

Risk Management  
MSC06 3560  
1 University of New Mexico  
Albuquerque, NM 87131  
Telephone (505) 277-9790  
FAX (505) 277-9799



The University of New Mexico

**Risk, Safety, Health and Environmental Affairs**  
<http://shea.unm.edu>

Safety, Health & Environmental Affairs  
MSC07 4100  
1 University of New Mexico  
Albuquerque, NM 87131  
Telephone (505) 277-2753  
FAX (505) 277-9006

**DATE:** August 22, 2005  
**TO:** All UNM Shippers of Hazardous Materials  
**FROM:** Larry Watson, Biological, Chemical, and Environmental Affairs Manager  
**SUBJECT:** **CHEMTREC's 24-hour Emergency Phone Number Now Available for Use**

The University has contracted with a company by the name of CHEMTREC, a 24-hour Hazardous Materials (HazMat) communications center, to provide an emergency phone number for use on all shipping papers associated with shipments of HazMat. As you are aware, an emergency phone number must be recorded on all hazmat shipping papers and must provide immediate access to a person knowledgeable about the HazMat being shipped, in the event of an incident in route to the destination point. Penalties for non-compliance are severe. For any questions or comments regarding this service, please contact John Archuleta at 277-8664 or me at 277-5488. Please be aware that we intend to make this and other HazMat shipping information available in the near future on our website located at <http://shea.unm.edu>.

You are hereby permitted to use CHEMTREC's emergency phone numbers listed below on all your HazMat shipments originating and/or terminating in the USA provided you adhere to the following conditions:

1. Forward a copy of each HazMat shipping paper at the time of shipment to SHEA via campus mail and addressed to "SHEA - HazMat Shipments."
2. State "University of New Mexico" on all HazMat shipping papers.
3. Insert the following text in each HazMat shipping paper:

**For all emergencies involving this shipment, call CHEMTREC Day or Night**  
**Domestic North America: 800-424-9300**  
**International: 703-527-3887 (collect calls accepted)**

4. You are obligated to provide CHEMTREC with all MSDSs related to your HazMat shipments prior to shipment and to keep this information current. Please follow these guidelines regarding MSDS submittal:
  - ✓ Reference the 4-letter CHEMTREC company code, "UNNM," and "University of New Mexico" on every submission.

- ✓ Send clear instructions regarding whether or not the new submission replaces prior documents.
- ✓ PDF files are preferred but CHEMTREC can accept Word, Word Perfect, Excel, Text, and HTML documents, as well as hardcopy documents.
- ✓ MSDSs can be sent via email ([msds@chemtrec.com](mailto:msds@chemtrec.com)) but include “UNNM” in the subject line.
- ✓ MSDSs can be faxed to 703-741-6037 but include “UNNM” on the fax cover sheet.