Science and Technology Facilities Council

RECEIPT AND DISPATCH OF HAZARDOUS SUBSTANCES

STFC Safety Code No 27

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Version History

1	Initial Launch	March 2010
1.1	Minor change to ‘Scope’	May 2011
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1.3	Amendments to audit checklist	May 2013
1.4	Document Retention Policy Added	August 2014
1.5	Changes to the transport by hand table to reflect De minimis exemptions.	January 2015
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2.0	Major update including: Update of legislation date. The addition of Consignor, Packer and Loader to definitions. Update to responsibilities for DGSA. Removal of the reference relating to information required from the ONR Inclusion of information relating to customs declaration since leaving the EU. Update in responsibilities for DGSA. Update to Appendix 2 ‘Transport Operations involving Dangerous Goods’. Addition of Consignor/Class 7 Consignor to Appendix 6 ‘Training Requirements’ and Inclusion of Transport of Lithium Batteries. Update to Appendix 8 ‘Document Retention Policy’	March 2023
2.1	Minor changes to paragraphs 4.4.2 and 4.5.1 Addition of training for staff working with Dangerous Goods.	February 2024

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Receipt and Dispatch of Hazardous Substances

1. Purpose

The nature of work at the STFC involves the movement of a large number of hazardous substances, referred to in transport matters as Dangerous Goods. These are substances which can cause harm to the person, pose a fire hazard, can be explosive, or chemicals which would pollute the environment if released.

The STFC has a responsibility to ensure that any chemicals that leave its sites do so safely. This includes chemicals bought in by a third party as the STFC assumes partial liability for their safe transport when leaving STFC sites.

Under the provisions of the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations (2009) and amendment regulations 2019 any hazardous substances leaving any establishment should be packaged, labelled, and transported in a manner appropriate to both the item in question and the method being used to transport it.

In addition, the following directives define how hazardous substances should be packaged, labelled and transported when being sent by:

Road: European agreement concerning the International Carriage of Dangerous Goods by road (ADR), updated and reissued every two years;

Sea: International Maritime Dangerous Goods (IMDG), updated and reissued every two years; and

Air: International Air Transport Association (IATA) Dangerous Goods Regulations, updated and reissued annually.

Where the materials being transported are radioactive the following regulations are also applicable:

International Atomic Energy Authority (IAEA) Safety Standards Series, number 6 – Regulations for the Safe Transport of Radioactive Material.

The aim of this code is to ensure that the transport of hazardous substances is carried out safely and in compliance with legislation.

2. Scope

The requirements of this code are mandatory across the STFC and apply to all staff, tenants, facility users, visitors, and contractors, and apply in any instance when hazardous substances are being transported from or between STFC sites. This code applies to visitors and facility users transporting hazardous substances from STFC sites.

This code addresses the receipt and despatch of radioactive materials in small industrial type packages (e.g. Facility user samples). This code should be read in conjunction with the related radiation management codes including:

STFC Safety Code 29, Management of Ionising Radiation Hazards at Work

STFC Safety Code 21, Management of Radioactive Waste
STFC Safety Code 28, Management of Radioactive Open Sources

This code covers the basic transport arrangements for higher hazard radioactive items, such as type B packages, but each case must be managed individually. Some may require a specific Certificates of Approval from the Office for Nuclear Regulation (ONR) Transport Section, quality management plans/procedures, and transport contingency plans for the dispatch.

This code does not apply to the transport of waste chemicals from the STFC sites by recognised waste contractors and to the transport of hazardous waste "created" by contractors working on the STFC's behalf, although those carrying out these activities may need to seek the advice of the appointed DGSA.

This code does not apply to the movement of dangerous goods on STFC sites, though the packaging guidance given in Appendix 5 should be followed wherever possible, even for short journeys on foot.

This code does not apply to the dispatch of materials or equipment that are not classed as Dangerous Goods.

3. Definitions

3.1 Hazardous Substance

A hazardous substance is one which possesses one or more of the following properties: flammable, harmful, toxic, is an irritant, is corrosive, is an oxidiser, is explosive, radioactive, carcinogenic, or is hazardous to the Environment.

3.2 Safety Data Sheet (SDS)

An SDS provides information on the hazards posed by a substance. It should be supplied with the substance in question by the manufacturer or supplier and will have 16 sections. Section 3 identifies whether the material is hazardous and contains hazard information, and Section 14 contains shipping information.

For many experimental materials, which may be unique it is likely that no SDS will exist, in these circumstances its hazards must be assessed by the DGSA or other suitably competent person prior to sending. The DGSA or other suitability qualified person must record and retain all results and make available details of the substance and if hazardous or not.

3.3 Dangerous Goods

Dangerous Goods are substances or articles, the carriage of which is either prohibited by the relevant transport regulations or authorized only under conditions prescribed within the regulations. They are usually also hazardous substances. They are identified by a United Nations (UN) four-digit number, for example UN1203 – Gasoline.

There are over 4000 UN numbers in use, many of which apply to groups or categories of materials with the same hazard, for example **UN3182, Metal Hydrides, Flammable, N.O.S**. (N.O.S. Stands for Not Otherwise Specified). For

experimental materials many hazardous substances will not have a unique UN number.

3.4 Radioactive Substance (RS) Dispatcher

An appointed person trained to classify dangerous goods and check the suitability of packages/packaging for the transportation of those radioactive substances in the scope of this code (UN Class 7 materials). Each Site where radioactive materials are employed should have at least one RS Dispatcher to assist consignors in dispatching radioactive substances.

3.5 Logistics Personnel

These are the employees who work in site Logistics teams dispatching and receipting packages.

3.6 Dangerous Goods Safety Adviser (DGSA)

An appointed person trained to provide advice to consignors on the correct classification of substances and undertake an annual audit of all dangerous goods shipment from STFC sites. Their legal role and training requirements are defined and listed in ADR. Those DGSAs advising on radioactive material transport should have completed UN Class 7 training.

3.7 Radiation Protection Adviser (RPA)

This is the competent person who provides advice to the employer and consignor on compliance with the Ionising Radiations Regulations 2017, including all aspects of dealing with Radioactive Materials, see Safety Code 29, Management of Ionising Radiation Hazards at Work.

3.8 UN Packaging

These are the receptacles and any other components or materials necessary for the receptacle to perform a containment function. They will have been type tested under conditions, will be certified as such, and will be marked with a code that identifies the type and maximum mass of goods they can be used to transport.

3.9 Consignor

A person which consigns dangerous goods as per ADR 1.4.2.1 Persons consigning radioactive material must undertake Class 7 training and follow local consignment procedures.

3.10 Packer

A person which packs dangerous goods into packages as per ADR 1.4.3.2.

3.11 Loader

A person which loads dangerous goods onto conveyances as per ADR 1.4.3.1

4 Responsibilities

4.1 Staff, tenants, facility users, visitors or consignors wishing to dispatch materials shall:

For dispatch through site logistics or directly

4.1.1 Where Dangerous Goods are being transported offsite by road, air, sea or rail via site logistics teams, complete a Dangerous Goods Dispatch pro forma, see Appendices 1 and 3. Including: the consignee's name and address, a description of each item and its value, declaration that the substances are "Dangerous Goods" as determined by the SDS classification data. Where radioactive materials are dispatched, Class 7 trained DGSA approved procedures must be followed.

4.1.2 Seek the advice of the DGSA where no SDS classification data is available to complete the Dangerous Goods Dispatch pro forma. For assistance with the classification of radioactive materials seek advice from an RS dispatcher, Class 7 consigner, Class 7 DGSA or an RPA.

4.1.3 Where radioactive material is transported, ensure that appropriately rated packages are used, that valid certificates of approval (CoA) are in place and are followed. Ensure that class 7 trained DGSA approved procedures are followed. Ensure that carriers used are appropriately licensed. Ensure that a radiation risk assessment and contingency plans/emergency plans are in place and coordinate with the carrier's arrangements. Seek advice from a class 7 trained DGSA, RS dispatcher or consignor for packaging advice and RPA for advice on radiation risk assessments and emergency planning.

4.1.4 Package the substances for safe transport to site logistics team, for example, sealed bottles for liquids, sealed containers for powders etc, and take it with the Dangerous Goods Dispatch pro forma detailing whether the materials are "Dangerous Goods", a copy of the SDS and any other supporting safety information to site logistics. See Appendix 4. Where materials are radioactive the advice of the RS Dispatcher, UN Class 7 DGSA and RPA must be sought.

4.1.5 Retain a copy of the dispatch pro forma and all associated dispatch documentation. Where materials are radioactive the advice of the RS Dispatcher, UN Class 7 DGSA and RPA must be sought.

For dispatch by hand - small quantities of some Dangerous Goods may be carried by hand, this is particularly relevant to facility users who bring samples to STFC sites for investigation and to STFC scientists who travel with samples to other sites.

Since the 1st January 2021 when the UK left the EU goods to the EU and the Rest of the World (RoW) require full customs documentation or an ATA Carnet to move between borders. Both the methods require additional time allocation at the port to complete customs procedures at both UK and destination border, this also needs to be replicated for the return journey. For more information, please contact your local Logistics team for further details.

4.1.6 Where the goods are to be transported by hand, package the substances appropriately following the guidelines detailed in Appendices 4 and 5, ensuring that the UN number and Proper Shipping Name are recorded on the outer packaging, see Appendix 3.

4.1.7 Radioactive materials must **not** be transported by hand.

4.1.8 Seek advice from DGSA if you think a substance can be transported by hand due to its small quantity, but help is needed to classify it.

4.1.9 Where transporting dangerous goods by hand by air check in advance with the airline to ensure that the specific airline's procedures for packaging, labelling and documentation are addressed. These can be more stringent than regulatory requirements. Facility users in particular should ensure they are allowed to hand carry on their inward and outward journeys before their visit. Country controls may also apply to the goods being carried you will need to check with the destination country if there are any additional documents or procedures to provide. Also check if there are controls for the countries you might stop over at or fly over each country has different exceptions to the rules noted in the IATA books.

For intra- site movement

4.1.10 When arranging the movement of Dangerous Goods on STFC sites apply the same general principles given in 4.1.4 above.

4.2 Line managers shall:

4.2.1 Ensure that their group members are aware of the need to transport Dangerous Goods/Hazardous substances according to the controls defined in this code; the DGSA; and as appropriate the RPA and RS Dispatcher. See STFC SHE Directory.

4.3 Consignor shall:

4.3.1 Consider hidden dangerous goods when shipping. Hidden dangerous goods can be lithium batteries, deodorants/WD40, glues/adhesives, coolants, power banks etc. Seek advice from DGSA, RS Dispatcher or local shipping team.

4.4 Radiation Protection Adviser (RPA) shall:

4.4.1 Ensure that the relevant DGSA, RS Dispatchers and logistics staff are aware of the need to transport radioactive substances in the manner defined in this code and provide advice regarding such dispatches.

4.4.2 Appoint an RS Dispatcher for the site they advise, informing logistics of their name, ensuring that they have receive appropriate training (see Appendix 6) and that their appointment is recorded in the STFC SHE Directory, which will generate an appointment in writing.

4.4.3 Advise on contingency/emergency plans and radiation risk assessments required for transporting radioactive materials.

4.5 Radioactive Substance (RS) Dispatchers shall:

4.5.1 Undertake initial training in classifying Dangerous Goods, specifically UN Class 7 goods, and afterwards attend regular update sessions, see Appendix 6.

4.5.2 Check and advise on all Dangerous Goods Dispatch pro-formas relating to radioactive substances, reclassifying materials as appropriate, and provide advice on packaging.

4.5.3 Seek further advice from the DGSA or RPA when they are unsure about classifying a particular radioactive material or when the hazards arising from transporting radioactive materials are high.

4.5.4 Identify any high consequence Dangerous Goods and consult the DGSA and RPA regarding appropriate secure storage for radioactive substances.

4.6 Logistics Personnel shall:

4.6.1 Prior to dispatch check the paperwork and packaging of all items brought to them as Dangerous Goods or Hazardous Substances, see Appendix 5, repackaging items in UN packaging if appropriate.

4.6.2 STFC do not produce TREM Cards. Logistics personnel will work with the agent or Delivery Company, and they will issue TREM Cards as they are more aware of the vehicles content.

4.6.3 Arrange appropriate shipment of the item.

4.6.4 Retain copies of the Dangerous Goods Dispatch pro forma showing the UN number, Class, Packing Group, Proper Shipping Name (PSN) and quantity of all the items they dispatch for a period of seven years from dispatch.

4.6.5 Upon receipt of Dangerous Goods, log their arrival, store them safely and securely in an appropriate lockable cabinet/cage and inform the intended addressee.

At RAL the consignee will be automatically sent a notification email from the TrackInside booking System telling them the goods have arrived and to collect from the lockable cupboards and RAM Cabinet in the designated area of R56.

4.7 Dangerous Goods Safety Adviser (DGSA) shall:

4.7.1 Undertake initial DGSA training and periodic re-training. Copies of certificates need to kept safe by the individual and must produce evidence of training when requested.

4.7.2 Advise on safety and security for Dangerous Goods movements where the potential consequences are high in the event of a transport related incident.

4.7.3 The Shipping Manager will be responsible for overseeing all relevant training for Logistics/Shipping personnel ensuring all staff are trained and receive refresher training for all modes of transport and timescales. Logistics Staff will all receive Dangerous Goods Awareness Training. Updates to the IATA, ADR, and IMDG

regulations will be continuously updated throughout the life of the books through the supplier.

On an annual basis provide information on updates to Dangerous Goods transport legislation and training requirements to RS Dispatchers, management, and logistics personnel. Initiate an update of this SHE code as appropriate.

4.7.4 Carry out regular safety compliance audits of Logistics, RS Dispatchers and the Dangerous Goods carriers used by their site ensuring that actions arising from the audit are completed in a timely manner.

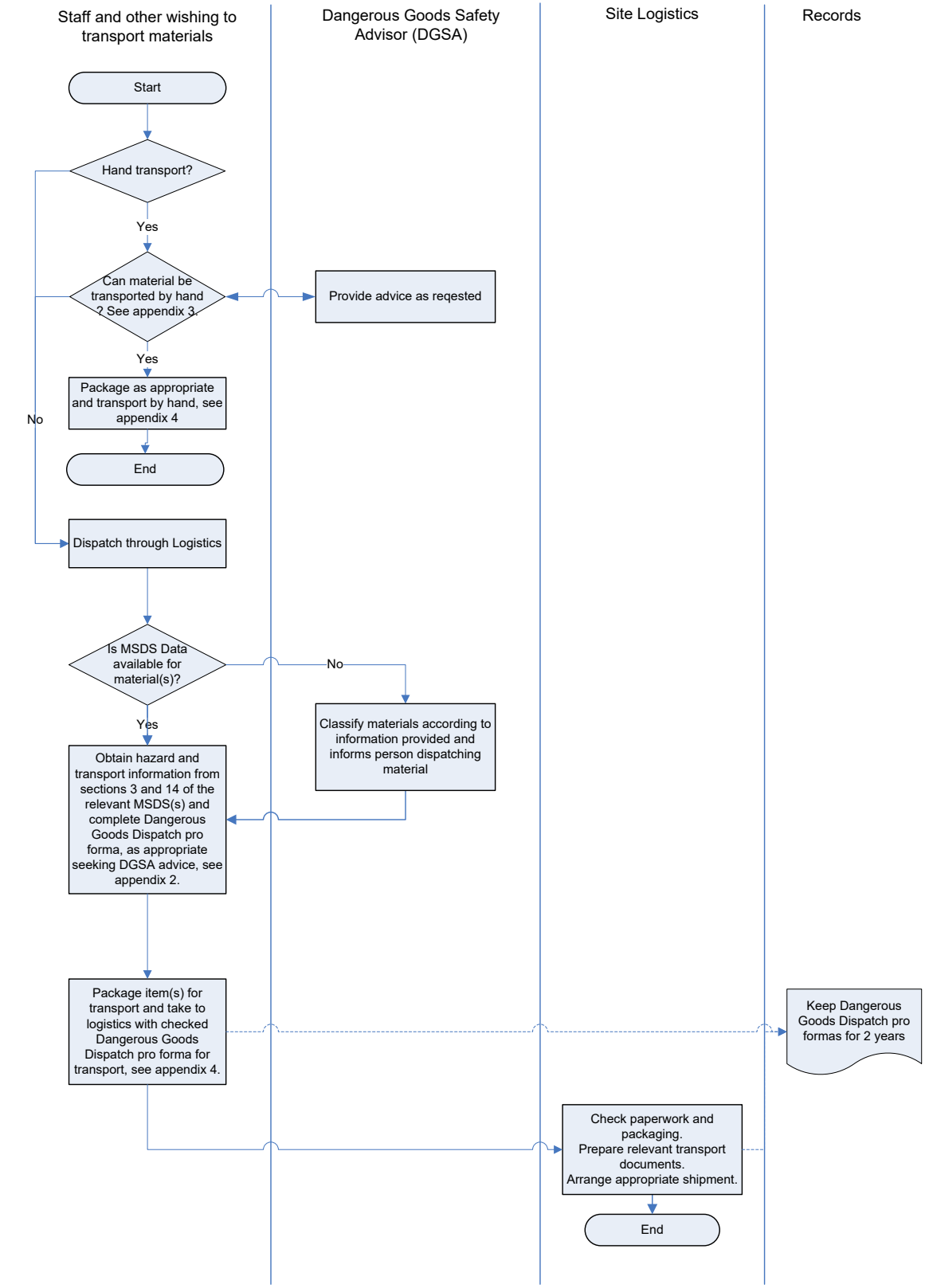
4.7.5 Collate annually all records from site RS Dispatchers and logistics and use the information to produce an annual compliance report for the STFC Health and Safety Management Committee.

4.7.6 Document and report the findings of compliance audits to Site safety committees annually.

4.8 Director responsible for SHE shall:

4.8.1 Appoint at least one suitably qualified and experienced DGSA for each STFC site, see Appendix 6, outlining the area of site they are to cover, their responsibilities and ensuring that their appointment is recorded in the STFC SHE Directory, which will generate an appointment in writing.

APPENDIX 1 Dispatch of non-radioactive Dangerous Goods Process



APPENDIX 2 Process Summary for all transport operations involving Dangerous Goods

Type of material	Transport Operation	Relevant Procedure
Non-radioactive Dangerous Goods	Dispatch	All - Follow procedure outlined in Appendix 1 of this code.
	Receipt by Logistics	Logistics to follow internal procedures, ensuring responsibility 4.6.5 is carried out.
Radioactive material in small “industrial packaging”	Dispatch	Follow Class 7 trained DGSA approved procedures.
	Receipt by Logistics	Follow procedures given in the receipt specific quality management plan.
Radioactive Open Sources	Dispatch	Follow Class 7 trained DGSA approved procedures and Appendix 2 of Code 28, Management of Radioactive Open Sources.
	Receipt	Follow procedures given in the receipt specific quality management plan and Appendix 2 of Code 28, Management of Radioactive Open Sources
Radioactive – large items	Dispatch	Follow Class 7 trained DGSA approved procedures.
	Receipt	Follow procedures given in the receipt specific quality management plan.

APPENDIX 3 STFC Dangerous Goods Dispatch pro formas and examples

RAL Dispatch pro forma, RAL Dispatch pro forma – completed example.

DL Dispatch pro forma, DL Dispatch pro forma - completed example.

Glossary of key Dispatch data

UN Number
The UN number is the four-digit identification number of a substance or article as given by the UN Model Regulations.

Class
Dangerous goods belong to one or more of 9 classes depending on the hazardous properties they possess. They are:

Class 1 Explosive Substances and articles
Class 2 Gases
Class 3 Flammable Liquids
Class 4.1 Flammable solids, self-reactive substances & solid desensitised explosives
Class 4.2 Substances liable to spontaneous combustion
Class 4.3 Substances which, in contact with water, emit flammable gases
Class 5.1 Oxidising substances
Class 5.2 Organic peroxides
Class 6.1 Toxic substances
Class 6.2 Infectious substances
Class 7 Radioactive material
Class 8 Corrosive substances
Class 9 Miscellaneous dangerous substances and articles

Combination Pack
Combination packs mean a combination of packaging for transport purposes, consisting of one or more inner packaging secured in an outer packaging.

Packing Group
Dangerous goods are assigned a packing group in accordance with the degree of danger they present. The packing groups have the following meanings:

- Packing group I: Substances presenting high danger
- Packing group II: Substances presenting medium danger
- Packing group III: Substances presenting low danger

Proper Shipping Name
This is the full chemical name of the substance being transported along with any other appropriate information.

High Consequence Dangerous Goods
Those Dangerous Goods which have the potential for misuse in a terrorist incident and which may, as a result, produce serious consequences.

APPENDIX 4 Road/Air Transport by Hand of Very Small Quantities

The following table indicates the quantities of Dangerous Goods that are legally allowed to be carried in a vehicle without needing to comply with any of the requirements of ADR (for road) or IATA (for air), except the need to be packaged appropriately.

Carriage of such goods will be at the discretion of the driver. If you are not the driver, please check with them before you attempt to take samples etc. in your luggage. As per 4.1.5 of this code, when travelling by Air/Road to the EU or RoW then goods are subject to customs processes, procedures, and paperwork. Speak to your local Logistics Team who can advise the methods, processes and documentation required to do this.

PACKING GROUP OF THE SUBSTANCE	**PACKING GROUP I**	**PACKING GROUP II**	**PACKING GROUP III**
CLASS or DIVISION of PRIMARY or SUBSIDIARY RISK	Maximum allowed mass/volume in units of	Maximum allowed mass/volume in units of	Maximum allowed mass/volume in units of
1: Explosives	Forbidden		
2.1: Flammable Gas	Forbidden		
2.2: Non-flammable, non-toxic gas	Forbidden		
2.3: Toxic Gas	Forbidden		
3: Flammable Liquid	1ml in units of 1ml		
4.1: Self Reactive Substances	Forbidden	100g in units of 1g/1ml in units of 1ml	
4.1: Other Flammable Solids	Forbidden	100g in units of 1g /1ml in units of 1ml	
4.2: Pyrophoric Substances	Forbidden	Forbidden	Forbidden
4.2: Spontaneously combustible substances	Forbidden	Forbidden	Forbidden
4.3: Water reactive substances	Forbidden	100g in units of 1g /1ml in units of 1ml	
5.1: Oxidisers	Forbidden	100g in units of 1g /1ml in units of 1ml	
5.2: Organic Peroxides	Not Applicable	100g in units of 1g	Not Applicable
6.1: Toxic substances – inhalation	Forbidden	100g in units of 1g /1ml in units of 1ml	
6.1: Toxic substances – ingestion	Forbidden	100g in units of 1g /1ml in units of 1ml	
6.1: Toxic substances – skin absorption	Forbidden	100g in units of 1g /1ml in units of 1ml	

6.2: Infectious substances	Forbidden	
7: Radioactive materials	Forbidden	
8: Corrosive materials	100g in units of 1g /1ml in units of 1ml	
9: Magnetized materials	Forbidden	
9: Other miscellaneous materials	Not Applicable	100g in units of 1g /1ml in units of 1ml

APPENDIX 5 Dangerous Goods Packaging Guidelines

Hand carrying

In general, when non-UN packaging is used for transporting Dangerous Goods in small quantities the following guidelines should be followed:

1) The packaging should be of good quality and strong enough to withstand the shocks and loading experienced during carriage.
2) Packaging should be constructed and closed so as to prevent any loss of contents which might occur due to environmental conditions during transport – vibration, temperature, humidity, pressure etc.
3) Parts of packaging that are in direct contact with Dangerous Goods shall (a) not be affected or significantly weakened by those Dangerous Goods and (b) not cause a dangerous effect e.g. catalysing a reaction or reacting with the Dangerous Goods.
4) When filling packaging with liquid sufficient free volume (ullage) should be left for expansion of the liquid with temperature, remembering that the package could be exposed to fluctuating high and low temperatures and pressure/altitude during carriage.
5) Liquids may only be placed into inner packaging which has an appropriate resistance to the internal pressure that may be developed under normal conditions of carriage.
6) Dangerous Goods must not be packed in the same outer packaging if they react dangerously with each other and cause: combustion and/or evolution of heat; evolution of flammable, toxic or asphyxiating gases; formation of corrosive substances; or the formation of unstable substances.
7) The maximum quantities allowed in each package are given in Appendix 3A for road transport and 3B for air transport.

Transport by road

Transport in limited quantities – quantities considered significantly small enough that they are exempt from most of the usual provisions of ADR 2023:

Inner Packaging	No specific requirements.
Outer Packaging	The following may be used: steel /aluminium /plastic drums with removable head; steel /aluminium /plastic jerricans with removable head; plywood fibre drums; boxes of natural wood, plywood, reconstituted wood, fibreboard, plastics, steel or aluminium.
Labelling	No specific requirements.
Marking	Each package should clearly and durably be marked with the UN number of the goods it contains, preceded by the letters “UN”. In the case of different goods with different UN numbers within a single package the outer packaging should be marked with all the UN numbers of the goods it contains, preceded by the letters “UN” or “LQ”.
Documentation	No specific requirements.

Transport by air

Transport in excepted quantities - quantities considered significantly small enough that they are exempt from most of the usual provisions of the IATA regulations (Edition 63 2023):

Inner Packaging	Must be constructed of plastic having a minimum thickness of not less than 0.2mm, or of glass, earthenware, or metal. Removable closures must be held securely in place with wire, tape or other positive means. Each inner packaging must be securely packed in an intermediate packaging with cushioning material. For liquids the cushioning material must contain enough absorbent material to absorb the entire contents of the inner packaging.
Outer Packaging	No specific requirements but must be large enough to bear the excepted quantities label.
Labelling	Each package containing Dangerous Goods in excepted quantities must be labelled with a completed excepted quantities label.
Marking	No specific requirements.
Documentation	No specific requirements.

Note: All known information must be given and provided to logistics team to ensure the correct handling and safe transport. This is to mitigate all foreseeable consequences.

APPENDIX 6 Training Requirements

Role	Initial Training	Refresher	Frequency
Staff, tenants, facility users or visitors working with dangerous goods	Working with Dangerous Goods – 20 min online. This course reviews the safe identification, handling and transportation of dangerous goods. Training provided in Go1	As and when required.	Information only.
RS Dispatcher	Personnel involved in preparing packages containing Radioactive Substances for Road Transport. Radioactive Substances by Road Accord Directive Route (ADR) Course – 1-2 day Provided by Cargo Training International or equivalent training approved by the RPA	1 day refresher course and exam.	Every two years before expiry of current certificate.
	Personnel involved in preparing packages containing Radioactive Substances for Air Transport. Radioactive Substances by Air International Civil Aviation Organisation (ICAO) Course – 1-2 day Provided by Cargo Training International or similar.	1 day refresher course and exam.	Every two years before expiry of current certificate.
	Personnel involved in preparing packages containing Radioactive Substances for Sea Transport. Radioactive Substances by Sea International Maritime Dangerous Goods (IMDG) Course – 1-2 day Provided by Cargo Training International or similar.	1 day refresher course and exam.	Every two years before expiry of current certificate.
Consignor or Class 7 Consignor	Personnel involved in preparing packages, documentation or handling of dangerous goods. Course 3 days Provided by Cargo Training International or similar	2 day refresher course and exam	Every two years before expiry of current certificate.
Logistics personnel depending on the modes of transport employed	Personnel involved in preparing packages for **Road Transport** Dangerous Goods Shipper (Road) - 3 day Provided by Cargo Training International or equivalent training approved by the RPA.	Road – 2 day refresher course and exam.	Every two years before expiry of current certificate.

for dispatch from a given site.	Personnel involved in preparing packages for **Air Transport** ICAO accredited Dangerous Goods (Air) - 3 day course Provided by Cargo Training International or similar.	Air – 2 day refresher course and examination.	Every two years before expiry of current certificate.
	Personnel involved in preparing packages for **Sea Transport** Dangerous Goods Shipper (Sea) - 2 day Provided by Cargo Training International or similar.	Sea – 1 day refresher course and examination	Every two years before expiry of current certificate.
	Personnel involved in preparing packages for the transport of Lithium batteries for: **Sea Transport - 0.5 day course** **Road Transport - 0.5 day course** **Air Transport – 1 day course** Provided by Cargo Training International or similar.	Sea 0.5 day refresher Road 0.5 day refresher Air 1 day refresher	Every two years before expiry of current certificate.
DGSA	DGSA Accredited Course – 5 day Those DGSAs advising on the transport of radioactive materials should have completed DGSA training for UN Class 7 dangerous goods. Provided by Cargo Training International or similar.	Updates Retake exams	Updates on changes in legislation. Exams every five years.

APPENDIX 7 Audit Checklist

Ref	Item	Rating	Comments
1 (Section 4.7.1)	Has at least one DGSA been appointed for the site?		
2 (Section 4.3.2)	Has a RS Dispatcher been appointed for the site?		
3 (Section 4.5.4)	Are the DGSA(s) and Logistics staff keeping copies of Dangerous Goods Dispatch pro forma records for 2 years?		
4 (Section 4.2.1) (Section 4.7.1)	Are the names of the DGSA(s) and RS Dispatchers entered in the SHE Directory?		
5 (Appendix 5)	Has awareness training and refresher training been made available to all staff?		
6 (Section 4.3.2) (Section 4.6.2)	Have Logistics Personnel undertaken appropriate training as identified in Appendix 5?		
7 (Section 4.6.4)	Has annual compliance report been created by DSGA(s) and forwarded to the site Safety Committee?		
8 (Section 4.6.3)	Have the DGSA(s) undertaken a compliance audit for their areas within the last 12 months?		
9 (Section 4.6.3)	Have actions arising from the audit been addressed?		
10 (Section 4.6.2)	Have the DGSA(s) reviewed relevant legislative changes, annually, and as appropriate recommended update of this code through STFC SHE Group?		

APPENDIX 8 Document Retention Policy

Records Established	Minimum Retention Period	Responsible Record Keeper	Location of Records	Comments / Justification
Dangerous Goods Notes and associated paperwork	Current + 5 years	Logistics Personnel	Local Record Systems – Shipping Team Records TrackInside and DG Office Systems.	Documents stored for seven years for customs audit purposes.
All related records for the receipt and dispatch of radioactive materials independent of site logistics teams.	Current + 5 years	Consignors	Local Record Systems Shipping Team Records TrackInside and DG Office Systems Paper copies in files.	Ensure copies of such dispatches are recorded by site logistics teams. Documents stored for seven years for customs audit purposes
Appointments:				
Dangerous Goods Safety Adviser	Most Recent	Director	SHE Directory	Appointment Letter
Radioactive Substance Dispatcher	Most Recent	Director	SHE Directory	Appointment Letter

APPENDIX 9 STFC Site Contingency Plans for Incidents/Accidents involved with the Transport of Radioactive Materials by Road

9.1 RAL Site Contingency Plan for Incidents/Accidents involved with the Transport of Radioactive Materials by Road (Link to Document).