

PARKS AND RECREATION DEPARTMENT
STAFF RESPONSIBILITIES WHEN TRANSPORTING CHEMICALS

Supervisors must review these rules and regulations annually with all employees who transport chemicals and document the training in Success Factors by acknowledging the tailgate.

SUPERVISOR RESPONSIBILITIES

1. Supervisor will:
 - a. review the modified Materials of Trade Exemption (MOTs) flyer and give a copy to the employee (annually)
 - b. tailgate employees on each chemical used in the workplace and remind employees of the location of the Safety Data Sheets (SDSs)*
 - c. ensure that employees transporting chemicals have up-to-date HazMat training
2. Supervisor will ensure that each vehicle used to transport chemicals contains:
 - a. a list of the Sharp Occupational Health Services Facilities
 - b. a complete spill kit and personal protective equipment (PPE)
 - c. a copy of the MOTs Regulations

EMPLOYEE RESPONSIBILITIES

1. Employee must ensure that:
 - a. they have knowledge of any chemicals in the vehicle and how they should be transported.
 - b. a copy of the MOTs Regulations and Sharp Occupational Health Services Facilities is in the vehicle used to transport chemicals
 - c. a complete spill kit and personal protective equipment (PPE) are available in the vehicle.
 - d. all containers are closed, in good condition, and properly labeled.
Important: Products in damaged containers may be transported only if they have been placed in sealed buckets and labeled prior to transport.
 - e. all containers are secured in the vehicle to prevent any movement during transportation (placed in buckets, boxes, or secured with rope, straps, etc.).
 - f. care has been taken to separate products according to their compatibility:
 - (1) separate acids (ex., toilet bowl cleaners) from bases (ex., drain cleaners)
 - (2) separate oxidizers (ex., bleaching agents) and fertilizers from all other materials
 - (3) gasoline must be in an approved safety container and separated from incompatible materials
 - g. vehicle load limits are followed to meet Department of Transportation (DOT) requirements^a:
 - (1) liquids: single containers must not exceed 8 gallons
 - (2) solids: single containers must not exceed 66 pounds
 - (3) the gross weight of the entire load must not exceed 440 pounds (ex., no more than eight 50-pound bags of fertilizer)
 - (4) a load containing only liquids must not exceed a total of 50 gallons (ex., no more than eight 5-gallon buckets of paint)*

USE OF PERSONAL VEHICLES

Chemicals, *especially those used for maintenance purposes*, should be transported in a City vehicle that is equipped with a spill kit. There is no requirement that prohibits the use of a personal vehicle for the purpose of transporting small quantities of *chemicals used for recreation programs and in offices*. However, if a spill occurs in a personal vehicle, the employee will not be reimbursed for any damage. Therefore, it is strongly advised that employees, including site staff and supervisors, use City vehicles for transporting chemicals.

^a For questions regarding transportation issues or load limits, call HazMat Inspector Kiah Desarro, Environmental Services Department, Hazardous Materials Program (Office: 858/573-1280; Cell: 814/490-6026).

*updated from 2020

MATERIALS OF TRADE (MOTs) REGULATIONS^b

The U.S. Department of Transportation (DOT) has many rules for the transportation of chemicals. In most cases, DOT requires persons transporting chemicals to have a special license and placards on vehicles transporting chemicals. The DOT relaxes these requirements for Materials of Trade (MOTs).

MOTs are those hazardous materials (such as paint, solvents, cleaners, and spray cans) that you regularly use in the course of doing your job. While the MOTs exemption permits City staff to transport these hazardous materials without placarding vehicles or carrying a special license, it does require that the procedures outlined below be followed. Supervisors must ensure that employees have reviewed these rules prior to transporting any of the allowable hazardous materials.

1. Samples of Allowable MOTs which may be Transported

- a. flammable or combustible materials (*ex., paint, oil, gasoline*)
- b. flammable solids (*ex., charcoal*)
- c. oxidizers (*ex., chlorine, bleach—for disinfecting tools*)
- d. acids/corrosives (*ex., muriatic acid or battery fluid*)
- e. bases/corrosives (*ex., drain cleaner*)
- f. consumer commodities (*ex., spray paint, lubricating oil, or fertilizer*)

2. Packaging and Labeling Prior to Transport

- a. Hazardous materials must be packaged in the manufacturer's original package or a container made of the same material and of the same strength.
- b. Packages must be intact and in good condition, and all caps, tops, and flaps tightly closed.
- c. If the package is in poor condition, it must be placed in its own sealed bucket and labeled prior to transport.
- d. If the label is missing, torn, or smudged, mark the package with the common name of the contents.*
- e. Each individual package must not exceed these limits:
Liquids – 8 gallons Solids – 66 pounds

3. Loading Prior to Transport

- a. The combined weight of all packages in one load **MUST NOT EXCEED 440 pounds**. If the entire load is comprised of liquids, the total volume **MUST NOT EXCEED 50 gallons**. Note: One gallon of water weighs approximately 8.5 pounds.*

<p>IMPORTANT: Violation of load limits and/or placarding requirements could subject the driver, the Department, and the City to fines or other legal action. Contact HazMat if a load—due to individual package size—cannot be reduced below the limits stated above.</p>
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- b. Incompatibles must be separated as much as practical:
 - acids separated from bases
 - gasoline in approved safety containers separated from any other chemical
 - oxidizers and fertilizers separated from any other chemical
- c. Packages must be secured from shifting or falling in the vehicle.
- d. A spill kit and appropriate personal protective equipment (PPE) must on the vehicle.
- e. City vehicles should be used for transporting chemicals.

4. Regulations Review Prior to Transport

- a. The driver must know what chemicals are in the vehicle.
- b. The driver must carry this flyer in the vehicle.*
- c. The supervisor must review these rules and document the training annually with all staff that transport hazardous materials in the course of conducting their work activities.

^b This document has been modified and updated 2020 for the San Diego Parks and Recreation Department for items typically found at Department facilities. Other chemicals not routinely used may have stricter rules. Questions regarding interpretation of the MOTs Regulations should be directed to HazMat Inspector Kiah Desarro, Environmental Services Department, Hazardous Materials Program (Office: 858/573-1280; Cell: 814/490-6026).

RULES FOR TRANSPORTING HAZARDOUS MATERIALS

Transporting Hazardous Materials

The Department of Transportation (DOT) requires City employees follow certain regulations when transporting hazardous materials in the course of doing their job. DOT refers to these rules as the “Materials of Trade” (MOTs) transportation exemption.



City staff cannot transport hazardous waste in any amount.*

These common sense requirements will ensure compliance with the regulations and keep you safe when transporting hazardous materials.

Know the rules before transporting Hazardous materials.

Allowable Hazardous Materials

The MOTs exemption is limited to commonly used hazardous materials such as:

- ▶ flammable or combustible materials (*paint, paint thinner, or gasoline*)
- ▶ corrosive materials (*acids, bleach, drain cleaners*)
- ▶ compressed gases cylinders (*welding units, propane, breathing air*)
- ▶ common consumer type items (*charcoal, pesticides, spray cans*)



The regulations limit the number of paint cans that can be put on a truck.



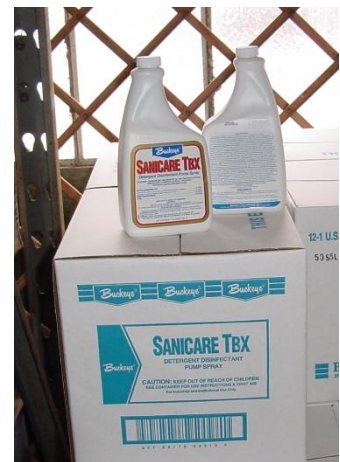
*You are limited to transporting containers that are 8 gallons or less in size.**

Transportation Limits

The maximum amount of hazardous materials on your vehicle may not exceed 440 pounds (roughly 51 gallons of water).*

Containers holding liquids must be less than 8 gallons, with some exceptions for diluted solutions in mounted tanks.*

A compressed gas cylinder should not weigh more than 220 pounds.*

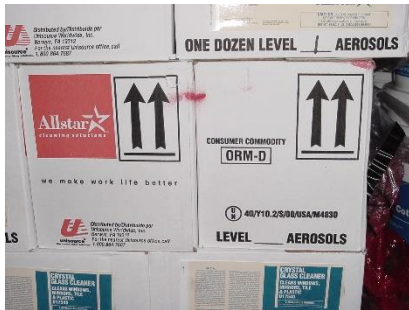


*Use 12 pounds per gallon to calculate the weight of liquids on the truck.**

Packaging and Labeling Requirements

The packaging must be either the manufacturer's original package or in a package of equal or greater strength and integrity. Tanks holding diluted solutions must be in good condition and not leak.

If the hazardous material is not in its original package, it must be labeled with a common name such as "bleach" or "paint".*



labeled
condition.



Tanks holding diluted
solutions must be
and in good

The original manufacturer's packaging is best when transporting hazmat.

Pre-Driving Inspection

Before driving, check the vehicle to ensure that the hazardous materials are:

- ▶ In properly labeled and sealed packages
- ▶ Secured to avoid movement or damage

Special requirements are:

- ▶ Gasoline must be in DOT or OSHA approved container
- ▶ Compressed gas cylinders must be marked with the proper shipping name, identification number and a hazard class label



Check the containers frequently to
ensure they are secured when
making many stops.



Special Circumstances

If you encounter:

- An unusual type or amount of a hazardous material which must be moved,
- The work site or work group is moving to another location,
- A situation that you would like clarification on,

Contact the Hazardous Materials Management Program (858/573-1280) to understand what additional exemptions or options are available.

Moving large amounts of hazardous materials may require a special licensed company.

*updated 2020

TRANSPORTING CHEMICALS TAILGATE – QUIZ
(Okay to Use Handout)

NAME: _____ **DATE:** _____

1. PRIOR to transporting chemicals, identify who is responsible for each item below.

- (a) Who ensures a spill kit is in the vehicle prior to transport?
Circle one: employee supervisor both employee and supervisor
- (b) Who must know which chemicals are on the vehicle?
Circle one: employee supervisor both employee and supervisor
- (c) Who must review the Department of Transportation Guidelines annually?
Circle one: employee supervisor both employee and supervisor
- (d) Who must be certain to separate chemicals according to their compatibility?
Circle one: employee supervisor both employee and supervisor
- (e) Who ensures each of the chemicals is labeled?
Circle one: employee supervisor both employee and supervisor

2. Fill in the amounts for each of the items below.

- (a) Single containers of liquid may not exceed: _____ gallons
- (b) Single containers of solids may not exceed: _____ pounds
- (c) The gross weight of the entire load may not exceed: _____ pounds
- (d) If you were transporting gallons of paint and bags of gypsum in the same load, how much could the total load weigh? _____ pounds

3. Name two documents the employee must have in the vehicle every time s/he transports chemicals.

- (a) _____
- (b) _____

4. If the load is over 440 pounds which department can be called to decide what to do?

5. Can an employee use his/her personal vehicle to transport chemicals?

Circle one: Yes No If you answered yes, please explain:

