

RCS Register

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DOT

Training Requirement Overview

Employers who utilize employees to transport DOT regulated hazardous materials, are required to properly train all employees to ensure hazardous materials are safely handled, stored, and transported. DOT's training requirements apply to all modes of transportation including highway, rail, air, and vessel; and to all quantities of hazardous materials including limited quantities, consumer commodities, small quantities, and exempted hazardous materials.

There are four main areas of hazardous materials training, which are required under the DOT Hazardous Materials Regulations, General Awareness, Function Specific, Safety Training, and Security Training.

General Awareness training provides an overview of the DOT's regulations affecting the safe transportation of hazard-

ous materials to employees who are required to work with or around hazardous materials. Employees receiving general awareness training are not expected to be capable of complying with regulations for the transportation of hazardous materials, but rather be able to recognize a hazardous material and be aware of the risks involved with handling, storage and transportation.

Function Specific Training addresses specific regulations, which affect the safe transport of hazardous materials. This training course is specific to the hazardous materials handled within a company and their hazard classes, divisions, quantities, and types of packaging. Function Specific Training should address any exemptions or exemptions, which apply to the hazardous

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The ISO 14001 Standard

In 2001, nearly 32,000 organizations worldwide had received ISO 14001 accreditation. ISO 14001 governs environmental management systems. It is an important principle of ISO 14001 that organizations set goals to achieve their desired environmental outcome. These goals may be set to satisfy the demands of customers, help the company come into regulatory compliance, give the company a positive outlook to local communities, lenders or environmental groups. The ISO 14001 standard provides a framework to develop plans to achieve these goals and to assist in tracking the effectiveness of these goals.

Some benefits of implementing ISO 14001 are improved environmental performance, enhanced compliance, prevention of pollution, resource conservation, new customers, increased efficiency, reduced costs, improved employee

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materials handled at a company. In addition, the training must address the shipping paper, marking, labeling, placarding, and emergency response information applicable to the hazardous materials handled.

DOT also requires Safety Training to be completed, which addresses the risks involved with employees handling hazardous materials during storage and transportation. In addition, the training should address safeguards and protective measures in place at a company to protect employees from the hazards involved with their assigned job duties. Safety Training, which is completed under other regulatory agencies, may meet the DOT's requirements for Safety Training dependant on the topics covered.

The final aspect of the DOT training requirements is the Security Training, which must address general security awareness and site-specific security measures. This includes identifying potential security issues and the measures the company has in place to prevent security threats. In addition, the training should address actions to take in the event of a security threat and how to handle security related situations.

All DOT training must be documented, employees must be certified in the areas

trained and all records should be maintained at the facility or readily available upon request by a DOT inspector. Training is required prior to employees handling hazardous materials and every three years thereafter.



Transportation of Radioactive Materials

Radioactive materials are those materials, which spontaneously emit ionizing radiation and have specific activity values exceeding DOT limitations. These limitations are outlined in the DOT Hazardous Materials Regulations, which also address the classification, packaging, shipping paper, marking, labeling, placarding, and emergency response information associated with Radioactive Material transportation.

The main focus of the DOT's regulations for the safe transportation of radioactive materials deals with the packaging of the materials. All packagings containing radioactive materials must meet the DOT general packaging requirements. In addition, the DOT regulates five types of packagings for the transportation of radioactive materials, Excepted, Type A, Type B, Industrial, and Fissile Material Packaging. Those radioactive materials, which exhibit activity levels below the DOT limited quantities, may be transported in excepted packagings, which are not required to meet the specification packaging requirements however, must meet certain criteria outlined under the DOT regulations for contamination limits, radiation level limits, markings, and the certification statement. Type A packagings, in addition to meeting the general packaging requirements, must pass testing criteria to account for rough handling conditions encountered during transportation, including a water spray test, drop test, puncture test, and crush test. Type B packagings must meet general packaging requirement, Type A packaging requirements, and must successfully pass a 30-foot drop test, a dynamic crush test, and a puncture test from a free drop of 1 meter. Industrial packaging, which was added to the HMR in 1995, is typically utilized for shipments of nuclear waste from industrial facilities. Fissile Radioactive Materials packagings are utilized for certain plutonium and uranium isotopes and must meet either Type A or Type B packaging -

(Radioactive Material continued on Page 3)

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morale, positive image with public, regulators, lenders, and investors, improved employee awareness of environmental issues and responsibilities, and the assurance of stakeholders that the organization's environmental claims are valid.

The ISO 14001 standard is designed to be flexible, and valuable in a wide variety of situations. This standard is most applicable to large companies that already have a formal management system in place. These large companies may incorporate environmental issues into their existing system. The ISO 14001 standard does not only apply to large businesses with an existing quality system, this standard is designed to apply to smaller businesses, and to non-business organizations.

In most instances, conformance with ISO 14001 can lead to the implementation of other standards. For example, once an organization has implemented ISO 14001, it is easier for the organization to satisfy the requirements of ISO 9001-2000.

The ISO 14001 standard consists of 17 key steps:

1. Environmental Policy
2. Identifying Environmental Aspects
3. Legal and Other Requirements
4. Objectives and Targets

5. Environmental Management Program(s)
6. Structure and Responsibility
7. Training, Awareness and Competency
8. Communications
9. EMS Documentation
10. Document Control
11. Operational Control
12. Emergency Preparedness and Response
13. Monitoring and Measurement
14. Nonconformance and Corrective / Preventive Action
15. Records
16. EMS Auditing
17. Management Review

Following these 17 steps meticulously and having complete support from management will ensure the success of the implementation of ISO 14001 in your company .

(Radioactive Material continued) requirements.

The most common shipping names for radioactive materials include "Radioactive material, excepted package", "Radioactive material, surface contaminated object, n.o.s.", "Radioactive materials, low specific activity", "Radioactive material, fissile, n.o.s.", and "Radioactive material, n.o.s.". Additionally, shipping names may include specific element names such as Thorium,

(Radioactive Material continued on Page 4)

Total Quality Management

Did you know that in a typical American company, almost 40% of the resources are wasted redoing something that was done wrong the first time?

Did you know that on average, only 35% of an employee's time is invested in actually doing the work or adding value to the job?

In today's society, Quality is a necessity. Total Quality is an approach to business in which a company maximizes its outputs and competitiveness by continually improving the quality of all aspects of the business including:

Products;
Services;
People;
Processes; and the
Environment.

Implementing a Total Quality Management System has many internal and external benefits including a higher quality grade and increased productivity. To activate a quality culture into your organization, a few steps must be incorporated into the organization. First of all, to implement a quality culture, the organization must be willing to accept the changes.

To move into a Total Quality Culture, organizations must

(TQM continued on Page 4)

(Radioactive Material continued)

Uranium, and Uranyl Nitrate. Shipping papers must meet the DOT requirements for listing a hazardous material. Additionally, radioactive materials must be identified by the words "radioactive material", unless this is already identified in the proper shipping name; the name of each radionuclide, a description of the physical/chemical form of the material, the activity level contained in each packaging, the category or radioactive material, and the transport index assigned to each package.

Packages containing radioactive materials must meet the DOT marking and labeling requirements for packages containing hazardous materials including proper shipping name, identification numbers, and hazard class/division labels. In addition, packaging containing radioactive materials must be marked with the gross weight, if it exceeds 50 kg (110 lbs.), "Type A" or "Type B", if applicable, the DOT specification number, and for Type B packaging the trefoil radiation symbol must appear on the outer package. Packages containing radioactive materials must be labeled on two opposite sides with the appropriate warning label meeting the DOT labeling requirements. Radioactive labels alert persons handling the package that it contains radioactive materials and there may be special handling and transportation restrictions associated with the

package.

Any transport vehicle containing packages bearing the "Radioactive Yellow-III" label, must be placarded in accordance with DOT placarding requirements. Other label bearing packages of radioactive material are not required to be placarded.

Employees handling radioactive materials must be properly trained and certified in all DOT hazardous materials regulations affecting the safe

Office Information

Back Pain

Chances are that even if you currently do not suffer from back pain, during some point of your life you will. Approximately, 4 out of 5 people will suffer from back pain at one point or another in their lifetime.

Here are a few tips on preventing back ailments:

Sleep positioning – Sleeping on your back places approximately 50 pounds of pressure on your back. To relieve this pressure, place a pillow under your knees or sleep on your side with a pillow between your knees.

Stay in shape – Exercising regularly will keep your muscles which support your back strong and flexible, limiting

(Back Pain continued on Page 6)

(TQM continued)

realize that the process will take time and the positive results will be achieved in the long run. One of the hardest parts of implementing a quality culture is that employees will always remember the past. If there have been earlier management changes or issues, the employees will not give into the quality culture entirely. Everyone must be on board for a Quality Culture and Total Quality Management System to work.

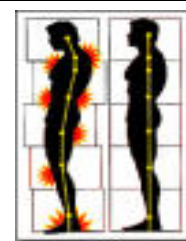
For future success in the global economy, organizations will have to participate in the principles of quality management. Organizations will:

Implement total commitment to continually increase value for customers, employees, and investors;

Realize that quality is defined by the customers, that what is good enough today, may not be good enough tomorrow;

Continually improve of all aspects of the organization.

Companies who implement a Quality Management System will not only reap the benefits internally, but also externally. Quality management is the future of the global market.



Life is often compared to a marathon, but I think it is more like being a sprinter; long stretches of hard work punctuated by brief moments in which we are given the opportunity to perform at our best.

Michael Johnson

The "Re-invention" of Quality for profit philosophy

Deming's 14 Points would take more space than this whole series of articles for a full discussion and interpretation. The 14 points contain issues that would contradict the content of other quality systems causing some controversy. For example, Point 10 'Eliminate Slogans', contradicts the main "Kick off" philosophies of many of the successful quality programs followed today. Deming's Points should be regarded as very important but not as tools unto themselves. Quality seekers may look to other quality systems for useful tools.

Deming's 14 Points

1. Create constancy of purpose to improve product and service.
2. Adopt new philosophy for new economic age by management learning responsibilities and taking leadership for change.
3. Cease dependence on inspection to achieve quality; eliminate the need for mass inspection by building quality into the product.
4. End awarding business on price; instead minimize total cost and move towards single suppliers for items.
5. Improve constantly and forever the system of production and service to improve quality and productivity and to decrease costs.
6. Institute training on the job.
7. Institute leadership; supervision should be to help do a better job; overhaul supervision of management and production workers.
8. Drive out fear so that all may work effectively for the organization.
9. Break down barriers between departments; research, design, sales and production must work together to

foresee problems in production and use.

10. Eliminate slogans, exhortations and numerical targets for the workforce. For example: "zero defects" or new productivity levels. Such exhortations are unrealistic as the bulk of the problems belong to the system and are beyond the power of the workforce.

11. Eliminate quotas or work standards and management by objectives or numerical goals; substitute leadership.

12. Remove barriers that rob people of their right to pride of workmanship; hourly workers, management and engineering; eliminate annual or merit ratings and management by objective.

13. Institute a vigorous education and self-improvement program.

14. Put everyone in the company to work to accomplish the transformation.

Seven Points

Deming provides a seven point action plan for change. He starts from management struggling over each of the 14 Points, the Deadly Diseases and obstacles afflicting most companies of the West. Some of Dr Deming's Deadly Diseases are directly associated to American industrial companies. The following are more generally discussed:

A lack of constancy of purpose

Emphasis on short-term profits etc
Evaluation of performance, merit-rating, or annual review

Mobility of management

Management by use only of visible figures, with little or no consideration of unknown or unknowable figures.

He identifies the obstacles that he sees in addition to these diseases as a range of attitudes that can get in the way of the necessary transformation.

The solution

1. Management struggles over the 14 Points, Deadly Diseases and obstacles and agrees meaning and plans direction.

2. Management takes pride and develops courage for the new direction.

3. Management explains to the people in the company why change is necessary.

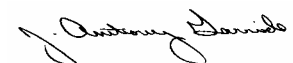
4. Divide every company activity into stages, identifying the customer of each stage as the next stage. Continual improvement of methods should take place at each stage, and stages should work together towards quality.

5. Start as soon and as quickly as possible to construct an organization to guide continual quality improvement. Deming advocates the Deming or Shewhart Cycle as a helpful procedure for improvement of any stage.

6. Everyone can take part in a team to improve the input and output of any stage.

7. Embark on construction of organization for quality.

Next submission: Deming: Final and Let's talk Juran)



(Back pain continued)

Quit smoking – Smoking limits blood flow to the disks, which cushion the vertebrae. The lack of blood flow causes an increased risk of wear and tear.

Use good posture – Proper posture while standing involves keeping one foot forward and your knees slightly bent, if you are sitting, keep your knees slightly higher than your hips.

With these simple tips, you can limit your chances of back pain. If you do happen to hurt your back, take a break. The National Institute for Neurological Disorders and Stroke state that minor aches should go away after a few days, however if the pain does not go away, consult your physician immediately.



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Personal Page

Summer Traveling



Summer is the prime time for leisure travel. Millions of Americans are traveling the nations highways and airways. In order to create a smoother, more enjoyable trip here are a few tips to create a stress-free vacation for you and your loved ones.

1. Plan—Book plane tickets early, plan driving routes accordingly to avoid summer construction, and travel during “off-peak” times,” which include weekday travel, Monday through Thursday.
2. Check in early and / or fill up the gas tank early in the week to avoid increased weekend gas prices
3. Pack Sensibly—With increased security levels at all major airports and country borders, pack accordingly. Pack valuables and medicines in carry-on baggage. Do not bring prohibited items into airports, for a complete listing of prohibited items, visit www.tsa.gov.
4. RELAX and ENJOY— Have a great vacation!!!

Following these simple tips and being smart will save time and headaches, so whatever your summer holds, have a great time.