**Hazardous Materials Shipping Template Guide**

The template criteria provided below is a sample list of audit or inspection criteria that is potentially related to the operations at your organization. You may review the samples below and use them as jumping off points for creating custom audit or inspection templates in the SafetySkills Empower system. They may be used in their entirety without change or edited and expanded to suit the specific needs of your organization. Use of these criteria is entirely optional and to be used at your discretion.

**Shipping Papers**

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| Are all hazardous materials listed first, or entered in a contrasting color, or identified by the letter "X" in a HM identification column? |
| Is each basic description written in the correct format (UN/NA number, proper shipping name, hazard class, packing group)? |
| Is the total quantity of each material annotated by volume/weight? |
| Are the number and type of packages annotated for each material type? |
| Are hazardous substances identified by the letter "RQ" in association with the basic description (or replacing "X" in the HM identification column)? |
| For poison hazards, are the words POISON-INHALATION HAZARD or TOXIC-INHALATION HAZARD and the correct hazard zone provided after the basic description? |
| Does each generic description, including N.O.S., identified by a "G" in column 1 of the HMT display a technical name of the material in association with the basic description? |
| Is the shipping paper, manifest, bill of lading certification signed by the shipper (or individual representative of)? |

**Packaging Marking and Labeling**

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| Are all markings and labels, clear, correctly affixed, in correct and/or contrasting colors, well-spaced and not overlapping? |
| *Markings* |
| Is packaging clearly marked with PSN, UN/NA number, and the name and address of the shipper or receiver? |
| Are liquids in inner packaging’s marked with the "This end up" and double arrow markings? |
| For limited quantity exemption shipments, is the Limited Quantity marking clearly displayed? For air shipments, is the limited quantity marking with a "Y" displayed? |
| Are additional markings certain poisonous materials clearly visible? - see HMT and regulations for details |
| Is "RQ" marked when appropriate on packages under 110 gallons in volume? |
| *Labels* |
| Do all labels represent the primary hazard class and/or division of the material being shipped? Are subsidiary hazards also correctly labeled if required by column 6 of the HMT? |
| Are correct labels applied for poison-by-inhalation materials or air cargo limited quantity materials? Labels not required for other limited quantity materials. |

**Placards**

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| Is the vehicle/trailer correctly placarded for the materials offered for shipment? |
| Are placards provided on all four sides of vehicle (unless exemptions in effect)? |
| Is wording evident if Class 7, Dangerous, and Oxygen placards used? |
| Are multiple placards placed near (next to) each other? |
| Are all placards fully visible, set at least 3 inches away from other labels, markings, or signs? |
| Are placards changed if the hazardous materials on the vehicle changed i.e., are the placards always correct and appropriate, and in place prior to moving the vehicle\? |
| Have placards been removed if the hazardous materials have been removed from the vehicle? |

**Identification Numbers**

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| Are ID numbers visible on bulk packaging’s such as cargo tanks, portable tanks or IBCs, or on vehicles carrying these? |
| Is an ID number visible on a vehicle or container carrying 8820lbs of a single material in non-bulk packaging (no other materials must be present)? |
| Is an ID number visible for a single poison inhalation hazard, loaded in non-bulk-packaging over 2205lbs combined weight? |

Instructions for Drivers ‘In Transit’

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| HM Shipping papers must be visible in the cab or door tray, and easily identified from other papers |
| Driver must be able to reach the HM Shipping papers while wearing the seatbelt |
| When leaving the vehicle make sure it is secure against movement, including taking keys for security |
| When away from the cab, the HM Shipping papers should be left on the driver's seat or in the door tray for easy access by authorities/responders |