

# HAZARDOUS MATERIALS REGISTRATION 2020



U.S. Department  
of Transportation

Pipeline and  
Hazardous Materials  
Safety Administration

[HTTPS://PORTAL.PHMSA.DOT.GOV](https://portal.phmsa.dot.gov)

## WHAT IS THE HAZMAT REGISTRATION PROGRAM?

Offerors and transporters of certain quantities and types of hazardous materials (hazmat), including hazardous wastes, are required to file an annual registration statement with the U.S. Department of Transportation (DOT) and to pay a fee (see 49 CFR §§ 107.601 - 107.620). The fee provides funds for grants distributed to States, Indian tribes, and nonprofit organizations for hazardous materials emergency response planning and training and to certain professional organizations for training purposes. This program began in 1992 and is administered by DOT's Pipeline and Hazardous Materials Safety Administration (PHMSA). This brochure will discuss who must register, when and how to register, the cost of registration, and other important information.

## WHAT ARE THE LATEST NEWS AND TIPS?

**IMPORTANT** – For immediate assistance with questions or concerns, please contact or leave a message for our Registration Help Desk at 202-366-4109 (option 2) or email us at [register@dot.gov](mailto:register@dot.gov). Please allow 24-48 business hours for our help desk to return your call. If you still need further Registration assistance, then contact the Hazardous Materials Information Center at 1- 800-467-4922.

**NEWS** – To access the Registration webpage, you must enter through the PHMSA Portal at <https://portal.phmsa.dot.gov>.

**TIP 1 – Login:** If you do not have a login ID and password, it must be created in the portal before entering the registration website. The user ID and password are unique, so each user **MUST** enroll in the PHMSA portal and create his or her own, even if one has been assigned to your company. Using Microsoft Explorer or Google Chrome, please follow these login instructions:

- Please click on “create an account” and select the user type “Hazardous Materials” to enroll. Please provide your contact information to log in to the portal. A temporary password will be e-mailed.
- Look left for Hazmat Home. Click the drop-down button and then Click on Hazmat Registration.
- Click on the “registration renewal tab” located at the top and only type in your registration number (no spaces) and click search.
- For your NAICS Code please click on the lookup button and look left for 2017 search and type in the material you are transporting above.

**TIP 2 – Company Changes:** If subsidiary companies are separately incorporated from a parent company, then each subsidiary engaging in regulated activities must register. However, if the subsidiaries are not distinct from the parent and operate under the parent’s incorporation, then all locations (subsidiaries) and vehicles operated by the parent would be covered by the parent’s registration and the subsidiaries do not need to separately register.

**TIP 3 – Printing:** There is an option to print your certificate online, after you locate your registration. Therefore, you no longer need to wait. Just print and go!

## WHO MUST REGISTER?

You must register if you are a person who offers for transportation or transports in commerce a shipment containing any of the following categories of hazardous materials (including hazardous wastes):

- A.** A highway route-controlled quantity of a Class 7 (radioactive) material, as defined in 49 CFR 173.403. A “highway route-controlled quantity” may be shipped by highway, rail, air, or water.
- B.** More than 25 kilograms (55 pounds) of a Division 1.1, 1.2, or 1.3 (explosive) material (see 49 CFR 173.50) in a motor vehicle, rail car, or freight container.
- C.** More than one liter (1.06 quarts) per package of a material extremely toxic by inhalation (that is, a “material poisonous by inhalation” that meets the criteria for “hazard zone A” as specified in 49 CFR 173.116(a) for gases or 173.133(a) for liquids).
- D.** A hazardous material (including hazardous wastes) in a bulk packaging having a capacity equal to or greater than 13,248 liters (3,500 gallons) for liquids or gases or more than 13.24 cubic meters (468 cubic feet) for solids. Please note that a person who offers or transports a hazardous material in a bulk packaging with a capacity greater than 3,500 gallons or 468 cubic feet must register, even if placards are not required (for example, a Class 9 material).
- E.** A shipment in other than a bulk packaging of 2,268 kilograms (5,000 pounds) gross weight or more of one class of hazardous materials (including hazardous wastes) for which placarding of a vehicle, rail car, or freight container is required for that class.
- F.** A quantity of hazardous material that requires placarding. The placarding requirements are set forth in 49 CFR 172 Subpart F and summarized on our website. Note that the transportation of any quantity of a hazardous material, other than Division 6.2 and Class 9 materials, in a bulk packaging requires placarding and therefore registration. This includes residues that remain in an un-purged tank truck or rail tank car. Persons who return such packagings are required to register as offerors of a placarded shipment of hazardous materials.

Since the beginning of the program in 1992, activities in Categories A through E above have required registration by law. Category F was added by regulation beginning with the 2000–2001 registration year. If you engaged in any of the hazardous materials activities in categories A through E in “Who Must Register” (above) in registration years before 2000–2001, or if you engaged in any of the activities in categories A through F in registration years 2000–2001 through 2018–2019, but did not register, you must do so now.

## Exceptions to the Registration Requirements

The following are specifically excepted by statute or regulation from the registration requirements:

- A.** Agencies of the Federal government.
- B.** Agencies of states.
- C.** Agencies of political subdivisions of states.
- D.** Indian tribes.
- E.** Employees of those entities listed in [A], [B], [C], or [D] who offer or transport hazardous materials as part of their official duties.
- F.** Hazmat employees, including the owner-operator of a motor vehicle that transports hazardous materials in commerce if that vehicle, at the time of those activities, is leased to a registered motor carrier under a 30-day or longer lease as prescribed in 49 CFR Part 376 or an equivalent contractual agreement.
- G.** A person who offers hazardous materials for transportation to the United States solely from locations outside of the United States, when that person:
  - i.** is domiciled outside the United States, in a country that does not impose registration or a fee on U.S. companies for offering hazardous materials into that country, and
  - ii.** does not transport hazardous materials to, within, or from the United States in the types and quantities that require registration.
- H.** A farmer who offers or transports only hazardous materials that are used in direct support of his or her farming operations and who is not engaged in activities included in categories A through E described in “Who Must Register” above.

## Special Registration Information for Farmers

A farmer must register if he or she:

- 1.** Offers or transports hazardous materials that require placarding that are not in direct support of his or her farming operation. For example, a farmer who offers or transports home heating fuel for commercial purposes in quantities requiring placarding must register.
- 2.** Offers or transports for any purpose any of the hazardous materials included in categories A through E of “Who Must Register” (above). For example, a farmer who transports 55 lbs., or more of a Division 1.1 explosive, even if the explosive is to be used in direct support of his or her farming operations, must register.

## Special Registration Information for Water Transportation

The Hazardous Materials Regulations (HMR) apply to persons who offer hazardous materials for transport by highway, rail, water, or air. Water transportation does not include hazardous materials loaded or carried on board a vessel without the benefit of containers or labels and received and handled by the vessel carrier without mark or count. This type of shipment, for which the vessel is the container, such as liquefied natural gas or oil tanker vessels, is under the authority of the U.S. Coast Guard in the U.S. Department of Homeland Security.

You must register if you engage in any of the activities discussed in “Who Must Register” (above), and you are:

1. A merchant vessel carrier transporting, transiting, or transshipping hazardous materials within 12 miles of the U.S. coast; or
2. A Federal, State, or local government contractor performing activities listed in the “Who Must Register” (above).

## Special Registration Information for Hazardous Waste Generators

All hazardous wastes subject to the Hazardous Waste Manifest Requirements of the U.S. Environmental Protection Agency are hazardous materials. A hazardous waste generator must register if it meets the requirements identified above in “Who Must Register.”

## WHEN DO I NEED TO REGISTER?

Each registration year is the one-year period from July 1 to June 30. The completed 2020–2021 (or 2020–2022 or 2020–2023) registration statement and payment must be submitted before July 1, 2020, or before engaging in any of the activities requiring registration, whichever is later.

You must have the U.S. Department of Transportation (DOT) Certificate and registration number before you offer or transport hazardous materials requiring registration. If you need to obtain a registration number immediately, please register online. It may take up to four weeks to complete processing if you register by mail.

## HOW DO I COMPLETE THE REGISTRATION FORM?

All applications must be submitted on Form DOT F 5800.2 (revised 1/20), available on our website. PHMSA will not process applications submitted on earlier forms. The following instructions apply to both online and paper applications, although the order of the questions may vary. You will receive a new registration number for each properly completed registration.

### Item 1: Type of Registration

Indicate the type of registration you are making: initial, renewal, or amendment. Please mark only one category. If you mark more than one category, it will delay the processing of your registration.

**Initial Registration:** Select this if you are a first-time registrant. (If you are using a paper application, leave the space for “Current Registration #” blank.)

**Renewal of Registration:** Select this if you have registered in one or more previous years. Enter your most recently issued registration number as the “Current Registration #.” You may use a prior registration number to search for your company on the online company search page, which can be found at: <https://portal.phmsa.dot.gov/HazmatRegistrationSearch/faces/search>

**Amendment to Registration:** You must amend your registration statement within 30 days if there is a change in your company’s name or principal place of business. (PHMSA also appreciates contact information updates.) There is no additional fee for filing an amendment. To submit an amendment, select the “Amendment” tab. For best results, enter only one of the following fields: Company Name, Registration ID or HM Company ID. Click “Details” to view/print certificate, hit the “Amend” button to make changes to your registration, which is located at the bottom of the screen. Once you have finished your amendment, click OK and you will receive a “Thank you” prompt. Special Note: If amending your registration by mail, attach a copy of the original certificate of registration to the amended form.

**Mergers and Acquisitions:** Your registration is not an asset and cannot be sold or transferred as a part of any business transaction. If the requested changes result from alterations to the corporate structure of the registrant, then e-mail an explanation of the circumstances to [register@dot.gov](mailto:register@dot.gov) to determine whether an amendment is appropriate.

### Items 2–5: Identifying Information

**Company Name and Address of Registrant:** Enter your company name and the mailing address of the principal place of business. If your physical address is different from the mailing address, supply the physical address in the indicated places. If your mailing address is a P.O. Box, you must supply a physical address.



If your company is operating under a “Doing Business As” name, you may use the name that is most appropriate for your business, but you must use the same name each time. PHMSA will mail correspondence to this mailing address.

**Registrant’s DOT Number, MC/MX Number, or Railroad Alphabetic Code:** If you have any of these identifiers, enter them; otherwise, leave these spaces blank. The DOT number or MC/MX number may be verified or obtained at the Federal Motor Carrier Safety Administration's website: <https://safer.fmcsa.dot.gov>. Do not enter a PHMSA Registration number as the DOT number.

**Mode(s) Used to Transport Hazardous Materials:** Check all the ways you moved hazardous materials during the calendar year ending last December. If you are a carrier, mark only the mode(s) you used to transport hazardous materials. If you are a shipper or other offeror, check all modes used to transport shipments offered by your company.

## **Items 6–8: Registration Fees and Payment**

**North American Industry Classification System (NAICS) Code:** Enter the six-digit NAICS code that best describes the primary business activity (industry group) of your company. The Census Bureau's website provides a complete, searchable list of codes (last revised in 2017) at: <https://www.census.gov/eos/www/naics/>.

**U.S. Small Business Administration (SBA) Size:** Indicate whether your company meets the SBA size standard for a small business for the appropriate industry group. See page 11 for information on how to determine the size of your business.

**Not-for-Profit Organization:** Indicate whether you are a not-for-profit organization. A not-for-profit organization is an organization exempt from taxation under 26 U.S.C. 501(a), which exempts organizations described in subsection (c) or (d), unless the exemption is denied under sections 502 or 503.

**Registration Period:** Fill in the appropriate years for the beginning and ending dates of the registration period for which you are registering. The current one-year period is from July 1, 2020, through June 30, 2021; a two-year period is from July 1, 2020, through June 30, 2022; and a three-year period is from July 1, 2020, through June 30, 2023. Multi-year registrations are accepted only for years since 2000–2001. PHMSA will not process applications without a valid Registration Period indicated.

**Registration Fees:** Registration and full-fee payment are required of any person engaging in any of the specified activities at any time during the registration year. The fee is not prorated for registrations submitted after July 1.

Since the 2000–2001 registration year, the amount of the annual registration fee is dependent upon the size and nature of the business. The fees for year 2020–2021 are \$250 for small businesses and not-for-profit organizations, and \$2,575 for all others. All applicants must also include a processing fee for each registration statement submitted. For registration years 2000–2001 and later, the processing fee is \$25 for each registration statement filed, and a single statement may be filed for one, two, or three registration years. For registration years 1999–2000 and earlier, the processing fee is \$50 for each registration statement filed, and a separate statement must be filed for each registration year. Please refer to the fee tables on pages 11–12 of this brochure for multi-year and retroactive registration fees. If you are registering online, the amount due will automatically display according to the registration period and business category indicated. If you are registering by mail, enter the amount due in the space labeled “Total Amount Due for this Registration.”

If you are registering for multiple years or for past years by mail, check the “Registration Fee Tables” section carefully for the appropriate fee. The SBA size must be indicated for the application to be processed for years after 1999–2000. Even if you are registering for past years, you must use your current business size.

## **Item 9: Prior-Year Survey Information**

Use this part of the form to record your hazardous materials activities during the prior calendar year ending December 31. If you engaged in none of the hazardous materials activities described here last year, mark category G.

Shipments of materials included in categories A through E should not be included in category F, even though in most instances such shipments require placarding. If your only activity is shipping or carrying hazardous materials in quantities that require placarding that are not included in categories A through E, mark only category F. Activity in category F requires registration only beginning with registration year 2000–2001. If you are registering for a year prior to 2000–2001, you do not need to mark category F, even if you engaged in that activity during the applicable preceding calendar year.

For each of the categories A, B, C, D, E, or F that you marked, also indicate whether you handled the hazardous materials as a Shipper, Carrier, or Other. Check as many as apply. “Other” should be marked by persons other than the shipper or carrier who perform or are responsible for performing any of the pre-transportation functions required by the HMR. This includes freight forwarders, agents, freight consolidators, etc..

Below the categories of activities, there is a list of the U.S. states and territories. Select the abbreviation for each state or territory in which you engaged in any of the six categories of activities. If you checked “carrier,” check or circle all states in which you operated as a carrier of any category of hazardous material. If you indicated “shipper” or “other,” check or circle only those states from which you



offered hazardous materials; you need not indicate states to which or through which the materials were transported. Registrants operating in all of the “lower 48” states may indicate “48 Contiguous States.” (This excludes Alaska, Hawaii, the District of Columbia, and the five U.S. territories, which must be indicated individually, if appropriate.)

## **Item 10: Certification of Information**

An appropriate representative of the registrant should sign this certification. Signing your name certifies that the information on this form is true, accurate, and complete. Entering your name, telephone number, and e-mail address on the online form is the equivalent of signing the paper form, and is legally binding. Be advised that false statements may violate Federal law (18 U.S.C. 1001). Complete the fields for the signer’s name, telephone number, and e-mail address. Enter the date the certification is signed. Correspondence regarding registration, including next year’s form and instructions, will be addressed to this individual. The e-mail address will be used only for purposes directly related to PHMSA’s hazardous materials safety programs, including the registration program.

## **WHAT ARE THE REGISTRATION METHODS?**

### **Registering Online**

The most convenient and expedient means of registering and obtaining a certificate is by using our Online Registration Service, which can be accessed at <https://www.phmsa.dot.gov/registration/online-registration>. Click the Hazardous Materials Online Registration Service link to access the PHMSA Portal Home Page on the left side. Double click “HAZMAT HOME,” then “HAZMAT REGISTRATION” to enter the Registration online page. Here you will have access to the following five tabs:

- Home – for registration information
- Manage – to search registrations
- Initial – for new registrations
- Renewal – for previous registrations
- Amendments – to make changes on registrations

If you are registering online, you may pay by Visa, MasterCard, American Express, or Discover by supplying the credit card payment information on the payment page. You may use a debit card for this payment only if your debit card displays a Visa or MasterCard logo. Payment by credit/debit card will result in the receipt of a registration number and printable certificate after the session. If you do not receive confirmation, please do not resubmit. This will result in duplicate payments. Wait 48 hours and if you still have not received confirmation, please call (202) 366-4109.

Alternatively, you may pay by electronic check, also known as an Automated Clearing House (ACH), by supplying the necessary bank account information on the payment page. If you have limited ACH payments from your account to specific vendors, be sure that you have authorized DOT's Pipeline and Hazardous Materials Safety Administration to make withdrawals. If payment is made by electronic check, the number and certificate will not be provided until PHMSA verifies the payment through the banking system (usually the next business day, but sometimes two to three days). We will e-mail a confirmation with a copy of the certificate attached when the payment has been verified. You can return to the site and use the "ACH Verification" or "Company Look-Up" to print the certificate once payment has been confirmed.

Detailed instructions for using the online registration services are provided on our website. If you need assistance or encounter problems with the online registration process, please call (202) 366-4109 and ask for online site registration assistance.

## **Registering by Mail**

Due to COVID-19 and to ensure your check payments get processed in a timely manner, we are urging registrants to make online submissions via ACH (electronic check) or a credit card. If you would still like to mail-in your payment, please be advised that we may not be able to process your payment until we can safely return back to the PHMSA work location.

If you prefer to register by mail with a check or money order, download the Registration Statement Form DOT F 5800.2 (Revised 1/20) from our website. Mail your completed registration form(s), along with your check or money order, to the following address:

### **Standard Remittance:**

U.S. Department of Transportation  
Hazardous Materials Registration  
P.O. Box 6200-01  
Portland, OR 97228-6200

### **Overnight Remittance:**

U.S. Bank Government Lockbox  
Attention: DOT/Hazmat – 6200-01  
17650 NE Sandy Boulevard  
Portland, OR 97230

Your check or money order must be identified as "Hazmat Registration Fee," be drawn on a U.S. bank in U.S. funds, and be payable to "U.S. Department of Transportation." Allow four weeks to receive your certificate of registration. You may submit one check to pay for multiple registration statements. If you do so, please enter the amount due for each registration statement in the appropriate place on the registration statement. PHMSA will not process statements without payments or payments without statements.

# HOW DO I DETERMINE MY BUSINESS SIZE?

What is a Small Business? A person is a “small business” if it does not exceed the size standard established for its primary business activity (industry group) by the SBA in 13 CFR part 121. The SBA has established a size standard for each industry group defined by the U.S. Census Bureau in the NAICS. The size standard is expressed, with a few exceptions, either as a company’s number of employees or as its gross annual receipts. A registrant should use the NAICS code that represents its primary business activity to determine whether it qualifies as a small business. Both the Census Bureau and the SBA have revised these standards in recent years. We recommend that you confirm your NAICS code and size standards to ensure that you are using appropriate information.

**Finding Your NAICS Code:** You can use the Census Bureau’s NAICS search webpage to help determine your NAICS code. Enter a descriptive word or phrase into the search box of the webpage. You may have to enter alternative words to find the appropriate code as the search includes only the NAICS titles, not the descriptions. You may also enter a NAICS code in the search box to see its definition.

**Finding the Size Standard for Your NAICS Code:** Once you determine the appropriate NAICS code for your primary business activity, go to the SBA’s table of size standards to find the size standard appropriate for the NAICS code. The table of size standards can be found on the SBA website at:  
<https://www.sba.gov/document/support--table-size-standards>.

# WHAT ARE THE REGISTRATION FEES?

The following table lists fees for the 2019 registration period and business types. All fees in the table include the appropriate processing fee. The fee structure has been modified several times since the beginning of the program. One-, two-, or three-year registration periods are permitted for years beginning July 1, 2000, and onward.

For a complete Fee Table List of all registration periods, please visit:  
<https://www.phmsa.dot.gov/registration/registration-mail>.

Registration Period	Small Business or Non- Profit	Not Small Business
2020–2021 (1 year)	\$275	\$2,600
2020–2022 (2 years)	\$525	\$5,175
2020–2023 (3 years)	\$775	\$7,750

## QUESTIONS

### **What is the HM Company ID?**

The HM Company ID number is used on certificates as an aid in company identification.

### **What are the recordkeeping requirements?**

**On Board:** Motor carriers and vessel operators must have on board a copy of the current certificate of registration (or another document bearing the current year's registration number identified as the "U.S. DOT Hazmat Reg. No.") as proof of registration.

**Principle Place of Business:** Copies of the registration statement and the certificate of registration must be kept for three years and must be available for inspection if requested.

### **Are there penalties for failing to register?**

The requirement to register is based on the Federal hazmat law. The enforcement of this requirement is conducted cooperatively by Federal, state, and local agencies. Federal, State, or local officials may impose penalties for failing to register or failing to meet the recordkeeping requirements.

### **What if I don't reside in the United States?**

As required in § 107.608(e), if the registrant is not a resident of the United States, the registrant must attach to the registration statement the name and address of a permanent resident of the United States, to serve as agent for service of process. Your designation must be written and dated, and it must contain:

1. A certification that the designation is in the correct legal form required to make it valid and binding on you under the laws, corporate bylaws, and other requirements that apply to designations at the time and place you are making the designation;
2. Your full legal name, the principal name of your business, and your mailing address;
3. A statement that your designation will remain in effect until you withdraw or replace it;
4. The legal name and mailing address of your agent; and
5. A declaration of acceptance signed by your agent.

## KEY TERMS AND DEFINITIONS

Many of the terms used in this document are defined in the HMR, specifically in 49 CFR 171.8. Please refer to the definitions in the HMR for words that are in *italics*. Two key terms follow:

The term “**shipment**” used in the registration regulations means the offering or loading of hazardous material at one loading facility using one transport vehicle, or the transport of that transport vehicle (see 49 CFR 107.601(c)).

The term “**person**” means an individual, corporation, partnership, association, or LLC or LP. This means that a separately incorporated subsidiary (or LLC or LP) must register if it engages in the specified activities, even when a parent company is also required to register. All locations and vehicles operated by a person are covered by that person’s registration.

## USEFUL INFORMATION

### Registration Assistance

For questions on Registration, renewals, refunds, duplications, business size and FMCSA, please e-mail [register@dot.gov](mailto:register@dot.gov). You can also call the Registration Help Desk at (202) 934-1630 for businesses beginning with the letters A-M, or call (202) 934-1631 for businesses beginning with the letters N-Z. Additionally, you may reach out to the Hazardous Materials Information Center for registration renewal assistance.

### Hazardous Materials Info Center

For Hazardous Materials Regulations questions or registration renewal assistance, please e-mail [infocntr@dot.gov](mailto:infocntr@dot.gov). You may also call (800) 467-4922, but use e-mail if you need prompt service.

### Portal

For Portal questions, please e-mail Portal Support at [PortalSupport@dot.gov](mailto:PortalSupport@dot.gov).

### Online Registration Resources

Brochures, forms, additional information on mergers and acquisitions, and links to other resources can be found online at:

<https://www.phmsa.dot.gov/registration/registration-overview>

To Verify or Apply for a DOT or MC/MX Number, visit:

<https://safer.fmcsa.dot.gov>

NAICS Code Look-Up at the U.S. Census Bureau:

<https://www.census.gov/eos/www/naics>

### Hazardous Materials Grants Program Information

<https://www.phmsa.dot.gov/grants/hazmat/hazardous-materials-grants-program>



## **Hazardous Materials Security Plans**

Companies that are required to register may also be required to have written security plans. Information on hazmat security requirements can be found at: <https://www.phmsa.dot.gov/training/hazmat/training-requirements-industry>

## **FMCSA Hazardous Materials Safety Permits and State Registrations**

Some companies that are required to register are also required to obtain a Safety Permit from the Federal Motor Carrier Safety Administration (FMCSA). Many states also have registration or permitting requirements. Please visit: <https://www.fmcsa.dot.gov/regulations/hazardous-materials/hazardous-materials-safety-permit-program-hmsp>

## **Privacy Policy**

Information collected through the Hazardous Materials Registration Program will be handled in accordance with DOT's Privacy Policy found here: <https://www.transportation.gov/dot-website-privacy-policy>



U.S. Department  
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**Pipeline and  
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