



*MAINE OIL DEALERS ASSOCIATION
TECHNICAL BULLETIN # 22.7*

SHIPPING PAPERS AND EMERGENCY RESPONSE INFORMATION FOR TRANSPORTATION OF HAZARDOUS MATERIALS

Cross Reference MODA TB # 5.4 - Hazardous Materials Transportation

August, 2002
(Replaces TB#22.6 issued June 1999)

SHIPPING PAPERS

A shipping paper is a document which identifies the specific hazardous material being carried by the motor vehicle. According to state and federal law a carrier may not transport a hazardous material unless it is accompanied by a shipping paper. The shipping paper is required to be readily available to, and recognized by, authorities in the event of an accident or inspection.

The shipping paper is required to list the shipping name, the hazard class, the hazardous material ID number, the packaging class, the quantity being transported, and emergency response information (see below). *This Technical Bulletin includes shipping papers for gasoline, fuel oil, diesel fuel, kerosene, LPG, and propane.*

The regulations governing shipping papers for hazardous materials changed on October 1, 1993. They must include the 'Packaging Group' number and 'Hazard Class' number for the product. (Gases such as LPG do not require the Packaging Group number.) In addition, an international treaty has changed the temperature that divides flammable liquids from combustible liquids. It used to be 100°; now it is 141°. This is significant because it reclassifies combustibles like fuel oil and kerosene as flammables, thus requiring the use of the same specification containers required for gasoline. But there is an exception *for domestic transportation* that allows us to keep using the same tankers for the same products. To take advantage of it, the new Hazard Class number on the shipping paper must be marked "Combustible Liquid".

Accessibility

The company and the driver must:

- clearly distinguish the shipping paper, if it is carried with other shipping papers or other papers of any kind, by either distinctively tabbing it or by having it appear first, and
- have the shipping paper easily accessible when the driver is at the vehicle controls, and in his immediate reach while restrained by the lap belt, and either readily visible to a person entering the driver's compartment or in a holder which is mounted to the inside of the door on the driver's side of the vehicle.

EMERGENCY RESPONSE INFORMATION

The US Department of Transportation also requires hazardous material emergency response information and an emergency response telephone number to be included on each truck's shipping paper. The emergency response information must also be kept at any location where hazardous materials are received, stored, or handled during transportation. These requirements were effective on December 31, 1990.

Information Required

1) Emergency Response Information. Providing the emergency response information is not difficult. This Technical Bulletin includes shipping papers for gasoline, fuel oil, diesel fuel, kerosene, LPG, and propane. These include the appropriate guides from the 1993 USDOT Emergency Response Guidebook. This information should also be kept at any locations where product is received, stored, or handled.

2) Emergency Response Telephone Number. Each shipping paper must have the following on it: EMERGENCY CONTACT: (###) ###-####. The number must be monitored at all times when the product is in transportation or in storage incidental to transportation. The telephone number must be monitored by someone with knowledge of the characteristics of the material being shipped. Storage incidental to transportation is not defined, but certainly that would include a loaded vehicle parked overnight.

The net effect of the rule is to require a 24 hour per day coverage of the phone unless no product is stored in any truck overnight. An answering service cannot be used to comply with this rule unless that service can provide a direct connection to the person who has the required knowledge.

If no product is stored overnight, you can simply use your regular business telephone number and make sure the person who answers it either has the emergency response information or can put the caller in direct connection with someone who does.

If product is stored overnight, you must either provide this coverage or hire a service to do it for you. For a service we now recommend INFOTRAC. See below.

TELEPHONE SERVICES AVAILABLE

INFOTRAC

In the summer of 2002, PMAA, the MODA parent national organization, has teamed up with INFOTRAC chemical monitoring System to offer members discounted rates on DOT – required emergency response services. INFOTRAC is offering its 24-hour emergency response service to members at a special rate of \$100 per year. Attached to this Technical Bulletin is the simple one-page registration with INFOTRAC.

Other services available:

Personal Emergency Records Services, Inc. PERS is highly recommended by the Oklahoma Oil Marketers Association and the Oklahoma LP Gas Association, and endorsed by over 36 state oil and LPG associations. This is still a good company.

Personal Emergency Records Services, Inc. P.O. Box 308
Bountiful, Utah 84011 800/728-2482

CHEMTREC CHEMTREC is a service of the Chemical Manufacturers Association. It has been in business since 1985.

CHEMTREC

Chemical Manufacturers Association 1300 Wilson Boulevard 703-741-5000
Arlington, VA 22209

CHEM-TEL CHEM-TEL was set up to provide exactly what is required by law

CHEM-TEL

PO Box 290156

Temple Terrace, Florida 33687 813/979-0626

HAZARDOUS MATERIAL SHIPPING PAPER

PROPANE

Hazard Class: 2.1
UN 1978

Volume: One Cargo Tank Residue _____ Bottles

Emergency Contact:

EMERGENCY RESPONSE INFORMATION PROPANE

POTENTIAL HAZARDS

FIRE OR EXPLOSION

Extremely flammable; may be ignited by heat, sparks or flames.
Vapors may travel to a source of ignition and flash back.
Container may explode in heat of fire.
Vapor explosion hazard indoors, outdoors or in sewers.

HEALTH HAZARDS

Vapors may cause dizziness or suffocation.
Contact will cause severe frostbite
Fire may produce irritating or poisonous gases.

EMERGENCY ACTION

Keep unnecessary people away; isolate hazard area and deny entry.
Stay upwind; keep out of low areas, and ventilate closed spaces before entering.
Positive pressure self-contained breathing apparatus (SCBA) and structural firefighter's protective clothing will provide limited protection. **Isolate for 1/2 mile in all directions if tank, rail car or tank truck is involved in fire.**

Call Emergency Response Telephone Number on Shipping Paper first. If Shipping Paper not available or no answer call CHEMTREC at 1-800-424-9300.

FIRE

Let tank, tank car or tank truck burn unless leak can be stopped; with smaller tanks or cylinders, extinguish/isolate from other flammables.
Small Fires: Dry Chemical or CO₂.
Large Fires: Water spray or fog.
Move container from fire area if you can do it without risk.
Apply cooling water to sides of containers that are exposed to flames until well after fire is out. Stay away from ends of tanks.
For massive fire in cargo area, use unmanned hose holder or monitor nozzles; if this is impossible, withdraw from area and let fire burn.
Withdraw immediately in case of rising sound from venting safety device or any discoloration of tank due to fire.

SPILL OR LEAK

Shut off ignition sources: no flares, smoking or flames in hazard area.
Do not touch or walk through spilled material; stop leak if you can do it without risk.
Use water spray to reduce vapors; isolate area until gas has dispersed.

FIRST AID

Move victim to fresh air and call emergency medical care; if not breathing, give artificial respiration; if breathing is difficult, give oxygen.
In case of frostbite, thaw frosted parts with water.
Keep victim quiet and maintain normal body temperature.

(Emergency Response Guidebook - 1993, Guide 22)

**HAZARDOUS MATERIAL
SHIPPING PAPER**

FUEL OIL

Hazard Class: 3 (Combustible Liquid)

NA 1993 Packaging Group: III

Volume: One Cargo Tank Residue _____ (Other: Specify)

Emergency Contact:

EMERGENCY RESPONSE INFORMATION - FUEL OIL

POTENTIAL HAZARDS

FIRE OR EXPLOSION

Flammable/combustible material: may be ignited by heat, sparks or flames.

Vapors may travel to a source of ignition and flash back.

Container may explode in heat of fire.

Vapor explosion hazard indoors, outdoors or in sewers.

Runoff to sewer may create fire or explosion hazard.

HEALTH HAZARDS

May be poisonous if inhaled or absorbed through skin.

Vapors may cause dizziness or suffocation.

Contact may irritate or burn skin and eyes.

Fire may produce irritating or poisonous gases.

Runoff from fire control or dilution water may cause pollution.

Keep unnecessary people away; isolate hazard area and deny entry.

Stay upwind; keep out of low areas.

Positive pressure self-contained breathing apparatus (SCBA) and structural firefighter's protective clothing will provide limited protection. **Isolate for 1/2 mile in all directions if tank, rail car or tank truck is involved in fire.**

Call Emergency Response Telephone Number on Shipping Paper first. If Shipping Paper not available or no answer call CHEMTREC at 1-800-424-9300. If water pollution occurs, notify the appropriate authorities.

FIRE

Small Fires: Dry Chemical, CO₂, water spray or regular foam.

Large Fires: Water spray, fog or regular foam.

Move container from fire area if you can do it without risk.

Apply cooling water to sides of containers that are exposed to flames until well after fire is out. Stay away from ends of tanks.

For massive fire in cargo area, use unmanned hose holder or monitor nozzles; if this is impossible, withdraw from area and let fire burn.

Withdraw immediately in case of rising sound from venting safety device or any discoloration of tank due to fire.

SPILL OR LEAK

Shut off ignition sources: no flares, smoking or flames in hazard area.

Stop leak if you can do it without risk.

Water spray may reduce vapor; but it may not prevent ignition in closed spaces.

Small Spills: Take up with sand or other noncombustible absorbent material and place into containers for later disposal.

Large Spills: Dike far ahead of liquid spill for later disposal.

FIRST AID

Move victim to fresh air and call emergency medical care; if not breathing, give artificial respiration; if breathing is difficult, give oxygen.

In case of contact with material, immediately flush eyes with running water for at least 15 minutes. Wash skin with soap and water.

Remove and isolate contaminated clothing and shoes at the site.

(Emergency Response Guidebook - 1993, Guide 27)

HAZARDOUS MATERIAL SHIPPING PAPER

GASOLINE

Hazard Class: 3

UN 1203 Packaging Group: II

Volume: One Cargo Tank Residue _____ (Other: Specify)

Emergency Contact:

EMERGENCY RESPONSE INFORMATION - GASOLINE

POTENTIAL HAZARDS

FIRE OR EXPLOSION

Flammable/combustible material: may be ignited by heat, sparks or flames.

Vapors may travel to a source of ignition and flash back.

Container may explode in heat of fire.

Vapor explosion hazard indoors, outdoors or in sewers.

Runoff to sewer may create fire or explosion hazard.

HEALTH HAZARDS

May be poisonous if inhaled or absorbed through skin.

Vapors may cause dizziness or suffocation.

Contact may irritate or burn skin and eyes.

Fire may produce irritating or poisonous gases.

Runoff from fire control or dilution water may cause pollution.

EMERGENCY ACTION

Keep unnecessary people away; isolate hazard area and deny entry.

Stay upwind; keep out of low areas.

Positive pressure self-contained breathing apparatus (SCBA) and structural firefighter's protective clothing will provide limited protection. **Isolate for 1/2 mile in all directions if tank, rail car or tank truck is involved in fire.**

Call Emergency Response Telephone Number on Shipping Paper first. If Shipping Paper not available or no answer call CHEMTREC at 1-800-424-9300. If water pollution occurs, notify the appropriate authorities.

FIRE

Small Fires: Dry Chemical, CO₂, water spray or regular foam.

Large Fires: Water spray, fog or regular foam.

Move container from fire area if you can do it without risk.

Apply cooling water to sides of containers that are exposed to flames until well after fire is out. Stay away from ends of tanks.

For massive fire in cargo area, use unmanned hose holder or monitor nozzles; if this is impossible, withdraw from area and let fire burn.

Withdraw immediately in case of rising sound from venting safety device or any discoloration of tank due to fire.

SPILL OR LEAK

Shut off ignition sources: no flares, smoking or flames in hazard area.

Stop leak if you can do it without risk.

Water spray may reduce vapor; but it may not prevent ignition in closed spaces.

Small Spills: Take up with sand or other noncombustible absorbent material and place into containers for later disposal.

Large Spills: Dike far ahead of liquid spill for later disposal.

FIRST AID

Move victim to fresh air and call emergency medical care; if not breathing, give artificial respiration; if breathing is difficult, give oxygen.

In case of contact with material, immediately flush eyes with running water for at least 15 minutes. Wash skin with soap and water.

Remove and isolate contaminated clothing and shoes at the site.

(Emergency Response Guidebook - 1993, Guide 27)

HAZARDOUS MATERIAL SHIPPING PAPER

KEROSENE

Hazard Class: 3 (Combustible Liquid)

UN 1223 Packaging Group: III

Volume: One Cargo Tank Residue _____ (Other: Specify)

Emergency Contact:

EMERGENCY RESPONSE INFORMATION - KEROSENE

POTENTIAL HAZARDS

FIRE OR EXPLOSION

Flammable/combustible material: may be ignited by heat, sparks or flames.

Vapors may travel to a source of ignition and flash back.

Container may explode in heat of fire.

Vapor explosion hazard indoors, outdoors or in sewers.

Runoff to sewer may create fire or explosion hazard.

HEALTH HAZARDS

May be poisonous if inhaled or absorbed through skin.

Vapors may cause dizziness or suffocation.

Contact may irritate or burn skin and eyes.

Fire may produce irritating or poisonous gases.

Runoff from fire control or dilution water may cause pollution.

EMERGENCY ACTION

Keep unnecessary people away; isolate hazard area and deny entry.

Stay upwind; keep out of low areas.

Positive pressure self-contained breathing apparatus (SCBA) and structural firefighter's protective clothing will provide limited protection. **Isolate for 1/2 mile in all directions if tank, rail car or tank truck is involved in fire.**

Call Emergency Response Telephone Number on Shipping Paper first. If Shipping Paper not available or no answer call CHEMTREC at 1-800-424-9300. If water pollution occurs, notify the appropriate authorities.

FIRE

Small Fires: Dry Chemical, CO₂, water spray or regular foam.

Large Fires: Water spray, fog or regular foam.

Move container from fire area if you can do it without risk.

Apply cooling water to sides of containers that are exposed to flames until well after fire is out. Stay away from ends of tanks.

For massive fire in cargo area, use unmanned hose holder or monitor nozzles; if this is impossible, withdraw from area and let fire burn.

Withdraw immediately in case of rising sound from venting safety device or any discoloration of tank due to fire.

SPILL OR LEAK

Shut off ignition sources: no flares, smoking or flames in hazard area.

Stop leak if you can do it without risk.

Water spray may reduce vapor; but it may not prevent ignition in closed spaces.

Small Spills: Take up with sand or other noncombustible absorbent material and place into containers for later disposal.

Large Spills: Dike far ahead of liquid spill for later disposal.

FIRST AID

Move victim to fresh air and call emergency medical care; if not breathing, give artificial respiration; if breathing is difficult, give oxygen.

In case of contact with material, immediately flush eyes with running water for at least 15 minutes. Wash skin with soap and water.

Remove and isolate contaminated clothing and shoes at the site.
(Emergency Response Guidebook - 1993, Guide 27)

HAZARDOUS MATERIAL **SHIPPING PAPER**

DIESEL FUEL

Hazard Class: 3 (Combustible Liquid)

NA 1993 Packaging Group: III

Volume: One Cargo Tank Residue _____ (Other: Specify)

Emergency Contact:

EMERGENCY RESPONSE INFORMATION - DIESEL FUEL

POTENTIAL HAZARDS

FIRE OR EXPLOSION

Flammable/combustible material: may be ignited by heat, sparks or flames.

Vapors may travel to a source of ignition and flash back.

Container may explode in heat of fire.

Vapor explosion hazard indoors, outdoors or in sewers.

Runoff to sewer may create fire or explosion hazard.

HEALTH HAZARDS

May be poisonous if inhaled or absorbed through skin.

Vapors may cause dizziness or suffocation.

Contact may irritate or burn skin and eyes.

Fire may produce irritating or poisonous gases.

Runoff from fire control or dilution water may cause pollution.

EMERGENCY ACTION

Keep unnecessary people away; isolate hazard area and deny entry.

Stay upwind; keep out of low areas.

Positive pressure self-contained breathing apparatus (SCBA) and structural firefighter's protective clothing will provide limited protection. **Isolate for 1/2 mile in all directions if tank, rail car or tank truck is involved in fire.**

Call Emergency Response Telephone Number on Shipping Paper first. If Shipping Paper not available or no answer call CHEMTREC at 1-800-424-9300. If water pollution occurs, notify the appropriate authorities.

FIRE

Small Fires: Dry Chemical, CO₂, water spray or regular foam.

Large Fires: Water spray, fog or regular foam.

Move container from fire area if you can do it without risk.

Apply cooling water to sides of containers that are exposed to flames until well after fire is out. Stay away from ends of tanks.

For massive fire in cargo area, use unmanned hose holder or monitor nozzles; if this is impossible, withdraw from area and let fire burn.

Withdraw immediately in case of rising sound from venting safety device or any discoloration of tank due to fire.

SPILL OR LEAK

Shut off ignition sources: no flares, smoking or flames in hazard area.

Stop leak if you can do it without risk.

Water spray may reduce vapor; but it may not prevent ignition in closed spaces.

Small Spills: Take up with sand or other noncombustible absorbent material and place into containers for later disposal.

Large Spills: Dike far ahead of liquid spill for later disposal.

FIRST AID

Move victim to fresh air and call emergency medical care; if not breathing, give artificial respiration; if breathing is difficult, give oxygen.

In case of contact with material, immediately flush eyes with running water for at least 15 minutes. Wash skin with soap and water.

Remove and isolate contaminated clothing and shoes at the site.

(Emergency Response Guidebook - 1993, Guide 27)

**HAZARDOUS MATERIAL
SHIPPING PAPER**

LIQUEFIED PETROLEUM GAS

Hazard Class: 2.1
UN 1075

Volume: One Cargo Tank Residue _____ Bottles

Emergency Contact:

**EMERGENCY RESPONSE INFORMATION
LIQUEFIED PETROLEUM GAS**

POTENTIAL HAZARDS

FIRE OR EXPLOSION

Extremely flammable; may be ignited by heat, sparks or flames.
Vapors may travel to a source of ignition and flash back.
Container may explode in heat of fire.
Vapor explosion hazard indoors, outdoors or in sewers.

HEALTH HAZARDS

Vapors may cause dizziness or suffocation.
Contact will cause severe frostbite
Fire may produce irritating or poisonous gases.

EMERGENCY ACTION

Keep unnecessary people away; isolate hazard area and deny entry.
Stay upwind; keep out of low areas, and ventilate closed spaces before entering.
Positive pressure self-contained breathing apparatus (SCBA) and structural firefighter's protective clothing will provide limited protection. **Isolate for 1/2 mile in all directions if tank, rail car or tank truck is involved in fire.**

Call Emergency Response Telephone Number on Shipping Paper first. If Shipping Paper not available or no answer call CHEMTREC at 1-800-424-9300.

FIRE

Let tank, tank car or tank truck burn unless leak can be stopped; with smaller tanks or cylinders, extinguish/isolate from other flammables.
Small Fires: Dry Chemical or CO₂.
Large Fires: Water spray or fog.
Move container from fire area if you can do it without risk.
Apply cooling water to sides of containers that are exposed to flames until well after fire is out. Stay away from ends of tanks.
For massive fire in cargo area, use unmanned hose holder or monitor nozzles; if this is impossible, withdraw from area and let fire burn.
Withdraw immediately in case of rising sound from venting safety device or any discoloration of tank due to fire.

SPILL OR LEAK

Shut off ignition sources: no flares, smoking or flames in hazard area.
Do not touch or walk through spilled material; stop leak if you can do it without risk.
Use water spray to reduce vapors; isolate area until gas has dispersed.

FIRST AID

Move victim to fresh air and call emergency medical care; if not breathing, give artificial respiration; if breathing is difficult, give oxygen.
In case of frostbite, thaw frosted parts with water.
Keep victim quiet and maintain normal body temperature.

(Emergency Response Guidebook - 1993, Guide 22)

U. S. DOT'S 24-HOUR EMERGENCY RESPONSE

ARE YOU IN COMPLIANCE WITH THE U.S. DOT'S 24-HOUR EMERGENCY RESPONSE REQUIREMENT? If not, INFOTRAC & PMAA have teamed up to offer a special \$100.00 PMAA Member Rate!

U.S. Department of Transportation requires that every shipper of hazardous materials/wastes provide emergency response information to accompany the shipping documents and provide an 24-hours emergency response telephone number operated by a person who is knowledgeable of the hazardous materials/wastes being shipped and has comprehensive emergency response and incident mitigation information.

INFOTRAC SPECIAL MEMBERSHIP AGREEMENT

\$100.00 PMAA MEMBER RATE

Date Completed: _____ Phone: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Home Phone: _____

Contact Person: _____ Home Phone: _____

PLEASE ENROLL US AND GUARANTEE THIS RATE FOR:

12 MONTHS

24 MONTHS

36 MONTHS

COMPANY ENROLLED BY: _____ TITLE: _____

PLEASE LIST ALL HAZARDOUS MATERIALS SHIPPED:

INSTRUCTIONS:

- 1.) Please complete all parts of this agreement and fax to 703-351-9160.
- 2.) Additional branches of your company may be added to this coverage.
Please list the branches and contact names on company letterhead.
- 3.) If faxing or signing up by telephone, you will be invoiced for the proper amount.

For more information please contact Patricia Murrey at PMAA (703) 351-8000

INFOTRAC
CHEMICAL EMERGENCY RESPONSE SYSTEM
800-535-5053
USE THIS NUMBER FOR EMERGENCIES

PMAA PETROLEUM
MARKETERS
ASSOCIATION
AMERICA