



Air & Waste Division

Required Protocol for Shipping Potentially Hazardous Materials – clarification of 24/7 emergency contact requirements.

Each program in the Department that may ship materials that could be hazardous must comply with DOT requirements fully explained at the Science Services web page: <http://intranet.dnr.state.wi.us/int/es/science/ls/fpm/V.htm>

One primary concern (and there are several others including labeling and packing) is the Emergency Notification requirement. When shipping potentially hazardous materials the shipper (that’s us) must provide a 24/7 hotline to respond in the event of a spill. In order to comply with this requirement a contract was procured with a company called Infotrac. While this contract was procured through Air Management, Infotrac (and Air Management) is willing to allow other programs within the DNR to ship under this agreement (with the understanding that the number of shipments from DNR will be relatively few).

Infotrac charges based on number of physical locations where packages are shipped from, not number of shipments. We are limited to between 15 and 20 locations without seeing the costs increase. The following is a list that Infotrac currently has for DNR:

- | | |
|------------|------------------|
| Baldwin | Park Falls |
| Cumberland | Peshtigo |
| EauClaire | Plymouth |
| Fitchburg | Rhineland |
| Green Bay | Spooner |
| LaCrosse | Sturtevant |
| Milwaukee | Waukesha |
| Oshkosh | Wausau |
| | Wisconsin Rapids |

Infotrac requires we provide a contact for them to call in the event that they are contacted regarding one of our shipments. The new contact for all DNR packages shipped (and using Infotrac to comply with the DOT regulations) is **Ron Arneson SS/WB**. Barb Swenson will continue to be the contact for billing purposes. Other programs within the DNR can use this same Infotrac contract as long as their shipping originates from one of the above locations. If other Division’s use of the contract causes the cost to go up, (it would max at \$495/yr – current cost is \$395/yr) reimbursement from those programs may be appropriate.

PLEASE NOTE: Whenever you ship a package that contains anything that may be deemed hazardous you will need to comply with the protocol mentioned above. For emergency notification purposes, you must include the 24/7 emergency phone number on the package (labels are available, number is 1-800-535-5053). **Also you will need to FAX the shipping papers to BOTH Infotrac and Ron Arneson.**

Infotrac FAX: 352-326-3902
Ron Arneson FAX: 608-221-6353