

## OFFSITE EMPLOYEE PROPER SHIPPING PROCEDURES

This Safetygram's purpose is to alert our offsite employees that many of the materials used in the work place when offered for shipment, may be regulated as hazardous materials or dangerous goods under the U.S. Department of Transportation (DOT) or the International Air Transport Association (IATA) hazardous material transport regulations. Hazardous materials may include:

**Flammable Liquids or Solids:** Alcohol, fixatives, Fuels, paints, lighter refills, matches, adhesives, etc.

**Infectious Agents, Poisons or Toxins:** animal or human pathogens, diagnostic specimens to be tested for infectious agents, infected tissues, blood or other body fluid, poisons or toxic materials

**Pressure containers:** Spray cans, propane tanks, CO2 cylinders, calibration gas cylinders, liquefied compressed gases.

**Housekeeping items:** Drain cleaners, solvents, cleaning agents, corrosives, waxes or polishes

**Fireworks and Explosives:** Signal flares, sparklers or other explosives

**Other Hazardous Materials:** Dry ice, gasoline-powered tools, wet-cell batteries, equipment with fuel, and radioactive materials.

**If you find it necessary to ship materials please contact the Environment, Health and Safety Program at (301) 846-1451 or your Supervisor.** In order for SAIC-Frederick to comply with Federal and International shipping regulations appropriate shipping procedures must be strictly observed at all times. Violating regulations governing the shipment of hazardous materials may subject SAIC-Frederick and individual employees to substantial civil and criminal fines and penalties.

**Remember Think before you ship!**