



We encourage you to contribute to aviation safety by sending your incident report to the Aviation Safety Reporting System (ASRS).

Whether you are ground personnel, station operations, dispatchers, flight crew, cabin crew, maintenance, UAS operators, or other personnel who handle checked baggage, carry-on bags, or shipments that might contain hazardous materials, you may report actual or potential discrepancies or deficiencies and contribute to aviation safety.

When in doubt, fill it out



contribute
TO AVIATION SAFETY

Learn More

Please visit the ASRS website for additional program information, various research studies, the ASRS newsletter *CALLBACK*, access to the ASRS Database or to submit your ASRS incident report.

<https://asrs.arc.nasa.gov>

The NASA

AVIATION SAFETY REPORTING SYSTEM



HAZMAT SAFETY REPORTING

Have you experienced a safety issue involving the aircraft transport of hazardous materials or dangerous goods?

NASA Aviation Safety Reporting System

P.O. Box 189
Moffett Field, CA 94035-0189

Learn more at:

<https://asrs.arc.nasa.gov/hazmat.html>



What is the Aviation Safety Reporting System (ASRS)?

ASRS is a highly successful and trusted program that has served the aviation community since 1976. Through a cooperative effort among NASA, FAA, and the aviation industry, the program receives reports daily from stakeholders like yourself who are actively participating in all aspects of aviation operations.

ASRS receives over 90,000 safety reports annually from various users of the National Airspace System. The ASRS database is the world's largest repository of voluntary, confidential safety information provided by aviation's frontline personnel. The database provides an exceptionally rich source of de-identified information for education, training, safety developments, and more, and helps to identify issues in the aviation system to be addressed.

ASRS Reporter Confidentiality and Immunity

Reports sent to the ASRS are held in strict confidence. NASA removes all personal names (including company names), dates, times and other identifying information before entering reports into its database. The FAA offers ASRS reporters further guarantees and has committed itself not to use ASRS information against reporters in enforcement actions. The FAA is offering these for the potential lifesaving, safety information gathered through ASRS reporting.

The ASRS Report Form

Ground personnel (e.g., ramp agents), station operations, dispatchers, flight crew, cabin crew, maintenance, and UAS operators who encounter a safety incident with checked baggage, carry-on bags, or shipments may submit their safety incident on the ASRS General Report Form. Utilize the write-in areas to provide event characteristics if available selections do not apply.

How to Submit a Report

There are two ways to submit an ASRS Report:

- ▶ Fill out and submit your report online: <https://asrs.arc.nasa.gov>.
- ▶ Download and print the PDF from the ASRS website and mail directly to NASA ASRS.

Report Form ID Strip

The top portion of the report form is your identification strip, stamped and returned by NASA, assures your anonymity and proves that you have submitted a report to the ASRS. We can only return the strip to you if you have provided a mailing address. Equally important are telephone numbers where NASA ASRS Expert Analysts may call you to obtain additional information to help us understand the safety issue.

Tips for Excellent Reporting!

Providing **detailed and complete** reports is vital to making the aviation community and National Airspace safer. To ensure you are submitting a report that would result in a safety improvement, please consider the following questions when writing your ASRS narrative:

- ▶ What types of hazardous materials / dangerous goods were involved?
- ▶ Where was the HAZMAT located?
- ▶ What is your job title/ job function? How many years of experience do you have?
- ▶ Who was involved in the event? What was each person's involvement?
- ▶ What were the contributing factors (e.g., time pressure, communication breakdown, training, procedures)?
- ▶ What was the outcome / result?
- ▶ How could this be prevented? Provide ideas for corrective actions or improvements.

Example of an Excellent Report

WHO I was the **Lead Ramp Agent** working this **evening's**

WHEN **outbound** and I **misloaded the dangerous goods**

WHERE **onto the aircraft at the gate**. We had about 10 pieces of dangerous goods in bags, so I assigned the cargo to Pit 5.

WHAT

WHY Due to a **communication breakdown** between the back pit loader and myself, the cargo was **loaded into Pit 4 instead of Pit 5** with approximately 50 bags. The cargo quick packs were scanned into Pit 4 mistakenly, but were assigned to Pit 5 on the load plan. I was unaware that we are not allowed to load dangerous goods onto a nesting system and I'm not sure if this is a new SOP but it was new to me. I strongly **recommend more training related to Dangerous Goods and the SOP**.

SUGGESTIONS