

Retail Operator / General Manager	Sales – New Car	Sales – Pre-Owned	Business Manager (F&I)	Service	Parts & Accessories	Administration
Date: July 16 th , 2014	Source: Parts Logistics Name: Erik Gonzalez Title: Stockton Regional Distribution Center Manager Phone #: (209) 943 3702			Replaces: Supersedes:		
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MINI PARTS BULLETIN DANGEROUS GOODS RETURN

Hazardous materials or dangerous goods are defined as substances and articles that, when offered for transportation in commerce, pose an unreasonable risk to health, safety, property and the environment. Please refer to 49 CFR 172.101 at www.gpoaccess.gov for more information.

Parts Logistics is conducting its first dangerous goods return program for 2014. All eligible dealers may take advantage of this opportunity by doing the following:

- Return requests may be submitted via DCSnet from **August 11th through August 22nd**.
- Very Important: Submit returns using standard return order type **YR11** and reason code **AC7**. Returns must be identified by using **HM20141** in the dealer PO number field.
- All items authorized for return under the Dangerous Goods return program must be physically received at your facing RDC no later than **August 29th, 2014**.
- **The first return window is for Air Bags and Seat Belt Pre-tensioners ONLY!**

****Upcoming Returns:**

2014 – We have planned two Dangerous Goods returns in 2014, inclusive of all three types of dangerous goods eligible for return to the RDCs: Airbags, Seat Belt Pre-tensioners, and Shock and Struts.

****Below is a guideline for scheduled 2014 returns:**

2nd Return – We will publish communication about a second return window within the next few months. The second return window will be for **Shocks and Struts ONLY!**

A few key reminders:

The Labelmaster user license does include DGIS (Dangerous Goods Information System) online training solutions to meet all shipping needs.

D.O.T. certification and Hazmat training are paid for by MINI USA.

Legal Requirements:

There are certain legal requirements which must be fulfilled in order to tender hazardous materials for transportation. These requirements include, but are not limited to:

- Each dealer must purchase/contract an Emergency Response Information Provider. All hazardous materials shipping papers are required to include a telephone number where emergency responders can obtain product-specific information in the event of an incident during transportation.

This number may connect directly to either the initial shipper/provider of the material or to a contract Emergency Response Information Provider (ERI).

The number must be that of a person who is either knowledgeable about the hazardous material and has comprehensive emergency response and incident mitigation information for that material, or has immediate access to a person who possesses such knowledge and information.

- The emergency response telephone number must be available 24 hours per day while the hazardous material is in transit, including storage incident to transportation.
- There are a number of companies that are available to provide this service to the shipper for a fee, including:

ChemTrec	+1 (800) 424-9300
ChemTel	+1 (888) 255-3924
InfoTrac	+1 (800) 535-5053
3E Company	+1 (800) 451-8346

- Dealers must have **at least** one D.O.T.-certified shipper/receiver on staff.
 - Certification may be obtained through completion of a D.O.T.-approved training course. Once achieved, this certification is valid for a period of 3 years.
- Parts packaging and labeling must comply with U.S.D.O.T. regulations for the shipping and labeling of hazardous goods.
- The shipper is responsible for ensuring utilization of the appropriate D.O.T. and carrier-approved hazmat documentation for the return shipment.
 - The shipper must complete a shipper's declaration or BOL that identifies this item as hazardous material. Copies of all hazmat BOLs **must** remain on file at your facility for **2 years** after the date of shipment.
- BOLs will be generated and retained through the Labelmaster website in the form of a PDF file, and will be accessible on demand for the required 2-year time frame.
- **The dealer is responsible for ensuring compliance with all current D.O.T. regulations.**
- **The dealer will be responsible for any and all fines or penalties resulting from improper shipment of hazardous material to the RDCs.**

Guidelines for Dangerous Goods Returns:

- MINI will periodically open the window for returning dangerous goods, including pyrotechnic merchandise and airbags.
- All Hazmat returns must be compliant with D.O.T. rules and regulations.
- Only unopened dangerous goods in original, resalable condition, with all MINI labeling intact, will be accepted for return.
- Credit will not be issued for non-compliant shipments.
- **Warning: MINI is required by law to report receipt of non-compliant shipments to the D.O.T. The Federal hazardous materials transportation law authorizes the Pipeline and Hazardous Materials Safety Administration (PHMSA) to assess a civil penalty of not less than \$250 or more than \$50,000 per violation, or to refer matters for criminal prosecution.**
- MINI reserves the right to reject any return deemed unsatisfactory for any reason including, but not limited to, part or packaging condition, labeling inconsistency, or non-conformance with current MINI policy. **Parts deemed unsatisfactory will be destroyed without credit to your dealer.**
- Dealers **MUST** use the Labelmaster software license to return dangerous goods to MINI.
- Dealers will be required to annually submit proof of current D.O.T. certification for each shipper on staff to MINI directly.
 - If a shipper earned his/her D.O.T. certification through a link on the Labelmaster website, Labelmaster will renew the user license automatically for the next two years if the dealer chooses to continue participation in the program.
 - If a shipper earned his/her D.O.T. certification through a different supplier, each center must annually submit the certificate to MINI to be eligible for future hazmat return opportunities.
 - These certifications should be scanned and emailed to the Parts Quality mailbox at PartsQU@bmwna.com
- The original shipping box will already have the required D.O.T. labeling and markings.
 - A diagram of the completed package, including labeling and markings, will be displayed upon completion of BOLs through the website.
- For any questions or concerns, please contact Dealer Services at PartsQU@bmwna.com.