

DRI's Hazardous Materials/Dangerous Goods Shipping

General Awareness Training

This program is required for all employees who ship or package for shipment hazardous materials (as defined by the U.S. Department of Transportation) or dangerous goods (as defined by the International Air Transport Association)

- To access the training program go to <http://cbt.dri.edu>
- Under "Courses" click on "HazMat/Dangerous Goods Shipping". You will be asked to login.
- Click "Login as Guest".
- You will be prompted to enter an "enrollment key" and you should type in "hazmat" without the quotes. Click "Enroll me in this course."
- Once entered, click the "Shipping of Hazardous Materials/Dangerous Goods Presentation." That will load a PowerPoint file, which you will have to read (no audio capabilities yet).
- When you finish reading through the slides, go back to the front page and click "Quiz for Shipping Hazardous Materials."
- You will be asked if you would like to log in as a full user account. Click "yes."
- The Username and Password can be one you make up or you can use your regular email and password if it is easier to remember.
- After you have entered all your information and you click "Create my new account," you will be told to retrieve final registration instructions from your email account. Follow the instructions before continuing with the quiz. If it prompts you to type in an enrollment key, the word you need to enter is "hazmat" without the quotes.
- Now you can take the quiz by clicking the quiz link. You are allowed two attempts to pass the quiz. This training program will automatically grade your quiz and notify Martha McRae when you have completed it.
- Once you have successfully completed the training, you will receive a completion certificate. The training is good for 2 years.

Note, every time you ship a hazardous material/dangerous good, you will need to keep a copy of the training record along with shipping papers or other documentation about the shipment for two years from the date of the shipment in case you are audited during that time period.

