**Transporting Hazardous Materials**

### Example of Hazardous Materials Shipping Paper

<table>
<thead>
<tr>
<th>Type of Packages May Be Abbreviated</th>
<th>Hazardous Substances</th>
<th>N.O.S. Example</th>
<th>Column Captioned HM to Left of Basic Description</th>
<th>Signed Shipper Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HAZMAT SHIPPING PAPER CHECKLIST</strong></td>
<td><strong>Identification Number</strong></td>
<td><strong>Proper Shipping Name</strong></td>
<td><strong>Hazard Class</strong></td>
<td><strong>Packing Group</strong></td>
</tr>
<tr>
<td>1) Is Format Properly Used? (Description entered first, highlighted or “X” or “RQ” in HM column)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) Is Identification Number Shown? (Such as UN 1090 or NA 1993)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3) Is Proper Shipping Name Shown? (Such as “Acetone” or “Corrosive Liquid, N.O.S.”)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Is Hazard Class (Type of Hazard) Shown?** (Such as “2” or “6.1”) In some instances you will have a subsidiary hazard class listed.  

**Is Packing Group Shown?** (Such as “PGI” [or “I”], “PGII” [or “II”], or “PGIII” [or “III”]) **NOTE:** Gases do not have packing groups.  

**Is Shipper Certification Complete and Shipping Paper Signed by the Shipper?**  

**Are Quantities and Weight Shown?** (Such as “12 ctns” and “400 lbs”)  

**Is a 24-Hour Emergency Phone Number Shown?**  

**Are Technical/Chemical Names for “N.O.S.” Descriptions Shown in Parentheses in Association with the Proper Shipping Name When Required?** (Such as “Flammable Liquid, N.O.S. (Xylene), UN 1993”)  

**Is Properly Blocked and Braced?**  

**Labeled? Containers Must Be Labeled Unless “Limited Quantity” or “Lqd Qty” Is Shown on the Shipping Paper After the Packing Group. (Note: Class 6 poisons must always be labeled.)**  

**In Good Condition. Properly Sealed and Valves Closed?**  

**Marked with Consignee’s Name and Address?**  

**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 When Required? (Such as “Flammable Liquid, N.O.S. (Xylene), UN 1993”)  

3) Properly Blocked and Braced?  

4) Labeled? Containers Must Be Labeled Unless “Limited Quantity” or “Lqd 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) Marked with Consignee’s Name and Address?  

**PLACARDS**  

1) Table 1 Materials: Placard trailer for ANY amount. Make sure you use the HTE Enforcer program.  

2) Table 2 Materials: Placard trailer for 1,001 pounds (454 kg) or more.

**WE DO NOT HAUL:**  

1) Explosives - Divisions 1.1, 1.2 or 1.3 in any quantity  

2) Explosives - Division 1.5 in quantities requiring placarding  

3) Any quantity of a poison/toxic inhalation hazard (PH/TIH) that is a Hazard Zone A  

4) Bulk containers over 119 gallons of a PH/TIH that is a Hazard Zone B  

5) Packagings over 3,500 gallons (in a single package) of a PH/TIH that is a Hazard Zone C or D  

6) Radioactive materials  

7) Hazardous waste  

8) Nitrocellulose  

9) Packagings over 3,500 gallons of refrigerated liquid methane, LP gas or other liquefied gas with a methane content of at least 85%  

10) Division 6.2 infectious substances

**NOTE:** Shipping papers must be printed or typed. No abbreviations are permitted except the type of package (ctns, drs, etc.) or the unit of measure (lbs, kg, etc.). Pallet, skid or piece are not package types. If you are working off of a DR or travel copy, the information on the bill will be the same, except there will not be a shipper certification. Remember: Do NOT put a PRO label over any DOT-required information.

**Questions?** Contact our Safety Department at (804) 353-1900 for more information.