



Dangerous goods safety information sheet

Manifest and site plan requirements for dangerous goods sites

Introduction

Operators of dangerous goods sites where more than the manifest quantities of dangerous goods are stored must maintain a manifest at the site and a dangerous goods site plan.

This information sheet provides guidance to the operators on requirements for the manifest and site plan to ensure their accuracy. Maintaining the currency of these documents is important because, if there is a serious incident, they provide the Fire and Emergency Services Authority of Western Australia (FESA) with information on the quantity, type and location of dangerous goods on the site, allowing an appropriate response.

Note: The manifest may also serve the purpose of the list of dangerous goods for the register.

Review and revision

Operators must review and, if necessary, prepare a revised version of the manifest and site plan:

- within seven days after any significant change in the information; and

Note: Type of information specified in Schedule 3 of the Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007)

- in any event, at intervals of not more than three years from the day on which the manifest and plan were developed or last revised.

Access to documents

Operators must ensure the manifest and site plan are kept at the site so that, at all times, they:

- are readily accessible to a dangerous goods officers from Resources Safety and FESA officers; and
- can be made available, on request, to the Chief Officer or FESA.

Manifest

General information

The manifest must contain:

- the name of the operator of the dangerous goods site;
- the address of the dangerous goods site; and
- the date when the manifest was prepared or last revised.

Note: A manifest template in Word format is available from the Resources Safety website. An example of a completed manifest is provided at the end of this information sheet.

Emergency contacts

The manifest must contain contact information for at least two people (or for one person if that person is available at all times) who may be contacted in the event of an emergency for information about the nature and quantity of dangerous goods likely to be at the dangerous goods site.



Summary information about classes of dangerous goods

The manifest must contain a summary list that specifies the maximum quantity of:

- each packing group of each class or division of dangerous goods that has packing groups;
- each class or division of dangerous goods that does not have packing groups;
- C1 combustible liquids; and
- each type of goods too dangerous to be transported that the dangerous goods site may store or handle.

Dangerous goods stored in bulk other than in IBCs

For each container (other than an intermediate bulk container or IBC) and any other form of storage of dangerous goods in bulk at the site, the manifest must contain:

- any identification number or code of the container or storage area;
- the type of container or manner of storage; and
- the quantity or mass of the dangerous goods being stored in the container or other form of storage.

For dangerous goods that are:

- dangerous goods other than C1 combustible liquids or goods too dangerous to be transported — the manifest must contain the proper shipping name, the UN Number and class of the dangerous goods;
- C1 combustible liquids — the manifest must contain the product name and the words “Combustible liquid”;
- goods too dangerous to be transported — the manifest must contain the name of the goods specified in the ADG Code Appendix A and the statement “Goods too dangerous to be transported”; and
- packing group I — the manifest must contain the packing group.

Note: ADG Code refers to the seventh edition of the Australian Code for the Transport of Dangerous Goods by Road and Rail.

Packaged dangerous goods

For each storage location that contains packaged dangerous goods or dangerous goods in IBCs, that are required to be placarded, the manifest must contain:

- the identification number or code for the storage location;
- for dangerous goods of packing group I or Division 2.3 that are likely to be kept in the storage location
 - the proper shipping name of the dangerous goods that are assigned to a class
 - the class or division and packing group
 - the current aggregate quantity or maximum quantity of each of the dangerous goods that may be stored or handled in the storage location;
- for goods too dangerous to be transported that are likely to be kept in the storage location
 - the name of the dangerous goods specified in the ADG Code Appendix A
 - the statement “Goods too dangerous to be transported”
 - the current aggregate quantity or maximum quantity of each of the dangerous goods that may be stored or handled in the storage location; and
- for other dangerous goods that are likely to be kept in the storage location:
 - for dangerous goods with an assigned class or division — the class or division for the dangerous goods
 - for C1 combustible liquids — the words “Combustible liquid”

- in any case, the current aggregate quantity or maximum quantity of each class or division of dangerous goods and C1 combustible liquids that may be stored or handled in the storage location.

Dangerous goods in manufacture or process

For each storage location where dangerous goods are manufactured or processed, the manifest must contain:

- the identification number or code of the manufacturing or processing location;
- for dangerous goods with an assigned class or division — the class or division of each type of dangerous goods and the maximum quantity of each class or division that can be handled in the location;
- for goods too dangerous to be transported — the statement “Goods too dangerous to be transported” and the maximum quantity of those goods that can be handled in the location; and
- for C1 combustible liquids — the statement “C1 combustible liquid” and the maximum quantity of C1 combustible liquids that can be handled in the location.

Dangerous goods in transit

For dangerous goods in transit there are dangerous goods transport documents that comply with the ADG Code available for the goods, the manifest information may be provided in the form of a compilation of those transport documents.

Site plan

General information

The dangerous goods site plan must contain:

- the name of the operator of the dangerous goods site;
- the address of the dangerous goods site;
- the date when the dangerous goods site plan was prepared or last revised; and
- specify the scale to which the plan is drawn.

Other information

The plan must also do the following.

1. Be accurate.
2. Show the site’s boundaries.
3. Show any buildings on the site together with a textual description.
4. Show the location of:
 - the containers and other forms of storage of dangerous goods in bulk
 - the storage locations for packaged dangerous goods and dangerous goods in IBCs
 - the storage locations where dangerous goods are manufactured or processed.
5. Include a description in words of the location of:
 - the items referred to in (4)
 - areas where dangerous goods in transit may be located.
6. Provide the identification number or code for the items referred to in (5).
7. Provide a legend for the identification numbers and codes referred to in (6).
8. Show the location of:
 - the main entrance and the other points of entry to the site
 - essential site services, including fire services and isolation points for fuel, gas, water and power

- the manifest
 - all drains on the site
 - describe the nature of the occupancy of adjoining sites or site.
9. Show the direction of north.

Example of site plan and manifest taken from Storage and Handling of Dangerous Goods – Code of Practice, available from Resources Safety’s website.

Dangerous goods and combustible liquids manifest Date prepared/updated: 12/06/08

1. General information

Operator: ABC Chemicals Pty Ltd

Address of site: Lot 888 Jumpstart Road, Kentstone WA 6888

Site plan number: ABC001

2. Emergency contacts

Name	Position	Telephone	
PJ Brown	CEO	B/H 131888	A/H 0444 222 111
J Russell	Production Manager	B/H 131888	A/H 0444 333 222
BD Barkley	Chief Chemist	B/H 131888	A/H 0444 555 777

3. Summary information about classes of dangerous goods

Class	Packing Group	Maximum quantity
2.1	NA	3,000 L
3	II	52,000 L
3	III	36,075 L
4.1	I	50 kg
5.1	II	18,000 L
6.1	III	15,000 kg
8	II	14,100 L
C1	NA	29,000 L

4. Bulk dangerous goods stores

Tank ID no.	Dangerous goods					Tank	
	Proper shipping name	Class or division	Sub risk/s	UN no.	PG	Type	Capacity
DG T1	Petrol	3	n/a	1203	II	u/g	30,000 L
DG T2	Combustible liquid	C1	n/a	n/a	n/a	u/g	29,000 L
DG T3	LP gas	2.1	n/a	1075	n/a	a/g	3,000 L
DG T4	Hydrogen peroxide	5.1	8	2014	II	a/g	18,000 L

Key: PG – packing group; u/g – underground; a/g – above ground; n/a – not applicable

5. Packaged dangerous goods stores

5.1 Packaged dangerous goods of Packing Group I or Division 2.3

Storage location	Dangerous goods					Quantity	
	Proper shipping name	Class or division	Sub risk	UN no.	PG	Average	Maximum
PS1	Sodium cyanide	6.1		1689	I	20 kg	50 kg

Key: PG – packing group

5.2 Other packaged dangerous goods

Storage location	Class or division	Sub risk(s)	Packing Group	Average quantity	Maximum quantity
PS2	6.1		III	10,000 kg/L	15,000 kg
PS3	3		II	15,000 L	20,000 L
	3		III	15,000 L	25,000 L
	3	8	III	600 L	1,000 L
	C1 combustible liquid			15,000 L	20,000 L
PS4	8		II	8,000 kg/L	12,000 L

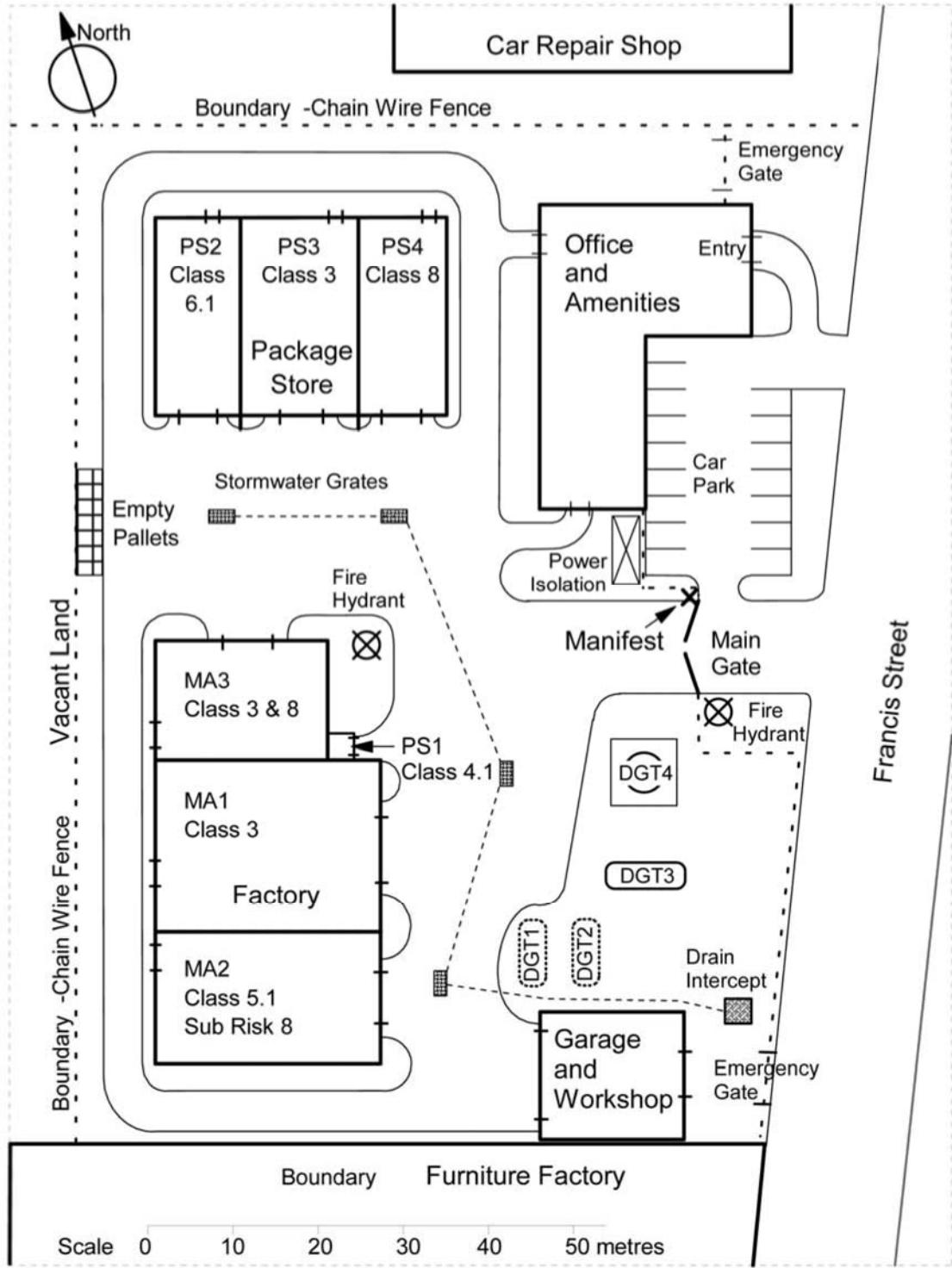
6. Dangerous goods in manufacture or process

Location	Class or division	Maximum quantity
MA1	3	2,000 L
	3	10,050 L
	C1 combustible liquid	2,000 L
MA2	5.1	1,500 L
MA3	3	200 L
	3	25 L
	8	100 L
	8	2,000 L

7. Dangerous goods in transit (i.e. dangerous goods loaded on vehicles)

Loaded vehicles are not kept at the site.

8. Site plan



ABC Chemicals Pty Ltd
 Lot 888 Jumpstart Road
 KENTSTONE WA 6888
 Date prepared: 12 June 2008
 Plan no.: ABC001

Legend
 PS Package stores
 MA Factory manufacturing areas
 DGT Storage tanks areas