

PART 11

Documentation

Introductory Notes

- NOTE 1:** Documentation prepared in accordance with this Part may not be acceptable for sea or air transport. See the relevant modal code or Chapter 5.4 of the UN Model Regulations for details of documentation required for intermodal transport by sea or air.
- NOTE 2:** The form shown in Figure B1 in Appendix B is an example of the intermodal dangerous goods transport document included in UN15, the IMDG Code and ADR, that may be suitable for sea or land transport. It may be used for transport in accordance with this Code if all information required by this Chapter is inserted in the spaces provided. This does not preclude the use of other formats that meet the requirements of this Chapter.
- NOTE 3:** The IATA "Shipper's Declaration for Dangerous Goods" will also be acceptable under this Code as a transport document if all the required information is inserted.
- NOTE 4:** Division 11.1 of the Regulations specifies who must provide and carry dangerous goods transport documentation.

11.1.1 FORM OF THE TRANSPORT DOCUMENT [UN 5.4.1.2]

- 11.1.1.1 A dangerous goods transport document may be in any form, provided it contains all of the information required by this Code.
- 11.1.1.2 If both dangerous and non-dangerous goods are listed in one document, the dangerous goods must be listed first ...
- 11.1.1.3 A dangerous goods transport document may consist of more than one page, provided pages are consecutively numbered.
- 11.1.1.4 The information on a dangerous goods transport document must be in English, easy to identify, legible and durable.
- 11.1.1.5 The contents of transport documentation may be transmitted to the prime contractor or driver by electronic data interchange, but documentation must be carried in the vehicle in hard copy form.

11.1.2 CONTENT

- 11.1.2.1 Except where 11.1.3.4 applies, each dangerous goods transport document must contain:
- (a) the consignor's name and contact telephone number which:
 - (i) for dangerous goods transported in bulk containers, portable tanks, tank vehicles, or receptacles with a capacity of more than 500 kg(L), should be the number of the 'telephone advisory service' provided under Regulation 14.2.1; or
 - (ii) whenever practicable, should be a number at which the consignor, or a person acting on behalf of the consignor, is accessible to answer questions relating to the goods consigned, whenever the goods are being transported; and
 - (b) a description in accordance with 11.1.2.2 of the dangerous goods to be transported.

11.1.2.2 Dangerous goods description

11.1.2.2.1 For each type of dangerous goods to be transported, the description in the transport document, as required by 11.1.2.1(b), must include:

- (a) the UN Number of the goods;
- (b) the 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*;
- (c) the Class or Division of the goods;
- (d) each Subsidiary Risk (if any) of the goods;
- (e) the packing group (if any) for the goods;
- (f) a description of each type of package or other receptacle to be transported, for example:
 - (i) “drum” or “DRM”; and
 - (ii) “intermediate bulk container” or “IBC”;
- (g) the number of packages or receptacles of each type to be transported; and
- (h) the aggregate quantity of the goods.

11.1.2.2.2 When describing a type of dangerous goods, the UN Number, name, Class or Division, Subsidiary Risk and the packing group for the goods must appear before the other elements of the description.

NOTE 1: *Where the transport document is in the form of the Multimodal Dangerous Goods Form shown at Figure B1† in Appendix B, or any other format where the dangerous goods description is entered as a character string, the above sequence (a), (b), (c), (d), (e) must be employed. e.g. “UN1098 ALLYL ALCOHOL 6.1 (3) I”; or “UN1098, ALLYL ALCOHOL, Division 6.1, (Class 3), PG I”. On such forms, as in the above examples, the UN Number should be preceded by the letters “UN” and any subsidiary risk should be enclosed in parenthesis. No other information should be interspersed except as included in the examples.*

NOTE 2: *Where the transport document is printed with the elements of the dangerous goods description in clearly defined, individually headed columns, the actual sequence of items (a) to (e) inclusive is not critical for the purposes of this Code, provided they precede the other elements. Such documents, however, may not be acceptable transport documentation for sea or air transport of dangerous goods.*

11.1.2.2.3 The aggregate quantity of a type of dangerous goods required by 11.1.2.2.1(h) may be described by stating:

- (a) if the goods are a gas:
 - (i) the total capacity in litres of all gas receptacles in which those goods will be transported; or
 - (ii) if more convenient, the number of each type of receptacle in which the goods will be transported [as required by 11.1.2.2.1(g)] together with the capacity of each of those receptacles; or

* *When entered as part of a character string (e.g. on the intermodal dangerous goods form), the proper shipping name, supplemented where necessary by the technical name, must be used.*

† *Copies of this form may be downloaded from the National Transport Commission website: www.ntc.gov.au.*

- (b) if the goods are a liquid or a solid:
 - (i) the total amount, expressed in litres or kilograms, of dangerous goods of that type to be transported; or
 - (ii) if more convenient, the number of each type of package or other receptacle in which the goods will be transported [as required by 11.1.2.2.1(g)] together with the amount of dangerous goods each contains.

11.1.2.2.4 The transport document may contain other information about the dangerous goods to be transported if the information is not inconsistent with, and is placed after, the information included in the document in accordance with 11.1.2.2.

NOTE: *Knowledge of the actual location of dangerous goods within the transport unit can be invaluable in an emergency. The inclusion of a sketch or other representation is encouraged where practicable.*

11.1.2.3 Additional information required for certain dangerous goods

NOTE *UN15 specifies the following additional requirements which have not been applied by this Code to road and rail transport, but which will be required for sea or air transport:*

- (a) *UN clause 5.4.1.5.2 specifies that when dangerous goods are transported according to the exceptions for dangerous goods packed in limited quantities provided for in Column 7 of the Dangerous Goods List and Chapter 3.4, the words “limited quantity” or “LTD QTY” must be included.*
- (b) *UN clause 5.4.1.5.3 specifies that for dangerous goods transported in salvage packagings, the words “SALVAGE PACKAGE” must be included.*

11.1.2.3.1 “N.O.S.” and other generic entries

[UN 5.4.1.4.3(a)]

Proper shipping names that are assigned special provision 274 in Column 6 of the Dangerous Goods List must be supplemented with their technical or chemical group names as described in 3.1.2.8.

11.1.2.3.2 Elevated temperature substances

[UN 5.4.1.4.3(d)]

If the proper shipping name of a substance which is transported or offered for transport in a liquid state at a temperature equal to or exceeding 100 °C, or in a solid state at a temperature equal to or exceeding 240 °C, does not convey the elevated temperature condition (for example, by using the term “MOLTEN” or “ELEVATED TEMPERATURE” as part of the shipping name), the word “HOT” must immediately precede the proper shipping name.

11.1.2.3.3 Substances stabilized by temperature control

[UN 5.4.1.5.4]

If the word “STABILIZED” is part of the proper shipping name (see also 3.1.2.6), when stabilization is by means of temperature control, the control and emergency temperatures (see 7.1.4.3.1) must be indicated in the transport document, as follows:

“Control temperature: °C Emergency temperature: °C”

11.1.2.3.4 Self-reactive substances and organic peroxides

[UN 5.4.1.5.5]

For self-reactive substances of Division 4.1 and for organic peroxides which require temperature control during transport, the control and emergency temperatures (see 7.1.4.3.1) must be indicated on the dangerous goods transport document, as follows:

“Control temperature: °C Emergency temperature: °C”

11.1.2.3.4.1 When for certain self-reactive substances of Division 4.1 and organic peroxides of Division 5.2 the competent authority has permitted the “EXPLOSIVE” subsidiary risk label (model No. 1) to be dispensed with for the specific package, a statement to this effect must be included.

11.1.2.3.4.2 When organic peroxides and self-reactive substances are transported under conditions where a determination is required (for organic peroxides, see 2.5.3.2.5, 4.1.7.2.2, 4.2.1.13.1 and 4.2.1.13.3; for self-reactive substances, see 2.4.2.3.2.4 and 4.1.7.2.2), a statement to this effect must be included in the dangerous goods transport document. A copy of the classification determination and conditions of transport for non-listed organic peroxides and self-reactive substances must be attached to the dangerous goods transport document.

11.1.2.3.4.3 When a sample of an organic peroxide (see 2.5.3.2.5.1) or a self-reactive substance (see 2.4.2.3.2.4(b)) is transported, a statement to this effect must be included in the dangerous goods transport document.

11.1.2.3.5 **Infectious substances**

[UN 5.4.1.5.6] When substances of division 6.2 are transported, the full address of the consignee must be shown on the document, together with the name and telephone number of a responsible person.

11.1.3 SPECIAL DOCUMENTATION PROVISIONS

11.1.3.1 Empty receptacles*

11.1.3.1.1 Empty uncleaned IBCs, bulk containers, portable tanks, tank-vehicles and tank-wagons [UN 5.4.1.4.3(b)] which contain the residue of dangerous goods must, to the extent practicable, be described as such on the transport document by, for example, placing the words “**EMPTY UNCLEANED**” or “**RESIDUE LAST CONTAINED**” before or after the proper shipping name.

NOTE: *The purpose of this requirement is to facilitate appropriate incident response. When using computer generated documentation, where there may be field size or content limitations that may preclude that approach, another method should be adopted that unambiguously conveys the nature of the contents, such as:*

- (a) *using the field allocated to the Technical Name that must supplement the Proper Shipping Name where SP 274 applies;*
- (b) *adopting a unique receptacle descriptor (see 11.1.2.2.1(f)) such as “M/T TANK”;*
- (c) *making an alpha entry, such as “RESIDUE” or “DREGS”, in the quantity field;*
- (d) *inserting a hand-written descriptor.*

11.1.3.1.2 In transport documentation for a load of empty packagings that have not been freed of dangerous goods, words to the effect that the load contains empty receptacles of dangerous goods (for example “EMPTY D/G DRUMS”; “D/G RESIDUE” or “RETURN EMPTY D/G PACKAGES”) may be used in the documentation instead of the information required to be included under 11.1.2.2.

NOTE: *Empty, as yet unused dangerous goods prelabelled packagings should be clearly identified as such on documentation, outer packaging or vehicle to avoid inappropriate emergency response.*

11.1.3.2 Combination road vehicles

When dangerous goods are transported in a placard load on a combination road vehicle, the transport documentation must indicate which dangerous goods are stowed in each vehicle forming part of the combination.

* See also Chapter 7.2

11.1.3.3 Amending documentation after unloading

When part of a load of dangerous goods is unloaded from a 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: *11.1.3.3 cannot be applied to tanks containing dangerous goods of Class 2 where the aggregate quantity in the tank is determined by the capacity of the tank and is not dependent on the degree of filling.*

11.1.3.4 Retail Distribution Loads

Where dangerous goods are transported in a retail distribution load that complies fully with Chapter 7.3, transport documentation in the form, or to the effect, of Figure B 2* in Appendix B, with all details completed, may be provided instead of the transport documentation otherwise specified in this Chapter.

11.1.3.5 Goods ‘Not Subject to this Code’

11.1.3.5.1 This sub-section 11.1.3.5 applies to goods which are mentioned in the Dangerous Goods List in Chapter 3.2 that are not subject to this Code because of a Special Provision referenced from Column (6) or because they have been determined by the Competent Authority not to be dangerous goods..

11.1.3.5.2 Goods described in 11.1.3.5.1 that are legitimately marked or labelled as dangerous goods under the IMDG, ICAO or IATA Code for transport by sea or air, may be described on transport documentation in accordance with the relevant Code.

11.1.3.5.3 When goods described in 11.1.3.5.1 are transported in a transport unit that is placarded indicating the presence of dangerous goods and there is no documentation in accordance with 11.1.3.5.2, the transport documentation should indicate, in lieu of the dangerous goods description required by 11.1.2.2, that the goods are not subject to the ADG Code.

11.1.3.6 Transport of IBCs or portable tanks after the date of expiry of the last periodic test or inspection

[UN 5.4.1.5.9]

For transport in accordance with 4.1.2.2 (b), 6.7.2.19.6 (b), 6.7.3.15.6 (b) or 6.7.4.14.6 (b), a statement to this effect must be included in the transport document, as follows: “Transport in accordance with 4.1.2.2 (b)”, “Transport in accordance with 6.7.2.19.6 (b)”, “Transport in accordance with 6.7.3.15.6 (b)” or “Transport in accordance with 6.7.4.14.6 (b)” as appropriate.

11.1.4 ROAD TRANSPORT DOCUMENTATION

11.1.4.1 Transport documentation must be carried in the cabin of each road vehicle transporting dangerous goods.

11.1.4.2 Every road vehicle transporting a placard load of dangerous goods must be fitted with an emergency information holder in accordance with Chapter 11.2 and the transport documentation must be carried with the emergency information in that holder.

11.1.4.3 Every road vehicle transporting less than a placard load of dangerous goods must carry the documentation:

- (a) in any emergency information holder fitted in the cabin of the vehicle; or
- (b) where no emergency information holder is fitted, elsewhere in the cabin in a prominent location.

* Copies of this form may be downloaded from the National Transport Commission website: www.ntc.gov.au

11.1.5 RAIL TRANSPORT DOCUMENTATION

For the rail journey, a train manifest may be used instead of transport documentation required by this Chapter provided:

- (a) the train manifest contains, for each type of dangerous goods to be transported, the proper shipping name, the Class or Division and any Subsidiary Risk, the UN Number, the packing group (if any), the aggregate quantity, the wagon number and the location on the train where the goods are loaded; and
- (b) provision is made for the train manifest to be updated when the attachment or detachment of vehicles loaded with dangerous goods occurs; and
- (c) while ever the train is transporting dangerous goods, all of the information required by this Chapter to be included on the documentation is available from a central location provided by the rail operator for which contact details are provided on or with the manifest.

Chapter 11.2 — Emergency Information*

11.2.1 DEFINITIONS

In this Chapter:

Emergency information, in relation to dangerous goods transported on a vehicle, means:

- (a) the Dangerous Goods – Initial Emergency Response Guide[†]; or
- (b) an emergency procedure guide for the dangerous goods transported on the vehicle and the emergency procedure guide in relation to vehicle fire; or
- (c) for use on trains transporting dangerous goods, the rail operator’s Dangerous Goods Emergency Instructions for train crews which provides contact numbers for dangerous goods emergencies.

Emergency procedure guide, in relation to particular dangerous goods, is a guide outlining procedures to be taken in the event of an emergency involving the goods which is either:

- (a) in the form, or substantially in the form, of an emergency procedure guide for the goods published by Standards Australia; or
- (b) in a form approved by a Competent Authority in relation to goods of that kind.

Emergency procedure guide, in relation to vehicle fire, means a guide outlining procedures to be taken in the event of a fire on a road vehicle which is either:

- (a) in the form, or substantially in the form, of the emergency procedure guide for vehicle fire published by Standards Australia; or
- (b) in a form approved by a Competent Authority.

Emergency information holder means a holder:

- (a) of a size and shape suitable for carrying emergency information and transport documentation; and
- (b) marked with the words “emergency procedure guides” or “emergency information” in red letters at least 10 millimetres high on a white background.

11.2.2 PLACEMENT OF EMERGENCY INFORMATION HOLDER

11.2.2.1 An emergency information holder must be securely placed on a road vehicle:

- (a) on the inside of a door of the cabin; or
- (b) immediately adjacent to a door of the cabin; or
- (c) if the construction of the vehicle does not allow the holder to be attached to the inside of or adjacent to a cabin door—elsewhere in the cabin of the vehicle, provided that the position of the holder is identified on a notice affixed to the inside of the driver’s door of the cabin.

11.2.2.2 Any emergency information holder that is located other than as specified in 11.2.2.1(a) must be visible and accessible.

* Division 11.2 of the Regulations requires emergency information to be carried on each road vehicle or train transporting dangerous goods in a placard load.

† See 1.2.3.1

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