



CONSIDERACIONES ACERCA DE LAS COMUNICACIONES A TENER EN CUENTA COMO MEDIDAS A CONSIDERAR DENTRO DE UN PLAN DE PROTECCION PARA OPERACIONES CON MERCANCIAS DE ALTO RIESGO

Javier Ferrero

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COMUNICACIONES

- con conductores
- con terceros interesados
- con personal interno
- con responsables
- con colaboradores externos
- con medios de comunicación

CON CONDUCTORES

- Utilizar comunicaciones móviles (radio, teléfono)
- Tener previstos dispositivos de aviso por si fallan los habituales
- Disponer botón de alarma para situaciones de actuación urgente
- Establecer frecuencia y motivos de contacto
- Dar charlas informativas de cómo y cuándo utilizar la comunicación
- Entregar relación de teléfonos y responsables a quienes llamar

CON TERCEROS INTERESADOS

- Solicitar confirmación de llegada al destinatario
- Verificar salida del transporte con el cargador
- Constatar entrega de la carga con el transportista
- Hacer reuniones periódicas para mejorar la protección

CON PERSONAL INTERNO

- Facilitar hoja de datos para registro de incidentes
- Informar de los pasos a seguir al producirse un incidente
- Establecer canales y niveles de comunicación en la organización
- Formar al personal implicado (responsabilidades y actuaciones)
- Desarrollar un sistema de protección de la información

CON RESPONSABLES

- Definir funciones responsables y sus actuaciones
- Formar a los responsables implicados (funciones y procedimientos)
- Establecer pruebas periódicas de control de comunicaciones
- Disponer medios específicos para comunicación de incidentes

CON COLABORADORES EXTERNOS

- Prever comunicaciones con la compañía aseguradora en caso de robo
- Identificar los teléfonos u otros medios de comunicación con la policía
- Hacer reuniones periódicas con los colaboradores
- Comunicar medidas y procedimientos de actuación a la policía

CON MEDIOS DE COMUNICACIÓN

- Establecer protocolo de comunicación con los medios públicos
- Emitir declaraciones oficiales de hechos objeto de opinión
- Informar de incidentes a las autoridades y medidas adoptadas

ALGUNOS SISTEMAS DE COMUNICACIÓN PARA VEHICULOS Y CONDUCTORES

- Sistemas de comunicación por satélite (GPS, EGNOS)
GPS-Global Position System
EGNOS-European Geostationary Navigation Overlay System (en desarrollo)
Permiten determinar la posición del vehículo y seguir su trayectoria
- Sistemas de comunicación por radio
Permiten la comunicación según determinadas frecuencias de radio
- Teléfonos móviles
Permiten la comunicación por señales digitales sin cables
- Botones de alarma
Activan señales remotas de alerta; pueden fijarse en el vehículo o llevarlos el conductor en un mando a distancia
- Sistemas de identificación electrónica (contraseña, huella)
Solicitan contraseña o comprueban lectura de huella para poder activar el vehículo
- Ordenadores de a bordo inteligentes (bloqueos)
Permiten el control remoto de velocidad, incluso parada del motor, bloqueo de puertas y cerrojos y otros elementos de protección instalados
- Sistemas de bloqueo de puertas
Necesitan clave para la apertura de puertas
- Cerrojos electrónicos
Emiten una señal de alarma si no se utilizan adecuadamente
- Sistemas de seguimiento de rutas
Permite programar áreas de seguridad alrededor de las rutas trazadas, emitiendo señal de alarma si el vehículo se sale del área definida

ALGUNAS RECOMENDACIONES PARA CONDUCTORES

EN LA CARRETERA

- Esté alerta cuando esté circulando
- No discuta con personas que no conoce o en canales abiertos, la carga que transporta, si destino o cualquier otro detalle del viaje
- Si cree que lo están siguiendo llame al 091 y a su teléfono de emergencias
- Evite ser arrinconado; deje espacio enfrente y detrás de su camión
- Manténgase atento a vehículos que puedan seguirle
- Si cree que lo están asaltando procure mantenerse en movimiento

CUANDO PARE

- Deje su vehículo en lugar seguro y vigilado, si es posible; sino asegúrese de que alguien ve su vehículo
- Si esta conduciendo con otro conductor, uno de ustedes debe permanecer en él
- Nunca deje su vehículo en marcha con las llaves puestas; apague el motor y cierre con llave las puertas
- No pare en lugares peligrosos, áreas inseguras o de alto riesgo
- Siempre cierre la puerta de carga con candado
- Utilice precintos para prevenir e identificar si algo es forzado

EN SU VEHICULO

- utilice un instrumento que apague el motor
- utilice elementos que pongan bajo llave los frenos
- compruebe su sistema de comunicación y notifique cualquier incidencia
- utilice cerradura de la quinta rueda cuando sea posible

Security Advice for Drivers

INTRODUCTION

More than 3,000 HGVs are stolen in the UK every year and only about 12% are ever recovered. Half of all stolen trucks are stolen from their own premises.

Your truck is your livelihood. The tips in this fact sheet will help you stop truck thieves. Please take the time to read this leaflet and discuss any questions you may have with your employer. Keep it safe in your cab for future reference.

If you witness suspicious or criminal behavior, call the police immediately by dialing 999. Always let your employer know what is happening.

If you suspect terrorist involvement then also call the Anti Terrorist Branch on 0800 789 321.

BE SECURE

When you leave your vehicle, always lock it and always take your keys with you. Never leave them in the cab.

Always make sure your cab and, where appropriate, the load compartment are secure.

- When loading or unloading, lock the cab.
- When driving, where appropriate, lock the load compartment.
- Check that all security devices are working.

If you keep the lorry keys when you are not at work:

- make sure they cannot be identified - don't leave anything on the key ring that tells who they belong to or what vehicle they fit;
- never leave them where strangers can see them; and
- always keep them somewhere safe.

If you keep your keys at the operating centre:

- make sure they are in a lockable place out of sight of strangers; and
- never use a 'hiding place', for example, inside the front bumper.

The theft of vehicle keys is on the increase, so be warned!

PARK SAFELY

- Whenever possible decide where you are to park overnight before starting your journey.
- Try to park your vehicle within sight and where you can return to it quickly for short breaks.
- When returning, check all round for signs of interference, including any load security seals.
- When returning to the UK from Europe, be particularly alert for signs of illegal immigrants and be aware of any special instructions at ports and the Euro Tunnel.

PLAN AHEAD

- Plan your route beforehand. That way you will not have to stop to ask directions. If you know exactly where you are going, no-one can mislead you with wrong directions.
- Be unpredictable in your daily work pattern.

BE AWARE

- Avoid talking about loads or routes with other drivers or customers (including over radios or phones).
- Be cautious if you are forced to stop, for example, at the scene of an accident or an emergency, or at police stops.

If you and your vehicle are authorised to hold a Dangerous Load Card, use it but keep it safe. Stop your vehicle when asked to do so by a police or VOSA officer in uniform.

- Keep doors and windows closed and locked, carry out any conversation through a closed window, and do not open or get out of your vehicle.
- Display your Dangerous Goods load card.
- Contact your depot and ask them to verify the Police or VOSA officer is genuine.
- Only open and exit the vehicle once the identity of the Police or VOSA officer has been verified.

During security alerts, follow the advice given to you by local police. At these times only, make sure:

- someone competent stays with your lorry; and
- if you are alone, you leave a clearly displayed note explaining how you can be contacted.

EVERYDAY SECURITY

- Avoid regular routes or stops for newspapers, cigarettes or meals - a recognisable pattern makes you an easier target for thieves.
- Never give lifts, it is illegal to carry unauthorised persons when transporting dangerous goods.
- Make sure you understand and use the vehicle's security equipment and check it's working properly.
- Never leave keys in or on your truck.
- If your truck or trailer has a roof marking and you are the victim of a crime, make sure you tell the police.

DOCUMENTS

When you collect a load:

- check the load matches the collection note;
- make sure it is clear where you are delivering to and who will receive the goods;
- get a contact number if you can; and
- record the load seal number, if appropriate.

When you deliver:

- check the load seal is intact and the number is the same as on the delivery note;
- check that quantities and weights match the collection and delivery notes;
- make sure you are delivering to the right place (check collection and delivery against the notes);
- if the delivery instructions are changed, get written confirmation of the changes from senior staff at the delivery address or from your employer; and
- make sure that there is a clear signature and printed name on the POD (proof of delivery note).

PROTECT YOUR OWN BELONGINGS

- Hide personal property from view.

COMPANY SECURITY

Your company security instructions and procedures are designed to protect your vehicle and its load. Follow them at all times.

If you fail to follow them, your employer could take disciplinary proceedings against you, the driver.

Remember, if you lose your truck, you could lose your job.

If you see anything suspicious, report it to the police by dialing 999, and to your employer.

Call Crimestoppers on 0800 555 111 if you have any information about truck crime or any other crime. Your call is free. You do not have to give your name. You may receive a reward.

| REGISTRO DE INCIDENCIAS | | | | | Página | 1 de |
|--|----------------------------------|---------------------------------|---|-------------------------------------|--------|---------|
| Fecha | | Hora | | Referencia | | |
| Tipo de operación | | <input type="checkbox"/> Carga | <input type="checkbox"/> Descarga | <input type="checkbox"/> Transporte | | |
| Datos del comunicante de la incidencia | | | | | | |
| Nombre y Apellidos | | | | | | |
| Lugar donde se encuentra | | | | | | |
| Empresa | | Tel. | | | | |
| Datos de la empresa donde se ha producido la incidencia | | | | | | |
| Razón social | | | | | | |
| Instalación afectada | | | | | | |
| Teléfono instalación | | Fax | | | | |
| Datos de la mercancía de alto riesgo afectada | | | | | | |
| <input type="checkbox"/> UN 2555, Nitrocelulosa con agua | | | <input type="checkbox"/> UN 2556, Nitrocelulosa con alcohol | | | |
| Lotes afectados | | Cantidad afectada | | | | |
| Matrícula vehículo tractor | | Matrícula de la caja | | | | |
| Referencia carta de porte | | Destinatario | | | | |
| Tipo de incidencia | | | | | | |
| <input type="checkbox"/> Robo | <input type="checkbox"/> Derrame | <input type="checkbox"/> Parada | <input type="checkbox"/> Accidente | <input type="checkbox"/> Daños | | |
| <input type="checkbox"/> Otros | Explicar | | | | | |
| Acciones seguidas tras la incidencia | | | | | | |
| <input type="checkbox"/> Denuncia número _____ | | | <input type="checkbox"/> Otras | | | |
| <input type="checkbox"/> Parte de accidente _____ | | | | | | |
| Consecuencias | | | | | | |
| <input type="checkbox"/> Intervención de bomberos | | | <input type="checkbox"/> Intervención de la policía | | | |
| <input type="checkbox"/> Contaminación | | | <input type="checkbox"/> Daños personales | | | |
| <input type="checkbox"/> Pérdida de producto _____ kg | | | <input type="checkbox"/> Daños materiales _____ € | | | |
| <input type="checkbox"/> Demora en la entrega | | Nueva fecha | | | | |
| <input type="checkbox"/> Otras | | Explicar | | | | |
| Persona que ha tomado nota de la incidencia | | | | | | |
| Nombre y Apellidos | | | | Fecha y hora | | |
| | | | | | | |
| Acciones inmediatas tomadas | | | | Rpble. | Plazo | FechaOk |
| | | | | | | |
| Control de firmas | | | | | | |
| | | | | | | |

| REGISTRO DE INCIDENCIAS | | Página | 2 de | |
|-----------------------------|--------|--------|---------|--|
| Referencia incidencia | | | | |
| Acciones a tomar / Acuerdos | Rpble. | Plazo | FechaOk | |
| | | | | |



Hazardous Materials Incident Report

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 2137-0039. The filling out of this information is mandatory and will take 96 minutes to complete.

INSTRUCTIONS: Submit this report to the Information Systems Manager, U.S. Department of Transportation, Research and Special Programs Administration, Office of Hazardous Materials Safety, DHM-63, Washington, D.C. 20590-0001. If space provided for any item is inadequate, use a separate sheet of paper, identifying the entry number being completed. Copies of this form and instructions can be obtained from the Office of Hazardous Materials Website at <http://hazmat.dot.gov>. If you have any questions, you can contact the Hazardous Materials Information Center at 1-800-HMR-4922 (1-800-467-4922) or online at <http://hazmat.dot.gov>.

PART I - REPORT TYPE

1. This is to report: **A) A hazardous material incident** **B) An undeclared shipment with no release**
 C) A specification cargo tank 1,000 gallons or greater containing any hazardous materials that (1) received structural damage to the lading retention system or damage that requires repair to a system intended to protect the lading retention system and (2) did not have a release.
2. Indicate whether this is: An initial report A supplemental (follow-up) report Additional Pages

PART II - GENERAL INCIDENT INFORMATION

3. Date of Incident: _____ 4. Time of Incident (use 24-hour time): _____
5. Enter National Response Center Report Number (if applicable): _____
6. If you submitted a report to another Federal DOT agency, enter the agency and report number: _____
7. Location of Incident: City: _____ County: _____ State: _____ ZIP Code (if known): _____
 Street Address/Mile Marker/Yardname/Airport/Body of Water/River Mile _____
8. Mode of Transportation Air Highway Rail Water
9. Transportation Phase In Transit Loading Unloading In Transit Storage
10. Carrier/Reporter Name _____
 Street _____
 City _____ State _____ ZIP Code _____
 Federal DOT ID Number _____ Hazmat Registration Number _____
11. Shipper/Offeror Name _____
 Street _____
 City _____ State _____ ZIP Code _____
 Waybill/Shipping Paper _____ Hazmat Registration Number _____
12. Origin (if different from shipper address) Street _____
 City _____ State _____ ZIP Code _____
13. Destination Street _____
 City _____ State _____ ZIP Code _____
14. Proper Shipping Name of Hazardous Material: _____
15. Technical/Trade Name: _____
16. Hazardous Class/Division: _____ 17. Identification Number: _____ (E.g. UN2764, NA 2020) 18. Packing Group: _____ (if applicable) 19. Quantity Released: _____ (Include Measurement Units)
20. Was the material shipped as a hazardous waste? Yes No If yes, provide the EPA Manifest Number: _____
21. Is this a Toxic by Inhalation (TIH) material? Yes No If yes, provide the Hazard Zone: _____
22. Was the material shipped under an Exemption, Approval, or Competent Authority Certificate? Yes No
 If yes, provide the Exemption, Approval, or CA number: _____
23. Was this an undeclared hazardous materials shipment? Yes No

PART III - PACKAGING INFORMATION

24. Check Packaging Type (check only one - if more than one, list type of packaging, copy Part III, and complete for each type:

- Non-bulk IBC Cargo tank Motor Vehicle (CTMV) Tank Car
 Cylinder RAM Portable Tank Other _____

25. See instructions and enter the appropriate failure codes found at the end of the instructions. Be sure to enter the codes from the list that corresponds to the particular packaging type checked above. Enter the number of codes as appropriate to describe the incident. Enter the most important failure point in line 1. If there are more than two failure points, provide in this format in part VI.

1. What Failed: _____ How Failed: _____ Causes of Failure: _____
2. What Failed: _____ How Failed: _____ Causes of Failure: _____

26a. Provide the packaging identification markings, if available.

Identification Markings: _____

(Examples: 1A1/Y1.4/150/92/USA/RB/93/RL, UN31H1/Y0493/USA/M9339/10800/1200, DOT - 105A - 100W (RAIL), DOT 406 (HIGHWAY), DOT 51, DOT 3-A)

26b. For Non-bulk, IBC, or non-specification packaging, if identification markings are incomplete or unavailable, see instructions and complete the following:

Single Package or Outer Packaging:

Packaging Type: _____

Material of Construction: _____

Head Type (Drums only): Removable Non - Removable

Single Package or Inner Packaging (if any):

Packaging Type: _____

Material of Construction: _____

27. Describe the package capacity and the quantity:

Single Package or Outer Packaging:

Package Capacity: _____

Amount in Package: _____

Number in Shipment: _____

Number Failed: _____

Single Package or Inner Packaging (if any):

Package Capacity: _____

Amount in Package: _____

Number in Shipment: _____

Number Failed: _____

28. Provide packaging construction and test information, as appropriate:

Manufacturer: _____

Manufacture Date: _____

Serial Number: _____

Last Test Date: _____

Material of Construction: _____ (if Tank Car, CTMV, Portable Tank, or Cylinder)

Design Pressure: _____ (if Tank Car, CTMV, Portable Tank)

Shell Thickness: _____ (if Tank Car, CTMV, Portable Tank)

Head Thickness: _____ (if Tank Car, CTMV)

Service Pressure: _____ (if Cylinder)

If valve or device failed:

Type: _____ Manufacturer: _____ Model: _____
(if present and legible) (if present and legible)

29. If the packaging is for Radioactive Materials, complete the following:

Packaging Category: Type A Type B Type C Excepted Industrial

Packaging Certification: Self Certified U.S. Certification Certification Number _____

Nuclide(s) Present: _____ Transport Index: _____

Activity: _____ Critical Safety Index: _____

PART IV - CONSEQUENCES

30. Result of Incident (check all that apply): Spillage Fire Explosion Material Entered Waterway/Storm Sewer
 Vapor (Gas) Dispersion Environmental Damage No Release

31. Emergency Response : The following entities responded to the incident: (Check all that apply)
 Fire/EMS Report # _____ Police Report # _____ In-house cleanup Other Cleanup

32. Damages: Was the total damage cost more than \$500? Yes No
If yes, enter the following information: If no, go to question 33.
Material Loss: _____ Carrier Damage: _____ Property Damage: _____ Response Cost: _____ Remediation/Cleanup Cost: _____
\$ _____ \$ _____ \$ _____ \$ _____ \$ _____
(See damage definitions in the instructions)

33a. Did the hazardous material cause or contribute to a human fatality? Yes No
If yes, enter the number of fatalities resulting from the hazardous material:
Fatalities: _____ Employees _____ Responders _____ General Public _____

33b. Were there human fatalities that did not result from the hazardous material? Yes No If yes, how many? _____

34. Did the hazardous material cause or contribute to personal injury? Yes No
If yes, enter the number of injuries resulting from the hazardous material:
Hospitalized (Admitted Only): _____ Employees _____ Responders _____ General Public _____
Non-Hospitalized: _____ Employees _____ Responders _____ General Public _____
(e.g.: On site first aid or Emergency Room observation and release)

35. Did the hazardous material cause or contribute to an evacuation? Yes No
If yes, provide the following information:
Total number of general public evacuated _____ Total number of employees evacuated _____ Total Evacuated _____
Duration of the evacuation _____ (hours)

36. Was a major transportation artery or facility closed? Yes No If yes, how many? _____ (hours)

37. Was the material involved in a crash or derailment? Yes No
If yes, provide the following information: Estimated speed (mph): _____ Weather conditions: _____
Vehicle overturn? Yes No
Vehicle left roadway/track? Yes No

PART V - AIR INCIDENT INFORMATION (please refer to § 175.31 to report a discrepancy for air shipments)

38. Was the shipment on a passenger aircraft? Yes No
If yes, was it tendered as cargo, or as passenger baggage?
 Cargo Passenger baggage

39. Where did the incident occur (if unknown, check the appropriate box for the location where the incident was discovered)?
 Air carrier cargo facility Sort center Baggage area
 By surface to/from airport During flight During loading/unloading of aircraft

40. What phase(s) had the shipment already undergone prior to the incident? (Check all that apply)
 Shipment had not been transported Transported by air (first flight) Transport by air (subsequent flights)
 Initial transport by highway to cargo facility Transfer at sort center/cargo facility

PART VI - DESCRIPTION OF EVENTS & PACKAGE FAILURE

Describe the sequence of events that led to the incident and the actions taken at the time it was discovered. Describe the package failure, including the size and location of holes, cracks, etc. Photographs and diagrams should be submitted if needed for clarification. Estimate the duration of the release, if possible. Describe what was done to mitigate the effects of the release. Continue on additional sheets if necessary.

PART VII - RECOMMENDATIONS/ACTIONS TAKEN TO PREVENT RECURRENCE

Where you are able to do so, suggest or describe changes (such as additional training, use of better packaging, or improved operating procedures) to help prevent recurrence. Provide recommendations for improvement to hazardous materials transportation beyond the control of your individual company. Continue on additional sheets if necessary.

PART VIII- CONTACT INFORMATION

Contact's Name (Type or Print): _____ Telephone Number: () _____
Contact's Title: _____ Fax Number: () _____
Business Name and Address: _____ Hazmat Registration Number (if not already provided): _____
E-mail Address: _____ Date: _____
Preparer is: Carrier Shipper Facility Other _____



Security Checklist for the Shipper of Hazmat

| Question | Response | Recommendation |
|--|----------|----------------|
| Hazmat Storage and Handling | | |
| 1. How are hazardous materials secured? | | |
| 2. Does your company protect hazardous materials using alarms and/or other security systems? | | |
| 3. How are unauthorized personnel restricted from area? | | |
| 4. How are untrained personnel restricted from the area? | | |
| 5. What records are maintained to inventory hazmat? | | |
| 6. How often is the inventory audited? | | |
| 7. What is the reporting procedure if material is missing from the inventory? | | |
| 8. Do your employees have a checklist for packaging and transferring hazmat? | | |
| 9. Do they use the checklists effectively? | | |
| 10. Does your company implement routine security inspections? | | |

Security Checklist for the Shipper of Hazmat

| Question | Response | Recommendation |
|--|----------|----------------|
| Training and Personnel | | |
| 11. How are shipping personnel trained? | | |
| 12. How are training records kept? | | |
| 13. Are handlers of hazardous materials trained in the recognition and disposal of suspect packages? | | |
| 14. Are all personnel trained in recognizing and dealing with aberrant behavior? | | |
| 15. Are employee background checks being conducted? | | |
| 16. Are background checks periodically reviewed and/or updated? How often? | | |
| 17. Does your company hold regular employee/ management meetings to discuss security measures and awareness? | | |
| Carrier Safety | | |
| 18. How is the carrier's identification matched to shipping records? | | |
| 19. What program do you have to audit your carrier's security procedures? | | |
| 20. What procedure do you have to verify if the carrier is authorized to carry your hazmat? | | |
| 21. How is the carrier's equipment checked for safety? | | |

Security Checklist for the Shipper of Hazmat

| Question | Response | Recommendation |
|---|----------|----------------|
| Loading and Securing Shipments | | |
| 22. What procedures do you have to verify that your hazmat has been securely loaded and properly labeled? | | |
| 23. How do you track the shipment after it has left your facility? | | |
| 24. When is the receiver notified that the shipment is en route? | | |
| 25. What information is provided to the receiver? | | |
| 26. Is this information adequate? | | |
| 27. What procedure do you have to follow up on the safe arrival of hazmat? | | |

Security Checklist for the Carrier of Hazmat



U.S. Department of Transportation
Research and Special Programs
Administration

| Question | Response | Recommendation |
|--|----------|----------------|
| Hazmat Transportation and Handling | | |
| 1. How are vehicles with hazardous materials secured? | | |
| 2. How are unauthorized personnel restricted from the area? | | |
| 3. How are untrained personnel restricted from area? | | |
| Training and Personnel | | |
| 4. How are your drivers/operators trained? | | |
| 5. How are your maintenance people trained? | | |
| 6. How are training records kept? | | |
| 7. How do you verify that personnel meet all federal requirements for handling and transporting hazmat? | | |
| 8. Are personnel trained in inspecting packages and recognizing suspect packages prior to accepting them for shipment? | | |
| 9. Are all personnel trained in recognizing and dealing with aberrant behavior? | | |
| 10. Are drivers/operators trained in marking, labeling, placarding, and packaging requirements? | | |
| 11. Are employee background checks being conducted? | | |
| 12. Are background checks periodically reviewed and/or updated? How often? | | |

Security Checklist for the Carrier of Hazmat

| Question | Response | Recommendation |
|--|----------|----------------|
| Carrier Safety | | |
| 13. Do your operators/drivers carry the proper identification? | | |
| 14. What procedure do you have to verify if your operator/driver is authorized to carry hazmat? | | |
| 15. How is the equipment checked for safety? | | |
| 16. Are security spot checks of personnel and vehicles conducted? | | |
| 17. What monitoring and tracking equipment have you added to your fleet? | | |
| 18. What procedures are in place for safeguarding hazardous materials during en route breakdowns and/or emergencies. | | |
| Transport | | |
| 19. Are local law enforcement familiar with what you carry? | | |
| 20. What procedure do you use to review a driver/operator's planned routes, layovers and equipment changes? | | |
| 21. How does your driver/operator verify the site is expecting a pickup or delivery? | | |
| 22. Is the driver/operator provided with a delivery point-of-contact and contact information? | | |
| 23. Do you have a way to contact the driver 24 hours a day? | | |
| 24. What procedure do you have to follow-up on the safe arrival of hazmat? | | |

Security Checklist for the Receiver of Hazmat



U.S. Department of Transportation
Research and Special Programs
Administration

| Question | Response | Recommendation |
|--|----------|----------------|
| Hazmat Storage and Handling | | |
| 1. How are hazardous materials secured and stored after receipt? | | |
| 2. Does your company protect hazardous materials using alarms and/or other security systems? | | |
| 3. How do you verify that authorized personnel are available to receive and promptly store hazmat? | | |
| 4. How are unauthorized personnel restricted from the area? | | |
| 5. How are untrained personnel restricted from the area? | | |
| 6. What procedure do you have to refuse receipt of suspect packages? | | |
| 7. How often is the inventory audited? | | |
| 8. What is the reporting procedure if material is missing from the inventory? | | |
| 9. Do your employees have a checklist for receipt and temporary storage of hazmat? | | |
| 10. Do they use the checklists effectively? | | |
| Training and Personnel | | |
| 11. How are personnel trained? | | |

Security Checklist for the Receiver of Hazmat

| Question | Response | Recommendation |
|--|----------|----------------|
| 12. How are training records kept? | | |
| 13. Are handlers of hazardous materials trained in the recognition and disposal of suspect packages? | | |
| 14. Are all personnel trained in recognizing and dealing with abnormal behavior? | | |
| 15. Are employee background checks being conducted? | | |
| 16. Are background checks periodically reviewed and/or updated? How often? | | |
| Receiving a Delivery | | |
| 17. What procedure do you have to verify if the carrier's delivery is expected? | | |
| 18. How is the carrier's identification matched to shipping records? | | |
| 19. How is the carrier's equipment checked for safety and security? | | |
| Unloading and Securing Shipments | | |
| 20. What procedures do you have to verify that your hazmat is securely unloaded and stored? | | |
| 21. How do you notify the shipper on receipt of a shipment? | | |
| 22. What procedures are in place to inspect packages and shipping documents? | | |
| 23. How do you notify the shipper of missing or damaged items? | | |