How to set up an online account to submit an M-number application

- 1. Log on to PHMSA's web page using the link: (<u>https://www.phmsa.dot.gov/</u>)
- 2. The following should appear

			Sign-Up for Email	Alerts Newsroom
PHMSA			Search PHMSA site	Q
Pipeline and Hazardous Materials Safety Administration	ABOUT PHMSA	SAFETY	REGULATIONS AND COMPLIANCE	RESOURCES

- Select the "<u>Regulations and Compliance</u>" heading
- 4. From the drop down under <u>Regulations and Compliance</u> choose "Approvals and Permits"
- 5. Select the Hazardous Materials Approvals and Permits:

	/			Sign-Up for Email A	lerts Newsroom	
PHMSA			Sear	ch PHMSA site	Q	
Pipeline and Hazardous Ma Safety Administration	terials ABOUT PHMSA	SAFETY	REGULATIONS AN	ID COMPLIANCE	RESOURCES	
Home » Approvals and Per	rmits					
Hazardous Materials Approvals and Permits	PHMSA Approvals	and Pe	rmits	Contact Us		
Pipeline Special Permits & State Waivers	Overview	Pipeline and Hazardous Materials Safety Administration U.S. Department of Transportation				
	The Pipeline and Hazardous Materia					
	primary responsibility for the issuar	nce of DOT spec	cial permits and	1200 New Jersey Avenue, SE		
	approvals for hazardous materials a	and for natural	gas and hazardous	Washington, DC 205	590	
	function outside of PHMSA regulation	horize a persor	to perform a	United States		
	currently required under the PHMS/	A regulations. A	pprovals authorize	Phone: 202 366 443	22	
	the transportation of designated ha	zardous mater	ials (i.e. explosives) or	Filone. 202-366-3666		
	cylinder retester) under the PHMSA	regulations. Us	iais function (i.e.	147.202-500-5000		
	left to learn more about special per	mits and appro	vals for hazardous			
	materials and pipelines.			Sharo		
	Hazardous Matorials (Safaty		Share		
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	DLIMCA has the primary responsibili	ity for the iccus	nco of DOT opacial			

6. Select Pressure Vessels approvals

Pipeline and Hazardous Materials Safety Administration ABOUT PHMSA Home » Approvals and Permits Hazardous Materia Approvals and Permits Overview **Overview** Energetic Materials General Approvals Pressule Vessels Approvals

Approvals Search

Special Permits

Special Permits Search

Pipeline Special Permits & State Waivers

PHMSA Approvals and Permits

SAFETY

The Pipeline and Hazardous Materials Safety Administration has the primary responsibility for the issuance of DOT special permits and approvals for hazardous materials and for natural gas and hazardous liquid pipelines. Special permits authorize a person to perform a function outside of PHMSA regulations or to not perform a function currently required under the PHMSA regulations. Approvals authorize the transportation of designated hazardous materials (i.e. explosives) or the performance of a designated hazardous materials function (i.e. cylinder retester) under the PHMSA regulations. Use the menu on the left to learn more about special permits and approvals for hazardous materials and pipelines.

Hazardous Materials Safety

PHMSA has the primary responsibility for the issuance of DOT special

Contact Us

Search PHMSA site

REGULATIONS AND COMPLIANCE

Pipeline and Hazardous Materials

Q

RESOURCES

Safety Administration

U.S. Department of Transportation 1200 New Jersey Avenue, SE Washington, DC 20590 United States

Phone: 202-366-4433 Fax: 202-366-3666

Share



7. Select "<u>M-symbols</u>"-

PHN	ЛSA			Search	h PHMSA site	Q
Pipeline and Safety Admir	Hazardous Materials iistration	ABOUT PHMSA	SAFETY	REGULATIONS AND	COMPLIANCE	RESOURCES
Home » Ap	provals and Permits » Hazmat	» Pressure Vessels				
Hazardous Ma Approvals and Overview	rerials Permits Pressu	ure Vessels (Overview		Related Links	
Energetic Mate	erials		at	BIT	Independent Insp	ection Agencies
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Special Permit	S		CT ²		M Symbols	er requaimentation
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	Authori	ization of cylin	ders manuf	actured in	Contact Us	
8. " <u>Online ap</u>	plications"	Vessels				_
ardous Materials rovals and Permits rview	M # Symbol			Related	Links	
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cial Permits	Manufacturers Symbols	by State		Contact	Us	
ecial Permits	Manufacturers Symbols	by State		Contact	Us	

9. Select "Create an account"



10. Fill in the information (note you are a hazardous material "type" end user)

PHMSA	Pipeline and Hazardous Mater Safety Administration	ials U.S	5. Department of Transpo	ortation 🔕
			PHMSA Home C	ontact Information
	Contact Informati	ion Verification Confirmation		
	Contac	ct Information		
	Please fill out the following person	nal information to enroll in the PHI	VISA Portal.	
	* Please select the type of user you wish to e	nroll as:		
	* First Name:			
	Middle Initial:			
	* Last Name:			
	Username:			
* Address #1	: []	* US Work Phone:		
Address #2		Alt Phone:		
* Country	: United States	▼ Fax:		
* City	:	* Work Email:		
* State		* Confirm Email:		
* Zip Code	:			
	Cancel	Next		

11. Once you have created the profile a confirmation will be provided to your email. You can then return to the login page. (Bookmark the log in page).

- U.S. Department of Transportation 💫 PHMSA **Pipeline and Hazardous Materials** Safety Administration PHMSA Home | Contact Information PHMSA Portal Access Page Username: Password: Login Create Account **OPID** Registration RNIN Forgot Password | Forgot Userna System Status 00 Application Message No data to display. cing the Safe Transport of Flammable Liqu rly 1 million daily shipments of Hazardous Materials. Our job nment from the risks of hazardous materials transportation el. Read more... PHMSA Portal is a 'One Stop Shop' where industry, modal state and other business partners can access PHMSA services via the internet or intranet, creating a single source for crucial Hazardous Materials and Pipeline Safety data via single sign-Announcements on access Announcement Message Enrollment OPID Registration Need Help? Twitter No data to display.
- i. Enter your user name and password

ii. Upon logging in, read and accept the Disclaimer, after which you will be taken to PHMSA HAZMAT page.

12. Select HAZMAT HOME, by clicking on the triangle preceding the Text "Hazmat Home" to expand the drop down list.

View •		🕅 Hazmat Home			
PHMSA Home Hazmat Home Pipeline Home Resource Management		😥 PHMSA Hazmat		Search Advanced Search	Go 🔨
PHMSA Resources Portal Feedback		Announcements			
		Date Received Message			
		No announcements.			
	}	Active Work List			
		Date Task	Task Type Company Involved Due Date	Up Down	Delete

i. This displays the categories available under "HAZMAT HOME"



13. Select M-V approvals

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View 🗸	١	🛞 Hazmat Home									۰	
▷ PHMSA Home ▼ Hazmat Home HIP		🛞 PHN	ISA Hazmat					Search Advance	ed Search	(Go 🔨	
R-P Online CFR M-V Approvals		Announcement	S									
Special Permits		Date Received	Message									
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14. Select the "acti	ons tab"				
View -	Hazmat Home	M-V A	pprovals		
PHMSA Home	Worklist				
✓ Hazmat Home HIP R-P	Actions - View -	C Refresh	S Export	Detach	
Online CFR M-V Approvals	Task Name	Tracking No	Approval Type	Application	Company Name

i. "Actions"- Allows you to create New applications. Be sure to upload a document

15. Alternate method of submitting application: (i)

approvals@dot.gov or

- (ii) <u>Fax to:</u> **(202) 366-3753** or **(202) 366-3308**
- (iii) <u>Mail to</u>: Approvals, PHH-32, PHMSA
 U.S. DOT East Building
 1200 New Jersey Avenue, S.E
 Washington D.C 20590-0001