



Hazardous Materials Shipping Descriptions & Emergency Response Guidebook (HAZMAT)



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Learning about Hazmat and the Emergency Response Guidebook

The Association of American Railroads' (AAR) Hazardous Materials Shipping Descriptions and Emergency Response Guidebook (Hazmat) is a web application that enables users to create accurate shipping papers for hazardous materials and view emergency response information.

This Administrator's Guide provides instructions that enable Hazmat administrators to complete several important tasks. See the following sections for more information:

- [Searching for Hazmat Codes](#)
- [Adding Hazmat Codes](#)
- [Working with Guides](#)
- [Working with Level 4 Commodities](#)

Overview

The Hazardous Materials Shipping Descriptions and Emergency Response Guidebook (Hazmat) enables system administrators to maintain hazardous materials' regulatory and emergency response information. Railroads use this data to create accurate shipping papers for hazardous materials and validate EDI transactions received from connecting carriers and customers.

Detailed information regarding business rules and standard operating procedures can be found in the *Hazardous Materials Shipping Description (Hazmat) and Emergency Response Database User Reference Guide*.

System Requirements

For information about the system requirements of Railinc web applications and for information about downloading compatible web browsers and file viewers, refer to the [Railinc UI Dictionary](#).

Accessing Railinc Customer Support

The Railinc Customer Support Center provides reliable, timely, and high-level support for Railinc customers. Representatives are available to answer calls and respond to emails from 7:00 a.m. to 7:00 p.m. Eastern time, Monday through Friday, and provide on-call support via pager for all other hours to ensure support 24 hours a day, 7 days a week. Contact us toll-free by phone at 877-RAILINC (1-877-724-5462) or send an email directly to csc@railinc.com.

Getting Started

Access the Hazmat application by using the Railinc Single Sign On (SSO), which is located on the Railinc portal at <http://www.railinc.com>. The SSO log in is located at the upper right of the page.

Register to Use Railinc SSO

Each Hazmat user must register to use Railinc Single Sign On. Refer to the [Railinc Single Sign On/Launch Pad User Guide](#) for information about the use of Railinc Single Sign On.

Once you complete SSO registration, you must request access to Hazmat within SSO.

Requesting Hazmat Administrator Access

Important: Access to certain functions within Hazmat are handled by the AAR Hazmat administrator, who has the SSO rights to specify local Hazmat user's tasks (and menu items). Some advanced Hazmat tasks are billable from Railinc to the requesting railroad, so access is carefully controlled via SSO. Contact Railinc for additional information.

Logging In

To log into Hazmat:

1. Open your internet browser and enter <https://public.railinc.com> to open the Railinc website.
2. Select the Customer Login link in the upper right of the page. The Account Access page is displayed.
3. Enter your **User ID** and **Password**. Select **Sign in**. The Railinc Launch Pad is displayed.
4. Under My Applications, select **Hazmat**. The Hazmat Home page is displayed.

Logging Out

Select the **Sign Out** link to end a Hazmat session. You are returned to the SSO Login Page.

If your session has been idle for more than 30 minutes, a warning message is displayed, and you must log back in as directed.

Searching for Hazmat Codes

As an administrator, you can use Hazmat Search to identify codes for update or reference. There are many different criteria that can be used to identify a Hazardous Material Response Code (HMRC). The following sections describe each of the features:

- [Querying by Hazmat Criteria](#)
- [Viewing Hazmat Details](#)
- [Batch Expiring Hazmat Codes](#)

Querying by Hazmat Criteria

Use the following procedure to search for Hazmat codes:

1. Select **Hazmat > Search**. The Query Hazmat page is displayed showing the Basic search fields.

Exhibit 1. Query Hazmat Page (Basic)

RAILINC HAZMAT CARYTST: RAILINC CORPORATION

Home Hazmat Documentation

Query Hazmat

Query Criteria Query Results

***Please select the Search Query Criteria :** Basic: ☒ Advanced: ☐ Emergency Response: ☐

Basic Query Criteria

Hazmat Code:

STCC Bridge:

Status:

OT-55:

Hazardous Substance Name:

Marine Pollutant Name:

Technical Name:

Proper Shipping Name:

Search Cancel

Note: You can switch the available search criteria by selecting the **Advanced** or **Emergency Response** buttons.

Searching for Hazmat Codes

2. Complete the available input fields.

Field	Description
Hazmat Code	The Hazardous Material Response Code is a unique seven (7) digit code used to classify a commodity or group of commodities. The first two digits of the HMRC are either 48 or 49. 48 Hazardous Waste (these codes will never have a STCC number associated) 49 Hazardous Material Response Code (these codes will always have an associated STCC number)
STCC Bridge	The Standard Transportation Commodity Code (STCC) Number contains a product class STCC code that corresponds to the Hazardous Material Response Code (HMRC). The field is required for HMRCs starting with 49, and must not be coded for HMRCs starting with 48. When coded it must be all numeric and in the STCC Master File.
Status	Provides option to search for codes in different statuses: A – Active E – Expired W – Work in Progress
OT-55	The Operations/Transportation-55 (OT-55) field is a flag used to identify those commodities for which Circular OT 55 "KEY TRAIN" AND "KEY ROUTES" apply. One of the following codes must be entered: E – Environmentally sensitive chemical F – Flammable gas P – Poison inhalation R – Radioactive X – Class A Explosives or Class 1.1 and 1.2 Blank – OT-55 restrictions do not apply
Hazardous Substance Name	Use initial dropdown to indicate if the search field either begins with or contains the entry. The name of the hazardous substance constituent when the RQ indicator = R.
Marine Pollutant Name	Use initial dropdown to indicate if the search field either begins with or contains the entry. The Marine Pollutant Constituent (MPC) field contains the appropriate chemical component when the Marine Pollutant Flag (MP), equals 'M'.
Technical Name	Use initial dropdown to indicate if the search field either begins with or contains the entry. The Technical Name required to augment the NOS (not otherwise specified) flagged Proper Shipping Names.

Field	Description
Proper Shipping Name	Use initial dropdown to indicate if the search field either begins with or contains the entry. The name of the hazardous material required by International regulations.

- Optionally, select the **Advanced** radio button for Search Query Criteria. The Advanced Query Criteria search options are displayed.

Exhibit 2. Query Hazmat Page (Advanced)

The screenshot shows the 'Query Hazmat' interface with the 'Query Criteria' tab selected. At the top, there are three radio buttons: 'Basic' (unselected), 'Advanced' (selected), and 'Emergency Response' (unselected). Below this, the 'Advanced Query Criteria' section contains several input fields and dropdown menus. On the left side, there are fields for 'UN/NA', 'Intermodal Indicator', 'Packing Group', 'Hazard Zone', 'Primary Hazard Class', 'Subsidiary Hazard Class', and 'EPA Waste Stream Number'. On the right side, there are fields for 'STCC Bridge', 'Status' (with a dropdown menu showing 'A - Active'), 'OT-55' (with a dropdown menu showing 'Blank - N/A'), 'Hazardous Substance Name', 'Marine Pollutant Name', 'Technical Name', and 'Proper Shipping Name'. Below these, there are checkboxes for 'U.S.', 'Canadian', 'International', and 'Mexican' under the 'Regulatory Agency' label. At the bottom right, there are 'Search' and 'Cancel' buttons.

- Complete the available input fields.

Field	Description
STCC Bridge	The Standard Transportation Commodity Code (STCC) Number contains a product class STCC code that corresponds to the Hazardous Material Response Code (HMRC). The field is required for HMRCs starting with 49, and must not be coded for HMRCs starting with 48. When coded it must be all numeric and in the STCC Master File.
UN/NA	6 character; The United Nations/North America (UN/NA) number is the UN/NA identification number required by Canada.
Status	Provides option to search for codes in different statuses: A – Active E – Expired W – Work in Progress
Intermodal Indicator	Indicates that the hazardous material description is the appropriate one to use for intermodal shipments.

Field	Description
OT-55	The Operations/Transportation-55 (OT-55) field is a flag used to identify those commodities for which Circular OT 55 "KEY TRAIN" AND "KEY ROUTES" apply. Here are the codes: E – Environmentally sensitive chemical F – Flammable gas P – Poison inhalation R – Radioactive X – Class A Explosives or Class 1.1 and 1.2 Blank – OT-55 restrictions do not apply
Package Group	This field contains one of the following codes corresponding to Canadian, packing group designations: 1 – Packing Group I 2 – Packing Group II 3 – Packing Group III A – Packing Groups I, II or III B – Packing Groups I or II C – Packing Groups II or III D – Packing Groups I or III Blank – No Packing Group
Hazardous Substance Name	Use initial dropdown to indicate if the search field either begins with or contains the entry. The name of the hazardous substance constituent when the RQ indicator = R.
Hazard Zone	This field contains the DOT assigned Inhalation Toxicity Hazard Zone designation. Choose one of the following: A – Hazard Zone A. B – Hazard Zone B. C – Hazard Zone C. D – Hazard Zone D. Blank – not applicable.
Marine Pollutant Name	Use initial dropdown to indicate if the search field either begins with or contains the entry. The Marine Pollutant Constituent (MPC) field contains the appropriate chemical component when the Marine Pollutant Flag (MP), equals 'M'.
Primary Hazardous Class	This field contains the Hazard Class required by U.S. DOT (49 Code of Federal Regulations). It must be a 1 to 4 alphanumeric character.
Technical Name	Use initial dropdown to indicate if the search field either begins with or contains the entry. The Technical Name required to augment the NOS (not otherwise specified) flagged Proper Shipping Names.

Field	Description
Subsidiary Hazard Class	This field contains the subsidiary hazard classes required by U.S. DOT (49 Code of Federal Regulations).
Proper Shipping Name	Use initial dropdown to indicate if the search field either begins with or contains the entry. The name of the hazardous material required by International regulations
EPA Waste Stream Number	This field contains one to three EPA Waste Stream Numbers, each within parenthesis, that is required with the Proper Shipping Name for certain manifested Hazardous Wastes.
Regulatory Agency	Select the applicable regulatory agencies (US, Canadian, International, Mexican)

- Optionally, select the **Emergency Response** radio button for Search Query Criteria. The Emergency Response Query Criteria search options are displayed (see [Exhibit 3](#)).

Exhibit 3. Query Hazmat Page (Emergency Response)

The screenshot shows the 'Query Hazmat' interface. At the top, there are two tabs: 'Query Criteria' (selected) and 'Query Results'. Below the tabs, a red message states: '*Please select the Search Query Criteria :'. There are three radio buttons: 'Basic:', 'Advanced:', and 'Emergency Response:'. The 'Emergency Response:' radio button is selected. Below this, the 'Emergency Response Query Criteria' section is displayed. It contains several input fields: 'Hazmat Code:' (text box), 'Status:' (dropdown menu showing 'A - Active'), 'Primary Hazard Class or Division:' (dropdown menu), 'Reportable Quantity:' (text box), 'Material Description and Potential Hazards:' (dropdown menu), 'Material Name:' (dropdown menu), and 'Guide:' (dropdown menu). At the bottom right of the form are 'Search' and 'Cancel' buttons.

- Complete the available input fields.

Field	Description
Hazmat Code	The Hazardous Material Response Code is a unique seven (7) digit code used to classify a commodity or group of commodities. The first two digits of the HMRC are either 48 or 49. 48 – Hazardous Waste (these codes will never have a STCC number associated) 49 – Hazardous Material Response Code (these codes will always have an associated STCC number)

Searching for Hazmat Codes

Status	Provides option to search for codes in different statuses: A – Active E – Expired W – Work in Progress
Hazmat Class	This field contains the Hazard Class required by regulation. May include the division along with the commodity class in parenthesis. Example: DIVISION 2.3 (NONFLAMMABLE GAS)
Reportable Quantity	The Reportable Quantity indicates that the US EPA has assigned a Reportable Quantity to a chemical component of the commodity. The following are valid values: Environmentally hazardous substance (rq-1 pound (0.454 kilograms)) Environmentally hazardous substance (rq-10 pounds (4.54 kilograms)) Environmentally hazardous substance (rq-100 pounds (45.4 kilograms)) Environmentally hazardous substance (rq-1000 pounds (454 kilograms)) Environmentally hazardous substance (rq-5000 pounds (2270 kilograms))
Hazardous Emergency Response Descriptions	Used to describe the Hazardous Material Emergency Response.
Emergency Response Guide Description	Used to describe the commodity by proper shipping name and if present augmented with the appropriate technical name first.
Guide	The Emergency Response information is divided into individual guides, which describe actions to be taken in an emergency situation.

7. Select the **Search** button to initiate the search. The results are displayed on the Hazmat Search Results tab.

Exhibit 4. Hazmat Search Results

Query Hazmat

Query Criteria Query Results

Hazmat Search Results

☐	HMRC	Status	UN/NA#	Prop Ship Name
☐	STCC	PA	OT-55	Tech Name
☐	4821019	A	UN1098	RESPEL
		M	P	ALCOHOL ALILICO (ALCOHOL PROPENILICO)
☐	4821019	A	UN1098	WASTE
		N	P	ALLYL ALCOHOL
☐	4821051	A	UN3287	WASTE
		C		TOXIC LIQUID, INORGANIC, N.O.S. (ALUMINUM SULFATE SOLUTION)
☐	4821051	A	UN3287	RESPEL
		M		LIQUIDO TOXICO, INORGANICO, N.E.P.
☐	4821051	A	UN3287	WASTE
		N		TOXIC LIQUID, INORGANIC, N.O.S. (ALUMINUM SULFATE SOLUTION)
☐	4907412	A	UN1100	ALLYL CHLORIDE

Show All Batch Expire

- Perform one of the processing options.

Exhibit 5. Query Processing Options

Option	Description
Hazmat Code	Select a listed Hazmat Code of a found record to view its full details (see Exhibit 31).
Show All	Redisplay any output columns previously marked as hidden through the use of the X appearing in each column heading.
Batch Expire	Expire one or more selected Hazmat records from the query results page (see Batch Expiring Hazmat Codes).
Query Criteria Tab	Use to return to the entered query parameters in order to refine current search or to start a new search.

Viewing Hazmat Details

Use the following procedure to view details of a Hazmat record:

- Complete a query by Hazmat criteria (see [Querying by Hazmat Criteria](#)).
- From the Hazmat Search Results page, select the hyperlink of a found Hazmat Code. The Hazmat Detail page is displayed.

Exhibit 6. Hazmat Detail Page

Select the plus sign (+) next to Regulatory Agency or Emergency Response to view.

Home	Hazmat
HAZMAT Code: 4835210	Hazmat Effective Date: 1994-10-01
Expiration Date : 1994-12-01	
Primary Shipping Alpha Description:	
OTSS:	Dangerous When Wet: No
Marine Pollutant Constituent (MPC):	
Marine Pollutant Constituent (MPC) - Spanish:	
Hazardous Substance Constituent (HSC): SULFURIC ACID RQ: R	
Hazardous Substance Constituent (HSC) - Spanish:	
Alpha Description:	
Regulatory Agency: US:Yes	Canada:Yes Mexican:No International:Yes
+ Regulatory Agency + Emergency Response	
Back	

3. Select the plus sign (+) next to the Regulatory Agency label to view Regulatory Agency (US) information.

Exhibit 7. Hazmat Regulatory Agency Information (US)

+

Regulatory Agency

US

Canadian

Mexican

International

US Regulatory Information

Proper Shipping Name: WASTE BATTERY FLUID, ALKALI

Technical Name:

Special PSII Flag: No

Intermodal Indicator:

HOS Indicator: No

UN/HA Identification: UN2797

Primary Hazard Class: 8

Packing Group: A

Poisonous Material Indicator:

Primary Hazard Placard Notation : CM

Secondary Hazard Placard Notation :

Hazardous Placard Endorsement: DA

Hazard zone:

Second Hazard Class:

Third Hazard Class:

Fourth Hazard Class:

EPA Waste Characteristic:

EPA Waste Stream #:

US Origin CAH Destination Indicator: No

4. Select the **Canadian** tab to view Canadian Regulatory Agency information.

Exhibit 8. Hazmat Regulatory Agency Information (Canadian)

Regulatory Agency			
US	Canadian	Mexican	International
Canadian Regulatory Information			
Proper Shipping Name: WASTE BATTERY FLUID, ALKALI			
Technical Name:			
Special PSN Flag:	No	Intermodal Indicator:	
HOS Indicator:	No	UH Identification:	UN2797
Primary Hazard Class:	8	Packing Group:	A
Poisonous Material Indicator:			
Primary Hazard Placard Notation:	CC		
Secondary Hazard Placard Notation:			
ERP Indicator:			
Second Hazard Class:	9.2		
Third Hazard Class:			
Fourth Hazard Class:			
Special Commodity Indicator:		CAN Origin US Destination Indicator:	No
Subsidiary Risk Indicator:			
More Than One PSN:	0		

5. Select the **Mexican** tab to view Mexican Regulatory Agency information. [Exhibit 9](#) shows what is shown if no Regulatory Agency information is available.

Exhibit 9. Hazmat Regulatory Agency Information (Mexican)

Regulatory Agency			
US	Canadian	Mexican	International
This Hazmat record does not have Mexican regulatory agency data.			

6. Select the **International** tab to view International Regulatory Agency information.

Exhibit 10. Hazmat Regulatory Agency Information (International)

The screenshot shows a window titled "Regulatory Agency" with four tabs: "US", "Canadian", "Mexican", and "International". The "International" tab is selected, displaying "International Regulatory Information". The form contains the following fields and values:

Proper Shipping Name:	WASTE BATTERY FLUID, ALKALI		
Technical Name:			
Special PSN Flag:	No	Intermodal Indicator:	
IIOS Indicator:	No	UFI Identification:	
Primary Hazard Class:			
Poisonous Material Indicator:			
Primary Hazard Placard Notation :			
Secondary Hazard Placard Notation :			
Second Hazard Class:			
Third Hazard Class:			
Fourth Hazard Class:			
Packing Group:			

7. Select the plus sign (+) next to the Emergency Response label to view Emergency Response (English) information.

Exhibit 11. Hazmat Emergency Response Information (English)

The screenshot shows a window titled "Emergency Response" with two tabs: "English" and "Spanish". The "English" tab is selected, displaying emergency response information for "CLASS 8 (CORROSIVE MATERIAL)".

Primary Hazard Class or Division: CLASS 8 (CORROSIVE MATERIAL)

Reportable Quantity: ENVIRONMENTALLY HAZARDOUS SUBSTANCE (RQ-VARIES)

Alpha Sort Position: Publish Flag: Material Name Flag: Y

Material Description and Potential Hazards: BATTERY FLUID, ALKALI CONSISTS OF AN ALKALINE WATER SOLUTION. IT IS CORROSIVE TO TISSUE AND MOST METALS.

Material Name: BATTERY FLUID, ALKALI, WASTE

Associated Guides

GUIDE 154

Buttons: Update, Expire, Copy, Back

Select the **Spanish** tab to view Emergency Response information in Spanish.

Exhibit 12. Hazmat Emergency Response Information (Spanish)

Emergency Response

English Spanish

Primary Hazard Class or Division: CLASE 8 (MATERIAL CORROSIVO)

Reportable Quantity:

Alpha Sort Position: Publish Flag: Material Name Flag: Y

Material Description and Potential Hazards: ELECTROLITO ALCALINO, PARA ACUMULADORES, ES UNA SOLUCION ACUOSA ALCALINA. ES CORROSIVO A LOS TEJIDOS Y A LA MAYORIA DE LOS METALES.

Material Name: RESIDUO PELIGROSO ELECTROLITO ALCALINO, PARA ACUMULADORES

Associated Guides

GUÍA 154

Update Expire Copy Back

Select the **Back** button to exit the Hazmat Details page and to return to the Hazmat Search Results.

Batch Expiring Hazmat Codes

Use the following procedure to batch expire Hazmat codes:

1. Perform a query for the Hazmat codes that you want to expire (see [Querying by Hazmat Criteria](#)).
2. On the Hazmat Search Results page, select the listed Hazmat code(s) to be expired and select **Batch Expire**. The Batch Expire Hazmat Codes page is displayed showing all codes associated with your selection.

Exhibit 13. Batch Expire Hazmat Codes

Home Hazmat

Batch Expire Hazmat Codes

The following HAZMAT Codes 4921019 will be expired on 02/28/2009. Do you want to Continue?

	Hazmat Code	Status	Regulatory Agency
☒	4921019	A	C
☒	4921019	A	I
☒	4921019	A	M
☒	4921019	A	N

Continue Cancel

Note: If only one portion of the code needs to be retained, unselect its checkbox before proceeding.

3. Perform one of the processing options shown in [Exhibit 14](#).

Exhibit 14. Query Processing Options

Option	Description
Continue	Confirm your decision to batch expire the selected codes
Cancel	Cancel the batch expiration process and return to the Home Page.

Adding Hazmat Codes

Administrators can use the following procedure to add a new Hazmat code:

1. Select **Hazmat > Add Hazmat Code**. The Add New Hazmat Code page is displayed showing the Hazmat section with initial hazmat code input fields. Additional sections follow for the Regulatory Agency and Emergency Response fields.

Exhibit 15. Add New Hazmat Code – Hazmat Section

HAZMAT

* **HAZMAT Code :**

Dangerous When Wet:

STCC Bridge Code :

OT55:

Marine Pollutant Constituent (MPC): **MP:**

Marine Pollutant Constituent (MPC) - Spanish:

Hazardous Substance Constituent (HSC): **RQ:**

Hazardous Substance Constituent (HSC) - Spanish:

Primary Shipping Alpha Description :

Alpha Description:

* **Regulatory Agency :** ☐ US ☐ Canadian ☐ International ☐ Mexican

Are C, I, & H PSIT'S the same? : ☐

Are UH ID'S the same for C, I, II, & M? : ☐

Regulatory Agency

Emergency Response

2. Complete the available input fields for the Hazmat section.

Field	Description
* Hazmat Code	The Hazardous Material Response Code is a unique seven (7) digit code used to classify a commodity or group of commodities. The first two digits of the HMRC are either 48 or 49. 48 Hazardous Waste (these codes will never have a STCC number associated) 49 Hazardous Material Response Code (these codes will always have an associated STCC number) Duplicate codes not allowed. You cannot use a code that has been expired in the last 5 years.
STCC Bridge Code	7 character numeric. Must be a valid STCC Code. Mandatory if Hazmat Code begins with 49. The Standard Transportation Commodity Code (STCC) Number contains a product class STCC code that corresponds to the Hazardous Material Response Code (HMRC). The field is required for HMRCs starting with 49, and must not be coded for HMRCs starting with 48. When coded, it must be all numeric and in the STCC Master File.
Dangerous When Wet	Indicate that the commodity requires the statement "Dangerous When Wet" on shipping papers. D – Commodity description may require the phrase "Dangerous When Wet" Blank – Not Applicable
OT55	The Operations/Transportation-55 (OT-55) field is a flag used to identify those commodities for which Circular OT 55 "KEY TRAIN" AND "KEY ROUTES" apply. One of the following codes must be entered: E – Environmentally sensitive chemical F – Flammable gas P – Poison inhalation R – Radioactive X – Class A Explosives or Class 1.1 and 1.2 Blank – OT-55 restrictions do not apply
Marine Pollutant Constituent (MPC)	Name of the appropriate chemical component(s) when the Marine Pollutant Indicator Code equals M. 1-5 fields of 25 characters alphanumeric each in English. Mandatory free-form if Hazmat code is a marine pollutant (determined by selecting 'M' in the MP dropdown field).
MP	Used to identify Hazmat code as a marine pollutant ('M') by the US DOT.

Field	Description
Marine Pollutant Constituent (MPC) Spanish	Spanish Name of the appropriate chemical component(s) when the Marine Pollutant Indicator Code equals M. 1-5 fields of 25 characters alphanumeric each in Spanish. Mandatory free-form if Hazmat code is a marine pollutant (determined by selecting 'M' in the MP dropdown field).
Hazardous Substance Constituent (HSC)	HSC field contains the name of the appropriate chemical component(s) when the Reportable Quantity Code equals R. 5 fields of 25 characters alphanumeric each in English. Mandatory free-form if Hazmat code is a reportable quantity (determined by selecting 'R' in the RQ dropdown field).
RQ	RQ field is a flag to indicate that the US EPA has assigned a reportable quantity to a chemical component of the commodity. R – Material has a reportable quantity (The RQ notation is not required if the amount in each container is less than the RQ for the material.) Blank – Not Applicable
Hazardous Substance Constituent (HSC) Spanish	HSC field contains the Spanish name of the appropriate chemical component(s) when the Reportable Quantity Code equals R. 5 fields of 25 characters alphanumeric each in Spanish. Mandatory free-form if Hazmat code is a reportable quantity (determined by selecting 'R' in the RQ dropdown field).
Primary Shipping Alpha Description	250 characters max alphanumeric; copied as default value for Proper Shipping Name for all regulatory agencies selected.
Alpha Description	An alternate alpha description provided when the Proper Shipping Name and the Technical Name provide inadequate description for the material. This field is provided for publication of the Alpha index to the Hazardous Materials Directory and for file look-ups.
* Regulatory Agency	Select Regulatory Agency (US, Canadian, Mexican, International).
Are C, I, & N PSN'S the same?	Select if the Proper Shipping Name (PSN) is the same for multiple regulatory agencies.
Are UN/NA ID's the same for C, I, N, & M?	Select if UN/NA ID's are the same for multiple regulatory agencies.

3. Select the plus sign (+) next to the Regulatory Agency label to view Regulatory Agency input fields.

Exhibit 16. Hazmat Regulatory Agency Information (US)

Regulatory Agency

US Canadian International Mexican

US Regulatory Information

*** Proper Shipping Name:** [Text Field]

Technical Name: [Text Field]

UN/NA Identification: [Dropdown] [Text Field]

*** Primary Hazard Class:** [Select] [Search]

Poisonous Material Indicator: [Select] [Search]

*** Primary Hazard Placard Notation:** [Select] [Search]

Special PSN Flag: [Blank - N/A]

Intermodal Indicator: [Blank - N/A]

Second Hazard Class: [Select] [Search]

Packing Group: [Select] [Search]

Secondary Hazard Placard Notation: [Select] [Search]

HOS Indicator: [Blank - N/A]

Third Hazard Class: [Select] [Search]

Hazardous Placard Endorsement: [Select] [Search]

Hazard zone: [Select] [Search]

US Origin CAH Destination Indicator: [Blank - N/A]

EPA Waste Characteristic: [Select] [Search]

EPA Waste Stream #: [Text Field]

Alt. Proper Shipping Name 2: [Text Field]

Alt. Proper Shipping Name 3: [Text Field]

Alt. Proper Shipping Name 4: [Text Field]

Alt. Proper Shipping Name 5: [Text Field]

Alt. Proper Shipping Name 6: [Text Field]

More Than One PSN: [Text Field]

Emergency Response

- Complete the available input fields for Regulatory Agency Information (US). See the field descriptions below.

Exhibit 17. Hazmat Regulatory Agency Information (US) Input Fields

Field	Description
* Proper Shipping Name	The Proper Shipping Name contains the hazardous materials shipping name(s) required by international regulations.
Technical Name	Required to augment the NOS (not otherwise specified) flagged Proper Shipping Names.
UN/NA Identification	6 characters. The United Nations/North America (UN/NA) number is the UN/NA identification number required by Canada.
Intermodal Indicator	Indicates that the hazardous material description is the appropriate one to use for intermodal shipments.

Adding Hazmat Codes

Field	Description
* Primary Hazard Class	This field contains the Hazard Class required by U.S. DOT (49 Code of Federal Regulations). It must be a 1 to 4 alphanumeric character.
Second/Third Hazmat Class	These fields contain the subsidiary hazard classes required by U.S. DOT (49 Code of Federal Regulations). There are two additional fields for hazard Class for Canada. If blanks, none apply. It must be a 1 to 4 alphanumeric character.
Poisonous Material Indicator	Indicates specific statements required for poisonous substances. P – Poison I – Inhalation Hazard B – Poison Inhalation Hazard Blank – Not Applicable
Packaging Group	This field contains one of the following codes corresponding to Canadian, packing group designations: 1 – Packing Group I 2 – Packing Group II 3 – Packing Group III A – Packing Groups I, II or III B – Packing Groups I or II C – Packing Groups II or III D – Packing Groups I or III Blank – No Packing Group
* Primary Hazard Placard Notation	Code corresponding to the primary placard notation for the commodity
Secondary Hazard Placard Notation	Code that corresponds to the secondary hazard placard notation for the commodity
Special PSN Flag	Special PSN Flag indicates that the sequence of the U.S. DOT Proper Shipping Names words may vary, or that one of the modifying terms on the record should appear as part of the Proper Shipping Name S – Regulatory Authority allows the Proper Shipping Name words to appear in any sequence M – One of the words on the record should be used with Proper Shipping Name Blank – not applicable
NOS Indicator	The Not Otherwise Specified (N.O.S.) Indicator is a flag to indicate that the U.S. DOT Proper Shipping Name must be augmented with a Technical Name. N = The Proper Shipping Name must be augmented Blank - Not applicable

Adding Hazmat Codes

Field	Description
Hazardous Placard Endorsement	Code that identifies required placard endorsement statements
Hazard Zone	The DOT assigned Inhalation Toxicity Hazard Zone designation
US Origin CAN Destination Indicator	Code indicating those commodities that require special shipping descriptions when they are shipped from the US to Canada. A value of "U" indicates the commodity description must include special information when it is shipped across the US-Canadian border.
EPA Waste Characteristic	Code corresponding to EPA's waste characteristic. The EC must appear, in association with the Proper Shipping Name, on some manifested hazardous wastes.
EPA Waste Stream #	Required with the Proper Shipping Name for certain manifested hazardous wastes.
Alternative Proper Shipping Name 2-6	Additional Proper Shipping Names (PSNs).
More Than One PSN	This field contains a flag to indicate that the pertinent Regulatory Authority permits more than one Proper Shipping Name for the commodity. 0 – Only one PSN will be allowed. 1 – Two PSN's will be allowed. 2 – Three PSN's will be allowed. 3 – Four PSN's will be allowed. 4 – Five PSN's will be allowed. 5 – Six PSN's will be allowed.

5. If necessary, select the Regulatory Agency – Canadian tab. The Regulatory Agency Information (CAN) is displayed.

Exhibit 18. Hazmat Regulatory Agency Information (Canadian)

Regulatory Agency

US

Canadian

International

Mexican

Canadian Regulatory Information

Proper Shipping Name:

Technical Name:

UN Identification:

Intermodal Indicator:

Blank - N/A

Primary Hazard Class:

(Select)

Second Hazard Class:

(Select)

Third Hazard Class:

(Select)

Fourth Hazard Class:

(Select)

Poisonous Material Indicator:

(Select)

Packing Group:

(Select)

Primary Hazard Placard Notation:

Secondary Hazard Placard Notation:

Special PSH Flag:

Blank - N/A

HOS Indicator:

Blank - N/A

Primary Hazard Class 2:

(Select)

ERP Indicator:

(Select)

Special Commodity Indicator:

Blank - N/A

CAH Origin US Destination Indicator:

Blank - N/A

Subsidiary Risk Indicator:

(Select)

Alt. Proper Shipping Name 2:

Alt. Proper Shipping Name 3:

Alt. Proper Shipping Name 4:

Alt. Proper Shipping Name 5:

Alt. Proper Shipping Name 6:

More Than One PSH:

- Complete the available input fields for Regulatory Agency Information (Canadian). See [Exhibit 17](#) for definitions of the majority of the screen fields. [Exhibit 19](#) shows input fields unique to Regulatory Agency Information (Canadian).

Exhibit 19. Hazmat Regulatory Agency Information (Canadian) Unique Input Fields

Field	Description
UN Identification	This field contains the United Nations (UN) identification number (ID) required by Canadian (Transport Dangerous Goods regulations).
ERP Indicator	This field contains a flag to indicate that Canadian regulations may require that an Emergency Response Plan number and telephone number appear on the shipping paper. Choose one of the following; E – ERP requirements may apply P – ERP requirements may apply to Packing Group I commodities only. Blank = not applicable

Field	Description
Special Commodity Indicator	This field contains a flag to indicate that Canadian regulations designate "SPECIAL COMMODITY" on the shipping papers, choose one of the following; S – The statement "SPECIAL COMMODITY" must appear on the shipping papers. P – The statement "SPECIAL COMMODITY" must appear on the shipping papers for packing group I commodities. Blank – not applicable
CAN Origin US Destination Indicator	This field contains a flag to indicate those dangerous goods that require special shipping descriptions when being shipped from Canada to the United States, choose the following; C – The commodity description must include special information Blank – not applicable.
Subsidiary Risk Indicator	This field contains a codes corresponding to Canadian required information regarding Subsidiary Risks associated with the commodity, choose one of the following: E – Potentially explosive I – Potentially very damaging to eyes X – Potentially explosive applies to Packing Group I only B – Potentially explosive and potentially very damaging to eyes Y – Potentially very damaging to eyes applies to Packing Group I only Z – Potentially explosive and potentially very damaging to eyes, this applies to Packing Group I only Blank – not applicable

- If necessary, select the Regulatory Agency – Mexican tab. The Regulatory Agency Information (Mexican) is displayed.

Exhibit 20. Hazmat Regulatory Agency Information (Mexican)

US	Canadian	Mexican	International
Mexican Regulatory Information			
*Proper Shipping Name:			
Technical Name:			
Special PSH Flag:	Blank - Not applicable		
HOS Indicator:	Blank - Not applicable		
*Primary Hazard Class:			
Primary Hazard Class2:			
Poisonous Material Indicator:			
*Primary Hazard Placard Notation :			
Secondary Hazard Placard Notation :			
Second Hazard Class:			
Third Hazard Class:			
Fourth Hazard Class:			
Alternative Shipping Name 2:			
Alternative Shipping Name 3:			
Alternative Shipping Name 4:			
Alternative Shipping Name 5:			
Alternative Shipping Name 6:			

8. Complete the available input fields for Regulatory Agency Information (Mexican). See [Exhibit 17](#) and [Exhibit 19](#) for definitions of the screen fields.
9. If necessary, select the Regulatory Agency – International tab. The Regulatory Agency Information (International) is displayed.

Exhibit 21. Hazmat Regulatory Agency Information (International)

The screenshot shows a web form titled 'Regulatory Agency' with a tabbed interface. The 'International' tab is selected. The form is titled 'International Regulatory Information' and contains the following fields:

- Proper Shipping Name:** Three stacked text input fields.
- Technical Name:** Two stacked text input fields.
- Special PSII Flag:** A dropdown menu with 'Blank - Not applicable' selected.
- IOS Indicator:** A dropdown menu with 'Blank - Not applicable' selected.
- Primary Hazard Class:** A text input field with a magnifying glass icon.
- Primary Hazard Class2:** A text input field with a magnifying glass icon.
- Poisonous Material Indicator:** A text input field with a magnifying glass icon.
- Primary Hazard Placard Notation:** A text input field with a magnifying glass icon.
- Secondary Hazard Placard Notation:** A text input field with a magnifying glass icon.
- Second Hazard Class:** A text input field with a magnifying glass icon.
- Third Hazard Class:** A text input field with a magnifying glass icon.
- Fourth Hazard Class:** A text input field with a magnifying glass icon.
- Intermodal Indicator:** A dropdown menu with 'Blank - Not applicable' selected.
- Ull Identification:** A dropdown menu and a text input field.
- Packing Group:** A text input field with a magnifying glass icon.
- Alternative Shipping Name 2:** Two stacked text input fields.
- Alternative Shipping Name 3:** Two stacked text input fields.
- Alternative Shipping Name 4:** Two stacked text input fields.
- Alternative Shipping Name 5:** Two stacked text input fields.
- Alternative Shipping Name 6:** Two stacked text input fields.

10. Complete the available input fields for Regulatory Agency Information (International). See [Exhibit 17](#) and [Exhibit 19](#) for definitions of the screen fields.
11. Select the plus sign (+) next to the Emergency Response label to view Emergency Response input fields.

Exhibit 22. Hazmat Emergency Response Information (English)

The screenshot shows a web form for adding Hazmat Emergency Response Information. It has two tabs: 'English' (selected) and 'Spanish'. The form contains the following fields and sections:

- Hazmat Class:** A text input field.
- Reportable Quantity:** A dropdown menu with '(Select)' as the current value.
- Sort Position:** A text input field.
- Publish Flag:** A checkbox that is currently checked.
- ER Guide Description Flag:** A checkbox that is currently unchecked.
- Hazardous Emergency Response Description:** A large text area for input.
- Emergency Response Guide Description:** A text area for input.
- Associate Categories:** A section at the bottom containing a table with headers 'Category', 'Code', and 'Description', and an 'Add' button below it.

12. Complete the available input fields for Hazmat Emergency Response Information (English).

Field	Description
* Hazmat Class	This field contains the Hazard Class required by regulation. The hazard class which may include the division along with the commodity class in parenthesis. Example: DIVISION 2.3 (NONFLAMMABLE GAS)
Reportable Quantity	The Reportable Quantity indicates that the US EPA has assigned a Reportable Quantity to a chemical component of the commodity. The following are valid values: Environmentally hazardous substance (rq-1 pound (0.454 kilograms)) Environmentally hazardous substance (rq-10 pounds (4.54 kilograms)) Environmentally hazardous substance (rq-100 pounds (45.4 kilograms)) Environmentally hazardous substance (rq-1000 pounds (454 kilograms)) Environmentally hazardous substance (rq-5000 pounds (2270 kilograms))
* Sort Position	Specifies what position to begin sorting the Proper Shipping Name for hardcopy publication.

Field	Description
* Publish Flag	Y – Print in the publication (default) N – Do not print in publication Note the following on its intended use: When adding a new HazMat code, retrieve a code to use as a model. When changing only the STCC bridge code, extract the original HazMat code from the Emergency Response Data Base as a model and change only the HazMat code. In this instance there should not be a Publish Flag indicator. This assumes that there is already a publish flag for one of the HazMat Codes that are identical in all respects except for the STCC bridge code. If there is a request for a new HazMat Code for a non N.O.S. description (e.g. Ammonia Solution which has several entries), do the same. One of the HazMat Codes for this case will have the Intermodal Indicator flag, which should be the one used as the model, and which should be the one with the Publish Flag. Any code with the Intermodal Indicator flag set should have the Publish Flag. Otherwise, an N.O.S. proper shipping name from 172.101 table without a technical name will not get printed in Emergency Handling.
ER Guide Description Flag	Flags if the PSN is different from the entry in the ER file
* Hazardous Emergency Response Description	This field is used to describe the Hazardous Material Emergency Response.
* Emergency Response Description	This field is used to describe the Emergency Response.

13. Optionally, add an associate category by selecting **Add**. Input fields are provided to add this information. The Emergency Response is divided into 9 Header ER Categories. Under each header there has associated categories. Each associated category has a code applied.

14. Perform one of the processing options shown in [Exhibit 23](#).

Exhibit 23. Hazmat Code Processing Options

Option	Description
Save Work in Progress	Save an initiated new Hazmat code prior to its completion.
Save Hazmat	Save a completed Hazmat record and commit it to the database.
Cancel	Cancel the creation of a new Hazmat code.

Resuming Work on a Code Saved in Progress

Use the following procedure to resume work on a code that was saved as a work in progress during the addition process:

1. Select **Hazmat > Search** to initiate a search for a saved work in progress code (see [Querying by Hazmat Criteria](#) for full details). The Query page for a Work in Progress Search is displayed.

Exhibit 24. Query Page for a Work in Progress Search

The screenshot shows the 'Query Hazmat' web interface. At the top are 'Home' and 'Hazmat' tabs. Below is the 'Query Hazmat' section with two tabs: 'Query Criteria' (active) and 'Query Results'. A red message says 'Please select the Search Query Criteria:'. Below this are three radio buttons: 'Basic' (selected), 'Advanced', and 'Emergency Response'. The 'Basic Query Criteria' section contains several input fields: 'Hazmat Code:', 'STCC Bridge:', 'Status:', 'OT-55:', 'Hazardous Substance Name:', 'Marine Pollutant Name:', 'Technical Name:', and 'Proper Shipping Name:'. The 'Status:' dropdown menu is open, showing options: 'W - Work in Progress' (highlighted), 'A - Active', 'Blank - Not applicable', and 'E - Expired'. A callout box on the left with the text 'Use the W-Work in Progress' has an arrow pointing to the 'W - Work in Progress' option in the dropdown. At the bottom right are 'Search' and 'Cancel' buttons.

2. From the Status dropdown, select the W-Work in Progress option. This alone will return all currently saved codes in this status.
3. Complete any of the other input fields to further refine your search.
4. Select **Search**.

Working with Guides

See the following sections for information about viewing and adding Guides:

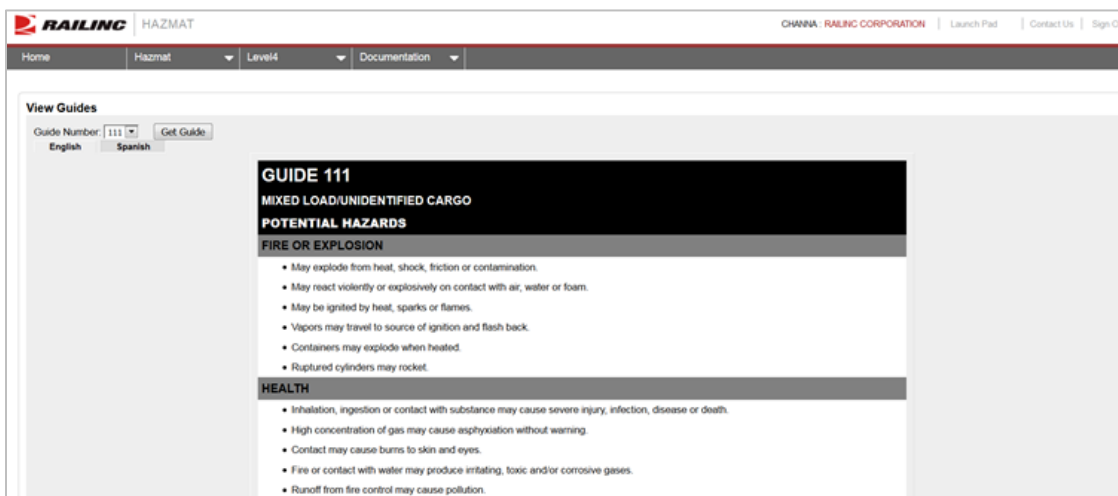
- [Viewing Guides](#)
- [Adding Guides](#)

Viewing Guides

Use the following procedure to view Emergency Response Category Headers and Associated Emergency Response Guides.

1. Select **Hazmat > View Guides** to view category headers.
2. The View Guides page is displayed.

Exhibit 25. View Guides



3. Select the Guide number for the Guide that you want to view and then select **Get Guide**. The View Guide page is displayed showing the description to the selected Guide.

Adding Guides

Railinc users can use the following procedure to add Emergency Response Guides:

1. Go to the Hazmat2 application and select upload from Launchpad.
2. Select **Choose File(s)**. A confirmation message is displayed prior to upload.

Exhibit 26. Add Guides

3. Upload the available files from PHMSA

Files	Description
English Files	- English_Guide_Phrases_ERGYYYY contains the Details for Each Guide and must be uploaded first - English_Numerical_ERGYYYY contains the connection between the HMRC's UNNA Number or Division
Spanish Files	- Spanish_Guide_Phrases_ERGYYYY contains the Details for Each Guide and must be uploaded first - Spanish_Numerical_ERGYYYY contains the connection between the HMRC's UNNA Number or Division

4. Select **Upload** to submit the new ERG information.

Exhibit 27. Upload Confirmation Popup

Working with Level 4 Commodities

The Hazmat application provides authorized users the ability to maintain Level 4 Commodity information. Authorized users can generate Level 4 Commodity Lists, view summary details, and download a selected Level 4 Commodity list as a spreadsheet (see [Exhibit 28](#)).

Note: Level 4 Commodities are those active commodities whose OT55 Flag is 'P', 'R', 'F' or 'X'. A commodity is active if the expiration date is equal to or after the date the list is generated.

Exhibit 28. Level 4 Menu

Level4	
View Level 4 List	
Generate Level 4 List	

Viewing the Level 4 List

Use the following procedure to view a list of Level 4 Commodities:

1. Select **Level4** > **View Level 4 List**. The Level 4 Commodity List page is displayed.

Exhibit 29. Level 4 Commodity List Page

Home	Hazmat	Level4	
Create Time	Created By	Comments	Last Update Time
2008-03-06 11:26:34.06	BDESAI		2008-03-06 11:26:34.06
2008-03-06 11:14:10.079	BDESAI		2008-03-06 11:14:10.079
2008-03-06 11:12:31.543	BDESAI		2008-03-06 11:12:31.543
2008-03-06 11:09:12.313	BDESAI		2008-03-06 11:09:12.313
2008-03-06 11:00:28.4	BDESAI		2008-03-06 11:00:28.4
2008-03-06 10:58:52.645	BDESAI		2008-03-06 10:58:52.645
2008-02-27 14:46:00.154	BDESAI		2008-02-27 14:46:00.154
2008-02-27 14:45:20.513	BDESAI		2008-02-27 14:45:20.513
2008-02-26 15:11:35.254	BDESAI		2008-02-26 15:11:35.254
2008-02-26 15:10:27.985	BDESAI		2008-02-26 15:10:27.985
2008-02-26 15:02:01.822	BDESAI		2008-02-26 15:02:01.822
2008-02-25 16:15:52.192	BDESAI		2008-02-25 16:15:52.192
2008-02-25 15:42:27.729	BDESAI		2008-02-25 15:42:27.729
2008-02-25 08:27:04.127	SVIJAY		2008-02-25 08:27:04.127
2008-02-20 15:43:28.721	SVIJAY		2008-02-20 15:43:28.721

2. Select a listed hyperlink timestamp of the record creation to view its details.

Exhibit 30. Level 4 Commodity Details (top portion of screen)

Home	Hazmat	Level4	
Hazmat Code	Proper Shipping Name	OT55 Flag	
4805701	WASTE ACETYLENE, DISSOLVED	F	
4805704	WASTE BUTADIENE, STABILIZED	F	

Here are definitions for the displayed fields:

Field	Description										
Hazmat Code	7 character numeric code identifying the hazardous commodity. Only hazardous commodities whose OT55 Flag is one of 'P', 'R', 'F' or 'X' are valid.										
Proper Shipping Name	Proper Shipping Name according to the following rules of precedence: 1. Hazmat Primary Proper Shipping Name as identified in the add requirement 2. Proper Shipping Name from the US Regulatory Agency 3. Proper Shipping Name from the Canadian Regulatory Agency. 4. Proper Shipping Name from the International Regulatory Agency 5. Proper Shipping Name from the Mexican Regulatory Agency.										
Hazard Class	An alphanumeric field whose value is based on the value of the OT55 Flag as described below <table><tr><th>OT55 Flag</th><th>Hazard Class</th></tr><tr><td>P</td><td>PIH (Poisonous Inhalation Hazard)</td></tr><tr><td>X</td><td>EX (Explosives)</td></tr><tr><td>R</td><td>SNF (Spent Nuclear Fuel)</td></tr><tr><td>F</td><td>FG (Flammable Gas)</td></tr></table>	OT55 Flag	Hazard Class	P	PIH (Poisonous Inhalation Hazard)	X	EX (Explosives)	R	SNF (Spent Nuclear Fuel)	F	FG (Flammable Gas)
OT55 Flag	Hazard Class										
P	PIH (Poisonous Inhalation Hazard)										
X	EX (Explosives)										
R	SNF (Spent Nuclear Fuel)										
F	FG (Flammable Gas)										

3. Scroll down to the bottom of the screen to view the available input options.

Exhibit 31. Level 4 Commodity Details (top portion of screen)

**Please enter less than 2000 characters.

4. Perform one of the processing options shown in [Exhibit 32](#).

Exhibit 32. Level 4 Commodity Processing Options

Option	Description
Add Comment	Enter a comment regarding the displayed records and then select the Add Comment button to save the entered comment.
Export File	Export the displayed records to a csv file.
Update Security	Allows authorized users shall have the ability to update the following tables used at Railinc to secure visibility to tracing data related to Level 4 Commodities, EXCEPTION_STCC (DB2), SHIP_STCC_HAZMAT (DB2), LEVEL4_COMMODITIES (Oracle).

Generating a Level 4 List

Use the following procedure to generate a list of Level 4 Commodities:

1. Select **Level4 > Generate Level 4 List**. The Generate Level 4 Commodity List Prompt page is displayed.

Exhibit 33. Generate Level 4 Commodity List Prompt

Home	Hazmat	Level4
Press the button to generate a new level 4 list. **This will not overwrite the existing level 4 list(s) Generate Level 4		

2. Select **Generate Level 4** to generate a new level 4 list. This does not overwrite an existing level 4 list. A message indicates the list has been created.
3. The new list can be displayed by following the steps for viewing (see [Viewing the Level 4 List](#)).