



# Preparing the Shipping Papers

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## MODULE 4





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## Table of Contents

|   |   |
|---|---|
| <b>Introduction</b> .....   | 1 |
| <b>General Requirements for Shipping Papers</b> .....                 | 1 |
| <b>Mixed Shipments of Hazardous and Non-Hazardous Materials</b> ..... | 1 |
| <b>Keeping Shipping Papers</b> .....                                  | 2 |
| <b>Information Required on a Shipping Paper</b> .....                 | 2 |
| <b>Shipper's Certification</b> .....                                  | 3 |
| <b>Emergency Response Information</b> .....                           | 3 |
| <b>Summary</b> .....  | 3 |
| <b>Sample Shipping Paper</b> .....                                    | 4 |
| <b>Self Quiz Questions</b> .....                                      | 5 |

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## Module 4 Preparing the Shipping Papers

### Introduction

Every shipment of photo processing chemicals and inkjet inks that is classified as a hazardous material must be accompanied by written shipping papers that provide basic information about the goods. Much of the information required on a shipping paper is for emergency responders; if the vehicle is involved in an accident, police or firefighters need to know the nature of the hazardous materials and who to contact for more specific information.

The shipping papers are prepared by the shipper (consignor) *before* the carrier takes possession of the hazardous materials. For the photo processor or digital imager who is receiving goods, the shipping papers are prepared by the manufacturer/supplier. If you are reshipping goods (either by courier or a company employee), you are responsible for preparing the shipping papers.

### General Requirements for Shipping Papers

- Any waybill or company-designed bill of lading can be used as a shipping document as long as it contains the information required by the regulations. (The exception is for waste, where the federal EPA or state-required waste manifest must be used.)
- The information required on a shipping paper must be easy to identify, legible, and in English.
- Continuation pages must be consecutively numbered (e.g., page 1 of 3)

### Mixed Shipments of Hazardous and Non-Hazardous Materials

When using the same shipping document for both hazardous and non-hazardous materials, the following rules apply:

- List the information for the hazardous materials **before** the non-hazardous materials, OR
- List the hazardous materials in a color that contrasts with the color used for non-hazardous materials, OR

## Module 4 Preparing the Shipping Papers

- Mark an X opposite the basic shipping description in a column under the heading *HM*. (The X may be replaced by *RQ*, when the hazardous material is a hazardous substance with a reportable quantity.)

### Keeping Shipping Papers

For each hazardous material you reship, you must keep a copy of the shipping document on file for 375 days after the material has been accepted by the carrier. This copy can be either paper or electronic. (*Note: For a hazardous waste, you must retain a copy of the shipping paper for three years.*)



### Shipper's Certification

Each person who ships a hazardous material must certify that the material is offered in accordance with the HMR. This certification must be printed on the shipping paper, using **either** of the following two paragraphs:

*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.*

*I hereby declare that the contents of this consignment are fully and accurately described above labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national government regulations.*

### Emergency Response Information

In addition to the 24-hour emergency telephone number, the shipping papers must be accompanied by additional emergency response information. This information is typically one of the following:

- A material safety data sheet (MSDS) that contains detailed emergency response information

## ***Module 4 Preparing the Shipping Papers***

- A copy of the applicable page from the emergency response guide (EMG) (there must be a page for every unique basic shipping description).

Module 8 contains more information about emergency response.

**A sample shipping paper is shown on page 4.**

**The key to the information on the shipping paper is on page 5.**

### **Summary**

The shipping papers consolidate all of the information about a shipment of hazardous materials. The shipper must provide the basic shipping description for each hazardous material in the shipment, along with volume details and an emergency telephone number. The shipper's certification is a declaration that all materials are properly labeled, marked and packaged.

## Module 4 Preparing the Shipping Papers

### Straight Bill of Lading

|  |  |
|--|--|
| <b>To Consignee:</b> <u>Imaging Lab Waste Management</u> | <b>From Shipper:</b> <u>New Age Images</u> |
| <b>Address:</b> <u>1234 Industrial Boulevard</u>         | <b>Address:</b> <u>99 Main Street</u>      |
| <b>City:</b> <u>Chicago</u>                              | <b>City:</b> <u>Chicago</u>                |
| <b>State:</b> <u>Illinois</u>                            | <b>State:</b> <u>Illinois</u>              |
| <b>Zip:</b> <u>60123</u>                                 | <b>Zip:</b> <u>60654</u>                   |
| <b>Contact:</b> <u>James J. Smith</u>                    | <b>Contact:</b> <u>Maria Jones</u>         |
| <b>Phone:</b> <u>(800) 987-6543</u>                      | <b>Phone:</b> <u>(773) 655-4444</u>        |
| <b>Fax:</b> <u>(800) 987-5432</u>                        | <b>Fax:</b> <u>(773) 655-6666</u>          |
|  | <b>Carrier:</b> <u>Fast Transport Inc.</u> |
|  | <b>Carrier 2:</b> <u>n/a</u>               |

| QTY. | HM or RQ | DESCRIPTION  | WEIGHT       |
|------|----------|--|--------------|
| 4    | 7        | 1 Waste environmentally hazardous substances,<br>liquid, n.o.s. (silver), class 9, UN3082, PGIII | 3 417 liters |
|      |          |  |              |
|      |          |  |              |
|      |          |  |              |
|      |          |  |              |
|      |          |  |              |
|      |          |  |              |

6 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.

|   |  |
|---|--|
| <b>Shipper:</b> <u>New Age Images</u>                   | <b>Date:</b> <u>January 16, 2006</u>   |
| <b>Carrier:</b> <u>Fast Transport Inc.</u>              | <b>Date:</b> <u>January 16, 2006</u> 2 |
| <b>Carrier 2:</b> _____                                 | <b>Date:</b> _____                     |
| <b>Received by:</b> <u>Imaging Lab Waste Management</u> | <b>Date:</b> <u>January 16, 2006</u>   |

24-HOUR EMERGENCY TELEPHONE NUMBER: 1-800-987-6543 5



## Module 4 Preparing the Shipping Papers

### Information Required on a Shipping Paper

The following items must be included on a shipping paper. Match the numbers below with the numbers shown on the shipping paper example on page 4.

1. The basic shipping description of each hazardous material in the shipment, in the following order:

- Proper shipping name (followed by the technical name, where it's applicable)
- Primary class and division (subsidiary class is optional for domestic shipments)
- Identification number (UN or NA -- NA is for the US only)
- Packing group roman numeral (I, II or III)

Example description:

Waste environmentally hazardous substances, n.o.s. (silver), class 9, UN3082, PGIII

2. The date accepted by the initial carrier
3. The total quantity of each basic shipping description, indicated by mass (kg) or volume (liters) (e.g., 125 kg)
4. The number and type of packages (e.g., 2 boxes, 3 drums) for each basic shipping name
5. A 24-hour emergency telephone number where technical information about the hazardous materials can be obtained immediately
6. Shipper's certification
7. Method of distinguishing hazardous from nonhazardous materials (e.g., X or RQ for a hazardous substance)
8. The description for a material offered as a limited quantity must include the words limited quantity or *Ltd. Qty.* following the basic shipping description
9. The words *Marine Pollutant*, as applicable

## **Module 4 Preparing the Shipping Papers**

### **Self Quiz Questions**

1. The person or organization responsible for the correctness of the shipping papers is:
  - a) the receiver
  - b) the transportation company
  - c) the Department of Transport
  - d) the shipper
  
2. Hazardous materials must be listed before the non-hazardous materials:
  - a) true
  - b) false
  
3. Shipping papers for hazardous materials (other than a hazardous waste) must be kept on file by the shipper for:
  - a) 90 days
  - b) 375 days
  - c) 365 days
  - d) 3 years
  
4. Each person who ships dangerous goods must certify that the material is offered in accordance with the Hazardous Material Regulations
  - a) true
  - b) false
  
5. Every shipment of hazardous materials must have a 24-hour emergency telephone number listed on the shipping paper:
  - a) true
  - b) false