Shipping Papers revised 10 30 10.indd   2

Accepted by the carrier (this may vary for rail, air shipments. The following is an example of specific requirements.

Section 172.204. Specific statements are required for hazardous materials not only put themselves at risk of being cited, but more importantly, they put others at risk should an incident or spill occur. The HMR do not require a shipper to use a special form—it requires the proper information be placed on the shipping papers in the proper sequence. Types of shipping papers used to describe hazardous materials may be bills of lading, invoices, manifests, or plain paper. They may or may not have specific columns identifying the hazardous material, but they must all meet HMR requirements describing the hazardous material.

Emergency Response Telephone Number

Shipping papers must contain an emergency response telephone number unless specifically accepted in HMR §172.604(a). This number must include the area code or international access code and be monitored at all times while the material is in transit or in storage incident to transportation. The person answering must be knowledgeable of the hazardous materials being shipped, or must allow immediate access to a person knowledgeable. This person must be able to assist first responders at the scene of an incident involving the hazardous material, e.g., fire or explosion hazards, protective clothing required, and evacuation distance, etc. Answering services, answering machines, or beepers are not permitted. The emergency response telephone number may be entered after the shipping description or located in a designated area on the shipping paper clearly visible and easily identified, for example: “EMERGENCY CONTACT: 1-800-555-1234” or “EMERGENCY CONTACT: see verso.” If the number is placed in one location, it must apply to all hazardous materials described on the shipping paper. If separate emergency numbers are needed for different materials, the corresponding emergency response number must be entered after the shipping description to which it applies. The telephone number may be the number of the person offering the shipment or the number of a fixed agency or organization to which the person verifying it has the most current information on the material and accepts responsibility for providing this information in an emergency. Any agencies require a fee to provide this service.

Emergency Response Information

The HMR requires that a shipment of hazardous materials includes “emergency response information” on the shipping paper itself or attached to it. This emergency response information would be used in the event of an incident involving hazardous materials to assist emergency responders at the scene. As a minimum, this information must include:

1. Basic Description (including technical name, if applicable), (2) immediate hazards to health, (3) risks of fire or explosion, (4) immediate precautions to be taken in the event of an accident or incident, (5) immediate methods for handling spills or leaks in the absence of fire, and (7) preliminary first aid measures. For additional and specific requirements, check Part 172, Subpart G of the HMR.

NOTE: As of October 1, 2010, mandatory compliance with final rule HM-206F, amends the HMR as follows:

- Emergency response (ER) numbers outside the United States must contain the international access code, i.e., “+” (plus sign), country code, and city code as appropriate.
- When entered only once on the shipping paper, the ER number must be prominent, clearly visible, and easily found. This person must be able to assist first responders at the scene of an incident involving the hazardous material, e.g., fire or explosion hazards, protective clothing required, and evacuation distance, etc. Answering services, answering machines, or beepers are not permitted. The emergency response telephone number may be entered after the shipping description or located in a designated area on the shipping paper clearly visible and easily identified, for example: “EMERGENCY CONTACT: 1-800-555-1234” or “EMERGENCY CONTACT: see verso.” If the number is placed in one location, it must apply to all hazardous materials described on the shipping paper. If separate emergency numbers are needed for different materials, the corresponding emergency response number must be entered after the shipping description to which it applies. The telephone number may be the number of the person offering the shipment or the number of a fixed agency or organization to which the person verifying it has the most current information on the material and accepts responsibility for providing this information in an emergency. Any agencies require a fee to provide this service.

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### 1. SHIPPI NG PAPER CHECKLIST

You should always check the HMR, Part 172, Subpart C, for specific shipping paper requirements that may pertain to the materials you are shipping.

Use the following as a guide; additional information may be required.

Use Shipping Description (§172.202)

The acronym "ISHP" spells out the proper sequence of the Basic Description, as shown:

- **Basic Description** (proper sequence §172.202(b)) Use the Hazardous Materials Table (HMT) (§172.101)
  - Identify Number (HMT Column 4)
  - Proper Shipping Name (HMT Column 2)
  - Hazard Class (HMT Column 3)
  - Packing Group (HMT Column 5)

Other Information (§172.202)

- **Technical name** (HMT Column 1). See HMR §172.202(d) for specific requirements.
- **Subsidary hazards** (HMT Column 6)
- **Number and type of packages** (i.e., “12 drums” or “12 1A1 drums”)
- **Total quantity** (by mass or volume, i.e., “200 kgs” or “50”)
- **Net Explosive Mass** for Class 1. See HMR §172.202(d)(5) for specific requirements.
- **“Ex-x”** for Class 1 materials when required.
- See HMR §172.320(d) for specific requirements.

**Additional Descriptions – as applicable (§172.203)**

- **DOT-SPAxx** Special Permit
- **List Qty** or “Limited Quantity”
- **“RQ”** for Reportable Quantity. See Table 1 to Appendix A of the HMT for “Ltd Qty” or “Limited Quantity.”
- **DOT-SPxxxxx** Special Permit
- **“HOT”** for liquid elevated temperature materials, when molten or elevated temperature is not part of proper shipping name. See HMR §172.202(d) for specific requirements.
- **“Organic Peroxide”** See HMR §172.203(b) for specific requirements.
- **“Waste”** See HMR §172.202(d) for specific requirements.
- **“Radioactive Material”** See HMR §172.202(d) for specific requirements.
- **Mode Requirements - Additional information may be required depending on specific mode(s) of transport.** See HMR §172.202 for specific requirements.

**Emergency Response Telephone Number (§172.201(d), §172.604)**

- **“EMERGENCY CONTACT: xxx-xxx-xxxx”** (include international access code, if applicable). Offeror’s name must appear directly before, after, above, or below the ER number unless clearly visible elsewhere.
- **If the ER number has been contracted with a capable agency, you must include the offeror’s name or the contract number.**
- **Shipper’s Certification (§172.204)**
  - Signed statement: “This is to certify that the above-mentioned materials...” See HMR §172.204 for specific certification statements.

### 2. §172.101 HAZARDOUS MATERIALS TABLE EXCERPTS

#### Hazardous and Non-hazardous Materials

<table>
<thead>
<tr>
<th>No. of packages</th>
<th>Shipping Description</th>
<th>Class or Division</th>
<th>UN Identification Number</th>
<th>Type</th>
<th>Quantity Limitation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Box</td>
<td>Carriage Bolts</td>
<td>8</td>
<td>UN1805, Phosphoric acid solution, 8, PGII</td>
<td>Carriage Bolts</td>
<td>1000 lbs</td>
</tr>
<tr>
<td>4 Drums</td>
<td>UN1993, Flammable liquids, n.o.s</td>
<td>3</td>
<td>UN1993, Flammable liquids, n.o.s</td>
<td>4 gal</td>
<td>18 gal</td>
</tr>
<tr>
<td>1 Drum</td>
<td>UN1092, Acrolein, stabilized, 6.1(B), PGII, Toxic Inhalation Hazard, Zone A</td>
<td>8A</td>
<td>UN1092, Acrolein, stabilized, 6.1(B), PGII, Toxic Inhalation Hazard, Zone A</td>
<td>1 gal</td>
<td></td>
</tr>
</tbody>
</table>

**Reportable Quantity and Marine Pollutant**

- **When additional information is required or provided it must be listed after the Basic Description, unless the HMR states otherwise.**
- **Looking at the “Check list” in this guide, you will see many of these included under Additional Descriptions.**
- **Always check §172.203 of the HMR to ensure you have identified all the regulations that pertain to your shipment.**
- **Two exceptions to the regulation for placing additional information after the Basic Description pertain to the “technical name” and the letters “RQ.”**
- **The “technical name” may be placed in parentheses after the Proper Shipping Name or Basic Description.**

**Following the primary hazard class.**

- **The total amount of hazardous materials covered by each description must be indicated by mass or volume with the applicable unit of measure.** For example: “200 kgs” or “50 L.”
- **The number and type of packages also must be indicated and may include the packaging specification; for example “12 drums,” “12 1H1 drums,” or “12 drums (1A1).”**
- **The total quantity and types of packagings may be entered after, before, or both before and after the Basic Description.**

### 3. SHIPPI NG DESCRIPTIONS

**A correct shipping description includes many components, including the Basic Description, which must be placed in parentheses in a shipping paper in the sequence required in §172.202(b) of the HMR.**

- **An easy way to remember this sequence is to refer to the acronym “ISHP.”** 
- **Identification Number (HMT Column 4).**
- **Proper Shipping Name (HMT Column 2),**
- **Hazard Class (HMT Column 3).**
- **Packing Group (HMT Column 5).**

When additional information is required or provided it must be listed after the Basic Description, unless the HMR states otherwise. Always check §172.203 of the HMR to ensure you have identified all the regulations that pertain to your shipment. Two exceptions to the regulation for placing additional information after the Basic Description pertain to the “technical name” and the letters “RQ.” The “technical name” may be placed in parentheses after the Proper Shipping Name or Basic Description.
**SHIPPING PAPER CHECKLIST**

You should always check the HMR, Part 172, Subpart C, for specific shipping paper requirements that may pertain to the materials you are shipping. Use the following as a guide; additional information may be required.

Use Shipping Description (§172.202)

The acronym "ISHP" spells out the proper sequence of the Basic Description, as shown:

Basic Description (proper sequence §172.202(b))

1. Identification Number (HMT Column 4)
2. Proper Shipping Name (HMT Column 2)
3. Hazard Class (HMT Column 3)
4. Packing Group (HMT Column 5)

**Other Information (§172.203)**

- Technical name (T) in HMT Column 1. See HMR §172.203(i) for specific requirements.
- Subsidary hazard(s) (HMT Column 6)
- Number and type of packages (i.e., “12 drums” or “12 1A1 drums”)
- Total quantity (by mass or volume, i.e., “200 kgs” or “50 gal”)
- “Net Explosive Mass” for Class 1. See HMR §172.202(a)(5)(i)
- “LTD Qty” or “Limited Quantity”
- “DOT-SPxxxxx” Special Permit
- “EX-xxxx” for Class 1 materials when required.
- “RESIDUE: LAST CONTAINED***” (Required for tank car with residue)
- “CONTAINS (.X).” See HMR §172.202(b)(6)(i) for specific requirements.
- “Waste” See HMR §172.102 for specific requirements.
- “HOT” for liquid elevated temperature materials, when molten or elevated temperature is not part of proper shipping name. See HMR §172.203(i) for specific requirements.
- “Technical name” placed in Column 1.
- “Emergency Response Telephone Number” (§172.201(d), §172.604)
- “Emergency Contact: xxx-xxx-xxx” (include international access code, if applicable). Offeror’s name must appear directly before, after, above, or below the ER number unless clearly visible elsewhere.
- “Shipper’s Certification” (§172.204)
- “Signed statement: “This is to certify that the above-mentioned materials...” See HMR §172.204 for specific certification statements.

**$172.101 HAZARDOUS MATERIALS TABLE EXCERPTS**

<table>
<thead>
<tr>
<th>Hazardous and Non-hazardous Materials*</th>
<th>Identification Number</th>
<th>Description</th>
<th>Class or Division</th>
<th>Subsidiary hazard(s)</th>
<th>Special Permit</th>
<th>Reportable Quantity</th>
<th>Toxic Inhalation and Subsidiary Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explosives</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nitroglycerin</td>
<td>UN0087</td>
<td>1.1(B)</td>
<td>I</td>
<td></td>
<td></td>
<td>0.3 lbs</td>
<td></td>
</tr>
<tr>
<td>Nitric Acid</td>
<td>UN1542</td>
<td>5.1(B)</td>
<td>I</td>
<td></td>
<td></td>
<td>135 lbs</td>
<td></td>
</tr>
</tbody>
</table>

**SHIPPING DESCRIPTIONS**

A correct shipping description includes many components, including the Basic Description, which must be placed on a shipping paper in the sequence required in §172.202(b) of the HMR. An easy way to remember this sequence is to refer to the acronym “ISHP”: Identification Number, Shipping Name, Hazard Class or Division, and Packing Group.

When additional information is required or provided it must be listed after the Basic Description, unless the HMR states otherwise. Looking at the “Check list” in this guide, you will see many of these identified under Additional Descriptions. Always check §172.203 of the HMR to ensure you have identified all the requirements that pertain to your shipment.

Two exceptions to the regulation for hazardous materials are shipments of marines pollutants and secondary hazardous substances. In both cases, the new Special Permit Standards must be met and the ID number must be in accordance with the “ISHP” sequence (Identification Number, Shipping Name, Class or Division, Packing Group).

**Hazardous Materials Table**

The first step in filling out a shipping paper correctly is to refer to the Hazardous Materials Table (HMT) §172.101 and find the entry that most appropriately describes the hazardous material(s) you are shipping. This information, known as the Basic Description, will include the Identification Number in Column 4, Proper Shipping Name in Column 2, Hazard Class or Division in Column 3, and Packing Group in Column 5. If a material has one or more subsidiary hazards, they are identified in Column 6. Subsidiary hazards must be listed with the Basic Description.

Codes listed in column 1 and 7 indicate there is additional information regarding the hazardous material being shipped—some of which may be required to be entered with the Basic Description. For example, a “G” in Column 1 indicates that the Proper Shipping Name listed must be further identified by the addition of a “technical name” placed in parentheses. The chemical manufacturer or the material safety data sheet should provide this information. Special provision codes listed in Column 7 are defined in §172.102.

After the material is identified in the HMR, Appendices A and B also must be checked. Appendix A is a List of Hazardous Substances and Reportable Quantities (RQ). If the material is listed in Appendix A, you must determine if it meets the definition of the hazardous substance(s) prescribed in §172.11. If it does, and the quantity per package meets or exceeds the RQ amount listed, an additional step must be taken to identify it as a reportable quantity on the shipping paper. (See HMR §172.203(c) for specific requirements.)

Appendix B lists Marine Pollutants.

Nonbulk packages of hazardous materials that meet the definition of marine pollutant must be marked as such when transported by vessel. When transported by any mode, marine pollutant bags may be marked as shown on the shipping papers. (See HMR §172.203(b) for specific requirements.)

**Toxic Inhalation and Subsidiary Risk**

- “Class or Division” (HMT Column 3)
- “Subsidiary hazard(s)” (HMT Column 6)
- “Technical name” (HMT Column 1)
- “DOT-ICxxxxxx” (if applicable)
- “Shipment is within limitations for cargo aircraft only” (if applicable)
- “Emergency Response Telephone Number” (§172.201(d))
- “Emergency Contact: xxx-xxx-xxx” (include international access code, if applicable)
- “Prison In-Hospital Hazard” or “In-Hospital Hazard” and applicable Hazard Zone, e.g., “Zone A,” “Zone B,” etc., (HMT Column 4)
- “HOT” for liquid elevated temperature materials, when molten or elevated temperature is not part of proper shipping name. See HMR §172.203(i) for specific requirements.
SHIPPING PAPER CHECKLIST

You should always check the HMR, Part 172, Subpart C, for specific Shipping paper requirements that may pertain to the materials you are shipping.

Use the following as a guide; additional information may be required.

1. Use of Proper Name

The acronym “SHIP” spells out the proper sequence of the Basic Description, as shown:

Basic Description (proper sequence §172.202(b))

Identification Number (HMT Column 4)

Proper Shipping Name (HMT Column 2)

Hazard Class (HMT Column 3)

Packing Group (HMT Column 5)

Other Information (§172.202)

- Technical name (OCC in HMT Column 1).
- Subsidary hazard(s) (HMT Column 6)
- Number and type of packages (i.e., “12 drums,” “12 1A1 drums”).
- Total quantity by mass or volume, i.e., “200 kg” or “50”.
- “Ex-xx” for Class 1 materials when required.
- The shipping name listed must be further identified by the letters “RQ.” The “Technical name” is to be placed in parentheses and listed after the Basic Description.
- “G” in HMT Column 1 indicates that the Proper Shipping Name is not a recognized hazardous material.

2. Additional Descriptions – as applicable (§172.203)

- “DOT-Shippers” Special Permit
- “List Qty” or “Limited Quantity”
- “RQ” for Reportable Quantity. See Table 1 to Appendix A of the HMT for specific requirements.
- “Residue Last Contained” (Required for tank car with residue). See Appendices B of the HMT for specific requirements.
- “Inhalation Hazard” or “Toxic-Inhalation Hazard”
- “Organics Peroxide” See HMR §172.203(o) for specific requirements.
- “HOT” for liquid elevated temperature materials, when molten or elevated temperature is not part of proper shipping name. See HMR §172.203(o) for specific requirements.
- “Haz-Mat” for hazardous materials.
- “Radioactive Material” See HMR §172.203(e) for specific requirements.
- “Mode Requirements” - Additional information may require dependency on specific mode(s) of transport. See HMR §172.203 for specific requirements.
- Emergency Response Telephone Number (§172.201(d), §172.604)
- “Emergency Contact: xxx-xxx-xxxx” (include international access code, if applicable). Offeror’s name must appear directly before, after, above, or below the ER number unless clearly visible elsewhere.
- If the ER number has been contracted with a capable agency, you must include the offeror’s name or the contract number.
- Signed statement: “This is to certify that the above-mentioned materials...

3. SHIPING DESCRIPTIONS

Hazardous and Non-hazardous Materials

Hazardous and Non-hazardous Materials Table

SHIPPING DESCRIPTIONS

Toxic Inhalation and Subsidiary Risk

Reportable Quantity and Marine Pollutant

Explosives

When additional information is required or provided it must be listed after the Basic Description, unless the HMR states otherwise. Looking at the “Check list” in this guide, you will see many of these identified under Additional Descriptions. Always check §172.203 of the HMR to ensure you have identified all the requirements that pertain to your shipment.

Two exceptions to the regulation for placing additional information after the Basic Description pertain to the “technical name” and the letter “RQ.” The “technical name” may be placed in parentheses after the Proper Shipping Name or Basic Description.

Hazardous Materials Table

The first step in filling out a shipping paper correctly is to refer to the Hazardous Materials Table (HMT) §172.101 and find the entry that most appropriately describes the hazardous material(s) you are shipping. This information, known as the Basic Description, will include the Identification Number in Column 4, Proper Shipping Name in Column 2, Hazard Class or Division in Column 3, and Packing Group in Column 5. If a material has one or more subsidiary hazards, they are identified in Column 6. Subsidiary hazards must be listed with the Basic Description. Cades codes listed in columns 1 and 7 indicate there is additional information regarding the classification of the material being shipped—some of which may be required to be entered with the Basic Description. For example, a “G” in Column 1 indicates that the Proper Shipping Name must be further identified by the addition of a “technical name” placed in parentheses. The chemical manufacturer or the material safety data sheet should provide this information. Special provisions codes listed in Column 7 are defined in §172.102.

After the material is identified in the HMR, Appendices A and B also must be checked. Appendix A is a List of Hazardous Substances and Reportable Quantities (RQ). If the material is listed in Appendix A, you must determine if it meets the definition of the hazardous substance(s) prescribed §172.203 for specific requirements. Appendix B lists Marine Pollutants.

Non-bulk packages of hazardous materials that meet the definition of marine pollutant must be marked as such when transported by vessel. When transported by any mode, marine pollutant will be packages must be identified on the shipping papers. (See HMR §172.203 for specific requirements.)
Emergency Response Telephone Number

Shipping papers must contain an emergency response telephone number unless specifically excepted in HMR (§172.604). This number must include the area code or international access code and be monitored at all times while the material is in transit or in storage incidental to transportation. The person answering must be knowledgeable of the hazardous materials being shipped, or must have access to that information. This person must be able to assist first responders at the scene of an incident involving the hazardous material, e.g., fire or explosion hazards, protective clothing required, and evacuation distance, etc. Answering services, answering machines, or beepers are not permitted.

The emergency response telephone number must be entered after the shipping description or located in a designated area on the shipping paper clearly visible and easily identified, for example: “EMERGENCY CONTACT: see verso.” If the number is placed in one location, it must apply to all hazardous materials described on the shipping paper. If separate emergency numbers are needed for different materials, the corresponding emergency response number must be entered after the shipping description to which it applies. The telephone number may be the number of the person offering the shipment or the number of a fixed agency or organization as long as the person monitoring it has the most current information on the material and accepts responsibility for providing this information in an emergency. Many agencies require a fee to provide this service.

NOTE: As of October 1, 2010, mandatory compliance with final rule HM-206F amends the HMR as follows:

• Emergency response (ER) numbers outside the United States must contain the international access code, i.e., “+” (plus sign), country code, and city code if appropriate.
• When entered only once on the shipping paper, the ER number must be prominent, clearly visible, and easily found.
• Highlighting with large font or contrasting color may be used.
• If the ER number is the number of the offeror (Shipper), the offeror’s name must appear directly before, after, above, or below the ER number unless the offeror’s name is entered elsewhere on the shipping paper—clearly visible and easily found.
• If the ER number corresponds to a capable agency or organization hired to provide the required emergency information services, they must be given the appropriate emergency information by the offeror. The offeror’s name or contract number must appear directly before, after, above, or below the ER number so it is prominent, clearly visible, and easily found.
• A person preparing shipping papers for continued transportation in commerce must include the information identified above as outlined in §172.604. If they assume responsibility for providing the ER number, they must ensure all requirements are met.

4 Drums UN1805, Phosphoric acid solution, 8, PGIII

4 gal

EMERGENCY CONTACT: 1-800-555-1234
Offeror’s name or contract# PHH50-0121-1110

Emergency Response Information

The HMR requires that a shipment of hazardous materials includes “emergency response information” on the shipping paper itself or attached to it. This emergency response information would be used in the event of an incident involving hazardous materials to assist emergency responders at the scene. At a minimum, this information must include:

1. The Basic Description (including technical name, if applicable). (2) immediate hazards to health, (3) risks of fire or explosion, (4) immediate precautions to be taken in the event of an accident or incident, (5) available methods for handling spills or leaks in the absence of fire, and (7) preliminary first aid measures. For additional and specific requirements, check Part 172, Subpart G of the HMR.

4 Drums UN1805, Phosphoric acid solution, 8, PGIII

4 gal

EMERGENCY CONTACT: 1-800-555-4321
Offeror’s name or contract# PHH50-0121-1110

The proper shipping description of a hazardous material consists of:

• A Basic Description,
• additional information (depending on materials and mode of transport),
• quantity of hazardous material, and
• type of packaging used.

The Basic Description of a hazardous material includes the Identification Number, the Proper Shipping Name, Hazard Class, and Packing Group (when applicable). This information must be placed on the shipping paper in the specific order required in Part 172, Subpart C of the HMR. By failing to follow these requirements, shippers of hazardous materials not only put themselves at risk of being cited, but more importantly, they put others at risk should an incident or spill occur.

The HMR do not require a shipper to use a special form—it requires the proper information be placed on the shipping papers in the proper sequence. Types of shipping papers used to describe hazardous materials may be bills of lading, invoices, manifests, or plain paper. They may or may not have specific columns identifying the hazardous material, but they must all meet HMR requirements describing the hazardous material.

NOTE: This document is for general guidance only and should not be used to determine compliance with 49 CFR, Parts 100-185.
Shippers must ensure that the shipping paper that they use contains emergency response (ER) information that meets the basic requirements established by the Hazardous Materials Regulations (HMR). The HMR requires at least one emergency response number to be placed on the shipping paper in the specific order required in Part 172, Subpart C of the HMR. By failing to follow these requirements, shippers of hazardous materials not only put themselves at risk of being cited, but more importantly, they put others at risk should an incident or spill occur.

The HMR do not require a shipper to use a special form—it requires the proper information be placed on the shipping papers in the proper sequence. Types of shipping papers used to describe hazardous materials may be bills of lading, invoices, manifests, or plain paper. They may or may have specific columns identifying the hazardous material, but they must all meet HMR requirements describing the hazardous material.

NOTE: As of October 1, 2010, mandatory compliance with final rule HMR-206F amends the HMR as follows:

• When entered only once on the shipping paper, the ER number must be prominent, clearly visible, and easily found. This provision must be highlighted with larger font or contrasting color may be used.
• If the ER number is the number of the offeror (Shipper), the offeror’s name must appear directly before, after, above, or below the ER number unless the offeror’s name is entered elsewhere on the shipping paper—clearly visible and easily located.
• If the ER number corresponds to a capable agency or organization hired to provide the required emergency information services, they must be given the appropriate emergency information by the offeror. The offeror’s name or contract number must appear directly before, after, above, or below the ER number so it is prominent, clearly visible, and easily found.
• A person preparing shipping papers for continued transportation in commerce must include the information identified above as outlined in §172.624. If they assume responsibility for providing the ER number, they must ensure all requirements are met.

The proper shipping description of a hazardous material consists of:

• A Basic Description,
• Additional information (depending on materials and mode of transport)
• Quantity of hazardous material,
• Type of packaging used

The Basic Description of a hazardous material includes the Identification Number, the Proper Shipping Name, Hazard Class, and Packing Group (when applicable). This information must be placed on the shipping paper in the specific order required in Part 172, Subpart C of the HMR. By failing to follow these requirements, shippers of hazardous materials not only put themselves at risk of being cited, but more importantly, they put others at risk should an incident or spill occur.

The HMR requires that a shipment of hazardous materials includes “emergency response information” on the shipping paper itself or attached to it. This emergency response information would be used in the event of an incident involving hazardous materials to assist emergency responders at the scene. At a minimum, this information must include:

1. The Basic Description (including technical name, if applicable),
2. Immediate hazards to health,
3. Risks of fire or explosion,
4. Immediate precautions to be taken in the event of an accident or incident,
5. Immediate methods for handling spills or leaks in the absence of fire, and

For additional and specific requirements, check Part 172, Subpart G of the HMR.