2.0 SHIPPING PAPERS
STUDENT WORKBOOK
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Module 2: Shipping Papers

Introduction

Whether you are shipping by highway, rail, air, or water, shipping papers must accompany most hazardous materials shipments.

The shipping paper provides vital information when responding to a hazardous materials incident. It contains information needed to identify the hazardous materials involved and helps initiate protective measures for your safety and the safety of the public.

Objectives

1. Identify the information that must be included on shipping papers for hazardous materials or hazardous substances.
2. Determine additional information entries needed for DOT Special Permits, limited quantities, hazardous substances, radioactive materials, and empty packagings.
3. Describe additional entries required for hazardous material shipments by air, rail, highway, and water.
4. Determine when technical names or other special additional entries are required to properly handle and transport hazardous materials.
5. Identify non-compliance related to the emergency response telephone number.
6. Compare the shipper's certification requirements for domestic, international, and air shipments.
7. Identify additional documentation required for hazardous waste shipments.
8. Identify record retention requirements for shipping papers relating to hazardous materials.

Definition of Shipping Papers

As used in the HMR, a shipping paper for hazardous materials transportation is any document that contains the information required to describe the hazardous material being transported.

It may include a shipping order, a bill of lading, a hazardous materials manifest, or any other type shipping document serving a similar purpose and containing the required information. Only in the case of hazardous wastes is there a prescribed shipping paper format – the hazardous waste manifest.

Basic Rules for Shipping Papers

The basic rule for shipping papers is that if you transport any quantity of any hazardous material, a properly prepared shipping paper must accompany the shipment.

This includes materials identified as hazardous substances, hazardous wastes, and marine pollutants. Unless excepted, each person who offers a hazardous material for transportation must accurately describe the hazardous material on the shipping paper in the manner required by the HMR.
The basic rules for describing and identifying hazardous materials in transportation are quite simple: mark the package, label the package, prepare a shipping paper with all the information, including emergency response information, and placard the vehicle.

**Shipping Paper Exceptions**

There are exceptions to the basic rules regarding shipping papers that cause the most confusion among people handling hazardous materials. Certain shipments of hazardous materials do not require description as hazardous materials on a shipping paper. Some of the more common exceptions include:

- Hazardous materials with an 'A' in Column 1 of the HMT offered or intended for transportation only by highway, rail, or vessel, unless the material is identified as a hazardous substance, a hazardous waste, or a marine pollutant, and then it is regulated in all modes of transportation.
- Hazardous materials with 'W' in Column 1 of the HMT offered or intended for transportation only by highway, rail, or air, unless the material is identified as a hazardous substance, a hazardous waste, or a marine pollutant, and then it is regulated in all modes of transportation.
- Small quantity shipments prepared in accordance with section 173.4.
- Certain agricultural shipments prepared and transported in accordance with section 173.5.
- Materials of Trade shipments prepared in accordance with section 173.6.
- A limited quantity package unless the material is offered for transportation by aircraft or vessel and, until December 31, 2020, a package of ORM-D material, when offered for transportation by highway, rail, or vessel. See section 172.200(b)(3).

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**Activity: Think It Through**

Certain shipments of hazardous materials do not require description as hazardous materials on a shipping paper. It is important to understand the exceptions. Here is an example of a scenario in which an exception applies.

**Scenario:**

You are shipping Dibromodifluoromethane by vessel, with no intention that it will make any leg of its journey by air. Assume that this Dibromodifluoromethane is not waste. Since it does not appear in Tables 1 or 2 of Appendix A, it is not a hazardous substance. Since it does not appear in the List of Marine Pollutants, it is not a marine pollutant. Since it is identified by the letter "A" in Column 1 of the HMT, and since it is not being offered or intended for transportation by air, it meets the first shipping paper exception: “Shipments with a letter "A" in Column 1 of the HMT, if shipped by highway, rail, or vessel only.”

**Question:**

Would this shipment of Dibromodifluoromethane require a description as a hazardous material on a shipping paper?

**Answer:**

No, this shipment of Dibromodifluoromethane, under the circumstances presented, would not require description as a hazardous material on a shipping paper.
Mixed Shipments on the Same Shipping Paper

When hazardous materials and non-hazardous materials are entered on a shipping paper, the hazardous materials entries must be one of the following:

- Be entered first, before the non-hazardous material
- Be either highlighted or entered in a contrasting color
- Be identified with the letter "X" in the column captioned "HM" before the proper shipping name. In the case of a hazardous substance, the letter "X" may be replaced with the letters "RQ" for reportable quantity.

Even if the hazardous material is entered first or in a contrasting color, you may still place an X or, where appropriate, RQ in the HM column.

General Preparation

When a description of a hazardous material is required to be included on a shipping paper, that description must conform to certain requirements:

- They must be legible and printed in English
- Restrictions on the use of codes and abbreviations
- The placement of additional items of information must appear after the basic description
- Guidance for multiple-page shipping papers
- An emergency response telephone number
- The format for shipping paper documents

Numbering

When shipping papers have more than one page, the pages need to be consecutively numbered (e.g., 1, 2, 3) and only the first page must specify the total number of pages (e.g., 1 of 3 pages).

Additional Entries

Any additional information entries must appear after the basic description.

Codes and Abbreviations

There are no codes or abbreviations allowed in the required shipping descriptions, unless the HMR specifically allows their use.
Legibility
All shipping paper entries must be legible and printed in English.

Note: Except for hazardous wastes, there is no specific shipping paper "form" required for a hazardous material shipment. A shipper may use a shipping paper appropriate to its operation.

Emergency Response Telephone Numbers
Anyone who offers for transportation a hazardous material that requires a hazardous materials shipping paper must include an emergency response telephone number for use in the event of an emergency involving the hazardous material. The emergency response telephone number:

- Must be monitored at all times the hazardous material is in transportation.
- The number must be for someone who is knowledgeable about the hazardous material being shipped and has comprehensive emergency response and incident mitigation information, or has immediate access to a person who possesses such knowledge and information. This would include immediate hazards to health, the risks of fire and explosion, the immediate precautions to be taken in the event of an incident, the immediate methods for handling fires, the initial methods for handling spills or leaks in the absence of fire, and preliminary first aid measures.
- The telephone number must be entered on the shipping paper immediately following the description of the hazardous material or entered once on the shipping paper in a clearly visible location. See section 172.604(d) for a list of materials and limited quantity materials that do not require the display of an emergency response telephone number on the shipping paper document.

The telephone number may be the number of the person offering the shipment or the number of a hired agency or organization as long as the person monitoring it has the most current information on the material and accepts responsibility for providing this information in an emergency. (Many agencies require a fee to provide this service.)

- Emergency response (ER) numbers outside the United States must contain the international access code, i.e., "+" (plus sign), country code, and city code as appropriate.
- When entered only once on the shipping paper, the ER number must be prominent, clearly visible, and easily found. Highlighting with larger font or contrasting color may be used.
- If the ER number is the number of the offeror (shipper), the offeror's name must appear directly before, after, above, or below the ER number unless the offeror's name is entered elsewhere on the shipping paper—clearly visible and easily located.
- If the ER number corresponds to a capable agency or organization hired to provide the required emergency information services, they must be given the appropriate emergency information by the offeror. The offeror's name or contract number must appear directly before, after, above, or below the ER number so it is prominent, clearly visible, and easily found.
- A person preparing shipping papers for continued transportation in commerce must include the information identified above as outlined in section 172.604. If they assume responsibility for providing the ER number, they must ensure all requirements are met.
Retention of Shipping Papers
The shipper must keep a copy of the shipping paper, either electronic or paper, for two (2) years after the material is accepted by the initial carrier. The carrier must keep a copy of the shipping paper for one (1) year after initial acceptance; however, both the shipper and the carrier must keep a copy of a Hazardous Waste Manifest (HWM) for three (3) years after it is accepted by the initial carrier.

In all cases, a copy must be accessible at, or available through, the principal place of business of the shipper and the carrier, respectively, and must be made available if requested by an authorized Federal, State, or local agency at reasonable times and locations.

Shipping Description of the Hazardous Materials
A shipping paper must accurately communicate the hazards of the materials being transported. The shipping description for a hazardous material must include these six items in the proper order.

The basic description includes four of these six items and must be presented in the following sequence:

1. Identification number
2. Proper shipping name,
3. Hazard class/division number
4. Packing group

The last item includes the number and type of packages, and total quantity being shipped.

Emergency Response Telephone Number
The emergency response telephone number may be entered after the shipping description, or located in a designated area on the shipping paper clearly visible and easily identified, for example: "EMERGENCY CONTACT: xxx-xxx-xxxx."

If the number is placed in one location, it must apply to all hazardous materials described on the shipping paper. If separate emergency numbers are needed for different materials, the corresponding emergency response number must be entered after the shipping description to which it applies.
**Basic Description of Hazardous Materials**

The four items of information that combine to form the basic description are found in Columns 2-5 of the HMT. The regulations allow for certain limited modifications or additions to the proper shipping names. Except for combustible liquids, subsidiary hazard class or division numbers must be entered following the numeric hazard class. Subsidiary hazard class/division risk(s) should be listed in parenthesis as appropriate. The ability to provide the proper response to a hazardous materials incident depends on having the correct identification of the hazardous material involved, and this means accurately describing the material on the shipping paper.

![Diagram showing basic description sequence]

- **Number & Type of Packages**
- **Basic Description Sequence**
- **Total Quantity** = indication of mass or volume AND unit of measure of the material

**Total Quantity of Hazardous Materials**

In addition to the basic description, the shipping paper must contain an indication by mass or volume of the total quantity of the hazardous material being transported.

The quantity must include a unit of measure, e.g., pounds, gallons, kilograms, etc. For explosive materials, the quantity must be the net explosive mass.

The total quantity may appear before or after, or both before and after the basic description. The units of measurement and packaging types may be abbreviated.

**Number and Types of Packages**

The number and type of package(s) must be indicated for each shipping description. The type of packaging must be indicated by a description of the package (e.g., 12 drums).

The packaging specification may be included with the description (e.g., 12 1H1 drums). The number and type of packaging must be indicated either before or after the basic description.

**Basic Shipping Description Sequences**

The basic description is the primary building block for the shipping description displayed on each shipping paper document. The sequence uses the mnemonic I.S.H.P., which represents I.D. number, proper Shipping name, Hazard class or division number, and Packing group.
The proper order is important. An example of using the I.S.H.P. for the basic description might look like this:

![Basic Description Example](image)

If a subsidiary risk is indicated for the material being described on the shipping paper, the subsidiary risk must be entered on the shipping paper in parenthesis immediately following the hazard class number.

**Technical Names**
Entries in the HMT identified with the letter 'G' in column 1 are required to have one or more technical names accompany the proper shipping name on the shipping papers and packaging markings.

Technical names must be entered on the shipping paper, in parentheses, either immediately after the proper shipping name, or following the basic description. The HMR allows modifiers, such as 'contains' or 'containing', and/or the percentage of the technical constituent.

### Additional Description Requirements Packing Group 1
The description of a hazardous material is developed by putting together:

1. The information required in the basic description (found in columns 2-5 of the HMT)
2. The two additional items that help complete the shipping description [total quantity of the material and number of types of package(s)]
3. Any other additional information required by section 172.203. The first group of these additional requirements include:
   - DOT Special Permits
   - Limited Quantities
   - Hazardous Substances
   - Radioactive Materials
   - Empty Packaging

**DOT Special Permits**
The U.S. DOT has granted exemptions or relief from certain hazardous materials regulations for specific packagings or shipping procedures.

If a shipment is made under a DOT Special Permit, the shipping paper must include the letters “DOT-SP” followed by the assigned special permit number. The special permit number must be placed on the shipping paper so that it is clearly associated with the basic description to which the exemption applies.

DOT special permits are specific. They detail procedures the person holding the special permit, or a person who is party to a special permit, must follow in order to be exempt from one or more provisions of the HMR – so it is critical that the procedures outlined in the DOT Special Permit be followed.
Otherwise, the shipment is treated as not exempt from the requirements of the HMR from which the person sought relief.

If a package is shipped to you noting a DOT Special Permit number on its shipping paper, you may not claim the same special permit when shipping the package with new shipping papers, unless you are named a party to the special permit.

If the shipment moves to its final destination without preparation of new shipping papers, however, the special permit is still in force.

**Limited Quantities**
The term limited quantity indicates the maximum amount of a hazardous material for which there is a specific labeling or packaging exception.

Shipping papers are NOT required for ground shipments of limited quantities. When shipping papers are used, the notation 'Limited Quantity' or 'Ltd Qty' must immediately follow the basic description of a hazardous material offered and transported as a limited quantity shipment. If shippers are voluntarily providing shipping papers, they must include this notation. The term limited quantity indicates the maximum amount of a hazardous material for which there is a specific labeling or packaging exception.

**Hazardous Substances**
Some proper shipping names of hazardous substances do not identify the hazardous substance by name. In this case, the name of the hazardous substance component listed in Appendix A to the HMT must be entered in parentheses in association with the basic description.

For a hazardous substance shipment, the letters 'RQ' must be entered on the shipping paper. Enter 'RQ' before or after the basic description for each hazardous substance.

If the material contains two or more hazardous substances, at least the two hazardous substances with the lowest 'RQ' must be identified. In the graphic example shown, Adipic acid must be in parentheses.
Radioactive Materials

Descriptions for shipping Class 7 (radioactive) materials can be quite involved, due to the precautions taken to safeguard against the unique hazards of radioactive materials.

See section 172.203(d) for details if you ship radioactive materials.

Empty Packaging

The description on the shipping paper for an empty packaging containing the residue of a hazardous material may include the words 'RESIDUE: Last Contained' followed by the basic description of the hazardous material residue.

The description on the shipping paper for a tank car that contains only the residue of a hazardous material must include the words 'RESIDUE: Last Contained' followed by the basic description of the hazardous material residue.

Additional Description Requirements Packing Group 2

The description of a hazardous material is developed by putting together the information required in the shipping description, plus any additional information required by section 172.203.

Non-required additional information about the hazardous material may be put on a shipping paper; however, the information must be consistent with the required description, and it must be placed after the basic description, unless otherwise permitted.

Transportation by Water

Each shipment by water must have the following additional shipping paper entries:

- The name of the shipper
- The minimum flash point if it is 61 degrees Celsius or below in association with the basic description
Transportation by Highway

Following the basic description of a hazardous material transported in either a Specification MC 330 or MC 331 cargo tank, the following additional descriptions must be entered:

- For anhydrous ammonia - the words to indicate the suitability for shipment in a cargo tank made of quenched and tempered steel, or the words "Not for Q and T Tanks" when the anhydrous ammonia does not contain at least 0.2 percent water by weight.
- For liquid petroleum gas (LPG) - the word "Noncorrosive" or "Noncor" to indicate suitability for shipment of noncorrosive LPG in a cargo tank made of quenched and tempered steel, or the words "Not for Q and T Tanks" for grades of LPG other than noncorrosive.

Transportation by Rail

When a hazardous material is transported in a rail car, freight container, transport vehicle, or portable tank, and the reporting mark and number are also displayed, the shipping paper prepared by the rail carrier must also include the reporting mark and number.

Additional notations are required for:

- Division 2.1 flammable gas material is being transported in a DOT-113 tank car. These additional notations include: Identify the type of tank car, in this case, DOT-113, and state the prohibition “Do Not Hump or Cut Off Car While in Motion.” This prohibition forbids moving the car under its own momentum, called “humping.” Uncoupling or cutting the car loose while in motion is also forbidden.

- For elevated temperature materials shipped according to section 173.247(h) (3), the notation such as 'Maximum operating speed 15 mph' must be entered on the shipping paper.

Transportation by Air

The HMR prohibits or forbids transporting some materials aboard passenger-carrying aircraft.

The words 'Cargo Aircraft Only' must be entered after the basic description of a hazardous material that is offered for transportation by air, but prohibited from transportation aboard passenger-carrying aircraft.

Additional Description Requirements Packing Group 3

In certain instances, additional entries are required on the shipping paper to help clearly communicate the dangers or special precautions necessary to properly handle and transport hazardous materials in accordance with the HMR. The third group of additional description requirements deals with these specific types of hazardous materials.
Technical Names for N.O.S. and Other Generic Descriptions

Unless otherwise indicated, if a material is described on a shipping paper by one of the proper shipping names identified by the letter "G" in Column 1 of the HMT (section 172.101), the technical names of the hazardous material must be entered in parentheses in association with the basic description.

For Division 5.2 organic peroxides, which may qualify for more than one generic listing depending on concentration, the technical name must include the actual concentration being shipped or the concentration range for the appropriate genetic listing.

A N.O.S. entry that describes a mixture or solution, or two or more hazardous materials, must include the technical names of at least two components most predominantly contributing to the hazards of the mixture or solution, and must be entered on the shipping paper in parentheses in association with the basic description.

Certain materials are excepted from having to display technical names in association with the basic description. They are discussed in detail in section 172.203(k)(2).

Marine Pollutants

If the proper shipping name for a material, which is a marine pollutant, does not identify by name the component that makes the material a marine pollutant, the name of that component must appear in association with the basic description.

If it is necessary to include an additional entry to identify a hazardous material as a marine pollutant then:

- The technical name of the components that make the hazardous material a marine pollutant must be entered in parentheses in association with the basic description.
- The words "Marine Pollutant" must be entered in association with the basic description for a material that is a marine pollutant.

Except for transportation by vessel, marine pollutants that are subject to the Oil Spill Prevention and Response Plan, communication requirements in section 130.11 are excepted from this requirement if a phrase indicating that the material is an oil is placed in association with the basic description.

Poisonous or Toxic Materials

Poisonous or toxic materials are subject to additional description requirements in section 172.203(m).

The word "Poison" or "Toxic" must be entered in association with the basic description when the material meets the definition of a Division 6.1, Packing Group I or II, and neither the shipping name, nor the hazard class or division, discloses that fact.
Poisonous Materials – Inhalation Hazards

For materials that are poisonous by inhalation, the words “Poisonous-Inhalation Hazard” or “Toxic-Inhalation Hazard” and the words “Zone A,” “Zone B,” “Zone C,” or “Zone D” for gases, or “Zone A” or “Zone B” for liquids shall be entered on the shipping paper immediately following the shipping description. The word “Poison” or “Toxic” need not be repeated if it otherwise appears in the shipping description. Special provision 1 represents Zone A. Special provision 2 represents Zone B, etc. A complete list of these special provisions may be found in section 172.102.

Elevated Temperatures

The word “Hot” must appear immediately before the proper shipping name on the shipping paper for a material that meets the definition of an elevated temperature material, if that fact is not disclosed in the proper shipping name with the words "Molten" or "Elevated Temperature."

Organic Peroxides and Self-reactive Materials

The additional description requirements on a shipping paper for a Division 4.1, self-reactive material, or a Division 5.2, organic peroxide material, must include the following additional information as appropriate:

- A statement of approval of the classification and conditions of transport when notification or competent authority approval is required.
- The control and emergency temperature for Division 4.1 or 5.2 materials that require temperature control during transport.
- The word "SAMPLE" must be included in association with the basic description, for samples of Division 4.1 or 5.2 materials when offered for transportation or transported.
Shipping Papers

Unless excepted, you must have a shipping paper that is prepared in accordance with sections 172.200, 172.201, 172.202, and 172.203 for each hazardous material shipment.

The carrier must retain shipping papers for one year for hazardous materials, and three years for hazardous wastes.

Certification

Shipper’s Certification

The last shipping paper entry is the shipper’s certification stating that hazardous materials are being properly offered for transportation according to the HMR.

It is the duty of the shipper to certify that the hazardous materials being shipped are properly prepared for transportation by printing the appropriate certificate on the shipping paper.

The certification must be legibly signed by a principal, officer, partner, or employee of the shipper or his agent. A legal signature may include signing manually, by typewriter, or by other mechanical means.

The regulation provides for four different certifications on the shipping paper, depending on the shipment destination and mode of transportation.

Accessibility of Shipping Papers

It is the responsibility of every motor carrier and driver to make sure that the shipping papers are readily available and accessible in case of an accident or inspection.

In order to do this, shipping papers for hazardous materials must be clearly distinguished from all other shipping papers.

This can be accomplished by tabbing the hazmat shipping papers, placing them on top of the stack of papers, or keeping them separate but still readily accessible.

Driver at Vehicle Controls

When you are at the motor vehicle’s controls, the shipping paper must be within your immediate reach, even while you are restrained by a lap belt.

The shipping papers must be readily visible to a person entering the driver’s compartment, or in a holder mounted on the inside of the driver’s door.

Driver Not at Vehicle Controls

When you are not at the motor vehicle’s controls, the shipping paper must either be placed in the holder mounted to the inside of the driver’s door, or placed on the driver’s seat.
Certification for Radioactive Material
Each person who offers any radioactive material for transportation aboard a passenger-carrying aircraft shall sign a printed certificate stating that the shipment contains radioactive material intended for use in, or incident to, research, medical diagnosis, or treatment.

The radioactive material certificate is used only in conjunction with air shipments. The shipper must enter the selected certification, word for word, on the shipping paper and sign it, manually, by typewriter, or by other mechanical means.

Air Transportation Certification
The air transportation certificate is used primarily for air shipments, but may be used in all modes of transportation.

The shipper must enter the selected certification, word for word, on the shipping paper and sign it, manually, by typewriter, or by other mechanical means.

For air shipments, the shipper must add the statement, “This shipment is within the limitations prescribed for passenger aircraft/cargo aircraft only;” delete the type of aircraft that does not apply; and provide two copies of the certification.

Using the “International” Certification
The shipper must enter the selected certification on the shipping paper and sign it manually, by typewriter, or by other mechanical means. This certification can be used for domestic or international transportation, but must be printed word for word.

Using the “Domestic” Certification
The shipper must enter the selected certification from section 172.204 of the HMR on the shipping paper and sign it manually, by typewriter, or by other mechanical means. This certification is appropriate for domestic shipping only, though section 172.204 does not automatically prohibit use for international shipments.

Shipper’s Certification – Initial Motor Carrier
An initial motor carrier may not accept a hazardous material unless the shipping paper includes a properly completed shipper’s certification; however, you do not need a shipper’s certification for:

- Shipments transported entirely by the shipper as a private motor carrier, unless reshipped from one carrier to another
- Bulk shipments transported in a cargo tank supplied by the motor carrier (since the carrier, not the shipper, provides the packaging)
- Return of an empty tank car previously containing a hazardous material that has not been cleaned or purged
Shipping Certification Exceptions

No shipper certification is required when the hazardous material other than a hazardous waste is being offered for transportation by motor vehicle and transported:

- In a cargo tank supplied by the carrier
- By the shipper as a private carrier, except for a hazardous material that is to be reshipped or transferred from one carrier to another.

If the Hazardous Waste Manifest is to be used as a shipping paper, it must contain all information required on any other shipping paper, as specified in section 172.205. No shipper certification is required for the transportation of an empty tank car that previously contained a hazardous material, and which has not been cleaned or purged.

Hazardous Wastes Manifests

The term “manifest” or “hazardous waste manifest” (HWM) means a shipping paper on which hazardous wastes are described.

The hazardous waste manifest must be on EPA Form 8700-22 and 8700-22A (when necessary), and prepared in a manner prescribed in section 172.205 and 40 CFR 262.20.

It must be dated and hand signed by the person representing the shipper of the waste and of the initial carrier accepting the waste for transportation. Hazardous waste manifests must accompany the shipment from pickup to destination, and copies must be given to each carrier involved in the movement of the waste and to the designated disposal facility.

Some states require the use of a state-designated manifest document. It is recommended that prior to accepting and/or transporting any hazardous wastes, you check with the state agency responsible for regulating those materials.

Hazardous Waste Manifest Preparation

The hazardous waste manifest must be carried during the transportation in the same manner as a shipping paper for hazardous material. In addition to the information describing a hazardous material/hazardous waste, 40 CFR Part 262 prescribes the format of the manifest and information required including:

- A manifest document number
- The waste shipper / generator's name, mailing address, telephone number, and EPA identification number
- The name and EPA identification number of each waste carrier
- The name, address, and EPA identification number of the designated waste disposal facility, or alternate, if any
- Each type and the number of packages
- Handwritten signatures from all parties
- The waste shipper/generator's certification
Activity: Apply Your Knowledge

Given the information in the module, the scenario below, and the steps listed below, apply your knowledge by preparing a sample Bill of Lading using the blank form on the next page.

Scenario:
You are preparing to ship 100 gallon of diesel in two (2) drums. The placard affixed to these drums identified the hazardous commodity to be identified on the HMT UN1993, flammable liquid.

### Step 1: Basic Description
Use the acronym “ISHP” to assist in remembering the proper sequence
- Identification Number (HMT Column 4)
- Proper Shipping Name (HMT Column 2)
- Hazard Class (HMT Column 3)
- Packing Group (HMT Column 5)

### Step 2: Other Information
- Technical name (“G” in HMT Column 1)
- Subsidiary hazard(s) (HMT Column 6)
- Number and type of packages (i.e., “12 drums”)
- Total quantity (by mass or volume, i.e., “200 kgs” or “50 L”)
- “Net Explosive Mass” for Class 1
- “EX-xxxx” for Class 1 materials when not marked on the package.

### Step 3: Additional Descriptions – as applicable (See section 172.203 for more information)

### Step 4: Emergency Response Telephone Number
- “EMERGENCY CONTACT:  xxx-xxx-xxxx” (include international access code if applicable)

### Step 5: Shipper’s Certification
- Signed Statement: “This is to certify that the above-mentioned materials...” (See HMR section 172.204 for specific certification statements.)
UNIFORM STRAIGHT BILL OF LADING

ORIGINAL—NOT NEGOTIABLE

Carrier's Pro No.
Shipper's Bill of Lading No. A-00123
Consignee's Reference/P.O. No.
Carrier's Code (SCAC) 

Name of Carrier: John Doe Delivery

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request:

From J.Q. Smith, Inc. Date

Street 455 Main Street City Alliance County Stark State OH Zip 44601

the property described below, in apparent good order, except as noted (contents and condition of contents of packages unknown) marked, consigned, and detained as shown below, which said carrier agrees to carry to destination, if on its route, or otherwise to deliver to another carrier on the route to destination. Every service to be performed hereunder shall be subject to all the conditions not prohibited by law, whether printed or written, herein contained, including the conditions on the back hereof, which are hereby agreed to by the shipper and accepted for himself and his assigns.

Consigned to ACME Chemical Company, Inc.

Destination Street 123 Industrial Way
City Beverly Hills County Los Angeles State CA Zip 90210

Delivering Carrier John Doe Delivery Trailer No. 1XYZ23QP

Additional Shipment Information

Collect on Delivery $ N/A and remit to: N/A C.O.D. charge Shipper

do to be paid by Consignee

<table>
<thead>
<tr>
<th>Handling Units</th>
<th>Packages No.</th>
<th>Type</th>
<th>HM</th>
<th>Kind of Package, Description of Articles, Special Marks and Exceptions (Subject to correction)</th>
<th>Weight (Subject to Correction)</th>
<th>Class or Rate Ref (For Info. Only)</th>
<th>Cubic (Optional)</th>
</tr>
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Mark "X" to designate Hazardous Materials as defined in DOT Regulations.

NOTE (1) Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:

"The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _______ per _______"

NOTE (2) Liability Limitation for loss or damage on this shipment may be applicable. See 49 U.S.C. § 14706(c)(1)(A) and (B).

NOTE (3) Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Sec. 2(e) of NMFC Item 360.

Notify if problem on route or at delivery

Name Fax No. Tel. No.

Send freight bill to:

J.Q. Smith, Inc. Alliance 455 Main Street OH 44601

Shipper R. Jones Carrier: John Doe Delivery

Freight charges are PREPAID unless marked collect, CHECK BOX IF COLLECT

FOR FREIGHT COLLECT SHIPMENTS:
If this shipment is to be delivered to the consignor, without recourse on the consignor, the consignor shall sign the following statement.
The carrier may decline to make delivery of this shipment without payment of freight and all other lawful charges.
(Signature of Consignor)

(for informational purposes only)

Shipment Certification

This is to certify that the above-named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT.

Per Date

Carrier Certification

Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available to carrier has the DOT emergency response publication or equivalent document in the vehicle.

Per Date

Package Nos.
You have completed all of the material for Module 2. You should be able to:

- Identify the term “shipping papers” and describe the information that must be included on them.
- Describe the additional information entries required for special situations.
- Describe the additional entries required for shipments by air, rail, highway, and water.
- Determine when technical names are required in the transport of hazardous materials.
- Describe the guidelines related to the emergency response telephone number.
- Compare the shipper’s certification requirements.
- Identify additional documentation required for hazardous waste shipments.
- Identify record retention requirements for hazardous materials shipping papers.

References