

Shipping Papers: Part 172 Subpart C:

Each shipper and carrier must be knowledgeable of the required elements of a shipping paper. Shippers and carriers must read and comply with all applicable provision of Part 172 Subpart C.

HAZARDOUS MATERIAL SHIPPING PAPER		
UN1075 PROPANE 2.1		
TOTAL QUANTITY	1 ASME Storage Tank(s)	14 Cylinder(s)
<small>IMPORTANT: Prior to Transportation Enter the Number of ASME Storage Tanks and or Cylinders. Do Not Use This Shipping Paper For Cargo Tank Motor Vehicles.</small>		
EMERGENCY CONTACT: PERS 1-800-633-8253		
Date _____		
<small>Refer to the back of this card for EMERGENCY RESPONSE INFORMATION / ERG - GUIDE 115 ATTENTION DOT and Law Enforcement Officers: Call 1-800-633-8253 to verify authorized use of this emergency number.</small>		

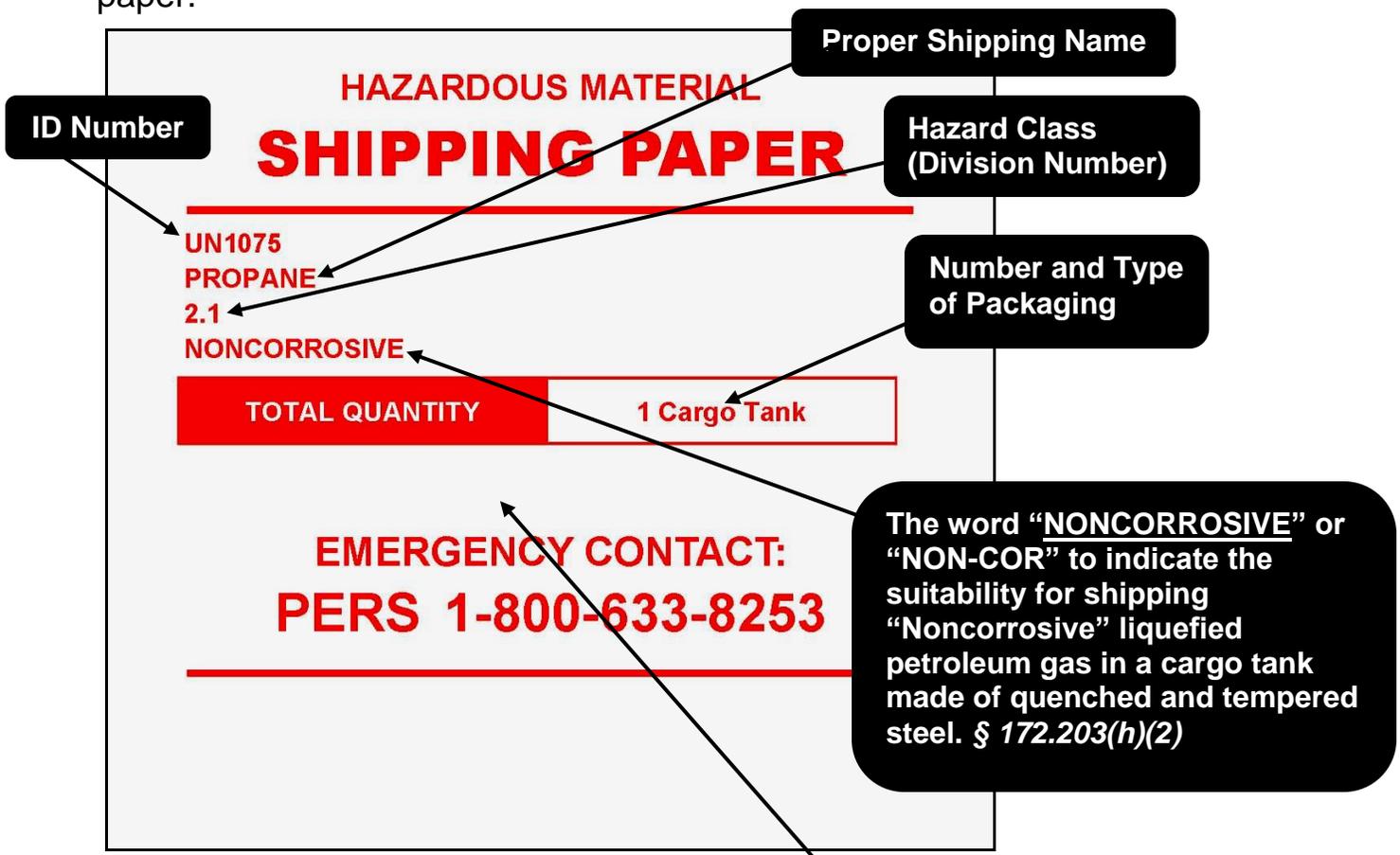
HAZARDOUS MATERIAL SHIPPING PAPER		
UN1230 METHANOL 3 PG II		
Enter Number of Containers	Type of Containers	Enter Total Gallons
8	Drum(s)	440
<small>IMPORTANT: Prior to Transportation Enter the Number of Drums and Total Gallons.</small>		
EMERGENCY CONTACT: PERS 1-800-633-8253		
Date _____		
<small>Refer to the back of this card for EMERGENCY RESPONSE INFORMATION / ERG - GUIDE 131 ATTENTION DOT and Law Enforcement Officers: Call 1-800-633-8253 to verify authorized use of this emergency number.</small>		
<small>Revised 05/2013 RH</small>		

Except as otherwise excepted, each person who offers a hazardous material for transportation shall describe the hazardous material on a shipping paper as required by Part 172 subpart C. (See § 172.200 for applicability)

A Shipping Paper is a shipping order, bill of lading, manifest, or other shipping document serving a similar purpose and containing the information required by §§ 172.202, 172.203 and 172.204. Within the HMR the term shipping paper is used to describe this document.

Requirements relevant to shipping papers are found in Part 172 Subpart C. Additional requirements for shipping paper entries may also be assigned by “**Special Provisions**” from column 7 of the hazmat table. Shippers should read all of this subpart to familiarize themselves with these requirements.

The HMR does not prescribe a required form but does prescribe a required manner in which hazardous materials must be described on a shipping paper.



Symbols	Hazardous materials descriptions and proper shipping names	Hazard class or Division	ID Numbers	PG	Label Codes	Special provisions (§172.102)	Pa (\$)	Exceptio
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8A)	
	Propane see also Petroleum gases, liquefied	2.1	UN1978		2.1	19, T50	306	304 314, 315

In the above shipping paper example Special Provision 19 is being used to indicate UN1075 in place of UN1978.

Most propane companies utilize this provision.

Many of the PERS laminated shipping papers have fields that require entries to be made identifying numbers of containers and mass or volume.

§172.201: Preparation and Retention of Shipping Papers:

When a description of a hazardous material is required on a shipping paper that description must conform to the following requirements: (§ 172.201)

When a hazardous material and a material not subject to the requirements of the HMR are described on the same shipping paper, the hazardous material must be entered in the following manner:

- Must be entered first;
- Must be entered in a contrasting color that clearly contrasts with any description on the shipping paper of a non-hazardous material;
- Must be identified by the entry of any “X” placed in a column captioned “HM.” The “X” may be replaced by “RQ” if appropriate.
- The required shipping description on a shipping paper must be legible and printed manually or mechanically in English.
- No unauthorized codes or abbreviations may be used.
- A shipping paper may contain additional information concerning the hazardous material provided that the information is not inconsistent with the required description. Unless otherwise permitted or required, additional information must be placed after the basic shipping description required by § 172.202.
- A shipping paper may consist of more than one page, if each page is consecutively numbered and the first page indicates the total number of pages.
- A shipping paper must include an “Emergency Response Telephone Number” as required by § 172.604.

Shipping Paper Retention:

§ 172.201(e) Each person who provides a shipping paper (shipper) must retain a copy or electronic image of the shipping paper at its principle place of business. The shipping paper copies must be made available to an authorized official of a Federal, State, or local government agency at reasonable times and locations.

- For a **hazardous waste**, the shipping paper copy must be retained for **three years** after the material is accepted by an initial carrier.

- For **all other hazardous materials**, the shipping paper copy must be retained for **two years** after the material is accepted by the initial carrier,
- Each shipping paper copy must include the date of acceptance by the initial carrier, except that, for rail vessel, or air shipments the date on the shipment waybill be used in place of the date of acceptance by the initial carrier.

Sec 177.817(f) – **Each person receiving a shipping paper (carrier)** required by this section must retain a copy or electronic image thereof. For a **hazardous waste** the shipping paper copy must be retained for **three years** after the material is accepted by the initial carrier. For **all other hazardous materials** the shipping paper copy must be retained for **one year**.

A motor carrier that uses a shipping paper without change, for example a laminated re-usable shipping paper, for multiple shipments of one or more hazardous material having the same shipping name and identification number may retain a single copy of the shipping paper, instead of a copy for each shipment made, if the carrier also retains a record of each shipment made, to include shipping name, identification number, quantity transported, and date of shipment. (*For example a delivery ticket or invoice that includes the proper shipping name, identification number, quantity and date.*)

Description of Hazardous Materials on Shipping Papers:
(§172.202)

The shipping description on a shipping paper must include:

1. The **Identification Number** prescribed for the material as shown in column 4 of the § 172.101 table;

Until January 1, 2013, the Proper Shipping Name Was Authorized to Appear First for Domestic Shipments. As of January 1, 2013 each shipping paper used for domestic as well as international transportation must show the Identification Number first. *The laminated shipping cards from PERS have been formatted since January 1, 2010 to show the ID Number first.*

2. The **Proper Shipping Name** from column 2 of the §172.101 table; The proper shipping name appears in Roman type not Italics.
3. The **Hazard Class** or **Division Number** for the material as shown in column 3 of the § 172.101 table. Except for combustible liquids, the

subsidiary hazard class(s) or subsidiary division number(s) must be entered in parentheses immediately following the primary hazard class or division number.

For each description in the HM table that requires subsidiary hazard labels, each subsidiary hazard must be shown in parentheses in association with the primary hazard class or division number.

4. The **Packing Group in Roman Numerals**, as described for the hazardous material in column 5 of the § 172.101 table. The packing group may be preceded by the letters “PG” (for example “PG II”).

Packing Group does not apply to compressed gases such as propane.

**HAZARDOUS MATERIAL
SHIPPING PAPER**

UN1075
PROPANE
2.1

TOTAL QUANTITY	1	ASME Storage Tank(s)	14	Cylinder(s)
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IMPORTANT: Prior to Transportation Enter the Number of ASME Storage Tanks and/or Cylinders.
Do Not Use This Shipping Paper For Cargo Tank Motor Vehicles.

**EMERGENCY CONTACT:
PERS 1-800-633-8253**

Date _____

Refer to the back of this card for
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ID Number from column 4 of the HM table; Except that the ID Number “UN1075” is being used in accordance with Special Provision “19” from column 7.

Proper Shipping Name as identified in column 3 of the HM table. (“Petroleum gases liquefied” may alternatively be used)

Hazard Class or Division Number; (2.1) as shown in column 3 of the HM table.

Symbols (1)	Hazardous materials descriptions and proper shipping names (2)	Hazard class or Division (3)	ID Numbers (4)	PG (5)	Label Codes (6)	Special provisions (§172.102) (7)	(8)		
							Packaging (§173.***)		
							Exceptions (8A)	Non-bulk (8B)	Bulk (8C)
	Propane see also Petroleum gases, liquefied	2.1	UN1978		2.1	19, T50	306	304	314, 315

No Packing group for Compressed Gases

Symbols	Hazardous materials descriptions and proper shipping names	Hazard class or Division	ID Numbers	PG	Label Codes	Special provisions (§172.102)	(8)		
							Packaging (§173.***)		
							Exceptions	Non-bulk	Bulk
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8A)	(8B)	(8C)
	Propane see also Petroleum gases, liquefied	2.1	UN1978		2.1	19, T50	306	304	314, 315

The Number and Type of containers is identified as "1 Cargo Tank." An indication of Mass or Volume is not required for bulk packagings such as Cargo Tanks.

**HAZARDOUS MATERIAL
SHIPPING PAPER**

UN1075
PROPANE
2.1
NON CORROSIVE

TOTAL QUANTITY	1 Cargo Tank
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**EMERGENCY CONTACT:
PERS 1-800-633-8253**

Date _____

Refer to the back of this card for
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ATTENTION DOT and Law Enforcement Officers:
Call 1-800-633-8253 to verify authorized use of this emergency number.

**HAZARDOUS MATERIAL
SHIPPING PAPER**

UN1075
PROPANE
2.1

TOTAL QUANTITY	1 ASME Storage Tank(s)	14 Cylinder(s)
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IMPORTANT: Prior to Transportation Enter the Number of ASME Storage Tanks and or Cylinders.
Do Not Use This Shipping Paper For Cargo Tank Motor Vehicles.

**EMERGENCY CONTACT:
PERS 1-800-633-8253**

Date _____

Refer to the back of this card for
EMERGENCY RESPONSE INFORMATION / ERG - GUIDE 115

ATTENTION DOT and Law Enforcement Officers:
Call 1-800-633-8253 to verify authorized use of this emergency number.

The Number and Type of Containers is identified as "1 ASME Storage Tank" and also "14 cylinders." An indication of Mass or Volume is not required for Bulk Packaging Cylinders.

The total quantity of hazardous materials covered by each description must be indicated by mass or volume and must include an indication of the applicable unit of measurement.

The following are excepted from the requirements to show mass or volume:

- Bulk packages, provided some indication of the total quantity is shown, for example, “1 cargo tank” or “2 IBCs.”
- Cylinders, provided some indication of the total quantity is shown, for example, “10 cylinders.”
- Packages containing only residue.

The number and type of packages must be indicated on a shipping paper, for example “12 drums” or “4 cylinders,” as appropriate.

Abbreviations may be used for indicating packaging types (for example “cyl” for “cylinder” provided the abbreviations are commonly accepted and recognizable.

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 § 172.101 Table, the technical name of the hazardous material must be entered in parentheses in association with the basic description.

Additional Description Requirements on Shipping Papers (§ 172.203):

Hazardous Substances: If the quantity of a material listed in Appendix A of the HM Table meets or exceeds in a single container the Reportable Quantity of the material, the letters “RQ” shall be entered on the shipping paper either before or after the basic description. See § 172.203(c)

Propane is a hazardous material, but, Propane is Not a Hazardous Substance. (Not listed in Appendix A of the HM Table)

Ammonia anhydrous is a hazardous material and also listed in Appendix A of the HM Table with an RQ of 100 lbs. When Ammonia Anhydrous is transported in a single container equal to or greater than the RQ it is a hazardous substance and we must indicate RQ on the shipping paper in the required manner.

If the quantity of a material listed in Appendix A of the HM Table meets or exceeds in a single container the Reportable Quantity of the material, the letters “RQ” shall be entered on the shipping paper either before or after the basic description.

HAZARDOUS MATERIAL
SHIPPING PAPER

RQ
UN1005
AMMONIA, ANHYDROUS
2.2
INHALATION HAZARD
0.2 PERCENT WATER

TOTAL QUANTITY 1 Cargo Tank

EMERGENCY CONTACT:
PERS 1-800-633-8253

§172.203(h): *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- (1) Anhydrous ammonia. (i) The words “0.2 PERCENT WATER” to indicate the suitability for shipping anhydrous ammonia in a cargo tank made of quenched and tempered steel as authorized by §173.315(a), Note 14 of this subchapter, or (ii) The words “NOT FOR Q and T TANKS” when the anhydrous ammonia does not contain 0.2 percent water by weight.

Special Provision 13
“The words “Inhalation Hazard” shall be entered on each shipping paper in association with the shipping description, shall be marked on each non-bulk package in association with the proper shipping name and ID number, and shall be marked on two opposing sides of each bulk package.

Symbols	materials descriptions and proper shipping names	Hazard class or Division	Identification Numbers	PG	Label Codes	Special provisions (§172.102)	E		
(1)	(2)	(3)	(4)	(5)	(6)	(7)			
I	Ammonia, anhydrous	2.3	UN1005		2.3, 8	4, N87, T50	None	304	314, 315
D	Ammonia, anhydrous	2.2	UN1005		2.2	13, T50	None	304	314, 315

Domestic Transportation

Special Permits: Each shipping paper issued in connection with a shipment made under a “**Special Permit**” must bear the notation “**DOT-SP**” followed by the special permit number assigned and located so that the notation is clearly associated with the description for which the special permit applies. § 172.203(a)

Poisonous Materials: Notwithstanding the hazard class to which a material is assigned, for materials that are poisonous by inhalation, the words “Poison-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, as appropriate, shall be entered on the shipping paper immediately following the shipping description. The word “Poison” or “Toxic” need not be repeated if it appears in the shipping name. See § 172.203(m) (*Propane is not a DOT Poison*)

Shippers Certification. (§ 172.204) Each person who offers a hazardous material for transportation shall certify that the material is offered for transportation in accordance with the HMR.

“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.”

(1) Except for a hazardous waste, no certification is required for a hazardous material offered for transportation by motor vehicle and transported:

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

The laminated shipping papers supplied by PERS do not contain a **Shippers Certification** statement because the cards are limited to use by private carriers on their own vehicles and are excepted from the requirement.

Part 177.817 Shipping Papers:

A person may not accept for transportation or transport a hazardous material by highway unless that person receives a shipping paper prepared in accordance with Part 172 Subpart C.

Shipping Paper Accessibility:

Each hazmat shipping paper must be readily available to and recognizable by, authorities in the event of an accident or an inspection.

Specifically, the driver and the carrier shall:

- Clearly distinguish the shipping paper, if it is carried with other papers, by either distinctively tabbing it or by having it appear first; and

Store the shipping paper as follows. When the driver is at the vehicles controls, the shipping paper shall be:

- Within his/her immediate reach while restrained by the lap belt; and;
- Be either readily visible to a person entering the drivers compartment or in a holder which is mounted to the inside of the door on the drivers side of the vehicle.

When the driver is not at the vehicles controls, the shipping paper shall be:

- In a holder which is mounted to the drivers door on the drivers side of the vehicle; or
- On the drivers seat in the vehicle.

TEST

1. A shipping paper is a shipping order, bill of lading, manifest, or other shipping document serving a similar purpose and containing the information required by HMR.

- True
- False

2. Except as otherwise excepted each person who offers a hazardous material for transportation shall describe the hazardous material on a shipping paper as required by.

- a. Part 172 Subpart C
- b. Part 173
- c. Your carrier

3. The required shipping description on a shipping paper must be legible and printed manually or mechanically in English.

- True
- False

4. Any codes or abbreviations used on a shipping paper must be specifically authorized in the HMR.

- True
- False

5. Each person who provides a shipping paper (shipper) must retain a copy or electronic image of the shipping paper at its principle place of business for;

- a. 2 years
- b. 1 year

6. Each person who provides a shipping paper (shipper) must retain a copy or electronic image of the shipping paper for a hazardous waste at its principle place of business for;

- a. 2 years
- b. 1 year
- c. 3 years

7. Except for combustible liquids, the subsidiary hazard class(s) or subsidiary division number(s) must be entered in parentheses immediately following the primary hazard class or division number.

- True
- False

8. A shipping paper may not consist of more than one page.

- True
- False

9. In order to complete a hazardous materials shipping paper, a shipper must be familiar with and able to effectively use;

- a. The Hazmat Table
- b. Appendix A and B of the Hazmat Table
- c. Part 172 Subpart C
- d. All of the above

10. Each shipping paper must include a Proper Shipping Name, Hazard Class or Division Number, Identification Number and Packing Group when applicable.

- True
- False

11. Proper Shipping Names are found in;

- a. Appendix A of the Hazmat Table
- b. Appendix B of the Hazmat Table
- c. Column 2 of the Hazmat Table
- d. None of the above

12. A shipper's certification statement when required on a shipping paper is required to be signed mechanically or by hand.

- True
- False