

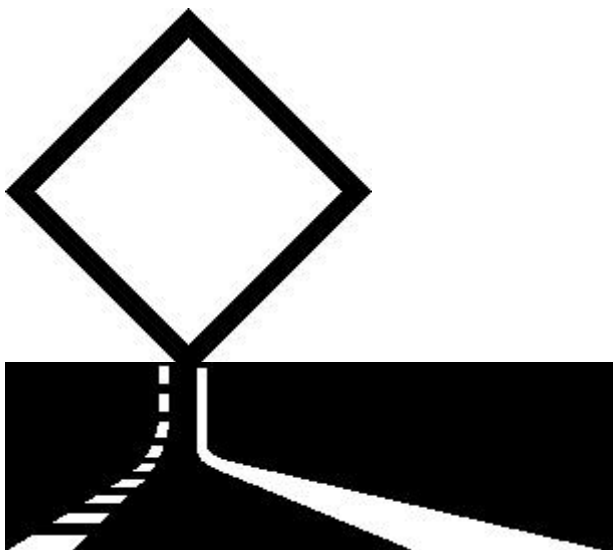
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from the Co-ordination
and Information Centre**

Documentation Review

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**Dangerous Goods
And Rail Safety**



**Government
of Alberta** ■
Transportation

This material is meant as a guide to certain parts of the Transportation of Dangerous Goods Regulations and is not meant to be a substitute for them. It is the responsibility of handlers, offerers and transporters of dangerous goods to consult the Regulations for the exact requirements. The Coordination and Information Centre of Alberta Transportation can provide accurate information regarding the Regulations 24 hours a day.

Co-ordination and Information Centre

**Alberta Transportation
Dangerous Goods and Rail Safety Branch
Main Floor, Twin Atria Building
4999 – 98 Avenue
Edmonton, Alberta, T6B 2X3**

**Tel. Edmonton: (780) 422 – 9600
Tel. Province-wide: 1 (800) 272 – 9600
Fax: (780) 427 – 1044**

These telephone lines are recorded to assist in responding to the emergency (natural/manmade) and/or inquiry regarding dangerous goods and to ensure that the information is accurate. Direct any questions regarding the recording to the Compliance Officer responding to your call or contact the Manager of the CIC at 780-427-8660. *Legal Authority: Dangerous Goods Transportation and Handling Act, Section 13(1).*

Part 3 of the Transportation of Dangerous Goods (TDG) Regulations specifies the documentation requirements for transporting dangerous goods. A shipping document is similar to a standard bill of lading but it must contain information needed to describe the dangerous goods. The TDG Regulations define the following responsibilities regarding the preparation and location of shipping documentation.

Consignor Responsibilities

A consignor is defined in the TDG Regulations as “a person named in the shipping document as the consignor, or imports or who will import dangerous goods into Canada, or, has possession of dangerous goods immediately before they are in transport”. It is the responsibility of the consignor to prepare a shipping document or an electronic copy of a shipping document when offering dangerous goods for transportation. The shipping document or an electronic copy, if the carrier agrees, must be supplied to the carrier. If the consignor is an importer of dangerous goods then he or she must make sure that the carrier has a shipping document or, with the agreement of the carrier, an electronic copy of the document prior to the dangerous goods being transported into Canada (Section 3.1).

A consignor must be able to produce a printed or electronic copy of the shipping document for two years after the shipping document was prepared. A consignor has 15 days to produce a shipping document if an inspector requests a copy (Section 3.11).

Carrier Responsibilities

A carrier is defined in the TDG Regulations as “a person who, whether or not for hire or reward, has possession of dangerous goods while they are in transport”. A carrier must not take possession of a shipment of dangerous goods unless they have a shipping document for the dangerous goods. If the carrier accepts an electronic copy of a shipping document then they must produce a paper copy to carry with the shipment.

Dangerous goods in transport are in the possession of the carrier from the time the carrier takes possession of them for transport until another person takes possession of them.

If the dangerous goods are passed to another person, the carrier must provide a copy of the shipping document to that other person who could be another carrier or the consignee (final receiver) of the dangerous goods. A carrier may replace a shipping document provided by the consignor with a new shipping document or with a copy of the shipping document in a different format (Section 3.2).

When a driver enters a power unit (for example, a tractor) the driver must place the shipping document in a pocket mounted on the driver's door, or within the driver's reach. If the driver leaves the power unit the document must be placed in the door pocket, on the driver's seat or in a location that is clearly visible to anyone entering the power unit through the driver's door (Section 3.7).

After unloading the dangerous goods or disconnecting a cargo unit (for example, a trailer) from a power unit, the carrier must place the shipping document in a waterproof receptacle that is securely attached to or near the means of containment containing the dangerous goods, at a readily identifiable and accessible location, when the dangerous goods are in transport if

- a) they are left in an unsupervised area: (i) after being unloaded from a means of transport, (ii) after the cargo unit of a road vehicle containing them has been disconnected from the power unit, or (iii) when the railway vehicle containing them is no longer part of a train; and
- b) possession of the dangerous goods has not been transferred to another person (Section 3.10).

When dangerous goods are no longer in transport, each carrier who transported the dangerous goods must be able to produce a copy of the shipping document that related to the dangerous goods and was required to be in possession of that carrier while the dangerous goods were in transport a) for two years after the date the dangerous goods are no longer in transport and b) within 15 days after the day on which the carrier receives a written request from an inspector. A carrier is not required to produce a copy of the shipping document if the dangerous goods were transported from a place outside Canada, through Canada to a place outside Canada or for a portion of such transportation. If a carrier is involved only in the handling of dangerous goods, including storing them in the course of transport they are not required to produce a copy of the shipping document (Section 3.11).

Preparation of the Shipping Document

The information required on a shipping document must be easy to identify, legible and printed in indelible ink. The shipping document may be prepared in English or in French (Section 3.4).

When the information related to dangerous goods is on the same shipping document with information related to non-dangerous goods, the dangerous goods information must be shown (Section 3.4):

- before the information related to the non-dangerous goods and under the heading "Dangerous Goods",
- printed or highlighted in a colour that contrasts with the print or highlight used for the information related to the non-dangerous goods, or
- following the letter "X" opposite the shipping name in a column under the heading "DG".

The following is the minimum required information that must appear on a shipping document:

Shipping Document Information	When Required	Where in The Regulations
Date	Always	3.5(1)(b)
Name and address of consignor	Always	3.5(1)(a)
Description of goods in the following order		3.5(1)(c)
a. Shipping name	Always	3.5(1)(c)(i)
b. The technical name of the most dangerous substance related to the primary classification	If Provision 16 of Schedule 2 applies	3.5(1)(c)(i)(A)
c. The words "Not Odorized"	For liquefied petroleum gas that has not been odorized	3.5(1)(c)(i)(B)
d. Primary classification	Always	3.5(1)(c)(ii)
e. Compatibility group	For Class 1	3.5(1)(c)(iii)
f. Subsidiary classifications	If Any	3.5(1)(c)(iv)
g. UN number	Always	3.5(1)(c)(v)
h. Packing group (none for compressed gases)	If Any	3.5(1)(d)
The quantity in the International System of Units (SI) 1, 2	Always	3.5(1)(d)
The net explosive quantity	For Class 1	3.5(1)(e)
The number of containers 2	For dangerous goods in small containers requiring safety labels	3.5(1)(f)
The words "24-Hour Number" followed by a telephone number where the consignor can be easily reached ³	Always	3.6(1)
Emergency Response Assistance Plan (ERAP) number and telephone number to activate it	If Required	3.6(3)
The control and emergency temperatures	For products in Classes 4.1 and 5.2	

1. If the quantity of dangerous goods is less than 10% of the maximum fill limit of the means of containment then the words “Residue – Last Contained” followed by the shipping name of the dangerous goods last contained in the means of containment may be used to describe the quantity. This does not apply to Class 2 gases in small means of containment and Class 7 radioactive substances [Section 3.5(4)].
2. If the quantity of dangerous goods or the number of small means of containment changes during transport, the carrier must show on the shipping document or on a document attached to the shipping document the change in the quantity of dangerous goods or the number of small means of containment [Section 3.5(5)].
3. The telephone number of the person who is not the consignor, such as CANUTEC, but who is competent to give the technical information on the shipment may be used. However, to use CANUTEC’s phone number, the consignor must receive permission, in writing from CANUTEC. A consignor who uses the telephone number of an organization or agency other than CANUTEC must ensure that the organization or agency has current, accurate information on the dangerous goods the consignor offers for transport and, if the organization or agency is located outside Canada, the telephone number must include the country code and, if required, the city code [Section 3.5 (2)].

Multiple Deliveries

If the quantity of dangerous goods or the number of small means of containment changes during transport, the carrier must show on the shipping document or on a document attached to the shipping document the change in the quantity of the dangerous goods or the number of small means of containment. How the carrier shows the change in the quantity is the carrier’s choice. The carrier can change the number used to express the quantity or the carrier may mark on the shipping document, or on a document attached to the shipping document, the additions to or the subtractions from the number used to express the quantity [Subsection 3.5(5)].

Waste Manifest

A waste manifest produced by Environment Canada is an accepted dangerous goods shipping document despite the requirements of Section 3.5 of the TDG Regulations. The waste manifest may be used as a dangerous document because Section 3.5(7) allows that the UN number required in the description of each of the dangerous goods may be included in the shipping document before the shipping name.

The waste manifest is used when shipping a dangerous good that is no longer usable in its original form and is intended for treatment, disposal or recycling. A waste manifest is a serialized pre-printed form which is only available through government offices. In order to obtain this document, please call Alberta Environment, Reclamation Policy Branch at (780) 427-0666 (for a toll free call in Alberta dial 310-0000). For information on waste manifests, generator numbers and/or technical information about wastes, call (780) 427-0637.

Oilfield Waste Manifest

When shipping oilfield production wastes a special waste manifest is used. This document was developed by the Alberta Energy Resources Conservation Board (ERCB) and meets the requirements for a waste manifest as specified by Alberta Environment. This document is similar to the waste manifest described previously but uses a different waste tracking system.

For complete details contact your nearest ERCB office:

- Bonnyville, (780) 826 – 5352
- Drayton Valley, (780) 542 – 5182
- Grande Prairie, (780) 538 – 5138
- Red Deer, (403) 340 – 5454
- Midnapore, (403) 297 – 8303
- St. Albert, (780) 460 – 3800
- Medicine Hat, (403) 527 – 3385
- Wainwright, (780) 842 – 7570

Rail Transportation

When a train includes a railway vehicle containing dangerous goods for which a placard is required, the person in charge of the train must prepare and give a consist to a member of the train crew. The information on the consist must be kept up to date by the train crew and kept with the shipping document (Section 3.3).

For each railway vehicle containing dangerous goods and requiring a placard, the consist must include:

- the numerical location of the railway vehicle in the train, numbering the first vehicle at the head of the train as 1, the next vehicle as 2 and so on, excluding the locomotive(s) wherever they are located in the train,
- the reporting mark of the railway vehicle,
- for a tank car, the shipping name or UN number of the dangerous goods in the tank car, and
- for a railway vehicle other than a tank car, the shipping name or UN number of the dangerous goods, if the vehicle has only dangerous goods with the same shipping name and UN number, or the words “Dangerous Goods” if the railway vehicle contains dangerous goods that have different shipping names or UN numbers (Section 3.3).

The person in charge of the train transporting dangerous goods must ensure that a copy of the shipping document and, when a consist is required, are kept:

- when one or more members of the train crew are present, in the possession of one of them; or
- when no member of the train crew is present, in the first locomotive (Section 3.8).

When the railway vehicle is no longer a part of the train and left in an unsupervised area, the shipping document must be placed in a waterproof receptacle at a readily identifiable and accessible location and securely attached to or near the means of containment containing the dangerous goods (Section 3.10).

Air Transportation

Section 12.2 of the TDG Regulations gives the documentation requirements for transport by aircraft. The shipping document must be completed according to the instructions given in Chapter 4 of the International Civil Aviation Organization (ICAO) Technical Instructions. The shipping document must be the one specified in Part 8 of the 49th Edition of the “Dangerous Goods Regulations” of the International Air Transport Association (IATA).

The IATA dangerous goods shipping document is a pre-printed form with a red border that cannot be made-up or duplicated by the shipper. It is similar to the standard shipping document for ground transport but has additional information on it that is specific to the air transport industry.

For full details on shipping dangerous goods by air consult the IATA Regulations. The Shippers Declaration is available from air cargo companies or from suppliers of dangerous goods labeling, packaging or training materials.

Marine Transportation

Part 11 of the TDG Regulations specifies the shipping requirements for transporting dangerous goods by sea. Shipments being sent to international waters or passing through Canada's sea waters must comply with the International Maritime Dangerous Goods (IMDG) Code. For full details please consult the IMDG Code.

Additional Information Requirements

Organic Peroxides

If the dangerous goods are included in Class 5.2, the shipping document must contain the control and emergency temperatures shown in Section 2.5.3.2.4 of Chapter 2.5 of the UN Recommendations [Section 3.6(3)(c)].

Radioactives

Paragraph 3.6(3)(d) of the TDG Regulations states that dangerous goods in class 7 require additional information specified in Section 17 of the *Packaging and Transport of Nuclear Substances Regulations* and paragraphs 550 and 556 of the *IAEA Safety Standards*. The required information is:

- The consignor shall include in the transport documents with each consignment the identification of the consignor and consignee, including their names and addresses;
- The proper shipping name;
- The United Nations Class number “7”;
- The United Nations number assigned to the material, preceded by the letters “UN”;
- The name or symbol of each radionuclide or, for mixtures of radionuclides, an appropriate general description or a list of the most restrictive nuclides;
- A description of the physical and chemical form of the material, or a notation that the material is special form radioactive material. A generic chemical description is acceptable for chemical form;
- The maximum activity of the radioactive contents during transport expressed in units of becquerels (Bq) with the appropriate SI prefix symbol. For fissile material, the mass of fissile material in units of grams (g), or appropriate multiples thereof, may be used in place of activity;
- the category of the package, i.e. I-WHITE, II-YELLOW, III-YELLOW;
- The transport index (categories II-YELLOW and III-YELLOW only);
- For consignments including fissile material other than consignments excepted under paragraph 672, the criticality safety index;
- The identification mark for each competent authority approval certificate (special form radioactive material, low dispersible radioactive material, special arrangement, package design or shipment) applicable to the consignment;

- For consignments of more than one package, the information contained in paragraphs 550(a)-(j) shall be given for each package. For packages in an overpack, freight container or conveyance, a detailed statement of the contents of each package within the overpack, freight container or conveyance and, where appropriate, of each overpack, freight container or conveyance shall be included. If packages are to be removed from the overpack, freight container or conveyance at a point of intermediate unloading, appropriate transport documents shall be made available;
- Where a consignment is required to be shipped under exclusive use, the statement "EXCLUSIVE USE SHIPMENT"
- For LSA-II, LSA-III, SCO-I and SCO II, the total activity of the consignment as a multiple of A_2
- The consignor shall provide in the transport documents a statement regarding actions, if any, that are required to be taken by the carrier. The statement shall be in the languages deemed necessary by the carrier or the authorities concerned, and shall include at least the following points:
 - a) Supplementary requirements for loading, stowage, carriage, handling and unloading of the package, overpack or freight container including any special stowage provisions for the safe dissipation of heat.
 - b) Restrictions on the mode of transport or conveyance and any necessary routing instructions
 - c) Emergency arrangements appropriate to the consignment (Paragraph 556)

Every consignor of radioactive material shall assume responsibility for marking, labeling and placarding under the requirements of paragraphs 549, 520(d) and 534-548 which shall be clearly and indelibly printed in the transport documents.

If the transport of radioactive substances is not clear, the Dangerous Goods and Rail Safety Branch advises consignors and carriers to contact the Canadian Nuclear Safety Commission at (613) 995 – 5894.

U.S. 49 CFR Shipping Docket

Canada and the United States have a reciprocal agreement for dangerous goods shipments. When shipping dangerous goods to the U.S. by road or rail, you may use a standard (Canadian) shipping document - see section 171.12, 171.22 and 171.23 of 49 CFR. The U.S. will recognize the Canadian document for the initial trip into the U.S. However, if the goods are re-shipped in the U.S. then the package and all the documentation must be prepared according to the U.S. dangerous goods laws (49 CFR).

Similarly, a person may handle or transport dangerous goods by road vehicle from a place in the United States to a place in Canada or from a place in the United States through Canada to a place outside Canada in accordance with the classification, marking, labeling, placarding and documentation requirements of 49 CFR, if

a) the information required on the shipping document is easy to identify, legible, in indelible print, in English or French and includes

i) when dangerous goods are transported to a place in Canada, the name and address of the place of business in Canada of the consignor,

ii) when dangerous goods are transported from a place in the United States through Canada to a place outside Canada, the name and address of the place of business of each consignor, except that in this case the name and address may be shown on a separate document attached to the shipping document and is required only while that person is the consignor,

iii) the classification in Schedule 1 or in the UN Recommendations, for dangerous goods that have the letter "D" assigned to them in column 1 of the table to section 172.101 of 49 CFR, except for dangerous goods with the shipping name "Consumer commodity", and

iv) in accordance with section 3.6 of Part 3, Documentation, the emergency response assistance plan reference number and the telephone number to call to activate the plan when an emergency response assistance plan is required under Part 7, Emergency Response Assistance Plan, for the dangerous goods shown on the shipping document;

b) the person complies with the following sections in Part 3, Documentation:

i) section 3.2, Carrier Responsibilities

ii) section 3.7, Location of the Shipping Document: Road

iii) section 3.10, Location of a Shipping Document: Storage in the Course of Transportation.

If a consignment of dangerous goods is transported from a place outside Canada to a place in Canada and is reshipped within Canada by road vehicle, the dangerous goods safety marks displayed in accordance with 49 CFR, the ICAO Technical Instructions or the IMDG Code at the time of entry into Canada may continue to be displayed, except that the large means of containment containing the dangerous goods must have placards displayed on it in accordance with Part 4, Dangerous Goods Safety Marks and, The shipping document that accompanies the dangerous goods must include a notation that the dangerous goods safety marks are in accordance with 49 CFR, the ICAO Technical Instructions or the IMDG Code, if they differ from the ones required to be displayed by Part 4, Dangerous Goods Safety Marks.

Dangerous Goods Shipping Document for Road Transport

DESTINATION (City-Town)			CONSIGNOR			
Name:			Name:			
Address:			Address:			
Name of Carrier	Prepaid <input type="checkbox"/>	Collect <input type="checkbox"/>	Transport Unit Number			
Point of Origin			Shipping Date	Shipper's No.		
REGULATED DANGEROUS GOODS			24-Hour Number:			
			ERAP Reference _____ and Telephone Number _____			
Shipping Name	Primary Class	Subsidiary Class	UN Number	Packing 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 Signature		_____ Shipper's Signature	
Received in Apparent Good Order	_____ Driver's Signature			_____ Driver's No.		

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