



<b>DOCUMENT NO.: FBP-WM-PRO-00028</b>	<b>REV. NO. 6</b>	<b>EFFECTIVE DATE: <u>05/07/24</u></b>
<b>TITLE:</b>  <b>Preparing Off-Site Shipments of Non-Hazardous Materials</b>	<b><u>5 YR PERIODIC REVIEW DATE: <u>05/01/29</u></u></b>	
	<b>APPROVED BY:</b> <b>DATE:</b>	<b>Lindsay Adkins</b> <b>05/01/24</b> <b>(Signature on File)</b>

<b>USE CATEGORY:</b>	<b>INFORMATION USE</b>	<b>Page 1 of 10</b>
<b>SME: Randy Barr</b>	<b>Writer: Joyce Netter</b>	

## Level 2 Administrative Procedure

Revision	Record of Issue/Revision	Affected Pages
6	Revision/Periodic Review. Updated to current template and format. Removed Attention box from procedure title page in accordance with current document template. Updated procedure with current practices. Revised F01.	All

Previous Record of Issue/Revision information is available from the history files.

<b>TITLE:</b>  <b>Preparing Off-Site Shipments of Non-Hazardous Materials</b>	<b>FBP-WM-PRO-00028</b>
	<b>REV. NO. 6</b>
	<b>Page 2 of 10</b>

# **CONTENTS**

1.0	PURPOSE .....	3
2.0	SCOPE AND APPLICABILITY .....	3
3.0	GENERAL INFORMATION .....	3
4.0	USE REFERENCES .....	4
5.0	RESPONSIBILITIES.....	4
5.1	Transportation Specialist.....	4
5.2	Requestor .....	4
5.3	Contracts .....	5
6.0	ACTIONS .....	5
7.0	RECORDS .....	6
7.1	Records Generated .....	6
7.2	Requirements .....	7
8.0	DEFINITIONS/ACRONYMS .....	7
8.1	Definitions.....	7
8.2	Acronyms .....	7
9.0	SOURCE REFERENCES .....	7
Appendix A	REGULATORY REQUIREMENTS FLOW DOWN .....	8
Appendix B	PROCESS FLOW DIAGRAM.....	9
Attachment A	SHIPPING ORDER.....	10

<b>TITLE:</b>  <b>Preparing Off-Site Shipments of Non-Hazardous Materials</b>	<b>FBP-WM-PRO-00028</b>
	<b>REV. NO. 6</b>
	<b>Page 3 of 10</b>

## 1.0 PURPOSE

- 1.1 This procedure establishes a uniform set of instructions for processing the documentation for off-site shipments of non-hazardous materials (Appendix B, *Process Flow Diagram*, contains a process flow chart).
- 1.2 When properly implemented, the protocols and methods described in this procedure partially meet the intent of FBP-PM-PDD-00001, *Integrated Safety Management System*, requirements for:
  - Hazardous material identification
  - Classification
  - Containerization
  - Hazard communication
  - Personnel training
- 1.3 This document implements applicable regulatory requirements. They are listed in Appendix A, *Regulatory Requirements Flow Down*.

## 2.0 SCOPE AND APPLICABILITY

- 2.1 This Level 2 procedure applies to personnel employed by Fluor-BWXT Portsmouth LLC (FBP) and Contracted Labor Resources at the Portsmouth Gaseous Diffusion Plant (PORTS) who are involved in preparing and authorizing non-hazardous materials/items for shipment in commerce.
- 2.2 Materials/items shipped under this procedure must NOT meet the defining criteria for a hazardous material, hazardous waste, hazardous substance, or dangerous good per 49 Code of Federal Regulations (CFR), or International Air Transport Association (IATA) regulations.
- 2.3 This procedure excludes shipment of hazardous (including radioactive) material/waste, which is addressed in FBP-WM-PRO-00044, *Preparing Off-Site Shipments of Hazardous Materials*.
- 2.4 This procedure excludes sample shipments, which are addressed in FBP-ER-PRO-00298, *Process for Preparation of Department of Transportation (DOT) Non-Regulated and Regulated Shipments*, and FBP-WM-PRO-00009, *Shipping Hazardous Samples Off-Site*.
- 2.5 This procedure excludes equipment covered under FBP-OS-PRO-00025, *Leased and Subcontractor-Provided Construction Equipment Inspection and Maintenance Program*.

## 3.0 GENERAL INFORMATION

- 3.1 Persons with responsibilities for authorizing and releasing off-site transport of non-hazardous materials must have successfully completed Department of Transportation (DOT) Hazardous Material General Awareness training, per 49 CFR 172.700.

<b>TITLE:</b>  <b>Preparing Off-Site Shipments of Non-Hazardous Materials</b>	<b>FBP-WM-PRO-00028</b>
	<b>REV. NO. 6</b>
	<b>Page 4 of 10</b>

- 3.2** Transportation Specialists designated to perform regulatory evaluations must have successfully completed Advanced DOT training.

**NOTE**

Per procedure FBP-RP-PRO-00004, *Release of Material and Equipment from Department of Energy Control*, if material (sources, etc.) and equipment being returned to the vendor has not left the custody of shipping/receiving or QA and does not contain radioactive materials (sources, etc.), then a UE5 is not required. The TS can process the shipping order without a UE5.

- 3.3** If the UE5 is not excluded per FBP-RP-PRO-00004, then materials/items shipped under this procedure must have an approved FBP-RP-PRO-00004-F01, *UE-5 Request for Release of Equipment/Material from DOE Control*.
- 3.4** If materials/items to be shipped are deemed security sensitive (e.g., Classified, Unclassified Controlled Nuclear Information [UCNI], Export Controlled Information [ECI]) then follow the appropriate approved security plan, security protocol, security policy to ensure it is maintained secure. Any questions regarding this should be directed to the active site security contractor for the PORTS site.

#### **4.0 USE REFERENCES**

- A.** FBP-BS-PRO-00062, *Records Management Process*
- B.** FBP-OS-PRO-00025, *Government Owned/Fluor BWXT Portsmouth LLC (FBP) Leased Equipment Procedure*
- C.** FBP-RP-PRO-00004, *Release of Items and Equipment from Department of Energy Control*
- D.** FBP-WM-PRO-00044, *Preparing Off-Site Shipments of Hazardous Materials*

#### **5.0 RESPONSIBILITIES**

##### **5.1 Transportation Specialist**

- 5.1.1** Assigns unique shipping log number.
- 5.1.2** Provides signed authorization of FBP-WM-PRO-00028-F01, *Shipping Order*, to Requestor.

##### **5.2 Requestor**

- 5.2.1** Initiates FBP-WM-PRO-00028-F01.
- 5.2.2** Ships items identified on FBP-WM-PRO-00028-F01.

<b>TITLE:</b>  <b>Preparing Off-Site Shipments of Non-Hazardous Materials</b>	<b>FBP-WM-PRO-00028</b>
	<b>REV. NO. 6</b>
	<b>Page 5 of 10</b>

### 5.3 Contracts

Provides supporting information, as needed, to complete FBP-WM-PRO-00028-F01.

## 6.0 ACTIONS

### 6.1 Initiating Shipping Order Paperwork

#### Requestor

- 6.1.1 Complete FBP-RP-PRO-00004-F01, and forward to Radiation Protection for review and approval.
- 6.1.2 Retain a copy of FBP-RP-PRO-00004-F01 and survey, if applicable, and any other documentation for release of this material.
- 6.1.3 **IF** FBP-RP-PRO-00004-F01 is **NOT** approved, **THEN STOP**, exit this procedure and contact Transportation Specialist or Waste Programs for guidance.
- 6.1.4 Initiate FBP-WM-PRO-00028-F01.
- 6.1.5 **IF** FBP-RP-PRO-00004-F01 is not required, **THEN** check the “UE-5 Not Required” check box.

#### Contracts

- 6.1.6 Provide the following, as applicable:
  - Purchase Order (PO)
  - Return Material Authorization (RMA) number
  - Requisition Number
  - Item description and quantity
  - Billable charge number for Transportation
  - Collect Vendor pay account number

#### Requestor

- 6.1.7 Verify the material does not contain any of the following:
  - Free liquids (including oil, fuel, antifreeze)
  - Lead acid or lithium batteries
  - Any pressurized cylinders (e.g., air or gas cylinders must either show an obvious puncture or must have gauges that register zero pressure)

<b>TITLE:</b>  <b>Preparing Off-Site Shipments of Non-Hazardous Materials</b>	<b>FBP-WM-PRO-00028</b>
	<b>REV. NO. 6</b>
	<b>Page 6 of 10</b>

**6.1.8** Collect and forward the following information to Transportation Specialist:

- Applicable Safety Data Sheets (SDSs) and/or chemical characterization for the material(s)/item(s) in the proposed shipment, as applicable
- FBP-RP-PRO-00004-F01, if applicable
- FBP-WM-PRO-00028-F01

## **6.2 Completing Final Paperwork**

### **Transportation Specialist (TS)**

**6.2.1** **WHEN** all necessary information/documentation is received, **THEN** evaluate to determine if the material/item is regulated per DOT, IATA, or United States (U.S.) Environmental Protection Agency (EPA).

**6.2.2** **IF** the material/item is regulated under DOT, IATA, or EPA, **THEN** perform the following:

- Notify Requestor, and exit this procedure.

**6.2.3** **IF** material does not meet the definition of hazardous material or dangerous goods as per EPA, DOT, IATA. etc., **THEN** perform the following:

- Assign unique shipping order log number for tracking and documentation on the shipping order.
- Scan and/or email signed shipping order to the requestor.

### **Requestor**

**6.2.4** Send the shipping order with the TS assigned shipping order number and TS approval signature to the shipping department for shipment.

## **7.0 RECORDS**

### **7.1 Records Generated**

- A.** FBP-RP-PRO-00004-F01, *Request to Release Material/Equipment from Department of Energy Control*, as applicable.
- B.** FBP-WM-PRO-00028-F01, *Shipping Order*

<b>TITLE:</b>  <b>Preparing Off-Site Shipments of Non-Hazardous Materials</b>	<b>FBP-WM-PRO-00028</b>
	<b>REV. NO. 6</b>
	<b>Page 7 of 10</b>

## 7.2 Requirements

Records generated or received as a result of performing this procedure shall be managed in accordance with FBP-BS-PRO-00062, *Records Management Process*.

## 8.0 DEFINITIONS/ACRONYMS

### 8.1 Definitions

None

### 8.2 Acronyms

- A. **DOT** – Department of Transportation
- B. **EPA** – Environmental Protection Agency
- C. **IATA** – International Air Transport Association
- D. **TS** – Transportation Specialist

## 9.0 SOURCE REFERENCES

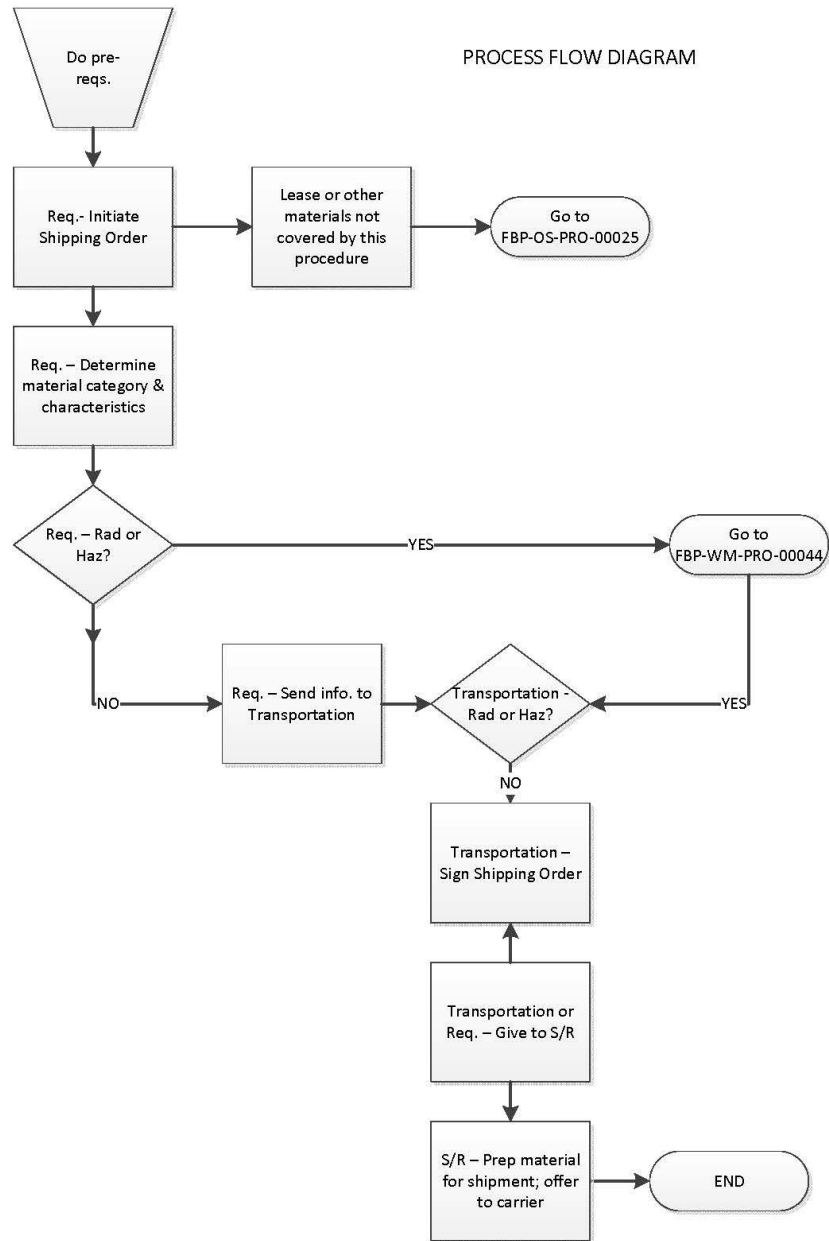
- A. FBP-PM-PDD-00001, *Integrated Safety Management System*
- B. *International Air Transport Association (IATA) regulations*
- C. Title 40 CFR, *Protection of Environment*
- D. Title 49 CFR, *Transportation*

<b>TITLE:</b>  <b>Preparing Off-Site Shipments of Non-Hazardous Materials</b>	<b>FBP-WM-PRO-00028</b>
	<b>REV. NO. 6</b>
	<b>Page 8 of 10</b>

**Appendix A**  
**REGULATORY REQUIREMENTS FLOW DOWN**

1. Title 40 CFR, *Protection of Environment*
2. Title 49 CFR, *Transportation*



**TITLE:****Preparing Off-Site Shipments of Non-Hazardous Materials****FBP-WM-PRO-00028****REV. NO. 6****Page 9 of 10****Appendix B  
PROCESS FLOW DIAGRAM**

<b>TITLE:</b> <b>Preparing Off-Site Shipments of Non-Hazardous Materials</b>	<b>FBP-WM-PRO-00028</b>
	<b>REV. NO. 6</b>
	<b>Page 10 of 10</b>

## Attachment A SHIPPING ORDER



### Shipping Order

Acting under U.S. Government Contract  
DE-AC30-10CC40017 with the U.S. DOE

Date:	Requestor:	Phone:	Mail Stop:	Manager Approval:	Requisition No.:	Shipping Order No.:
RMA:		Buyer/Material Control:		InterOrg Transfer (Material Control Only): Receipt Traveler Required? YES <input type="checkbox"/> NO <input type="checkbox"/>		UES NOT required <input type="checkbox"/>
<b>Shipped By:</b> Fluor-BWXT Portsmouth 3930 US Rt 23 S Piketon, OH 45661		<b>Purchase Order/Req.Number:</b>		<b>Transportation Account Number:</b>		
<b>Contact</b> Name: Phone:		<b>Material Location:</b>				
<b>Shipped To:</b>		<input type="checkbox"/> 1.Collect	<input type="checkbox"/> 2.Prepaid	<input type="checkbox"/> 3.Gov't Billed	<input type="checkbox"/> 4.Deadhead	<input type="checkbox"/> 5.Prepaid/Credit
		<input type="checkbox"/> 1. Gov't Account DO NOT Insure	<input type="checkbox"/> 2.Account of consignee			<input type="checkbox"/> 3.Other
		<input type="checkbox"/> 1.Fed Ex	<input type="checkbox"/> 2.UPS	<input type="checkbox"/> 3.Company truck	<input type="checkbox"/> 4.Other	
<b>Contact</b> Name: Phone:		<b>Authority (Contract Number, or Other Official Document):</b>				
<b>S.O. Item</b>	Description of Material, Serial Number, Model Number, Catalog Number, Property Number, UES Number, Survey Number etc.			<b>QTY</b>	<b>UNIT</b>	<b>UNIT VALUE</b>
<b>Total Number of</b>				<b>Gross Weight:</b>		
<b>Special Instructions:</b>						
<b>Transportation Specialist Signature:</b>						
Print/Sign/Date				<b>FLUOR BWXT Portsmouth LLC for the U.S. Department of Energy.</b>		
<b>Note to Consignee:</b>		Please use above shipping order number and Purchase Order Number in correspondence regarding this shipment or material returns.				