

# Security Checklist for the Receiver of Hazmat



U.S. Department of Transportation  
Research and Special Programs  
Administration

Question	Response	Recommendation
<b>Hazmat Storage and Handling</b>		
1. How are hazardous materials secured and stored after receipt?		
2. Does your company protect hazardous materials using alarms and/or other security systems?		
3. How do you verify that authorized personnel are available to receive and promptly store hazmat?		
4. How are unauthorized personnel restricted from the area?		
5. How are untrained personnel restricted from the area?		
6. What procedure do you have to refuse receipt of suspect packages?		
7. How often is the inventory audited?		
8. What is the reporting procedure if material is missing from the inventory?		
9. Do your employees have a checklist for receipt and temporary storage of hazmat?		
10. Do they use the checklists effectively?		
<b>Training and Personnel</b>		
11. How are personnel trained?		

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12. How are training records kept?		
13. Are handlers of hazardous materials trained in the recognition and disposal of suspect packages?		
14. Are all personnel trained in recognizing and dealing with abnormal behavior?		
15. Are employee background checks being conducted?		
16. Are background checks periodically reviewed and/or updated? How often?		
<b>Receiving a Delivery</b>		
17. What procedure do you have to verify if the carrier's delivery is expected?		
18. How is the carrier's identification matched to shipping records?		
19. How is the carrier's equipment checked for safety and security?		
<b>Unloading and Securing Shipments</b>		
20. What procedures do you have to verify that your hazmat is securely unloaded and stored?		
21. How do you notify the shipper on receipt of a shipment?		
22. What procedures are in place to inspect packages and shipping documents?		
23. How do you notify the shipper of missing or damaged items?		