

Welcome to the User Guide for hazmatship.com.

Hazmatship.com is *The Journal of HazMat Transportation's* website, resource center, and information service. We provide this User Guide to explain and highlight the exclusive online features of this content managements system available to *Journal* subscribers. We hope you find this guide informative and we thank you for your interest in our publication and information service.

This guide has been created exclusively for subscribers of *The Journal*. We ask that you do not distribute it outside of your organization.

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Email: admin@hazmatship.com

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Viewing this on a computer? Click the links below to be taken directly to that section.

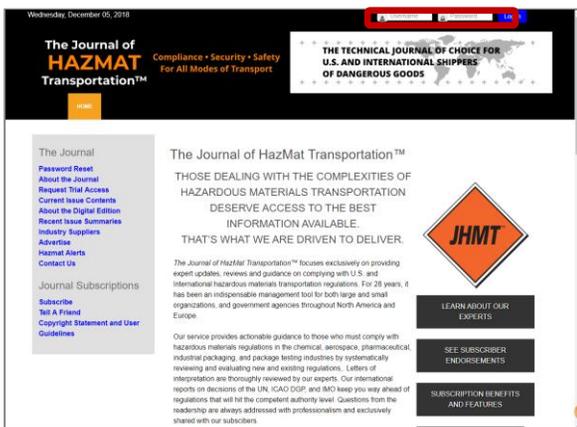
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Part I. The Home Page and Reference Gateway.

Logging in from the Home Page.

In order to log in to *The Journal's* subscriber-only section of hazmatship.com, known as the **Reference Gateway**, look for the login form in the top right of the page.



As of December 2013, the log-in procedure for hazmatship.com has been standardized: your username is the email address we have on file for you. Your password may be changed at any time by going to <https://hazmatship.com/request-password-reset> and following the instructions.

The Reference Gateway.

After logging in you will be redirected to the Reference Gateway welcome page. This will be your primary page for

accessing other resources on the website.

If you are already logged in and you access the home page at hazmatship.com, you will be redirected to the Reference Gateway after five seconds.

One of the first items you will see on the Reference Gateway is a link to the current **Digital Edition of *The Journal***. Clicking this link will take you away from hazmatship.com to our web reader application. For more information see pages 6-7, “Using the Digital Edition.”

You will also see a list of the last ten HazMat compliance alerts issued by *The Journal*.

Next, we'll cover the navigational menus that appear on every page: the grey menu column on the left and the black menu bar at the top.

The Left Navigation Menu.

This menu provides useful links for users who want to:

- Search *The Journal's* collection of

over 6,500 documents with the HazMat Database.

- View and modify your saved HazMat Search Notifications.
- Search the HazMat Reference Gateway for select reports and documents.
- View summaries of the current edition as well as summaries of past editions going back to 2005.
- Access the current Digital Edition and previous Digital Editions of the publication starting with September/October 2009.
- Learn more about advertising in *The Journal*.
- View our exclusive guide to industry suppliers, with contact information and relevant links.
- Tell a friend about us.
- View *The Journal* and PRI International's copyright information and the terms of user licensing.

Searches.

A convenient search bar has been added to the Reference Gateway home so that you can perform a search of our HazMat Database immediately after logging in.

Please see pages 3-4 for detailed information on performing searches.

Part I. The Reference Gateway.

Home HazMat Alerts US DOT Int'l Decisions Hazard Communication HazMat Security Lithium Batteries Critical Dates Q&A

The Top Navigation Menu.

The black menu bar at the top of each page contains nested lists of links to helpful content on hazmatship.com as well as links to external content. Many of our reports contain links from our reviews and analyses to specific regulatory language located in Federal Register notices and international documents, such as proposals advanced by the UN Sub-Committee for Experts on the Transport of Dangerous Goods and the ICAO Dangerous Goods Panel. Here is an expanded overview of this menu:

HazMat Alerts

- Latest Alert
- Past Alert

US Department of Transportation

- PHMSA - Rules and Rulemaking Reports
- DOT Letters of Interpretation
 - Linked to 49CFR sections
- Our Comments on Letters of Interpretation
 - Linked to 49CFR sections &

the interpretation

- Special Permits and Approvals
- Enforcement Reports and Statistics
- FMCSA: Highway Rules and Rulemaking Reports
- FRA: Rail Rule and Rulemaking Reports
- Safety Alerts and Legislative Reports
- 49 CFR: Hazardous Materials Regulations - Most Updated Version
- Packaging
- HazMat Incident Data
- PHMSA Organization Chart

International Decisions

- UN Decisions and Reports
- Air Regulations:
 - ICAO/IATA Addenda/Corrigenda
 - Air Regulation Reports
- Marine Regulation Reports
- Canadian Regulation Reports
- UN Model Regulations and the GHS
- Latin American Regulations
- REACH: Registration, Evaluation, Authorization, and restriction of Chemicals

HazMat Security

- US DOT (PHMSA)
- DHS-Transportation Security Agency

(TSA)

- DHS-CFATS (Site Security)

Lithium Batteries

- U.S. DOT Decisions & Reports
- International Decisions & Reports

Critical Dates

- Compliance Dates
- US DOT Rule and Rulemaking Summary with links to Federal Register notices and our reports (see [page 6 - the US DOT Rule and Rulemaking Summary is hosted as a Digital Edition](#))

Q&A (Questions & Answers)

The Journal is pleased to field regulatory and compliance questions from our subscribers. Send an email to editor@hazmatship.com with your questions (within reason) and we will call upon our expert staff of advisors to address it. In some cases, these questions become the basis for published reports. This category contains the results of previous work.

Part II. Performing Searches.

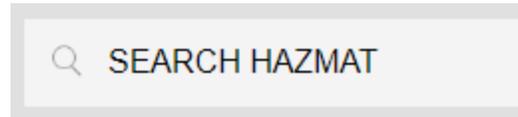
Searching *The Journal's* collection of reports and documents is easier than ever due to our custom search engine. It provides powerful new features and advanced search options as well as personalized notifications for users on new results for search terms. Searchable content includes:

- Every letter of interpretation issued by the Department of Transportation since 1993;
- *The Journal's* expert comments on select letters of interpretation, linked to and from the original letter for your convenience;
- Every domestic and international report from *The Journal* from 1995 to present; and more.

Performing a basic search.

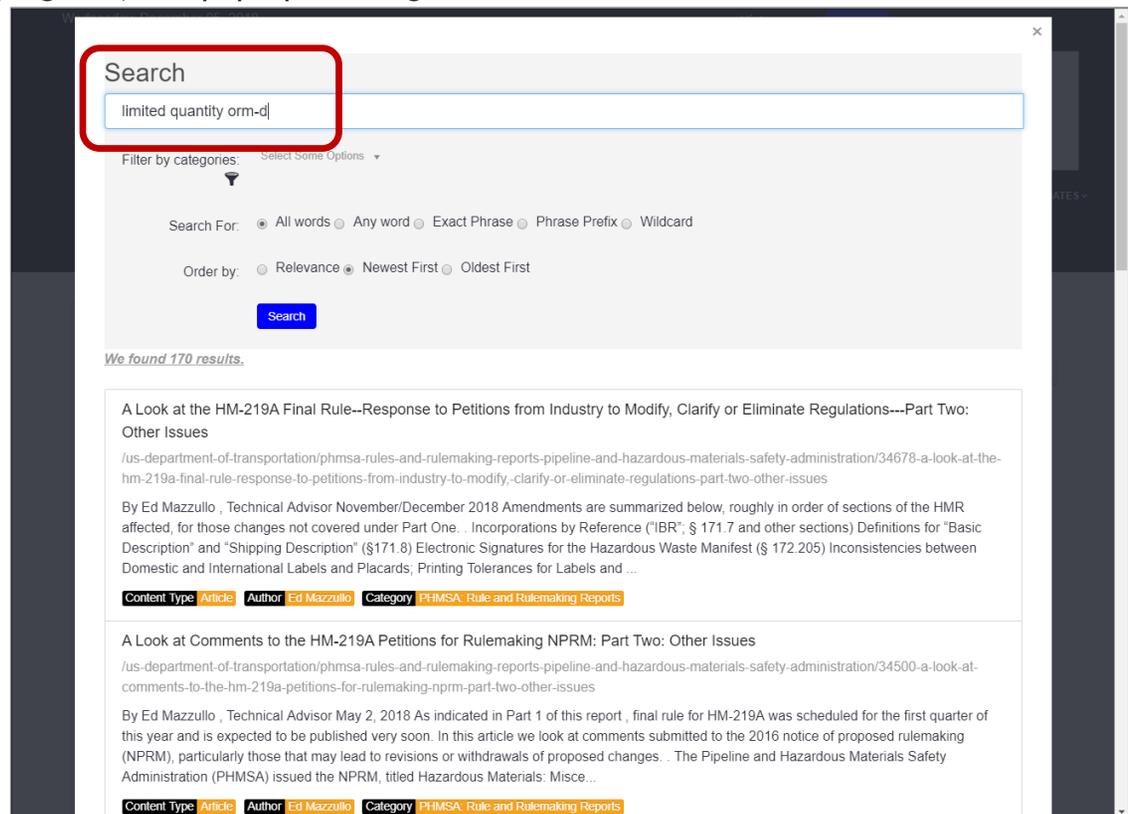
You can perform searches from any page after logging in. Once your results have loaded, you will have the opportunity to select from advanced search options. Read further for information on using these features. Search results are presented in reverse chronological order (most recent to least) and search terms are highlighted on the results page as well as the resulting documents themselves.

The fastest and easiest way to search is simply by clicking Search Hazmat in the sidebar and putting one or more keywords into the main text field.



Below is an image of the search screen after a search has been performed. Clicking the **Advanced** link (highlighted) will pop-up a dialog

offering advanced search filters. You can see a picture of the pop-up on the next page.



Part II. Performing Searches: Advanced Filters and Narrowing Searches.



Above is an image of category filter option when opened.

Restricting your search by category.

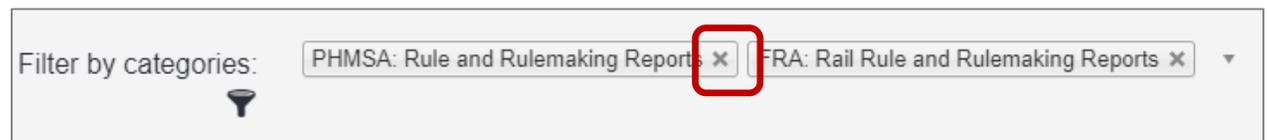
From this pop-up dialog you can choose content categories to search. You can either choose the category or categories that you want from the list, or you can start typing (as seen above) and you will be presented with categories matching your text.

Keep in mind that in some cases, reports and articles might not be in the content category you expect. For example, *The Journal's* Comments on DOT Letters of Interpretation, which are always categorized under that name, regardless of the topic addressed in the comment.

You can select more than one category by selecting more than one checkbox.

Removing category filters.

If you have selected more than one category, your search screen should look something like this:

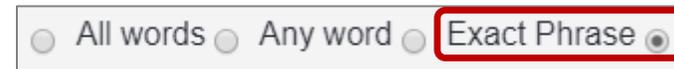


To remove one of these category restrictions, click the X on the right side of its label

Exact Phrase Search

Check the option for “Exact Phrase Search” while conducting your search to conduct a search using the *exact phrase* that you entered in the search

box.



Restrictions:

Please note that terms consisting of two characters or less will be ignored by the engine, e.g. “an,” “or,” and so on.

Next, we'll cover accessing the Digital Edition of *The Journal of HazMat Transportation* - a convenient way to read online reproductions of the print issues on your computer or tablet.

Part III. The Digital Edition.

The Digital Edition of *The Journal* is more than an online-accessible copy of the print publication. It is enhanced with several features, such as:

- Ability to search content in the current issue and all available past issues.
- Hyperlinks from text to referenced documents and information on public websites.
- Hyperlinks to content in the current edition.
- Ability to search in the HazMat Database while viewing the current edition.
- Remembers last viewed page for future access.
- Article view for enhanced readability and printer-friendly layout. See next page for more on article view - it offers its own print function in full-page display mode.

Double-click anywhere on the page to zoom in. You can then navigate the pages by clicking and dragging the page as needed; the buttons to turn pages are active at the left and right edges of the webpage.

The screenshot displays the digital edition of *The Journal of Hazmat Transportation* for November/December 2017. The page features a navigation menu on the left, a central table of contents, and a right sidebar with additional content. The table of contents lists various articles with their titles, authors, and page numbers. The right sidebar includes sections for 'Comments on DOT Interpretations' and 'U.S. DOT Letters of Interpretation of the Hazardous Materials Regulations'. The page number 'Page 4 - Page 5 / 80' is visible at the bottom.

Article Title	Author	Page Number
Transportation Infrastructure Notice of Review of Policy, Guidance, and Regulation: HazMat Issues	Ed Mazzullo, Technical Advisor	53-57
UN Sub-Committee of Experts on the Globally Harmonized System of Classification and Labelling of Chemicals	Michelle L. Sullivan, PhD, Technical Advisor	48-49
HAZARD COMMUNICATION		
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HAZMAT TRANSPORTATION GUIDANCE		
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U.S. HazMat Representation at ICAD: PHMSA Regains Leadership Position at the Dangerous Goods Panel	Cynthia Hilton, Legislative Advisor	6-9
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National Academies Report: Safely Transporting Hazardous Liquids and Gases in a Changing U.S. Energy Landscape	Ed Mazzullo, Technical Advisor	14
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INTERNATIONAL HARMONIZATION		
New Petition to Harmonize HMR and International Aerial Definitions	Frits Wybenga, Senior Technical Advisor	11-13
PHMSA RULES AND RULEMAKINGS		
PHMSA Announces Intentions for Rule Issuance for 2017 and Early 2018	AJHMT Staff	21-22
EXECUTIVE ORDERS AND POLICY DECISIONS		
DOT and PHMSA Regulatory Reform in Response to Presidential Executive Orders	Ronoverrt Almond and Marisa O'Brien	23-27
COMMENTS ON DOT INTERPRETATIONS		
The Journal of Hazmat Transportation's Exclusive Comments on the U.S. DOT Letters of the Hazardous Materials Regulations	Frits Wybenga, Senior Technical Advisor	15-20
U.S. DOT INTERPRETATIONS OF THE HMR		
U.S. DOT Letters of Interpretation of the Hazardous Materials Regulations: August through November 2017		66-75

Above you can see an image of the Table of Contents as opened in the Digital Edition. Clicking article links and page numbers takes you directly to that page.

The toolbars at the top and bottom automatically hide themselves for unobstructed reading. **To make the toolbars visible, right-click anywhere on the page.**

Mobile access from your tablet.

You can also access the Digital Edition from iPads and Android-powered tablets. When you navigate to the Digital Edition from hazmatship.com while using your mobile device it will be automatically detected.

The next pages highlight exclusive features and tools of the Digital Edition.

Part III. The Digital Edition: Usage and Tools.

On the previous page you can see the Table of Contents for the November/December 2017 edition of *The Journal*. This web reader is not hosted on hazmatship.com and has a different navigational system. This and the next page will cover how to use the tools provided to take advantage of the Digital Edition's unique features.

The Table of Contents is particularly important because the article titles and page numbers link to their corresponding sections in the Digital Edition.

To leave the Digital Edition and return to the Reference Gateway, use your browser's back button.

Bottom Toolbar Icons.

The primary toolbar is presented at the bottom of the screen. **Right click the screen at any time to bring the toolbars up.** There are additional icons hidden that will be explained. Here is what tasks the visible icons perform:

 **Go to Page.** This opens up a small overview of the pages of the current edition with thumbnail preview images of each page.

 **Full Screen.** This maximizes the Digital Edition to fill your computer screen and will hide your browser controls and computer's menu bar. Press "escape" to exit full screen mode.

 **Search.** This will give you a search box that allows you to search within the current issue and give the option to search all issues.

 **The Notes tool** allows you to make quick sticky note-like annotations on top of pages in the Digital Edition. These notes will be saved for future sessions.

 **More.** Clicking this opens additional options on the right, as follows:

 **Print.*** Print the current page, all pages, or a selection.

 **Single Page View.** By default the web reader displays two pages at a time. Clicking his button toggles it back and forth between showing one page and two.

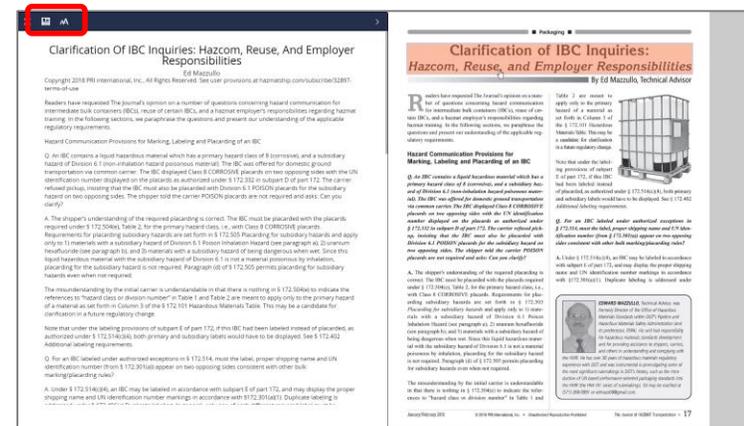
 **Language.** Please note *The Journal* is only available in English - this changes the

language of the Digital Edition interface

 **Help.** Clicking this drops down illustrated explanations of the toolbar, site functions, and settings.

Article View.

When you pass your mouse over article titles, you will see them highlighted. Click and the content will open in **article view mode.** This provides a more readable and printer-friendly format. You are still in the Digital Edition, but this article view offers an easy-to-read rich text view, seen below.



The left screenshot shows a full-page article view of a hazard communication document. A red box highlights the top-left toolbar icons. The right screenshot shows a smaller, more readable article view of the same document. A red box highlights the top-left toolbar icons.

The icons in the top left (in red) change text size and open article view in a full-page display. Article view's full-page display has its own print function.*