

## **July 2012 Safety Meeting**

### **Hazardous Materials Transportation Documents**

The U.S. Department of Transportation regulates, under the Hazardous Materials Regulations (HMR), the handling and shipment of hazardous materials (HM). One of these regulations- 172.704 - requires all employers who transport hazardous materials, which includes propane, to train their company employees to ensure an awareness of:

- Federal hazardous regulations
- Safety and emergency measures involved with handling and transporting hazardous materials
- How and where to find the proper methods for shipping hazardous materials
- Which documents, labels, and placards are necessary for shipping hazardous materials
- How to determine which commodities are classified as hazardous materials or hazardous substances (HS)
- Which precautions apply to hazardous materials shipments
- Which precautions apply to driving hazardous materials vehicles

This month we will review the required documents which must be carried by the driver or carried on the commercial motor vehicle (CMV) when transporting propane.

**Shipping Papers** - U.S. Department of Transportation Hazardous Materials Regulations (HMR) require that every hazardous material transported in commerce that is shipped in quantities greater than the small amounts specified in the HMR must be accompanied by HM shipping papers. Shipping papers for propane may be specific to one shipment, or a permanent shipping paper may be used for a propane delivery vehicle, specifying a bulk quantity, such as one cargo tank, or with a propane cylinder delivery vehicle, the number of cylinders. Shipping papers must contain:

- The UN identification number – UN1075
- The proper shipping name – Liquefied Petroleum Gas
- The Hazard Class Division – 2.1 (Flammable Gas)
- The word NONCORROSIVE
- The maximum quantity of LP-Gas – for bobtails, it could be stated in gallons or “one truck load”; for cylinder delivery vehicles, it can be the total number of cylinders (49 CFR 172.202 (5)(iii) (a) and (b))
- A 24-hour emergency response number
- Date

Remember that hazardous materials shipping papers must be within immediate reach when a lap safety belt is in place, or in a holder mounted on the inside of the driver door. If the driver leaves the vehicle, these documents must be left in the door holder or on the driver seat.

**Emergency Response Information** - is required by HMR and must be carried along with your shipping papers in your CMV. This information must be available for emergency responders or enforcement authorities. These regulations allow the use of Material Safety Data Sheets (MSDS) or the most current edition of the North American Emergency Response Guidebook or other documents that list:

- The basic description and technical name of the hazardous material (HM)
- Immediate hazards to health
- Risks of fire or explosion

- Precautions to be taken in the event of an accident or incident
- Methods for handling fires
- Methods for handling spills or leaks with no fire
- First aid measures

The required emergency response information may also be combined with your shipping papers.

**Hazardous Materials Certificate of Registration** - is required by the Department of Transportation (DOT) for all drivers or companies. You must carry a current copy of the Hazmat Certificate of Registration or another document bearing the U.S. DOT Hazmat Registration number. Sometimes this number is on your permanent shipping papers. This must be renewed annually.

**Emergency Discharge Control Procedures** - Bobtails must also carry written unloading and emergency shutdown procedures. The procedures must describe the cargo tank motor vehicle's emergency discharge control features, and they must describe the process to be followed if a facility-provided hose is used for unloading when the CTMV has its own delivery hose involving an emergency shutdown system.

**Other Documents** that are, or may be, required by federal, state or company policy are:

- Proof of insurance
- Accident Report Forms
- Customer delivery tickets
- Any other special permits

**Driver Documents** that are required are:

- Commercial Drivers License (CDL) with the proper endorsements
- Current driver DOT physical certificate
- Driver Hours of Service Log (if the driver crosses state lines or is in interstate service)

### **Class Discussion**

Ask employees to identify if each of the required documents is in its proper location. Are there any unnecessary documents that could be discarded, per company policy, stored with required documents? Challenge employees to remove all unnecessary paperwork.

### **Closing**

Having all required documents in the proper order, free of clutter, is an important first step if reviewed by federal or state authorities. Failure to provide required documentation could result in unnecessary citations or fines.

**July 2012 Safety Test**  
**Hazardous Materials Transportation Documents**

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_

Instructions: Read and answer each of the following questions. When complete, grade the test and review incorrect answers so each employee is “armed” with the correct answers before they leave the training.

- (1) Which of the following, if carried by a propane driver, would meet emergency response information requirements?
  - (A) North American Response Guidebook, current edition
  - (B) NFPA 58
  - (C) NFPA 54
  - (D) Any edition of the North American Response Guidebook
  
- (2) Propane shipped in quantities that require placarding of the CMV must be accompanied by which of the following?
  - (A) NFPA 58
  - (B) Shipping papers
  - (C) NFPA 54
  - (D) Pre-plans
  
- (3) Shipping papers for propane may be specific to one shipment or \_\_\_\_\_ may be used for a propane delivery vehicle, specifying a bulk quantity or a cylinder delivery vehicle stating the number of cylinders.
  - (A) CDL
  - (B) Federal Registration
  - (C) NFPA 58
  - (D) Permanent shipping papers
  
- (4) HMR states that \_\_\_\_\_ must be maintained and provided to emergency responders during transportation.
  - (A) Guidebooks
  - (B) NFPA 58
  - (C) Emergency Response Information
  - (D) NFPA 54
  
- (5) \_\_\_\_\_ is assigned by the DOT to all drivers or companies as an identification tool.
  - (A) Driver license
  - (B) HM Certificate of Registration
  - (C) Shipping papers
  - (D) Address

**July 2012  
Answer Key**

1. A
2. B
3. D
4. C
5. B