



Hazardous Materials Discrepancy Checklist

For U.S. Domestic Air & Ground Hazardous Materials Shipments and U.S. to Canada Ground Hazardous Materials Shipments
(For Shipments Prepared According to 49CFR)

Air Hazardous Materials includes Next Day Air, 2nd Day Air, and 3 Day Select and Ground Shipments to Alaska, Hawaii, and Puerto Rico

Ground	Air		
		1. Outside Packing Requirements	
		New or like new carton. Carton free from damage or leaks.	173.24, 173.28
		No unauthorized markings and labels.	172.304(a)(3)(4), 172.401(b)
		Package properly sealed.	173.24(f)
		2. Shipper's Certification/Shipping Paper Requirements	
		Legible and in English. Computer-generated.	172.201(a)(2)
		Emergency contact phone number - when required by DOT. (For DOT exceptions, see reverse side)	172.201, 172.600, 172.604
		Package Reference, may be handwritten or computer generated - (Tracking Number, Receiver's name, city, state, or Shipper's reference number).	(+ + + +)
		UPS Account number.	(+ + + +)
		Proper shipping name, (and technical name in parenthesis, if required).	172.202(a)(1), 172.203(k)
		Correct hazard class (followed by subsidiary in parenthesis if required).	172.202(a)(2)
		Identification number matches the proper shipping name.	172.202(a)(3)
		Correct Packing Group - if applicable.	172.202(a)(4)
		If applicable, LTD QTY or valid DOT exemption or special permit number entered after shipping description.	172.203(a),(b)
		Number and type of packages indicated beginning October 1, 2007.	172.202(a)(6)
		Quantity includes units of measure and is acceptable.	172.202(a)(5), 173.27(b)(3)
		If radioactive, Contents, Form, Activity level and label name shown.	172.203(d)(1),(2),(3),(4)
		Signature of shipper and date - may be handwritten or computer generated.	172.204(d)
		Non-applicable modes of transportation are deleted.	172.204
N/A		Air Statement is included in the certification section, "I declare that all of the applicable air transport requirements have been met".	172.204 (c) (3)
	N/A	For Canada ground shipments, Crossborder shipping paper is used and Consignee name and address complete.	(+ + + +)
		3. Marking and Labeling Requirements	
		Markings are legibly printed, durable and in English.	172.304(a)(1)
		DOT proper shipping name on package agrees with shipping paper.	172.301(a),(b)
		Identification number matches shipping paper.	172.301(a)
		Hazard labels displaying hazard class number are properly affixed and unobstructed by markings.	172.101, 172.400
		If radioactive material, 2 labels are affixed to opposite sides of package. Contents and Activity level appear on labels.	172.403 (f),(g)
	N/A	If applicable for ground package, ORM-D (ground) mark is displayed within a rectangle (audit must be performed if package displays a shipping paper).	172.316(a)(1)
N/A		If applicable for air package, ORM-D-Air mark is displayed within a rectangle.	172.316(a)(1)
		If applicable, DOT exemption or special permit number and paperwork present.	172.301(c)
		If applicable, subsidiary risk label(s) present.	172.402(a)
		For liquids, package orientation markings properly indicated on opposite vertical sides. (UPS requires orientation arrows on all liquid hazmats).	172.312
		Name and address of consignee and shipper.	172.301(d)
		Properly packed (UN specification packaging when required or ISTA certified or UPS minimum package strength for Air and Ground shipments of Limited Quantity, 173.173 Paint Exception and Air shipments of Consumer Commodity. This excludes Overpacks).	173.24, 173.24a, 173.27
N/A		For classes 4 and 8 in Packing Group III, X or Y packaging is used, if shipment is not a LTD QTY.	173.27(a)
		4. Other	
		T-Approval number shown as additional information on the shipping paper and marked on the package for Lighter shipments.	173.308
		EX number or product code shown as additional information on the shipping paper or marked on the package for Explosives (Class I).	172.320, 172.202(a)
		EX number or product code shown as additional information on the shipping paper for Air Bag Modules, Air Bag Inflators and Seat-Belt pretensioners unless the word "Recycled" has been indicated.	173.166(c)
	N/A	Meets Global Scanning System (GSS) Requirements.	(+ + + +)
	N/A	Meets Package Level Detail Requirements (HMIS).	(+ + + +)

If any item is marked (X) as a discrepancy, the package cannot be accepted for transportation.
Items noted with (+ + + +) are UPS requirements. This list must be completed in its entirety.

Auditor's Comments: _____

Acceptance Auditor complete the following:	
Shipper number: _____	Shipper Name: _____
Circle Disposition of Package:	Consignee Name: _____
RTS FWD TO CONSIGNEE HELD DMP	Tracking Number: _____
Use of DOT-SP 12661: Yes No (If yes, attach copy of DOT-SP 12661 to package).	
Circle Class of Service: Next Day Air 2nd Day Air 3 Day Select Ground	Date Audit: ____/____/____
Auditor: _____	SLIC: _____ HMSC return authorized by: _____ (Name)



