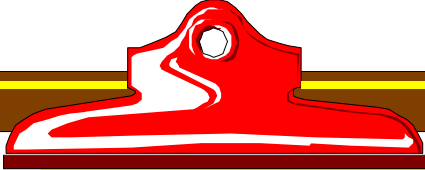





BILINGUAL HAZARDOUS MATERIALS GENERAL AWARENESS TRAINING Volume II

SHIPPING PAPERS





XYZ TRUCKING

BILL OF LADING PRO NUMBER

SHIPPER: _____ SHIP TO: _____

SHIPPER SIGNATURE: _____ CARRIER AGENT SIGNATURE _____
Date: _____ Date: _____

QTY	HM	DESCRIPTION	WEIGHT	CHARGES

THIS IS TO CERTIFY THAT THE HEREIN NAMED ARTICLES ARE PROPERLY CLASSIFIED, DESCRIBED, PACKAGED, MARKED AND LABELED, AND ARE IN PROPER CONDITION FOR TRANSPORTATION ACCORDING TO THE HAZARDOUS MATERIAL REGULATIONS OF THE DEPARTMENT OF TRANSPORTATION.

TOTAL

DATE AUTHORIZED SIGNATURE _____

PAPELES DE EMBARQUE

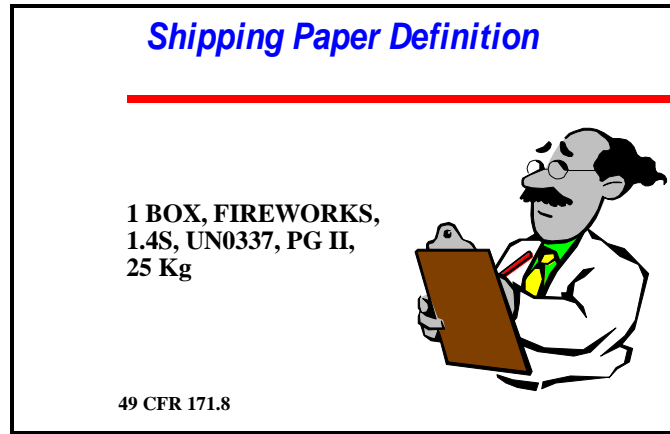
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10/01/98

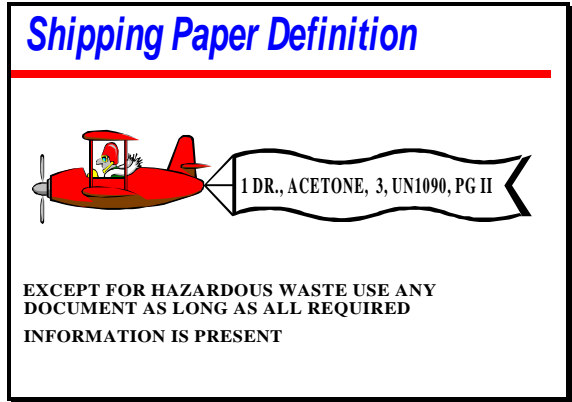
Shipping Papers



The term "shipping paper," as used by the transportation industry, means the piece of paper or document used for billing, accountability and day-to-day activities of transporting hazardous materials.

As used in the HMR, "shipping paper" means the documentation or paper containing the hazardous materials information required by the regulations.

171.8



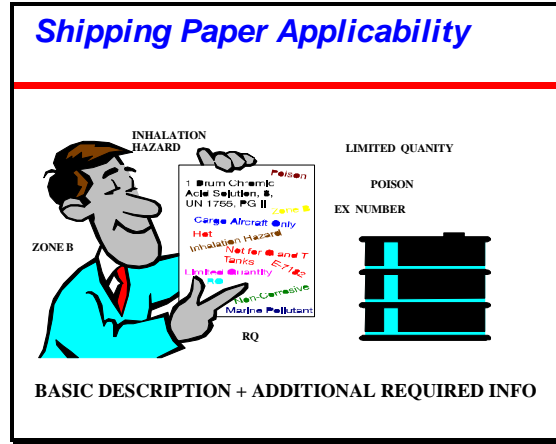
Except for hazardous waste, there is no specific shipping paper "form" required for hazardous materials shipments. Shippers may use whatever form fits their operation.

171.8



Unless excepted, each person who offers a hazardous materials for transportation must accurately describe the material.

172.200(a)



The shipping paper must contain the basic description plus any required additional descriptions or entries. The basic description includes the proper shipping name, the hazard class or class and division, the identification number (ID No.), and the packing group number (PG).

172.200(a)

Column 2, HM Table

Hazardous materials description and proper shipping name	Hazard Class or Division	Identification number
Flammable liquids, n.o.s.	3	UN1963

The proper shipping name of the material found in column 2 of the HMT.

The Hazard Class or Division, from the HMT, Column 3.

Column 3, Hazard Class or Division

Hazardous materials description and proper shipping names	Hazard Class or Division	
Chlorine.....3		
Chlorine azide.....Forbidden		
Chlorine dioxide, hydrate frozen.....5.1		
Chlorine dioxide, (not hydrated).....Forbidden		

The corresponding hazard class is located in Column 3 of the HMT
172.101;172.202(a)(2)

The hazard class need not be included for the entry "Combustible Liquid, nos@
172.202(a)(2)

Identification Numbers from
HMT COLUMN (4)

Column 4, Identification numbers

(2)	(3)	Identification numbers
		UN0333

The corresponding identification number (ID No.),
located in Column 4 of the HMT 172.101.

172.101; 172.202(a)(3)

Packing Group, if any,
 preceded by "PG",
 from HMT COLUMN (5)

Column 5, Packing Group			
(2)	(3)	(4)	Pack- ing group
			I
			II
			III

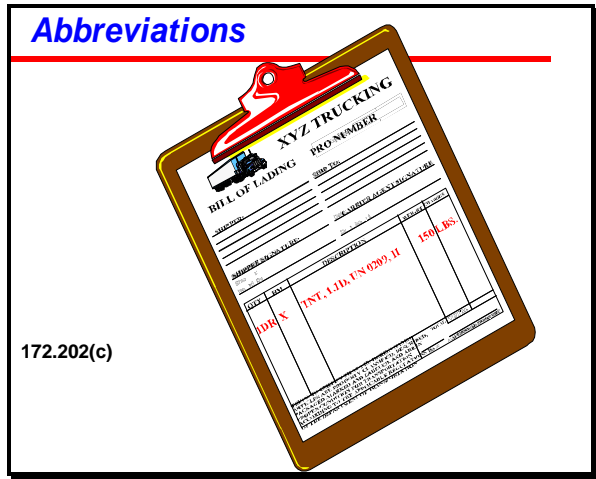
The Packing Group assignment located in Column 5 of the HMT 172.101.

Units of Measure	
Litres	Celsius
Kilograms	Fahrenheit
Bar	PSIA/PSIG
Kilopascal	

The total quantity of the material, which is part of the shipping description, must be shown before and/or after the basic description.

The total quantity must include the unit of measurement, such as gallons, pounds, liters, kilograms, etc. It can be shown as gross weight or net weight.

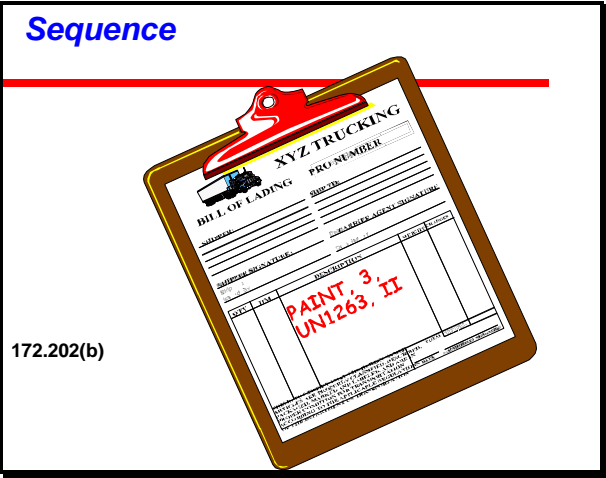
172.202(a)(4),(c)



Abbreviations for the total quantity may be used on the shipping paper. You may abbreviate the type of package and/or unit of measurement, for example, carton, box, drum, pounds, gallons. Place the total quantity before and/or after the basic description.

Example: 10 ctns., Paint, Flammable Liquid, UN 1263,500 lbs.

172.202(c),(c)(1)



The basic description must be shown in the HMT sequence: proper shipping name, hazard class or division, ID No., and packing group.

Additional Information

**May be added, After
the “Basic Description”**

Additional information about the hazardous material may be put on a shipping paper. However, it must not be inconsistent with the required description. Also, it must be placed after the basic description, unless otherwise permitted.

172.201(a)(4)

Shipping paper, Mixed Load

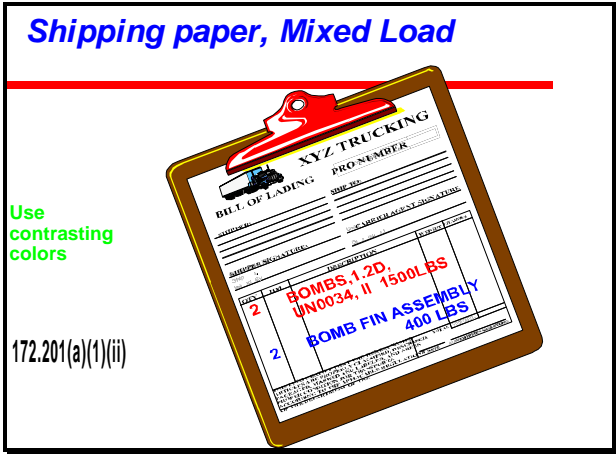
**HM
ENTERED
FIRST**

172.201(a)(1)(i)



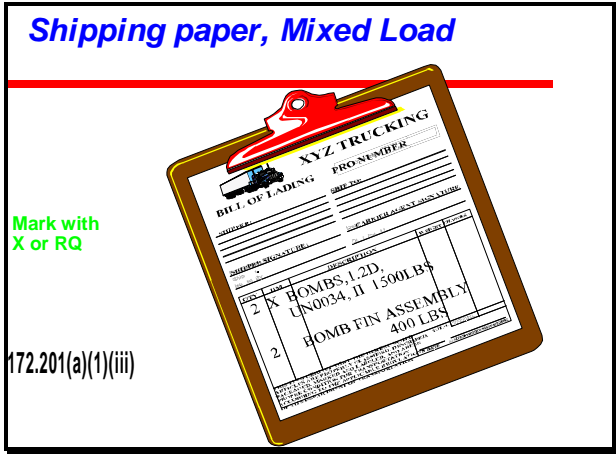
A hazardous material and non-hazardous material, not regulated by the HMR, may be placed on the same shipping paper. However, the hazardous material entries must be entered first, or

172.201(a)(1)(i)



highlighted or entered in a color that clearly contrasts with any description of a material not subject to the regulations, or

172.201(a)(1)(ii)



identified by an "x" in a column captioned "HM." Instead of an "x," the letters "RQ," for Reportable Quantity, may be entered in this column to identify a hazardous substance. "RQ" indicates the material is a hazardous substance, that is, a material with a reportable quantity in one package.

172.201(a)(1)(iii)

Additional Entries

**“POISON INHALATION HAZARD”,
“HAZARD ZONE”**

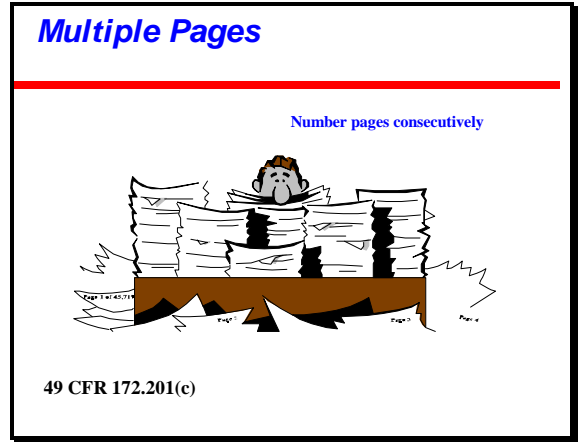


**METHYL BROMIDE, 2.3
UN 1062, HAZARD ZONE C,
POISON INHALATION
HAZARD**

For materials which are poisonous by inhalation, the words "Poison-Inhalation Hazard" and the words "Zone A", "Zone B", "Zone C", or "Zone D" for gases or "Zone A" or "Zone B" for liquids as appropriate shall be entered on the shipping paper immediately following the shipping description.

Hazard Zone is determined by the shipper in accordance with 173.133(b)

Packing Group I Hazard Zone A and B
Packing Group II Hazard Zone C
Packing Group III Hazard Zone D

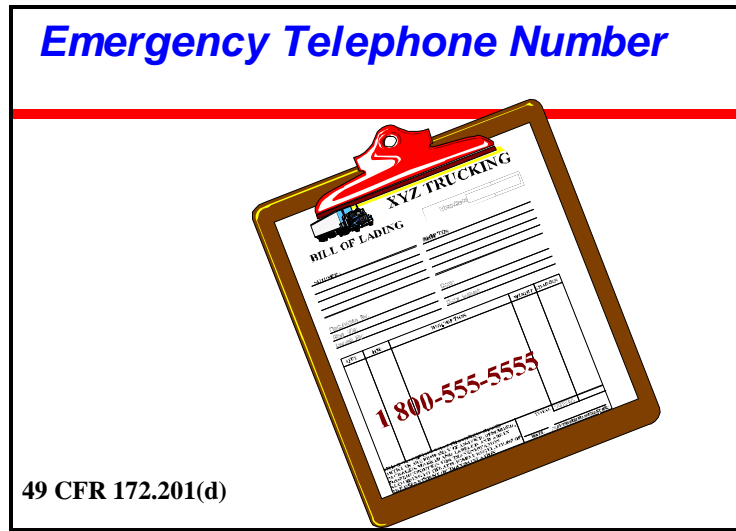


A shipping paper may have more than one page. Each page should be numbered consecutively. The first page must specify the total number of pages.



All shipping paper entries must be legible and printed in English. No unauthorized abbreviations are permitted.

172.201(a)(2),(3)



An emergency response telephone number must be entered on the shipping paper. Place it immediately after each hazardous material description.

If the telephone number applies to all hazardous materials listed on the shipping paper, the telephone number may be entered only once in a clearly visible location. If using a single telephone number for all of the materials, you must indicate that the number is for emergency response information.

Example: EMERGENCY CONTACT:
 (602) 555-5555

172.201(d); 172.604(a)(3)

Emergency Response Telephone



**The Phone must
be monitored at
all times the
Material is in
Transit**

172.604(a)(1)

The emergency response telephone number must be monitored at all times the hazardous materials is in transportation, including storage incident to transportation.

172.604(a)(1)-(2)

Emergency Response Number

THE NUMBER OF THE PERSON WHO IS EITHER KNOWLEDGEABLE OF THE HAZARDOUS MATERIALS BEING SHIPPED OR HAS COMPREHENSIVE EMERGENCY RESPONSE AND MITIGATION INFORMATION READILY AVAILABLE, OR HAS IMMEDIATE ACCESS TO SOMEONE WHO POSSESSES SUCH KNOWLEDGE.



? BEEPERS AND ANSWERING MACHINES DO NOT MEET THE REQUIREMENTS OF THIS SUBPART

172.604(a)(2)

The monitor must be capable of providing emergency response and accident mitigation information immediately, upon request.

The contact must be knowledgeable of:

- the hazards,
- hazard characteristics
- emergency response information and
- accident mitigation information for the hazardous material(s) listed on the shipping paper

- or -

- have immediate access to someone who has that knowledge.

Emergency Contact



**Shippers Phone
Number or Other
Agency Accepts
Responsibility....
Current Info**

172.604(b)

The emergency response telephone number must be that of the shipper or an agency or organization capable of, and accepting responsibility for, providing current information.

172.604(b)

EMERGENCY RESPONSE INFORMATION



EMERGENCY RESPONSE INFORMATION ON THE SHIPPING PAPER OR IN A SEPARATE DOCUMENT MAINTAINED WITH THE SHIPPING PAPER:

N DESCRIPTION OF THE HM

N IMMEDIATE HAZARDS TO HEALTH

N IMMEDIATE METHODS FOR HANDLING SMALL OR LARGE FIRES AND SPILLS OR LEAKS

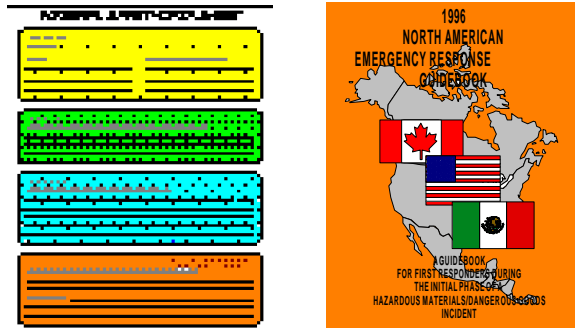
N PRELIMINARY FIRST AID MEASURES

Certain basic information is required to assist emergency response personnel:

- description of the hazardous material required by 172.202 and 172.203;
- immediate hazards to health;
- risks of fire or explosion;
- immediate precautions to be taken in the event of an accident or incident;
- immediate methods for handling fires;
- immediate methods for handling spills or leaks in the absence of fire;
- preliminary first aid measures.

172.602(a)

Emergency Response Information



172.602(b)(3)(iii)

The required emergency response information must be available for use away from the package of hazardous material. It should be printed in English and presented in any one of the following ways:

- on the shipping paper
- in a document such as a material safety data sheet, along with the shipping paper;
- in a separate document such as an emergency response guidance document, in conjunction with:
 - 1) shipping paper,
 - 2) dangerous cargo manifest (vessel), or
 - 3) written notification to pilot-in-command (aircraft).

172.602(b)

Emergency Information

Maintained Aboard

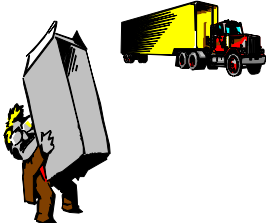
- K** Highway/Rail - Same manner as shipping paper
- K** Aircraft - Same as Written Notification to Pilot-in-Command
- K** Vessel - Same as Dangerous Cargo Manifest

Emergency Information Immediately Available To:

- < Carrier**
 - ┆ Motor Vehicle Operator**
 - ┆ Train Crew**
 - ┆ Flight Crew**
 - ┆ Bridge Personnel (Vessel)**

Except for aircraft and vessel shipments, each hazardous material carrier must maintain and carry the emergency response information in the same manner as the shipping paper. The information must be immediately accessible to the transport vehicle operator or crew.

Handling of Emergency Response Information



Emergency Info Must be Stored With Shipping Paper and Available to Facility Operator

172.602(c)(2)

Operators of facilities such as loading docks and warehouses must maintain information on hazardous materials they handle. This information should be immediately accessible in the event of an accident or incident.

172.602(c)(2)



For all hazardous waste shipments, a Uniform Hazardous Waste Manifest must be prepared in accordance with U.S. DOT and Environmental Protection Agency (EPA) regulations. The manifest must be dated, signed by hand and carried in the same manner as a shipping paper, and presented when required.

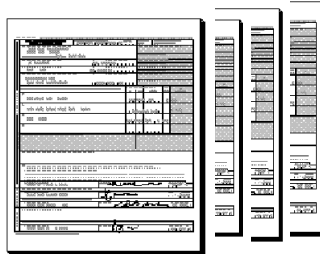
172.205(a),(h)
40 CFR Part 262



The Uniform Hazardous Waste Manifest meets U.S. DOT's shipping paper requirements, provided it contains all the information required by U.S. DOT and EPA.

172.205(h)
40 CFR Part 262

Distribution of Copies



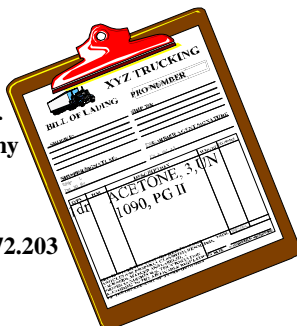
The shipper/generator should prepare one copy of the Uniform Hazardous Waste Manifest for each of the following: the shipper/generator, the initial carrier, each subsequent carrier and the designated facility receiving the waste. Each carrier, the shipper, generator, and facility must retain a copy for three years.

172.205(e)
40 CFR Part 262

49 CFR, 177.817(a)

Unless excepted:

- Shipping paper
Must accompany
each shipment
- Prepared IAW
172.200 thru 172.203



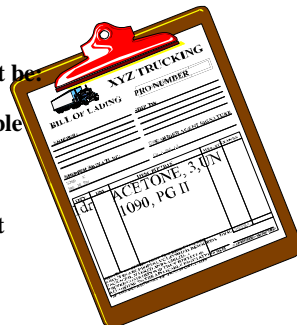
Unless an authorized exception is provided, all hazardous material shipments must be accompanied by a shipping paper. The shipping paper must be prepared in accordance with HMR, sections 172.200 through 172.203.

177.817(a)

Carriage by Public Highway

Shipping Paper Must be:

- Readily Available
- Recognizable
 - Tabbed
 - Appear First



Shipping papers must be readily available and recognizable for inspection or in case there's an accident. Each motor carrier and driver of a motor vehicle containing hazardous material is responsible for this. Drivers and motor carriers must clearly distinguish shipping papers from all other papers.

Example: Tab or place the shipping paper first.

49 CFR 177.817(e)(2)(i)

(Driver at vehicle Controls)

Shipping Paper Must Be:

- " Within drivers immediate reach and,
- " Readily visible, or
- " In a holder mounted to inside of drivers door

When the driver is at the motor vehicle's controls, the shipping paper must be:

- Readily Visible
- in a holder mounted to the inside of the driver-side door or
- within immediate reach while driver is restrained by the seat belt.

177.817(e)(2)(ii)

49 CFR 177.817(e)(2)(i)

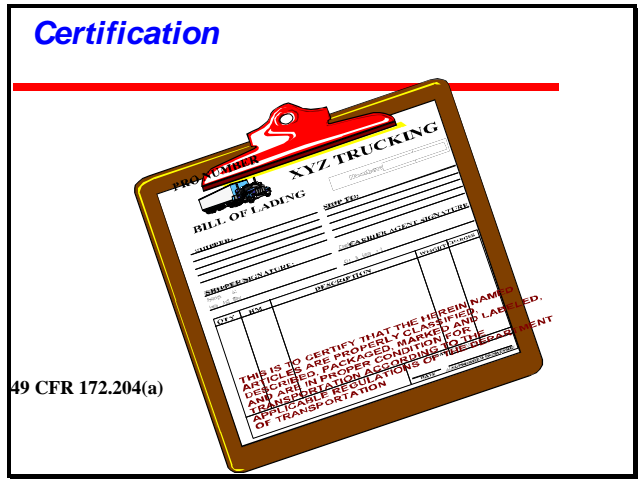
(Driver at vehicle Controls)

Shipping Paper Must Be:

- " Within drivers immediate reach and,
- " Readily visible, or
- " In a holder mounted to inside of drivers door

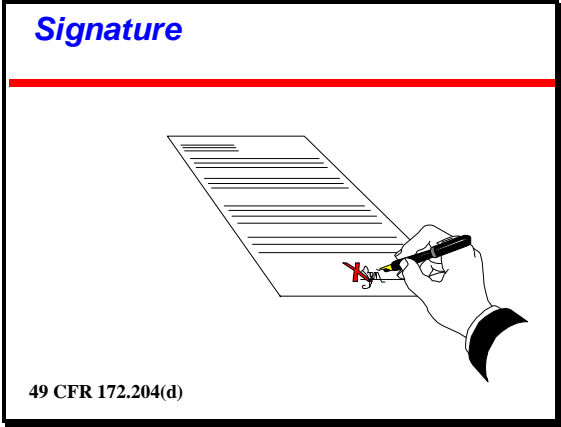
When the driver is not at the motor vehicle's controls, the shipping paper must be:

- in a holder mounted to the inside of the driver-side door or
- on the driver's seat.



A certification that the hazardous materials has been prepared for shipment in accordance with the Federal Hazardous Materials Regulations shall appear on the shipping paper. Except for hazardous wastes, no certification is required for highway transportation:

- K In a cargo tank supplied by the carrier; or**
- K By the shipper as a private carrier**



The certification must be signed legibly by a principal, officer, partner, employee of the shipper or his agent. The legible signature may be signed manually, by

typewriter or other mechanical means.