



HAZMAT PAPERWORK PROCESS!

RED

REVIEW for ERRORS and DISCREPENCIES

REMEMBER TO FOLLOW EACH OF THE OUTLINED 4 PROCEDURES WITH PRECISION AND ACCURACY IN ORDER TO AVOID UNNECESSARY VIOLATIONS.

1ST CHECK LIST (PAGE 2) (HAZMAT PAPERWORK 7-STEP CHECKLIST)

REVIEW the 7- STEP USE THE **HAZMAT PAPERWORK 7-STEP CHECKLIST** to systematically check paperwork for compliance and accuracy.

2ND REDBOOK (HAZARDOUS MATERIAL POCKET COMPLIANCE POCKETBOOK)

REVIEW the proper shipping name by turning to the center of your *Hazardous Materials Pocket Compliance Handbook* (red book). Here you will find all hazmat products arranged alphabetically by product name. Use what you find to verify that the proper shipping names match the shipping numbers listed on the paperwork. Also verify that the hazard classes match and packing groups are correct (if packing groups are listed for the products).

3RD ERG (EMERGENCY RESPONSE GUIDEBOOK) **ORANGE PAGES**

REVIEW all emergency response information on each product! **Know the potential hazards and Driver evacuation requirements (and procedures) in the event of an emergency!**

4TH SEGREGATION CHART (DOUBLE-SIDED LAMINATED CHART)

REVIEW your Segregation Chart when you are loaded with more than one hazardous material to be sure whether the different products can be loaded together or not, and if so, are there any special instructions for doing so. You can also use the segregation chart to identify hazard classes and placarding weights, i.e., see page 3 for Table One or Table Two hazard classes and their divisions.

HAZMAT PAPERWORK 7-STEP CHECKLIST

There are several items that must be included on the shipping papers when hauling Hazmat. These items are listed below:

1. Shippers Certification Statement Signed and Dated
2. Emergency Response Telephone Number
3. Proper Shipping Number
4. Proper Shipping Name
5. Hazard Class
6. Packing Group
7. Weight, Containment, Capacity

These items are all listed on the **EXAMPLE** bill of lading below and are numbered in red to correspond to the outline above.

Federal regulations forbid the hauling of hazmat loads if that load is not accompanied by properly completed shipping papers. If you have a question about paperwork please contact your manager.

EXAMPLE BILL OF LADING

KEEP IN MIND THAT BELOW IS AN EXAMPLE OF A MAGNUM BILL, AND THAT CUSTOMER BILLS WILL MOST LIKELY DIFFER IN THEIR APPEARANCE AND NUMBER OF PAGES.

STRAIGHT BILL OF LADING — SHORT FORM — Original — Not Negotiable
RECEIVED, subject to the classifications and lawfully filed tariffs in effect on the date of issue of this Original Bill of Lading.

(Name of Carrier) **MAGNUM, LTD.** ■ 3000 7th Ave NW ■ FARGO, ND 58102 ■ 800-726-8952

Shipper's No. _____
 Carrier's No. **98181**
 SCAC. **MGNL**

At Fargo Date 7/02/2013 From _____

the property described below, in apparent good order, except as noted (contents and condition of contents of packages unknown), marked, counted, and weighed as indicated, and delivered to the carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination, if on its route, or to deliver to another carrier to be so delivered to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every such carrier shall be bound hereunder to observe the terms and conditions of the Uniform Domestic Straight Bill of Lading set forth (1) in Uniform Freight Classification in effect on the date hereof, if this is a rail or a rail-water shipment, or (2) in the applicable motor carrier classification in effect on the date hereof, if this is a motor carrier shipment.

Shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, including those on the back hereof, and that he has agreed to pay the ordinary filed tariff which governs the transportation of this shipment, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

Consigned to 3000 7th Ave N.
 Address Fargo Phone _____
 City _____ State _____ Zip Code _____

Delivering Carrier _____ Car or Vehicle Initials _____ No. _____

Number of Packages	HM	KIND OF PACKAGE, DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS	* Weight (Sub. to Correction)	Class or Rate	Check Column
15 Bxs	X	UN 1090, Acetone, 3, II	150 lbs.		
(7)		(3) (4) (5) (6)	(7)		
TOTAL			150 lbs	(7)	

Collect on Delivery **\$ 7/02/2021** and remit to 9.M. Nobody
 C.O.D. Charge to be paid by Shipper Consignee

*If the shipment moves between two ports by a carrier by water, the law requires that the bill of lading shall state whether it is carrier's or shipper's weight.
 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 _____ per _____

*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.

ABC Inc. 7/1/2021 Per 9.M. Nobody

HM EMERGENCY RESPONSE TELEPHONE NUMBER CEMTREC 800-424-9300
 Monitored at all times the Hazardous Material is in transportation including storage incidental to transportation (172.604). (2)

Permanent post-office address of shipper. Shipper, Per 1 Agent, Per _____



<p>UN 1090 Acetone 3 II</p> <p>X UN 1090 Acetone 3 II</p> <p>RQ UN 1090 Acetone 3 II</p> <p>UN 1090 Acetone 3 II</p>	<p>When a hazardous material is listed on the same shipping paper as a material that is not a hazardous material, the hazardous material description entries;</p> <ol style="list-style-type: none"> Must be entered first, <i>or</i>, Must be identified by the entry of an “X” OR “RQ” placed before the basic shipping description, <i>or</i>, Must be entered in a color that clearly <i>contrasts</i> with any description on the shipping paper of a non hazardous material. All hazmat paperwork pages must be marked ? Of ?.
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Packing groups (PG I, II, III) are used for the purpose of determining the degree of protective packaging required for Dangerous Goods during transportation and, thereby, to communicate the relative hazard of those materials.

PG I: great danger, and most protective packaging required.

PG II: medium danger

PG III: least danger among regulated goods, and least protective packaging within the transportation requirement

PG

Placarding

Placards must be applied to both sides and both ends of a vehicle hauling a placardable quantity of hazardous material. At Magnum companies placards are applied to all 4 sides of the trailers. Placards must read horizontally.

Table 1

The following hazard classes must be placarded for transport at *any weight*.

(DANGEROUS placards cannot be used with hazards under this table.)

- | | |
|------------------|-----------------------------------------------|
| Class 1.1 | Class 5.2 (Organic Peroxide, Type B) |
| Class 1.2 | Class 6.1 (if poisonous by inhalation) |
| Class 1.3 | |
| Class 2.3 | |
| Class 4.3 | |

Table 2

The following hazard classes must be placarded only when 1,001 lbs. or more is being transported. *(DANGEROUS placards used under table 2 only)*

- | | |
|-------------------|--------------------------------------------------------|
| Class 1.4 | Class 5.1 |
| Class 1.5 | Class 5.2 (Other than Organic Peroxide, Type B) |
| Class 1.6 | Class 6.1 (other than poisonous by inhalation) |
| Class 2.1 | Class 6.2 |
| Class 2.2 | Class 8 |
| Class 3 | Class 9 |
| Comb. Liq. | |
| Class 4.1 | |
| Class 4.2 | |



HAZMAT BULK PACKAGING

HAZMAT LIQUID BULK CONTAINER:

ANY CONTAINER THAT CAN HOLD 120 U.S. GALLONS OR MORE.

HAZMAT SOLID BULK CONTAINER:

ANY CONTAINER THAT CAN HOLD 883 NET POUNDS OR MORE

HAZMAT GAS BULK CONTAINER:

ANY CONTAINER THAT (WHEN EMPTY) CAN HOLD 1,000 POUNDS OF WATER OR MORE.





DO I NEED A TANKER ENDORSEMENT TO WORK AT MAGNUM?

THE SHORT ANSWER IS YES!



**If the following conditions occur, you are responsible for obtaining a
tanker endorsement on your CDL:**

- Your cargo includes liquid or gaseous individual containers larger than 119 gallon capacity.
- The containers are loaded, and not empty.
- The total combined volume in those containers exceeds 1,000 gallons.

When NOT to use the Dangerous Placard for Shipments of HazMat



Unless an exception exists, each **bulk packaging, freight container, unit load device, transport vehicle** or **rail car** (see 49 CFR 171.8 – Definitions for a better understanding of these terms) containing any quantity of a hazardous material must be placarded on each side and each end with the type of placards specified in tables 1 and 2 found at 49 CFR 172.504(e). The DANGEROUS placard is a useful tool for carriers of hazardous materials because it allows them to substitute one placard for any two or more hazardous materials that require placarding. Two examples of the use of the DANGEROUS placard are below:

1. A shipment of hazardous materials contains 1,500 lbs. of a Class 8 Corrosive and 1,200 lbs. of a Class 3 Flammable in non-bulk packaging. In this case the carrier must display either the separate CORROSIVE & FLAMMABLE placards, or he may display solely the DANGEROUS placard.
2. A shipment of hazardous materials contains 500 lbs. of a Class 8 Corrosive and 700 lbs. of a Class 3 Flammable in non-bulk packaging. The aggregate gross weight of hazardous materials exceeds 1,001 lbs., therefore placards are required. In this case the carrier must display either the separate CORROSIVE & FLAMMABLE placards, or the Driver may display solely the DANGEROUS placard.

Useful as it is, there are some situations where the DANGEROUS placard **cannot** be used; these include the following:

On bulk packaging of hazardous materials such as a portable tank or intermediate bulk container. Its use is reserved solely for a **freight container, unit load device, transport vehicle, or rail car**.

1. For shipments of hazardous materials in a bulk packaging contained within a transport vehicle. For example: several portable tanks of two or more hazardous materials loaded into a tractor trailer.
 2. When the shipment contains only one hazardous material. The shipment must contain **at least two** – and may contain more – hazardous materials that require a placard per Table 2 before the DANGEROUS placard option can be utilized. There is no upper limit of HazMat placards that may be replaced by the DANGEROUS placard.
 3. When the hazardous material to be shipped is found on Table 1 of the Placarding Tables. The use of the DANGEROUS placard is to be used for shipments of two or more hazardous materials found in Table 2 only.
 4. Finally, when 1,000 kg (2,205 lbs.) or more of one category of material is loaded at one loading facility.
- In each of the above situations, where the DANGEROUS placard cannot be used, the appropriate Table 1 or Table 2 placards **must** be used in its place.

DRIVING SMART MEANS DRIVING SAFELY!