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# Transportation of Dangerous Goods

## TDG Bulletin

### Shipping Documents



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*This bulletin explains shipping document requirements. It does not change, create, amend or suggest deviations to the Transportation of Dangerous Goods (TDG) Regulations. For specific details, consult Part 3 of the TDG Regulations.*

## Shipping Documents

### What is a shipping document?

A “shipping document” is defined under [section 1.4](#) of the *TDG Regulations*. Simply put, it is a paper document that contains required information about dangerous goods being handled, offered for transport or transported.

### What is the purpose of a shipping document?

A shipping document identifies the dangerous goods being transported. In some cases, a shipping document may be required, even when placards are not.

### When is a shipping document required?

A shipping document is always required, unless an exemption (i.e. special case) states otherwise. While you will find most exemptions to the *TDG Regulations* in Part 1 from sections [1.15 to 1.48](#), some are found in Schedule 2.

[Section 1.17](#) and special provision 37 in [Schedule 2](#) are examples of when a shipping document is NOT required. To use any exemption, you must follow all the conditions listed, otherwise the entire *TDG Regulations* apply.

### Who is responsible for preparing the shipping document?

The consignor (shipper) must complete the shipping document before allowing a carrier to take the dangerous goods.

Ref. Section 3.1

### Who must keep records of the shipping document?

The consignor (shipper), carrier and Canadian importer must all keep copies of shipping documents for at least two years.

Ref. Section 3.11

## Does Transport Canada provide shipping documents or do you have a sample I can use?

Transport Canada does not provide shipping documents. It is the consignor's responsibility to create their own shipping document. However, you will find two sample shipping documents at the end of this bulletin that can be used for most Canadian shipments of dangerous goods. You may use them to create your own shipping documents.

## Must a shipping document be on a specific form?

No. While you may use any form you want, it must list the necessary information.

However, when you ship dangerous goods by aircraft, the shipping document must have red hatchings on the left and right margins that slant to the left or to the right, as shown below. In addition, [section 12.2](#) of the *TDG Regulations* says the shipping document must be completed in accordance with Chapter 4, Documentation, of Part 5, Shipper's Responsibilities, of the *International Civil Aviation Organization (ICAO) Technical Instructions*.

**SHIPPER'S DECLARATION FOR DANGEROUS GOODS**

Shipper: \_\_\_\_\_ Air Waybill No.: \_\_\_\_\_  
Page \_\_\_\_\_ of \_\_\_\_\_ Pages  
Shipper's Reference Number (optional): \_\_\_\_\_

Consignee: \_\_\_\_\_

The consignor and signed copies of this Declaration must be handed to the operator.

**HAZARDOUS DETAILS**  
The consignee to which the material is consigned: \_\_\_\_\_  
Airport of Departure: \_\_\_\_\_  
Hazardous class: \_\_\_\_\_  
Hazardous label: \_\_\_\_\_  
Hazardous quantity: \_\_\_\_\_  
Hazardous description: \_\_\_\_\_  
Hazardous identification number: \_\_\_\_\_  
Hazardous name: \_\_\_\_\_  
Hazardous quantity: \_\_\_\_\_  
Hazardous description: \_\_\_\_\_  
Hazardous identification number: \_\_\_\_\_  
Hazardous name: \_\_\_\_\_

**NATURE AND IDENTITY OF DANGEROUS GOODS**

UN or ID No.	Proper Shipping Name	Class or Division (mandatory for Class 7)	Quantity	Quantity and type of packages	Weight	Additional

Additional handling information: \_\_\_\_\_ Shipment is made under the provisions of ICAO

Emergency contact 24 hr number: \_\_\_\_\_

I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labelled/collared, and are in all respects in proper condition for transport according to applicable International and National Governmental Regulations. I declare that all of the applicable air transport requirements have been met.

Name/Title of Shipper: \_\_\_\_\_  
Phone and Fax: \_\_\_\_\_  
Signature (after printing name): \_\_\_\_\_

## What kind of information is listed on the shipping document?

As a **minimum**, the shipping document **must** contain:

- Consignor's name and address in Canada;
- Date of shipment;
- Description of the goods:
  - ➔ UN number (e.g. UN1230);

- Dangerous goods shipping name (e.g. Methanol);
- Primary class and subsidiary class (e.g. 3(6.1));
- If applicable, the packing group in roman numerals (e.g. I, II or III) or the compatibility group letter for explosives;
- If applicable, the words "toxic by inhalation" or "toxic – inhalation hazard" for dangerous goods subject to Special Provision 23 (Class 6.1, PGI, toxic due to inhalation);
- The quantity in metric measurement (e.g. kg or L) for transport originating in Canada;
- The “24-hour number” of a person who can provide technical information on the dangerous goods; and
- The consignor’s certification.

In some cases, you may need to include more information, such as:

- The number of small means of containment (e.g. volume of 450 L or less) that require labels;
  - The technical name or the statement “not odorized”;
  - The Emergency Response Assistance Plan (ERAP) number and its activating telephone number;
- Note:** *An ERAP is only required for certain dangerous goods in certain quantities. To learn more about ERAP, please consult Part 7 of the TDG Regulations.*
- The flash point, if the product is a Class 3 flammable liquid and is being transported on a ship; (e.g. gasoline, diesel, etc.);
  - Special instructions, such as the control and emergency control temperatures of Classes 4.1 and 5.2; and
  - The number of any applicable Transport Canada Equivalency Certificates.

Ref. Sections 3.5, 3.6 and 3.6.1
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## What is a consignor’s certification?

Essentially, a consignor’s certification is a statement on the shipping document which confirms that the dangerous goods have been properly classified, packaged and labelled with safety marks according to the *TDG Regulations*. This certification will be mandatory as of July 15, 2015.

The certification must be made by the consignor or by a person acting on his or her behalf. The name of the consignor (or representative), and not his/her signature, must be indicated on the shipping document.

The certification appearing on the shipping document must be one of the five proposed certifications in the subsection [3.6.1\(1\)](#). Here is an example:

“I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, are properly classified and packaged, have dangerous goods safety marks properly affixed or displayed on them, and are in all respects in proper condition for transport according to the *Transportation of Dangerous Goods Regulations*.”

### Does the shipping document need to be signed?

The shipping document does not need to be signed. However, the name of the person certifying that the shipment is in compliance with the *TDG Regulations* must appear on the shipping document. Subsection [3.6.1\(1\)](#) stipulates that the consignor’s name (or representative), and not his/her signature, must be on the shipping document.

### If I deliver a portion of the load, do I need to update the quantity on the shipping document?

Yes. If the quantity of dangerous goods or the number of small means of containment (*i.e. volume of 450 L or less*) changes during transport, the carrier must show the change on the shipping document or on a document attached to the shipping document.

Ref. Subsection 3.5(5)

### When describing the dangerous goods on a shipping document, how must I display the UN number?

Subsection [3.5\(1\)](#) of the *TDG Regulations* states that you must place the UN number of each dangerous goods:

- **before** the shipping name (UN1203, GASOLINE, Class 3, PG II).

This subsection is harmonized with the requirement for international air or marine shipments. You will find this requirement in the:

- *International Civil Aviation Organization (ICAO) Technical Instructions*, or
- *International Maritime Dangerous Goods (IMDG) Code*.

## Are electronic shipping documents permitted while in transit?

No. A paper copy of the shipping document must accompany the dangerous goods at all times. Although the consignor (i.e. shipper) may send electronic copies of the shipping document to the carrier, the carrier must print the shipping document before transport begins and keep a copy of the document in the vehicle while transporting the dangerous goods.

Ref. Section 3.2

## Are more documents ever required?

Yes. Here are two examples:

- **Shipments of Class 7 - Radioactive Materials** require more information on the shipping document. You will find the details in the *“Packaging and Transport of Nuclear Substances Regulations”*. Please contact the **Canadian Nuclear Safety Commission** for more details.

Ref. Paragraph 3.6(3)(d)

- **Rail shipments** require an extra document called a **“consist”**. A consist numerically identifies the railcars, in a train, that contain dangerous goods. The consist will also identify the type of dangerous goods present in the railcar. You must keep the consist with the shipping document(s).

Ref. Section 3.3

## What are the rules for international shipments?

The *TDG Regulations* allow you to prepare shipping documents as set out in other Regulations for international shipments:

- **For international marine shipments**, you must complete the shipping document as set out in the *International Maritime Dangerous Goods Code (IMDG) Code*, and certain requirements from [Part 11 \(Marine\)](#) of the *TDG Regulations*.
- **For international and domestic air shipments**, you must complete the shipping document as set out in the *International Civil Aviation Organization (ICAO) Technical Instructions*; and
- **For international road or rail shipments from the United States**, you may complete the shipping document as set out in the:
  - ➔ US Code of Federal Regulations, Title 49 (49 CFR), and
  - ➔ Certain requirements from [Part 9 \(Road\)](#) and [Part 10 \(Rail\)](#) of the *TDG Regulations*.

Ref. subsections 9.1(1), 10.1(1), 11.1(1) and 12.2

## Compliance with the *Transportation of Dangerous Goods Act and Regulations*

Failure to comply with the *TDG Act* and *TDG Regulations* may lead to fines and/or prison. You can visit the TDG website at: [www.tc.gc.ca/tdg](http://www.tc.gc.ca/tdg). If you have any questions about the *TDG Regulations*, contact a Transport Canada dangerous goods inspector in your region.

<b>Atlantic Region</b>	1-866-814-1477	<a href="mailto:TDG-TMDAtlantic@tc.gc.ca">TDG-TMDAtlantic@tc.gc.ca</a>
<b>Quebec Region</b>	(514) 283-5722	<a href="mailto:TMD-TDG.Quebec@tc.gc.ca">TMD-TDG.Quebec@tc.gc.ca</a>
<b>Ontario Region</b>	(416) 973-1868	<a href="mailto:TDG-TMDOntario@tc.gc.ca">TDG-TMDOntario@tc.gc.ca</a>
<b>Prairie &amp; Northern Region</b>	1-888-463-0521	<a href="mailto:TDG-TMDPNR@tc.gc.ca">TDG-TMDPNR@tc.gc.ca</a>
<b>Pacific Region</b>	(604) 666-2955	<a href="mailto:TDGPacific-TMDPacifique@tc.gc.ca">TDGPacific-TMDPacifique@tc.gc.ca</a>

You may use this sample shipping document for most Canadian shipments of dangerous goods. **The yellow spaces are for required information.** The other spaces are not required, but reflect current industry practice.

<b>SHIPPING DOCUMENT</b>							
Consignor (Shipper) Name: Address:				Consignee (Destination) Name: Address:			
DATE:				Point of Origin:			
Name of Carrier:  Transport unit #:				Shipping Document #:			
<b>REGULATED DANGEROUS GOODS</b>							
24-HOUR NUMBER:				<b>(Only if applicable)</b> ERAP reference #: ERAP telephone number:			
UN number	Shipping name (If applicable, Technical Name)	Primary Class	Subsidiary Class	Packing Group	Toxic by inhalation (SP 23)	Total Quantity (kg or L)	Number of packages requiring labels
<p>I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, are properly classified and packaged, have dangerous goods safety marks properly affixed or displayed on them, and are in all respects in proper condition for transport according to the <i>Transportation of Dangerous Goods Regulations</i>.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Shipper's name (please print)</p>							
<b>NON REGULATED DANGEROUS GOODS</b>							
Packages	Description of articles					Weight	
Received in apparent good order Consignee's signature				Driver's #:  Driver's signature			

You may use this shipping document for most Canadian shipments of dangerous goods. It contains only the information required by the *TDG Regulations*.

<b>SHIPPING DOCUMENT</b>							
Consignor Name:							
Address:							
DATE:							
<b>REGULATED DANGEROUS GOODS</b>							
24-HOUR NUMBER:					<i>(Only if applicable)</i>		
					ERAP reference #:		
					ERAP telephone number:		
UN number	Shipping name (If applicable, Technical Name)	Primary Class	Subsidiary Class	Packing Group	Toxic by inhalation (SP 23)	Total Quantity (kg or L)	Number of packages requiring labels
<p>I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, are properly classified and packaged, have dangerous goods safety marks properly affixed or displayed on them, and are in all respects in proper condition for transport according to the <i>Transportation of Dangerous Goods Regulations</i>.</p> <p style="text-align: center;">_____ Shipper's name (please print)</p>							