

Hazardous Material Shipping Paper

Description:

Each person who offers a hazardous material for transportation is required to describe the hazardous material on the shipping paper in the manner required by this subpart C to 49 CFR Part 172.

Regulatory Reference

49 CFR § 171.14(e) Transitional Provisions

49 CFR § 172.101 Purpose and use of hazardous materials table

49 CFR Part 172, Subpart C Shipping Papers

49 CFR § 172.200 Applicability

49 CFR § 172.201 General entries

49 CFR § 172.202 Description of hazardous material on shipping papers

49 CFR § 172.203 Additional description requirements

49 CFR § 172.204 Shipper's certification

49 CFR § 177.817 Shipping papers

Applies to:

The regulations apply to all shipments of LP-gas or other hazardous materials.

General Requirements:

- (1) 49 CFR § 172.202 requires that the shipping description of a hazardous material on the shipping paper must include:
 - (a) The proper shipping name prescribed for the material in column 2 of the §172.101 table;
 - (b) The hazard class or division prescribed for the material as shown in column 3 of the §172.101 table (class names or subsidiary hazard class or division number may be entered following the numerical hazard class, or following the basic description). The hazard class need not be included for the entry "Combustible liquid, n.o.s.";
 - (c) The identification number prescribed for the material as shown in column 4 of the §172.101 table;
 - (d) The packing group, in Roman numerals, prescribed for the material in column 5 of the §172.101 table, **if any**. The packing group may be preceded by the letters "PG" (e.g., "PG II"); and
 - (e) Except for empty packaging (see §173.29 of this subchapter), cylinders for Class 2 (compressed gases) materials, and bulk packaging, the total quantity (by net or gross mass, capacity, or as otherwise appropriate), including the unit of measurement, of the hazardous material covered by the description (e.g., "800 lbs", "55 gal." "3629 kg", or "208 L"). For cylinders for Class 2 (compressed gases)

materials and bulk packaging, some indication of total quantity must be shown (e.g., “10 cylinders” or “1 cargo tank”).

- (f) Except as provided in this subpart, the basic description specified in paragraphs (a) (1), (2), (3) and (4) of this section must be shown in sequence with no additional information interspersed. For example: “Gasoline, 3, UN 1203, PG II”.
- (g) The total quantity of the material covered by one description must appear before or after, or both before and after, the description required and authorized by this subpart. The type of packaging and destination marks may be entered in any appropriate manner before or after the basic description. Abbreviations may be used to express units of measurement and types of packaging.
- (h) Technical and chemical group names may be entered in parentheses between the proper shipping name and hazard class and following the basic description. An appropriate modifier, such as “contains” or “containing,” and/or the percentage of the technical constituent may also be used. For example: “Flammable liquids, n.o.s. (contains Xylene and Benzene), 3, UN 1993, II”.

Until January 1, 2013, the basic shipping paper sequence for listing the hazardous material information may use either sequence “A” or sequence “B” as shown below:

Sequence A	Sequence B
1. Proper Shipping Name	1. ID number (for LP-Gas UN 1075)
2. Hazard Class	2. Proper Shipping Name
3. ID number (for LP-Gas UN 1075)	3. Hazard Class
4. Packaging Group	4. Packaging Group

On and after January 1, 2013, **only** sequence “B” may be used.

- (2) 49 CFR § 172.203 gives these additional description requirements related to shipment of LP-gas:
 - (a) Empty packaging.
 - (1) The description on the shipping paper for a packaging containing the residue of a hazardous material may include the words “RESIDUE: Last Contained ***” in association with the basic description of the hazardous material last contained in the packaging.
 - (2) The description on the shipping paper for a tank car containing the residue of a hazardous material must include the phrase, “RESIDUE: LAST CONTAINED ***” before the basic description.
 - (b) Transportation by rail.
 - (1) A shipping paper prepared by a rail carrier for a rail car, freight container, transport vehicle or portable tank that contains hazardous materials must include the reporting mark and number when displayed on the rail car, freight container, transport vehicle or portable tank.
 - (2) The shipping paper for each DOT-113 tank car containing a Division 2.1 material or its residue must contain an appropriate notation, such as “DOT 113”, and the statement “Do not hump or cut off car while in motion.”

(c) Transportation by highway. Following the basic description for a hazardous material in a Specification MC 330 or MC 331 cargo tank, there must be entered for Liquefied petroleum gas:

- (1) The word “NONCORROSIVE” or “NONCOR” to indicate the suitability for shipping “Noncorrosive” liquefied petroleum gas in a cargo tank made of quenched and tempered steel as authorized by §173.315(a), Note 15 of this subchapter, or
- (2) The words “NOT FOR Q and T TANKS” for grades of liquefied petroleum gas other than “Noncorrosive”.

(3) 49 CFR § 172.204 requires:

(a) General. Except as provided in paragraphs (b) and (c) of this section, each person who offers a hazardous material for transportation shall certify that the material is offered for transportation in accordance with this subchapter by printing (manually or mechanically) on the shipping paper containing the required shipping description the certification contained in paragraph (a)(1) of this section or the certification (declaration) containing the language contained in paragraph (a)(2) of this section.

- (1) “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 Department of Transportation.”

Note: In line one of the certification the words “herein-named” may be substituted for the words “above-named”.

- (2) “I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.”

(b) Exceptions.

- (1) Except for a hazardous waste, no certification is required for a hazardous material offered for transportation by motor vehicle and transported:
 - (i) In a cargo tank supplied by the carrier, or
 - (ii) By the shipper as a private carrier except for a hazardous material that is to be reshipped or transferred from one carrier to another.
- (2) No certification is required for the return of an empty tank car which previously contained a hazardous material and which has not been cleaned or purged.

(c) Transportation by air. Documents prepared for air shipments that meet the requirements of the UN Recommendations for Transport of Dangerous Goods or the ICAO (International Civil Aviation Organization) Technical Instructions meet US DOT requirements as well.

- (1) General. Certification containing the following language may be used in place of the certification required by paragraph (a) of this section:

I hereby certify that the contents of this consignment are fully and accurately described above by proper shipping name and are classified, packaged, marked and labeled, and in proper condition for carriage by air according to applicable national governmental regulations.

Note to Paragraph (c)(1): In the certification, the word “packed” may be used instead of the word “packaged” until October 1, 2010. **[Regulations prohibit shipping LP-gas by passenger aircraft; see the Hazardous Materials Table.]**

- (2) Certificate in duplicate. Each person who offers a hazardous material to an aircraft operator for transportation by air shall provide two copies of the certification required in this section. (See §175.30 of this subchapter.)

- (d) Signature. The certifications required by paragraph (a) or (c) of this section:

- (1) Must be legibly signed by a principal, officer, partner, or employee of the shipper or his agent; and
- (2) May be legibly signed manually, by typewriter, or by other mechanical means.

- (4) 49 CFR § 172.201 states:

- (a) Except as provided in §172.604(c), a shipping paper must contain an emergency response telephone number, as prescribed in subpart G of this part.
- (b) A shipping paper may consist of more than one page, if each page is consecutively numbered and the first page bears a notation specifying the total number of pages included in the shipping paper. For example, “Page 1 of 4 pages.”

- (5) 49 CFR § 177.817 Shipping papers.

- (a) General requirements. A [motor] carrier may not transport a hazardous material unless it is accompanied by a shipping paper that is prepared in accordance with §§172.200, 172.201, 172.202, and 172.203 of this subchapter.
- (b) Shipper certification. An initial carrier may not accept a hazardous material offered for transportation unless the shipping paper describing the material includes a shipper's certification which meets the requirements in §172.204 of this subchapter. Except for a hazardous waste, the certification is not required for shipments to be transported entirely by private carriage and for bulk shipments to be transported in a cargo tank supplied by the carrier.
- (c) Requirements when interlining with [motor] carriers by rail. A motor carrier shall mark on the shipping paper required by this section, if it offers or delivers a freight container or transport vehicle to a rail carrier for further transportation:
- (1) A description of the freight container or transport vehicle; and
- (2) The kind of placard affixed to the freight container or transport vehicle.

- (d) This subpart does not apply to a material that is excepted from shipping paper requirements as specified in §172.200 of this subchapter.
- (e) Shipping paper accessibility-accident or inspection. A driver of a motor vehicle containing hazardous material, and each carrier using such a vehicle, shall ensure that the shipping paper required by this section is readily available to, and recognizable by, authorities in the event of accident or inspection. Specifically, the driver and the carrier shall:
 - (1) Clearly distinguish the shipping paper, if it is carried with other shipping papers or other papers of any kind, by either distinctively tabbing it or by having it appear first; and
 - (2) Store the shipping paper as follows:
 - (i) When the driver is at the vehicle's controls, the shipping paper shall be: (A) Within his immediate reach while he is restrained by the lap belt; and (B) either readily visible to a person entering the driver's compartment or in a holder which is mounted to the inside of the door on the driver's side of the vehicle.
 - (ii) When the driver is not at the vehicle's controls, the shipping paper shall be: (A) In a holder which is mounted to the inside of the door on the driver's side of the vehicle; or (B) on the driver's seat in the vehicle.
- (f) Retention of shipping papers.

Shippers of hazardous materials such as gas processors and pipeline terminal operators must retain a copy of shipping papers for two years after the carrier accepts the hazardous material.

Propane marketers must retain shipping papers received from common carriers for 1 year.

Propane marketers who typically use permanent shipping papers for bobtail deliveries with wording similar to "One Tank Load" and for cylinder deliveries listing the number of cylinders originally loaded, can use retained customer sales records, routing delivery tickets, or route delivery records along with the permanent shipping paper applicable at the time of delivery to meet the retention requirement, provided that the sales records can be directed linked to cargo tank or cylinder deliveries for the period the permanent shipping paper applied. This means that the retained records (customer sales accounts receivables, or other documentation) must not be deleted from marketer records until 365 days after the delivery date.

Training Requirements:

Preparation of shipping papers and driver handling of shipping papers is a required element of hazmat employee training.

Maintenance and Review

Periodic inspection of placarded vehicles should check for the presence of proper shipping papers.

Ensure that shipping papers and any supporting delivery documentation is retained for 365 days after the date of delivery.

Additional Information and Resources

Propane Delivery, Certification Area 2.0, Certified Employee Training Program, Propane Education and Research Council, Washington, DC

Initial OSHA and DOT Training: For the Handling and Transport of Hazardous Materials, Propane Education and Research Council, Washington, DC