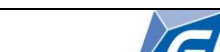
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1.0 Purpose

This procedure describes how to properly fill out hazardous materials shipping paperwork in accordance with the Hazardous Materials Regulations (HMR) Title 49 CFR Part 172.

2.0 Scope

This procedure applies to all hazardous material shipping paperwork.

3.0 Responsibility

Plant Manager: Responsible for following this procedure when releasing railcars.

Lab Personnel: Responsible for following this procedure when having chemicals removed for disposal from the lab.

4.0 Safety Considerations

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

5.0 Materials/Equipment

- Proper Shipping Papers



6.0 Procedure

Hazardous Materials Table

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§172.101 Hazardous Materials Table

							Packaging (§173.***)			Quantity limitations (see §§173.27 and 175.75)		10 Vessel Stowage	
Symbols	Hazardous materials descriptions and proper shipping names	Hazard class or Division	Identification Numbers	P G	Label Codes	Special provisions (§172.102)	Exceptions	Non-bulk	Bulk	Passenger aircraft/rail	Cargo aircraft only	Location	Other
1	2	3	4	5	6	7	(8A)	(8B)	(8C)	(9A)	(9B)	(10A)	(10B)
	Sulfuric acid with more than 51 percent acid	8	UN1830	ii	8	A3, A7, B3, B83, B84, IB2, N34, T8, TP2	154	202	242	1L	30L	C	14

The first step in filling out a shipping paper correctly is to look in the Hazardous Material Table (HMT) §172.101, and find the entry that most appropriately describes the material you are shipping. Information used to describe a hazardous material on a shipping paper is known as the **Basic Description**.

Information for the Basic Description consists of:

- **Identification Number** in Column 4
- **Proper Shipping Name** in Column 2
- **Hazard Class or Division** in Column 3
- **Packaging Group** in Column 5

If a material has one or more subsidiary hazards, they are identified in Column 6. Subsidiary hazards must be listed with the Basic Description. By using the information provided in the HMT, you can correctly describe the hazardous material shipment.



Columns 1 and 7 provide codes that may include additional information about the material you are shipping. For example, a “G” in Column 1 indicates that the Proper Shipping Name listed must be further identified by the addition of a “technical name” placed in parentheses. The chemical manufacturer or the Safety Data Sheet should provide this information. Special provision codes listed in Column 7 are defined in §172.102. They may identify additional information about the material that may be required to be entered in addition to the basic description.

Once you have identified the material in the HMT, the process is not yet complete. Appendix A and Appendix B to the HMT must also be checked.

- Appendix A is a list of Hazardous Substances and Reportable Quantities (RQ). If the material is listed in Appendix A, you must determine if it meets the definition of the hazardous substance prescribed in §172.8. If it does, and the quantity per package meets or exceeds the amount listed, an additional step must be taken to identify it as a reportable quantity on the shipping paper. (See HMR §172.203 for specific requirements.)
- Appendix B is a list of Marine Pollutants. When Shipping non-bulk packages and a hazardous material meets the definition of a marine pollutant, it must be identified as a

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marine pollutant if any portion of transportation is by vessel. A marine pollutant in bulk packages must be identified on the shipping papers when transported by any mode. (See HMR §172.203(l) for specific requirements.)

Shipping Description

A correct shipping description includes many components, including the basic description. The Basic Description must be placed on a shipping paper in the sequence called for in §172.202(b) of the HMR. An easy way to remember the sequence is to use the acronym “**ISHP**”:

- **I** – Identification Number
- **S** – Proper Shipping Name
- **H** – Hazard Class or Division
- **P** – Packaging Group

If a technical name is required, it must be placed in parentheses and may be listed after the Proper Shipping Name or after the Basic Description. If applicable, a subsidiary hazard class(es) must be placed in parentheses immediately following the primary hazard class.

The total amount of hazardous materials covered by each description must be indicated by mass or volume with the applicable unit of measure. For example: “200 kg” or “50 L”. The number and type of packages must also be indicated and may include the packaging specification, for example: “12 drums”, “12 1H1 drums”, or “12 drums (UN 1A1)”. The total quantity and types of packaging may be entered before or after the Basic Description or both before and after the Basic Description.

Additional Description



When additional information is required or provided it must be listed after the Basic Description, unless the HMR states otherwise. Always check §172.203 of the HMR to ensure you have identified all the requirements that pertain to your shipment.

Two exceptions to the regulation for placing additional information after the Basic Description pertain to the “Technical name” and the letters “RQ”. The “Technical name” may be placed in parentheses after the Proper Shipping Name or after the Basic Description. The “RQ” may be entered either before or after the Basic Description. On a shipping paper that has a column specifically to identify a hazardous material, the “RQ” may replace the “X” that would normally be placed in that column.

Some hazardous materials, such as radioactive materials, require much more specific information than what is covered here. Always use Part 172, Subpart C of the HMR for specific details and other information that may pertain to your shipment.

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Shipper's Certification

Except as provided in the HMR, each person who offers a hazardous material for transportation shall certify the shipment is offered in accordance with the HMR. Several options for certification statements are listed in §172.204. Specific statements are required for air shipments. The following is an example of one certification statement:

“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.”

These certifications must be signed by an employee of the shipper and may be signed manually, by typewriter or by other mechanical means.

Retention

The person who provides the shipping paper shall record the date the hazardous material is accepted by the carrier (this may vary for rail, vessel or air) and maintain a copy or electronic image of this shipping paper for two years from that date. The copies must be accessible at or through the principal place of business and must be made available if requested by an authorized official of a Federal, State, or local government agency at reasonable times and locations. See §172.201 for specific requirements.


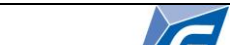
Emergency Response Telephone Number

Shipping papers must contain an emergency response telephone number unless specifically excepted as provided in HMR §172.604(c). The emergency response telephone number must include the area code or international access code. The number provided is used in case of an emergency involving the hazardous material. The number must be monitored at all times while the material is in transportation or in storage incidental to transportation. The person monitoring the number must be knowledgeable of the hazardous material being shipped and have information that will assist first responders at the scene of an incident involving the hazardous material; e.g., fire or explosion hazards, protective clothing required, and evacuation distance. If not knowledgeable, the person answering must have immediate access to a person who has that knowledge. An answering service, answering machine, or beeper does not meet these requirements.

The emergency response telephone number may be entered after the shipping description or it may be located in a designated area on the shipping paper that is clearly visible and easily identified, for example: “EMERGENCY CONTACT: Jason Bungarner Cell 828-508-4377.” If the number is placed in one location, that number must apply to all the hazardous materials described on the shipping paper. If different emergency numbers are needed for individual descriptions, the correct emergency response number must be entered after the proper shipping description it applies to. The telephone number may be the number of the person offering the shipment as long as that person monitors it as required above. If the number of an agency or organization is listed, the person offering the shipment must ensure the agency has received the most current information on the

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material and that it accepts responsible for providing this information in an emergency. Many agencies require a fee to provide this service.

Emergency Response Information

The HMR require that a shipment of hazardous materials include “emergency response information” which may be on the shipping paper itself or attached to the shipping paper. This emergency response information can be used in the event of an incident involving hazardous materials to assist emergency responders in responding to the scene. At a minimum this information must include:

1. Basic Description (include technical name, if applicable)
2. Immediate hazards to health
3. Risks of fire or explosion
4. Immediate precautions to be taken in event of an accident or incident
5. Immediate methods for handling fires
6. Initial methods for handling spills or leaks in the absence of fire
7. Preliminary first aid measures

For additional and specific requirements, you should check Part 172, Subpart G of the HMR.

7.0 Reference Documents

Shipping Paper Checklist (P14-PR-200-F092)

8.0 Change Information

New Procedure

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