



REGULATORY COMPLIANCE BULLETIN

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AVOID PROCESSING DELAYS. RENEW EXPIRING ANNUAL HAZMAT REGISTRATIONS CERTIFICATES ONLINE NOW

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BACKGROUND: The U.S. Department of Transportation's Pipeline and Hazardous Material Safety Administration (PHMSA) online portal for annual HAZMAT registration opened on May 1. Registration renewals must be completed by July 1, 2021. However, due to COVID-19 workplace restrictions and processing delays, marketers should register **online** this year and do so **early**.

Important! Due to COVID-19 workplace restrictions, processing of **paper** HAZMAT registration forms is likely to be significantly delayed this year. It is highly recommended that registration be conducted online to avoid interruption of operating authority. HAZMAT registration renewals made on paper forms and mailed to PHMSA will very likely not be processed in time for the July 1, 2021 registration deadline. Don't risk interruption of operating authority. Renew online.

PHMSA requires both hazardous material transporters and those who ship hazardous materials through common carriers to register and pay a fee each year in return for a certificate of authority to operate in intrastate and/or interstate commerce. Since PHMSA allows multiyear registration, not all registration certificates are up for renewal by July 1, 2021. Marketers should look at their registration certificate for the date of renewal or search registration status at PHMSA's online portal at [registration look-up](#) to determine whether registration is due for renewal.

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 and pay a fee.

HAZMAT Offerors - Any business that offers a hazardous material for transportation in commerce – energy 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 copy of the current certificate must be kept in the cab of each HAZMAT vehicle at all times.

Civil Penalty - 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, resulting in an immediate out of service order and a potential civil penalty of up to \$75,000.

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

Emergency Response Funding -The money collected from the HAZMAT registration program goes state and local emergency responders for training.

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 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. [Register Online](#).

U.S. Mail (Not Recommended) - Registration and payment of the HAZMAT fee may be done via U.S. Mail. 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, 2021 registration deadline. You may obtain a paper registration form and instructions here: [Register Via U.S. Mail](#)

Important! PHMSA is lengthening its processing time for payments via ACH and credit cards from 24 to 72 hours. Registration certificates will not be issued until payment is processed. Factor this time delay into your registration process and register early.

6. When is the deadline for registration?

Expiring HAZMAT registrations must be renewed by July 1, 2021.

7. What documentation should I put in my trucks beginning July 1, 2021?

Place a photocopy of the updated registration certificate in the cab of each HAZMAT motor vehicle by July 1, 2021.

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 2021-2022 the fee for small businesses is \$275 for one year; \$525 for two years (2021-2023) and \$775 for three years (2021-2024).

All Other Business Registration Fee - For registration year 2021 -2022 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 - PHMSA follows Small Business Administration (SBA) size categories to classify whether a business is large or small for registration fee amount. Size categories are based on the number of employees in a company. The following SBA employee 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 as well as propane dealers in this category are considered small businesses and must pay the \$275 fee if the company employs 100 or 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 is the record keeping requirements for HAZMAT registration?

Copies of the registration statement and the certificate of registration must be kept for three years at your principal place of business and be available for inspection upon request.

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

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-transferrable in bankruptcy proceedings. If a company's name changes, but the same legal structure is maintained, then an *amended certificate* must be filed via the online HAZMAT registration portal 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](#).

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

- **PHMSA** - For questions on Registration, renewals, refunds, duplications, business size calculations call the PHMSA Registration Help Desk at (202) 934-1630 for businesses beginning with the letters A-M, or call (202) 934-1631 for businesses beginning with the letters N-Z.
- **U.S. Small Business Administration** - For questions about SBA Size Standards call: 1 (800) 827-5722 or go to [SBA Business Size Standards](#).
- **North American Industrial Classification System (NAICS)** – For questions about business classifications: [NAICS Codes List](#).