



Dangerous Goods Advisory Notice

TP 9554E
Volume 2

SHIPPING DOCUMENTS

What is a shipping document?

A shipping document is defined as *a document that relates to dangerous goods that are being handled, offered for transport and transported and that contains the information required by Part 3, Documentation, relating to the goods but does not include an electronic record.*

What is the purpose of a shipping document?

A shipping document identifies dangerous goods being handled, offered for transport or transported. It provides the shipping name, class, UN number, packing group, risk group, quantity and other relevant information. It also indicates the phone number where a person could provide technical information on the dangerous goods and, in certain cases, the emergency response plan reference number and the telephone number to activate the plan.

When is a shipping document required?

The *Transportation of Dangerous Goods Act*, 1992 and Part 3 of the *Transportation of Dangerous Goods (TDG) Regulations* require that shipments of dangerous goods be accompanied by a shipping document. Copies of the shipping document may be transmitted electronically to other parties involved in the handling, offering for transport or transporting of dangerous goods but a paper copy of the shipping document must accompany the dangerous goods at all times. The shipper must complete the shipping document before the carrier takes possession of the dangerous goods and give the completed document to the carrier. The carrier must, in turn, give the shipping document to the next carrier until the dangerous goods arrive at destination.

Must a shipping document be on specific form?

There is no requirement to use a specific form except for air shipments. The *Shipper's Declaration for Dangerous Goods* is required for domestic and international air shipments. The declaration must be completed in accordance with the International Civil Aviation Organization Technical Instructions (ICAO Technical Instructions) (refer to Part 12 - Air). It is illustrated in section 8.1.7 of the International Air Transport Association Regulations (IATA Regulations).



Transport Canada Transports Canada

Canada

Are additional documents required?

Rail shipments require an additional document called a consist. A consist identifies numerically the location of the railway vehicles that contain dangerous goods in a train. It is kept with the shipping document (refer to section 3.3).

Are there any additional requirements pertaining to documentation?

The location of the documents, during transport, is specified for every mode of transport. The shipping document must be kept for 2 years by the persons involved in the handling, offering for transport or transporting dangerous goods (some exceptions apply). The documents may be stored electronically.

Are there any circumstances where a shipping document is not required?

A shipping document may not be required where the TDG Regulations have provided relief from documentation. These exemptions from documentation may be found in some Special Cases in Part 1, (i.e. limited quantities) and Special Provisions in Schedule 2 (i.e. Special Provision 32 for molten sulphur).

How about international shipments?

The TDG Regulations permit shipping documents to be prepared in accordance with other Regulations for international shipments. However, refer to the *Transportation of Dangerous Goods Regulations* for additional requirements to be included on the document, such as emergency response plan information.

- For international marine shipments: The consignor may complete the shipping document in accordance with the International Maritime Dangerous Goods Code (IMDG Code), (refer to Part 11 - Marine)
- For international road or rail shipments from the United States: The consignor may complete the shipping document in accordance with the Code of Federal Regulations, Title 49 (CFR 49) (refer to Part 9 - Road and Part 10 - Rail)

The attached sample shipping document can be used for most Canadian shipments of dangerous goods.

This advisory notice provides a general outline of the documentation requirements. For specific information, the Act and Regulations must be consulted.

SHIPPING DOCUMENT						
Destination(City-Town) Name: Address:			Consignor Name: Address:			
Name of carrier		Prepaid <input type="checkbox"/>	Collect <input type="checkbox"/>	Transport unit no.		
Point of origin			Shipping date		Shipper's no.	
REGULATED DANGEROUS GOODS			24 HOUR NUMBER : ERP reference & telephone number :			
Shipping name (technical name) if applicable	class primary	class subsi- diary	UN number	packing group/ risk group	quantity	packages requiring labels
THIS IS TO CERTIFY THAT THE ABOVE NAMED ARTICLES ARE PROPERLY CLASSIFIED, DESCRIBED, PACKAGED, MARKED AND LABELLED AND ARE IN PROPER CONDITION FOR TRANSPORTATION ACCORDING TO THE <i>TRANSPORTATION OF DANGEROUS GOODS REGULATIONS</i>						
SPECIAL INSTRUCTIONS						
NON REGULATED GOODS						
Packages	Description of articles					Weight
Received in apparent good order				_____ Consignee's signature		_____ Shipper's signature
Received above in apparent good order		Driver's signature			Drivers' no.	

Please note that this sample shipping document contains some information that is not required in the TDG Regulations. The additional information, however, reflects current industry practices.

