



1901 N. FORT MYER DRIVE • SUITE 500 • ARLINGTON, VA 22209-1604 • 703-351-8000 • FAX 703-351-9160

IMPORTANT! CORRECTED VERSION

Earlier this week the PMAA Regulatory Compliance Bulletin on HAZMAT registration requirements incorrectly stated that cargo tank vehicles with a capacity of 3500 gallons or less were exempt from the registration requirements. This was true at one time but PHMSA recently removed this exemption. Registration is required in any cargo tank that requires a hazardous material placard. Please take note of this important correction. Corrected version is below.

REGULATORY COMPLIANCE BULLETIN

May 13, 2016

ANNUAL HAZMAT REGISTRATION DUE JULY 1

BACKGROUND: The U.S. DOT's Pipeline and Hazardous Material Safety Administration (PHMSA) requires hazardous material transporters to register and pay a fee each year in return for a certificate of operation. PHMSA began mailing the 2016-2017 registration information to HAZMAT transporters earlier this month. Only those with expiring DOT PHMSA HAZMAT registration certificates must re-register before July 1, 2016 or risk losing authority to operate and pay substantial civil penalty. The validity of HAZMAT registration certificates are checked at roadside inspections.

Who must register and pay the fee?

HAZMAT Transporters - Any business (intrastate or interstate) shipping hazardous materials requiring a U.S. DOT placard must register each year and pay the fee. Petroleum Marketers, common carriers of petroleum products and propane suppliers who ship their products in trucks must register and pay the fee.

What happens if I don't register?

Loss of Operating Authority - If you fail to register by the deadline then you lose your authority to operate your trucks in both *intrastate* and *interstate* commerce. Your authority to operate is the certificate you receive from PHMSA once you register and pay the fee. A current certificate must be kept in the cab of each HAZMAT vehicle at all times. If you are subject to a roadside inspection or DOT audit and do not have a current certificate, your authority to operate will be revoked and you could be fined up to \$37,500 per day of violation.

Why is the U.S. DOT collecting the fee?

Emergency Response Funding - The money collected from the registration program is given back to state emergency response authorities in the form of training grants for fire and police and emergency preparedness organizations.

How do I know my registration is current or not?

Registration Look-up - Registration status may be checked on line by clicking here: [Registration Look-Up](#). Enter either your company name, U.S. DOT number or zip code in the data fields provided to check whether your HAZMAT registration certificate is current.

How do I register?

Registration Options - There are several ways to register:

U.S. Mail - You must register by filling out the 2016-2017 registration application and sending it by U.S. Mail to PHMSA (along with the required fee). PHMSA generally mails new registration forms out to all registrants. If you have not yet received a form for the 2016-2017 registration year, one may be downloaded from the Internet by clicking here: [Registration Form](#)

Online Registration - On-line registration is available by clicking here: [Online Registration](#). On-line registration allows you to register, pay the fee and download your operating certificate.

When is the HAZMAT registration deadline?

Deadline - July 1, 2016 for those who have expiring certificates

IMPORTANT! Since registrations can be multiyear, not all certificates will expire on July 1. Check the expiration date on your HAZMAT certificate or information in the Registration Look-Up link above before registering by mail or online.

What documentation should I put in my trucks after July 1, 2016?

Certificate Documentation - Place a photocopy of the updated certificate in the cab of each HAZMAT motor vehicle by July 1, 2016.

How much is the annual HAZMAT registration fee?

Two-Tiered Fee System -The annual registration fee is based business size - **Small Business Registration Fee** - For registration year 2016-2017 the fee for small businesses is \$275 for one year; \$525 for two years (2016-2018) and \$775 for three years (2016-2019). **Large Business Registration Fee** - For registration year 2016-2017 the fee for large businesses is \$2,600 for one year.

How do I determine the size of my business so I know which fee to pay?

Business Size Calculation for Determining the Fee Amount - It is very likely that your business qualifies for the **lower** registration fee. Determining size is left up to the company applying for the registration certificate. PHMSA follows Small Business Administration (SBA) size categories to classify whether a business is large or small for the purposes of determining the amount of the annual registration fee. The SBA determines business size according to NAICS (North American Industrial Classification System) codes based on either the *number of employees* in the company or on *annual gross receipts*. The following NAICS codes and size criteria apply when calculating which fee to pay:

NAICS CODE 424710 - Petroleum Bulk Stations or Terminals: Petroleum marketers in this category are considered small businesses and must pay the \$275 fee if the company employs fewer than 100 employees.

NAICS CODE 424720 - Petroleum and Petroleum Product Wholesalers (no bulk storage): Petroleum marketers in this category are considered small businesses and must pay the \$275 fee if the company employs fewer than 100 employees.

NAICS CODE 454311 - Heating Oil Dealers: Heating oil dealers in this category are considered small businesses and must pay the \$275 fee if the company employs fewer than 50 employees.

NAICS CODE 454312 - Liquefied Petroleum Gas Dealers: Propane dealers in this category are considered small businesses and must pay the \$275 fee if the company employs fewer than 50 employees.

What if I registered as a large business but now I qualify for the small business fee?

If your business circumstances have changed and you now qualify for small business status under the HAZMAT registration fee, contact PMAA Regulatory Counsel, Mark S. Morgan at mmorgan@pmaa.org

GOT QUESTIONS? CONTACT Mark S. Morgan, PMAA Regulatory Counsel