REGULATORY COMPLIANCE BULLETIN

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ANNUAL HAZMAT TRANSPORTATION REGISTRATION RENEWAL DEADLINE IS JULY 1, 2020

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BACKGROUND: The U.S. Department of Transportation’s Pipeline and Hazardous Materials Safety Administration (PHMSA) requires both hazardous material transporters and those who offer hazardous materials to common carriers for shipment to register and pay a fee each year in return for a certificate of authority to operate in both intrastate and interstate commerce. However, since multiyear registrations are allowed, not all certificates are up for renewal on July 1, 2020. Marketers should look at their registration certificate for the date of renewal or search registration status at PHMSA’s online website (provided below) to determine registration renewal year. All expiring registrations must be filed by the July 1, 2020 deadline in order to maintain operating authority to haul hazardous materials (petroleum products). Failure to do so will also result in a substantial fine. HAZMAT registration certificates are routinely checked by enforcement authorities at roadside inspections. Any vehicle without a current HAZMAT registration will be pulled out of service and the company will lose operating authority until registration is brought up to date.

1. 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 who ship their products in trucks must register and pay the fee.

Offerors – Any business that offers a hazardous material for transportation in commerce – petroleum marketers using common carriers are offerors and must register.

2. 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 $79,976 per violation.

3. 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.

4. How do I know whether my registration is current?

Registration Look-up - Registration status may be checked on line by clicking here: 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.

5. How do I register?

There are two ways to file a HAZMAT registration and pay the fee:

- **Online Registration** - Online registration is the preferred method of registration because it is instantaneous. Online registration allows you to check your registration status, register, pay the fee and download your operating certificate at the same time. You may register online, pay your fee, download a certificate of authority to operate, check your registration status and recover forgotten registration login ID and password information here: PHMSA HAZMAT Registration Online.

  In order to access the PHMSA registration webpage you must first have a login ID and password. If you do not have a login ID and password you can obtain both here: Obtain a Login ID and Password and then click on “Hazardous Material Online Registration Service”.

- **U.S. Mail** – Registration and paying the annual HAZMAT fee may be done via U.S. Mail. However, mail-in registration applications take between four and six weeks to process. PHMSA urges all registrants to register online to avoid delay in receiving certificates of operating authority before the July 1, 2020 registration deadline. You may obtain a registration form and instructions here: PHMSA HAZMAT Registration by Mail.

6. When is the HAZMAT registration deadline?

The Deadline for filing for the 2020-2021 registration period is July 1, 2020.

*Important!* Since HAZMAT registrations can be multiyear, not all certificates will expire on July 1, 2020. Check the expiration date on your registration certificate before renewing your registering.

7. What documentation should I put in my trucks after July 1, 2020?

Place a photocopy of the updated registration certificate in the cab of each HAZMAT motor vehicle by July 1, 2020.

8. How much is the annual HAZMAT registration fee?

The annual registration fee is based on business size:

- **Small Business Registration Fee** - For registration year 2020-2021 the fee for small businesses is $275 for one year; $525 for two years (2020-2022) and $775 for three years (2020-2023).

- **Large Business Registration Fee** - For registration year 2020-2021 the annual fee for large businesses is $2,600.

9. 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* small business registration fee. Determining business size is left up to the company filing a registration. 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 uses NAICS (North American Industrial Classification System) industry classifications to determine business size based on the number of employees in a company or the amount of annual gross receipts it earns. The following NAICS codes and SBA size thresholds 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 200 or fewer 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 200 or fewer employees.

**NAICS CODE 454310 – Heating Fuel Dealers:** Heating oil dealers and propane dealers in this category are considered small businesses and must pay the $275 fee if the company employs 100 of fewer employees.

10. **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 the PHMSA Hazardous Material Information Center at (800) 467-4922.

11. **What if my company was involved with a merger, acquisition or name change since the last registration period?**

The general rule is that HAZMAT registration certificates are non-transferable in any merger, acquisition, sale of assets, or other business transaction. If a company purchases a company that is registered, the purchasing company would need to register. Also, certificates of registration are non-transferable in bankruptcy proceedings. If a company’s name changes, but the same legal structure is maintained, then an amended certificate must be filed on the online HAZMAT registration webpage within thirty days of the name change. For more information on the conditions under which you must amend your registration certificate here: [Registration Requirements for Mergers, Acquisitions and Name Change](#).

12. **Where can I find additional information or help with registration?**

- **PHMSA Registration Help Desk**
  
  Status of Registration Application: (800) 942-6990 or (202) 366-4109

  Online Registration Assistance: (202) 366-4109

- **U.S. DOT Hazardous Materials Regulations Information Center**

  Questions about the Hazardous Materials Regulations including registration: (800)467-4922 or e-mail INFOCNTR@dot.gov.

- **U.S. Small Business Administration**

  Questions about the SBA Size Standards: 1 (800) 827-5722 or go to [SBA Business Size Standards](#).

- **North American Industrial Classification System (NAICS)**
Questions about business classifications: [NAICS Codes List](#).