

## Step 4 - Documentation

All shipments of dangerous goods must be accompanied by shipping documents or documentation that contains detailed information about the shipment.

**Note:** As shippers or carriers, your organization must keep a copy (paper or electronic) of dangerous goods shipping documents for at least two years. Importers must also retain copies for two years.

### Information on the Shipping Document

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In general, shipping documents for dangerous goods do not have a specific format; organizations can design their own. A special format, called the Shipper's Declaration for Dangerous Goods, is used for air shipments. The shipping document can also have information that is not related to dangerous goods (if it does not cause confusion). The dangerous goods information must be clear, indelible and legible; you can write it by hand if necessary, but your handwriting must be clear and in ink.

### Required Information

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Shipping documents must contain the following information:

- The date the document was prepared or the shipment was first given to the carrier.
- The full name and address of the consignor (shipper or importer in Canada).
- A 24-hour telephone number for emergency responders to use for accident response, indicated by the heading "24-Hour Number" (or abbreviated version)
- The shipping description (classification) of each dangerous good in the shipment:
  - Shipping name. This must be followed by the technical name of the major hazardous component, in parentheses, if Special Provision 16 applies.

