

HAZARDOUS MATERIALS

Checklist for Hazardous Materials shipments

Be meticulous when filling out paperwork for shipments containing hazardous materials. Even a small omission in the description of the contents, making a mistake or failing to classify the material correctly, can be catastrophic and result in loss of goods, transport vehicles and even life.

Use this checklist when arranging shipments of hazardous materials. **Be sure all items listed below have been handled as required.**

Check the following when **shipping domestically**:

1. **Format used properly:** Hazardous materials description entered first (highlighted) or an "X" or "RQ" noted in the HM column
2. **Identification number shown:** Such as UN1090 or NA2761
3. **Proper shipping name shown:** Such as "Acetone" or "Corrosive Liquid, N.O.S.." These must be printed in Roman type – not italics.
4. **Hazard class or division shown:** Such as "3" or "6.1"
5. **Packing group shown:** Such as "PGI" or "I"; Note that Class 2, Class 7, Division 6.2 and ORM-D materials don't require pkg. group.
6. **Certification complete and shipping paper signed**
7. **Number of units and total quantities and/or weight shown:** Such as "14 ctns" and "700 lbs."
8. **24-hour emergency response phone number and subscriber name to E.R.I**
9. **Technical names for "N.O.S.". Descriptions shown in parentheses:** Such as "UN1760, Corrosive Liquid, N.O.S. [Caprylyl Chloride], 8, II" or "UN1760, Corrosive Liquid, N.O.S., 8, II [Contains Caprylyl Chloride]." When column 1 (symbols) of the Hazardous Materials Table has a "G" shown, then a technical name must be included in the basic description.)

Note: Shipping papers must be **printed or typed** and **no abbreviations are permitted** except for the type of package (ctns, drs, etc.) or the unit of measure (lbs., kg, etc.). **Do not place pro labels over any DOT required information.**

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Check the following when **shipping containers and packages (non-bulk)**::

1. **Marked with proper shipping name and identification number** : Does it correspond to shipping paper? ID numbers not required for ORM-D or LTD QTY's.
2. **Marked with technical name for "N.O.S." Descriptions show in parentheses in association with the proper shipping name** : Such as "UN1760, Corrosive Liquid, N.O.S. [Caprylyl Chloride]".
3. **Marked with consignee's or consignor's name and address**
4. **Must be labeled unless "Limited Quantity" or "LTD QTY" is shown on the shipping paper after the packing group**
5. **In good condition, properly sealed and valves closed** : Do not accept any damaged, defective, or leaking packages.

Placards: Vehicle shall not be moved until the driver affixes the required placard(s).

1. **Table 1 materials:** Placard vehicle for **any** amount
2. **Table 2 materials:** Placard for vehicle for 1,001 lbs. or more. When 2,205lbs. or more of one hazard category is loaded at one facility, the specific hazard class placard is required – the DANGEROUS placard cannot be applied in these instances.

This **checklist is for guidance only**, and not a substitute for knowledge and compliance with all applicable regulations.

Whenever a spill occurs, contact dispatch immediately.