

Transportation of Dangerous Goods (TDG)

Transportation of Dangerous Goods (TDG) - Shipping Documents (Road)

On this page

[What is a shipping document?](#)

[What is the purpose of shipping documents?](#)

[When is a TDG shipping document required?](#)

[Who is responsible for preparing the shipping document?](#)

[What is a consignor's certification?](#)

[Do the carrier and consignee \(receiver of dangerous goods\) have any responsibilities with regards to the TDG shipping document?](#)

[Is there a specific form that must be used as a TDG shipping document?](#)

[What information is required on shipping documents for dangerous goods?](#)

[How do I prepare a shipping paper?](#)

[How do I show on the shipping paper when the dangerous goods are unloaded?](#)

What is a shipping document?

The Transportation of Dangerous Goods (TDG) Regulations define a shipping document as:

“means a document that relates to dangerous goods that are being handled, offered for transport or transported and that contains the information required by Part 3 (Documentation) relating to the goods but does not include an electronic record”

This definition means that a shipping document, paper or waybill is a document that:

- identifies all the dangerous goods that are in a shipment or consignment, and
- includes all the required information in Part 3 of the TDG Regulations.

Although currently electronic forms are not allowed, Transport Canada has launched a [sandbox project](#) to determine the conditions (if any) under which electronic shipping documents can be used in order to reach a level of safety that is equivalent or better than paper documents.

Note: The information below is provided as guidance only. Shipping documents are outlined in [Part 3](#) of the TDG Regulations. Always check with Transport Canada and the [TDG Act and Regulations](#) to ensure compliance.

Please also see the following documents in this series:

- [TDG - Overview](#)
- [TDG - Training](#)
- [TDG - Classification](#)
- [TDG – Nine Classes](#)
- [TDG – “Special Case” and “Special Provision” Exemptions](#)
- [TDG – Emergency Response](#)
- TDG – Dangerous Goods Safety Marks
- TDG – Means of Containment
- TDG – Segregation of Means of Containment (Road)

What is the purpose of shipping documents?

The purpose of shipping documents is to provide information about the dangerous goods and non-dangerous goods (if any) that are being transported on the means of transport (e.g., vehicle, truck), quantity of the dangerous good, and severity of their hazards. Knowing the identity of the goods that are on the means of transport allows emergency responders to plan a safe response when an incident occurs. For example:

- Type of dangerous good that is being released from a leaking means of containment (e.g., drum, tank, etc.), fire, etc.
- Type of by-products emitted when the shipment is involved in a fire

- The quantity of dangerous good that can potentially be released
 - Degree of the danger they pose
-

When is a TDG shipping document required?

The TDG shipping document is always required, unless a shipment of dangerous goods is exempt in the TDG Regulations from being accompanied with a TDG shipping document. If a dangerous goods shipment is exempt from having a TDG shipping document, details will be specified in:

- Sections 1.15 to 1.50 in [Part 1](#) of the TDG Regulations, or
 - Special Provision in column 5 of [Schedule 1](#). The content for a particular Special Provisions is provided in [Schedule 2](#).
-

Who is responsible for preparing the shipping document?

The consignor or importer is responsible for the preparation of a TDG shipping document.

Consignors or importers also have responsibilities including to:

- make sure the TDG shipping document contain all the required information in Part 3 of the TDG Regulations.
 - include a consignor's certification.
 - provide a paper copy of the TDG shipping document to the carrier, unless the carrier agrees to accept and print an electronic copy.
 - save a copy of the document for at least TWO years.
-

What is a consignor's certification?

The consignor's certification is a note on the shipping document confirming that the dangerous goods have been properly classified and packaged, have dangerous goods safety marks properly affixed or displayed on the means of containment, and are in proper condition for transport according to the TDG Regulations.

Acceptable consignor's certifications are provided in Section 3.6.1 in the TDG Regulation. Below is an example of a certification:

"I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, are properly classified and packaged, have dangerous goods safety marks properly affixed or displayed on them, and are in all respects in proper condition for transport according to the Transportation of Dangerous Goods Regulations."

Do the carrier and consignee (receiver of dangerous goods) have any responsibilities with regards to the TDG shipping document?

Yes. These responsibilities are:

Carrier

- Before and after loading, compare the list of dangerous goods in the TDG shipping document from the consignor to those in the consignment. Each dangerous good that is in the consignment must be listed on the shipping paper.
 - Make sure the documents are completed properly.
 - Can agree to accept an electronic copy of this document as long as the carrier makes a hard copy before transporting the dangerous goods.
 - Must keep the TDG shipping document available during shipment (transport).
-

- Instructs drivers to keep the TDG shipping document at the following locations:
 - When the driver is **inside** the means of transport (e.g., truck): the document must be placed either in a pocket mounted on the driver's door, or elsewhere as long as it is within the driver's reach.
 - When the driver is **outside** of the means of transport: the document must be placed either in a pocket mounted on the driver's door, or on the driver's seat, or in a location that is clearly visible to anyone entering through the driver's door.
 - Must provide the TDG shipping document or a copy of it must be provided to the new carrier when the dangerous goods are transferred to a new carrier. An electronic copy of the shipping document can be provided to the new carrier as long as the new carrier makes a hard copy before transporting the dangerous goods.
 - Must give a paper document that identifies the dangerous goods to a person (other than another carrier) who takes possession of the dangerous goods. An electronic copy of a document that identifies the dangerous goods is also allowed.
 - Amend the TDG shipment document when there are multiple deliveries.
 - Remove old documents from the vehicle to avoid any misunderstanding in case of an emergency.

Consignee (receiver of the shipment)

The TDG Regulations do not have specific requirements for the consignee. However, based on industry best practices, the consignee should:

- Obtain a copy of the TDG shipment document from the carrier.
- Confirm the shipment matches the list of dangerous goods in the document
- Save the document for at least two years.

Is there a specific form that must be used as a TDG shipping document?

No. Any document can be used for a dangerous good shipment as long as the document contains all of the required information in the TDG Regulations. A consignor or carrier can prepare their own form or template.

Although the TDG Regulations do not prescribe a particular shipping document form the required information in it must be:

- Easy to identify
- Legible and in indelible (permanent) print; and
- In French or English

A sample template of a [shipping paper](#) is provided by the TDG Directorate.

What information is required on shipping documents for dangerous goods?

There are two types of requirements that are required in the TDG shipping documents for dangerous goods.

- basic information that must be provided for ALL dangerous goods
- additional information that must be provided for SOME of the dangerous goods

NOTE: When non-dangerous goods can be included with a dangerous goods shipment, the non-dangerous goods are listed after the dangerous goods under the title "non-dangerous goods". Non-dangerous goods that are food related items generally are not allowed to be transported with dangerous goods.

Table 1– Sample checklist for items required on a shipping paper

NOTE: Highlighted information (in grey) is the information that is always required. Non-highlighted items are additional information items that may be required for **some** of the dangerous goods.

NOTE: The following table is provided as informational only. It is not an interpretation of TDG Act or regulations. Part 3 of the TDG Regulations list specific shipping paper requirements.

Item required in shipping paper		When is it required?
Name and address of the consignor / shipper		Always
Name and address of the consignee / receiver		Optional – Current industry practice
Date the document was prepared or was first given to a carrier		Always
<p>Dangerous goods classification description</p> <p>Must be provided in the order the items are listed to the right</p> <p>Note: gray highlighted requirements follow the acronym "ISHP" as in "I ship"</p> <p>I – Identification with UN number S – Shipping name H – Hazard class P – Packing group</p>	UN Number	Always
	Shipping name	Always
	Technical name in parenthesis immediately after the shipping name	If required in Special Provision 16 of Schedule 2
	The words "Not Odourized"	Only applies for liquefied petroleum gas which has not been odourized.
	Primary class as a number only (e.g., 4.3), or preceded with the word Class (e.g., Class 4.3), or under a specific heading titled "Class" in the shipping paper	Always
	Primary Class 1 specific requirement – the compatibility group must follow the primary Class 1 (e.g., Class 1.4S)	Only applies to explosives (i.e. Class 1 dangerous goods)
	Subsidiary class/es (if any) in brackets right after the primary class. It is reported in a similar format as the primary class.	Only applies to dangerous goods that have been assigned a subsidiary class in Schedule or its inclusion is determined by the consignor when the dangerous good is not present in Schedule 1
	Packing Group or PG in Roman numerals	Applies only to hazard classes that have packing groups (i.e., Class 1,3,4,5,6,1,8 and 9)
The following words before or after the dangerous good classification description "Residue – Last Contained"		Only applies to fully unloaded LARGE means of containment. Does not apply to Class 2, Gases that are in a small means of containment or for dangerous goods included in Class 7, Radioactive Materials
<p>Quantity of dangerous goods</p>	<p>Gross quantity is reported by using the International System of Units (SI) for small and large means of containment. Examples of SI units are kilograms (kg) for solids, liters (L) for liquids, capacity in liters (L) for the means of containment filled with a gas.</p>	<p>Only applies to Classes 2, 3, 4, 6, 7, 8, and 9</p> <p>Does NOT apply to explosives</p>
	<p>Quantity of explosives is expressed either in: kilograms of net explosives quantity (NEQ) or, number of articles if the explosives are subject to Special Provisions 85 or 86 in Schedule 2.</p>	Only applies to Class 1, Explosives.
	Report number of means of containments for each shipping name	Only applies to small means of containment that require labels
Indicate change when the quantity or number of items change due to deliver drop off.		Applies to multiple deliveries. Change can be indicated by striking the original number and changing the quantity
<p>The words "24-Hour Number" telephone number for non-ERAP dangerous goods.</p> <p>Non-ERAP dangerous goods are dangerous goods that are NOT required to have an Emergency Response Assistance Plan (ERAP).</p> <p>The Canadian Transport Emergency Centre's (CANUTEC) twenty-four (24) hour emergency telephone number, (613) 996-6666/ 1-888-CAN-UTEC (226-8832), may be listed provided the consignor is registered with CANUTEC or CANUTEC has given permission</p>		non-ERAP dangerous goods
<p>ERAP telephone number</p> <p>NOTE: The consignor can use the same telephone number for non-ERAP dangerous goods and ERAP dangerous goods as long as the consignor indicates as such on the</p>		Dangerous goods that are required to have an ERAP. See Column 7 in Schedule 1. Report as:

shipping paper. When it is used for both cases, it must be reported as: "24-Hour Number and ERAP Number".	"ERAP telephone number":
ERAP reference number	Dangerous goods that are required to have an ERAP. See Schedule 1. Report as: "ERAP XXXX"
FUMIGATED large means of containment. The following information must be provided on the shipping paper: (a) the shipping name, "FUMIGATED UNIT" (b) the class, Class 9 (c) the UN number, UN3359 (d) the quantity of the fumigant (e) the date of fumigation, and (f) instructions for the disposal of residues of the fumigant or fumigation device.	Only applies to fumigated large means of containment that is in transport
Control and emergency temperatures for specific hazard classes	Only applies to: Class 4.1, Flammable Solids dangerous goods (if applicable) See section 2.4.2.3.2.3 of Chapter 2.4 of the UN Recommendations for data. Class 5.2, Organic Peroxides dangerous goods See section 2.5.3.2.4 of Chapter 2.5 of the UN Recommendations for data.
Nuclear substances: Any additional information required for transport documents under the Packaging and Transport of Nuclear Substances Regulations	Only for nuclear substances / radioactive material
CONSIGNOR / IMPORTER CERTIFICATION The consignor's certification must appear anywhere on the shipping document after the information required in Section 3.5 of the TDG Regulations. For example, the consignor can place it: at the back of the shipping document; or on the last page of a shipping document with multiple pages.	Always except for a large means of containment that contains residue of imported shipments
Emergency response instructions for non-ERAP dangerous goods such as a copy of an SDS or a copy of the appropriate Emergency Response Guide from the NAERG	Optional Although it is not directly required in the TDG Regulations for due diligence reasons, it is an industry safe practice to include or attach such information with the shipping paper

How do I prepare a shipping paper?

The following is an example when preparing shipping documents for a consignment that consists of only small means of containment. Each means of containment has a label.

- 4 drums of acetone (4 X 200L)
- 1 drum of diisopropyl ketone (1 X 200L)
- 10 drums methanol (10 X 200L)
- 5 drums calcium chloride (5 X 200kg)
- 1 drum Titanium tetrachloride (1 X 200L)
- 1 cylinder methyl bromide (capacity 60L)
- 1 cylinder liquefied propane, odourized (capacity 180 L)
- 1 cylinder of Anhydrous Ammonia (capacity 40 L)

STEP 1 – Check Schedule 1 of the TDG Regulations for each material. Note that diisopropyl ketone is not listed directly in Schedule 1. When a dangerous good is not listed in Schedule 1 then obtain the classification by:

- checking the SDS for the dangerous good,
- contact the supplier, and/or
- the company's (i.e., your employer's) TDG specialist.

If the dangerous good is manufactured on site, then the manufacturer must determine the classification for the dangerous good.

Summary of information in schedule 1 and/or SDSs, along with the specified quantity in the consignment is as follows:

- Acetone (4 X 200L)**
- UN1090 Acetone
- Class 3
- Packing Group (PG) II
- No special provisions
- ERAP not required

Diisopropyl ketone (1 X 200L)

UN1224 Ketones, Liquid, N.O.S. (Diisopropyl ketone)
 Class 3
 Packing Group II
 Special provision 16 – technical name required
 ERAP not required

Methanol (10 X 200L)

UN1230 Methanol
 Class 3 (6.1)
 Packing Group (PG) II
 Special provision 43
 ERAP not require

Calcium chloride dihydrate (5 X 200kg)

Not listed in Schedule 1
 Check SDS for TDG classification and / or consult with supplier

- Example 1: Sample SDS from supplier A - not a dangerous good
- Example 2: Sample SDS from supplier B - not a dangerous good
- Example 3: Sample SDS from supplier C – not regulated

Titanium tetrachloride (1 X 200L)

UN1838 Titanium Chloride
 Class 6.1(8)
 Packing Group I
 SP 23 – Toxic by inhalation
 ERAP not required

Methyl bromide (capacity 60L)

UN1062 METHYL BROMIDE with not more than 2% chloropicrin
 Class 2.3
 No packing group
 SP 23 – Toxic by inhalation
 ERAP required when 50L and more

Propane (capacity 180 L)

UN1978 Propane, odourized
 Class 2.1
 NO packing Group
 SP 88
 ERAP required when 3000L and more

Anhydrous ammonia (capacity 40 L)

UN1005 Ammonia, anhydrous
 Class 2.3 (8)
 SP: 23, 158
 ERAP required when 3000L and more

STEP 2 – Look up the special provision (SP) in the Schedule 2 for any specific information that must be provided in the TDG shipping document. For example, a technical name is required for UN1224.

STEP 3 – Use a shipping document that has been authorized by the consignor and fill in the information. See a sample document that has lists the above information.

Sample: Shipping document for the above consignment

NOTE: The shipping document must contain the required information in Part 3 of the TDG regulations. It may also contain additional information for administrative purposes.

FROM Consignor's / Shipper's Name and address: XYZ 23 ABC Street, Unit 101 Toronto, Ontario M0M 0M0 Canada	Shipping document #: XXXX DATE: XXXX
	NAME OF CARRIER: XXXXXXXXXXXXX TRANSPORT UNIT #: XXXXXX
SHIP TO Consignee's / Receiver's Name and address: ABC 999 LMN Street	Do any dangerous goods meet the ERAP Index threshold?

Vancouver, Ontario VOV 0V0 Canada	Yes, UN1062 methyl bromide requires an ERAP.
Emergency Response Information Included for NON-ERAP dangerous goods:	If so, provide the:
Yes, see attached document	"ERAP Telephone Number": XXXXXX
"24 Hour Number" for NON-ERAP dangerous goods:	"ERAP Reference Number": XXXXXX

REGULATED DANGEROUS GOODS

UN Number	Shipping name, if applicable technical name – see SP16	Primary Class	Subsidiary Class (if applicable)	Packing Group (PG), if applicable	Toxic by inhalation (if applicable – see SP23)	Total Quantity (kg, L, NEQ, or articles)	Number of packages / small means of containment requiring labels
UN1090	Acetone	3	NA	II	NO	800 L	4
UN1224	UN1224 Ketones, Liquid, N.O.S. (Diisopropyl ketone)	3	NA	II	NO	200 L	1
UN1230	Methanol	3	6.1	II	NO	2000 L	10
UN1838	Titanium tetrachloride	6.1	8	I	Toxic by inhalation	200 L	1
UN1062	Methyl bromide	2.3	NA	NA	Toxic by inhalation	60 L	1
UN1978	Propane	2.1	NA	NA	NO	180 L	1
UN1005	Ammonia, anhydrous	2.3	8	NA	Toxic by inhalation	40 L	1

NA – Not applicable
NEQ - Net Explosive Quantity

CONSIGNOR'S CERTIFICATION:
 "I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, are properly classified and packaged, have dangerous goods safety marks properly affixed or displayed on them, and are in all respects in proper condition for transport according to the Transportation of Dangerous Goods Regulations."
 (SIGNATURE BY CONSIGNOR)

NON-REGULATED GOODS / NON-DANGEROUS GOODS

DESCRIPTION	Number of packages / means of containment	Gross Weight
Calcium chloride dihydrate	5	1000 kg

Additional instructions: None

Received consignment in good order:	Driver identification / number: XXXX
Signature of consignee _____	Driver's signature _____

How do I show on the shipping paper when the dangerous goods are unloaded?

The TDG directorate has included a [sample shipping document](#) with amended quantities on shipping papers. See the response for “If I deliver a portion of the load, do I need to update the quantity on the shipping document?”

Fact sheet first published: 2022-03-31

Fact sheet last revised: 2022-03-31

Disclaimer

Although every effort is made to ensure the accuracy, currency and completeness of the information, CCOHS does not guarantee, warrant, represent or undertake that the information provided is correct, accurate or current. CCOHS is not liable for any loss, claim, or demand arising directly or indirectly from any use or reliance upon the information.