

SHIPPING PAPERS

Shipping papers must accompany all shipments of radioactive materials which require diamond labels. The following are instructions for completing a “Bill of Lading” for motor freight shipment. Actual entries are shown in bold print. The form must be signed and dated and the shipper should be identified by name and address.

PROPER SHIPPING NAME: Type in the proper shipping name from the DOT HazMat Table Column 2. Example: **Radioactive Material, Type A Package, Special Form**

CLASS OR DIVISION: The DOT Hazard Class is “7” for all radioactive material. (When arranging for shipment, tell the carrier that it is Commodity Class “70”.)

UN ID NUMBER: From the DOT HazMat Table column 4. Example: **UN3332**

FORM: Indicate the chemical and physical form of the radionuclide. Example: **Cs-137, Solid Salt for UN2915 and Special Form for UN3332**

ACTIVITY: List the activity of the radionuclide in becquerels (Bq). Place the equivalent milliCuries (mCi), or Curies (Ci) in parenthesis next to international unit. Example: **25 GBq (675 mCi)**

LABEL CATEGORY: Indicate labeling placed on the package (White I, Yellow II, Yellow III). Example: **Yellow-II** (“II-Yellow” is used on air-bills)

TRANSPORT INDEX: For Yellow II and Yellow III shipments only. Indicate the radiation reading at one meter from the surface of the box. This reading should be recorded as a unitless number, i.e. **DO NOT** put mR/hr on the declaration. Remember, a transport index is not required for White I shipments. Example: **0.4**

PACKAGE TYPE: Indicate the type of packaging- Type A or Type B and package dimensions. Example: **Type A Package 23cm x 23cm x 25cm**

DECLARATION: The shipping papers for a Type A or Type B shipment of radioactive material must include a declaration signed by the shipper. This declaration must include the information and certification as outlined on the examples on the following pages. This information and certification is acceptable in any suitable format and does not have to duplicate this form exactly.

EMERGENCY PHONE NUMBER: The shipping papers must include the phone number of a person who can answer questions about the shipment during the entire time it is in transit. This may not be an answering machine or phone-mail system. CHEMTREC is frequently used, however, they must be aware of the types of shipments being made by your company in order to be able to respond.