



# SHIPPING DOCUMENT

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This bulletin explains shipping document requirements. It does not change, create, amend, or suggest deviations to the *Transportation of Dangerous Goods Regulations* (TDG Regulations). For specific details, consult Part 3 of the TDG Regulations.

## General information

### Description of a shipping document

A shipping document, as defined under [Section 1.4](#) of the TDG Regulations is a document that identifies the dangerous goods that are being handled, offered for transport, transported or imported (HOTI) and contains the information required by [Part 3 – Documentation](#) of the TDG Regulations.

### When is a shipping document required?

A shipping document is always required unless an exemption (i.e., Special Case) states otherwise. While you will find most exemptions to the TDG Regulations in [Section 1.15 to 1.50](#) of Part 1, some are found in [Schedule 2](#).

[Section 1.17](#) of Part 1 and [Special Provision 37](#) of Schedule 2 are examples of when a shipping document is NOT required. To use any exemption, **you must follow all the conditions listed**, otherwise, the entire TDG Regulations apply.- In some cases, a shipping document may be required, even when placards are not.

### Who is responsible for preparing the shipping document?

The consignor (shipper) must complete the shipping document before allowing a carrier to take possession of the dangerous goods. Refer to [Section 3.1](#).

### Can I use an electronic shipping document?

Carriers interested in using electronic shipping documents instead of paper to transport dangerous goods must apply for an equivalency certificate. Find out [how to apply](#).

Once your application is received, the Approvals Team will work with you to determine if you are eligible to use electronic shipping documents and will provide conditions to follow. Those equivalency certificates are generally issued for a period of 2 years.

For additional information on equivalency certificates, please send an email to [TDGapprovals-approbationsTMD@tc.gc.ca](mailto:TDGapprovals-approbationsTMD@tc.gc.ca)

## Format

### The consignor's responsibility in the creation of their shipping document

It is the consignor's responsibility to create their shipping document. However, you will find two samples of shipping documents in the [Appendix](#) of this bulletin that can be used for most Canadian shipments of dangerous goods. The shipping document must be legible, in indelible print, and either French or English.

You may use them to create your shipping documents or any form you want, but it must list the necessary information.

### If shipping dangerous goods by aircraft

The shipping document must have red hatchings on the left and right margins that slant to the left or to the right, as shown below. In addition, [Section 12.2](#) of the TDG Regulations states that the shipping document must be completed in accordance with Chapter 4, Documentation, of Part 5, Shipper's Responsibilities, of the International Civil Aviation Organization (ICAO) Technical Instructions.

Shipper		Air Waybill No.								
		Page of Pages Shipper's Reference No. (Optional)								
Consignee										
Two completed and signed copies of this Declaration must be handed to the operator		<b>WARNING</b>  <b>Failure to comply in all respects with the applicable Transportation of Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.</b>								
<b>TRANSPORT DETAILS</b>										
This shipment is within the limitations prescribed for:										
(delete non-applicable)										
<table border="1"> <tr> <td>PASSENGER AND CARGO AIRCRAFT</td> <td>CARGO AIRCRAFT ONLY</td> </tr> </table>		PASSENGER AND CARGO AIRCRAFT	CARGO AIRCRAFT ONLY	<b>Airport of Departure</b>  _____ Shipment type: (delete non-applicable) <table border="1"> <tr> <td>NON-RADIOACTIVE</td> <td>RADIOACTIVE</td> </tr> </table>					NON-RADIOACTIVE	RADIOACTIVE
PASSENGER AND CARGO AIRCRAFT	CARGO AIRCRAFT ONLY									
NON-RADIOACTIVE	RADIOACTIVE									
<b>Airport of Destination:</b>  _____										
<b>NATURE AND QUANTITY OF THE DANGEROUS GOODS</b>										
<b>Dangerous Goods Identification</b>										
UN or ID Number	Proper Shipping Name	Class or division (Subsidiary class)	Packing Group	Quantity and Type of Packing	Packing Inst	Authorizations				
<b>Additional Handling Information</b> 24 HOUR NUMBER :  ERAP: ERAP telephone number: (Optional)										
I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. I declare that all of the applicable air transport requirements have been met.				_____ Shipper's name  _____ Date  _____ Signature						

## Shipping document in transit

Unless conditions provided by an equivalency certificate allow the use of electronic shipping documents, a paper copy of the shipping document must accompany the dangerous goods at all times. Although the consignor (i.e., shipper) may send electronic copies of the shipping document to the carrier, the carrier must print the shipping document before transport begins and keep a copy of the document in the vehicle while transporting the dangerous goods. Refer to [Section 3.2](#) of the TDG Regulations.

## Keeping copies of shipping documents

The consignor (shipper), carrier and Canadian importer must all keep copies of shipping documents for at least two years. Please note that for this requirement, the shipping documents may also be kept as electronic copies. Refer to [Section 3.11](#).

## Responsibilities

### Changing the load requires updating the quantity on the shipping document

If the quantity of dangerous goods or the number of small means of containment (i.e., capacity of 450 L or less) increases or decreases during transport, the carrier must show the change on the shipping document or on a document attached to the shipping document. Refer to [Subsections 3.5\(4\) and 3.5\(5\)](#).

**Below is an example of how a person could show the change on a shipping document**

UN Number	Shipping Name (If applicable, Technical Name)	Primary Class	Subsidiary Class	Packing Group	Toxic by inhalation	Total Quantity	Number of small means of containment that require a label
UN1017	CHLORINE	2.3	5.1 8		Yes	<del>110 L</del> 58 L	<del>2</del> 1

However, instead of the quantity of dangerous goods, the words “Residue – Last Contained” or “Résidu – Dernier contenu” may be added before or after the description of dangerous goods if the means of containment have been emptied to the maximum extent feasible. These words must not be used for dangerous goods included in:

- Class 2, Gases, that are in a small means of containment
- Class 7, Radioactive Materials

## Location of the shipping document

This is the responsibility of the carrier to ensure that a copy of the shipping document is kept:

- within the driver's reach if the driver is in the power unit (e.g., in a pocket mounted on the drivers' door)
- in a location clearly visible to anyone entering the power unit if the driver is out (e.g., in a pocket mounted on the drivers' door or on the drivers' seat)

## Keeping copies of shipping documents

The consignor (shipper), carrier and Canadian importer must all keep copies of shipping documents for at least two years. Please note that for this requirement, the shipping documents may also be kept as electronic copies. Refer to [Section 3.11](#).

## Required information

### The information listed on the shipping document

As a **minimum**, the shipping document **must** contain:

- consignor's name and address in Canada - If dangerous goods are being imported, the importer's name and address
- date on which the shipping document, paper or electronic, was prepared or given to the carrier
- description of the dangerous goods in the following order:
  - UN number (e.g., UN1230)
  - dangerous goods shipping name (e.g., Methanol), immediately followed by:
    - the technical name, in parenthesis, for dangerous goods subject to [Special Provision 16](#)
    - for non-odourized liquefied petroleum gases, the words "Not Odourized" or "Not Odorized" or "Sans odorisant"
  - primary class (e.g., 3), with the compatibility group letter, for explosives
  - subsidiary class(es) (e.g., 3(6.1)), if applicable
  - the packing group in roman numerals (e.g., I, II or III), if applicable; the words "toxic by inhalation" or "toxic – inhalation hazard" or "toxique par inhalation" or "toxicité par inhalation" for dangerous goods subject to [Special Provision 23](#)
- the quantity expressed in the International System (SI) or an acceptable unit of measure under the International System (SI) (e.g., kg or L) on a shipping document prepared in Canada
- in the case of small means of containment (i.e., the capacity of 450 L or less), the number of small means of containment that require labels as per Part 4 for each shipping name
- the words "24-hour number" or "Numéro 24 heures" followed by the phone number at which the consignor (or an authorized agency) may be immediately reached to obtain technical information on the dangerous goods
- the consignor's certification.

In some cases, you may need to include more information, such as:

- the Emergency Response Assistance Plan (ERAP) reference number preceded or followed by the letters “ERAP” or “PIU” and its telephone number

**Note:** An ERAP is only required for certain dangerous goods. To learn more about ERAP, please consult [Part 7](#) of the TDG Regulations.

- the flashpoint, if the product is a Class 3, Flammable Liquids (e.g., gasoline, diesel, etc.), and is being transported on a vessel
- special instructions, such as the control and emergency control temperatures of Classes 4.1 and 5.2
- the words “marine pollutant” or “polluants marins” for dangerous goods that are marine pollutants under [Section 2.7](#) of [Part 2](#) and are being transported on a vessel
- for a pesticide that is a marine pollutant transported on a vessel, the name and concentration of the most active substance in the pesticide

## Displaying the UN number when describing the dangerous goods on a shipping document

[Subsection 3.5\(1\)](#) of the TDG Regulations states that you must place the UN number of each dangerous goods before the shipping name (UN1203, GASOLINE, Class 3, PG II).

This subsection 3.5(1) is harmonized with international shipment requirements. You will find these requirements in the:

- International Civil Aviation Organization (ICAO) Technical Instructions
- International Maritime Dangerous Goods (IMDG) Code
- U.S. Code of Federal Regulations, Title 49 (49 CFR)

## Display the words “toxic by inhalation” or “toxic – inhalation hazard” or “toxique par inhalation” or “toxicité par inhalation” for dangerous goods subject to Special Provision 23

[Special Provision 23](#) of the TDG Regulations refers to [Subparagraph 3.5\(1\)\(c\)\(vii\)](#) regarding the shipping document requirement related to the words “toxic by inhalation” or “toxic – inhalation hazard” or “toxique par inhalation” or “toxicité par inhalation”. Therefore, you must place these words on a shipping document immediately at the end of the description of the dangerous goods, found in [Paragraph 3.5\(1\)\(c\)](#).

Below is an example of how a person could display the words “toxic by inhalation” or “toxic – inhalation hazard” or “toxique par inhalation” or “toxicité par inhalation” and express the quantity on a shipping document:



## Example of a way to indicate that a dangerous good is toxic by inhalation

UN Number	Shipping Name (If applicable, Technical Name)	Primary Class	Subsidiary Class	Packing Group	Toxic by inhalation	Total Quantity	Number of small means of containment that require a label
UN1017	CHLORINE	2.3	5.1 8		Yes	116 L	2

## How to express quantity

The unit of measure to express the quantity of dangerous good for each shipping name on a shipping document prepared in Canada must be a unit of measure included in the International System of Units (SI) or a unit of measure acceptable for use under the SI system ( e.g. Kilograms, Litres, etc.)

- for Class 1, Explosives, the quantity must be expressed in net explosives quantity (NEQ) in kg. For explosives subject to Special Provision 85 or 86, it must be expressed in number of articles or NEQ.
- for Class 2, Gases, the quantity can be expressed as the capacity in litres of the means of containment.

## Example of how to express quantity on a shipping document

UN Number	Shipping Name (If applicable, Technical Name)	Primary Class	Subsidiary Class	Packing Group	Toxic by inhalation	Total Quantity	Number of small means of containment that require a label
UN1017	CHLORINE	2.3	5.1 8		Yes	116 L	2

## Other requirements

Example of two documents that may be required

- **Shipments of Class 7 - Radioactive Materials:** [paragraph 3.6\(3\)\(d\)](#) of the TDG Regulations require more information on the shipping document. You will find the details in the “*Packaging and Transport of Nuclear Substances Regulations*”. Please contact the Canadian Nuclear Safety Commission for more details.
- **Rail shipments** require an additional document called a “**consist**”. A consist numerically identifies the railcars, in a train, that contain dangerous goods. The consist will also identify the type of dangerous goods present in the railcar. You must keep the consist with the shipping document(s). Refer to [Paragraph 3.3](#) of the TDG Regulations

## The rules for international shipments

The TDG Regulations allow you to prepare shipping documents as set out in other regulations for international shipments. The requirements for international shipments are found, based on your transportation mode, in [Part 9](#) - Road, [Part 10](#) – Rail, [Part 11](#) – Marine and [Part 12](#) - Air of the TDG Regulations. **Note:** The consignment should also comply with local regulations (the ones from the “importing” country).

## Consignor’s certification

### The consignor’s certification

Essentially, a consignor’s certification is a statement on the shipping document which confirms that the dangerous goods have been properly classified, packaged, and labelled with safety marks according to the TDG Regulations.

The certification must be made by the consignor or by an individual acting on their behalf. The name of the consignor (or representative) must be indicated on the shipping document.

The certification appearing on the shipping document must be one of the five proposed certifications in [Subsection 3.6.1\(1\)](#) of the TDG Regulations. Here is an example: “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.”

### The signature used to identify the individual’s name in the consignor certification

If the signature is **easily legible** and it **clearly identifies the individual’s name**, the signature is acceptable. However, if the signature is not legible, then a signature cannot be used. In this case, the name would also need to be printed to clearly identify the individual who made the consignor’s certification.

For more information on the consignor’s certification requirements, please read the [TDG Bulletin – Consignor’s Certification](#)

## Contact information

### The compliance with the Transportation of Dangerous Goods Act and Regulations

Failure to comply with the TDG Act and TDG Regulations may lead to fines and/or imprisonment. For more information, you can visit the [TDG website](#). If you have any questions about the TDG Regulations, contact a Transport Canada dangerous goods inspector in your region.

#### **Atlantic**

1-866-814-1477

[TDG-TMDAtlantic@tc.gc.ca](mailto:TDG-TMDAtlantic@tc.gc.ca)

#### **Quebec**

1-514-633-3400

[TMD-TDG.Quebec@tc.gc.ca](mailto:TMD-TDG.Quebec@tc.gc.ca)

#### **Ontario**

1-416-973-1868

[TDG-TMDOntario@tc.gc.ca](mailto:TDG-TMDOntario@tc.gc.ca)

#### **Prairie & Northern**

1-888-463-0521

[TDG-TMDPNR@tc.gc.ca](mailto:TDG-TMDPNR@tc.gc.ca)

#### **Pacific**

1-604-666-2955

[TDGPacific-TMDPacifique@tc.gc.ca](mailto:TDGPacific-TMDPacifique@tc.gc.ca)

## Appendix: Examples of shipping document

You may use this sample shipping document for most Canadian shipments of dangerous goods. **Required information is highlighted in yellow.** The other spaces are not required but reflect current industry practice.

You may use this shipping document for most Canadian shipments of dangerous goods. It contains only the information required by the TDG Regulations.

SHIPPING DOCUMENT							
Consignor (Shipper): Name: Address:				Consignee (Destination): Name: Address:			
DATE:				Point of Origin:			
Name of Carrier:				Shipping Document #:			
Transport unit #:							
REGULATED DANGEROUS GOODS							
24-HOUR NUMBER :				(Only if applicable)  ERAP reference #: ERAP telephone number:			
UN Number	Shipping name (If applicable, Technical Name)	Primary Class	Subsidiary Class	Packing group	Toxic by inhalation	Total Quantity	Number of small means of containment that require a label
<p>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.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Shipper's name</p>							
NON DANGEROUS GOODS (SEE 3.4(2))							
Packages		Description of articles				Weight	
Recieved in apparent good order _____  Consignee's signature				Drivers # :			
				Drivers signature _____			

**SHIPPING DOCUMENT**

Consignor name :  
Address :

Date :

**REGULATED DANGEROUS GOODS**

24 HOUR NUMBER :

(Only if applicable)

ERAP reference #:

ERAP telephone number:

UN Number	Shipping name (If applicable, Technical Name)	Primary Class	Subsidiary Class	Packing group	Toxic by inhalation	Total Quantity	Number of small means of containment that require a label

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.

\_\_\_\_\_  
Shipper's name