Class 8 materials cause full thickness destruction of human skin at the site of contact within a specified period of time.*

Class 8-Corrosive Material	FedEx Ground Position
8 Corrosive	Accepted by FedEx Ground

## **Class 9 – Miscellaneous**

Class 9 – Miscellaneous material is defined as a material that presents a hazard during transportation, but does not meet the definition of any other hazard class. FedEx Ground accepts most Class 9 Miscellaneous material. This class includes automotive air bags and lithium batteries.

**Class 9: Miscellaneous** 49CFR§173.140

*Class 9 materials presents a hazard during transportation, but do not meet the definition of any other hazard class or division.*

Class 9-Miscellaneous Materials	FedEx Ground Position
9 Miscellaneous	Accepted by FedEx Ground*

\*Those materials meeting the definition of a Hazardous Substance (Environmental hazard) or Hazardous Waste are not accepted.



## Class ORM-D and Limited Quantity

FedEx Ground, including both P&D and HD operations, accepts Class ORM-D and Limited Quantity for transport by highway in the 48 contiguous states.

ORM-D products such as Consumer Commodity, which although regulated as a hazardous material, present a limited hazard during transportation due to its form, design, quantity, and packaging. A consumer commodity is a material that is packaged and distributed for consumption by individuals for the purposes of personal care or household use. This classification also includes drugs and medicines.

The majority of ORM-D materials are consumer commodity products, but may also include ammunition, small arms, and power devices. It is the shipper's responsibility to classify their products as ORM-D material.


**Note:** FedEx Ground accepts consumer commodity ORM-D into Canada. Cartridges, small arms, and ammunition are not accepted into Canada. ORM-D cannot be shipped to, from or within Alaska or Hawaii.

Each package containing an ORM-D material must be marked on at least one side with the ORM-D marking. The proper shipping name of the material (consumer commodity or cartridges, small arms, etc.) as appropriate must be marked above or below the ORM-D designation. No FedEx Ground shipping paper (OP-900LL or OP-900LG) or hazardous materials certification is required for ORM-D materials transported via highway.

**Class ORM-D: Other Regulated Materials**  
49CFR §173.144

CARTRIDGES, SMALL ARMS  
**ORM-D**  
49 CFR 173.144, 173.155, 173.156, 173.157, 173.158

CONSUMER COMMODITY  
**ORM-D**  
49 CFR 173.144, 173.155, 173.156, 173.157, 173.158



ORM-D (Other Regulated Materials)	FedEx Ground Position
<b>Consumer Commodity</b>	Accepted by FedEx Ground*
<b>Cartridges Small Arms</b>	Accepted by FedEx Ground*
<b>Cartridges Power Device</b>	Accepted by FedEx Ground*


\*ORM-D materials are not accepted via FedEx Ground Ground service to Alaska or Hawaii.

Limited Quantity refers to the maximum amount of a Hazmat for which there is a specific labeling or packaging exception.


Limited Quantity material of this type, although regulated as a Hazmat, presents a limited hazard during transportation due to its quantity. It is the shipper's responsibility to classify their products as Limited Quantity material.

**Note:** Limited Quantity cannot be shipped to, from or within Alaska or Hawaii.



In a spill situation, limited quantity, lithium battery, and ORM-D packages should be treated as a hazardous material leak. They can pose serious health and fire hazardous when released.

Limited Quantity Hazmats that have been properly classified under the Limited Quantity exception (49 CFR 172.315) must be marked on at least one side with the white square-on-point Limited Quantity marking when shipped without shipping papers. 

No FedEx Ground shipping paper or hazardous materials certification is required for Limited Quantity materials with the white square-on-point Limited Quantity marking transported via highway.

FedEx Ground accepts Limited Quantity and ORM-D packages into Canada from the United States and within Canada. They may be dual marked. They may have the  marking along with the words Limited Quantity, quantité limitée, Ltd. Qty, quant. Itée, a diamond label with the UN or NA identification number inside or the words Consumer Commodity or bien de consommation. These are still compliant and acceptable packages.



Limited Quantity Materials - 49CFR 172.315	
 	
Limited Quantity Materials	FedEx Ground Position
Limited Quantity	Accepted by FedEx Ground *
*Limited Quantity materials are NOT accepted for FedEx Ground service to, from, or within Alaska or Hawaii.	

**Note:** Limited Quantity packages can be shipped from the US into Canada and within Canada.

## Shipping Papers and Documentation

### DOT Requirements

The DOT requires that shipping papers accompany all Hazmat packages. To meet this requirement, FedEx Ground uses the following documents:

- Hazardous Materials Laser Label, OP-900LL
- Large Hazardous Materials Label, OP-900LG
- Hazardous Materials Certification

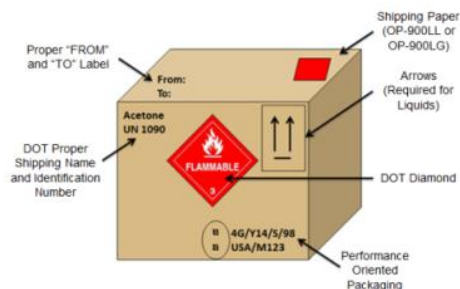
**Note:** Obtain this form from the shipper at pick up and understand the local procedure to ensure that the station employee who will be checking the package in the evening has the document.

- Hazardous Materials Manifest

These documents are used to identify the individuals involved in handling and transporting the package, describe the contents of the packages, and designate an emergency contact. All shipping papers must be filled out accurately and completely using a mechanical process. The above graphics are examples only. Contact the local station/hub senior manager for updated forms.

### Hazardous Materials Label, OP-900LL

The OP-900LL is an adhesive shipping document (label) used to identify the Hazmat package being shipped. It is attached to the top of the package next to the shipper's address label. This multi-part form consists of eight tear-off sections and a label. The shipper must complete all appropriate fields via automation. All copies must be printed via automation legibly and in English. The tear-offs are then used during the course of transportation and are removed from the pouch (Hazardous Materials Laser Label Pouch, OP-900LLP) by the loader and placed in the hazardous materials envelope (Hazardous Materials Envelope – Paper, OP-901 or Hazardous Materials Envelope – Plastic, OP-902).



### **FedEx Shipper Number**

The OP-900LL, which is placed directly on the package in a pouch (OP-900LLP), must include the FedEx Ground account number. The FedEx Ground account number is assigned by the account executive during the Hazmat qualification process. All new shippers interested in shipping Hazmat for the first time with FedEx Ground must be properly qualified through their account executive.

### **Emergency Contact Number**

The emergency contact number must be provided on the OP-900LL or OP-900LG. The DOT allows exceptions for certain materials, such as Hazmats shipped under the Limited Quantity exceptions; however, FedEx Ground requires the shipper to provide an emergency contact number for every material requiring a shipping paper. The number can be toll-free or a local number, including the area code.

The emergency contact must be available 24 hours a day and capable of providing emergency response information at any time during transportation in the event of an incident involving the Hazmat. Refer to the Emergency Response section for further details.

### **Shipper Name**

The shipper name is the name of the offeror responsible for the emergency response information provided by the emergency response vendor. If an emergency response vendor (e.g., Chemtrec) is not used, the shipper name is the person/company responsible for the emergency response information provided by the emergency contact number.

### **Number and Type of Packaging**

The number and type of packaging must be indicated according to 49 CFR, 172.202, (e.g., one box or one cylinder). Abbreviations may be used.

### **DOT Basic Description**

The DOT requires the shipping paper to include the basic description in a specified sequence. FedEx Ground's shipping paper satisfies this requirement. The DOT basic description includes:

- Identification number
- The DOT shipping name of material (and a technical name, if applicable)
- Hazard class or division number
- Packing group

<p><b>Note:</b> The basic description cannot include unnecessary information such as product codes or inaccurate and incomplete information. Only authorized abbreviations are permitted in these fields.</p>
---

### **Weight**

The total quantity of Hazmats covered by the description must be indicated by mass or volume, or by activity for Class 7 materials and must also include the applicable unit of measurement (lbs., gallons, etc.).

### **Type DOT Label(s) Field**

The Type DOT Label field is listed in Column 6 of the Hazmat table. The following items may be listed in this section:

- Name of diamond label affixed to outer carton
- Subsidiary and tertiary labels indicated when applicable
- Limited Quantity or Ltd. Qty. for materials shipped under the limited quantities provision without the white square-on-point marking
- DOT-SP (Special Permit) when applicable
- This package conforms to 49 CFR 173.13.
- Additional information when necessary (i.e., EX or LAA number)

### **Hazardous Materials Certification**

Both the Hazardous Materials Certification and the OP-900LL or OP-900LG must be completed by the shipper. Both forms must contain identical information that is accurate and complete. FedEx Ground cannot accept incomplete and/or inaccurate information on either form.

The Hazardous Materials Certification requires additional information not contained on the OP-900LL or OP-900LG and must be completed in duplicate. One copy remains with the shipper, and the driver maintains a copy from pickup point to the station/hub.

- Enter all information on BOTH forms
- Be accurate and identical

The shipper must sign the Hazardous Materials Certification. The signature may be legibly signed manually, by typewriter or computer or by other mechanical means. The Hazardous Materials Certification must also be:

- Computer generated
  - No handwritten documents are accepted except for PRP shipments.
- Signed and completed by a shipper employee
  - This must be a person's name.
- Maintained and filed for a period of 13 months

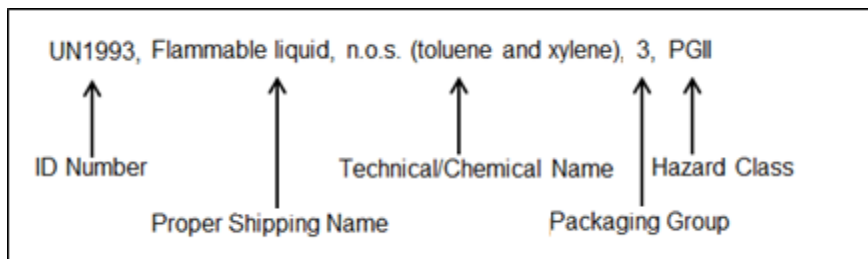
<b>Note:</b> The vendor cannot sign the Hazardous Materials Certification. The signature must be from the shipper.
--

<b>Important:</b> Never pick up a Hazmat package without the required Hazmat paperwork.
---

## **Basic Description**

The DOT only allows the basic description to start with the UN/NA number. This option is allowed to better harmonize with the international regulations.

**The basic description must be written as follows:**



## **Computer Generated Forms**

Different FedEx shipping systems have the ability to computer generate the OP-900LL or OP-900LG.

**Note:** The number and type of packages must be indicated. Packaging type may be before or after the basic description. The packaging type can be either fiberboard box or box.

## **Transporting Hazardous Materials**

### **Documentation and Process**

The DOT requires that anytime a fully regulated hazardous material package is on board a vehicle, a hazardous materials shipping paper (i.e., hazardous material certification, hazardous material manifest and/or OP-900 tags) is maintained by the operator of the vehicle.

The required documents must be within arm's reach when traveling.

In P&D operations, a hazardous materials manifest is printed when a vehicle is loaded with a hazardous materials package. The manifest printing is prompted by the log in of the hand-held delivery scanner. To continue the log in of the scanner, scan the manifest barcode.

The hazardous materials manifest must be in immediate position of the operator of the vehicle, and distinguishable from other documents.

Upon delivery of a package on the hazardous materials manifest, the manifest is updated to reflect that package is no longer on board.



Upon pickup of a hazardous material package, a properly prepared Hazardous Materials Certification (or similar approved hazardous material certification form) must be obtained from the shipper (by the vendor) for each Hazmat packaged picked up. A properly prepared OP-900LL or OP-900LG must also be affixed to each Hazmat package.

The completed Hazardous Materials Certification and ERG must be in the operator's immediate possession during transportation.

In linehaul operations, once the Hazmat package is sorted at the origin station/hub and reloaded on the destination station/hub trailer, the OP-900LL or OP-900LG tag is placed in the hazardous materials envelope and remains with the operator in the cab while in route to the destination. The hazardous material envelope contains the tags as well as the DOT ERG and must be within the operator's reach while restrained by the seat belt when operating the vehicle.

**Note:** When the operator is not in the vehicle, the envelope must be placed on the operator's seat in plain view of an official entering the vehicle.

When a Hazmat package is delivered, the corresponding OP-900LL or OP-900LG is removed from the Hazmat envelope and discarded. For Linehaul, the operator attaches the hazardous material envelope to the Trailer Load Condition Report, OP-302, and submits them to the linehaul manager at the destination station/hub.

## **Placarding**

With very few exceptions, FedEx Ground does not placard any vehicle (vans or trailers); therefore, no more than 999 lbs. of Hazmats can be loaded in one trailer or van at any one time per DOT limitations. For tractors pulling doubles or triples, each trailer would be limited to 999 lbs. Refer to the CDL manual for more information on placarding.

The DOT allows exceptions to placarding when shippers offer Hazmats under the applicable Limited Quantity exceptions. FedEx Ground is authorized to recognize this exception during transportation provided the shipper has indicated Limited Quantity or Ltd. Qty. on the hazardous materials shipping paper (OP-900LL or OP-900LG) and Hazardous Materials Certification or if the package is shipped with the Limited Quantity white square-on-point marking.



**Note:** A DOT exception may also indicate that no vehicle placarding is required.

## **Blocking, Bracing, and Loading**

All Hazmat packages must be properly secured, blocked, and braced against movement in the vehicle on which it is being transported.

- Use the walls of the van and non-hazardous packages to secure the Hazmat freight.
- Non-hazardous packages that are used for blocking and bracing the Hazmat package must be heavier than the Hazmat package.
- Package orientation arrows must always be loaded pointing up.

**Important:** Hazmat packages may never be loaded next to, above or below another Hazmat package. In the event of an unintentional release, this requirement would help reduce a dangerous reaction from occurring. Additionally, all Hazmat packages are loaded on the floor of the vehicle and at the rear of the van whenever possible.

## **Station/Hub Handling**

The Hazardous Material Certification must go through a check-in process at each station/hub. The form is checked for accuracy against the FedEx Ground Hazardous Materials Shipping Table via the HAP application on the scanner.

**Note:** For certification forms that contain errors, the noncompliant packages are RTSed.

Once Hazmat packages arrive at the FedEx Ground station/hub, they are handled as follows:

- Hazardous material packages require special handling procedures. Contact station/hub management to find out how to properly process these packages at the station/hub. As an example, these packages are not normally placed into the automatic sortation system.
- Liquid Hazmats: Liquid Hazmats are loaded and stored with lids and closures UP at all times.

**Note:** Be aware of package orientation arrows.

## **Roadside Inspection and Fines**

Vendors may be subject to DOT roadside inspections. The DOT reserves the right to inspect and audit any vehicle on the highway in any state. The DOT often checks for:

- Hazardous materials shipping papers
  - Paperwork properly completed
  - Paperwork in the vendor's possession
  - All packages (OP-900LL or OP-900LG) accounted
- DOT ERG
- Proper loading, blocking and bracing
  - Secured against movement
  - Packages properly segregated

FedEx Ground and all DOT vendors are responsible for ensuring that these and other areas comply with all DOT regulations applicable to the transportation of hazardous material packages. CSA stands for Compliance, Safety, Accountability. It is the safety compliance and enforcement program of the DOT Federal Motor Carrier Safety Administration (FMCSA) that holds motor carriers and operators accountable for their role in safety. Hazardous material violations often have high CSA point totals.

Failure to comply with these regulations may result in an out-of-service (OOS) violation. The DOT officer may put the vehicle out of service based on inspection findings. The DOT may also issue a substantial monetary penalty for improperly prepared or handled Hazmat packages.

## **Services**

FedEx Ground must approve all shippers for the transportation of Hazmat products. No call tags are issued on Hazmats, except for ORM-D or limited quantity materials with the white square-on-point marking.

Hazmat packages, including limited quantity and ORM-D, are not to be driver released.

## **DOT Special Permit 14823, SF-136**

FedEx Ground may RTS Hazmat packages that have been determined to be non-compliant with DOT shipping paper, marking or labeling requirements under DOT Special Permit 14823. Packages missing both marks and labels are considered undeclared Hazmats and may not be returned under this special permit. A current copy of the special permit and the addendum identifying errors marked with DOT-SP 14823 must be carried on board each motor vehicle used to transport the Hazmats covered by this special permit. The permit may only be used to return packages from the origin station/hub back to the original shipper. The FedEx Ground station/hub staff is responsible for affixing these documents to a package being RTSed for each shipper whose packages are being returned. A copy of DOT-SP 14823 should be maintained in every vendor-owned or rented vehicle.

A copy of the DOT-SP14823 is available from local station/hub management and is posted on the station/hub bulletin board. It can also be printed from MyGroundBiz. Upon request, the DOT-SP14823 must be printed in its entirety for the user to review.

## **Dry Ice**

Dry ice is commonly used in package transport due to its efficient cooling properties; however, if not packaged and handled properly, dry ice can be hazardous.

The gas emitted into an enclosed space from solid dry ice can cause several hazardous effects including shortness of breath, dizziness, unconsciousness, and death. Eye or skin contact with solid dry ice can cause severe frostbite.

To ensure safety prior to loading/unloading vehicles that contain dry ice packages, station management coordinates with authorized officers and/or business contacts to identify vehicles that may contain dry ice packages.

Always keep vehicle windows down and/or cargo doors open to bring in fresh air. If it is suspected that dry ice packages are contained on a vehicle that is closed, do not enter the vehicle until it is properly ventilated. Open windows and doors and allow the vehicle/trailer to air out prior to entering the vehicle for loading/unloading.

It is a best practice to transport larger amounts of dry ice in a vehicle with separate compartments for the driver and cargo.

The Hazardous Materials Reminder Card, SF-035, summarizes some of the key function-specific Hazmat information covered in this guide that vendors should remember when picking up Hazmats. The SF-035 is a useful reference. It is available from local station/hub management and should be distributed to all vendors.

# HAZARDOUS MATERIALS

## PROHIBITED LABELS

Packages bearing these labels are prohibited from transportation by Fed Ex Ground Packaging System, Inc.

Do not accept any packages bearing these labels.

## ACCEPTABLE LABELS

### LOADING

Packages are to be loaded on the floor with orientation markings always pointing up. The packages should be blocked and braced to prevent movement during transportation.

### SEGREGATION

Physically separate all hazardous material packages from other hazardous material packages with at least one other package.

SF-035  
Rev. 12/2014

## **FedEx Ground Hazardous Materials Security Awareness**

### **DOT Security Information**

Hazardous materials are essential to the U.S. economy and the well-being of its people. Millions of Hazmat shipments are transported each day by plane, train, truck or vessel.

Hazmats are substances that may pose a threat to public safety or the environment during transportation because of their physical, chemical or nuclear properties. In the wrong hands, Hazmats pose a significant security threat, particularly those that may be used as weapons of mass destruction. Carriers have the responsibility of safeguarding Hazmat packages, personnel, facilities, and the transport of vehicles.

The DOT has established requirements for the security of Hazmats transported in commerce. Motor carriers of certain classes and quantities of Hazmats must implement a security component in their Hazmat training program. The FedEx Ground Hazardous Materials Security Awareness Program serves as the required security component. This program has been developed to a level appropriate for our industry and operations.

### **Training Requirements**

#### 49 CFR § 172.704: Training Requirements

(a)(4) Security awareness training. Each Hazmat employee must receive training that provides an awareness of security risks associated with hazardous materials transportation and methods designed to enhance transportation security. This training must also include a component covering how to recognize and respond to possible security threats. New Hazmat employees must receive the security awareness training required by this paragraph within 90 days after employment.

(a)(5) In-depth security training. Each Hazmat employee of a person required to have a security plan in accordance with subpart I of this part who handles hazardous materials covered by the plan, performs a regulated function related to the hazardous materials covered by the plan or is responsible for implementing the plan must be trained concerning the security plan and its implementation. Security training must include company security objectives, organizational security structure, specific security procedures, specific security duties and responsibilities for each employee, and specific actions to be taken by each employee in the event of a security breach.

## **Hazardous Materials Compliance**

The Hazardous Materials (HM) Compliance BASIC addresses the requirements within Federal Motor Carrier Safety Regulations (FMCSR) Part 397 and HMR Parts 171, 172, 173, 177, 178, 179, and 180 to safely transport HM on commercial motor vehicles.

Some example roadside safety violations that may cause a motor carrier to rank poorly in this BASIC include failing to mark, label or placard in accordance with the regulations and not properly securing a package containing HM.

## Sensitive Security Information

**Warning:** This record contains Sensitive Security Information that is controlled under 49 CFR parts 15 and 1520. No part of this record may be disclosed to persons without a need to know, as defined in 49 CFR parts 15 and 1520, except with the written permission of the Administrator of the Transportation Security Administration or the Secretary of Transportation. Unauthorized release may result in civil penalty or other action. For U.S. government agencies, public disclosure is governed by 5 U.S.C. 552 and 49 CFR parts 15 and 1520.

## Hazardous Materials Security Plan, HAZ-008

The Hazardous Materials Security Plan (plan) is for the exclusive use of FedEx Ground and may not be disclosed to persons without a need to know as defined in 49 CFR parts 15 and 1520, except with the written permission of the Administrator of the Transportation Security Administration or the Secretary of Transportation.

### Introduction

A hazardous material (Hazmat) is a substance or material that the DOT determined to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce. (Refer to 49CFR 172.101.) Hazmats pose a significant security or safety threat. Carriers have a responsibility to safeguard Hazmat packages, personnel, stations, and transport vehicles. The DOT has established requirements to ensure the security of Hazmats transported in commerce. As required by the DOT, carriers of Hazmats are to develop and implement a plan to address security risks and include security awareness in their Hazmat training program. This plan and associated training have been designed to meet these requirements.

### Scope

This plan is applicable to FedEx Ground employees, service providers, and their employees, and other vendors who handle Hazmat shipments within the FedEx Ground network.

### Applicable Personnel

The FedEx Ground Hazardous Materials Program requires that FedEx Ground employees and others bearing Hazmat responsibilities receive training on security awareness. FedEx Ground trains its employees in accordance with all applicable laws and regulations. Initial training must be completed within 30 days of employment, and recurrent training must be administered at least once every three years.

DOT vendors and their employees also receive the appropriate information from FedEx Ground as required by federal law and DOT regulations, and are responsible for training their own employees.

For the purposes of this plan, an unauthorized person is any person who is not authorized by FedEx Ground to access Hazmats or any other packages/items within FedEx Ground's control. An unauthorized person may include individuals that show suspicious interest in the contents of FedEx Ground packages or in the routes used to deliver those packages.

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The following responsibilities and duties related to this plan would fall under the Managing Director (MD) of Safety:

- Reviewing the plan
- Updating the plan
- Implementing and rolling out the plan

The following responsibilities and duties related to this plan would fall under the Managing Director (MD) of Protection and Preventive Services (PPS):

- PPS owns and administers the criminal background check program for all vendors and vendor personnel.
- PPS owns and manages the trailer seal control program.
- PPS owns and is responsible for the Workplace Violence Prevention Program, which includes annual employee training and investigations.
- PPS owns and administers the ID badge program.
- PPS owns and manages the access control program for all stations.
- PPS owns and manages the Physical Security Requirements Matrix, which provides security standards for all FedEx Ground stations (e.g., cameras, fencing access control, fence line turnstiles, burglar alarms, etc.).
- PPS manages all security-related alert line cases, ensuring security investigations are conducted on every case.

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The plan objectives are to:

- Identify and eliminate significant threats and vulnerabilities identified in the Risk Assessment.

**Note:** The risk assessment required by 49 CFR 172.804 is part of the plan and is available only to persons with a need to know as that term is defined in 49 CFR parts 15 and 1520.

- Provide in-depth security awareness to heighten vendor knowledge and awareness of potential criminal acts against them and FedEx Ground packages, particularly those containing Hazmat.
- Provide information to vendors regarding crime and security risks associated with Hazmat transportation, and provide them with optional methods designed to enhance transportation security.
- Satisfy the in-depth security training requirements set forth by 49 CFR Part 172.
- Assure the safety and security of FedEx Ground personnel, stations, equipment, the packages we transport for our clients, and the general public with whom we come into contact.
- Comply with all international, federal, state, and local laws and regulations.

## **Security Awareness Training**

As required by 49 CFR Part 172, Subpart H – Training, FedEx Ground ensures that Hazmat employees receive security awareness training and in-depth security training. This training is designed to meet the applicable Hazmat responsibilities of the individual and satisfy the in-depth security training requirements set forth by 49 CFR Part 172. Knowledge checks are performed to verify comprehension. This training is presented in a variety of modes based upon the audience, and includes on-line training, instructor-led training and self-study guides as set forth below:

## **Vendors and Vendor Personnel**

Initial and recurrent training is completed via a self-study Safety Information Guide, which is reviewed and certified annually.

Pursuant to 49 CFR Part 172.704(c)(2), FedEx Ground Hazmat employees receive and certify the training required by 49 CFR Part 172, Subpart H at least once every three years. FedEx Ground Hazmat employees receive and certify this training on a recurrent basis. If this plan is revised during the recurrent training cycle, in-depth security training is provided to FedEx Ground Hazmat employees within 90 days of implementation of the revised plan.



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## Risk Assessment

### Overview

FedEx Ground has assessed and continues to review the potential vulnerabilities of its stations/hubs and operations regarding the types of packages transported, the customers using our services, the locations of our stations/hubs and surrounding areas, and applicable regulatory requirements for the transportation of Hazmats. In light of these considerations, FedEx Ground has developed this plan and related training to ensure the safe and secure transportation of its packages, particularly those containing Hazmats.

FedEx Ground takes appropriate measures to confirm the information provided by job applicants hired for all FedEx Ground employee positions. The process includes reference checks, criminal background checks, employment checks, drug testing, and driving qualification checks, if applicable to the position. Similar measures are taken for vendors as appropriate. Employees are instructed to:

- Report suspicious behavior, incidents or unusual activity to management.
- Report security breach to management, as well as to law enforcement officials when appropriate.
- Be aware that persons with whom they work may pose a security threat.

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## **Personnel Security**

Criminal background checks are included in the terms of the contracts with all vendors. Pre-assignment drug tests are contractual terms for vendor personnel assigned by vendors to provide transportation services under a contract with FedEx Ground while operating under FedEx Ground's motor carrier operating authority.

## **Unauthorized Access**

FedEx Ground takes appropriate measures to address the assessed risk of an unauthorized person gaining access to Hazmat packages. Every FedEx Ground station and hub is required to meet the approved facility security requirements matrix, which was established to ensure the safety and security of every FedEx Ground employee, customer, and customer asset. If a station or hub cannot meet these items, they are required to have alternatives, such as a contracted security guard service at the location. Any unattended Hazmats are secured in an appropriate location within the station/hub.

## **En Route Security**

Each FedEx Ground station/hub takes appropriate measures to address the assessed security risks of shipping Hazmats from origin to destination. Vendors should ensure that their personnel:

- Keep vehicles locked and Hazmat packages out of sight.
- Avoid discussing their cargo with anyone.
- Report suspicious activity to station/hub management.
- Be prepared to show identification to shippers, recipients, and law enforcement when asked.
- Notify FedEx Ground station/hub management immediately if a Hazmat package was delivered to someone who they suspect will use it for criminal intent.

**Note:** Never driver-release a Hazmat package. A signature must be obtained.

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## **National Terrorism Advisory System**

The National Terrorism Advisory System (NTAS) has replaced the color-coded Homeland Security Advisory System (HSAS). This system communicates information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector. It recognizes that Americans share responsibility for the nation's security, that we should always be aware when there is a heightened risk of terrorist attack in the United States, and that we should know how to respond in case of a threat or attack.

## **NTAS Alerts**

NTAS alerts are only issued when credible information is available. These alerts consist of a clear statement that warns of an imminent threat or an elevated threat.

- **Imminent Threat Alert**

Warns of a credible, specific, and impending terrorist threat against the United States

- **Elevated Threat Alert**

Warns of a credible terrorist threat against the United States

After reviewing the available information, the Secretary of Homeland Security decides, in coordination with other Federal entities, whether an NTAS alert should be issued.

Using available information, these alerts provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses, and governments can take to help prevent, mitigate or respond to the threat.

NTAS alerts are based on the nature of the threat. In some cases, alerts are sent directly to law enforcement or affected areas of the private sector. In other cases, alerts are issued more broadly to the American people through both official and media channels.

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- **Sunset Provision**

An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or if the threat evolves.

NTAS alerts contain a sunset provision indicating a specific date when the alert expires. There will not be a constant NTAS alert or blanket warning of an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security announces an updated NTAS alert. All changes, including the announcement that cancels an NTAS alert, are distributed the same way as the original alert.

## **Risk Assessment Security Measures**

The following is an assessment of possible risks associated with the transportation of Hazmats through the FedEx Ground network, as well as appropriate security measures which FedEx Ground has implemented to address those assessed risks.

PERSONNEL SECURITY: Potential risks include death, injury, operation shut down, contamination of customer packages, and vehicles being used as Improvised Explosive Devices (IEDs).
Risk Assessment
1. Criminal elements having access to Hazmat packages.
2. Terrorist elements having access to Hazmat packages.
3. Accident due to an unauthorized or untrained driver operating the vehicle.
4. Improper handling of Hazmat spills due to inadequate training.
5. Improper loading or unloading of Hazmat packages due to inadequate training.
6. Improper Hazmat markings, labeling, packaging or shipping paperwork.

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**PERSONNEL SECURITY:** FedEx Ground developed an employee and vendor screening program to ensure the accuracy of information supplied by employees, and vendor employees. FedEx Ground also ensures that all Hazmat employees (including vendor personnel) receive DOT-required Hazmat employee training, in addition to having procedures and guidelines in place for properly handling Hazmats.

Security Measures

1. Criminal background checks are conducted on all new employees and newly assigned vendor personnel.
2. Motor Vehicle Record (MVR) searches are completed for all vendor personnel assigned to operate a motor vehicle.
3. Commercial Driver License Information System screenings are completed for all vendor personnel possessing a valid CDL.
4. Drug tests are completed for all employees and for vendor personnel assigned to operate a motor vehicle.
5. Work and education histories may be verified for FedEx Ground employees. Prior driving experience is verified for service provider personnel.
6. Legal status for all FedEx Ground employees is verified within three days of hire using a Social Security database.
7. All Hazmat employees (including vendor personnel assigned to operate a motor vehicle) receive DOT-required Hazmat employee training.
8. Quality assurance clerks audit all packages for FedEx Ground requirements and DOT regulations.

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**UNAUTHORIZED ACCESS:** Potential risks include death, injury, operation shut down, contamination of customer packages, and vehicles being used as Improvised Explosive Devices (IEDs).

Risk Assessment

1. Criminal elements having access to Hazmat packages.
2. Terrorist elements having access to Hazmat packages.
3. Access to Hazmats by untrained or unqualified individuals.

**UNAUTHORIZED ACCESS:** FedEx Ground has physical security requirements in place to minimize unauthorized access to our stations.

Security Measures

1. Identification badges are required for all individuals on FedEx Ground property.
2. Contract guard service is provided at selected stations.
3. A key control program is required for all stations.
4. Unauthorized vehicles are not permitted within the perimeter fencing of the station/hub.

**EN ROUTE SECURITY:** Potential risks include death, injury, contamination of packages, and the risk of releasing Hazmats into the environment.

Risk Assessment

1. Criminal elements having access to Hazmat packages.
2. Terrorist element having access to Hazmat packages.
3. Unauthorized access to Hazmat packages.
4. Accident due to an unauthorized or untrained driver operating the vehicle.
5. Improper handling and emergency response to an accident due to improper Hazmat shipping paperwork.
6. Accident due to an improper maintenance program for trailers and vehicles.
7. Theft due to improper maintenance or vehicle/trailer security.

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**EN ROUTE SECURITY:** FedEx Ground has procedures and guidelines in place to address en route security risks

**Security Measures**

1. Criminal background checks are conducted on all new employees and newly assigned vendor personnel assigned to operate a motor vehicle.
2. MVR searches are completed for all vendor personnel assigned to operate a motor vehicle.
3. Commercial Driver License Information System screenings are completed for all linehaul vendor personnel assigned to operate a motor vehicle.
4. Drug tests are completed for all vendor personnel assigned to operate a motor vehicle.
5. Prior driving experience is verified for all vendor personnel assigned to operate a motor vehicle.
6. Random drug tests are conducted for all vendor personnel assigned to operate a motor vehicle.
7. Seals are required for all loaded trailers.
8. All pickup and delivery vehicles must be able to secure cargo.
9. A vehicle and trailer maintenance program has been established to minimize accidents and en route theft.

**DOT Hazardous Materials Information Center**

The DOT offers informal guidance and interpretive assistance with federal regulations governing the transportation of Hazmats. PHMSA has a toll-free information line, which provides information and advice on complying with Hazmat regulations 49 CFR Parts 100-180.

The information line is staffed from 9:00 a.m. through 5:00 p.m. eastern time, Monday through Friday, except Federal holidays. When the information line is not staffed, callers leave a recorded message, which is answered by the next business day. The toll-free number for the information line is 800.467.4922.

Information may also be obtained from the Office of Hazardous Materials Safety at <http://hazmat.dot.gov>.

## Important Points to Remember

### Facts

- Hazmat regulations are set by the DOT.
- Some Hazmats may not be acceptable for transportation via FedEx Ground. Review your prohibited/acceptable labels poster (SF-035).
- Most Hazmats are required to be shipped in UN POP packaging. The two most common exceptions are ORM-D packages and Hazmats shipped as a limited quantity (Ltd. Qty.).
- The maximum weight for a Hazmat shipment is 70 lbs. (gross weight). The maximum volume is limited to eight gallons. ORM-D and limited quantity packages are limited to 66 lbs. (gross weight).
- All Hazmat packages must be properly marked and labeled.
- All Hazmat shipments require shipping papers (OP-900LL or OP-900LG/Hazardous Materials Certification). The driver must ensure that he or she gets a Hazardous Material Certification for each Hazmat package.
- DOT vendors and their employees cannot sign the Hazardous Materials Certification or similar manifest. The shipper must sign it.
- Hazmats cannot be driver-released. A signature is required.
- All Hazmats must be loaded on the floor with orientation arrows pointing up, properly segregated, and blocked and braced on all vans.
- Hazmat packages should be loaded and separated by other non-hazardous packages.
- Hazmats can pose a security threat in the wrong hands. Report any suspicious activity to management.
- FedEx Ground does not ship pallet loads of Hazmats.
- Operations should be halted, and station/hub management notified immediately if leakage is noted at any time.
- Spilled material should not be walked on or touched.
- The fire department should be notified immediately in case of a smoking package or fire only.

<p><b>Note:</b> The vehicle or area should be isolated until the hazard has been identified and safe handling procedures are determined.</p>
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- Personnel should not be permitted to congregate in the vicinity of the vehicle/incident unless they are properly trained and authorized. Personnel who become ill should be removed from the scene if it is safe to do so.
- Sources of fumes, sparks or flames (cigarettes, cigars, pipes, etc.) should be removed if it is safe to do so.
- Fumes, smoke or vapors should not be inhaled, even if no hazardous materials are involved.
- Gases or vapors should not be presumed to be harmless because there is no odor.
- Only station/hub management personnel are authorized to contact FXG Emergency Spill Response Service.
- Information and details about the spill should be provided when contacting station/hub management.
  - Indicate you have a leaking Hazmat.
  - Include your exact location. If you are on the road, include what the nearest intersection or mile marker is and direction of travel.
  - Include your name and the entity for which you work.
  - Include the proper shipping name, hazard class, and identification number of the hazardous material.
- If a Hazmat or fuel spill occurs off site, FedEx Ground station/hub management should immediately be contacted for specific instructions.

### **Fuel Spills**

If a Hazmat or fuel spill occurs off-site, immediately contact FedEx Ground station/hub operations management for specific instructions.

## Workplace Violence Prevention Awareness

### Workplace Violence

FedEx Ground is committed to maintaining an environment free from violence. Workplace violence is any behavior or action that would put someone in a state of fear of concern for his or her safety.

Violence can occur in three different forms: physical, verbal, and emotional. Such behavior includes oral or written statements, gestures or expressions that communicate a direct or indirect threat of physical harm. All reports of incidences involving workplace violence are taken seriously and are dealt with appropriately. Any business invitee who fails to comply with this standard may be removed and permanently excluded from FedEx Ground property.

Vendors and service providers agree to ensure their personnel comply with this standard when providing service to FedEx Ground. Failure to do so may result in FedEx Ground taking appropriate action under the applicable operating agreement or service contract with FedEx Ground. All reports of actual or threatened workplace violence are taken seriously, investigated, and dealt with appropriately.

Report any behavior or situation that causes you concern or fear for your safety or the safety of others.

To make a report:

- Contact FedEx Security or a member of the management team.
- If applicable, notify your employer's authorized officer/business contact.
- Call the FedEx Alert Line at 866.42.FedEx (866.423.3339).
- If it is an emergency, dial 911.

### Active Threat

An active threat is defined as an uncontrolled situation in which an attacker is using a weapon to cause serious injury. You may need to take direct responsibility for your personal safety and security.

In an active threat event, there is an immediate risk of injury and death. These situations are dynamic and rapidly evolving. Anyone encountering the attacker may become a victim.

There may be no pattern or method of victim selection. His or her intent may simply be to harm as many people as quickly as possible. He or she will continue to move throughout the area or building until he or she is stopped.

### Awareness and Preparation

- Know your nearby exits.
- Take notice of unusual sights or sounds.
- Imagine a threat situation and think about what you would do.
- Plan the shortest possible safe route and then rehearse it.

## **Action**

There are at least three possible options to respond to an active threat situation. All individuals must determine their best course of action.

- **GET OUT**
  - If it is possible to do so safely, your first, best option is always to leave your workplace when an attacker enters.
  - Put your response plan into action immediately and move quickly to your escape route.
  - Don't wait for others to confirm your decision to leave.
  - Leave belongings behind and keep your hands visible so no one mistakes you for the attacker.
- **HIDE OUT**
  - If there are two or more of you together, spread out; don't huddle together.
  - Quietly develop a plan of action in case the attacker enters.
  - Maintain silence. Silence your cell phone and other devices that might reveal your location.
  - Hide out of the attacker's view, lock the door, and block entry with furniture or other heavy items.
- **TAKE ACTION**
  - As a last resort and only if your life is in imminent danger, attempt to incapacitate the attacker.
  - Use aggressive force; yell, throw things or use improvised weapons to protect yourself.
  - When it is safe to do so, call 911. Provide as much information as you can and include the following:
    - Name, physical description, location and weapons held by the attacker
    - Number of attackers (if there are multiple)
    - Number of workers in the area

**Note:** When law enforcement arrives, they will be completely focused on finding the attacker and will move quickly and aggressively through the facility. Do not expect officers to assist you.

All individuals with an active FedEx Ground badge agree to satisfy FedEx Ground's annual workplace violence prevention and active threat awareness program including watching the applicable vendor [Workplace Violence Prevention](#) and [Active Threat Event Awareness](#) videos; the videos are available in Spanish and French upon request.

## Firearms and Weapons

For the safety and security of the workplace, FedEx Ground strictly prohibits the possession of firearms and other weapons on its premises, regardless of whether the person has a permit or license to possess or carry a firearm or weapon. FedEx Ground premises includes company owned or leased stations, hubs, property, parking lots, vehicles, and at any FedEx sponsored or coordinated events held at a non-company owned or leased location.

Firearms or weapons include, but are not limited to:

- Any firearms, whether loaded or unloaded, including handguns, rifles, shotguns, pellet or B.B. guns or replicas
- Starter or flare pistols
- Stun guns, Tasers or similar devices
- Tear gas, mace, pepper spray or other self-defense sprays greater than 0.5 ounces
- Knives with a blade length greater than three inches, switchblades or other automatic knives of any kind with the exception of rounded-tip butter knives or rounded-tip cake knives

Where applicable, state, provincial or federal laws impose different or additional standards, FedEx Ground complies with these obligations. Any questions with regard to specific state, provincial or federal firearm laws must be directed immediately to the local FedEx senior manager.

Individuals are required to abide by all posted signage and communications while on FedEx Ground premises.

## Security Awareness

### **Vehicle and Package Security**

- Commercial vehicles are to be furnished with functioning manufacturer's locks or self-locking or auto-locking locks on all exterior doors.
- Packages are not visible to public view, which can be done by securely covering, painting, tinting or smoking windows in the cargo area.
- A bulkhead should separate cargo from the front-end structure of the vehicle. The front-end structure on cargo-carrying vehicles must comply with all federal, state, and local laws.
- A bulkhead door (between cab and cargo area) is secured with a lock. The door must not be plywood and must be permanently attached.
- Unattended vehicles are not running.
- Keys are secure when vehicles are left unattended.

Awareness of your surroundings is critical to keeping yourself safe and your vehicle secure.

### **Rental Vehicles**

- Ensure that rental vehicles are in good working condition and have working locks.
- Rental vehicles acquired from a rental company may be secured with a padlock when high security locks are not available.
- Follow the appropriate pre-trip inspection processes.

### **Vehicle Parking**

- Leave enough room to pull out or back out in case of emergencies.
- Keep doors locked and windows up.
- Park in highly visible and well-lit areas, and park as close to the delivery point as possible.
- Be aware of people approaching you. Trust your instincts and drive away if you feel threatened.
- Never leave personal items in plain view in the cab area.

### **Surroundings**

- Be aware of your surroundings:
- Walk with other people when possible.
- Don't overload packages and block your vision.
- Avoid being distracted when the rear door of your vehicle is open.
- Set-up your vehicle for quick package selection.
- Have your keys readily available at all times for entry.

### **Personal Security**

- Personal security, not property, is top priority.
- If confronted with a situation, remember that your safety comes first.
  - Don't be a hero.
  - Cooperate. Don't resist. Follow the robber's directions, but volunteer nothing more than asked. Assume the robber has a loaded weapon, even if it cannot be seen.
  - Stay calm and cautiously observe as much as possible.
  - Keep hands in sight and make no sudden moves.

### **If an Incident Occurs**

- Refrain from touching anything that the burglar may have touched.
- Avoid discussing the robbery with anyone until information is provided to the police.
- Contact police, the service provider authorized officer and/or business contact and FedEx Ground management (if packages or FedEx Ground property or uniforms were stolen or damaged).
- If witnesses are available, ask them to remain until the police arrive.
- Try to recall as much as possible about what you encountered and observed.
- Be prepared to give a description of persons, their speech or mannerisms.

## **Alcohol and Controlled Substances**

### **Overview**

An individual may become substantially impaired after drinking alcohol or using a controlled substance. Alcohol and/or controlled substances may impair your vision, reaction time, coordination and judgment. Even small amounts of alcohol and/or controlled substances, including some over-the-counter medicines, can decrease the mental and physical abilities that are necessary to safely operate a commercial motor vehicle.

As a motor carrier, FedEx Ground is required by §382.601 of the FMCSR to provide educational materials relating to the use of alcohol and controlled substances to all vendors operating under its operating authority. The senior manager, with support from the FedEx Ground Safety department, has been designated to answer vendor questions regarding these materials.

As referenced in the FMCSR, FedEx Ground is required to provide sufficient information about the safety-sensitive functions performed by vendors to make clear what period of the workday the vendor is required to be in compliance with this part. The term safety-sensitive function is defined in §382.107 of the FMCSR and means all time from when a vendor begins to work or is required to be ready to work until the time they are relieved from work and all responsibility for performing work. With regard to commercial vendors, safety-sensitive functions include:

- All time at a motor carrier or shipper plant, station/hub or other property or on any public property, waiting to be dispatched, unless the vendor has been relieved from duty by the motor carrier
- All time inspecting equipment as required by §392.7 and §392.8 or otherwise inspecting, servicing or conditioning any commercial motor vehicle at any time
- All time spent at the driving controls of a commercial motor vehicle in operation
- All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth (a berth conforming to the requirements of §393.76)
- All time loading or unloading a vehicle, supervising or assisting in loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle or in giving or receiving receipts for shipments loaded or unloaded
- All time repairing, obtaining assistance for or attending to a disabled vehicle

The FMCSR specifically prohibits the use of alcohol and other controlled substances, as set forth in §382.201 through §382.215. These prohibitions include the following:

- Alcohol concentration

No DOT service vendor employee may report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater or use alcohol or be under the influence of alcohol within four hours before going on duty or operating or having physical control of a commercial motor vehicle. No motor carrier that has actual knowledge that a DOT service vendor employee has an alcohol concentration of 0.02 or greater may permit the vendor employee to perform or continue to perform safety-sensitive functions.

- On-duty use

No DOT service vendor employee may use alcohol while performing safety-sensitive functions. No motor carrier having actual knowledge that a DOT service vendor employee is using alcohol while performing safety-sensitive functions may permit the vendor employee to perform or continue to perform safety-sensitive functions.

- Pre-assignment use

No DOT service vendor employee may perform safety-sensitive functions within four hours after using alcohol. No motor carrier having actual knowledge that a DOT service vendor employee has used alcohol within four hours may permit the vendor employee to perform or continue to perform safety-sensitive functions.

- Use following an accident (only DOT service vendor employees operating CMV vehicles with a GVWR greater than 26,001 lbs.)

No DOT service vendor employee who is required to take a post-accident alcohol test under §382.303 may use alcohol for eight hours following the accident or until he or she undergoes a post-accident alcohol test, whichever occurs first.

- Refusal to submit to a required alcohol or controlled substances test

No DOT service vendor employee may refuse to submit to a post-accident alcohol or controlled substances test required under §382.303, a random alcohol or controlled substances test required under §382.305, a reasonable suspicion alcohol or controlled substances test required under §382.307 or a follow-up alcohol or controlled substances test required under §382.311. No motor carrier may permit a DOT service vendor employee who refuses to submit to such tests to perform or continue to perform safety-sensitive functions.

- Controlled substances use

No DOT service vendor employee may report for duty or remain on duty requiring the performance of safety-sensitive functions when the DOT service vendor employee uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner, as defined in §382.107, who has advised the vendor employee that the substance will not adversely affect the vendor employee's ability to safely operate a commercial motor vehicle. No motor carrier having actual knowledge that a DOT service vendor employee has used a controlled substance may permit the vendor employee to perform or continue to perform a safety-sensitive function. A motor carrier may require a DOT service vendor employee to inform the motor carrier of any therapeutic drug use.

- Controlled substances testing

No DOT service vendor employee may report for duty, remain on duty or perform a safety-sensitive function if the DOT service vendor employee tests positive or has adulterated or substituted a test specimen for controlled substances. No motor carrier having actual knowledge that a DOT service vendor employee has tested positive or has adulterated or substituted a test specimen for controlled substances may permit the vendor employee to perform or continue to perform safety-sensitive functions.

The circumstances under which a DOT service vendor employee is tested for alcohol and/or controlled substances are defined in §382.301 through §382.311 and include:

- Pre-assignment testing
- Post-accident testing (only DOT service vendor employees operating CMVs with a GVWR greater than 26,001 lbs.)
- Reasonable suspicion
- Random testing
- Return-to-duty testing
- Follow-up testing

All DOT service vendor employee alcohol and/or drug testing is completed in accordance with the FMCSR and the standards implemented by FedEx Ground in order to ensure the integrity of this program. All testing is conducted by a qualified testing laboratory utilizing paper or electronic custody and control forms.

All DOT service vendor employees who operate under FedEx Ground's operating authority are subject to a random drug testing program. DOT service vendor employees are selected randomly from a database of all applicable DOT service vendor employees. Each applicable DOT service vendor employee has an equal chance of being selected every time a random selection is made. To ensure there is no bias in the selection process, a third-party administrator periodically conducts a random selection from a database. Once the random selection has been made, the third-party administrator forwards the list of selected DOT service vendor employees to the Safety department, PGH. The third-party administrator then notifies management at the DOT service vendor employee's domicile station by confidential email. FedEx Ground management then personally notifies the selected DOT service vendor employee of his/her selection. FedEx Ground management attempts to supply the vendor with concurrent notice of random testing for their employee(s).

Once notified of a random test, the DOT service vendor employee must immediately proceed to the collection site. In the event of unforeseeable circumstances and/or obstacles (i.e., collection site closed, collector unavailable when the vendor employee shows up, emergency such as a fire, natural disaster, etc.), the DOT service vendor employee may immediately contact the station/hub at which they are domiciled for instructions and/or directions to an alternative collection site. Failure to arrive at the collection site immediately (within two hours) is considered a refusal to test and the DOT service vendor employee is no longer eligible to be assigned to provide services for FedEx Ground.



Should the alcohol and controlled substance regulations be violated, refer to the applicable operating agreement or service contract with FedEx Ground. If at any time you suspect that a DOT service vendor employee is under the influence of alcohol and/or a controlled substance, immediately notify a member of the FedEx Ground management team at the domicile station.

Consistent with driver safety standards set forth in the agreements and the FMCSA, FedEx Ground initiated a process to comply with the Substance Abuse Professional (SAP) evaluation for individuals who provide services under an agreement with FedEx Ground after a violation of the DOT drug and alcohol regulations. This includes a verified positive DOT drug result, a DOT alcohol test with a result indicating an alcohol concentration of 0.02 or greater, a refusal to submit to a test (including adulterating or substituting a urine specimen) or any other violation of the prohibition on the use of alcohol or drugs under a DOT agency regulation (including a citation for driving under the influence in either a personal or commercial vehicle).

DOT service vendor employees that violate a DOT drug and alcohol regulation are not eligible to be assigned to provide services under an agreement or service contract with FedEx Ground until completion of the SAP evaluation, referral, and education/treatment process as set forth in applicable DOT agency regulations.

## SAP Evaluation Requirements

- Recommendation to return to work
- Follow up testing schedule

Once SAP evaluation requirements are completed, the Designated Employer Representative (DER) for the service provider, not the driver candidate, submits all documentation to [followuptesting@escreen.com](mailto:followuptesting@escreen.com).

<p><b>Note:</b> Once the SAP evaluation and Return to Duty test requirements are satisfied, the on-boarding process for the driver candidate can be initiated.</p>
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## Additional Information

- FMCSR link explaining SAP: <https://www.fmcsa.dot.gov/regulations/drug-alcohol-testing/substance-abuse-professionals>
- SAP web site: [www.go2asap.com](http://www.go2asap.com)

## Knowledge Check

Note to Instructor: This knowledge check consists of a total of 17 questions. The first five questions are for both P&D and Linehaul.

**Name:**

**ID Number:**

**Date:**

Knowledge check results are to be reviewed with the vendor to ensure understanding.

**Note:** For additional information on Hazardous Materials Training, refer to DOT, Hazardous Materials Regulations, 49 CFR 172.702, Applicability and Responsibility for Training and Testing.

1. FedEx Ground is governed under which rules and regulations for shipping Hazmats?
  - a. DOT
  - b. NASA
  - c. IATA
  - d. FAA
2. FedEx Ground procedures limit the maximum weight of Hazmats per vehicle to:
  - a. 50 lbs.
  - b. 100 lbs.
  - c. 999 lbs.
  - d. 1,001 lbs.
3. FedEx Ground can ship Consumer Commodity packages into Canada.
  - a. True
  - b. False
4. FedEx Ground cannot ship Hazmats or ORM-Ds to, from or within Alaska and Hawaii.
  - a. True
  - b. False
5. While Hazmat packages are being transported, the driver must have, in their immediate possession, a copy of:
  - a. Hazardous Materials Shipper Certification
  - b. Hazardous Materials Shipping Label, OP-900LL or OP-900LG
  - c. Either a. or b. above.

6. Which of the following materials would be attractive to terrorists?
  - a. Class 1 – Explosives
  - b. Class 3 – Flammable Liquids
  - c. Class 7 – Radioactive Material
  - d. Class 8 – Corrosive Materials
  - e. All of the above
7. Vehicles containing hazardous materials can be left unattended if the vehicle has been locked?
  - a. True
  - b. False
8. Never driver release a Hazmat package.
  - a. True
  - b. False
9. When Hazmat packages (excluding ORM-Ds and Ltd. Qty. with the white square-on point marking) are picked up:
  - a. Obtain a copy of the Hazardous Materials Certification
  - b. Be sure the Hazmat packages have an OP-900LL or OP-900LG label and are in UN packaging (except for limited quantity)
  - c. Be sure the Hazmat packages are labeled and accepted as required by FedEx Ground
  - d. All of the above
10. Hazmat packages can pose a security threat.
  - a. True
  - b. False
11. Ensure that Hazmat packages loaded in P&D vans are:
  - a. Never loaded on shelves
  - b. Segregated from each other by a non-hazardous material package
  - c. Blocked and braced
  - d. Loaded with the orientation arrows pointing up
  - e. All of the above
12. If a Hazmat package spill should occur in your vehicle, you should:
  - a. Protect the scene and notify FedEx Ground Management to provide spill response
  - b. Never attempt to cleanup a Hazmat spill
  - c. Both a. and b

13. Roadside inspections may involve a review of the OP-900LL or OP-900LG and a request to see a copy of the ERG.
- a. True
  - b. False
14. Hazmat security precautions include:
- a. Avoid conversation with strangers about cargo
  - b. Report suspicious activity to FedEx Ground Management
  - c. Being aware of the National Terrorism Advisory System
  - d. All the above
15. The OP-900LL or OP-900LG is to be placed in the Hazmat envelopes and be within the driver's reach while operating the vehicle.
- a. True
  - b. False
16. Normally, FedEx Ground does not require Hazmat placards on trailers due to:
- a. Total Hazmat weight and commodity restrictions
  - b. Hazmat placards are always required on FedEx Ground trailers
17. Roadside inspections for Hazmat non-compliance may result in significant fines.
- a. True
  - b. False

## Glossary of Terms

**AIR-RESTRICTED MATERIALS** – Packages (containing Hazmats, ORM-Ds or Ltd. Qty) that FedEx Ground cannot ship to, from or within Alaska and Hawaii because they would have to comply with air shipping regulations, which are beyond that of FedEx Ground operations

**COMMERCIAL DRIVER’S LICENSE (CDL) MANUAL** – Provides information on the safe operation of vehicles used in commerce

**CONSUMER COMMODITY** – A material that is packaged and distributed in a form intended or suitable for sale through retail sales agencies for consumption by individuals for the purposes of personal care or household use

This term also includes drugs and medicines.

**CONTROLLED SUBSTANCE** – Defined by the DOT as marijuana, cocaine, amphetamines, opiates, and phencyclidine (PCP)

**DANGEROUS GOODS (DG)** – Another term for hazardous materials

**DOT** – The Department of Transportation

The DOT regulates the transportation of Hazmats.

**EMERGENCY ACTION PLAN** – A written plan that is communicated to workers detailing what to do in various unplanned emergency situations

**EMERGENCY RESPONSE GUIDEBOOK (ERG)** – Provides safety information about hazardous materials during an incident

**HAZARD CLASS** – The category of hazard assigned to a hazardous material.

A material may meet the criteria for more than one hazard class (and have a subsidiary hazard) but is assigned to only one hazard class.

**HAZMAT LABEL** – The diamond shape label on hazardous material packages that provide hazard class information

**HAZARDOUS MATERIAL (HAZMAT)** – A substance or material that the Secretary of Transportation has determined is capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and has designated as hazardous under section 5103 of Federal hazardous materials transportation law (49 U.S.C. 5103)

The term includes hazardous substances, hazardous wastes, marine pollutants, elevated temperature materials, materials designated as hazardous in the Hazardous Materials Table (Refer to 49 CFR 172.101.), and materials that meet the defining criteria for hazard classes and divisions in part 173 of 49 CFR.

Hazmats are also referred to as dangerous goods or DG.

**HAZARDOUS SUBSTANCE** – A material, including its mixtures and solutions, that is listed in 49 CFR appendix A to §172.101 and is in a quantity, in one package, which equals or exceeds the reportable quantity (RQ) listed in the appendix A to §172.101

**HAZARDOUS WASTE** – Any material that is subject to the hazardous waste manifest requirements of the U.S. EPA specified in 40 CFR part 262

**HAZMAT EMPLOYEE** – A person who is employed on a full-time, part time or temporary basis by a Hazmat employer and who, in the course of such employment, directly affects Hazmat transportation safety; or self-employed (including an owner-operator of a motor vehicle, vessel or aircraft) transporting Hazmats in commerce who, in the course of such self-employment directly affects Hazmat transportation safety; or a railroad signalman; or a railroad maintenance-of-way employee

**HMR** – The hazardous materials regulations, CFR 49 Parts 171 through 180

**IATA/ICAO** – International Air Transport Association/International Civil Aviation Organization

These organizations set the rules for the air shipping of Hazmats.

**LIMITED QUANTITY** – The maximum amount of a hazardous material for which there is a specific labeling or packaging exception

**LOCKOUT/TAGOUT** – Disconnecting the power of a mechanical device prior to maintenance and placing a padlock and warning tag on the switch to prevent inadvertent or accidental startup

**ORM/ORM-D** – Other regulated materials/domestic such as a consumer commodity, Hazmats that are exceptions for some of the DOT Hazmat shipping requirements

Refer to §173.144 of 49 CFR for additional information.

**OVERPACK** – An enclosure that is used by a single consignor to provide protection or convenience in handling a package or consolidating two or more packages, does not include a transport vehicle, freight container or aircraft unit load device

Overpacks are required for cylinders.

**PACKING GROUP** – A grouping according to the degree of danger presented by Hazmats

PGI poses the most danger. PGII poses a medium danger. PGIII poses the least danger.

**PERMISSIBLE EXPOSURE LIMIT (PEL)** – The maximum amount of a health hazard (chemical, liquid, gas, dust, noise, radiation, etc.) that the average person is allowed by law to be exposed to for an eight-hour period without experiencing adverse health effects

**PROHIBITED HAZARDOUS MATERIALS** – Materials that FedEx Ground does not transport

Refer to the SF-035 and FedEx Ground Hazardous Materials Shipping Guide for additional information/exceptions.

**PROPER SHIPPING NAME** – The name of the hazardous material shown in Roman print (not italics) in §172.101 of 49 CFR

**SAFETY DATA SHEET (SDS)** – Forms that are provided by the manufacturer of chemicals to enable those who may come into contact with the material to understand the hazards and precautions necessary to handle it safely, and cleanup spills and leaks

**SALVAGE PACKAGING** – A special packaging conforming to §173.3 of 49 CFR into which damaged, defective, leaking or non-conforming Hazmat packages or Hazmats that have spilled or leaked, are placed for purposes of transport for recovery or disposal

**SHIPPING PAPERS** – Documentation required by the DOT to accompany the hazardous material package being transported

**SPECIAL PERMIT** – A document issued by the associate administrator under the authority of 49 CFR permitting a person to perform a function that is not otherwise permitted under subchapter A or C of this chapter or other regulations issued under 49 CFR

The terms special permit and exemption have the same meaning.

Special permit packaging is an option to transport toxic/poison and dangerous-when-wet materials.

**SPECIFICATION PACKAGING** – A packaging conforming to one of the specifications or standards for packaging in part 178 or part 179 of 49 CFR, often referenced as United Nations Performance Oriented Packaging (UN POP)

Refer to packing group for more information.

**SUBSIDIARY HAZARD** – An additional hazard a material presents, other than the primary hazard

**TECHNICAL NAME** – A recognized chemical name currently used in scientific and technical handbooks, journals, and texts that is sometimes added to the proper shipping name to help better identify the material being shipped

Generic descriptions are authorized as technical names as long as they readily identify the general chemical group. Except for names which appear in subpart B of part 172 of 49 CFR, trade names may not be used as technical names.

**UNDECLARED HAZARDOUS MATERIAL** – A hazardous material that is subject to any of the hazard communication requirements in subparts C (Shipping Papers), D (Marking), E (Labeling), and F (Placarding) of Part 172 or an alternative marking requirement in Part 173 of 49 CFR, and is offered for transportation in commerce without any visible indication to the person accepting the hazardous material for transportation that a hazardous material is present, on either an accompanying shipping document or the outside of a transport vehicle, freight container or package

## Answers to Hazmat Knowledge Check

1. A
2. C
3. A
4. A
5. C
6. E
7. A
8. A
9. D
10. A
11. E
12. C
13. A
14. D
15. A
16. A
17. A



## Acknowledgement Form Instructions

Parts One and Two of Acknowledgement Form I are to be completed by vendors and their employees both initially and annually. FedEx Ground should never be listed as the company in Part One.

Acknowledgement Form II is to be completed by vendors and their employees who have not previously completed Acknowledgment Form II. FedEx Ground should never be listed as the company in Acknowledgement Form II.



# Acknowledgement Form I

## Part One

To be returned to FedEx Ground

I \_\_\_\_\_ of \_\_\_\_\_  
(Name) (Company)

acknowledge receipt of the Safety and Injury Prevention Information section of the Safety Information Guide.

I have read this section and understand its contents. While I understand and acknowledge that I am not an employee of FedEx Ground, I understand that compliance with the contents of the Safety Information Guide is a precondition for performing services under an agreement between FedEx Ground and a DOT service vendor

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ FedEx Vendor ID # (if applicable): \_\_\_\_\_

# Acknowledgement Form I

## Part Two

\_\_\_\_\_ has been trained in DOT Hazardous Materials  
(Name of Hazmat Employee)

in accordance with 49 CFR 172.702 and 49 CFR 172.704 through successful completion of the Hazardous Materials section of the Safety Information Guide and the Knowledge Check.

Station/Hub Name: \_\_\_\_\_ Number: \_\_\_\_\_

Name of Person Providing Training: \_\_\_\_\_

Address of Person Providing Training: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Signature of Person Providing Training: \_\_\_\_\_

Title of Person Providing Training: \_\_\_\_\_

Training Completion Date: \_\_\_\_\_

\*Vendors are to provide their name and business address.

**Note:** This book cannot be used for FedEx Ground employees.

\*In accordance with the above U.S. DOT recordkeeping regulations, training materials for DOT service vendors operating under a FedEx Ground DOT number are located at 1000 FedEx Drive, Moon Township, PA 15108.

## Acknowledgement Form II

Required for first-time use only

I \_\_\_\_\_  
(Name)

of \_\_\_\_\_  
(Company)

acknowledge receipt of the Alcohol Misuse and Controlled Substances Use section of the Safety Information Guide. I have read this section and understand its contents.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

FedEx Vendor ID # (if applicable): \_\_\_\_\_