

# HAZMAT User Guide



© 2021 Railinc. All Rights Reserved.

Last Updated: November 2021

## Table of Contents

<b>Learning about HAZMAT</b> .....	<b>3</b>
System Requirements.....	3
Accessing the Railinc Customer Success Center.....	4
<b>Getting Started</b> .....	<b>5</b>
Registering to Use Railinc SSO.....	5
Requesting Access to HAZMAT.....	5
Logging In.....	6
Logging Out.....	7
<b>Hazmat Query</b> .....	<b>8</b>
Shipping Description Elements.....	8
Hazardous Materials Response Codes.....	11
<b>Hazmat</b> .....	<b>14</b>
Add Hazmat Code.....	14
Search.....	18
View Guides.....	20
Extract.....	21
Mass HMRC Expiration.....	21
Associate Guides.....	22
<b>Level 4</b> .....	<b>23</b>
View Level 4 List.....	23
Generate Level 4 List.....	24
<b>Request New HMRC</b> .....	<b>25</b>

## List of Exhibits

Exhibit 1. User Roles and Tasks.....	5
Exhibit 2. HAZMAT Request Permission.....	6
Exhibit 3. Railinc Login Link.....	6
Exhibit 4. Railinc Launch Pad.....	6
Exhibit 5. HAZMAT Home Page (Admin, Translator and Level 4 Access).....	7
Exhibit 6. HAZMAT Home Page (HAZMAT Query Access).....	8
Exhibit 7. Hazmat Query: Shipping Description Elements Tab.....	9
Exhibit 8. Hazmat Query: Shipping Description Elements Results.....	10
Exhibit 9. Hazmat Details.....	11
Exhibit 10. Hazmat Query: Hazardous Materials Response Codes Tab.....	11
Exhibit 11. HMRC Classifications PDF.....	12
Exhibit 12. Hazmat Query: HMRC Results.....	13
Exhibit 13. Add New Hazmat Code.....	14
Exhibit 14. Query Hazmat to Add a New Code.....	15
Exhibit 15. Hazmat Search Results to Add a New Code.....	15
Exhibit 16. General Details of an HRMC.....	16
Exhibit 17. Add a New Hazmat Code With a Copy.....	17
Exhibit 18. Add a New Hazmat Code – Emergency Response.....	18
Exhibit 19. Query Hazmat – Basic Query.....	18
Exhibit 20. Hazmat Search Results.....	19
Exhibit 21. View Guides.....	20

Exhibit 22. Set Extraction Dates ..... 21  
Exhibit 23. Mass HMRC Expiration..... 22  
Exhibit 24. HMRC Associate Guides ..... 22  
Exhibit 25. Select Generated Level 4 List ..... 23  
Exhibit 26. View Level 4 List..... 23

## Learning about HAZMAT

The HAZMAT application help users determine an appropriate 48-series or 49-series Hazardous Materials Response Code (HMRC) for use when transporting a hazardous material / dangerous good by rail in North America.

HAZMAT should supplement, not replace, proper training in and use of the various existing hazardous materials / dangerous goods regulations. It is a shipper's responsibility to properly classify and describe a hazardous material / dangerous good for transportation.

Once that responsibility has been accomplished, HAZMAT can be used to determine an appropriate 48-series or 49-series HMRC to provide to a North American railroad alongside other appropriate shipping description information.

AAR, Railinc and TTCI hereby disclaim any responsibility for problems arising from improper or neglectful use of HAZMAT.

These menu items provide the following task options to users with the appropriate roles:

- [Hazmat Query](#): This menu item is available to users with read-only Hazmat Query access and allows users to query Hazmat codes by Shipping Description Elements or Hazardous Material response Codes.
- [Hazmat](#): This menu item provides the following submenu items and is available to users with Admin, Translator and Level 4 access:
  - **Add Hazmat Code**: add a new Hazmat code
  - **Search**: basic, advanced and emergency response searching for Hazmat information
  - **View Guides**: select and view ERGs (Emergency Response Guides).
  - **Extract**: schedule an extract of the data
  - **Mass HMRC Expiration**: upload a .csv for mass expiration
  - **Associate Guides**: shows UN/NA association with Guide number and name
- [Level 4](#): This menu item provides the follow submenu items and is only available to users with Admin and Level 4 access:
  - **View Level 4 List**: view a generated Level 4 list of data and materials
  - **Generate Level 4 List**: generates a Level 4 list to view
- **Documentation**: provides access to the latest version of this user guide for all users.
- [Request New HMRC](#): allows all users to request new HMRCs for consideration by TTCI staff.

---

## 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 the Railinc Customer Success Center

The Railinc Customer Success 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](mailto:csc@railinc.com).

## Getting Started

The HAZMAT application uses Railinc Single Sign-On (SSO) which is accessed from the Railinc portal at <https://public.railinc.com>. Select the **Customer Login** link in the upper right corner of the page.

## Registering to Use Railinc SSO

Each HAZMAT user must register to use Railinc Single Sign-On. If you are not already registered, refer to the [Railinc Single Sign-On User Guide](#) for more information. Once you have completed SSO registration, request access to HAZMAT within SSO.

## Requesting Access to HAZMAT

After you receive authorization to use Railinc SSO, you must request general access to HAZMAT by following instructions in the [Railinc Single Sign-On User Guide](#).

Your level of access and authorization for HAZMAT is determined when you request access through Railinc Single Sign-On. [Exhibit 1](#) shows a complete list of HAZMAT roles as seen in SSO.

### *Exhibit 1. User Roles and Tasks*

Task	Description
<b>HAZMAT Query Access</b>	Allows you to launch the HAZMAT application and search/view active HAZMAT data
<b>HAZMAT Application Admin</b>	Allows you to manage permissions for the HAZMAT application
<b>HAZMAT Internal</b>	Provides the ability to upload the ERG guides
<b>HAZMAT Level 4 User</b>	Allows you to view Level 4 data
<b>HAZMAT Translator</b>	Allows you to enter translations of proper shipping names and technical names, and saves work-in-progress records.

Your assigned user role determines what functions you can perform. User roles are assigned by Railinc or by your company administrator through the Single Sign-On interface.

**Exhibit 2. HAZMAT Request Permission**

**HAZMAT**  
The HAZMAT/ER System application hosted by Railinc. The application will provide authorized users with the ability to add, expire, void and update records.

1 Select Roles
2 Confirm
3 Done

Hazmat Query Access  
Allows user to launch HAZMAT Web application and search/view active HAZMAT data

Comments...

Return
Next

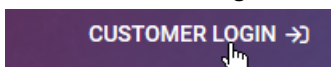
Once you receive e-mail notification of access to HAZMAT, you can log on and begin using HAZMAT.

---

## Logging In

Use the following procedure to log into HAZMAT:

1. Open your internet browser.
2. Enter the following URL: <https://public.railinc.com/>. Select the **Customer Login** link in the upper right corner of the page.

**Exhibit 3. Railinc Login Link**

3. In the Account Access panel, enter your User ID and Password. Select **Sign In**. The Railinc Launch Pad is displayed.

**Exhibit 4. Railinc Launch Pad**

Home

**My Applications**

- Early Warning (New)
- End of Train Self Service (EOTSS)
- Equipment Quality Reporting System
- FindUs.Rail
- Freight Rail 411
- HAZMAT
- HAZMAT2
- ISA Repository

**Railinc Notifications**

Single Sign-On Updates	Mar 29, 2019	▼
Introduction to Umler Webinars	Mar 28, 2019	▼
Introduction to Umler Webinar	Mar 21, 2019	▼
Railinc Security Update	Mar 14, 2019	▼
FTP Maintenance Outage	Mar 14, 2019	▼
SharePoint Communities Scheduled Maintenance	Mar 4, 2019	▼

If you do not see the notification you require, please contact the Railinc Customer Success Center by email [csc@railinc.com](mailto:csc@railinc.com) or by phone at 877-724-5462.

**My Support Cases**

- View Support Cases
- Create Support Case

**My Profile**

- Edit My Profile
- Change Password

4. In the **My applications** section, select **HAZMAT**. The HAZMAT Home page is displayed. See [Exhibit 6](#) for the home page for Hazmat Query access.

**Exhibit 5. HAZMAT Home Page (Admin, Translator and Level 4 Access)**

The screenshot shows the HAZMAT Home Page interface. At the top, there is a navigation bar with the RAILINC logo, the text 'HAZMAT', and a user profile section with the text ': RAILINC CORPORATION | Launch Pad | Contact Us | Sign Out'. Below the navigation bar is a menu with items: Home, Hazmat (with a dropdown arrow), Level4 (with a dropdown arrow), Documentation (with a dropdown arrow), and Request New HMRC. The main content area is titled 'Home Page' and is divided into two sections: 'Hazmat' and 'Getting Started'. The 'Getting Started' section contains a list of tasks to begin from, each with a document icon, a title, and a brief description:

- Add Hazmat Code**: Add a new Hazmat Code.
- Search**: Search, results and detail all in their own screen.
- View Guides**: View all guides.
- Extract**: Set extraction dates.
- Mass HMRC Expiration**: Mass expire of HMRCs.
- Associate Guide(s)**: Associate Guide(s).
- View Level 4 List**: View Level 4 List.
- Generate Level 4 List**: Generate Level 4 List.
- Documentation**: View help documentation.
- Request New HMRC**

## Logging Out

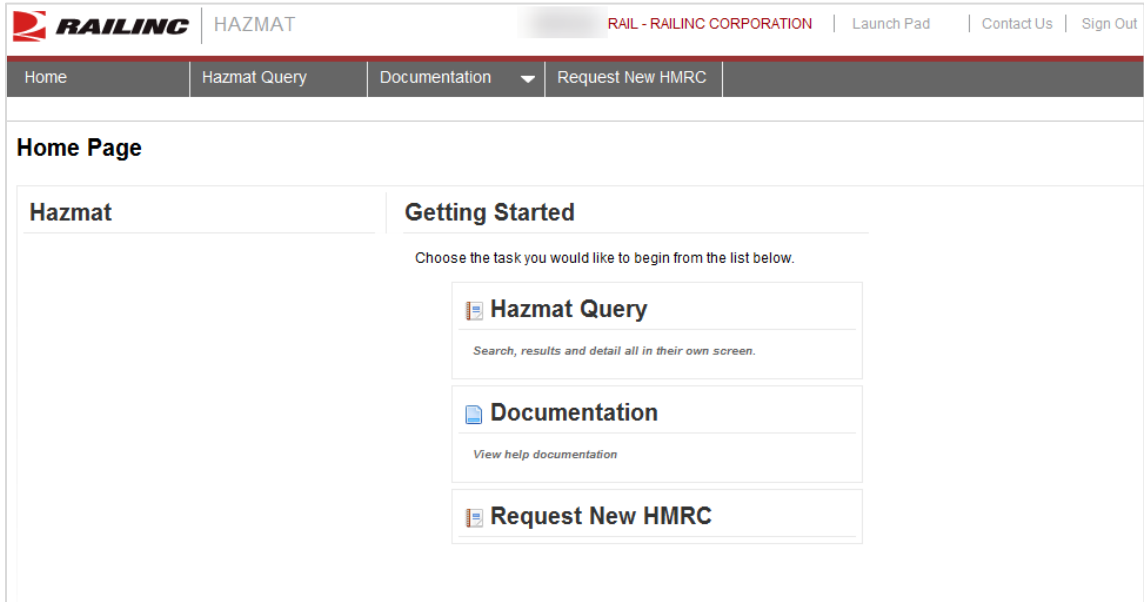
Select the **Sign Out** link to end a HAZMAT session.



## Hazmat Query

Hazmat Query is available only to users with read-only Hazmat Query access. This menu item allows users to query Hazmat codes by Shipping Description Elements or Hazardous Material response Codes.

**Exhibit 6. HAZMAT Home Page (HAZMAT Query Access)**



---

## Shipping Description Elements

Use the following procedure to search for Hazmat codes using the Shipping Description Elements tab:

1. From the main menu, select **Hazmat Query**. The Hazmat Query page opens to show the Shipping Description Elements tab.

**Exhibit 7. Hazmat Query: Shipping Description Elements Tab**

### Hazmat Query

Shipping Description Elements

Hazardous Materials Response Code

**Search Criteria (Required)**

Please indicate the full 4 digits of the Identification Number and/or at least 3 characters of the Proper Shipping Name and/or at least 3 characters of the Technical Name.

Identification Number:

Proper Shipping Name:

Technical Name:

---

**Additional Search Criteria (Optional)**

Hazardous Substance Name:

Marine Pollutant Name:

---

Regulatory Authority:

Hazardous Material Type:  48-Hazardous Waste  49-Hazardous Materials

Generic HMRC:  Display only generic code for hazardous material/dangerous good. (Note: A generic HMRC is recommended for intermodal shipments if a more specific HMRC cannot be found.)

2. Enter your search criteria. At a minimum, enter one or more of the following: the full 4 digits of the **Identification Number**, at least 3 characters of the **Proper Shipping Name** and/or at least 3 characters of the **Technical Name**.
  - a. **Identification Number:** Select either **UN** (United Nations) or **NA** (North America) from the available drop-down field. Enter at least the 4-digits of the Identification Number.
  - b. **Proper Shipping Description:** Select from the available drop-down list. Enter at least 3 characters of the **Proper Shipping Name**. The Proper Shipping Description is the 25 character description of the commodity.
  - c. **Technical Name:** Select from the available drop-down list. Enter at least 3 characters of the Technical Name. The Technical Name is the 25 character technical description.
  - d. **Hazardous Substance Name:** Select from the available drop-down list and enter the name of the hazardous substance constituent.
  - e. **Marine Pollutant Name:** Select from the available drop-down list and enter the name of the appropriate chemical component.
  - f. **Regulatory Authority:** Select from the drop-down: **United States** (default), **Canada**, **International** or **Mexico**.
  - g. **Hazardous Material Type:** Select either the **48-Hazardous Waste** or the **49-Hazardous Materials** radio button.

- h. **Generic HMRC:** Select the checkbox as appropriate. When checked the display is only generic codes for hazardous material/dangerous good. (Note: A generic HMRC is recommended for intermodal shipments if a more specific HMRC cannot be found.)
- 3. Select **Search** to initiate the search. Search results are displayed beneath the search input fields. Scroll down to view all the results.

**Exhibit 8. Hazmat Query: Shipping Description Elements Results**

### Hazmat Query

Shipping Description Elements

Hazardous Materials Response Code

**Search Criteria (Required)**

Please indicate the full 4 digits of the Identification Number and/or at least 3 characters of the Proper Shipping Name and/or at least 3 characters of the Technical Name.

Identification Number:

Proper Shipping Name:

Technical Name:

---

**Additional Search Criteria (Optional)**

Hazardous Substance Name:

Marine Pollutant Name:

---

Regulatory Authority:

Hazardous Material Type:  48-Hazardous Waste  
 49-Hazardous Materials

Generic HMRC:  Display only generic code for hazardous material/dangerous good. (Note: A generic HMRC is recommended for intermodal shipments if a more specific HMRC cannot be found.)

Click an item below to view details.

Showing 211 entries.

HMRC	UN/NA ID No	Proper Shipping Name	Technical Name	Primary Haz Class	Packing Group	STCC	STCC Long Description
4901301	UN0483	CYCLOTTRIMETHYLENE-TRINITRAMINE, DESENSITIZED		1.1D	II	2892125	HIGH EXPLOSIVES, NEC, OR DYNAMITE, GUNCOTTON OR TETRYL
4901402	UN0484	CYCLOTETRAMETHYLENE-TETRANITRAMINE, DESENSITIZED		1.1D	II	2892125	HIGH EXPLOSIVES, NEC, OR DYNAMITE, GUNCOTTON OR TETRYL
4901541	UN0208	TRINITROPHENYLMETHYL-NITRAMINE		1.1D	II	2892125	HIGH EXPLOSIVES, NEC, OR DYNAMITE, GUNCOTTON OR TETRYL

- 4. Select a search result to view its full details. The Hazmat Details page is displayed.

**Exhibit 9. Hazmat Details**

### Hazmat Details

HMRC: 4901301  
STCC: 2892125  
STCC Long Description: HIGH EXPLOSIVES, NEC, OR DYNAMITE, GUNCOTTON OR TETRYL

#### Regulatory Authority Details

UN/NA ID Number: UN0483  
Proper Shipping Name: CYCLOTTRIMETHYLENE- TRINITRAMINE, DESENSITIZED  
Primary Hazard Class or Division: 1.1D  
Packing Group: II

Alternate Proper Shipping Name(s): CYCLONITE, DESENSITIZED  
HEXOGEN, DESENSITIZED  
RDX, DESENSITIZED

Subsidiary Hazard(s):  
Technical Name(s):  
Hazard Zone:  
PIH/TIH Indicator:  
Hazardous Substance Name(s):  
Marine Pollutant Name(s):  
EPA Waste Stream Number(s):

5. From the Hazmat Details page, select the other available **Regulatory Authority Detail** tabs (Canada, International or Mexico) to view relevant details.

---

## Hazardous Materials Response Codes

Use the following procedure to search for Hazmat codes using the Hazardous Materials Response Codes tab:

1. From the main menu, select **Hazmat Query**. The Hazmat Query page opens to show the Shipping Description Elements tab.
2. Select the **Hazardous Materials Response Codes** tab.

**Exhibit 10. Hazmat Query: Hazardous Materials Response Codes Tab**

### Hazmat Query

#### HAZMAT Data

Please enter at least the first 4 digits of the HMRC - e.g., 4999, 4999999, 4899999 [Hazardous Materials Response Code Classification Table](#)

HMRC:

Regulatory Authority:

3. Enter your search criteria. At a minimum, enter at least the first 4 digits of the **HMRC** (e.g., 4999, 4999999, 4899999).
  - a. **HMRC**: 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 Codes** never have an associated STCC number
    - **49 – Hazardous Material Response Code** always have an associated STCC number
  - b. **Regulatory Authority**: Select from the drop-down list: **United States** (default), **Canada, International** or **Mexico**.
4. Select the **Hazardous Materials Response Code Classification Table** link to open the the HMRC Classifications. This reference provides the number ranges of the codes.

**Exhibit 11. HMRC Classifications PDF**

<b>Hazardous Material Response Code Classifications</b> **	
Division 1.1 (Explosive) .....	4901001 thru 4901599
Division 1.2 (Explosive).....	4901601 thru 4901999
Division 1.3 (Explosive).....	4902001 thru 4902899
Division 1.4 (Explosive).....	4903001 thru 4903799
Division 1.5 (Explosive).....	4903801 thru 4903899
Division 1.6 (Explosive).....	4903901 thru 4903999
Division 2.1 (Flammable Gas).....	4905001 thru 4905999
Division 2.2 (Nonflammable Gas).....	4904001 thru 4904999
Division 2.3 (Poisonous Gas)	
Hazard Zone A.....	4920101 thru 4920199
Other 2.3 Commodities.....	4920201 thru 4920899
Class 3 (Flammable Liquid).....	4906001 thru 4912999
Combustible Liquid.....	4913001 thru 4915999
Division 4.1 (Flammable Solid).....	4916701 thru 4917999
Division 4.2 (Spontaneously Combustible).....	4916001 thru 4916299
Division 4.3 (Dangerous When Wet).....	4916301 thru 4916699
Division 5.1 (Oxidizer).....	4918001 thru 4918899
Division 5.2 (Organic Peroxide).....	4918901 thru 4919799

5. Select **Search** to initiate the search. Search results are displayed beneath the search input fields. Scroll down to view additional results.

**Exhibit 12. Hazmat Query: HMRC Results**

### Hazmat Query

Shipping Description Elements

Hazardous Materials Response Code

**HAZMAT Data**

Please enter at least the first 4 digits of the HMRC - e.g., 4999, 4999999, 4899999 [Hazardous Materials Response Code Classification Table](#)

HMRC:

Regulatory Authority:

Click an item below to view details.

Showing 217 entries.

HMRC	UN/NA ID No	Proper Shipping Name	Technical Name	Primary Haz. Class	Packing Group	STCC	STCC Long Description
4901105	UN0006	CARTRIDGES FOR WEAPONS		1.1E	II	1929135	PROJECTILES FOR CANNON, EXPLOSIVE
4901110	UN0006	CARTRIDGES FOR WEAPONS		1.1E	II	1929191	AMMUNITION, FIXED, NEC, FOR CANNON
4901131	UN0006	CARTRIDGES FOR WEAPONS		1.1E	II	1961110	CARTRIDGES, SMALL ARMS, BLANK OR LOADED, NEC, OR SMALL ARMS AMMUNITION
4901133	UN0005	CARTRIDGES FOR WEAPONS		1.1F	II	1961110	CARTRIDGES, SMALL ARMS, BLANK OR LOADED, NEC, OR SMALL ARMS AMMUNITION

6. Select a search result to view its full details. The Hazmat Details page is displayed ([Exhibit 9](#)).
7. From the Hazmat Details page, select the other available **Regulatory Authority Detail** tabs (Canada, International or Mexico) to view relevant details.

# Hazmat

This menu item is available to users with Admin, Translator and Level 4 access.

## Add Hazmat Code

You have the option to go directly to the Add Hazmat Code page by selecting **Hazmat > Add Hazmat Code** and enter all the required fields ([Exhibit 13](#)). However, Railinc highly recommends that you search first for an existing Hazmat Code that is similar to what you want to add and use a copy of it to create a new Hazmat code.

**Exhibit 13. Add New Hazmat Code**

**Add New Hazmat Code**

**General**

\* **Effective Date :**       Expiration Date : 12/31/9999

\* **Hazardous Material Response Code (HMRC) :**        Standard Transportation Commodity Code (STCC) :

Operations/Transportation-55 (OT-55) Flag :

Marine Pollutant Name(s) :

Marine Pollutant Flag:

Marine Pollutant Name(s) - Spanish :

Hazardous Substance Name(s) :

Reportable Quantity Flag:

Hazardous Substance Name(s) - Spanish :

Alpha Description :

\* **Regulatory Authority :**     US    Canada    International    Mexico

Are ID Numbers the same for US, Canada, International & Mexico? :

**Regulatory Authority**

**Emergency Response**

**Special Remarks & Revision Notes**

Use the following recommended procedure to add hazmat codes:

1. [Search](#) for an existing code that is simliar to the one you want to add by selecting **Hazmat > Search** from the main menu. The basic Query Hazmat page is displayed.

**Exhibit 14. Query Hazmat to Add a New Code**

2. Selecting **Advanced** or **Emergency Response** provides additional filtering/criteria fields.
3. Enter your search criteria and select **Search**. The Hazmat Search Results is displayed that meets your criteria.

**Exhibit 15. Hazmat Search Results to Add a New Code**

Hazmat Search Results

<input type="checkbox"/>	HMRC	Status	UN/NA#	RSSM	Prop Ship Name	Haz Sub Name	Prim. Haz Class	Intermodal Ind.	PG	EPA Waste Str #
<input type="checkbox"/>	STCC	RA	OT-55	ERP Indicator	Tech Name	Marine Poll Name	Sec. Haz Class	Haz Zone	Effective Date	Transaction Date
<input type="checkbox"/>	<a href="#">4920523</a>	A	UN1017		CHLORINE	(CHLORINE)	2.3	I		
	2812815	I	P			(CHLORINE)	5.1	B	2016-04-01	2016-03-08
<input type="checkbox"/>	<a href="#">4920523</a>	A	UN1017	SP	CHLORINE	(CHLORINE)	2.3	I		
	2812815	N	P			(CHLORINE)	5.1	B	2016-04-01	2016-03-08
<input type="checkbox"/>	<a href="#">4920523</a>	A	UN1017		CHLORINE	(CHLORINE)	2.3	I		
	2812815	C	P	E		(CHLORINE)	5.1	B	2016-04-01	2016-03-08
<input type="checkbox"/>	<a href="#">4920523</a>	A	UN1017		CLORO	(CHLORINE)	2.3	I		
	2812815	M	P			(CHLORINE)	5.1	B	2016-04-01	2016-03-08
<input type="checkbox"/>	<a href="#">4920574</a>	A	UN3520	SP	CHLORINE, ADSORBED	(CHLORINE)	2.3	I		
	2812815	N	P			(CHLORINE)	5.1	B	2019-08-01	2019-06-19
<input type="checkbox"/>	<a href="#">4920574</a>	A	UN3520		CHLORINE, ADSORBED	(CHLORINE)	2.3	I		
	2812815	C	P	E		(CHLORINE)	5.1	B	2019-08-01	2019-06-19
<input type="checkbox"/>	<a href="#">4920574</a>	A			NECESITA INFORMACION REGULADORA	(CHLORINE)				
	2812815	M	P			(CHLORINE)		B	2019-08-01	2019-06-19
<input type="checkbox"/>	<a href="#">4920574</a>	A	UN3520		CHLORINE, ADSORBED	(CHLORINE)	2.3	I		
	2812815	N	P			(CHLORINE)	5.1	B	2019-08-01	2019-06-19

4. Use the scroll bar at the bottom and on the right to view all columns and rows from your search results. See the [Search](#) section for column descriptions.
5. Select the link in the first column for the **HMRC** record that you want to copy. A view of the General details is displayed.



**Exhibit 16. General Details of an HRMC**

General			
Effective Date:	08/01/2019	*Expiration Date:	12/31/9999
Hazardous Material Response Code (HMRC):	4920574	Standard Transportation Commodity Code (STCC):	2812815
Operations/Transportation-55 (OT-55) Flag:	P		
Marine Pollutant Name(s):	(CHLORINE)		
Marine Pollutant Flag:	M		
Marine Pollutant Name(s) - Spanish:			
Hazardous Substance Name(s):	(CHLORINE)		
Reportable Quantity Flag:	R		
Hazardous Substance Name(s) - Spanish:			
Additional Descriptive Information:			
Alpha Description:			
STCC Description:	CHLORINE GAS, LIQUEFIED		
Regulatory Authority:	US: Yes Canada: Yes International: Yes Mexico: Yes		
Are ID Numbers the same for US, Canada, International & Mexico?:	No		
<input type="button" value="Update"/> <input type="button" value="Expire"/> <input type="button" value="Copy"/>			

6. Select the **Copy** button at the bottom to copy the record.
7. The Add New Hazmat Code page displays with editable fields prepopulated from the copied record. All fields with a red asterisk (\*) are required. Make the appropriate updates to make it the new Hazmat code that you want to create.
8. The **Regulatory Authority** tabs default to **US**. Choose from the other tabs (Canada, International or Mexico) to view and update relevant details.
9. You have the option to save your work as a draft at any time and return later to this page by selecting **Save Work In Progress**, located at the bottom. Return to this page again by searching for records with **W – Work in Progress** as the **Status** from the Search page.

**Exhibit 17. Add a New Hazmat Code With a Copy**

**Add New Hazmat Code**

**General**

\* Effective Date :

Expiration Date : 12/31/9999

\* Hazardous Material Response Code (HMRC) :  🔍

Standard Transportation Commodity Code (STCC) :

Operations/Transportation-55 (OT-55) Flag :

Marine Pollutant Name(s) :  Marine Pollutant

Flag:

Marine Pollutant Name(s) - Spanish :

Hazardous Substance Name(s) :  Reportable Quantity

Flag:

Hazardous Substance Name(s) - Spanish :

Additional Descriptive Information :

Alpha Description :

\* Regulatory Authority :  US  Canada  International  Mexico

Are ID Numbers the same for US, Canada, International & Mexico? :

---

**Regulatory Authority**

**US** | Canada | International | Mexico

US Regulatory Information

\* Proper Shipping Name:

Proper Shipping Name (French):

Technical Name:

UN/NA ID Number:  Intermodal Indicator:

Primary Hazard Class or Division:  🔍 Subsidiary Hazard 1:  🔍 Subsidiary Hazard 2:  🔍

Poison Material Indicator:  🔍 Packing Group:

Primary Placard Notation:  🔍 Subsidiary Placard Notation:  🔍

Special Proper Shipping Name Flag:

Not Otherwise Specified (N.O.S.) Indicator:

Rail Security Sensitive Material (RSSM) Indicator:  🔍

Hazardous Placard Endorsement:  🔍 Hazard Zone:  🔍 US Origin Canada Destination Indicator:

EPA Waste Stream Number(s):

Alternate Proper Shipping Name 1:

Alternate Proper Shipping Name 2:

More Than One PSN:

---

**Emergency Response**

---

**Special Remarks & Revision Notes**

---

10. Select the plus sign next to **Emergency Response** to open this section. Update these fields as needed.

**Exhibit 18. Add a New Hazmat Code – Emergency Response**

11. When you are ready to save the Hazmat code, select **Save Hazmat**.

## Search

Use the following procedures to search hazmat codes:

1. From the main menu, select **Hazmat > Search**. The basic Query Hazmat page is displayed.

**Exhibit 19. Query Hazmat – Basic Query**

2. Selecting **Advanced** or **Emergency Response** provides additional filtering/criteria fields.
3. If you want filtered results, enter search criteria in addition to the default settings, but this not required. Select **Search**. The Hazmat Search Results is displayed that meets the selected criteria.

**Exhibit 20. Hazmat Search Results**

Query Hazmat

Query Criteria    Query Results

Basic Criteria

**Hazmat Search Results**

<input type="checkbox"/>	<a href="#">HMRC</a>	<a href="#">Status</a>	<a href="#">UN/NA#</a>	<a href="#">RSSM</a>	<a href="#">Prop Ship Name</a>	<a href="#">Haz Sub Name</a>	<a href="#">Prim. Haz Class</a>	<a href="#">Intermodal Ind.</a>	<a href="#">PG</a>	<a href="#">EPA Waste Str #</a>
<input type="checkbox"/>	<a href="#">STCC</a>	<a href="#">RA</a>	<a href="#">OT-55</a>	<a href="#">ERP Indicator</a>	<a href="#">Tech Name</a>	<a href="#">Marine Poll Name</a>	<a href="#">Sec. Haz Class</a>	<a href="#">Haz Zone</a>	<a href="#">Effective Date</a>	<a href="#">Transaction Date</a>
<input type="checkbox"/>	<a href="#">4804529</a>	A	UN1950		WASTE AEROSOLS		2.2	I		
		C	A				5.1		2015-09-01	2015-08-14
<input type="checkbox"/>	<a href="#">4804570</a>	A	UN1078		WASTE REFRIGERANT GASES, N O.S.		2.2	I		
		N	A						2015-09-01	2015-08-14
<input type="checkbox"/>	<a href="#">4804570</a>	A	UN1078		RESIDUO PELIGROSO GAS REFRIGERANTE, N.E.P.		2.2			
		M	A						2015-09-01	2015-08-14
<input type="checkbox"/>	<a href="#">4804583</a>	A	UN1950		WASTE AEROSOLS		2.2	I		
		N	A						2015-09-01	2015-08-14
<input type="checkbox"/>	<a href="#">4804583</a>	A	UN1950		WASTE AEROSOLS		2.2	I		
		C	A						2015-09-01	2015-08-14
<input type="checkbox"/>	<a href="#">4804583</a>	A	UN1950		RESIDUO PELIGROSO AEROSOL		2.2			
		M	A						2015-09-01	2015-08-14
<input type="checkbox"/>	<a href="#">4805701</a>	A	UN1001		RESIDUO PELIGROSO ACETILENO DISUELTO		2.1			
		M	F						2015-09-01	2015-08-14
<input type="checkbox"/>	<a href="#">4805701</a>	A	UN1001		WASTE ACETYLENE, DISSOLVED		2.1	I		
		C	A						2015-09-01	2015-08-14

[Show All](#)   [Batch Export](#)

4. Use the scroll bar at the bottom and on the right to view all columns and rows from your search results.
5. Each record has two rows. The first row of each record matches up with the top row of column names. The second row of each record matches up to the second row of column names at the top.
6. Some key column descriptions:

Column Name	Description																																			
<b>HMRC</b>	Hazmat Materials Response Code. This is also a link that opens general details about the HMRC selected. HMRC rows are repeated for each regulatory agency it has.																																			
<b>STCC</b>	STCC Bridge																																			
<b>Status</b>	<b>A</b> = Active, <b>E</b> = Expired, <b>W</b> = Work in Progress																																			
<b>RA</b>	Regulatory Agency: <b>C</b> = Canada, <b>I</b> = International, <b>M</b> = Mexico, <b>N</b> = North America The HMRC row is repeated for each regulatory agency:																																			
	<table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th><a href="#">HMRC</a></th> <th><a href="#">Status</a></th> <th><a href="#">UN/NA#</a></th> <th><a href="#">RSSM</a></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><a href="#">4807829</a></td> <td>A</td> <td>UN2924</td> <td></td> </tr> <tr> <td></td> <td></td> <td>M</td> <td>A</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td><a href="#">4807829</a></td> <td>A</td> <td>UN2924</td> <td></td> </tr> <tr> <td></td> <td></td> <td>C</td> <td>A</td> <td>P</td> </tr> <tr> <td><input type="checkbox"/></td> <td><a href="#">4807829</a></td> <td>A</td> <td>UN2924</td> <td></td> </tr> <tr> <td></td> <td></td> <td>N</td> <td>A</td> <td></td> </tr> </tbody> </table>	<input type="checkbox"/>	<a href="#">HMRC</a>	<a href="#">Status</a>	<a href="#">UN/NA#</a>	<a href="#">RSSM</a>	<input type="checkbox"/>	<a href="#">4807829</a>	A	UN2924				M	A		<input type="checkbox"/>	<a href="#">4807829</a>	A	UN2924				C	A	P	<input type="checkbox"/>	<a href="#">4807829</a>	A	UN2924				N	A	
<input type="checkbox"/>	<a href="#">HMRC</a>	<a href="#">Status</a>	<a href="#">UN/NA#</a>	<a href="#">RSSM</a>																																
<input type="checkbox"/>	<a href="#">4807829</a>	A	UN2924																																	
		M	A																																	
<input type="checkbox"/>	<a href="#">4807829</a>	A	UN2924																																	
		C	A	P																																
<input type="checkbox"/>	<a href="#">4807829</a>	A	UN2924																																	
		N	A																																	
<b>UN/NA#</b>	United Nations and North American Number																																			
<b>OT-55</b>	Flagged as Operations/Transportation-55																																			

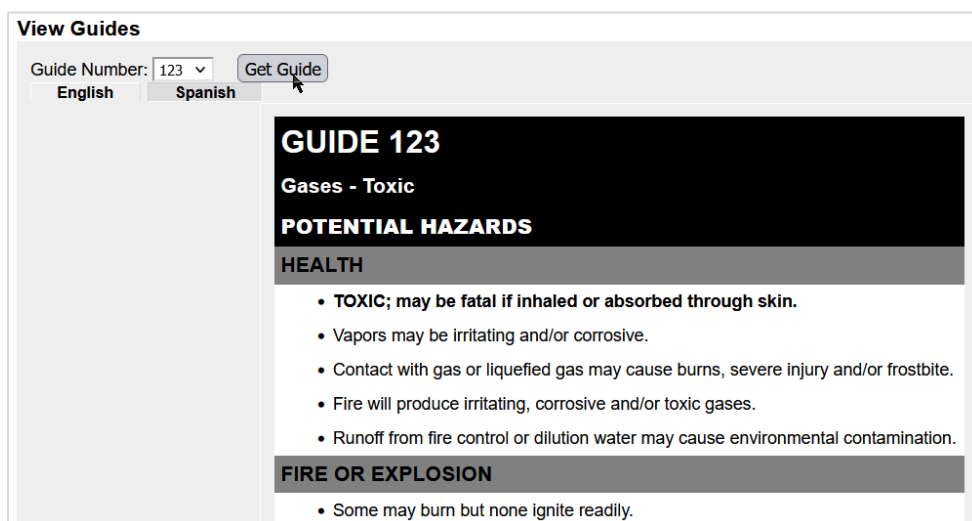
Column Name	Description
RSSM	Flagged as Rail Sensitive Security Material (Level 4)
ERP Indicator	Flagged as Emergency Response Plan
PG	Packing Group Classification

7. Select a column header link to sort on your current search results. Select the X next to a column header to remove it from your current search results.
8. Select the link in the first column for the **HMRC** that you want view, edit, expire or copy. A view of the **General** details is displayed ([Exhibit 16](#)).
  - a. To update the HMRC, select **Update**, make your edits and select **Save Hazmat**.
  - b. Expiring an HMRC cannot be undone. To expire the HMRC, select **Expire**. Selecting Expire means that the HMRC will no longer be in the **Active** Status and will be in **Expired** Status.
  - c. To copy the HMRC, select **Copy** and follow the steps that start from [Exhibit 16](#).
9. Use the **Batch Expire** button sparingly and with caution, understanding that this action to expire one or more HMRC records cannot be undone. This means that the HMRCs selected will no longer be in **Active** Status and will be in **Expired** Status. To expire one or more HMRC records, select the checkbox next to the HMRC that you want to expire and select **Batch Expire**.

## View Guides

Guides that cover various hazardous materials and their potential hazards, along with public safety and emergency response procedures are available for you to read by selecting **Hazmat > View Guides** from the main menu.

**Exhibit 21. View Guides**



Select the **Guide Number** from the drop-down list (scroll down to view all the guides in the list), and select **Get Guide**. You can read the selected guide in both English and Spanish by selecting the appropriate tab.

---

## Extract

To schedule an extraction of data, select your dates from the calendar. They will appear in the text box on the right. You can manually remove a date, or select **Reset Schedule** to clear the text box of all dates.

**Exhibit 22. Set Extraction Dates**

The screenshot shows a web interface titled "Set Extraction Dates". On the left is a calendar for "October 2021". The days of the week are labeled "Su", "Mo", "Tu", "We", "Th", "Fr", "Sa". The dates 28 and 29 are highlighted in red. A mouse cursor is pointing at the date 31. Below the calendar is a "Today" button. On the right side, there is a text box labeled "Selected Dates:" containing the dates "10/29/2021" and "10/31/2021". At the bottom right of the interface are two buttons: "Save Schedule" and "Reset Schedule".

When one or more dates are selected, select **Save Schedule**. You'll receive a success message:

**Extraction dates have been saved successfully**

---

## Mass HMRC Expiration

Use the Mass HMRC Expiration process sparingly and with caution, understanding that uploading this file to expire multiple HMRC records cannot be undone. This means that the HMRCs in the file will no longer be in **Active** Status and will be in **Expired** Status.

Use the follow procedure to expire HMRC records in mass:

1. Create a list of HMRCs delimited by commas and save as a .CSV file.
2. Enter the **Expiration Date**.
3. Select **Browse** and select the .CSV file.
4. Select **Upload**.

**Exhibit 23. Mass HMRC Expiration**

**Mass HMRC Expiration**

To expire a list of HMRCs, please follow the instructions below:

- Select Expiration Date
- Select Browse
- Select file in panel
- Select upload

**Expiration Date:**

**Note:** The file type must be a Comma Separated Values (csv) file with extension name csv (.csv).

## Associate Guides

The Application Admin has the ability to update this page that shows the association of which guides apply to which HMRCs. These guides automatically appear in the **Emergency Response** section of the HMRC dependent on which guide is selected on this page.

Select or de-select one or more checkboxes and select **Update**.

**Exhibit 24. HMRC Associate Guides**

HMRC Associate Guides				
HMRC Code	UN/NA ID Number	Effective Date	Expiration Date	Guide No and Name
<a href="#">4905726</a>	UN1057	05/01/2004	12/31/9999	<input checked="" type="checkbox"/> 115 - Gases - Flammable (Including Refrigerated Liquids) <input type="checkbox"/> 128 - Flammable Liquids (Water-Immiscible)
<a href="#">4910100</a>	NA1057	01/01/2017	12/31/9999	<input checked="" type="checkbox"/> 115 - Gases - Flammable (Including Refrigerated Liquids) <input type="checkbox"/> 128 - Flammable Liquids (Water-Immiscible)
<a href="#">4940536</a>	UN3536	01/01/2021	12/31/9999	<input type="checkbox"/> 138 - Substances - Water-Reactive (Emitting Flammable Gases) <input checked="" type="checkbox"/> 147 - Lithium Ion Batteries
<a href="#">4940537</a>	UN3536	01/01/2021	12/31/9999	<input checked="" type="checkbox"/> 138 - Substances - Water-Reactive (Emitting Flammable Gases) <input type="checkbox"/> 147 - Lithium Ion Batteries
<a href="#">4941147</a>	UN3166	01/01/2018	12/31/9999	<input type="checkbox"/> 115 - Gases - Flammable (Including Refrigerated Liquids) <input checked="" type="checkbox"/> 128 - Flammable Liquids (Water-Immiscible)
<a href="#">4961166</a>	UN3166	01/01/2018	12/31/9999	<input checked="" type="checkbox"/> 115 - Gases - Flammable (Including Refrigerated Liquids) <input type="checkbox"/> 128 - Flammable Liquids (Water-Immiscible)

## Level 4

This menu item is only available to users with Admin and Level 4 access.

### View Level 4 List

1. To generate a Level 4 list to view, select **Level4 > Generate Level 4 List** from the main menu.
2. To view the Level 4 list generated, select **Level4 > View Level 4 List** from the main menu. Scroll to the right to see the Last Update Time column.

**Exhibit 25. Select Generated Level 4 List**

Create Time	Created By	Comments	Last Update Time
<a href="#">2021-10-06 13:47:38.998</a>	DJSTST01		2021-10-13 10:06:58.824
<a href="#">2021-09-26 17:29:58.92</a>	ASSET_IT		2021-10-06 14:11:37.25
<a href="#">2021-08-15 16:50:18.031</a>	BSBXW01		2021-08-15 16:50:18.031
<a href="#">2021-08-15 16:45:07.074</a>	BSBXW01		2021-08-15 16:45:07.074
<a href="#">2021-08-15 09:15:46.08</a>	ASSET_IT		2021-08-15 09:15:46.08
<a href="#">2021-05-08 21:54:53.594</a>	ASSET_IT		2021-05-08 21:54:53.594
<a href="#">2021-05-08 21:50:11.388</a>	ASSET_IT		2021-05-08 21:50:11.388

3. Select the **Create Time** link next to your ID to see the list of Level 4 codes that you have generated.

**Exhibit 26. View Level 4 List**

Hazmat Code	Proper Shipping Name	OT55 Flag
4805701	WASTE ACETYLENE, DISSOLVED	F
4805704	WASTE BUTADIENE, STABILIZED	F
4805706	WASTE BUTANE	F
4805781	WASTE PROPANE	F
4821019	WASTE ALLYL ALCOHOL	P
4930024	HYDROGEN FLUORIDE, ANHYDROUS	P
4930030	SULFURIC ACID, FUMING	P
4930050	SULFUR TRIOXIDE, STABILIZED	P
4930204	CHLOROSULFONIC ACID	P
4931201	NITRIC ACID, RED FUMING	P
4932010	BORON TRIBROMIDE	P
4933327	ETHYL CHLOROTHIOFORMATE	P
4935231	TRICHLOROACETYL CHLORIDE	P
4936110	BROMINE	P

Add Comment
Export File
Update Security

\*\*Please enter less than 2000 characters.

4. Scroll to the bottom of the list:



## Level 4

---

- a. To add a comment to the **Comment** column on the previous screen pictured in [Exhibit 25](#), enter a comment in textbox on the left and select **Add Comment**.
- b. To export the Level 4 list to your computer, select **Export File**.
- c. To update security, select **Update Security** and you'll receive this success message:

**The Level 4 security is successfully updated.**

---

## Generate Level 4 List

To generate a Level 4 list to view, select **Level4 > Generate Level 4 List** from the main menu. You'll receive a success message:

**The level 4 list is generated successfully.**

To view the generated Level 4 list, see [View Level 4 List](#).

## Request New HMRC

This menu item is available to all HAZMAT users.

Use the following procedure to request a new HMRC (Hazardous Material Response Code). An MSDS or equivalent form is required to be uploaded on all new HMRC requests.

1. From the main menu, select **Request New HMRC**. The **Request New HMRC** page is displayed.

The screenshot shows a web form titled "Request New HMRC". At the top, it says "Use this form to request a new Hazardous Material Response Code (HMRC). An MSDS or equivalent form is required to be uploaded on all new HMRC requests." The form contains several input fields: "First Name:", "Last Name:", "Email Address:", "Organization/Company Name:", "Business Phone:", "Standard Transportation Commodity Code (STCC):", and "Request Details/Comments (optional)". There are two radio buttons for "Choose HMRC Type": "48 - Hazardous Waste" and "49 - Hazardous Materials\*", with the second one selected. A "Browse..." button is next to a "No file selected." text, with a note above it: "\*MSDS or Equivalent Form - File Name (Accept .pdf, .doc, .docx, .rtf and .txt)". A "Submit" button is at the bottom left. A footnote at the bottom left states: "\* A valid STCC bridge is required when requesting a new HMRC for Hazardous Materials(49 series)."

2. Complete the available input fields. Please note the following rule for **Standard Transportation Commodity Code (STCC)**: A valid STCC bridge is required when requesting a new HMRC for Hazardous Materials (49 series).
3. Select **Browse** to attach an MSDS or equivalent form. Navigate to the location of the file in the browse dialog box and select **Open**.
4. Once you've completed all the mandatory fields, select **Submit** to submit the request. If successful, the following message appears: "The request has been provided to TTCI/BOE for review."