

March 30, 2020

Good morning, valued DG Shippers

At Seaspan Ferries, we are committed to protecting our employees and customers. With COVID-19 officially listed as a pandemic by the World Health Organization (WHO) and following BC Health Authority recommendation, we would like to let you know some of the **extraordinary and proactive steps we are taking to minimize personal interaction** regarding dangerous goods transactions.

- All DG (Dangerous Goods) must be pre-booked and identified via TOPs - <https://sfctops.seaspan.com/> (**Reminder:** Indicate priorities in the customer remarks field).
- Bookings in TOPs must indicate DG on board so we can expect electronic documentation to follow.
- All DG documentation needs to be sent to departing terminal via email or fax at least 60 min before departure.

Terminal	Email	Fax
Tilbury	seaspantilbury@seaspan.com	604-940-7242
Surrey	sfcsurrey@seaspan.com	604-583-8098
Duke Point	sfcdukepoint@seaspan.com	250-722-6854
Swartz Bay	seaspanswartzbay@shaw.ca	250-656-1833

Fill out the attached summary sheet following Transport Canada requirements and inform company name and trailer number in the subject line

- Loads must arrive and be checked in a minimum of 45 min before a requested departure.

Reminder: Failure to have proper documentation provided will result in a trailer being refused until the paperwork is received and capacity is available.

We are going to start this new procedure immediately and will work with our customers to manage their operations while adapting to the new process.

Beginning **Monday March 30** all transactions must be completed using the electronic protocols.

For those customers unable to do so, please contact your local terminal to discuss other options.

Should you have any questions, please reach out to your Commercial Manager or local traffic office to discuss.



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The summary sheet was meant to streamline the processing of paperwork not cause duplication.

If the documentation you have is in a clean, simple, one page format, providing the information is inline with Transport Canada regulations that would be acceptable to scan to the departing terminal.

In the case of multiple pages, we require that the information be consolidated into one or two summary pages, using the attached new summary sheet in a PDF version. The bottom portion of the document would be used for 500kg exempt loads if a suitable document as aforementioned is not available.

All cells in red are mandatory for regulated loads, don't forget to have a legible name after the consignor statement.

We are formally beginning this process today and will work with you as much as possible to ensure all loads are shipped as required, please follow these protocols to ensure there are no delays.

Thanks very much for your cooperation, lets stay safe and keep the supply chain open.

Seaspan Ferries Terminal Operations Teams

Summary Sheet

Dangerous Goods - Shipment Document



Consignor (Shipper)		Consignee (Receiving)	
Name		Name	
Address		Address	
Date		Point of Origin	
Name of Carrier		Shipping Document #	
Transport unit #		MQMS	

Regulated Dangerous Goods

24-Hour Number	Flash Point (class 3 only)	(Only if applicable)	
		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

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.

Shipper's Name (please print)

Non Regulated Dangerous Goods

Packages	Description of articles	Weight
Received in apparent good order Consignee's signature	Driver's #	
	Driver's Signature	