

Transportation of Dangerous Goods

Road Version

Reference Guide for Trainees

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This TDG Reference Guide follows the Guidelines for Training criteria that has been established by Transport Canada.

The information included in this material represents the opinion of the Sundown Development Group and its Advisors and should not be construed as being either official or unofficial policy of any governmental body.

This Reference Guide is not all-encompassing. It does not engage in rendering legal or other professional advice.

Introduction

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SCHEDULES

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IMPORTANT:

An up to date copy, or access to the TDG Regulations, must be available in order to take this course and function in the workplace. The internet site for TDG can be found at ...

www.tc.gc.ca/tdg/clear/tofc.htm

Schedule 1 Classes 1 to 9									
UN Number	Shipping Name and Description	Col. 3 Class	Col. 4 Packing Group / Category	Col. 5 Special Provisions	Col. 6 Explosive Limit & Limited Quantity Index	Col. 7 ERAP Index	Col. 8 Passenger Carrying Ship Index	Col. 9 Passenger Carrying Road Vehicle or passenger Carrying Railway Vehicle Index	Col. 10 Marine Pollutant
UN 1203	GASOLINE MOTOR SPIRIT; or PETROL	3	II	17, 82, 88	30	See SP82	100	5	P

Sample Copy

Training Requirements

What is expected, as per the TDG Act ...

Section 6.2

A person is adequately trained, for road transport, if the person has a sound knowledge of all the topics listed in paragraphs (a) to (k) that relate directly to the person's duties and to the dangerous goods the person is expected to handle, offer for transport, or transport:

- (a) the classification criteria and test methods in Part 2, Classification;
- (b) shipping names;
- (c) the use of Schedules 1,2 and 3;
- (d) the shipping document ... requirements in Part 3, Documentation;
- (e) the dangerous goods safety marks requirements in Part 4, Dangerous Goods Safety Marks;
- (f) the certification safety marks requirements, safety requirements and safety standards in Part 5, Means of Containment;
- (g) the emergency response assistance plan requirements in Part 7, Emergency Response Assistance Plan;
- (h) the report requirements in Part 8, Accidental and Imminent Accidental Release Report Requirements;
- (i) safe handling and transportation practices for dangerous goods, including the characteristics of the dangerous goods;
- (j) the proper use of any equipment used to handle or transport the dangerous goods; and
- (k) the reasonable emergency measures the person must take to reduce or eliminate any danger to public safety that results or may reasonably be expected to result from an accidental release of the dangerous goods.

Additional training is required for people involved in shipments of dangerous goods by air or by sea.

The employer may issue a training certificate when he/she has reasonable grounds to believe that an employee possesses adequate training (see last page).

The employer must keep a record of the training that the employee has received and a copy of his/her training certificate (Section 6.6). The training certificate must be immediately presented to an inspector who requests for it (Section 6.8).

Classes

Class 1



Class	Division	Characteristics of Dangerous Goods
1 Explosives (Section 2.9 - 2.12)	1.1	A substance or article with a mass explosion hazard
	1.2	A substance or article with a projection hazard but not a mass explosion hazard
	1.3	A substance or article which has a fire hazard and either a minor blast hazard or a minor projection hazard, but does not have a mass explosion hazard
	1.4	A substance or article which presents no significant hazard - explosion effects are localized to immediate surroundings
	1.5	A very insensitive substance with a mass explosion hazard
	1.6	Extremely insensitive substances with no mass explosion hazard

Class 2



Class	Division	Characteristics of Dangerous Goods
2 Gases (sections 2.15 – 2.17)	2.1	A flammable gas which is easily ignited and burns
	2.2	A non-flammable, non-toxic, non-corrosive gas
	2.3	A gas which is poisonous or corrosive to humans

Classes

Class 3



Class	Division	Characteristics of Dangerous Goods
3 Flammable Liquids (sections 2.18 – 2.19)	No Divisions	A flammable liquid with a closed-cup flash point less than 60°C. Additionally shipments intended or expected to be at a temperature greater than their flashpoint are also considered to be flammable.

Class 4



Class	Division	Characteristics of Dangerous Goods
4 Flammable Solids (sections 2.20 – 2.22)	4.1	A flammable solid which is readily combustible and cause fire through friction or from heat retained from manufacturing
	4.2	A spontaneously combustible substance that ignites when exposed to air
	4.3	4.3 A water-reactive substance which emits flammable gas when it comes into contact with water

Classes

Class 5



Class	Division	Characteristics of Dangerous Goods
5 Oxidizing Substances, Organic Peroxides (sections 2.23 – 2.25)	5.1	An oxidizing substance which may yield oxygen and contribute to the combustion of other material
	5.2	5.2 An organic peroxide which releases oxygen readily and may liable to explosive decomposition, or sensitive to heat, shock or friction

Class 6



Class	Division	Characteristics of Dangerous Goods
6 Toxic and Infectious Substances (sections 2.26 – 2.36)	6.1	A toxic substance that is liable to cause harm to human health
	6.2	An infectious substance

Class 7



Class	Division	Characteristics of Dangerous Goods
7 Radioactive Materials (sections 2.37 – 2.39)	No Divisions	Radioactive materials as defined by the Nuclear Safety and Control Act

Classes

Class 8



Class	Division	Characteristics of Dangerous Goods
8 Corrosive Substances (sections 2.40 – 2.42)	No Divisions	Solids or liquids such as acids or alkalis materials that cause destruction of the skin or corrode metals

Class 9



Class	Division	Characteristics of Dangerous Goods
9 Miscellaneous Dangerous Goods (sections 2.43 – 2.45)	No Divisions	A regulated substance that cannot be assigned to any other class. It includes genetically modified microorganisms, marine pollutants, substances transported at elevated temperature, substances that release toxic substances through leaching, and environmentally hazardous substances intended for disposal.

Packing Group:

In addition to the class and division, some dangerous goods are also assigned packing groups. These groups reflect the level of hazard that dangerous goods represent.

Packing Group	Level of Hazard
I	Very hazardous substances
II	Hazardous substances
III	Moderately hazardous substances

The assignment of packing groups is done according to chemical and physical testing requirements outlined for each class of dangerous goods in Part 2 of the TDG Regulations.

Shipping Documents

Dangerous Goods Shipping Document

Consignor Name and Address:					Date:		
					24-Hour Phone Number:		
					ERAP Reference Number & Telephone:		
DG	Shipping Name	Primary & Subsidiary Class(es)	UN Number	Packing Group	Quantity and Unit of Measure Containment that Require a Label	Number of Small Means of	Control & Emergency Temperatures
Total Gross Mass							

Sample Copy

Shipping Documents

The following is the minimum required information which must appear on a shipping document:

Shipping Document Information	When Required	Where in The Regulations
Date	Always	3.5(1)(b)
Name and address of consignor	Always	3.5(1)(a)
Description of goods in the following order:		3.5(1)(c)
a. Shipping name	Always	3.5(1)(c)(i)
b. The technical name of the most dangerous substance related to the primary classification	If Provision 16 of Schedule 2 applies	3.5(1)(c)(i)(A)
c. The words "Not Odorized"	For liquefied petroleum gas that has not been odorized	3.5(1)(c)(i)(B)
d. Primary classification	Always	3.5(1)(c)(ii)
e. Compatibility group	For Class 1	3.5(1)(c)(iii)
f. Subsidiary classifications	If Any	3.5(1)(c)(iv)
g. UN number	Always	3.5(1)(c)(v)
h. Packing group (none for compressed gases)	If Any	3.5(1)(c)(vi)
The quantity in the International System of Units	Always	3.5(1)(d)
Net explosives quantity	For Class 1	3.5(1)(d)
The number of containers	For dangerous goods in small containers requiring safety labels	3.5(1)(e)
The words "24-Hour Number" followed by a telephone number where the consignor can be easily reached	Always	3.5(1)(f)
Emergency Response Assistance Plan (ERAP) number and telephone number to activate it	If Required	3.6(1)
The control and emergency temperatures	For products in Classes 4.1 and 5.2	3.6(3)

The shipping document is handed over to the initial carrier and must accompany the consignment throughout its journey. The consignor and each carrier that transported shall retain a copy of the shipping document for a period of two years (Sections 3.1 and 3.11).

Shipping Documents

“Residue – Last Contained”

If the quantity of dangerous goods is less than 10% of the container’s capacity then the words “Residue – Last Contained” followed by the shipping name of the dangerous goods that was last contained in the means of containment may be used to describe the quantity.

This does not apply to Class 2 gases in small containers and Class 7 radioactive substances [Section 3.5(4)].

Changes during transport:

If the quantity of dangerous goods or the number of small means of containment changes during transport, the carrier must show on the shipping document or on a document attached to the shipping document the change in the quantity of dangerous goods or the number of small containers [Section 3.5(5)].

24-Hour Number Permission Required:

A consignor can also use the telephone number of an agency that is competent to give the technical information on the shipment. For example, it is possible to use CANUTEC as a source of technical information provided that the consignor has received permission in writing from CANUTEC [Section 3.5(2)].

The Consignor:

The consignor is responsible for choosing and displaying safety marks on all means of containment carrying dangerous goods. They are described in Part 4 of the TDG Regulations.

Whether you are shipping or importing, it's your responsibility to provide the proper placard(s).

If the carrier is transporting other dangerous goods, you must figure out which placards should be displayed.

The Handler:

It is your responsibility to ensure that the proper placards are in place **before** any dangerous goods have been loaded into or onto a large means of containment.

You must also ensure that the required safety marks are in place on a means of containment until it has been emptied, cleaned, purged or neutralized.

Once this has been done, you must then remove all safety marks from both the large and small means of containment.

The Carrier:

The carrier is responsible for making sure that the safety marks remain displayed during transport, and that also includes the safety marks on all the small means of containment within your vehicle or trailer.

The carrier is also responsible for removing or changing the safety marks if the requirements for dangerous goods safety marks change during transport [Section 4.5(1)].

Transporting different dangerous goods together:

When several different dangerous goods are transported together, the display of primary classification placards and UN numbers is regulated according to the table below (Section 4.15).

DESCRIPTION	PLACARDS REQUIRED	UN NUMBERS REQUIRED
<p>The dangerous goods have the same UN number and an ERAP is not required for them</p>	<p>Primary class placard</p>	<p>(a) UN number if the dangerous goods are a liquid or gas in direct contact with the large means of containment; and (b) if not required in paragraph (a), the UN number may be displayed if the dangerous goods are in a quantity greater than 4000 kg and are offered for transport by one consignor.</p>
<p>The dangerous goods have the same UN number and an ERAP is required for them</p>	<p>Primary class placard</p>	<p>UN number</p>
<p>The dangerous goods have different UN numbers and an ERAP is not required for any of them</p>	<p>(a) primary class placard for those Class 1 dangerous goods that meet any of the conditions in subsection (1); (b) primary class placard for those Class 7 dangerous goods that meet any of the conditions in subsection (7); and (c) for the remaining dangerous goods that meet any of the conditions in subsection (1), the primary class placard for each of those dangerous goods except that, if two or more different primary class placards are required, the DANGER placard may be displayed in place of those primary class placards.</p>	<p>None</p>

Continued

<p>The dangerous goods have different UN numbers and an ERAP is required for at least one of them</p>	<p>(a) primary class placard for each of the dangerous goods for which an ERAP is required;</p> <p>(b) primary class placard for those Class 1 dangerous goods that meet any of the conditions in subsection (1);</p> <p>(c) primary class placard for those Class 7 dangerous goods that meet any of the conditions in subsection (7); and</p> <p>(d) for the remaining dangerous goods that meet any of the conditions in subsection (1), the primary class placard for each of those dangerous goods except that, if two or more different primary class placards are required, the DANGER placard may be displayed in place of those primary class placards.</p>	<p>UN number for each of the dangerous goods for which an ERAP is required</p>
<p>The dangerous goods have different UN numbers and an ERAP is required for each of them</p>	<p>Primary class placard for each of the dangerous goods</p>	<p>UN number for each of the dangerous goods</p>

Transporting different dangerous goods together:

A **subsidiary class** placard (with the class number shown) must also be displayed on each side and each end of a large means of containment for dangerous goods for which an ERAP is required and that have a subsidiary classification of:

- Class 1: the placard will be the same as for Classes 1.1, 1.2 and 1.3.
- Class 4.3: the placard will be the same as for Class 4.3.
- Class 6.1, in Packing Group I, due to inhalation toxicity; the placard will be the same as for Class 6.1.
- Class 8, and the UN number is UN2977 and UN2978 (both these products are uranium hexafluoride radioactives): the placard will be the same as for Class 8.

EMERGENCY RESPONSE ASSISTANCE PLAN (ERAP)

An Emergency Response Assistance Plan (ERAP) is required in instances where dangerous goods are potentially very hazardous when transported in moderate or large quantities.

If a large enough amount of these dangerous goods were released, the potential for harm to people and the environment would be great. For this reason Part 7 of the TDG Regulations requires consignors and importers of dangerous goods to register an ERAP if necessary (Section 7.4).

An ERAP is necessary whenever the total amount of dangerous goods being transported exceeds the limits described in Column 7 of Schedule 1 of the TDG Regulations. The size of the container, the classification and the amount shipped per container are all taken into consideration when deciding if an ERAP is required for a shipment.

In many instances dangerous goods do not require an ERAP; however, consignors and importers of dangerous goods must make sure that the quantities of dangerous goods in a consignment do not exceed the ERAP quantity limits. Column 7 of Schedule I gives the amounts that require an ERAP as follows:

- if the product is a liquid or solid, Column 7 indicates the volume or the weight of the product that requires an ERAP; and
- if the product is a compressed or liquefied gas, column 7 indicates the water capacity of the container that requires an ERAP.

If you are not sure whether a consignment of dangerous goods requires an ERAP, you may call the Coordination and Information Centre.

You can obtain an application to register an ERAP by calling CANUTEC at (613)992-4624.

Means of Containment

Small Means of Containment:

A small means of containment has a capacity of 450 l or less.

A small container must display ...

- the dangerous goods label(s),
- the shipping name and
- the UN number of the product (Sections 4.10 to 4.12).

The label is at least 100.0 mm on each side.

If the container is too small or it has an irregular shape, the label can be reduced in size up to a dimension of 30.0 mm on each side [Section 4.7(2)].

If the label is reduced in size to 30.0 mm, the UN number, shipping name and label may be displayed on a tag affixed to the means of containment [Sections 4.10(4) and 4.11(3)].

The UN number for a dangerous goods label can be placed inside the label or next to the label [Section 4.8(1)(b)]. If the UN number is inside the label the letters "UN" must be omitted.

Large Means of Containment:

Placards are larger safety marks with at least 250.0 mm sides.

A large means of containment has a capacity greater than 450 l and it can be a container such as a bulk tank.

A large means of containment requires placards, Section 4.15(1) representing the primary classification if the dangerous goods:

- are in a quantity or concentration that requires an emergency response assistance plan (ERAP),
- are a liquid or a gas in direct contact with the large means of containment (e.g., a tank full of gasoline or propane),
- have a total gross mass greater than 500 kg, or
- are in Class 7, radioactive materials, and they require a Category III – Yellow Label

Placards must be displayed on all four sides of a large means of containment; one on each side and one on each end.

The placard can also be displayed on the frame for the means of transport or any other frame permanently attached to the large means of containment.

A placard can also be placed at the front of a truck if the leading end of a cargo tank is obscured by the tractor [Section 4.15(2)].

The UN number of the dangerous goods being transported must be displayed inside the placard or on an orange panel next to the placard (Section 4.15). The letters "UN" are always omitted [Section 4.8(2)].

Accidental Release or an Imminent Accidental Release

In case of an accidental release or an imminent accidental release of dangerous goods, the person who has possession of the dangerous goods must report immediately.

An immediate report is required when the quantities of dangerous goods released exceed the amounts set out in the following table (Section 8.1) or for an imminent accidental release of dangerous goods.

Class	Quantity
1	Any quantity that (a) could pose a danger to public safety or is greater than 50 kg; or (b) is included in Class 1.1, 1.2, 1.3 or 1.5 and is (i) not subject to special provision 85 or 86 but exceeds 10 kg net explosives quantity, or (ii) subject to special provision 85 or 86 and the number of articles exceeds 1000.
2	Any quantity that could pose a danger to public safety or any sustained release of 10 minutes or more
3	200 litres
4	25 kg
5.1	50 kg or 50 litres
5.2	1 kg or 1 litres
6.1	5 kg or 5 litres
6.2	Any quantity
7	Any quantity that could pose a danger to public safety; or an emission level greater than the level established in section 20 of the <i>Packaging and Transport of Nuclear Substances Regulations</i> .
8	5 kg or 5 litres
9	25 kg or 25 litres

REPORTING REQUIREMENTS

Make an immediate report to ...

- (a) the appropriate provincial authority listed in the table following this subsection;
- (b) the person's employer;
- (c) the consignor of the dangerous goods;
- (d) for a road vehicle, the owner, lessee or charterer of the road vehicle;
- (e) for a railway vehicle, **CANUTEC at (613) 996-6666**;
- (f) for a ship, **CANUTEC at (613) 996-6666**, a Vessel Traffic Services Centre or a Canadian Coast Guard radio station;
- (g) for an aircraft, an aerodrome or an air cargo facility, **CANUTEC at (613) 996-6666** and the nearest Regional Civil Aviation Office of the Department of Transport and, if the aerodrome is an airport, the operator of the airport;
- (h) for Class 1, Explosives and Class 6.2, Infectious Substances, **CANUTEC at (613) 996-6666**; and
- (i) for an accidental release from a cylinder that has suffered a catastrophic failure, **CANUTEC at (613) 996-6666**.

REPORTING REQUIREMENTS

Immediate Reporting Contacts:

Province	Authority
British Columbia	Local Police and the Emergency Program (1-800-663-3456)
Alberta	Local Police and the appropriate provincial authority
Saskatchewan	Local Police or Environmental Protection Branch (1-800-667-7525)
Manitoba	Local Police or Fire Department and Department of Conservation (204-945-4888)
Ontario	Local Police
Quebec	Local Police
New Brunswick	Local Police or (1-800-565-1633)
Nova Scotia	Local Police or (1-800-565-1633) or (905-426-6030)
PEI	Local Police or (1-800-565-1633)
Newfoundland/Labrador	Local Police and Canadian Coast Guard ((705-772-2083)
Yukon Territory	Appropriate authorities at (867-667-7244)
Northwest Territory	Appropriate authorities at (867-920-8130)
Nunavut Territory	Local Police and Nunavut Emergency Services (1-800-693-1666)

Immediate Reporting Information: (as per Part 8.2)

The immediate report must include as much of the following information as is known at the time of the report:

- (a) the shipping name or UN number of the dangerous goods;
- (b) the quantity of dangerous goods that
 - (i) was in the means of containment before the accidental release, the “dangerous goods accident” or the “dangerous goods incident”, and
 - (ii) is known or suspected to have been released;
- (c) a description of the condition of the means of containment from which the dangerous goods were released, including details as to whether the conditions of transport were normal when the means of containment failed;
- (d) for an accidental release from a cylinder that has suffered a catastrophic failure, a description of the failure; *For example, there was an explosion, a valve sheared off or there was a crack in the cylinder.*
- (e) the location of the accidental release, the “dangerous goods accident” or the “dangerous goods incident”;

REPORTING REQUIREMENTS

- (f) for a ship, the position of the ship and the next location at which the ship will be at anchor or alongside a fixed facility;
- (g) the number of deaths and injuries resulting from the accidental release, the “dangerous goods accident” or the “dangerous goods incident”; and
- (h) an estimate of the number of people evacuated from private residences, public areas or public buildings as a result of the accidental release, the “dangerous goods accident” or the “dangerous goods incident”.

30-Day Follow-up Report: (as per Part 8.3)

- (1) If an immediate report was required to be made for an accidental release, a “dangerous goods accident” or a “dangerous goods incident”, a follow-up report must be made by the employer of the person who had possession of the dangerous goods at the time of the accidental release, the “dangerous goods accident” or the “dangerous goods incident”, or by the person if self-employed.
- (2) The follow-up report must be made, in writing, to the Director General within 30 days after the occurrence of the accidental release, the “dangerous goods accident” or the “dangerous goods incident”. The follow-up report must include the following information:
 - (a) the name and address of the place of business of the person providing the information and the telephone number, including the area code, at which that person may be contacted;
 - (b) the date, time and location of the accidental release, the “dangerous goods accident” or the “dangerous goods incident”;
 - (c) the name and address of the place of business of the consignor;
 - (d) the classification of the dangerous goods;
 - (e) the estimated quantity of dangerous goods released and the total quantity of dangerous goods in the means of containment before the accidental release, the “dangerous goods accident” or the “dangerous goods incident”;
 - (f) a description of the means of containment involved based on the identification markings and a description of the failure or damage to the means of containment, including how the failure or damage occurred;
 - (g) for an accidental release from a cylinder that has suffered a catastrophic failure, the certification safety marks and a description of the failure;
For example, there was an explosion, a valve sheared off or there was a crack in the cylinder.
 - (h) the number of deaths and injuries resulting from the accidental release, the “dangerous goods accident” or the “dangerous goods incident”;
 - (i) an estimate of the number of people evacuated from private residences, public areas or public buildings; and
 - (j) if an emergency response assistance plan was activated, the name of the person who responded to the emergency in accordance with the emergency response assistance plan.

Guide for Consignor (Shippers)

STEP 1

Determine the proper shipping name

The shipper must determine the proper shipping name of the materials according to TDG Regulations, Schedule 1, Column 2.

STEP 2

Determine the class (and subclass, if any)

Refer to TDG Regulations, Schedule 1, Column 3 and locate the classification and, if any, the subsidiary classification of the product.

STEP 3

Select the UN Number

Refer to TDG Regulations, Schedule 1, Column 1 and select the UN Number.

STEP 4

Determine the mode(s) of transport to ultimate destination

- A. As a shipper, you must assure yourself that the shipment complies with various modal requirements.
- B. The modal requirements may affect the following:
 - 1. Packaging,
 - 2. Quantity per package,
 - 3. Markings,
 - 4. Shipping documentation

STEP 5

Determine and select the proper packaging

- A. Packaging requirements will vary according to modes of transportation.
- B. For packaging requirements of "Limited Quantities" and "Personal Use" exemptions refer to the TDG Regulations sections 1.17 and 1.15, and Schedule 1, Column 6.
- C. If packaged by a prior shipper, make sure the packaging is correct and in proper condition for transportation.

STEP 6

Prepare the shipping document

- A. The basic requirements for the shipping document include: Shipping name, class, UN number, total quantity, packing group, 24 hour emergency response telephone number, date, name and address of the shipper.
- B. Make all entries on the shipping document legible using the information required and in proper order .
- C. For additional requirements, see Part 3 of the TOG Regulations, or read Part 2 of this document.
- D. A copy of the shipping document must be retained for 2 years by the consignor and carrier .

Guide for Consignor (Shippers)

STEP 7

Select the proper safety marks and apply as required

- A. Refer to the TOG Regulations, Part 4, for required labels or placards.
- B. For a small container (less than 450 litres), the shipping name and UN number should be printed on the package.
- C. Unless the vehicle is already correctly placarded according to Part 4 of the TOG Regulations, the consignor must provide the required placards.

STEP 8

Loading, blocking and bracing

If the shipper loads the freight container or transport vehicle, the shipper is responsible for the proper loading, blocking, and bracing of the materials in accordance with the requirements for mode of transport.

Guide for Carriers (Drivers)

If the shipment is packaged and loaded by the shipper, it may be difficult for the carrier to examine it physically. Therefore, it is very important to carefully review the shipping documents. Always visually inspect the transport vehicle or freight container for leaks or potential problems.

STEP 1

Determine Employee Qualifications

An employer is required to ensure employees who have any responsibility for handling or transporting of dangerous goods are thoroughly trained. The following suggestions will help to meet this requirement:

- A. Identify all personnel who have dangerous goods handling or transportation responsibility .
- B. Determine training needs. Training for dangerous goods includes the following criteria:
 - a. classification, nature and characteristics of dangerous goods;
 - b. packaging requirements;
 - c. safety marking requirements;
 - d. documentation requirements;
 - e. special precaution requirements;
 - f. reporting requirements;
 - g. emergency action requirements;
 - h. proper equipment use;
 - i. safety equipment use.
- C. Ensure that those needing training receive training specific to their duties.
- D. Issue training certificates to the trained personnel. Specify the aspects of training received.
- E. Maintain records of training for 2 years from the date of expiration of the certificate.
- F. Review training whenever necessary .New training certificates must be issued to trained employees every 3 years. Old training certificates must be retained by the employer for 2 years after expiry.

Guide for Carriers (Drivers)**STEP 2****Determine conditions of transport vehicle**

- A. Ensure that the cargo space is suitable for loading. It should be free of nails and other protruding sharp objects.
- B. Ensure the type of vehicle is suitable for the material to be loaded. It must be in compliance with the Motor Transport Act.

STEP 3**Is the shipment acceptable for transport?**

- A. Determine the shipping document is in proper format and is accurate and complete.
- B. Determine proper placards and UN numbers are displayed if required.
- C. Determine each package is properly marked and labelled as required.
- D. Try to determine whether authorized packaging has been used and whether it is in proper condition for transportation.
- E. The freight is adequately blocked and braced to prevent movement and damage in transit.

STEP 4**Is the shipment to be interlined?**

- A. An interlined shipment is one in which the mode of transport will change before the shipment reaches its destination; e.g., from road transport to air transport. Properly prepare the material so the secondary carrier will accept it from you.
- B. Changes in the mode of transport may affect the following requirements
 - 1. packaging;
 - 2. quantity per packaging;
 - 3. marking;
 - 4. labelling;
 - 5. shipping documentation.

STEP 5**Prior to loading the shipment**

- A. Determine documentation matches the shipment
- B. Check for damaged or leaking packages.
- C. Proper placards and UN numbers are displayed, if required.
- D. Ensure the required documentation is provided to the driver/pilot/conductor/captain.
- E. Avoid loading poisonous substances with foodstuffs.

STEP 6**Incident Reports**

The person in charge of the dangerous goods at the time of the incident is responsible to report a dangerous occurrence as defined in Part 8, section 8.1 of the TDG Regulations.