

2018-2019 HAZMAT REGISTRATION INFORMATION FOR FORM DOT F 5800.2



U.S. Department
of Transportation

Pipeline and
Hazardous Materials
Safety Administration

WWW.PHMSA.DOT.GOV

WHAT IS THE HAZMAT REGISTRATION PROGRAM?

Overview

Offerors and transporters of certain quantities and types of hazardous materials, including hazardous wastes, are required to file an annual registration statement with the U.S. Department of Transportation and to pay a fee (see 49 CFR §§ 107.601 - 107.620). The fee provides funds for grants distributed to States and Indian tribes 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 the 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.

WHO MUST REGISTER?

You must register if you are a person that 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 that 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 that 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 2017-2018, 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 that offers hazardous materials for transportation to the United States (U.S.) solely from locations outside of the U.S., when that person:
 - i.** is domiciled outside the U.S., 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 farming operations, must register.

Special Registration Information for Water Transportation

The HMR apply to persons that offer for transportation or transport by highway, rail, water, or air. Water transportation does not include hazardous materials loaded or carried on board a vessel without 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 LNG or oil tanker vessels, is under the authority of the U.S. Coast Guard in the Department of Homeland Security.

You must register if you engage in any of the activities discussed in “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 (EPA) 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 2018- 2019 (or 2018-2020 or 2018-2021) registration statement and payment must be submitted before July 1, 2018, or before engaging in any of the activities requiring registration, whichever is later.

You must have the 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 4/17), which is supplied on our website. PHMSA will not process applications submitted on earlier forms. The following instructions apply to both online and paper applications, though 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 using 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 on-line company search page, which can be found at:

<https://hazmatonline.phmsa.dot.gov/services/CompanySearch.aspx?>

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 updates to contact information.) There is no additional fee for filing an amendment.

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, e-mail an explanation of the circumstances to register@dot.gov to determine whether an amendment is appropriate.

To submit an amendment, select “Amendment to Registration,” and enter the “Current Registration #,” and the new name or address in items 2 and 3. Then complete and sign item 10, “Certification of Information.” If amending your registration by mail, attach a copy of the original certificate of registration to the amended form.

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

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

SBA Size: Indicate whether your company meets the SBA size standard for a small business for the appropriate industry group. See page 10 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, 2018, through June 30, 2019; a two-year period is from July 1, 2018, through June 30, 2020; and a three-year period is from July 1, 2018, through June 30, 2021. 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 2018-2019 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 on line, 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 that 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, phone number, and e-mail address on the on-line 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.

REGISTRATION METHODS

Registering On-line

The most convenient and expedient means of registering and obtaining a certificate is by using our On-line Registration Service, which can be accessed at <https://www.phmsa.dot.gov/registration/registration-overview> as the first of the “Related Links.” That link will take you to the registration options page, where you can choose “Initial,” “Renewal,” “Amendment,” “Company Look-Up,” or “ACH Verification.” There is no additional charge for registering via the Internet.

If you are registering on-line, 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 usually results in the receipt of a registration number and printable certificate at the conclusion of 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 (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 the U.S. Department of Transportation, 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 on-line registration services are provided on our website. If you need assistance or encounter problems with the on-line registration process, please call (202) 366-4109 and ask for on-line site registration assistance.

Registering by Mail

If you prefer to register by mail with a check or money order, download the Registration Statement Form DOT F 5800.2 (Revised 4/17) from our website. Mail your completed registration form(s), along with your check or money order, to the following address:

U.S. Department of Transportation
Hazardous Materials Registration
P.O. Box 530273
Atlanta, GA 30353-0273

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 U.S. Small Business Administration (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 North American Industry Classification System (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/contracting/getting-started-contractor/make-sure-you-meet-sba-size-standards/table-small-business-size-standards>

REGISTRATION FEE TABLES

These tables list the fees for all possible registration periods and business types. All fees in these tables 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, onward.

Registration Years, 2003–Present

Beginning with the 2003-2004 registration year, all not-for-profit organizations pay the same fee as a small business, regardless of the size of the organization.

Registration Period	Small Business or Non-Profit	Not Small Business
2018-2019 (1 year)	\$275	\$2,600
2018-2020 (2 years)	\$525	\$5,175
2018-2021 (3 years)	\$775	\$7,750
2017-2018 (1 year)	\$275	\$2,600
2017-2019 (2 years)	\$525	\$5,175
2017-2020 (3 years)	\$775	\$7,750
2016-2017 (1 year)	\$275	\$2,600
2016-2018 (2 years)	\$525	\$5,175
2016-2019 (3 years)	\$775	\$7,750
2015-2016 (1 year)	\$275	\$2,600
2015-2017 (2 years)	\$525	\$5,175
2015-2018 (3 years)	\$775	\$7,750
2014-2015 (1 year)	\$275	\$2,600
2014-2016 (2 years)	\$525	\$5,175
2014-2017 (3 years)	\$775	\$7,750
2013-2014 (1 year)	\$150	\$1,325
2013-2015 (2 years)	\$400	\$3,900
2013-2016 (3 years)	\$650	\$6,475
2012-2013 (1 year)	\$275	\$2,600
2012-2014 (2 years)	\$400	\$3,900
2012-2015 (3 years)	\$650	\$6,475
2011-2012 (1 year)	\$275	\$2,600
2011-2013 (2 years)	\$525	\$5,175
2011-2014 (3 years)	\$650	\$6,475

Registration Period	Small Business or Non-Profit	Not Small Business
2010-2011 (1 year)	\$275	\$2,600
2010-2012 (2 years)	\$525	\$5,175
2010-2013 (3 years)	\$775	\$7,750
2009-2010 (1 year)	\$275	\$1,000
2009-2011 (2 years)	\$525	\$3,575
2009-2012 (3 years)	\$775	\$6,150
2008-2009 (1 year)	\$275	\$1,000
2008-2010 (2 years)	\$525	\$1,975
2008-2011 (3 years)	\$775	\$4,550
2007-2008 (1 year)	\$275	\$1,000
2007-2009 (2 years)	\$525	\$1,975
2007-2010 (3 years)	\$775	\$2,950
2006-2007 (1 year)	\$275	\$1,000
2006-2008 (2 years)	\$525	\$1,975
2006-2009 (3 years)	\$775	\$2,950
2005-2006 (1 year)	\$150	\$300
2005-2007 (2 years)	\$400	\$1,275
2005-2008 (3 years)	\$650	\$2,250
2004-2005 (1 year)	\$150	\$300
2004-2006 (2 years)	\$275	\$575
2004-2007 (2 years)	\$525	\$1,550
2003-2004 (1 year)	\$150	\$300
2003-2005 (2 years)	\$275	\$375
2003-2006 (3 years)	\$400	\$850

Registration Years, 2000–2003

For the 2000-2001, 2001-2002, and 2002-2003 registration years, the amount of the fee for a not-for-profit organization depends on the business size. For registration periods including these years, use the columns headed “Small Business Non-Profit” or “Not-Small Business Non-Profit.”

Registration Period	Small Business	Small Business Non-Profit	Not Small Business	Not Small Business Non-Profit
2002-2003 (1 year)	\$300	\$300	\$2,000	\$2,000
2002-2004 (2 years)	\$425	\$425	\$2,275	\$2,125
2002-2005 (3 years)	\$550	\$550	\$2,550	\$2,250
2001-2002 (1 year)	\$300	\$300	\$2,000	\$2,000
2001-2003 (2 years)	\$575	\$575	\$3,975	\$3,975
2001-2004 (3 years)	\$700	\$700	\$4,250	\$4,100
2000-2001 (1 year)	\$300	\$300	\$2,000	\$2,000
2000-2002 (2 years)	\$575	\$575	\$3,975	\$3,975
2000-2003 (3 years)	\$850	\$850	\$5,950	\$5,950

For registration periods 1992-1993 through 1999-2000, the annual fee is \$300 for all registrants. This amount includes the \$50 processing fee.

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.

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.

USEFUL INFORMATION

Registration Assistance

Call (800) 942-6990 or (202) 366-4109

On-line Registration

Brochure, form, additional information on mergers and acquisitions, and links to other resources:

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

To Verify or Apply for a USDOT or MC/MX Number:

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

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

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

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 FMCSA. Many states also have registration or permitting requirements. A brochure can be found at:

<https://www.fmcsa.dot.gov/regulations/hazardous-materials/hazardous-materials-safety-permit-program-hmsp>

Hazardous Materials Security Plans

Companies that are required to register may also be required to have written security plans. Visit the Hazmat Security website at:

<https://www.phmsa.dot.gov/training/hazmat/security-requirements-brochure-english>

Hazardous Materials Info Center

Questions about the Hazardous Materials Regulations including Registration:

Call (800) 467-4922 or e-mail infocntr@dot.gov

Office of Hazardous Materials Safety

<https://www.phmsa.dot.gov/about-phmsa/offices/office-hazardous-materials-safety>

Hazardous Materials Grants Program

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

Privacy Policy

Information collected through the Hazardous Materials Registration Program will be handled in accordance with the U.S. Department of Transportation's Privacy Policy:

<https://www.transportation.gov/dot-website-privacy-policy>



U.S. Department
of Transportation

**Pipeline and
Hazardous Materials
Safety Administration**

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