All employees who intend to offer dangerous goods for shipment must first be trained and certified prior to performing any task. Additional training is required upon any change in regulations. Refresher training is required biannually.

**Content of Training**

The topics covered in this training may include:

- Regulations
- Responsibilities: Shipper, Transporter, Receiver
- Training requirements, frequency
- Record keeping
- Forbidden Dangerous Goods
- Hidden Dangerous Goods
- Dangerous Goods by Mail
- Permits: Importation and Exportation
- Definitions for Infectious Substances
- Proper Shipping Names
- Package Testing Standards
- Package Markings and Labeling
- Overpack Use and Labeling
- Document Preparation