CHECK LIST FOR HAZARDOUS MATERIALS SHIPMENTS

USE THIS CHECK LIST WHEN ACCEPTING HAZARDOUS MATERIALS, MAKING SURE ALL THE ITEMS LISTED BELOW HAVE BEEN HANDLED AS REQUIRED.

**SHIPPING PAPERS**

1) **IS FORMAT PROPERLY USED?** (description entered first, highlighted or "x" in HM column)
2) **IS IDENTIFICATION NUMBER SHOWN?** (such as UN 1090 or NA 2761)
3) **IS PROPER SHIPPING NAME SHOWN?** (such as "Acetone" or "Corrosive Liquid, n.o.s.")
4) **IS HAZARD CLASS OR DIVISION (TYPE OF HAZARD) SHOWN?** (such as "3" or "6.1")
5) **IS PACKING GROUP SHOWN?** (such as "PGI" [or "I"], "PGII" [or "II"], "PGIII" [or "III"]).
   Packing group numbers not required for Class 2 and Class 7 materials.
6) **IS CERTIFICATION COMPLETE, AND SHIPPING PAPER SIGNED?**
7) **ARE QUANTITIES AND WEIGHT SHOWN?** (such as "14 ctns" and "700 lbs")
8) **IS A 24-HOUR EMERGENCY PHONE NUMBER SHOWN?**
9) **ARE TECHNICAL/CHEMICAL NAMES FOR "N.O.S." DESCRIPTIONS SHOWN IN PARENTHESES?** (such as "Corrosive Liquid, n.o.s. [Caprylyl Chloride], 8, UN 1760, II" or "Corrosive Liquid, n.o.s., 8, UN 1780, II [contains Caprylyl Chloride]"

*NOTE: Shipping papers must be printed or typed and no abbreviations are permitted except for the type of package (ctns, drs, etc.) or the unit of measure (lbs, kg, etc.). Remember, do not put a pro label over any DOT required information.*

*NOTE: The SHIP sequence is permissible until 1/1/2013*

**IS CONTAINER**

1) **MARKED WITH PROPER SHIPPING NAME AND IDENTIFICATION NUMBER?**
   (does it correspond to shipping paper?)
2) **MARKED WITH TECHNICAL/CHEMICAL NAME FOR "N.O.S." DESCRIPTIONS SHOWN IN PARENTHESES IN ASSOCIATION WITH THE PROPER SHIPPING NAME?** (Such as "Corrosive Liquid, n.o.s. [Caprylyl Chloride], UN 1760")
3) **MARKED WITH CONSIGNEE'S NAME & ADDRESS?**
4) **LABELED? CONTAINERS MUST BE LABELED UNLESS "LIMITED QUANTITY" OR "LTD QTY" IS SHOWN ON THE SHIPPING PAPER AFTER THE PACKING GROUP.** (Note: Class 6 poisons must always be labeled)
5) **IN GOOD CONDITION, PROPERLY SEALED AND VALVES CLOSED?**
6) **BLOCKED AND BRACED SO AS TO PREVENT SHIFTING DURING TRANSPORTATION?**

**PLACARDS**

1) **TABLE 1 MATERIALS:** Placard Trailer for ANY amount.
2) **TABLE 2 MATERIALS:** Placard trailer for 1,001 pounds (454 kg) or more of Table 2 Materials.
3) **DANGEROUS PLACARD:** Allowed for one or more Table 2 materials except when 2,205 pounds (1000 kg) or more of one category of material is loaded, the specified placard for that material must be applied.

THIS CHECK LIST IS NOT A SUBSTITUTE FOR KNOWLEDGE AND COMPLIANCE WITH ALL APPLICABLE REGULATIONS.