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SEASPAN FERRIES had another Transport Canada Dangerous Goods Audit at our Surrey terminal Wednesday February 26.

We were commended on our improvement, although we are still allowing some documentation errors from our customers and received some non conformances as a result.

The recurring theme was around incomplete information, and information listed in the wrong order. Our commitment is to work with our customers to show continuous improvement in the documentation of DG in our care.

All loads that have an excess of 500KG of all DG require placards and a shipping document with required information (see below).

Loads using the 500kg exemption (less than 500kg) must have the class, description and quantity.

In order to improve our level of compliance and ensure our customers shipments are not delayed or held back we offer this information and attached job aid for you to consider.

*Pages 11 and 12 of the attached bulletin are sample shipping documents.

Required Information

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 dangerous goods **in the following order:**
 - UN number (e.g., UN1230);
 - Dangerous goods shipping name (e.g., Methanol);
 - Primary class and subsidiary class (e.g., 3(6.1)), with the compatibility group letter, following the primary class, for explosives;
 - If applicable, the packing group in roman numerals (e.g., I, II or III);
 - If applicable, the words "toxic by inhalation" or "toxic – inhalation hazard" for dangerous goods subject to [Special Provision 23](#).
- The quantity in metric measurement (e.g., kg or L) for transport originating in Canada;
 - For Class 1, Explosives, the quantity must be expressed in net explosives quantity (NEQ) in kg. For explosives subject to [Special Provision 85](#) or [86](#), it must be expressed in number of articles or NEQ.
- The "24-hour number" of an individual who can provide technical information on the dangerous goods; and
- **The consignor's certification.**

**Please note there must be a legible name after the consignor certification.

Thank you

Seaspan Ferries Terminal Operations Teams



Transport
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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

General Information

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 [Sections 1.15 to 1.50](#) of [Part 1](#), some are found in [Schedule 2](#).

[Section 1.17](#) of [Part 1](#) and [Special Provision 37](#) of [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.

Format

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

It is the consignor’s responsibility to create their own shipping document. However, you will find two samples of shipping documents in the [Annex](#) 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 states that 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.

The form is titled "SHIPPER'S DECLARATION FOR DANGEROUS GOODS" and is framed by red diagonal hatchings on the left and right sides. It contains the following sections:

- Shipper:** Includes fields for "Shipper", "Air Waybill No.", "Page of Pages", and "Shipper's Reference Number (optional)".
- Consignee:** A large empty field for the consignee's name.
- Transport Details:** Includes "Airport of Departure", "Airport of Destination", and checkboxes for "PASSENGER AND CARGO AIRCRAFT" and "SHIPMENT TYPE".
- Nature and Quantity of Dangerous Goods:** A table with columns for "UN or ID No.", "Proper Shipping Name", "Class or Division (secondary risk)", "Packing Group", "Quantity and Type of packing", "Packing Type", and "Advisory".
- Additional Handling Information:** A field for "Additional Handling Information" and a note "Shipment is made under the provisions of ICAO".
- Emergency contact 24-hr number:** A field for emergency contact information.
- Declaration:** A section where the shipper declares that the contents are fully and accurately described and are in proper condition for transport. It includes a signature line and a date field.

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

Responsibilities

Who is responsible for preparing the shipping document?

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

Please note that for the purpose of this requirement, the shipping documents may also be kept as electronic copies.

Ref. Section 3.11

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., capacity 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.

Below is an example on how a person could show the change on a shipping document:

UN number	Shipping name (If applicable, Technical Name)	Primary Class	Subsidiary Class	Packing Group	Toxic by inhalation	Total Quantity (kg, L, NEQ, or articles)	Number of packages requiring labels
UN3526	Hydrogen selenide, Adsorbed	2.3	2.1		Toxic by inhalation	✂ 4	✂ 4

However, if the quantity of dangerous goods in a means of containment is less than 10% of the maximum fill limit, the words "Residue – Last Contained" may be added before or after the description of the dangerous goods instead of the quantity of dangerous goods. These words must not be used for dangerous goods included in:

- Class 2, Gases, that are in a small means of containment; or
- Class 7, Radioactive Materials.

Ref. Subsections 3.5(4) and 3.5(5)

Required Information

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 dangerous goods in the following order:
 - ➔ UN number (e.g., UN1230);
 - ➔ Dangerous goods shipping name (e.g., Methanol);
 - ➔ Primary class and subsidiary class (e.g., 3(6.1)), with the compatibility group letter, following the primary class, for explosives;
 - ➔ If applicable, the packing group in roman numerals (e.g., I, II or III);
 - ➔ If applicable, the words "toxic by inhalation" or "toxic – inhalation hazard" for dangerous goods subject to [Special Provision 23](#).
- The quantity in metric measurement (e.g., kg or L) for transport originating in Canada;
 - ➔ For Class 1, Explosives, the quantity must be expressed in net explosives quantity (NEQ) in kg. For explosives subject to Special Provision [85](#) or [86](#), it must be expressed in number of articles or NEQ.
- The "24-hour number" of an individual 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 (i.e., capacity of 450 L or less) that require labels;
- The technical name;
- The statement "not odourized" or "not odorized";
- The Emergency Response Assistance Plan (ERAP) number and its activating telephone number;

Note: An ERAP is only required for certain dangerous goods. To learn more about ERAP, please consult [Part 7](#) of the TDG Regulations.

- The flash point, if the product is a Class 3, Flammable Liquids, and is being transported on a vessel; (e.g., gasoline, diesel, etc.);
- Special instructions, such as the control and emergency control temperatures of Classes 4.1 and 5.2;
- The words “marine pollutant” for dangerous goods that are marine pollutants under [Section 2.7](#) of [Part 2](#) and are being transported on a vessel; and
- For a pesticide that is a marine pollutant transported on a vessel, the name and concentration of the most active substance in the pesticide.

Ref. Sections 3.5, 3.6 and 3.6.1

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 international shipments requirements. You will find this requirement in the:

- ICAO Technical Instructions;
- International Maritime Dangerous Goods (IMDG) Code; or
- U.S. Code of Federal Regulations, Title 49 (49 CFR).

When describing the dangerous goods on a shipping document, how must I display the words "toxic by inhalation" or "toxic – inhalation hazard" for dangerous goods subject to Special Provision 23?

[Special Provision 23](#) of the TDG Regulations refers to [Subparagraph 3.5\(1\)\(c\)\(vii\)](#) regarding the shipping document requirement related to the words "toxic by inhalation" or "toxic – inhalation hazard". Therefore, you must place the words "toxic by inhalation" or "toxic – inhalation hazard" on a shipping document immediately after the description of the dangerous goods, found in [Paragraph 3.5\(1\)\(c\)](#).

Below is an example on how a person could display the words "toxic by inhalation" or "toxic – inhalation hazard" on a shipping document:

UN number	Shipping name (If applicable, Technical Name)	Primary Class	Subsidiary Class	Packing Group	Toxic by inhalation	Total Quantity (kg, L, NEQ, or articles)	Number of packages requiring labels
UN3526	Hydrogen selenide, Adsorbed	2.3	2.1		Toxic by inhalation	5	5

Other Requirements

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 additional 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:
 - IMDG Code; **and**
 - Certain requirements from [Part 11 \(Marine\)](#) of the TDG Regulations.
- **For international air shipments**, you must complete the shipping document as set out in the:
 - ICAO Technical Instructions; **and**
 - Certain requirements from [Part 12 \(Air\)](#) of the TDG Regulations.
- **For international road or rail shipments from the United States**, you may complete the shipping document as set out in the:
 - 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

Consignor's Certification

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.

The certification must be made by the consignor or by an individual acting on his or her behalf. The name of the consignor (or representative) must be indicated on the shipping document.

The certification appearing on the shipping document must be one of the five proposed certifications in [Subsection 3.6.1\(1\)](#) of the TDG Regulations. 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."

Can a signature be used to identify the individual's name in the consignor certification?

If the signature is **easily legible** and it **clearly identifies the individual's name**, the signature is acceptable. However, if the signature is not legible, then a signature cannot be used. In this case, the name would also need to be printed to clearly identify the individual who made the consignor's certification.

For more information on the consignor's certification requirements, please read the TDG Bulletin titled: [Bulletin – Consignor's Certification](#).

Contact information

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 imprisonment. For more information, you can visit the TDG website at: www.tc.gc.ca/tdg. If you have any questions about the TDG Regulations, contact a Transport Canada dangerous goods inspector in your region.

Atlantic Region	1-866-814-1477	TDG-TMDAtlantic@tc.gc.ca
Quebec Region	(514) 633-3400	TMD-TDG.Quebec@tc.gc.ca
Ontario Region	(416) 973-1868	TDG-TMDOntario@tc.gc.ca
Prairie & Northern Region	1-888-463-0521	TDG-TMDPNR@tc.gc.ca
Pacific Region	(604) 666-2955	TDGPacific-TMDPacifique@tc.gc.ca



Appendix : Samples of shipping documents

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

SHIPPING DOCUMENT							
Consignor (Shipper) Name: Address:				Consignee (Destination) Name: Address:			
DATE:				Point of Origin:			
Name of Carrier: Transport unit #:				Shipping Document #:			
REGULATED DANGEROUS GOODS							
24-HOUR NUMBER:				(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	Total Quantity (kg, L, NEQ in kg, or articles)	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 Transportation of Dangerous Goods Regulations.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Shipper's name</p>							
NON REGULATED DANGEROUS GOODS							
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.

SHIPPING DOCUMENT							
Consignor Name:							
Address:							
DATE:							
REGULATED DANGEROUS GOODS							
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	Total Quantity (kg, L, NEQ in kg, or articles)	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 Transportation of Dangerous Goods Regulations.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Shipper's name</p>							