Checklist: Shipping Hazardous Materials

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 Batteries, 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 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 1760, 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.

Containers

1. Marked with proper shipping name and identification number? (does it correspond to shipping paper?)
2. Marked with technical 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, or the Limited Quantity Diamond must be on the freight. (NOTE: Class 6 poisons must be labeled)
5. In good condition, properly sealed and valves closed?
6. Blocked and braced to prevent shifting during transportation?

For Shipper

Shipper is responsible for supplying placards with their shipment.
R+L will provide placards as a courtesy if requested in advance.

R+L Does Not Ship

- 1.1, 1.2, 1.3 Explosives
- 2.3 PIH Zone A or Zone B in bulk
- 5.2 Organic Peroxide Type B Temperature Controlled
- 6.1 PIH Zone A or Zone B in bulk
- 7 Yellow Label III & Highway Route Controlled, & Transport Index >50
- Hazardous Waste / Non-Hazardous Waste
- Nitrocellulose in any form
- Carbon Black & Activated Carbon, In bags, fiber drums, super sacks, gaylords

THIS CHECKLIST IS NOT A SUBSTITUTE FOR KNOWLEDGE AND COMPLIANCE WITH ALL APPLICABLE REGULATIONS.
### Straight Bill of Lading

**Shippers:** 1234567891253  
**Purchaser Order No.:** A10020101234  
**Quote No.:** A10020101234

<table>
<thead>
<tr>
<th>BILL NO.</th>
<th>PKG. TYPE</th>
<th>PKG. SIZE</th>
<th>DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS</th>
<th>NMFC ITEM NO.</th>
<th>CLASS</th>
<th>WEIGHT (LB.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Drum</td>
<td>X</td>
<td>UN1283, Paint, 3, PG III</td>
<td>1200</td>
<td>2</td>
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<tr>
<td>1</td>
<td>Box</td>
<td>X</td>
<td>UN1483, Silver Nitrate, 5, 1, PG II</td>
<td>75</td>
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<td></td>
</tr>
<tr>
<td>1</td>
<td>Pail</td>
<td>X</td>
<td>UN3021, Pesticides, Liquid, Flammable, Toxic, 3 (6.1), PG I (Contains Sodium Aluminate)</td>
<td>50</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Box</td>
<td>X</td>
<td>Energy Drinks</td>
<td>30</td>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>

**Special Instructions:**  DO NOT DOUBLE STACK

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**Prepaid (shipper is responsible)  Collect (consignee is responsible)  Freight Charges are Prepaid unless marked collect**

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**Note 1:** Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property. (Additional charges may apply) The agreed or declared value of the property is to be specifically stated by the shipper to be not exceeding:

$______________________________

The carrier will not make payment of freight or other charges.

**Note 2:** Liability for loss or damage on this shipment may be applicable. See 49 U.S.C. 145006(b)(3)(A) and B.

**Note 3:** Commodities requiring special or additional care or attention in handling or storage must be so marked and packaged as to ensure safe transportation with ordinary care. See Sec. 2(a) of NMFC Item 360.

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**Subject to Section 7 of the conditions:** If this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement:

_I certify that the above description is complete and correct._

Signed: ________

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**Shipper at Shipper’s Risk (Unprotected Freight)  NO CANADA CUSTOMS DOCUMENTS PROVIDED**

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**SHIPPED:**

<table>
<thead>
<tr>
<th>SHIPPED BY</th>
<th>1 PER</th>
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<tbody>
<tr>
<td>PER</td>
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