



Government of **Western Australia**
Department of **Mines and Petroleum**
Resources Safety

Dangerous Goods Safety Guidance Note

Dangerous goods transport documents

January 2012

Level 1, 303 Sevenoaks Street (cnr Grose Ave), Cannington WA 6107
Postal address: Mineral House, 100 Plain Street, East Perth WA 6004
Telephone: (08) 9358 8002 Facsimile: (08) 9358 8000
ResourcesSafety@dmp.wa.gov.au
www.dmp.wa.gov.au www.wa.gov.au

Contents

Introduction 3

General obligations..... 3

Document entries 3

Description of dangerous goods 4

Empty receptacles..... 4

Combination road vehicles 4

Amending document after unloading..... 4

Retail distribution loads 5

Further information 5

Appendix 1 – Example of acceptable transport document..... 6

Introduction

When dangerous goods are transported by road, transport documentation is required by the Dangerous Goods Safety (Road and Rail Transport of Non-explosives) Regulations 2007 and *Australian Dangerous Goods Code, Seventh Edition* (ADG7) to ensure accurate information is available about the dangerous goods and vehicle, and allow effective response in an emergency.

This guidance note assists those transporting dangerous goods on Western Australian roads to comply with the relevant documentation requirements.

It does not apply to transport:

- of explosives and infectious or radioactive substances;
- on roads excluded from public access;
- of retail distribution loads that comply fully with ADG7 chapter 7.3; and
- where the aggregate quantity of the dangerous goods in the load is less than 25% of the placard load limit, and the dangerous goods are being transported by someone who is not in the dangerous goods transport business.

General obligations

A person who offers dangerous goods for transport by road (consignor) must describe the dangerous goods on a transport document and supply this to the prime contractor or vehicle driver.

The prime contractor must ensure that the driver has been given complying transport documentation before starting the journey.

The driver must ensure that the transport documentation is carried in the emergency information holder provided in the cabin of the vehicle, and make it available to members of the emergency services and other authorised persons upon request.

Document entries

Transport documentation must:

- contain the consignor's name and contact telephone number — whenever practicable, the telephone is to be accessible 24 hours a day;
- be printed legibly in English;
- describe the dangerous goods as detailed in ADG7 chapter 11.1; and
- be completed and accompany each consignment of dangerous goods.

When dangerous and non-dangerous goods are transported together, the dangerous goods must appear *first* on the transport document or be on a *separate* transport document.

An aggregate transport document may be used for multiple consignments from one consignor when they are carried on the same vehicle.

Description of dangerous goods

For each type of dangerous goods to be transported, the description in the transport document, as required by ADG7, must include:

- UN number of the goods;
- proper shipping name of the goods or the name of the goods that appears on the packaging, article or other receptacle in which the goods are contained;
- Class or Division of the goods;
- each Subsidiary Risk (if any) of the goods;
- packing group (if any) for the goods;
- description of each type of package or other receptacle to be transported (e.g. drum or DRM; intermediate bulk container or IBC);
- number of packages or receptacles of each type to be transported; and
- aggregate net quantity of each substance.

An example of an acceptable description is given in Appendix 1. The template is available from the Resources Safety website in the dangerous goods guidance material and publications section.

Note: Some dangerous goods of Class/Division 4 or 5.2 have additional notification requirements (refer to ADG7 chapter 11).

The location and order in which the elements of the description appear on the transport document is at the discretion of the consignor, providing the UN number, name, Class or Division, Subsidiary Risk and packing group appear first.

Empty receptacles

Empty uncleaned receptacles such as IBCs, bulk containers, portable tanks, tank vehicles and tank wagons that contain residues of dangerous goods must, to the extent practicable, be described as such on the transport document (ADG7 clause 11.1.3.1). Placing the words “Empty uncleaned” or “Residue last contained” before or after the proper shipping name will address this requirement.

- The description of dangerous goods detailing Class, UN number and other details is not required on transport documentation for empty packagings such as drums and cylinders that have not been freed of dangerous goods (i.e. contain residues). However, the document must include wording such as “Empty D/G Drums”, “D/G residue” or “Return empty D/G packagings”.

Combination road vehicles

For dangerous goods to be transported on a combination road vehicle, the transport document must indicate which dangerous goods are stowed on each vehicle forming part of the combination.

Amending document after unloading

When part of a dangerous goods load is unloaded from the vehicle or transferred out of a tank, bulk container or freight container on the vehicle, the transport documentation must, where practicable, be amended to reflect the types and quantities of dangerous goods remaining on the vehicle.

Note: This does not apply to tanks containing Class 2 dangerous goods where the aggregate quantity in the tank is determined by the capacity of the tank, not the degree of filling.

Retail distribution loads

For retail distribution loads that comply fully with ADG7 chapter 7.3, transport documentation in the form shown in figure B2 of ADG7 appendix B, with all details completed, may be provided instead of that specified in ADG7 chapter 11.

Further information

Contact Resources Safety – Dangerous Goods Safety Branch:

Phone 08 9358 8001

Email dgsb@dmp.wa.gov.au

Web www.dmp.wa.gov.au/ResourcesSafety

Appendix 1 – Example of acceptable transport document

Consignor: ABC Chemical Company

950 Smith Street

Kwinana WA 6168

Telephone 1800 999 999 (24 hour access)

Consignee: XYZ Co-op

30 Main Street

Albany WA 6330

Proper shipping name of dangerous goods	Class / Division	Sub-risk	UN number	Packing Group	Type of package or receptacle	Number of packages or receptacles	Quantity (kg or litres)
Petrol	3	N/A	1203	II	Portable tank	1	20,000 L
Chloropicrin	6.1	N/A	1580	I	200 L steel drums	2	400 L
Batteries, wet, filled with acid	8	N/A	2794	-	10 kg batteries in cartons	12	120 kg
Pesticides, liquid, toxic, flammable, NOS	6.1	3	2903	III	20 L plastic drums	7	140 L

Prepared by: John Smith

Received by: _____

Date: _____