



Registering As An Offeror or Transporter of Hazardous Materials

U.S. DEPARTMENT OF TRANSPORTATION

Hazardous Materials Registration Program

Instructions & Form DOT F 5800.2 For Registration Year 2004–2005

This packet contains information outlining registration requirements applicable to persons who offer or transport hazardous materials in commerce. You should read the section "Who Must Register" on page 3 to determine whether your company must comply. If your company generates hazardous waste, please read the section "Requirements for Hazardous Waste Generators" on page 4 to determine whether your company is required to register.

► *2004-2005 is the Second Year of Reduced Fees*

The annual registration fees for the 2004-2005 registration year are \$150 for each person meeting the Small Business Administration's (SBA) size standard for a small business and for not-for-profit organizations, and \$300 for all other persons. A complete table of fees for single and multiple-year registration is supplied on page 12 of this brochure.

The changes adopted in final rules published in the *Federal Register* on September 16, 2002, and January 9, 2003, remain in effect:

- The annual registration fees for the 2003-2004, 2004-2005, and 2005-2006 registration years were reduced to \$150 for each person meeting the SBA size standard for a small business and for not-for-profit organizations, and \$300 for all other persons. This was done to eliminate an unexpended balance in the special U.S. Treasury account into which the registration fees are paid and from which the Hazardous Materials Emergency Preparedness Grants are made. (The annual fees for registration years 1992-1993 through 2002-2003 remain at the previously established amounts.) Beginning in 2006-2007, when we anticipate that the unexpended balance will be eliminated, the fees will increase to \$275 for persons meeting the SBA size standard for a small business and for not-for-profit organizations, and \$1,000 for all other registrants. The increased fee for the 2006-2007 registration year is included in the total fee for a multiple-year registration that includes this year, as shown in the table on page 12.
- A new fee category for not-for-profit organizations was established. A not-for-profit organization is an organization exempt from taxation under 26 U.S.C. 501(a).
- RSPA also adopted the Small Business Administration's use of the North American Industry Classification System (NAICS) codes to determine whether a registrant meets the SBA size standard for a small business. Registrants are to supply the NAICS code that represents the major business activity of the registrant.

You may register by using one of the following methods:

- Register through the Internet as explained on page 11 of this brochure.
- Complete form DOT F 5800.2 (revised 3/04) and mail it with payment of the appropriate fee to the address given on the printed form.
- Register by telephone through the expedited procedures described on page 11 of this brochure.

Please also note:

- **Prior years.** The Hazardous Materials Registration Program has been in effect since the 1992-1993 registration year. Your company must register for prior years if (1) it engaged in activities that required registration during those years, and (2) it failed to register. See page 8.
- **Each "person" must register.** The Hazardous Materials Registration requirements apply to a "person," which includes each separate corporation, partnership, or association, as well as a sole proprietorship. Registration is not required for each vehicle that you operate or for each facility or terminal operated by a single "person." See the discussion of "Person" on page 3.
- **Mailings.** If you received this in the mail, we sent it to you because your company is currently registered in the Hazardous Materials Registration Program or appears on one or more of several lists of companies as an offeror or transporter of hazardous materials (including hazardous wastes). These lists were collected primarily from offices within the U.S. Department of Transportation. While inclusion in any of our source lists is not an absolute indication that you are required to register, it does indicate that you may be subject to the registration requirements.

We also make "follow-up" mailings several weeks after this information packet is first mailed out, to remind people of the registration requirements. For both the initial and follow-up mailings we try to remove duplicate address records from the lists we use. However, when working with lists from different sources, it is not always possible to eliminate multiple entries, especially when a single company appears in different lists under slightly different names or with different addresses. Consequently, this packet may have been sent more than once to a single company or "person." We regret any inconvenience this may cause.

**REGISTRATION
PHONE NUMBERS**

HAZARDOUS MATERIALS REGISTRATION PROGRAM

Form and Instructions (617) 494-2545

Automated Fax-on-Demand Service for
 Brochure and Form (request document 700) (800) 467-4922

Four Weeks and No Certificate? (617) 494-2545

Registration Information and Answers (202) 366-4109

General Hazardous Materials Information -
 Hazardous Materials Information Center (800) 467-4922

Expedited Registration (800) 942-6990

Verify U.S. DOT ID Number (FMCSA/OMC) call the FMCSA local office

SBA Size and NAICS Code Questions (SBA) (202) 205-6618

Copy of Relevant Regulations (49 CFR Parts 100 to 185) (202) 512-1800

➤ **Background and Uses of the Fee**

Under the federal hazardous material transportation law (49 U.S.C. 5101 *et seq.*), certain offerors and transporters of hazardous materials, including hazardous waste, are required to file a registration statement with the U.S. Department of Transportation and to pay an annual fee. This program began in 1992 and is administered by the Associate Administrator for Hazardous Materials Safety, Research and Special Programs Administration (RSPA). The registration regulations are found at 49 CFR 107.601-107.620.

The fee provides funds for grants distributed to states and Indian tribes for hazardous materials emergency response planning and training through the Hazardous Materials Emergency Preparedness Grants Program. For use in FY 2004, 50 states, the District of Columbia, five territories, and ten Indian tribes received grant awards totaling \$12.8 million. These grants support planning and training of emergency personnel to respond to incidents involving hazardous materials. Grants are used to train, in part, approximately 140,000 emergency responders each year. In addition, \$1.75 million in grants have been made to the International Association of Fire Fighters to support its hazardous materials instructor train-the-trainer program. The fees are also used to publish the *Emergency Response Guidebook*. **Your fee is helping communities prepare for hazardous materials incidents or other emergencies that may occur.**

**Hazardous Materials Emergency Preparedness (HMEP)
Grants Made for Use in Fiscal Year 2004**

Alabama	\$236,183	Minnesota	\$262,068	Virginia	\$243,051
Alaska	\$82,560	Mississippi	\$177,883	Washington	\$206,220
Arizona	\$183,283	Missouri	\$266,548	West Virginia	\$140,570
Arkansas	\$158,959	Montana	\$118,746	Wisconsin	\$260,053
California	\$964,316	Nebraska	\$183,399	Wyoming	\$94,237
Colorado	\$181,716	Nevada	\$123,594	American Samoa	\$66,207
Connecticut	\$145,112	New Hampshire	\$106,013	Guam	\$67,353
Delaware	\$91,223	New Jersey	\$289,579	Northern Mariana Islands	\$65,973
District of Columbia	\$73,484	New Mexico	\$150,123	Puerto Rico	\$126,417
Florida	\$453,407	New York	\$470,968	US Virgin Islands	\$66,984
Georgia	\$300,494	North Carolina	\$316,260	<u>American Indian Tribes</u>	
Hawaii	\$88,920	North Dakota	\$137,298	Fallon Paiute-Shoshone Tribe, NV	\$25,688
Idaho	\$113,259	Ohio	\$510,751	Inter Tribal Council, AZ	\$160,000
Illinois	\$612,982	Oklahoma	\$188,028	Menominee Indian Tribe, WI	\$24,487
Indiana	\$302,514	Oregon	\$175,178	Pueblo of Acoma, NM	\$25,688
Iowa	\$204,938	Pennsylvania	\$404,762	Pueblo of Laguna, NM	\$25,688
Kansas	\$230,885	Rhode Island	\$92,480	Pyramid Lake Paiute Tribe, NV	\$25,688
Kentucky	\$182,148	South Carolina	\$190,616	Reno Sparks Indian Colony, NV	\$25,688
Louisiana	\$204,058	South Dakota	\$126,980	St. Regis Mohawk Tribe, NY	\$24,200
Maine	\$107,242	Tennessee	\$249,996	Salish & Kootenai Tribes, MT	\$10,000
Maryland	\$186,902	Texas	\$668,460	Shoshone-Paiute Tribe, NV	\$25,688
Massachusetts	\$214,283	Utah	\$145,957		
Michigan	\$331,393	Vermont	\$84,172		
				Grand Total	\$12,800,000

► Who Must Register?

Each person* as defined by the federal hazardous material transportation law that engages in any of the activities requiring registration must register. See the discussion of person below for exceptions to the requirement.

*Underlined words are defined on pages 3 - 6.

Activities Requiring Registration:

A person who, between July 1 of a year and June 30 of the following year, offers or transports in commerce any of the following categories of hazardous materials (including hazardous wastes) must register with RSPA for that twelve-month period (Note: the letters identifying each of the following sections represents the “category” of activity used on the Registration Statement):

- A. A highway route controlled quantity of a Class 7 (radioactive) material, as defined in 49 CFR 173.403.
- B. More than 25 kilograms (55 pounds) of a Division 1.1, 1.2, or 1.3 (explosive) material (see 49 CFR 173.50) in a motor vehicle, rail car, or freight container.
- C. More than one liter (1.06 quarts) per package of a “material extremely toxic by inhalation” (that is, a “material poisonous by inhalation,” as defined in 49 CFR 171.8, that meets the criteria for “hazard zone A” as specified in 49 CFR 173.116(a) for gases or 173.133(a) for liquids).
- D. A hazardous material (including hazardous wastes) in a bulk packaging having a capacity equal to or greater than 13,248 liters (3,500 gallons) for liquids or gases or more than 13.24 cubic meters (468 cubic feet) for solids. Please note that under this provision persons who offer or transport hazardous materials that do not require placarding (that is, Class 9 materials) in a bulk packaging with a capacity greater than 3,500 gallons or 468 cubic feet, must register.
- E. A shipment in other than a bulk packaging of 2,268 kilograms (5,000 pounds) gross weight or more of one class of hazardous materials (including hazardous wastes) for which placarding of a vehicle, rail car, or freight container is required for that class.
- F. A quantity of hazardous material that requires placarding. The offering and transporting of hazardous materials by farmers in direct support of their farming operations are excepted from this category of activities requiring registration. See the section “Requirements for Farmers” below.

Since the beginning of the program in 1992, activities in Categories A through E have required registration by law. Category F was added by regulation beginning with the 2000-2001 registration year.

Person:

A person is defined by federal hazardous material transportation law as including an individual, firm, copartnership, corporation, company, association, joint-stock association, including any trustee, receiver, assignee, or similar representative thereof, or government, Indian tribe, or agency or instrumentality of any government or Indian tribe when it offers hazardous materials for transportation in commerce or transports hazardous materials to further a commercial enterprise. However, the following are specifically excepted by statute or regulation from the registration requirements:

- A. Agencies of the federal government.
- B. Agencies of states.
- C. Agencies of political subdivisions of states.
- D. Employees of those agencies listed in [A], [B], or [C] with respect to their official duties.
- E. Hazmat employees, including the owner-operator of a motor vehicle that transports hazardous materials in commerce if that vehicle, at the time of those activities, is leased to a registered motor carrier under a 30-day or longer lease as prescribed in 49 CFR Part 376 or an equivalent contractual relationship.
- F. Persons domiciled outside the United States whose only activity involving the transportation of hazardous materials within the United States is to offer hazardous materials for transportation in commerce from locations outside the United States, if the country in which they are domiciled does not impose registration or a fee upon U.S. companies for offering hazardous materials into that country. However, persons domiciled outside the United States must register if they transport the types and quantities of hazardous materials that require registration within the United States.
- G. Farmers who offer or transport only hazardous materials that are used in direct support of their farming operations **and** who are not engaged in activities included in 49 CFR 107.601(a)(1) through (a)(5), that is, Categories A through E described in “Activities Requiring Registration” above. See “Requirements for Farmers” below.

Clarifications:

The registration requirement applies to all persons who (1) engage in interstate, intrastate, or foreign commerce; (2) engage in any of the activities discussed in “Activities Requiring Registration” above; and (3) are not specifically excepted from the requirement.

Each person who acts as an intermediary in the transportation of hazardous materials, such as a freight forwarder or agent, is subject to the registration requirements if that person performs or contracts to perform any of the functions of an offeror of hazardous materials.

Each U.S. company engaged in a specified hazardous materials activity that is (1) incorporated separately from a parent company, (2) under the majority stock ownership of another company, or (3) a wholly owned or controlled subsidiary of another company, is required to register even when the parent company is also subject to registration.

You must also register if you engage in any of the activities discussed in “Activities Requiring Registration” above, and are:

1. A merchant vessel carrier transporting, transiting, or transshipping hazardous materials within 12 miles of the U.S. coast; or
2. A federal, state, or local government contractor.

Requirements for Farmers:

1. If you are a farmer who offers or transports only hazardous materials that (a) are used in direct support of your farming activities **and** (b) are not included in Categories A through E of “Activities Requiring Registration” above, you are not required to register.

- If you are a farmer who offers or transports hazardous materials that require placarding that are **not** in direct support of your farming operation, you must register and pay the appropriate registration fee. For example, a farmer who offers or transports home heating fuel for commercial purposes in quantities requiring placarding must register.
- If you are a farmer who offers or transports for any purpose any of the hazardous materials included in Categories A through E of "Activities Requiring Registration" on page 3, you must register and pay the appropriate registration fee. For example, if you transport 55 lbs or more of a Division 1.1 explosive, even if the explosive is to be used in direct support of your farming operations, you must register.

Requirements for Hazardous Waste Generators:

Hazardous waste generators are subject to the registration requirement if they offer or transport hazardous wastes in the quantities that require registration. All hazardous wastes subject to the Hazardous Waste Manifest Requirements of the U.S. Environmental Protection Agency are hazardous materials. In July 2000 the number of hazardous waste generators required to register significantly increased when the regulations were revised to require registration of all persons who offer or transport a quantity of hazardous materials that requires placarding.

Any person who performs any of the activities of an offeror, which include signing the shipping paper (hazardous waste manifest), for a quantity that requires placarding must register. Depending on the type of packaging (container) and the amount of waste being removed at one time, even generators of relatively small quantities of hazardous waste may be subject to the registration requirement.

A hazardous waste generator must register if it:

- offers or transports any amount of a waste other than Division 6.2 or Class 9 materials (which do not require placarding) in bulk packagings (for example, a cargo tank, a tank car, or a bulk transport vehicle); or
- offers or transports any amount of a Division 6.2 or Class 9 material in bulk packagings with capacities equal to or greater than 3,500 gallons or 468 cubic feet; or
- offers or transports hazardous waste in other than bulk packagings (any container with a capacity of less than 119 gallons, for example, a 55 gallon drum) if a single shipment contains 1,000 pounds or more of one or more classes of hazardous waste that require placarding. Please note that it is the amount of material being removed from a site in non-bulk packagings at one time that triggers the registration requirement for the generator, not the amount of material that is contained in total on the truck, part of which may have been shipped by another hazardous waste generator.

Placarding:

Placarding requirements are found in 49 CFR Part 172, Subpart F. The requirements are summarized as follows:

- Except for Division 6.2 and Class 9 materials, any quantity of a hazardous material offered for transportation or transported in a bulk packaging requires placarding.
- For materials offered for transportation or transported in a **non-bulk packaging**, the quantity that requires placarding depends

on whether the material is in a class or division included in Table 1 or Table 2 below:

Table 1 (Placard any quantity)	
<u>Hazard Class or Division</u>	<u>Placard Name</u>
1.1	EXPLOSIVES 1.1
1.2	EXPLOSIVES 1.2
1.3	EXPLOSIVES 1.3
2.3	POISON GAS
4.3	DANGEROUS WHEN WET
5.2 (Organic peroxide, Type B, liquid or solid, temperature controlled)	ORGANIC PEROXIDE
6.1 (Inhalation Hazard, Zone A or B) ...	POISON INHALATION HAZARD
7 (Radioactive Yellow III label only)	RADIOACTIVE

Table 2 (Placard when the aggregate quantity of hazardous materials is 1,001 pounds or more)	
<u>Hazard Class or Division</u>	<u>Placard Name</u>
1.4	EXPLOSIVES 1.4
1.5	EXPLOSIVES 1.5
1.6	EXPLOSIVES 1.6
2.1	FLAMMABLE GAS
2.2	NON-FLAMMABLE GAS
3	FLAMMABLE
Combustible Liquid	COMBUSTIBLE
4.1	FLAMMABLE SOLID
4.2	SPONTANEOUSLY COMBUSTIBLE
5.1	OXIDIZER
5.2 (Other than organic peroxide, Type B, liquid or solid, temperature controlled) .	ORGANIC PEROXIDE
6.1 (PG I or II, other than Zone A or B inhalation hazard)	POISON
6.1 (PG III)	KEEP AWAY FROM FOOD
6.2 (Infectious substance)	NONE
8	CORROSIVE
9	CLASS 9 (placard not required for domestic transportation)
ORM-D	NONE

Note: Infectious substances, hazardous materials classed as ORM-D, hazardous materials authorized to be offered for transportation as Limited Quantities when identified as such on shipping papers, hazardous materials prepared in accordance with 49 CFR 173.13, hazardous materials which are packaged as small quantities under the provisions of 49 CFR 173.4, combustible liquids in non-bulk packagings (see 49 CFR 172.500(b)), and materials offered or transported under the "materials of trade" exception (see 49 CFR 173.6) are excepted from the placarding requirements.

➤ **Definitions**

Bulk Packaging:

A bulk packaging is a packaging, other than a vessel or a barge, with (1) a maximum capacity greater than 450 liters (119 gallons) as a receptacle for a liquid; (2) a maximum net mass greater than 400 kilograms (882 pounds) and a maximum capacity greater than 450 liters (119 gallons) as a receptacle for a solid; or (3) a water capacity greater than 454 kilograms (1000 pounds) as a receptacle for a gas (see 49 CFR 171.8).

The extension of the registration requirement to any placarded shipment basically over-rides activities that require registration in categories D and E. Hazardous materials (particularly Class 9

hazardous wastes) that do **not** require placarding but **are** transported in bulk packagings with capacities greater than 3,500 gallons or 468 cubic feet require registration under category D. However, shipments of hazardous materials that do **not** require placarding (for example, Class 9 materials), placed in bulk packagings with capacities **less than** 3,500 gallons or 468 cubic feet, do **not** require registration.

It is important to note that the use of bulk packagings requires registration no matter how small the quantity of hazardous materials actually offered or transported. For example, persons who have hazardous waste picked up in tank trucks, and persons who return unpurged tank trucks or rail tank cars from which they have unloaded hazardous materials so that the tanks still contain residues of hazardous materials when returned, must register under the provisions of Category F (or Category D if the material is a Division 6.2 or Class 9 material).

Calendar Year:

Although the registration year extends from July 1 of a year through June 30 of the following year, a calendar year is used to report activity in item 7 of the registration statement, "Prior-Year Survey Information." This calendar year is the twelve-month period (January 1 through December 31) immediately preceding the beginning date of the registration year (or years) for which you are filing the registration statement. You are asked to supply information on your activities in calendar year 2003 on the statement submitted for 2004-2005 (or 2004-2006, or 2004-2007). The use of the preceding calendar year in reporting activity provides a definite and verifiable (rather than speculative) basis for this section of the form.

Farmer:

The term "farmer" means a person engaged in the production or raising of crops, poultry, or livestock (49 CFR 171.8).

Highway Route Controlled Quantity:

The criteria for determining whether a shipment of radioactive material is a "highway route controlled quantity" are found in 49 CFR 173.403, which further references 49 CFR 173.435. Please note that any shipment of a "highway route controlled quantity" of a radioactive material, whether by highway, rail, air, or water, subjects the offeror and carrier to the registration requirement.

If you think you are an offeror or carrier of highway route controlled quantities, please review the defining criteria carefully. Shipments of highway route controlled quantities must be specifically identified as such by the offeror on the shipping papers (see 49 CFR 172.203(d)(4)).

Modes:

The four modes of transportation that are covered under the Hazardous Materials Regulations, including the registration requirement, are highway, rail, air, and water. Highway transportation includes all interstate, intrastate, and foreign shipments that meet the registration criteria and are not specifically excepted by regulation. Water transportation does not include hazardous materials loaded or carried on board a vessel without benefit of containers or labels and received and handled by the vessel carrier without mark or count. This type of shipment, for which the vessel becomes the container, such as LNG or oil tanker

vessels, falls under the authority of the U.S. Coast Guard, now part of the Department of Homeland Security.

Not-for-Profit Organization:

A Not-for-Profit Organization is an organization exempt from taxation under 26 U.S.C. 501(a). This category of registrant was first established for the 2003-2004 registration year. Not-for-profit organizations registering for years before 2003-2004 must pay the fee appropriate to the SBA size category (small or not-small) according to the SBA size standard established for the NAICS code of its primary business activity.

Offeror:

An offeror is a person who ships hazardous materials in commerce, or a person who acts as an intermediary in the transportation of hazardous materials (such as a freight forwarder or agent) if the intermediary performs any of the functions of an offeror of hazardous materials. Functions of an offeror, besides shipping, include, but are not limited to: selecting the packaging for a regulated hazardous material, physically transferring a hazardous material to a carrier, determining the hazard class of a hazardous material, preparing shipping papers, reviewing shipping papers to verify compliance with the hazardous materials regulations or their international equivalents, signing hazardous materials certifications on shipping papers, placing hazardous materials markings or placards on vehicles or packages, and providing placards to a carrier.

A formal interpretation of the terms "offeror" and "transporter" as related to the registration requirements was published in the *Federal Register* on October 28, 1992, pages 48739 - 48741. Further clarification of the term "offeror" was supplied in the Final Rule published in the *Federal Register* on February 14, 2000, page 7304.

In item 7 of the registration statement, you are asked to indicate whether you operated as a "Shipper," "Carrier," or "Other" during the calendar year preceding the beginning of the registration year. Persons who act as intermediaries should mark "Other" (marking "Shipper" or "Carrier" as well, if appropriate).

Shipment:

The term "shipment" as used in the registration regulations means the offering or loading of hazardous material at one loading facility using one transport vehicle, or the transport of that transport vehicle (see 49 CFR 107.601(c)).

Small Business:

A person is a "small business" if its size does not exceed the size standard established by the U.S. Small Business Administration (SBA) in 13 CFR 121 for the primary commercial activity of the person (company).

Since the 2000-2001 registration year, the amount of the annual registration fee has depended on whether the registering company meets the SBA size standard for a small business. The SBA assigns a size standard, which is expressed, with a few exceptions, either as the number of employees or as the gross annual receipts of the company, for each industry group. In registration years 2000-2001, 2001-2002, and 2002-2003, we used the SBA size standard assigned to the Standard Industrial Classification (SIC) code for each industry group identified in the SIC system. In a rulemaking published in the

Federal Register on September 16, 2002, (67 FR 58343) RSPA adopted the SBA's use of the North American Industry Classification System (NAICS) codes as the basis for establishing size standards. You are to report the NAICS code that represents the major business activity of the registering company and use this code to determine whether your company qualifies as a small business.

A representative list of the NAICS code, the corresponding SIC code(s), and the current size standard for some common hazardous materials industry groups is given on pages 12 and 15. If your industry group is not included in this list, see the complete list of size standards by NAICS code, effective January 28, 2004, at the SBA Internet site at:

<http://www.sba.gov/size/sizetable2002.html>

The NAICS system was revised by the Office of Management and Budget effective January 1, 2002 (referred to as NAICS 2002), which was adopted by the SBA effective October 1, 2002. Because some sections of the previous version of the NAICS system were significantly revised in NAICS 2002, you may want to verify that the NAICS code you report to us is the correct code.

If you do not know your NAICS code, the SBA provides a search engine of the NAICS and SIC systems at:

https://eweb1.sba.gov/naics/dsp_naicssearch2.cfm

At this site you can search for a NAICS code, a SIC code, or the description (example: enter "ethyl alcohol" or "trucking"). The site displays the NAICS description, NAICS number, SBA size standard, and the corresponding SIC codes. Because the NAICS system is more detailed than the SIC system, more than one NAICS code may be represented on the list if you search by the description or your SIC number. You will need to determine which description and NAICS code best reflects your primary business. In some cases you may need to enter additional words in the "description" box to narrow the range of selections.

If you need to see the full descriptions of NAICS industry groups, the Bureau of the Census provides a search tool of the NAICS 2002 system at:

<http://www.census.gov/epcd/naics02/>

You can enter a NAICS number or a keyword in the search box. Clicking on the NAICS 2002 code in the results page will display the full NAICS description. Once you determine which NAICS code is appropriate to your major business activity, you will need to go to the SBA size standard site to find the size standard appropriate for the NAICS code.

The SBA Office of Size Standards Internet site at:

<http://www.sba.gov/size/>

provides other useful information on the SBA size standards. You may also call the SBA Office of Size Standards at 202-205-6618 for assistance in determining your company's industry group and its size standard.

With a few exceptions, the size standard is either the number of employees or the gross annual receipts. The number of **employees** is defined by SBA as being the average number of employees (including all individuals employed on a full-time, part-time, temporary, or other basis) employed during the pay periods in the

preceding twelve months. See 13 CFR 121.106 for the applicable SBA definition.

Gross annual receipts is defined by SBA at 13 CFR 121.104. "Receipts" generally means "total income" (or in the case of a sole proprietorship, "gross income") plus the "cost of goods sold" as these terms are defined or reported on Internal Revenue Service (IRS) federal tax returns. The term, however, excludes net capital gains or losses, taxes collected for and remitted to a taxing authority if included in gross or total income, and proceeds from the transactions between a concern and its domestic or foreign affiliates (if also excluded from gross or total income on a consolidated return filed with the IRS). If your company has been in business for three or more years, the "annual receipts" is the receipts over its last three completed fiscal years divided by three. For companies in existence less than three years, the "annual receipts" is calculated by taking the receipts for the period the company has been in business divided by the number of weeks in business, multiplied by 52.

Whether annual receipts or number of employees is the size standard established for your industry group, you should consider the receipts or number of employees for the person required to register to determine whether your company must pay the fee for a "Small Business" or "Not a Small Business." The person required to register may pay the fee appropriate for a small business even though it may be part of an "entity" (which includes affiliates) that the SBA does not consider a small business concern for its purposes.

The SBA periodically adjusts its size standards to reflect changes in industry characteristics. When the SBA adopted the NAICS system in place of the SIC system in October 2000 a significant number of size standards were adjusted. If you are registering for the 2000-2001 year, you may use the SBA size standards for SIC codes as of September 30, 2000, to determine whether your company qualified as a small business for that registration year. A table of these standards is provided at the SBA Internet site at:

<http://www.sbaonline.sba.gov/regulations/siccodes/>

For all years after 2000-2001, we recommend that you use the current size standards by NAICS code. Almost all revisions to the size standards increase the number of employees or annual receipts that a company may have in order to qualify as a small business. If you are registering for 2001-2002, 2002-2003, or 2003-2004 and feel that using the SBA size standards in effect during the year or years for which you are registering would be to your advantage, you may do so, but neither SBA nor RSPA maintains helps for determining the size standards in effect for these years. You are responsible for demonstrating that the size standard you use is correct for previous years.

Transportation:

Transportation means the movement of property and loading, unloading, or storage incidental to the movement (49 U.S.C. 5102 (12)).

► **Registration Deadline**

The completed 2004-2005 registration statement and payment must be submitted before July 1, 2004, or before engaging in any of the activities requiring registration, whichever is later. If you submit your registration statement by mail, we suggest that you submit it at least four weeks in advance of the date you will need the registration certificate in order to allow sufficient time for the registration to be processed and the certificate produced and mailed to you. If you need to obtain a registration number immediately, see the instructions for "Registering Through the Internet" or "Expedited Registration" on page 11.

► **Recordkeeping Requirements**

Copies of the registration statement and the certificate of registration must be kept for three years at your principal place of business and must be available for inspection. Motor carriers and vessel operators must also have on board a copy of the current certificate of registration, or another document bearing the current year's registration number identified as the "U.S. DOT Hazmat Reg. No." Every truck or truck tractor or vessel you use for the transportation of a hazardous material that meets the registration criteria must have this proof of registration on board.

► **State Registrations**

Some states have hazardous materials registration or permitting programs that may also apply to you. Registration with RSPA does not replace state requirements.

► **Use The Proper Registration Statement**

Because of the changes in the registration requirements in 2003, you must use a Registration Statement with a "revised" date of 3/03 or 3/04. All forms with earlier revision dates will be returned to you unprocessed and will therefore delay your registration. A copy of the Registration Statement, Form DOT F 5800.2 (Revised 3/04), is supplied in this brochure. You may use this form to register for years prior to 2004-2005, but for years before 2000-2001, the NAICS code, the indication of business size, and Category F of the Prior Year Survey need not be supplied. For years between 2000-2001 and 2002-2003 you do not need to supply the not-for-profit status information and may supply the SIC (Standard Industrial Classification) code that represents the major industrial activity of your company in place of the NAICS code.

► **Penalties For Failure To Register**

The requirement to register with DOT is based on a federal law. The enforcement of this requirement is conducted cooperatively by federal, state, and local agencies. Federal, state, or local officials may impose penalties for failing to register or failing to meet the recordkeeping requirements.

► **Registering As A Non-Resident**

If you are not a resident of the United States, you must designate a permanent U.S. resident to serve as "agent for service of process" in accordance with 49 CFR 107.7. The name and address of your agent must be attached to the statement.

► **Sources Of Information**

For Copies of this Brochure and Registration Forms:

- Download copies from the RSPA Registration Internet Home Page at <http://hazmat.dot.gov/register.htm>.
- Dial RSPA's automated Fax-on-Demand service at 1-800-467-4922. Press "2" and follow the instructions to request document number 700.
- E-mail your request to REGISTER@rspa.dot.gov.
- Call 617-494-2545 or 202-366-4109.

For Questions on the Registration Program Requirements:

- Call the Registration Program office at 202-366-4109.
- E-mail questions to REGISTER@rspa.dot.gov.

For Questions About the Hazardous Materials Regulations:

- Call the Hazardous Materials Information Center at 1-800-467-4922.

For Questions About the SBA Size Standards:

- See the complete listing of size standards by NAICS code at <http://www.sba.gov/size/sizetable2002.html>.
- Visit the SBA Office of Size Standards Internet site at <http://www.sba.gov/size/>.
- Call the SBA Office of Size Standards at 202-205-6618.

For Information on the NAICS 2002 Codes:

- See the U.S. Bureau of the Census site at <http://www.census.gov/epcd/naics02/>.

For Information on the HMEP Grants Program:

- Visit the HMEP Grants Internet site at <http://hazmat.dot.gov/hmep.htm>.
- Call the Grants Program office at 202-366-0001.

For the Status of your Registration Submission:

- Call 617-494-2545.

For Expedited Registration:

- Call 1-800-942-6990.

Registering Through the Internet:

- Register through the Internet at <http://hazmat.dot.gov/register.htm> as explained on page 11 of this brochure.
- If you need assistance or encounter problems with the Internet registration process, call 202-366-4484.

For Copies of the Hazardous Materials Program Regulations:

- Contact the Superintendent of Documents, Government Printing Office, Washington, DC 20402; telephone 202-512-1800. Ask for Title 49 of the Code of Federal Regulations, Parts 100 to 185.
- Access the Code of Federal Regulations through the Internet at <http://www.gpoaccess.gov/cfr/index.html> or <http://hazmat.dot.gov/rules.htm>.

To Obtain a U.S. DOT ID Number:

- Call the local Federal Motor Carrier Safety Administration’s Office of Motor Carriers (usually in your state capitol). See the list of FMCSA field offices at <http://www.fmcsa.dot.gov/contactus/fieldoffs.htm>.
- The application for a US DOT or MC/MX number can be filed electronically at <http://www.safersys.org/FMCSAReg.shtml>

For Information About Hazardous Materials Safety:

- The Office of Hazardous Materials Safety's Internet homepage contains extensive information on the transportation of hazardous materials. Please visit our site at <http://hazmat.dot.gov>.

If You Have Failed To Register For Past Years . . .

If you engaged in any of the hazardous materials activities described in 49 CFR 107.601(a)(1) through (a)(5), that is, those listed on the statement as categories A through E, in registration years before 2000-2001, or if you engaged in any of the activities described in 49 CFR 107.601(a)(1) through (a)(6), that is, those listed on the statement as categories A through F, in registration year 2000-2001, 2001-2002, 2002-2003, or 2003-2004, but did not register, you must do so now. There are twelve prior registration years:

- 1992-93 (September 16, 1992, to June 30, 1993);
- 1993-94 (July 1, 1993, to June 30, 1994);
- 1994-95 (July 1, 1994, to June 30, 1995);
- 1995-96 (July 1, 1995, to June 30, 1996);
- 1996-97 (July 1, 1996, to June 30, 1997);
- 1997-98 (July 1, 1997, to June 30, 1998);
- 1998-99 (July 1, 1998, to June 30, 1999);
- 1999-2000 (July 1, 1999, to June 30, 2000);
- 2000-2001 (July 1, 2000, to June 30, 2001);
- 2001-2002 (July 1, 2001, to June 30, 2002);
- 2002-2003 (July 1, 2002, to June 30, 2003); and
- 2003-2004 (July 1, 2003, to June 30, 2004).

You must file a registration statement and pay the appropriate fee for each year for which you need to register. For registration years **1992-1993 through 1999-2000**, the fee is \$300 per year and is not dependent on the SBA size standard. For these years, you must submit a **separate**

statement for each of the years for which you are registering. Multiple year statements are not accepted for registration years 1992-1993 through 1999-2000. For registration year **2000-2001 or 2001-2002 or 2002-2003**, the fee is \$300 if you meet the SBA size standard for a small business or \$2,000 if you do not meet the SBA standard for a small business. For registration year 2003-2004, the fee is \$150 if you meet the SBA standard for a small business or are a not-for-profit organization exempt from taxation under 26U.S.C.501(a), and \$300 for all other persons. See the definition of Small Business for further information on the size standards for these years. You may combine registrations for 2000-2001 and later years to a maximum of three consecutive registration years on a single registration statement. A complete table of possible registration periods and the appropriate fees is given on page 12. Be very careful to enter the proper registration years at the top of the statement and pay the proper fee for one, two, or three years. You may copy and use the form supplied in this booklet to register for any previous year.

Complete the “Activities” and “States” sections of item 7 of the registration statement to reflect the type of activities you conducted and the states in which you conducted them during the calendar year preceding the beginning of the registration year for which the statement is being filed. For example, if you are filing for the 2003-2004 registration year, report the activities you engaged in, and the states in which you offered or transported hazardous materials, between January 1 and December 31, 2002.

If you are registering for a year between 1992-1993 and 1999-2000, you do not need to supply the NAICS code, the business category information (Item 5), or Category F of Item 7 (Prior Year Survey). If you are registering for a year before 2003-2004 you do not need to supply the not-for-profit status information.

TWO LETTER STATE ABBREVIATIONS

Alabama	AL	Idaho	ID	Montana	MT	Puerto Rico	PR
Alaska	AK	Illinois	IL	Nebraska	NE	Rhode Island	RI
American Samoa	AS	Indiana	IN	Nevada	NV	South Carolina	SC
Arizona	AZ	Iowa	IA	New Hampshire	NH	South Dakota	SD
Arkansas	AR	Kansas	KS	New Jersey	NJ	Tennessee	TN
California	CA	Kentucky	KY	New Mexico	NM	Texas	TX
Colorado	CO	Louisiana	LA	New York	NY	Utah	UT
Connecticut	CT	Maine	ME	North Carolina	NC	Vermont	VT
Delaware	DE	Maryland	MD	North Dakota	ND	Virgin Islands	VI
Dist. Columbia	DC	Massachusetts	MA	N. Mariana Is.	MP	Virginia	VA
Florida	FL	Michigan	MI	Ohio	OH	Washington	WA
Georgia	GA	Minnesota	MN	Oklahoma	OK	West Virginia	WV
Guam	GU	Mississippi	MS	Oregon	OR	Wisconsin	WI
Hawaii	HI	Missouri	MO	Pennsylvania	PA	Wyoming	WY

REGISTRATION INSTRUCTIONS

You may register for one, two, or three registration years beginning July 1, 2004, through the submission of a single registration statement and the payment of the appropriate fee. You may register for the one-year period **2004-2005** (July 1, 2004, through June 30, 2005), OR for the two-year period **2004-2006** (July 1, 2004, through June 30, 2006), OR for the three-year period **2004-2007** (July 1, 2004, through June 30, 2007). You may complete a registration statement (DOT Form F 5800.2 Revised 03/04), and send the statement with payment to the U.S. Department of Transportation at the address shown on the back of the form, or you may register through the Internet by following the directions on page 11. You may use this form or the Internet service to register for previous years. See the instructions for "If You Have Failed to Register For Past Years" on page 8 and for Internet registration on page 11.

Register before July 1, 2004, or before engaging in any of the activities requiring registration,* whichever is later. You must have the DOT certificate and registration number before you offer or transport hazardous materials. Allow four weeks after mailing your completed registration statement and payment to receive your certificate. You will receive a new registration number for each properly completed registration statement you submit.

The instructions for completing the registration statement form begin on this page and continue on page 10. You may find it useful to read through the instructions and the statement before completing it. Please fill in the top block before starting item 1.

*Underlined words are defined on pages 3 - 6.

TOP BLOCK

- Fill in the appropriate registration year or years. You may enter "2004-2005" (for one year), "2004-2006" (for two years) or "2004-2007" (for three years). If you are registering for a past year, please see the instructions in the box on page 8.
- Check the kind of registration you are making:

Initial Registration means you are registering for the first time. Since you have no registration number yet, leave the space for "Current Registration #" blank.

Renewal of Registration means you have registered in one or more previous years; please enter your most recently issued registration number as the "Current Registration #."

Amendment to Registration means you are updating information currently on file (which you must do if your name or principal place of business changes during the year). If you need instructions only for making this kind of change, skip to the box below.

Expedited Follow-up means you already made an expedited registration by phone and are

providing follow-up data to that transaction. Enter the temporary registration number you received over the phone as the "Current Registration #." **If you check Expedited Follow-up, please turn to page 11 for special instructions on completing this form.**

IDENTIFYING INFORMATION

- 1 and 2. **Name and Address of Registrant:** Enter your business name and address. If your company is operating under a "Doing Business As" (DBA) name, you may use whichever of the names is most appropriate for your business. A certificate of registration displaying this name, and any necessary correspondence, will be mailed to the address entered here. If we have provided you with a preprinted label and no corrections are necessary, you may use that label to supply this information.
3. **Registrant's US DOT ID Number, MC/MX Number, or Reporting Railroad Alphabetic Code:** If you have any of these identifiers, enter them. If you do not have any of these identifiers,

leave these spaces blank. To verify or obtain a U.S. DOT ID number or MC/MX number (formerly the ICC number), see the Federal Motor Carrier Safety Administration's Internet site at <http://www.saftersys.org/FMCSAReg.shtml>.

4. **Mode(s) Used to Transport Hazardous Materials:** Check all the ways you moved hazardous materials during the calendar year ending last December. If you are a carrier, mark only the mode(s) you used to transport hazardous materials. If you are a shipper or other offeror, check all modes used to transport shipments offered by your company.

REGISTRATION FEES AND PAYMENT INFORMATION

5. **Business Category:**
 - a. **NAICS Code:** Enter the six-digit North American Industry Classification System (NAICS) code that best describes the primary business activity (industry group) of your company.
 - b. **SBA Size:** Indicate whether your company meets the U.S. Small Business Administration's size standard for a small business for the appropriate industry group. See the definition of small business and the resources for help given on pages 5 - 6. Apply the specified size standard (either the number of employees or the gross annual receipts) to the registering person.
 - c. **Not-for-Profit Organization:** Also indicate whether you are a not-for-profit organization. A not-for-profit organization is an organization exempt from taxation under 26 U.S.C. 501(a).

AMENDING YOUR REGISTRATION

You must amend your registration statement within 30 days if there is a change in your company's name or principal place of business. You may submit an amendment through the Internet (see page 11) at <http://hazmat.dot.gov/register.htm> or by following these directions:

Check "Amendment to Registration" on the top block of the registration statement, enter the "Current Registration #," record the new name or address in items 1 and 2, and complete and sign item 8, CERTIFICATION OF INFORMATION. You need not fill in any other sections.

Attach a copy of the original certificate of registration to the amended form. Send the amendment to the Atlanta, Georgia, address printed on the form.

There is no additional fee for filing an amendment whether done by mail or through the Internet.

6. **Fees:**

2004-2005, 2004-2006, 2004-2007. The fee structure for registration years 2003-2004 and following were altered by a Final Rule published on January 9, 2003, in the Federal Register. The fees were reduced for registration years 2003-2004, 2004-2005, and 2005-2006 to \$150 for small businesses and not-for-profit organizations and to \$300 for all other persons. The fees for registration years 2006-2007 and following were reduced to \$275 for small businesses and not-for-profit organizations and to \$1000 for all other persons.

If your company meets the SBA size standard for a small business, or is a not-for-profit organization, the fee for a single year (2004-2005) is \$150, for two years (2004-2006) is \$275, and for three years (2004-2007) is \$525.

If your company does not meet the SBA standard for a small business and is not a not-for-profit organization, the fee for one year (2004-2005) is \$300, for two years (2004-2006) is \$575, and for three years (2004-2007) is \$1550.

If your company does not meet the SBA standard for a small business, is not a not-for-profit organization, and is submitting an Expedited Follow-Up for the 2004-2005 registration year, the remaining fee is \$150.

Enter the amount due for this particular statement in the place provided for "Total Amount Due for this Registration." If you are paying by credit or debit card, this is the amount you are authorizing us to charge to your account.

Years before 2004-2005. The **Registration Fee Table** on page 12 contains all possible registration periods, business categories, and the fees appropriate to them. For years before 2004-2005, please see this table and the section "If You Have Failed to Register for Past Years" on page 8 to determine the appropriate fee. To determine whether your company qualifies for the small business fee for registration years 2000-2001 through 2003-2004, see the discussion of Size Standards under the definition of Small Business on pages 5-6, or for the fee for Not-for-Profit Organizations, see the definition of that term on page 5.

Please note that if your payment is less than the amount due for the registration period you indicate at the top of the form and the business type, the registration will not be processed until full payment has been made. Please check the **Registration Fee Table** carefully for the fee appropriate to the business type and registration period you indicate.

Payment Options:

- a. Enclose a check or money order, identified as Hazmat Registration Fee, and drawn on a U.S. bank in U.S. funds, payable to "U.S. Department of Transportation" OR

- b. Pay by VISA, MasterCard, American Express, or Discover by completing the credit/debit card payment block on the form. You may use a debit card for this payment only if your debit card displays a VISA or MasterCard logo.

Registration and full fee payment are required of any person engaging in any of the specified activities at any time during the registration year. The fee is not prorated for registrations submitted after July 1.

You may submit one check in payment for multiple registration statements. If you send a single check for multiple statements, please enter the amount due for each particular statement in the appropriate place on the statement.

Be sure to send the payment with the statement(s). **Statements without payments and checks unaccompanied by statements will be returned to you and will significantly delay the processing of your registration.**

HAZARDOUS MATERIALS

ACTIVITIES: Prior-Year Survey Information

- 7. Use this part of the form to record your hazardous materials activities during the calendar year ending last December 31. Even if you engaged in none of the hazardous materials activities described here last year, but you intend to do so this year, you must register and pay the appropriate fee (mark category G).

Item 7 defines six categories of hazardous materials activities that require registration. Mark each category that your company engaged in during the last completed calendar year. Shipments of materials included in Categories A, B, C, D, or E should not also be included in Category F, even though in most instances such shipments require placarding. For instance, if your only hazardous materials activity is carrying more than 55 lbs. of Division 1.1 explosives, you should mark only Category B - not B and F. If, however, your only activity is shipping hazardous materials in quantities that require placarding that are not included in Categories A through E, mark only Category F. If you carry both shipments of more than 55 lbs. of Division 1.1 explosives and shipments of hazardous materials not included in Categories A through E, not in bulk packagings, of more than 1,000 lbs. but less than 5,000 lbs., you would mark both Categories B and F. If you are registering for a year prior to 2000-2001, you do not need to mark Category F even if you engaged in that activity during the applicable preceding calendar year. Activity in Category F requires registration only beginning with Registration Year 2000-2001.

For each of the categories A, B, C, D, E, or F, that you marked, also tell us for each one:

- (1) Shipper, Carrier, Other: Whether you handled

the hazardous materials as a shipper, carrier, or "other." Check as many as apply. "Other" refers to activities other than those of the "shipper" or "carrier" in which any of the functions of an offeror or carrier are performed. See the definition of offeror on page 5.

- (2) States: Which states you operated in with respect to this hazardous material. Circle the abbreviation for each state or territory in which you did business in hazardous materials. If you checked "carrier," circle all states in which you operated as a carrier of that category of hazardous material. If you checked "shipper" or "other," circle only those states from which you offered hazardous materials - you need not indicate states to which or through which the materials were transported. Registrants operating in all of the "lower 48" states may circle "48 Contiguous States." (This excludes Alaska, Hawaii, the District of Columbia, and our five territories, which must be circled individually, if appropriate.) A list of the states and territories and their abbreviations is provided on page 8.

Remember, if you did not engage last year in any of the activities described in categories A through F, check category G.

CERTIFICATION OF INFORMATION

- 8. Your signature in item 8 certifies that the information on this form is true, accurate, and complete. BE ADVISED that false statements may violate the law (18 U.S.C. 1001). Complete this part with the signer's name, telephone number, title, and the date the certification is signed. The individual who signs this certification should be an appropriate representative of the registrant. Correspondence regarding registration, including the certificate of registration and next year's form and instructions, will be addressed to this individual.

MAILING INSTRUCTIONS

Mail your completed registration form (one copy) and payment together to:

**U.S. Department of Transportation
Hazardous Materials Registration
P.O. Box 740188
Atlanta, GA 30374-0188**

Do not send them to Washington, D.C. Be sure to mail form and payment **together**.

Be careful to use a mail service that delivers to P.O. Box addresses. (The Atlanta address is a post office box and many services cannot deliver to P.O. Boxes.)

Allow four weeks to receive your certificate of registration.

EXPEDITED REGISTRATION

If you need to register for 2004-2005 more quickly than the normal procedures provide and you are not able to register over the Internet (see below), you may do so by telephone with credit or debit card payment of an initial \$200 fee, which includes an additional \$50 expedited registration fee. A debit card can be used only if it displays a VISA or Mastercard logo. For registrants that meet the SBA size standard for a small business or are not-for-profit organizations, this \$200 fee will be accepted as full payment of a single-year registration for the 2004-2005 registration year. For registrants that do not meet the SBA size standard for a small business and are not not-for-profit organizations, payment of an additional \$150 must be made as part of the follow-up procedures (for a full payment of \$350, which includes a \$50 expedited registration fee). You may register only for registration year 2004-2005 through the expedited procedures. You will be provided with a temporary registration number, which can be used for 45 days to prove compliance with the registration requirement. To obtain a registration number promptly, you may also register over the Internet (see below). No additional processing fee is required for registration over the Internet.

To register by telephone, please do the following:

1. Call 800-942-6990 or 617-494-2545 for service 24 hours a day, 7 days a week. Be ready to provide your company name, the mailing address of the principal place of business, and valid VISA, Mastercard, American Express, or Discover information. Your credit or debit card account will be billed for \$200 and payment will be confirmed while you are on the phone.

2. A DOT registration specialist will provide a temporary registration number over the phone, which is good for proving compliance for 45 days from the date of your call. DOT will mail a temporary registration letter that serves as proof of payment of the fee, along with a copy of the registration statement for you to complete. You must complete the statement and return it to the address given in the letter within 10 days of receiving the registration package. Follow the special instructions for "Expedited Follow-Up" below and given in the letter. If your company meets the SBA size standard for a small business or is a not-for-profit organization, do not resubmit credit or debit card information or send another payment. If your company does not meet the SBA size standard for a small business and is not a not-for-profit organization, you must either submit credit/debit card information or enclose a check or money order for \$150 to complete the payment of the appropriate fee.
3. A certificate of registration with the current registration number will be sent to you. Use this number to replace the temporary number given to you over the phone.

Because the expedited procedures allow only single-year registrations (for 2004-2005), and involve the later payment of the remaining \$150 fee if your company does not meet the SBA size standard for a small business or is not a not-for-profit organization, we suggest that registration through the Internet may be a more convenient means of obtaining a registration number immediately.

REGISTERING THROUGH THE INTERNET

You may register over the Internet at <http://hazmat.dot.gov/register.htm>. A link provided at "To Register On-Line [Click Here](#)" takes you to the Department's e-commerce site, Do It Yourself. Your Internet browser must support 128-bit encryption to use this service. Assistance in checking your browser version and encryption level and upgrading to the 128-bit encryption versions is provided. Click on "HAZMAT Registration Applications" in the right-hand column. The next page is the registration options page, which allows you to choose "Initial HAZMAT Registration" or "Renewal of HAZMAT Registration" under "Registration for years 2000-2001 and later" or "Registration for years 1999-2000 and prior" and also offers "Registration Amendment" and "Hazmat Company Lookup" (at the bottom of the page). Because of the changes in the registration requirements and fees beginning with the 2000-2001 registration year and revised again beginning with the 2003-2004 registration year, please be very careful to select either "Initial HAZMAT Registration" or "Renewal of HAZMAT Registration" under the proper registration years heading. Help in filing your registration through the Internet is provided at the top of the application form pages.

There is no additional charge for registering over the Internet, and at the end of the session, after payment has been made electronically, you will receive a registration number and be able to print a registration certificate. We recommend this process, especially if you are in immediate need of a registration number.

If you have questions about registering through the Internet or need assistance, please call 202-366-4484.

Expedited Follow-Up

SPECIAL INSTRUCTIONS FOR COMPLETING EXPEDITED REGISTRATION

[For Those Who Have Made Expedited Registration By Phone And Have Paid The \$200 Initial Expedited Registration Fee]

FOLLOW THESE INSTRUCTIONS CAREFULLY TO AVOID DELAY

1. Check "Expedited Follow-up" in the top block and enter your temporary registration number in the space for "Current Registration #."
2. Complete items 1 through 8. In item 6 enter "0" for the "Total Amount Due for this Registration" if your company meets the SBA size standard for a small business or is a not-for-profit organization, or "\$150" if your company does not meet the SBA size standard for a small business and is not a not-for-profit organization. If the "Total Amount Due for this Registration" is \$0, do not resubmit credit or debit card information.
3. Send the completed statement and any necessary payment to DOT at the address in Cambridge, MA, given in the temporary registration letter.
4. Include a copy of the temporary registration letter with this submission as proof of payment of the initial \$200 fee.

DOT will mail a certificate of registration with your current registration number for the year as confirmation that your registration process is complete. Use this number to replace the temporary number for all subsequent purposes.

You must respond within 10 days of receipt of the temporary registration letter.

Registration Fee Table

As Amended by the Final Rule of January 9, 2003

A final rule published in the Federal Register on January 9, 2003, reduced the annual fees for registration years 2003-2004, 2004-2005, and 2005-2006 to \$150 for persons that meet the SBA size standard for a small business and for the newly established business category for not-for-profit organizations (organizations exempt from taxation under 26 U.S.C. 501(a)), and to \$300 for all other persons, and for registration year 2006-2007 and following to \$275 for small businesses and not-for-profit organizations, and to \$1000 for all other persons. The fees previously established for registration years 1992-1993 through 2002-2003 remain in effect.

One, two, or three year periods of registration are permitted for years beginning July 1, 2000, and later. The fees for all possible registration periods and business types are listed in this table. All fees include the appropriate processing fee.

If you are a not-for-profit organization registering for 2002-2004 or 2002-2005, you must pay the fee in the column titled "Small Business/Non-Profit" if you met the SBA size standard for a small business between July 1, 2002, and June 30, 2003, and the fee in the column titled "Not-Small Business/Non-Profit" if you did not meet that standard during that year.

Registrants whose SBA business size changed within a period for which a multiple-year registration could otherwise be submitted are advised to register for the years in which they qualified as a small business separately from the years for which they do not qualify as a small business.

Registration Period	Small Business	All Non-Profit	Not-Small Business	
2004-2005 (1 year)	\$150	\$150	\$300	-
2004-2006 (2 years)	\$275	\$275	\$575	-
2004-2007 (3 years)	\$525	\$525	\$1,550	-
Expedited Registration Follow-up Payment for Not-Small Business for 2004-2005 is \$150				
2003-2004 (1 year)	\$150	\$150	\$300	-
2003-2005 (2 years)	\$275	\$275	\$575	-
2003-2006 (3 years)	\$400	\$400	\$850	-
	Small Business	Small Business Non-Profit	Not-Small Business	Not Small Business/Non-Profit
2002-2003 (1 year)	\$300	-	\$2,000	-
2002-2004 (2 years)	\$425	\$425	\$2,275	\$2,125
2002-2005 (3 years)	\$550	\$550	\$2,550	\$2,250
2001-2002 (1 year)	\$300	-	\$2,000	-
2001-2003 (2 years)	\$575	-	\$3,975	-
2001-2004 (3 years)	\$700	\$700	\$4,250	\$4,100
2000-2001 (1 year)	\$300	-	\$2,000	-
2000-2002 (2 years)	\$575	-	\$3,975	-
2000-2003 (3 years)	\$850	-	\$5,950	-
1992-1993 through 1999-2000 the annual fee is \$300 for all registrants				

Selected Small Business Administration Size Standards by NAICS Industry Codes

NOTE: If your primary industry group does not appear below, check the SBA Internet site at <http://www.sba.gov/size/sizetable2002.html> for the complete listing of codes and size standards.

NAICS	NAICS U.S. Industry Title	SIC	Size Standards in Number of Employees or Millions of Dollars
Sector 21 - Mining		Subsector 211 - Oil and Gas Extraction	
211111	Crude Petroleum and Natural Gas Extraction	1311	500
		Subsector 213 - Support Activities for Mining	
213112	Support Activities for Oil and Gas Operations	1382, 1389	\$6.0
Sector 23 - Construction		Subsector 237 - Heavy and Civil Engineering Construction	
237310	Highway, Street and Bridge Construction	1611, 1622, 1721, 1799	\$28.5
Sectors 31-33 - Manufacturing		Subsector 325 - Chemical Manufacturing	
325120	Industrial Gas Manufacturing	2813, 2869	1,000
325188	All Other Basic Inorganic Chemical Manufacturing	2819, 2869	1,000
325199	All Other Basic Organic Chemical Manufacturing	2869, 2899	1,000
325412	Pharmaceutical Preparation Manufacturing	2834, 2835	750

7. Prior-Year Survey Information. Mark all categories and activities engaged in during the previous calendar year (e.g., 2003 for the 2004-2005 Registration Year) and the state(s) in which you operated (see instructions).

- A. _____ Offered or transported in commerce a highway route controlled quantity of a Class 7 (radioactive) material.
 - 1. Shipper _____ 2. Carrier _____ 3. Other (Freight Forwarder, Agent, etc.) _____
 - AL AR AZ CA CO CT DE FL GA ID IL IN IA KS KY LA MA MD ME MI MN
MO MS MT NC ND NE NH NJ NM NV NY OH OK OR PA RI SC SD TN TX UT
VT VA WA WV WI WY 48 Contiguous States AK AS DC GU HI MP PR VI

- B. _____ Offered or transported in commerce more than 25 kilograms (55 pounds) of a Division 1.1, 1.2, or 1.3 (explosive) material in a motor vehicle, rail car, or freight container.
 - 1. Shipper _____ 2. Carrier _____ 3. Other (Freight Forwarder, Agent, etc.) _____
 - AL AR AZ CA CO CT DE FL GA ID IL IN IA KS KY LA MA MD ME MI MN
MO MS MT NC ND NE NH NJ NM NV NY OH OK OR PA RI SC SD TN TX UT
VT VA WA WV WI WY 48 Contiguous States AK AS DC GU HI MP PR VI

- C. _____ Offered or transported in commerce more than 1 liter (1.06 quarts) per package of a material extremely toxic by inhalation (materials poisonous by inhalation that meet one of the defining criteria for Hazard Zone A).
 - 1. Shipper _____ 2. Carrier _____ 3. Other (Freight Forwarder, Agent, etc.) _____
 - AL AR AZ CA CO CT DE FL GA ID IL IN IA KS KY LA MA MD ME MI MN
MO MS MT NC ND NE NH NJ NM NV NY OH OK OR PA RI SC SD TN TX UT
VT VA WA WV WI WY 48 Contiguous States AK AS DC GU HI MP PR VI

- D. _____ Offered or transported in commerce a hazardous material (including a hazardous waste) in a bulk packaging (see 49 CFR 171.8) having a capacity equal to or greater than 13,248 liters (3,500 gallons) for liquids or gases or more than 13.24 cubic meters (468 cubic feet) for solids.
 - 1. Shipper _____ 2. Carrier _____ 3. Other (Freight Forwarder, Agent, etc.) _____
 - AL AR AZ CA CO CT DE FL GA ID IL IN IA KS KY LA MA MD ME MI MN
MO MS MT NC ND NE NH NJ NM NV NY OH OK OR PA RI SC SD TN TX UT
VT VA WA WV WI WY 48 Contiguous States AK AS DC GU HI MP PR VI

- E. _____ Offered or transported in commerce a shipment, in other than a bulk packaging, of 2,268 kilograms (5,000 pounds) gross weight or more of one class of hazardous material (including a hazardous waste) for which placarding of a vehicle, rail car, or freight container is required.
 - 1. Shipper _____ 2. Carrier _____ 3. Other (Freight Forwarder, Agent, etc.) _____
 - AL AR AZ CA CO CT DE FL GA ID IL IN IA KS KY LA MA MD ME MI MN
MO MS MT NC ND NE NH NJ NM NV NY OH OK OR PA RI SC SD TN TX UT
VT VA WA WV WI WY 48 Contiguous States AK AS DC GU HI MP PR VI

- F. _____ Offered or transported in commerce a shipment of a quantity of hazardous material (including a hazardous waste) that requires placarding of the bulk packaging, freight container, unit load device, transport vehicle, or rail car, other than those included in A through E above. Activities performed by farmers are generally excepted. See 49 CFR 107.601(b).
 - 1. Shipper _____ 2. Carrier _____ 3. Other (Freight Forwarder, Agent, etc.) _____
 - AL AR AZ CA CO CT DE FL GA ID IL IN IA KS KY LA MA MD ME MI MN
MO MS MT NC ND NE NH NJ NM NV NY OH OK OR PA RI SC SD TN TX UT
VT VA WA WV WI WY 48 Contiguous States AK AS DC GU HI MP PR VI

- G. _____ Did not engage in any of the activities listed in A through F during the previous calendar year.

8. Certification of Information. I certify that, to the best of my knowledge, the above information is true, accurate, and complete.

Certifier's Name _____ Phone (____) _____
(Print the signer's name)

Title _____

Certifier's Signature _____ Date _____

FALSE STATEMENTS MAY VIOLATE 18 U.S.C. 1001.

**MAIL COMPLETED FORM
WITH PAYMENT TO :**

U.S. Department of Transportation
Hazardous Materials Registration
P.O. Box 740188
Atlanta, GA 30374-0188

Please retain a copy of this form for your records.

Selected Small Business Administration Size Standards by NAICS Industry Codes

NOTE: If your primary industry group does not appear below, check the SBA Internet site at <http://www.sba.gov/size/sizetable2002.html> for the complete listing of codes and size standards.

NAICS	NAICS U.S. Industry Title	SIC	Size Standards in Number of Employees or Millions of Dollars
Sectors 31-33 - Manufacturing		Subsector 325 - Chemical Manufacturing	
325510	Paint and Coating Manufacturing	2851, 2899	500
325611	Soap and Other Detergent Manufacturing	2841, 2844	750
325998	All Other Miscellaneous Chemical Product and Preparation Manufacturing	2819, 2899, 3952, 3999, 7389	500
		Subsector 332 - Fabricated Metal Product Manufacturing	
332813	Electroplating, Plating, Polishing, Anodizing, and Coloring	3399, 3471	500
Sector 42 - Wholesale Trade		Subsector 424 - Merchant Wholesalers, Nondurable Goods	
424510	Grain and Field Bean Merchant Wholesalers	5153	100
424690	Other Chemical and Allied Products Merchant Wholsalers	5169	100
424710	Petroleum Bulk Stations and Terminals	5171	100
424720	Petroleum and Petroleum Products Merchant Wholesalers (except Bulk Stations and Terminals)	5172	100
424910	Farm Supplies Merchant Wholesalers	5181, 5182	100
Sectors 44-45 - Retail Trade		Subsector 447 - Gasoline Stations	
447110	Gasoline Stations with Convenience Stores	5411, 5541	\$23.0
447190	Other Gasoline Stations	5541	\$7.5
		Subsector 454 - Nonstore Retailers	
454311	Heating Oil Dealers	5171, 5983	\$10.5
454312	Liquefied Petroleum Gas (Bottled Gas) Dealers	5171, 5984	\$6.0
454319	Other Fuel Dealers	5989	\$6.0
Sectors 48-49 - Transportation		Subsector 482 - Rail Transportation	
482111	Line-haul Railroads	4011	1,500
482112	Short Line Railroads	4013	500
		Subsector 484 - Truck Transportation	
484110	General Freight Trucking, Local	4212, 4214	\$21.5
484121	General Freight Trucking, Long-Distance, Truckload	4213	\$21.5
484122	General Freight Trucking, Long-Distance, Less than Truckload	4213	\$21.5
484220	Specialized Freight (except Used Goods) Trucking, Local	4212, 4214	\$21.5
484230	Specialized Freight (except Used Goods) Trucking, Long-Distance	4213	\$21.5
		Subsector 488 - Support Activities for Transportation	
488210	Support Activities for Rail Transportation	4013, 4741, 4789	\$6.0
488510	Freight Transportation Arrangement	4731, 4213, 4214, 4226	\$6.0 ¹
	Except Non-Vessel Owning Common Carriers and Household Goods Forwarders	4731	\$21.5
		Subsector 493 - Warehousing and Storage	
493110	General Warehousing and Storage	4225, 4226	\$21.5
Sector 53 - Real Estate and Rental and Leasing		Subsector 532 - Rental and Leasing Services	
532291	Home Health Equipment Rental	7352	\$6.0
Sector 56 - Administrative and Support		Subsector 562 - Waste Management and Remediation Services	
562112	Hazardous Waste Collection	4212	\$10.5
562211	Hazardous Waste Treatment and Disposal	4953	\$10.5

Notes: Size standards effective 1/28/04.

¹ NAICS code 488510 - As measured by total revenues, but excluding funds received in trust for an unaffiliated third party, such as bookings or sales subject to commissions. The commissions received are included as revenue.