



# SHIPPING DOCUMENT

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Transport  
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This bulletin explains shipping document requirements. It does not change, create, amend or suggest deviations to the [Transportation of Dangerous Goods Regulations](#) (TDG Regulations). For specific details, consult [Part 3, Documentation](#) of the TDG Regulations.

## General information

### Description of a shipping document

A shipping document, as defined under [Section 1.4](#) of the TDG Regulations, is a document that identifies the dangerous goods that are being handled, offered for transport, transported or imported and contains the information required by Part 3 of the TDG Regulations.

### When a shipping document is required

A shipping document is always required unless an exemption (special case or special provision) states otherwise. Most of the exemptions to the TDG Regulations can be found in [Sections 1.15 to 1.50](#) of Part 1, but some are found in [Schedule 2](#).

[Section 1.17](#) of Part 1 and [Special Provision 37](#) of Schedule 2 are examples of when a shipping document is **not** required. To use any exemption, **you must follow all the conditions listed**, otherwise, the entire TDG Regulations apply. In some cases, a shipping document may be required, even when placards are not.

### Responsible for preparing the shipping document

The consignor must complete the shipping document before allowing a carrier to take possession of the dangerous goods. Refer to [Section 3.1](#).

## Format

### Consignor's responsibility in the creation of their shipping document

It is the consignor's responsibility to create their shipping document. However, you will find two samples of shipping documents in the [Appendix](#) of this document that can be used for most Canadian shipments of dangerous goods. The shipping document must be legible, in indelible print, and either French or English.

You may use them to create your shipping documents or any format of your choosing, but it must contain the required information.

## Electronic shipping documents

The shipping document that accompanies the dangerous goods cannot be an electronic record, unless the carrier has been issued an equivalency certificate which allows them to use electronic shipping documents. Carriers interested in applying for an equivalency certificate may do so by consulting the [How to apply for an equivalency certificate](#) webpage.

## Shipping dangerous goods by aircraft

The shipping document must have red hatchings on the left and right margins that slant to the left or to the right, as shown below. In addition, [Section 12.2](#) of the TDG Regulations states that the shipping document must be completed in accordance with Chapter 4, Documentation, of Part 5, Shipper's Responsibilities, of the International Civil Aviation Organization (ICAO) Technical Instructions.

Shipper		Air Waybill No.				
		Page of Pages Shipper's Reference No. (Optional)				
Consignee						
Two completed and signed copies of this Declaration must be handed to the operator						
<b>TRANSPORT DETAILS</b>						
This shipment is within the limitations prescribed for: (delete non-applicable)				<b>Airport of Departure</b>		
<input type="checkbox"/> PASSENGER AND CARGO AIRCRAFT		<input type="checkbox"/> CARGO AIRCRAFT ONLY		Shipment type: (delete non-applicable)		
Airport of Destination:				<input type="checkbox"/> NON-RADIOACTIVE <input type="checkbox"/> RADIOACTIVE		
<b>NATURE AND QUANTITY OF THE DANGEROUS GOODS</b>						
<b>Dangerous Goods Identification</b>						
UN or ID Number	Proper Shipping Name	Class or division (Subsidiary class)	Packing Group	Quantity and Type of Packing	Packing Inst	Authorizations
Additional Handling Information 24 HOUR NUMBER :						
ERAP: ERAP telephone number: (Optional)						
I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. I declare that all of the applicable air transport requirements have been met.				_____ Shipper's name  _____ Date  _____ Signature		

# Responsibilities

## A change in the load requires updating the quantity on the shipping document

If the quantity of dangerous goods or the number of small means of containment (capacity of 450 L or less) increases or decreases during transport, the carrier must show the change on the shipping document or on a document attached to the shipping document. Refer to [Subsections 3.5\(4\) and 3.5\(5\)](#).

### Example of how to show the change on a shipping document

UN number	Shipping name (if applicable, technical name)	Primary class	Subsidiary class	Packing group	Toxic by inhalation	Total quantity	Number of small means of containment that require a label
UN1017	CHLORINE	2.3	5.1 8		Yes	<del>116 L</del> 58 L	<del>2</del> 1

### “Residue – Last Contained”

[Subsection 3.5\(4\)](#) of the TDG Regulations states that if a means of containment contains a residue, the words “Residue – Last Contained” may be added before or after the description of the dangerous goods after it has been emptied to the maximum extent feasible.

These words must not be used for dangerous goods included in:

- Class 2, Gases, that are in a small means of containment
- Class 7, Radioactive Materials

It is common for carriers to include the words “Residue – Last Contained” with an empty checkbox and list the quantity of the dangerous goods on the shipping document so that when the container is emptied to the greatest extent possible, the box is checked, and the quantity is struck out to indicate that the load is a residue.

### Example of how to use the words “Residue – Last Contained” on a shipping document

UN number	Shipping name (if applicable, technical name)	Primary class	Subsidiary class	Packing group	Total quantity	Residue – Last Contained
UN1203	GASOLINE	3		II	<del>14 000 L</del>	X

## Location of the shipping document: road

This is the responsibility of the carrier to ensure that a copy of the shipping document is kept:

- within the driver's reach if the driver is in the power unit or in a pocket mounted on the driver's door
- in a location clearly visible to anyone entering the power unit if the driver is out, such as in a pocket mounted on the driver's door or on the driver's seat

## Location of the shipping document and consist: rail

This is the responsibility of the person in charge of a train transporting dangerous goods to ensure that a copy of the shipping document and, when a consist is required, are kept:

- when one or more members of the train crew are present, in the possession of one of them
- when no member of the train crew is present, in the first locomotive

## Location of the shipping document: marine

This is the responsibility of the master of a vessel containing dangerous goods or the master in control of a vessel containing dangerous goods to have readily available on or near the bridge of the vessel a copy of:

- the shipping document
- a list that includes the classification of the dangerous goods

If a road vehicle or a railway vehicle is transported by vessel, the driver or train crew must notify the master of the vessel or the marine carrier of the presence of the dangerous goods and make available to the master a copy of the shipping document.

## Keeping copies of shipping documents

The consignor, carrier and Canadian importer must all keep copies of shipping documents for at least two years. Please note that for this requirement, the shipping documents may also be kept as electronic copies. Refer to [Section 3.11](#).

## Required information

### Information listed on the shipping document

As a **minimum**, the shipping document **must** contain:

- consignor's name and address in Canada or if dangerous goods are being imported, the importer's name and address
- date on which the shipping document, paper or electronic, was prepared or given to the carrier
- description of the dangerous goods in the following order:
  - UN number
  - dangerous goods shipping name, immediately followed by:
    - the technical name, in parenthesis, for dangerous goods subject to [Special Provision 16](#)

- for non-odourized liquefied petroleum gases, the words “Not Odourized” or “Not Odorized” or “Sans odorisant”
  - primary class (including the compatibility group letter for dangerous goods included in Class 1)
  - subsidiary class(es), if applicable
  - packing group in roman numerals (I, II or III), if applicable
  - words “toxic by inhalation” or “toxic – inhalation hazard” or “toxique par inhalation” or “toxicité par inhalation” for dangerous goods subject to [Special Provision 23](#)
- quantity expressed in the International System of Units (SI) or an acceptable unit of measure under the SI system (kg or L) on a shipping document prepared in Canada
- in the case of small means of containment (capacity of 450 L or less), the number of small means of containment that require labels as per [Part 4](#) for each shipping name
- words “24-Hour Number” or “Numéro 24 heures” followed by the phone number at which the consignor (or an authorized agency) may be immediately reached to obtain technical information on the dangerous goods
- consignor’s certification

In some cases, you may need to include more information, such as:

- Emergency Response Assistance Plan (ERAP) reference number preceded or followed by the letters “ERAP” or “PIU” and its telephone number
- Note:** an ERAP is only required for certain dangerous goods. To learn more about ERAP, please consult [Part 7](#) of the TDG Regulations.
- special instructions, such as the control and emergency control temperatures of Classes 4.1 and 5.2
  - flashpoint, if the product is a Class 3, Flammable Liquids (gasoline, diesel, etc.), and is being transported on a vessel
  - words “marine pollutant” or “polluants marins” for dangerous goods that are marine pollutants under [Section 2.7](#) of Part 2 and are being transported on a vessel
  - for a pesticide that is a marine pollutant transported on a vessel, the name and concentration of the most active substance in the pesticide

## Dangerous goods subject to Special Provision 23

[Special Provision 23](#) of the TDG Regulations refers to [Subparagraph 3.5\(1\)\(c\)\(vii\)](#) regarding the shipping document requirement related to the words “toxic by inhalation” or “toxic – inhalation hazard” or “toxique par inhalation” or “toxicité par inhalation”. Therefore, you must place these words on a shipping document immediately at the end of the description of the dangerous goods, found in [Paragraph 3.5\(1\)\(c\)](#).

Below is an example of how a person could display the words “toxic by inhalation” or “toxic – inhalation hazard” or “toxique par inhalation” or “toxicité par inhalation” and express the quantity on a shipping document:

**Example of a way to indicate that a dangerous goods is toxic by inhalation**

UN number	Shipping name (if applicable, technical name)	Primary class	Subsidiary class	Packing group	Toxic by inhalation	Total quantity	Number of small means of containment that require a label
UN1017	CHLORINE	2.3	5.1 8		Yes	116 L	2

## How to express quantity

The unit of measure to express the quantity of dangerous goods for each shipping name on a shipping document prepared in Canada must be a unit of measure included in the International System of Units (SI) or a unit of measure acceptable for use under the SI system (kilograms, litres, etc.):

- for Class 1, Explosives, the quantity must be expressed in net explosives quantity (NEQ) in kg. For explosives subject to [Special Provision 85 or 86](#), it must be expressed in number of articles or NEQ
- for Class 2, Gases, the quantity can be expressed as the capacity in litres of the means of containment

### Example of how to express quantity on a shipping document

UN number	Shipping name (if applicable, technical name)	Primary class	Subsidiary class	Packing group	Toxic by inhalation	Total quantity	Number of small means of containment that require a label
UN1017	CHLORINE	2.3	5.1 8		Yes	116 L	2

## Other requirements

Other documents may be required. For example, such as indicated in [paragraph 3.6\(3\)\(d\)](#) of the TDG Regulations, for shipments of Class 7, Radioactive Materials, it requires more information on the shipping document. You will find the details in the [Packaging and Transport of Nuclear Substances Regulations](#). Please contact the Canadian Nuclear Safety Commission for more details.

For rail shipments, an additional document called a “consist” is required. A consist numerically identifies the railcars that contain dangerous goods in a train. The consist will also identify the type of dangerous goods present in the railcar. You must keep the consist with the shipping document(s). Refer to [Paragraph 3.3](#) of the TDG Regulations.

## Rules for international shipments

The TDG Regulations allow you to prepare shipping documents as set out in other regulations for international shipments. The requirements for international shipments are found, based on your transportation mode, in [Part 9](#) for road transport, [Part 10](#) for rail transport, [Part 11](#) for marine transport and [Part 12](#) for air transport of the TDG Regulations.

**Note:** the consignment should also comply with local regulations (the ones from the “importing” country).

## Consignor’s certification

A consignor’s certification is required on every shipping document accompanying dangerous goods. Essentially, the consignor’s certification is a statement which certifies that the dangerous goods transported are properly classified, packaged and display the appropriate dangerous goods marks. In other words, the statement certifies that the shipment is in compliance with the TDG Regulations.

The certification must be made by the consignor or by an individual acting on their behalf. The name of the consignor (or representative) must be indicated legibly on the shipping document.

## Authorized certifications

The certification must be one of the five certifications allowed in [Section 3.6.1](#) of the TDG Regulations:

- “I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, are properly classified and packaged, have dangerous goods safety marks properly affixed or displayed on them, and are in all respects in proper condition for transport according to the Transportation of Dangerous Goods Regulations.”
- the certification set out in section 172.204 of Title 49 Code of Federal Regulations (CFR)
- the certification set out in section 5;4.1.6 of the International Civil Aviation Organization (ICAO) Technical Instructions
- the certification set out in section 5.4.1.6 of the International Maritime Dangerous Goods (IMDG) Code
- the certification set out in section 5.4.1.6 of the United Nations (UN) Recommendations

## Person making the consignor’s certification

The consignor certification must be made by an individual who is the consignor or by an individual acting on behalf of the consignor. Transport Canada realizes that most consignors are companies with several employees. Therefore, the individual who makes the certification is anyone who prepares the shipment or is responsible for ensuring the shipment complies with the TDG Regulations. A company’s name cannot be listed as the individual who makes the consignor’s certification. The shipping document must bear the name of an individual.

If a carrier is acting on behalf of the consignor and puts their name in the consignor's certification, they must be aware of the responsibilities being delegated by the consignor and must be able to vouch that the requirements indicated in the consignor certification have been met.

## No employee on site to attest the consignor's certification

While Transport Canada realizes that consignors often do not prepare all parts of a shipment, a consignor's certification is still required, and the consignor must take all necessary measures to ensure that the shipment is compliant.

This would also include instances whereby the consignor has contracted a third party to load highway tanks and in which case, the contractor may/would be responsible for completing the consignor certification on behalf of the consignor.

## Name required on the consignor's certification

If the signature is **easily legible** and it **clearly identifies the individual's name**, the signature is acceptable. However, if the signature is not legible, then a signature cannot be used. In this case, the name would also need to be printed to clearly identify the individual who made the consignor's certification.

Essentially, the shipping document must be clear as to who is making the consignor's certification and must be one of the five certifications allowed by Section 3.6.1. Please note that the individual's name **cannot** be part of the consignor's certification. Best practice would be to display the individual's name right after the consignor's certification.

## Re-shipped dangerous goods

When a consignment of dangerous goods is imported into Canada and then re-shipped in Canada, the consignor must ensure that all the required information appears on the shipping document, including the consignor's certification.

For dangerous goods that are or not re-packaged or re-labeled, even though consignors are not always involved in the entire process of shipments, a consignor's certification is still required, and the consignor must take all necessary measures to ensure that the shipment is compliant. This may require the consignor to contact:

- the dangerous goods manufacturer about the correct dangerous goods classification
- the original vendor to ensure the packages comply with the regulatory requirements

## Scenarios

### *Consignor's certification on a new consolidated shipping document*

If a carrier wants to avoid creating the consignor's certification, the carrier needs to carry the original shipping documents or copies of it, with the shipment. In this instance, copies of each consignor certification would be attached to the newly created shipping document that accompanies the dangerous goods.

### *Consignor can't fully certify that the entire contents of the shipment are compliant*

Transport Canada realizes that consignors often do not prepare all parts of a shipment. For example, a carrier supplies the tank, and the consignor supplies the dangerous goods. A consignor's certification is still required, and the consignor must take all necessary measures to ensure the shipment is compliant. This may require the consignor to contact:

- the dangerous goods manufacturer about the correct dangerous goods classification
- the original vendor to ensure the packages comply with the regulatory requirements

### *Options when a consignor has not properly completed the consignor's certification*

When a consignor does not prepare the shipping document and the consignor's certification according to Part 3 of the TDG Regulations, a carrier may:

- refuse to transport the shipment
- contact the consignor in order to bring the shipping document into full compliance

## Compliance with the TDG Act and Regulations

Failure to comply with the [TDG Act](#) and TDG Regulations may lead to fines and/or imprisonment. For more information, you can visit the [TDG website](#) and the [Department of Justice website](#).

## Contact us

For any regulatory questions, please [contact us](#).

## Appendix: examples of shipping document

You may use this example shipping document for most Canadian shipments of dangerous goods. **Required information is highlighted in yellow.** The other spaces are not required but reflect current industry practice.

Shipping document							
Consignor: Name: Address:				Consignee (destination): Name: Address:			
Date:				Point of origin:			
Name of carrier:				Shipping document #:			
Transport unit #:							
Regulated dangerous goods							
24-Hour Number:				(Only if applicable) ERAP reference #: ERAP telephone number:			
UN number	Shipping name (if applicable, technical name)	Primary class	Subsidiary class	Packing group	Toxic by inhalation	Total quantity (kg, L, QNE in kg, or article)	Number of small means of containment that require a label
<p>I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, are properly classified and packaged, have dangerous goods safety marks properly affixed or displayed on them, and are in all respects in proper condition for transport according to the Transportation of Dangerous Goods Regulations.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of the person making the consignor's certification</p>							
Non dangerous goods (see 3.4(2))							
Packages		Description of articles				Weight	
Received in apparent good order: _____				Drivers # :			
Consignee's signature: _____				Drivers signature _____			

You may use this shipping document for most Canadian shipments of dangerous goods. It contains only the information required by the TDG Regulations.

<b>Shipping document</b>							
Consignor name: Address:							
Date:							
<b>Regulated dangerous goods</b>							
24-Hour Number:					(Only if applicable) ERAP reference #: ERAP telephone number:		
UN number	Shipping name (if applicable, technical name)	Primary class	Subsidiary class	Packing group	Toxic by inhalation	Total quantity (kg, L, QNE in kg, or article)	Number of small means of containment that require a label
<p>I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, are properly classified and packaged, have dangerous goods safety marks properly affixed or displayed on them, and are in all respects in proper condition for transport according to the Transportation of Dangerous Goods Regulations.</p> <p style="text-align: center;">_____ Name of the person making the consignor's certification</p>							