SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Hazmat Package Marking and Labeling Checklist

Regulation: 49 CFR 172.300

FACILITY	AREA OR EQUIPMENT ID	DATE	SHIFT
INSPECTED BY (PRINT)		SIGNATURE	

1. Procedure checks

Tick each step as it is done, in this order.

DONE	CHECK	NOTES
☐	Pull the shipping paper first: the package must match it exactly	
☐	Mark the proper shipping name and UN number, durable and on contrasting background	
☐	Liquids in a combination package: closures up, orientation arrows on two opposite sides	
☐	Apply the primary hazard label, then every subsidiary label next to it, near the shipping name	
☐	Never label the bottom, never fold a label over an edge, never cover a mark with tape	
☐	Kill every old marking or label on a reused carton	
☐	Verify the whole package against the shipping paper and record it before release	

2. Compliance checks

Tick each item that is in place. The citation after an item is the paragraph that requires it.

DONE	CHECK	NOTES
☐	Every package of hazardous material offered for transportation is marked as required by subpart D before it leaves the facility **49 CFR 172.300**	
☐	Each non-bulk package is marked with the proper shipping name and the identification number preceded by UN, NA, or ID, in characters meeting the minimum size for the package- **49 CFR 172.301**	
☐	The consignor or consignee name and address is marked on each package unless a recognized exception applies **49 CFR 172.301**	
☐	All markings are durable, in English, on a sharply contrasting background, unobscured, and located away from other markings that could reduce their effectiveness **49 CFR 172.304**	
☐	Combination packagings of liquid hazardous materials are packed closures-up and marked with orientation arrows on two opposite vertical sides, and no non-orientation arrows appear on the package **49 CFR 172.312**	
☐	The primary hazard label matches column 6 of the 172.101 table for each material shipped **49 CFR 172.400**	

☐	Every required subsidiary hazard label is applied and the class or division number appears in the lower corner of each label **49 CFR 172.402**	
☐	Labels are placed on the same surface as and near the shipping name marking, not on the bottom, primary and subsidiary within 150 mm of each other, visible and unobscured, with duplicate labels on two sides or ends of packages 1.8 cubic meters or larger **49 CFR 172.406**	
☐	Only current hazmat-trained employees mark, label, and offer hazmat packages, and every package passes the documented pack station verification before release	

WARNINGS

A package you cannot verify against the shipping paper never goes to the carrier: stop it and call the coordinator

Orientation arrows mean this way up always: never lay an arrowed package on its side, not even in staging

DOT labels do not replace the GHS supplier label, and the GHS label does not replace DOT labels: the package needs both

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE