SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Hazmat Shipping Papers and Emergency Response Information Checklist

Regulation: 49 CFR 172.200

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
☐	Trained and on the roster? If not, hand the paper to someone who is	
☐	Build the description from the 172.101 table: ID number, shipping name, class, packing group, in that order, nothing in between	
☐	Add what applies: RQ, technical name, Ltd Qty, inhalation hazard and zone	
☐	Enter total quantity, package count and type, and number the pages, 1 of N on page one	
☐	Hazmat lines first or flagged in the HM column, every line, one method	
☐	Emergency number on the paper, monitored, provider named if used	
☐	Match the paper to the packages on the dock before anyone signs	
☐	Authorized signer signs the certification, then file the copy same day	

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 hazardous material offered for transportation is described on a shipping paper in the manner the regulations require **49 CFR 172.200**	
☐	The basic description appears in sequence, identification number, proper shipping name, hazard class with subsidiary in parentheses, packing group, with no additional information interspersed **49 CFR 172.202**	
☐	Total quantity with unit of measure and the number and type of packages appear on the paper outside the basic description **49 CFR 172.202**	
☐	Additional entries that apply are present: RQ for hazardous substances, technical names in parentheses for n.o.s. entries, Limited Quantity, Marine Pollutant, and inhalation hazard entries with zone **49 CFR 172.203**	

☐	On mixed papers, hazmat entries are entered first or clearly distinguished by contrasting color or the HM column, entries are legible and in English, and multi-page papers are consecutively numbered with the total pages noted on page one **49 CFR 172.201**	
☐	The prescribed shipper's certification appears unmodified and is legibly signed by a principal, officer, partner, or employee of the shipper or its agent from the authorized signer roster **49 CFR 172.204**	
☐	Shipping paper copies are retained for two years after acceptance by the initial carrier, three years for hazardous waste, accessible at or through the principal place of business **49 CFR 172.201**	
☐	Emergency response information with all required elements accompanies the papers and is kept immediately accessible to facility personnel while hazmat is present **49 CFR 172.602**	
☐	Emergency response information and the emergency telephone number are immediately available to government responders and investigators at all times hazmat is present **49 CFR 172.600**	
☐	A numeric emergency response telephone number with area code appears on the paper, monitored at all times by a knowledgeable person, with any ERI provider identified by name or contract number and holding current information before the material is offered **49 CFR 172.604**	

WARNINGS

Never sign the certification for a shipment you have not verified against the physical packages

An answering machine or beeper is not an emergency number; the line must reach a knowledgeable person live

Never copy a description from an old shipping paper or a product label; the 172.101 table is the only source

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE