

**KPA Department of Transportation Hazardous Materials  
Employer Program Compliance Checklist**  
Provided Courtesy of KPA, LLC

| Facility Name:   | YES                      | NO                       | NOTES |
|--|--------------------------|--------------------------|-------|
| <p>Management understands the definition of a “Hazardous Material”.</p> <p><b>Hazardous material, (Hazmat)</b>, means a substance or material, which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated. The term includes hazardous substances, hazardous wastes, marine pollutants, and elevated temperature substances.</p>   | <input type="checkbox"/> | <input type="checkbox"/> |       |
| <p>Management understands the definition of a ”Hazmat Employer” and has determined that this organization meets the definition.</p> <p><b>Hazmat employer</b> means a person who uses one or more employees in connection with:</p> <ul style="list-style-type: none"> <li>• Transporting hazmat in commerce;</li> <li>• Causing hazmat to be transported or shipped in commerce; or</li> <li>• Representing, marking, certifying, selling, offering, reconditioning, testing, repairing, or modifying packaging as qualified for use in the transportation of hazmat.</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/> |       |
| <p>Management understands the definition of a “Hazmat Employee” and has identified those employees onsite that need to complete required training.</p> <p><b>Hazmat employee</b> means a person who is employed by a Hazmat employer and who directly affects hazmat transportation safety including:</p> <ul style="list-style-type: none"> <li>• An owner-operator of a motor vehicle which transports hazmat</li> <li>• A person (including a self-employed person) who:</li> <li>• Loads, unloads, or handles hazmat;</li> <li>• Tests, reconditions, repairs, modifies, marks, or otherwise represents packaging as qualified for use in the transportation of hazmat;</li> <li>• Prepares hazmat for transportation;</li> <li>• Is responsible for safety of transporting hazmat; or</li> <li>• Operates a vehicle used to transport hazardous materials.</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> |       |
| Management has verified that all dealership “Hazmat Employees” have been properly trained and certified.   | <input type="checkbox"/> | <input type="checkbox"/> |       |
| Management has verified that all training certificates are readily available for an FAA compliance inspection  | <input type="checkbox"/> | <input type="checkbox"/> |       |
| Management has secured a 24-hour emergency response phone number for use on all hazmat shipments. The responder on the other end of the phone has Material Safety Data Sheets for all shipped products.  | <input type="checkbox"/> | <input type="checkbox"/> |       |
| Dealership Hazmat employees have been informed of the need to use the 24-hour emergency phone number on all dealership hazmat shipments.   | <input type="checkbox"/> | <input type="checkbox"/> |       |

**Certified:**

\_\_\_\_\_  
Management Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Checklist Provided Courtesy of KPA, LLC

For further information on KPA services including completion of periodic 3<sup>rd</sup> party audits please  
contact us: KPA, LLC | 1-866-356-1735 | [www.kpaonline.com](http://www.kpaonline.com)