Classify the material
You need to determine if you are shipping a hazardous material as indicated in the 49 CFR, Parts 100-185. Specifically, you need to review the Hazardous Materials Table (HMT) found in the 49 CFR in § 172.101, and review your material’s Safety Data Sheet.

Determine your HAZMAT employee training needs
- You must determine who are your hazmat employees.
- Do your HAZMAT employees need a training course?
- You must keep up-to-date records of employee training completion.
- For additional help, check out the brochure, "Guide to developing a hazmat training program."

Determine any registration requirements
- You must check to see if you need to register.
- If you ship a placarded quantity of hazardous material, you must be registered.

Select your approved packaging
The Hazardous Material Table explains how you package a HAZMAT product.

Mark and label your package
There are specific ways to mark and label your package depending upon their hazard class, identification (ID) number, weight and more. Be sure to follow the correct regulations when you mark and label.

Verify Highway Transport and placarding requirements
Are you going to provide transport or are you going to use a contract carrier. Follow the regulations, to make sure you use the correct placard to communicate the hazard. You must verify if the driver’s commercial driver’s license (CDL) has a hazmat transportation endorsement, if required. You may need to review 49 CFR, § 177.816.

Prepare shipping papers
For examples of correct shipping papers, check out the Hazmat Transportation Requirements. The shipping paper’s order of information is important. Extra information may be required due to the material’s hazard class and quantity shipped.

FREE RESOURCES
- PHMSA regularly offers workshops on the basic sections of the 49 CFR, Parts 100-185, both face-to-face and virtually.
- PHMSA has online training modules that will satisfy some of the training requirements.
- Remember to always CHECK THE BOX!

Need Information Fast?
Info Center provides live, one-on-one assistance. Monday—Friday from 9a-5p (ET)
1.800.467.4922 1.202.366.4488 INFOCNTR@dot.gov

This electronic resource is for GENERAL GUIDANCE ONLY and MUST NOT be used to determine compliance with 49 CFR § 100-185.