Propane Safety Meeting

Subject: Hazardous Materials Shipping Papers

Shipping papers at first thought don't appear to be related to safety. They seem to be in the category of procedural action or practice in handling hazardous materials. However, they are mandated by law and the intent of the law is to help ensure the safety of the public and the driver in the event there is an accident or incident that involves the contained hazardous material that is in transportation.

- **Scope of the Requirement- A person can not accept a hazardous material for transportation by highway unless that material is accompanied by a properly filled out shipping paper. Where the hazardous material is offered to another carrier who will transport it later, it must continue to be accompanied by a properly filled out shipping paper until the end user is reached.**

- **Content and Order- The shipping paper must contain the proper description and shipping name. (Petroleum gases, Liquefied or Liquefied Petroleum Gas). It must also state the Hazard Class which for LPG is 2.1, and the identification number which is 1075. The Division for LPG is "Flammable Gas".**

- **Accessibility- The shipping papers must be available and easily reached by authorized persons in the event of an accident or in the event of an official inspection or check up. The driver or carrier must distinguish shipping papers. This can be done by color tabbing them so as to make them easily seen. When carried with other papers they should always appear first in order of other file items and they should be clearly recognizable.**

- **Location- When the person is in the driving control position of the truck the shipping papers should be easily available and within reach even while still buckled in their seat belt. It may be on the seat next to the driver, placed in a holder, or put into the compartment pocket of the driver's door. Whenever the driver leaves the cab the shipping papers must be in one of two places. It should be on the driver's seat or in the compartment on the driver's door. This limits the search for shipping papers in the event that they are needed in an emergency.**

- **Preserving Shipping Papers- Each person that receives a shipping paper is required to retain a copy in paper form or an electronic image. It must be kept in an orderly manner and be readily available to any Federal, State, or Local official authorized to request it. Shipping papers for hazardous materials other than hazardous waste shall be held for a minimum period of 375 days. It just makes good organizational and business sense to be careful with shipping papers whether your company is shipping or receiving hazardous materials which in our case is propane. They could become extremely important in the event of an accident or an accidental release. Then they would become the object of very careful legal examination and scrutiny.**

Questions for Thought and Discussion:

1. **Are the shipping papers that we use for the shipment and delivery of propane in order?**
2. **Where are the shipping papers for receiving and daily delivery of propane kept?**
3. **Have our shipping papers ever been reviewed at weigh stations and received criticism or correction?**
4. **Has anyone here had any negative experience with shipping papers?**

Reference: CFR. 49 §177.817 §172.202

This Propane Safety Meeting provided compliments of Alliance Truck and Tank

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