

# Shipping Papers

In most cases, shipping papers must be prepared by the person who is offering the hazmat for transport. While the hazmat regulations do not specify what kind of a form you should use for shipping papers, the regulations are pretty specific about what information should be provided.

Here is an example of a typical form and the information needed:

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**CONTAINS HAZARDOUS MATERIALS**

**STRAIGHT BILL OF LADING – ORIGINAL – NOT NEGOTIABLE**

Shipper's No. \_\_\_\_\_

Carrier \_\_\_\_\_ SCAC \_\_\_\_\_ Carrier's No. \_\_\_\_\_

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, or request, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request, and all applicable state and federal regulations;

at \_\_\_\_\_ date \_\_\_\_\_ from \_\_\_\_\_

The Property described herein, in apparent good order, except as noted (contents and condition of contents of packages unknown, marked, consigned, and delivered as indicated below which said company the most company being understood throughout this contract as shippers and consignee or possessor of the property under the contract agree to carry to delivery at said destination, if on its route, or otherwise to deliver by another carrier on the route to said destination, is mutually agreed as to each carrier at the time of shipping and is to be delivered and is to be received only at the time mentioned in said bill of lading and is used "Property" that means article to be transported by the shipper and accepted for transport and the consignee.

**TO:** Consignee  
Street \_\_\_\_\_  
Destination \_\_\_\_\_ Zip \_\_\_\_\_

**FROM:** Shipper  
Street \_\_\_\_\_  
Origin \_\_\_\_\_ Zip \_\_\_\_\_

Route \_\_\_\_\_

Delivering Carrier \_\_\_\_\_ Vehicle Number \_\_\_\_\_ U.S. DOT Name: \_\_\_\_\_ Reg. No. \_\_\_\_\_

| Number and Type of Packages | HM | I.D. Number | Description of Articles | Hazard Class | Pkg. Grp. | Total Quantity (mass, volume or activity) | Weight (subject to correction) | Class or Rate |
|-----------------------------|----|-------------|-------------------------|--------------|-----------|---|--------------------------------|---------------|
| 2 drums                     | X  | UN1654      | NICOTINE                | 6.1          | II        |   | 200 lbs.                       |               |
| 1 case                      |    |             | Brushes                 |              |           |   | 10 lbs.                        |               |
| 1 box                       | X  | UN1133      | Adhesives               | 3            | II        |   | 25 lbs.                        |               |

Remit COD to:  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

NOTE: Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property. The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding \$ \_\_\_\_\_ For \_\_\_\_\_

NOTE: Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. 14706(c)(1)(A) and (B).

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. Per *Michael Greene*

PLACARDS REQUIRED  PLACARDS SUPPLIED

DRIVER'S SIGNATURE: \_\_\_\_\_

SHIPPER: **Michael Greene** DATE: **06/01/2010** CARRIER: \_\_\_\_\_

PER: \_\_\_\_\_ DATE: \_\_\_\_\_

**EMERGENCY RESPONSE TELEPHONE NUMBER:** (800) 123-4567 **NAME OR CONTRACT NUMBER OR OTHER UNIQUE IDENTIFIER:** **A12345**

8-BLS-A3 371 (Rev. 9/10) **CONTAINS HAZARDOUS MATERIALS**

## Hazmat entries (§172.201)

Hazmat entries must be easily identified on the shipping paper. If both hazardous and non-hazardous materials are listed on the same shipping paper, the hazmat entries must be:

- Entered first, or
- Identified with an “X” or “RQ,” as appropriate, in a column that is designated “HM,” or
- Entered in a contrasting color (hazmat entries may be highlighted only on shipping paper copies).

## Hazmat description (§172.202)

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The hazmat you are offering or transporting must be described using much of the information provided by the Hazardous Materials Table. The information required for the shipping description must include:

- The identification number.
- The proper shipping name.
- The hazard class or division number.
- The subsidiary hazard class or division number entered in parentheses.
- The packing group (PG), if any.
- The total quantity of the hazmat (by mass or volume or activity for Class 7 or net explosive mass for Class 1) and unit of measurement.
- Number and type of packages.

**NOTE: The first five items listed above are a hazardous material's basic description. These five items must appear in this sequence on a shipping paper/bill of lading.**

The subsidiary hazard class or division number is not required when the corresponding subsidiary label is not required.

The total quantity of the hazmat, may be entered either before, after, or both before and after the material's basic description. It must also indicate the appropriate unit of measure, which may be abbreviated (gal, lbs, kg, etc.).

For domestic shipments, primary and subsidiary hazard class or division names may be entered following the numerical hazard class or division, or following the basic description.

Total quantity is not required for empty hazmat packaging, cylinders, and bulk packagings. However, some indication of total quantity for cylinders and bulk packagings must be shown (10 cylinders or 1 cargo tank).