



Government of **Western Australia**  
Department of **Mines, Industry Regulation and Safety**

## **Dangerous Goods Safety Guidance Note**

### **Manifest and site plan requirements for dangerous goods sites**

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## Introduction

Dangerous goods sites storing or handling more than the manifest quantities of dangerous goods must maintain a manifest and a dangerous goods site plan.

This guidance note outlines the requirements for the manifest and site plan. These documents must be current to allow an appropriate response by the Department of Fire and Emergency Services (DFES) in the event of an emergency.

Sites 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
- 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.

Licence holders must ensure the manifest and site plan are kept on site so they are readily accessible to emergency responders.

Appendix 1 is an example of a completed manifest and accompanying site plan. A manifest template is available in Word format from the Department's website.



## Manifest

### General information

The manifest must contain:

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

### 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 quantities 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
- combustible liquids
- 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 bulk 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 (as shown on the site plan) of the container or storage area

- the type of container or manner of storage
- the quantity or mass of the dangerous goods being stored in the container or other form of storage.
- for dangerous goods other than combustible liquids or goods too dangerous to be transported the proper shipping name, the UN number and class or division of the dangerous goods, and for Packing Group I dangerous goods, the packing group
- for combustible liquids, the product name and the words “combustible liquid”
- for goods too dangerous to be transported, the name of the goods specified in Appendix A of the seventh edition of the Australian Code for the Transport of Dangerous Goods by Road and Rail (ADG7) and the statement “Goods too dangerous to be transported”.

### **Dangerous goods that are packaged or in IBCs**

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 (as shown on the site plan) 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
  - 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

*Note: To ensure the best emergency response, the UN number should also be provided.*

- 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 Appendix A of ADG7
  - 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
- for other dangerous goods that are likely to be kept in the storage location:
  - the class or division
  - for combustible liquids, the words “combustible liquid”
  - the current aggregate quantity or maximum quantity of each class or division of dangerous goods and combustible liquids that may be stored or handled in the storage location.

### **Dangerous goods in manufacture or process**

For each storage location where more than a placard amount of dangerous goods is manufactured or processed, the manifest must contain:

- the identification number or code (as shown on the site plan) of the manufacturing or processing location
- 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
- for combustible liquids, the statement “combustible liquid” and the maximum quantity of combustible liquids that can be handled in the location.

## **Dangerous goods in transit**

For dangerous goods in transit areas required to be placarded, the manifest information may be provided as:

- a compilation of transport documents that comply with ADG7
- the identification number or code (as shown on the site plan) for the transit location.

## **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.

### **Other information**

The plan must also do the following.

- Be accurate and show the scale, legend and direction of North.
- Delineate the site's boundaries and describe what is on adjoining sites or site.
- Show any buildings on the site and provide a written description.
- Show the locations of dangerous goods in placard quantities and the identification number (ID) (as written in the site manifest) for each location.
- 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, power (including mains and solar)
  - the manifest
  - drains and watercourses.

## Appendix 1 Example dangerous goods manifest and site plan

A manifest template is available in Word format from the [Department's website](#).

### Dangerous goods manifest

#### 1. General information

<b>Operator:</b>	ABC Chemicals Pty Ltd
<b>Site address:</b>	Lot 888 Jumpstart Road, Kentstone WA 6888
<b>Date:</b>	4 January 2019

#### 2. Emergency contacts (at least one person at all times)

Name	Position	Telephone
Peter J Browne	CEO	B/H 131888 A/H 0444 222 111
Larry Russell	Production Manager	B/H 131888 A/H 0444 888 999
Brendan James	Chief Chemist	B/H 131888 A/H 0444 555 777

#### 3. Summary information about dangerous goods quantities

Class, Division, Combustible liquid (CL) or Goods too dangerous to transport (GtDtT)	Packing Group (PG)	Maximum quantity (L or kg)
2.2	-	3,000 L
3	II	30,000 L
3	I	1,000 L
8	II	12,500 L
Combustible liquid	NA	39,000 L

#### 4. Bulk (other than IBC) dangerous goods storage information

Storage ID as per site plan	Product name (CL) or GtDtT name / Proper shipping name	UN no. (not applicable for CL and GtDtT)	Class / Division / CL/ GtDtT	PG (for PG I)	Container type	Quantity (L or kg)
T2	Petrol	1203	3	II	Underground tank	30,000 L
T1	Automotive diesel fuel	-	Combustible liquid	-	Underground tank	28,000 L

5. Packaged or IBCs dangerous goods information at placard amount storage locations

**Packaged or IBCs of PG I, Division 2.3 or GtDtT dangerous goods**

Storage location ID as per site plan	Proper shipping name / GtDtT name	UN no. (not applicable for CL and GtDtT)	Class, Division, CL or GtDtT	Quantity (L or kg) current / maximum
PS1	Diethyl ether	1155	3	1,000 L

**Packaged or IBCs of Divisions 2.1, 2.2, PGII/III or Combustible liquid**

Storage location ID as per site plan	Class / Division / CL	Quantity (L or kg) current / maximum
PS2	2.2	3,000 L
PS3	8	11,000 L

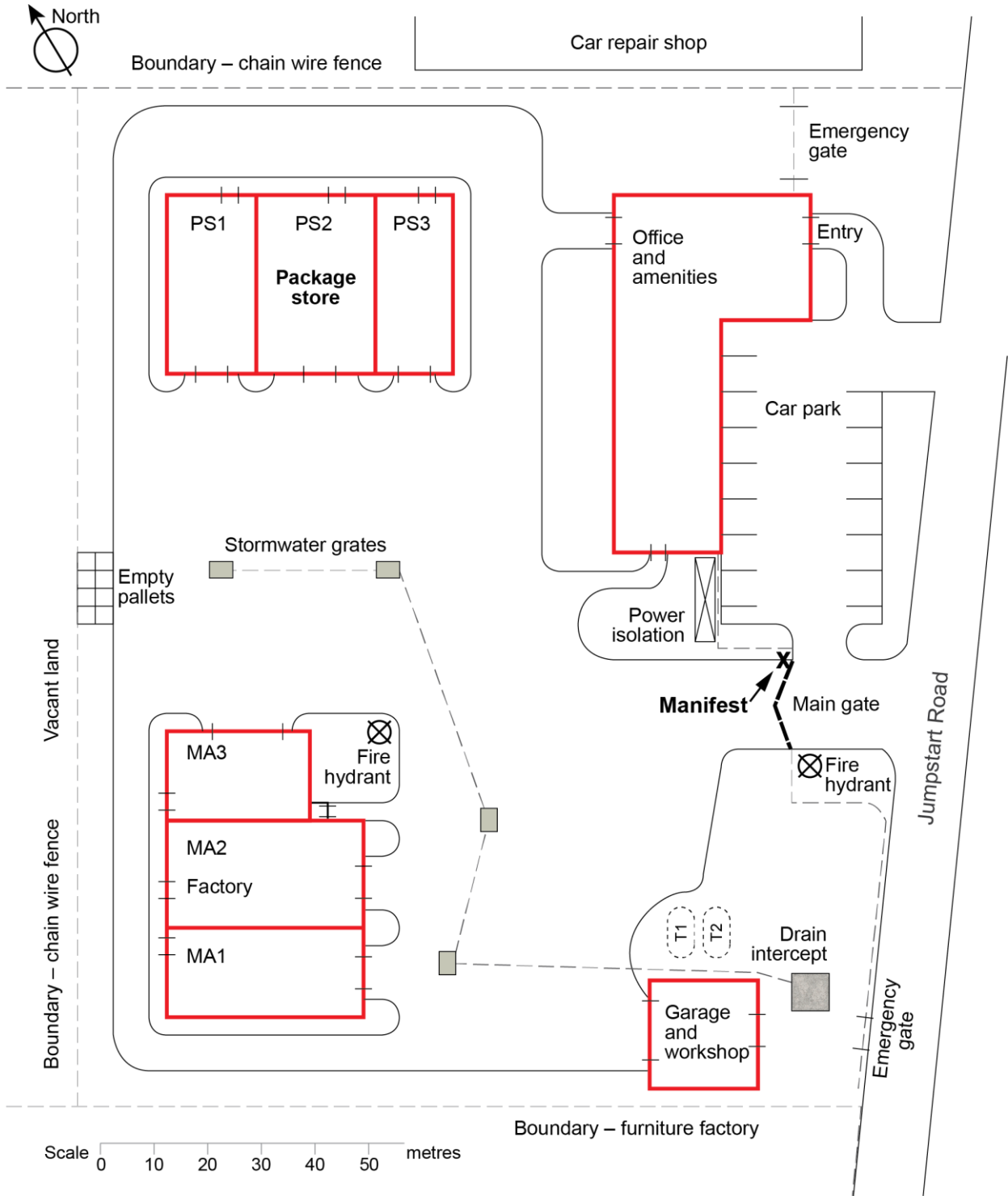
6. Dangerous goods in manufacture or process locations (above placard quantity)

Storage location ID as per site plan	Class / Division / CL / GtDtT)	Maximum quantity (L or kg)
MA1 and MA3	8	1,500 L
MA2	Combustible liquid	11,000 L

7. Dangerous goods in transit information

Not applicable

## 8. Site plan



ABC Chemicals Pty Ltd  
 Lot 888 Jumpstart Road  
 Kentstone WA 6888

Plan updated: 4 January 2019  
 Plan number: ABC003

PS = Package stores  
 MA = Factory manufacturing areas  
 T = Underground tank areas