



Responsible Care: A Total Commitment

APPENDICES

- | | |
|-------------------|---|
| Appendix A | Dangerous Goods Contact List |
| Appendix B | <ol style="list-style-type: none">1. Laws and regulations2. Model Municipal by-law3. Statement of corporate safety philosophy4. Statement of departmental safety and responsibility5. Examples of operating procedures and standards6. Railroad safety policy of CN/CP |
| Appendix C | <ol style="list-style-type: none">1. Canadian Motor Carrier Evaluation2. Motor Carrier Safety Selection Criteria |
| Appendix D | <ol style="list-style-type: none">1. Emergency response information package2. Emergency response equipment3. Training courses4. Emergency response procedures of CN and CP |
| Appendix E | Awareness support material |

DISCLAIMER

It is important to note that the material contained in these appendices is provided as a courtesy by the organizations concerned. Its purpose is to provide additional information which may help companies in developing their own TRANSCAER materials. Many of the examples here were developed by companies for their own internal use, and do not necessarily appear here in current versions. It is the responsibility of the users of the information contained here to ensure that its application is appropriate for their particular conditions. Persons relying on this material do so at their own risk. Neither the CCPA and its employees nor the CCPA member companies or other organizations which supplied the materials accept any responsibility for the accuracy or authenticity of the materials or the uses made of them.



Dangerous Goods

Contact List

Part I — Federal Regulatory
Agencies

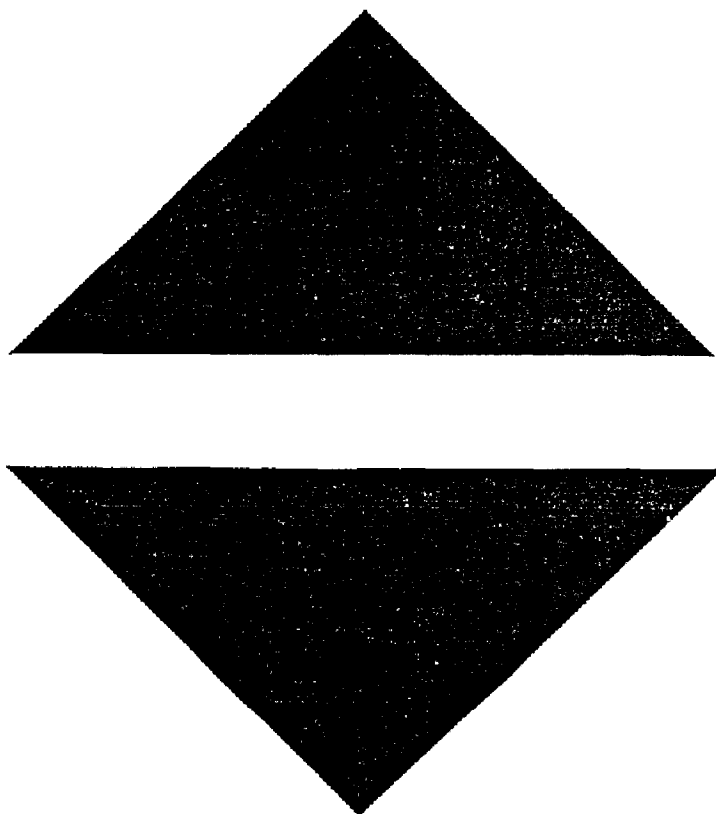
Part II — Provincial Regulatory
Agencies

Marchandises dangereuses

Liste des personnes — ressources

Partie I — Organismes
fédéraux de réglementation

Partie II — Organismes
provinciaux de réglementation



Part I — Federal Regulatory Agencies

Consignors, Manufacturers, Consignees, Warehousemen, Freight Forwarders, Brokers, etc.

Transport Dangerous Goods
Transport Canada
Place de Ville
OTTAWA, Ontario
K1A 0N5
Telephone: (613) 992-4624
Telex: 053-3130

Regional Manager
Transport Dangerous Goods
Transport Canada
Suite 315
549 Columbia Street
New Westminster, BRITISH COLUMBIA
V3L 1B3
Telephone: (604) 666-2955

Regional Manager
Transport Dangerous Goods
Transport Canada
101-22nd Street East
Room 604, Federal Building
Saskatoon, SASKATCHEWAN
S7K 0E5
Telephone: (306) 975-5105

Regional Manager
Transport Dangerous Goods
Transport Canada
391 York Avenue
Room 305
Winnipeg, MANITOBA
R3C 0P4
Telephone: (204) 949-5969

Partie I — Organismes fédéraux de réglementation

Expéditeurs, fabricants destinataires, magasiniers, transporteurs, courtiers, etc.

Regional Manager
Transport Dangerous Goods
Transport Canada
Canada Centre
200 Town Centre Court, 8th Floor
Scarborough, ONTARIO
M1P 4X8
Telephone: (416) 973-4599

Gestionnaire régional
Transport des marchandises dangereuses
Transports Canada
Édifice du Port de Montréal
Cité du Havre, Aile 3
3^e étage
Montréal (QUÉBEC)
H3C 3R5
Téléphone: (514) 283-7369

Regional Manager
Transport Dangerous Goods
Transport Canada
5670 Spring Garden Road
7th Floor
Halifax, NOVA SCOTIA
B3J 1H6
Telephone: (902) 426-6532

Air Transport — Transport aérien

Manager, Dangerous Goods
Aviation Regulation Branch
Operations and Certification Division
Aviation Group
Transport Canada
Centennial Towers, 5th Floor
200 Kent Street
OTTAWA, Ontario
K1A 0N8
Telephone: (613) 990-1059
Telex: 053-3130

Regional Superintendent
Dangerous Goods
Aviation Regulation Branch
Air Carrier Inspection Division
Transport Canada
800 Burrard Street
P.O. Box 220
Vancouver, BRITISH COLUMBIA
V6Z 2G7
Telephone: (604) 666-5655
Telex: 04-54320

Regional Superintendent
Dangerous Goods
Aviation Regulation Branch
Air Carrier Inspection Division
Transport Canada
Federal Building
9820-107th Street
Edmonton, **ALBERTA**
T5K 1G3
Telephone: (403) 420-3873
Telex: 037-2469

Gestionnaire régional
Marchandises dangereuses
Réglementation aérienne
Transporteurs aériens
Transports Canada
Case postale 5000
Aéroport international de Montréal
Dorval (**QUEBEC**)
H4Y 1B9
Téléphone: (514) 633-3120
Télex: 05-822544

Regional Superintendent
Dangerous Goods
Aviation Regulation Branch
Air Carrier Inspection Division
Transport Canada
333 Main Street
P.O. Box 8550
Winnipeg, **MANITOBA**
R3C 0P6
Telephone: (204) 949-3139
Telex: 07-57615

Regional Superintendent
Dangerous Goods
Aviation Regulation Branch
Air Carrier Inspection Division
Transport Canada
Heritage Court
P.O. Box 42
Moncton, **NEW BRUNSWICK**
E1C 8K6
Telephone: (506) 857-7247
Telex: 014-2666

Regional Superintendent
Dangerous Goods
Aviation Regulation Branch
Air Carrier Inspection Division
Transport Canada
4900 Yonge Street, Suite 300
Willowdale, **ONTARIO**
M2N 6A5
Telephone: (416) 224-3282
Telex: 06-986553

Marine Transport – Transport maritime

Senior Surveyor Dangerous Goods
Containers and Cargoes
Ship Operations
Canadian Coast Guard
Tower A, Place de Ville
OTTAWA, Ontario
K1A 0N7
Telephone: (613) 991-3143
Telex: 053-3128

Regional Surveyor Dangerous Goods
Central Region
Canadian Coast Guard
One Yonge Street-20th Floor
Toronto Star Building
Toronto, **ONTARIO**
M5E 1E5
Telephone: (416) 973-2276
Telex: 062-3317

Regional Superintendent Ship Safety-Technical
Western Region
Canadian Coast Guard
224 West Esplanade
North Vancouver, **BRITISH COLUMBIA**
V7M 3J7
Telephone: (604) 984-3845
Telex: 04-352599

Expert sénior régional
Region des Laurentides
Garde côtière canadienne
104, rue Dalhousie
Sécurité des navires
Québec Terminus
Québec (**QUEBEC**)
G1K 4B8
Téléphone: (418) 648-5332
Télex: 051-3051

Regional Surveyor Dangerous Goods
Maritimes Region
Canadian Coast Guard
Queen Square
Alderney Drive, 11th Floor
P.O. Box 1013
Dartmouth, **NOVA SCOTIA**
B2Y 4K2
Telephone: (902) 426-6708
Telex: 019-22510

Regional Surveyor Dangerous Goods
Newfoundland Region
Canadian Coast Guard
34 Harvey Road
P O Box 1300
St. John's, **NEWFOUNDLAND**
A1C 6H8
Telephone: (709) 772-5165
Telex: 016-3369

Railway Transport – Transport Ferroviaire

Chief, Compliance and
Dangerous Goods Coordinator –
Eastern Canada
Operations Branch
Railway Transport Committee
Canadian Transport Commission
25 Eddy Street (Hull, Québec)
OTTAWA, Ontario
K1A 0N9
Telephone: (819) 997-7077
Telex: 053-4254

Dangerous Goods Coordinator –
Western Canada and Chief, Operations
Railway Transport Committee
Canadian Transport Commission
Suite 1740, Royal Centre
1055 West Georgia Street
Vancouver, **BRITISH COLUMBIA**
V6E 3P3
Telephone: (604) 666-0011

Chief, Dangerous Goods
Railway Transport Committee
Canadian Transport Commission
Room 370
Government of Canada Bldg.
220–4th Avenue S.E.
P.O. Box 2917
Station "M"
Calgary, **ALBERTA**
T2P 3C3
Telephone: (403) 292-4811

Chief, Equipment & Dangerous Commodities
Railway Transport Committee
Canadian Transport Commission
700-433 Main Street
Winnipeg, **MANITOBA**
R3B 1B3
Telephone: (204) 949-4214 or
949-7299

Chief, Dangerous Commodities
Railway Transport Committee
Canadian Transport Commission
20 Toronto Street, 5th Floor
Toronto, **ONTARIO**
M5C 2B8
Telephone: (416) 973-9820

Équipement et installations de
matière dangereuses
CTCF-CCT
Suite 701
685, rue Cathcart
Montréal (**QUEBEC**)
H3B 1M7
Téléphone: (514) 283-5722

Chief, Operations and Maintenance
Railway Transport Committee
Canadian Transport Commission
4th Floor, Terminal Plaza Bldg.
1222 Main Street
Moncton, **NEW BRUNSWICK**
E1C 1H6
Telephone: (506) 857-7040

Explosives – Explosifs

Chief Inspector of Explosives and Director
Explosives Branch
Energy, Mines and Resources Canada
Sir William Logan Building
580 Booth Street
OTTAWA, Ontario
K1A 0E4
Telephone: (613) 993-7211

Regional Inspector of Explosives
Energy, Mines and Resources Canada
Sir William Logan Building
580 Booth Street
Ottawa ONTARIO
K1A 0E4
Telephone: (613) 993-7211

Regional Inspector of Explosives
Energy, Mines and Resources Canada
Sun Tower Building, 7th Floor
100 West Pender Street
Vancouver, BRITISH COLUMBIA
V6B 1R8
Telephone: (604) 666-0366

Inspecteur régional des Explosifs
Energie, Mines et Ressources Canada
1262, avenue Maguire
Sillery (QUÉBEC)
G1T 2R8
Téléphone: (418) 648-7702

Regional Inspector of Explosives
Energy, Mines and Resources Canada
Harry Hays Building
220-4th Avenue S.E.
P.O. Box 2868, Station "M"
Calgary, ALBERTA
T2P 3C2
Telephone: (403) 292-4766

Regional Inspector of Explosives
Energy, Mines and Resources Canada
2000 Barrington Street
Room 410
Halifax, NOVA SCOTIA
B3J 3K1
Telephone: (902) 426-3599

Radioactive Material – Matières radioactives

Transportation Section
Radioisotopes and Transportation Division
Atomic Energy Control Board
270 Albert Street
P O Box 1046
OTTAWA, Ontario
K1P 5S9
Telephone: (613) 995-0553

Hazardous Wastes – Déchets dangereux

Officer, TDGA Program
Waste Management Division
Conservation and Protection
Environment Canada
Place Vincent Massey, 13th Floor
351 St. Joseph Boulevard
HULL, Québec
K1A 0E7
Telephone: (819) 997-3377
Telex: 053-4567

Project Engineer
Environment Emergency Group
Environmental Protection Service
Kapilano 100 – Park Royal,
3rd Floor
West Vancouver, BRITISH COLUMBIA
V7T 1A2
Telephone: (604) 666-6711
Telex: 04-54476

Regional Environmental Emergency
Coordinator
Environmental Protection Service
Environment Canada
Twin Atria No. 2
4999 - 98 Avenue
Edmonton, ALBERTA
T6B 2X3
Telephone: (403) 468-8020
Telex: 037-3699

Manager, Environmental Contaminants
Division
Conservation and Protection
Environment Canada
25 St. Clair Avenue East, 7th Floor
Toronto, ONTARIO
M4T 1M2
Telephone: (416) 973-5840
Telex: 062-3601

Urgences et résidues
Service de la protection environnementale
Environnement Canada
1179, rue De Bleury
Montréal (QUÉBEC)
H3B 3H9
Téléphone: (514) 283-4670
Télex: 055-60234

Head, Hazardous Waste Section
Contaminants and Assessments Branch
Environmental Protection Service
Environment Canada
5th Floor, Queen Square
45 Alderney Drive
Dartmouth, NOVA SCOTIA
B2Y 2N6
Telephone: (902) 426-6141
Telex: 019-21565

Public Harbours – Ports publics

Operations Advisor
99 Metcalfe Street, 8th Floor
Harbours and Ports Directorate
Transport Canada
Place de Ville, Tower A
OTTAWA, Ontario
K1A 0N6
Telephone: (613) 957-6787
Telex: 053-3128

Ports – Ports

Senior Advisor
Technical Services Branch
Ports Canada
99 Metcalfe Street, 8th Floor
OTTAWA, Ontario
K1A 0N6
Telephone: (613) 957-6787
Telex: 053-4127

Harbour Master
Vancouver Port Corporation
1900-200 Granville Street
VANCOUVER, British Columbia
V6C 2P9
Telephone: (604) 666-2405
Telex: 04-55484

Manager, Operations
Prince Rupert Port Corporation
110-3rd Avenue West
PRINCE RUPERT, British Columbia
V8J 1K8
Telephone: (604) 627-7545
Telex: 047-89192

Surveillant des quais
Ports Canada
Port de Sept-Îles
Case postale 280
SEPT-ÎLES (Québec)
G4R 4K5
Téléphone: (418) 968-1231
Télex: 051-8-4209

Surintendant des terminus
Port de Trois-Rivieres
1545 du Fleuve
Case postale 999
TROIS-RIVIERES (Québec)
G9A 5K2
Téléphone: (819) 378-2887
Telex: 05-837226

Capt de port adjoint ou agent
Prévention des incendies et sinistres
Édifice du port de Montreal
Aile n°2, 3^{ème} étage
Cité du Havre
MONTREAL (Québec)
H3C 3R5
Téléphone: (514) 283-7026
Télex: 05-267678

Agent de prévention
Port de Québec
271 De L'estuaire
Case postale 2268
QUEBEC (Québec)
G1K 7P7
Téléphone: (418) 648-3896
Télex: 051-2297

Ass't Harbour Master and
E.P.L.O.
Saint John Port Corporation
133 Prince William Street
P.O. Box 6429 Station A
SAINT JOHN, New Brunswick
E2L 4R8
Telephone: (506) 648-4683 or 648-4884
or
648-4843
Telex: 01447281

Director Operations & Harbours Master or
Ass't. Harbour Master or Environmental Officer
Operations Department
Port of Halifax
Terminal Road
P O Box 336
HALIFAX, Nova Scotia
B3J 2P6
Telephone: (902) 426-3648
or
426-3115
Telex: 019-21643

Harbour Master
Port of St. John's
P.O. Box 6178
ST. JOHN'S, Newfoundland
A1C 5X8
Telephone: (709) 772-4667
Telex: 016-3343

St. Lawrence Seaway – Voie maritime du Saint-Laurent

Director/Chief Marine Section
The St. Lawrence Seaway Authority
Operations and Maintenance Branch
202 Pitt Street
Cornwall, **ONTARIO**
K6J 3P7
Telephone: (613) 932-5170
Telex: 05-811517

Part II — Provincial Regulatory Agencies

Partie II — Organismes provinciaux de réglementation

Road Transport — Transport routier

Director, Administration and Road Safety
Motor Vehicle Department
Ministry of Transportation and Highways
2631 Douglas Street
Victoria, **BRITISH COLUMBIA**
V8T 5A3
Telephone: (604) 387-3142 or 387-5585
Telex: 049-7273

Executive Director
Dangerous Goods Control
Public Safety Services
10320-146th Street
Edmonton, **ALBERTA**
T5N 3A2
Telephone: (403) 422-9600
Telex: 037-41791

(ALBERTA will also do Consignors, Manufacturers, Consignees, etc.)
(L'Alberta s'occupera également des expéditeurs, fabricants, destinataires, etc.)

Dangerous Goods Officer
Transport Services Branch
Saskatchewan Highways and
Transportation
2260-11th Avenue, 12th Floor
Regina, **SASKATCHEWAN**
S4P 3V5
Telephone: (306) 787-5527

Dangerous Goods Handling and
Transportation Information
Environmental Management Division
Department of Environment, Workplace
Safety & Health
Bldg. 2, 139 Tuxedo Avenue
Winnipeg, **MANITOBA**
R3N 0H6
Telephone: (204) 945-7094
Telex: 07-587589

Manager, Operational Policy and
Standards Office
Ontario Ministry of Transportation
and Communications
Room 212, West Building
1201 Wilson Avenue
Downsview, **ONTARIO**
M3M 1J8
Telephone: (416) 235-3568 or
235-3569

Direction du transport routier
des marchandises
Ministère des Transports
700 est. St-Cyrille — 22^e étage
Québec (**QUÉBEC**)
G1R 5H1
Téléphone (418) 643-2235
Télex: 051-3733

Registrar of Motor Vehicles
Motor Vehicle Division
Department of Transportation
Kings Place, York Tower
York Street
P O. Box 6000
Fredericton, **NEW BRUNSWICK**
E3B 5H1
Telephone: (506) 453-2407
Telex: 014-46230

Supervisor or Director
Motor Vehicle Inspection Division
Road Transport Inspection Section
Department of Transportation
6061 Young Street
P.O. Box 156
Halifax, **NOVA SCOTIA**
B3J 2M4
Telephone: (902) 424-4335
Telex: 019-22866

Manager Equipment Support
Department of Transportation
P.O. Box 4750
St. John's, **NEWFOUNDLAND**
A1C 5T7
Telephone: (709) 576-3288
Telex: 016-3101

Director
Highway Safety Division
Transportation and Public Works
17 Haviland Street
P.O. Box 2000
Charlottetown, **PRINCE EDWARD ISLAND**
C1A 7N8
Telephone: (902) 566-2474
Telex: 014-44154

Manager Environmental Services
Pollution Control Division
Department of Renewable Resources
Government of the Northwest Territories
P.O. Box 1320
Yellowknife, **NORTHWEST TERRITORIES**
X1A 2L9
Telephone: (403) 873-7654
Telex: 034-455 28

Transportation of Dangerous Goods
Coordinator
Department of Community &
Transportation Services
P.O. Box 2703
Whitehorse, **YUKON**
Y1A 2C6
Telephone: (403) 667-3032
Telex: 036-8-260

Hazardous Wastes – Déchets dangereux

Environmental Safety Program Officer
Waste Management Branch
Ministry of the Environment
Parliament Buildings
810 Blanshard Street
Victoria, **BRITISH COLUMBIA**
V8V 1X5
Telephone: (604) 387-9955

Branch Head
Pollution Control Division
Waste Management Branch
Alberta Environment
Oxbridge Place
9820-106th Street
Edmonton, **ALBERTA**
T5K 2J6
Telephone: (403) 427-5868

Director, Land Protection Branch
Saskatchewan Environment
Walter Scott Building
3085 Albert Street
Regina, **SASKATCHEWAN**
S4S 0B1
Telephone: (306) 787-6183

Dangerous Goods Handling and
Transportation Information
Environmental Management Division
Department of Environment,
Workplace Safety & Health
Bldg. 2, 139 Tuxedo Avenue
P.O. Box 7
Winnipeg, **MANITOBA**
R3N 0H6
Telephone: (204) 945-7094
Telex: 07-587589

Industrial Waste Management Unit
Waste Management Branch
Ontario Ministry of the Environment
40 St. Clair Avenue West, 5th Floor
Toronto, **ONTARIO**
M4V 1M2
Telephone: (416) 323-5200

Directeur des substances dangereuses
Direction générale du Milieu terrestre
Ministère de l'Environnement
3900, rue Marly
Ste-Foy (**QUÉBEC**)
G1X 4E4
Téléphone: (418) 643-3794

Hazardous Waste Officer
Pollution Control Branch
Environment New Brunswick
364 Argyle Street
P.O. Box 6000
Fredericton, **NEW BRUNSWICK**
E3B 5H1
Telephone: (506) 453-2861
Telex: 014-46230

Environmental Engineer
Environmental Assessment Division
Department of the Environment
5151 Terminal Road
P.O. Box 2107
Halifax, **NOVA SCOTIA**
B3J 3B7
Telephone: (902) 424-5300
Telex: 019-22734

Environmental Investigations Division
Department of the Environment
West Block, 4th Floor
Confederation Building
P.O. Box 4750
St. John's, **NEWFOUNDLAND**
A1C 5T7
Telephone: (709) 576-2565
Telex: 016-4197

Chief, Air and Solid Waste Management Section
Environmental & Technical Services Unit
Department of Community Affairs
11 Kent Street
Jones Building, 3rd Floor
P.O. Box 2000
Charlottetown, **PRINCE EDWARD ISLAND**
C1A 7N8
Telephone: (902) 892-0311
Telex: 014-44154

Manager Environmental Services
Pollution Control Division
Department of Renewable Resources
Government of the Northwest Territories
P.O. Box 1320
Yellowknife, **NORTHWEST TERRITORIES**
X1A 2L9
Telephone: (403) 873-7654
Telex: 034-45528 or 034-45531

Transportation of Dangerous Goods
Coordinator
Department of Community and
Transportation Services
P.O. Box 2703
Whitehorse, **YUKON**
Y1A 2C6
Telephone: (403) 667-3032
Telex: 036 8 260

APPENDIX B-1

LAWS AND REGULATIONS GOVERNING TRANSPORTATION OF CHEMICALS IN CANADA

FEDERAL

- Transportation of dangerous goods regulations under the Transportation of Dangerous Goods Act - effective 1985, July 01.
- Canadian Transport Commission regulations respecting the movement of dangerous commodities by rail (the "red-book") - updated as required.
- C.T.C. - General Orders
Example: 0-30 piggyback cargo tank regulation.
- International Maritime Dangerous Goods Code (the UN code).
- International Air Transport Association (IATA) regulations.
- Atomic Energy Control Act.
- Explosives Act
- Safe Containers Act
- WHMIS - effective 1988 October 31.

PROVINCIAL

Alberta

ACT: Transportation of Dangerous Goods Control Act.
S.A. 1982 Chapter T-65

REGULATIONS: Transportation of Dangerous Goods Control Regulations.
Alberta Regulations 383/85 Effective 1986 February 1

British Columbia

ACT: Transportation of Dangerous Goods Act - Statute of British
Columbia 1985 Chapter 17.

REGULATIONS: Transportation of Dangerous Goods British Columbia
Regulations 203/85 - 1985 July 23.

Manitoba

ACT: The Dangerous Goods Handling and Transportation Act
C.C.S.M. Chapter D-12 enacted 1984.

REGULATIONS: Regulation under the Dangerous Goods Handling and
Transportation Act respecting the handling, offering for
transport and transporting of dangerous goods.
Manitoba Regulation 172/85 - 1985 August 24.

New Brunswick

Regulations yet to be enacted.

Newfoundland

ACT: Dangerous Goods Transportation Act.
Statute of Newfoundland 1983 Chapter 45.

REGULATIONS: Dangerous Goods Transportation Regulations 1985.
Newfoundland Regulation 305/85 1985 De

Nova Scotia

ACT: Dangerous Goods Transportation Act Statute of Nova Scotia
1982 Chapter 5.

REGULATIONS: General Regulations under the Dangerous Goods
Transportation Act Nova Scotia Regulation 152/85

Ontario

ACT: Dangerous Goods Transportation Act 1981

REGULATIONS: Under Dangerous Goods Transportation Act 1981 Ontario
Regulation 363/85 1985.

Prince Edward Island

ACT: Dangerous Goods (Transportation Act) Statute of Prince
Edward Island 1981 Chapter 9

REGULATIONS: Transport of Dangerous Substances Regulations.

Quebec

ACT: Transportation of Dangerous Goods Act S. C. 1980-81-82-83, c.36

REGULATIONS: Transportation of Dangerous Substances Regulation O.C. 29-86
1986

Saskatchewan

ACT: The Dangerous Goods Transportation Act Statute of Saskatchewan 1984-85 Chapter D-1.2.

REGULATIONS: Dangerous Goods Transportation Regulations. Saskatchewan Regulations Chapter D-1.2. Regulation 1 as amended by Saskatchewan Regulation 96/86/ 1986 August 21.

North West Territories

ACT: Transportation of Dangerous Goods Act S.C. 1980-81-82-83 Chapter 36

REGULATIONS: Transportation of Dangerous Goods Regulations North West Territories Regulation R-048-85 1985 September 20.

Yukon

ACT: Dangerous Goods Transportation Act S.Y.T. 1985 Chapter 13.

REGULATIONS: Dangerous Goods Transportation Regulations O.I.C. L986/118 1986 July 17.

Trans Border Shipments

ACT: U.S. Department Transport Title 49 of the Code of Federal Regulations Parts 100-397 Inc.

OTHER PROVINCIAL ACTS

All provinces with the exception of New Brunswick have enacted regulations encompassing the federal Transportation of Dangerous Goods regulations.

In addition there are other provincial acts and regulations that may have application to your operations.

Some examples are as follows:

Alberta: Hazardous Chemicals Act
Hazardous Waste Regulations

British Columbia: Waste Management Act

Manitoba: Clean Environment Act and Regulations

Ontario: Environmental Protection Act and Regulations

Prince Edward Island: Environmental Protection Act and Regulations

Quebec: Environmental Protection Act and Regulations
Transportation of Dangerous Substances Montreal Regional
Tunnels.

Saskatchewan: Environmental Spills and Control Regulations

*This is by no means a complete list of Provincial Acts and Regulations.
A more detailed list is available from the individual provinces.*

MUNICIPAL REGULATIONS

Municipalities may have specific regulations restricting the movement of dangerous goods or may require prior notification.

Example: To transit the City of Edmonton you must give appropriate notification to the local fire authorities.

Note: For municipalities which do not regulate the movement of dangerous goods but are considering doing so, a copy of a model by-law, developed by the Canadian Conference of Motor Transport Administrators (CCMTA), is provided for guidance.

TRANSCAER SEMINAR MANUAL
APPENDIX B-2

MODEL BY-LAW

CITY/TOWN OF XXXXXXXXXX

PROVINCE OF XXXXXXXXXX
[or XXXXXXXXXX TERRITORY]

BY-LAW NUMBER XXX

A BY-LAW OF THE CITY/TOWN OF XXXXXXXXXXXX, IN THE
PROVINCE OF XXXXXXXXXXXX [OR XXXXXXXXXXXX TERRITORY], TO REGULATE
THE TRANSPORTATION OF DANGEROUS GOODS

WHEREAS, the Council of the City/Town of XXXXXXXXXXXX, duly assembled, deems it advisable to set forth the terms and conditions to regulate the transportation of dangerous goods in and through the City/Town of XXXXXXXXXXXX;

NOW THEREFORE, the Council of the City/Town of XXXXXXXXXXXX, pursuant to the authority vested in it by Section xxx of the [quote the name of the provincial or territorial legislation which provides the authority to make such by-laws in your jurisdiction], hereby enacts as follows:

1. This By-law may be cited as the "Transportation of Dangerous Goods Routing By-law".
2. Definitions in the [quote the name of the provincial or territorial legislation which regulates the transportation of dangerous goods in your jurisdiction] and Regulations made pursuant thereto, as applicable; and the definitions in the [quote the name of the provincial or territorial legislation which regulates the movement of motor vehicles on highways or roads in your jurisdiction] and Regulations made pursuant thereto, as applicable; are adopted for the purposes of the interpretation and the application of this By-law.
3. No person shall transport within the corporate limits of the City/Town of XXXXXXXXXXXX, any dangerous goods for which placards are required by the [quote the name of the provincial or territorial legislation which regulates the transportation of dangerous goods in your jurisdiction] and Regulations made pursuant thereto in or on any vehicle other than on an approved Dangerous Goods Route as shown on the map in Appendix "A", attached to and forming part of this By-law, and as identified by such signs, as shall be posted, set out in Appendix "B", attached to and forming part of this By-law, unless the said person is:

CITY/TOWN OF XXXXXXXXXXXX

BY-LAW NUMBER XXX

APPENDIX "A"

[Insert a map of the City/Town on which the Dangerous Goods Routes have been highlighted and an appropriate legend designates them as such or simply describe the designated routes]

CITY/TOWN OF XXXXXXXXXXXX

BY-LAW NUMBER XXX

APPENDIX "B"

[Insert illustrations of those signs being used to designate your Dangerous Goods Routes. The design standards and specifications for these signs as set out in the Uniform Traffic Control Manual for Canada are included in these guidelines as Appendix "D"]

TRANSCAER SEMINAR MANUAL

APPENDIX B-3

Example of a statement of corporate safety philosophy

**WE WILL NOT MAKE, HANDLE, USE, SELL, TRANSPORT OR
DISPOSE OF A PRODUCT UNLESS WE CAN DO SO SAFELY,
AND IN AN ENVIRONMENTALLY SOUND MANNER.**

(Courtesy of Du Pont Canada Inc.)



Du Pont Physical Distribution Guidelines



GUIDELINE NO. 16 - CORPORATE RESPONSIBILITY

INTRODUCTION

Physical distribution is considered an extension of Du Pont's manufacture processes and an important part of responsible care for our products. As such, it should receive the same emphasis as plant safety, environmental and public affairs considerations, and other high priority Company responsibilities. This guideline points out areas of corporate responsibility regarding the safe distribution of dangerous goods.

OPERATING DEPARTMENTAL RESPONSIBILITY

Goals

Primary responsibility for physical distribution safety belongs to the manufacturing group. Each site, including Distribution Centres and General Products, should establish physical distribution goals and develop and implement programs to attain them. These goals should include the prevention of personal injuries and damage to public and private property, preservation of the environment, and total compliance with all applicable regulations.

Attaining the goals above will require that the sites commit themselves to instilling in employees and agents an appreciation of the need for physical distribution safety, and an awareness that materials are considered to be "in process" until they reach their final destination.

Site Management Responsibility

Site management is responsible for:

- Keeping abreast of new and revised regulations regarding the transportation of dangerous goods and ensuring compliance.
- Assigning an individual to develop and implement a Safety in Distribution Program for the site and to serve as a liaison between his unit and Distribution and General Services division.

Revised 1986 July 01

- Establishing clear lines of responsibilities regarding physical distribution and hold those given this responsibility accountable for performance. These responsibilities should include development of procedures, training, implementation, auditing and publicity.
- Ensuring that an effective Transportation Emergency Plan has been developed and includes all hazardous products shipped and received.

Product Division Responsibility

Product Divisions must be thoroughly familiar with their site's goals and program and should co-operate fully with them in all aspects of the program. In addition, they are responsible for:

- Assigning an individual to co-ordinate their Safety in Distribution activities and TEP Plan.
- Providing customers with appropriate product information to help them to receive and use our products safely.
- Assisting customers who ship our materials to comply with all applicable shipping regulations and good shipping practices.*
- Establishing and regularly testing a Transportation Emergency Plan** for all hazardous commodities they market.

Distribution and General Services Division Responsibility

The Distribution and General Services Division (D&GS) is responsible for establishing objectives for, and co-ordination of, all the Safety in Distribution (S.I.D.) programs within the Company and for ensuring that the Company complies with all the relevant regulations regarding the transportation of dangerous good. A Co-ordinator of the Safety in Distribution Program has been appointed and assigned the responsibility to:

- Establish, revise and maintain the corporate Safety in Distribution Guidelines and Distribution Data Sheets.

* See Guideline #11 - Information Provided to Customers

** See Guideline #9 - Handling of Transportation Emergencies

- Establish, revise and maintain the corporate Du Pont Emergency Assistance Plan (DEAP).
- Define responsibilities for the Emergency Response Team and ensure that these responsibilities are being met.
- Ensure that the Company is participating effectively in the Canadian Chemical Producers' Association (C.C.P.A.) Transportation Emergency Assistance Plan (T.E.A.P.)
- Maintain good relationships with legislative bodies, carriers and the C.C.P.A.
- Provide consultative services as required to the rest of the Corporation on all aspects of the program.
- Provide training aids for the use of the S.I.D. co-ordinators.
- Be thoroughly aware of all existing and proposed legislation in this field.
- Co-ordinate and, when appropriate, deliver to those responsible the corporate response to legislation and proposed legislation in the field.
- Maintain a record of transportation incidents.

Revised 1986 July 01



DUPONT CANADA INC.

DISTRIBUTION AND GENERAL SERVICES DIVISION
TRANSPORTATION AND DISTRIBUTION SECTION

DISTRIBUTION CENTRE OPERATIONS GUIDE

SECTION:

PAGE:

1

OF

2

SUBJECT: TRAILER PRELOADING/UNLOADING CHECK PROCEDURES

PURPOSE:

To insure the safety of personnel involved in the loading and off-loading of materials from carriers' vehicles and to prevent damage to equipment and product.

RESPONSIBILITY:

It is the responsibility of each employee involved in this activity to strictly adhere to the procedures defined herein.

PRIMARY CONSIDERATIONS:

- 1) Complete a loading/unloading checklist for each truck handled.
- 2) Attain tractor keys when tractor remains attached.
- 3) Place a trailer jack under the trailer nose when tractor not attached.
- 4) Check that wheels are correctly chocked.
- 5) Check that placards are set correctly.

DETAILS OF THE PROCEDURE:

- 1) A copy of the trailer preloading/unloading checklist is to be completed for each truck handled.
- 2) If the tractor is attached, the Distribution Operator must have possession of the tractor keys before beginning the job. Should the driver not wish to surrender his keys, he has the option of unpinning from the trailer.
- 3) If the tractor is not attached, the nose of the trailer must be jacked. Place the jack under the nose with the wheels parallel to the loading dock and raise the jack so that the plate on top is flush against the metal floor covering.
- 4) Check to insure that the wheel chocks are positioned properly against one wheel on each side of the trailer.



DUPONT CANADA INC.

DATE: _____

SUPERCEDES: _____

DISTRIBUTION AND GENERAL SERVICES DIVISION
TRANSPORTATION AND DISTRIBUTION SECTION

DISTRIBUTION CENTRE OPERATIONS GUIDE

SECTION: _____ PAGE: 2 OF 2

SUBJECT: TRAILER PRELOADING/UNLOADING CHECK PROCEDURE

- 5) Check the underside of the trailer floor for signs of unusual wear such as loose cross beams, cracked flooring, etc.
- 6) Check the underside of the van for leaks of materials.
- 7) Check the dolly legs to insure that they are not bent or structurally weakened in other ways.
- 8) Check the floor of the trailer (interior) for holes, etc.
- 9) Check the walls of the trailer for defects - loose load lock rails, etc.
- 10) Check to insure the placards are reading the correct warning for the product contained in the trailer.
- 11) Remove the dock plate when the loading/unloading is completed.
- 12) Remove the trailer jack when load is completed (when appropriate).
- 13) Place the trailer jack against the loading dock wall.
- 14) Return the keys to the driver.
- 15) Check for ice build-up under chocks - remove and salt when necessary.

**DU PONT CANADA SCARBOROUGH DISTRIBUTION CENTER
VAN PRE-LOADING/UNLOADING CHECKLIST**

If the unit is XXXXX or is manufactured prior to 1977, cease the operation and report to your supervisor for instructions.

If the unit is a XXXXX trailer (ANY YEAR) and the tractor is not attached, ensure it is double jacked before loading or unloading. The two jacks must remain under the unit until a tractor is ready to be attached.

Check appropriate item: Unloading ____ Loading ____ Unloading & Reloading ____

IF TRACTOR IS NOT ATTACHED	YES	NO
1) Is jack in position?	_____	_____
2) Are chocks in position?	_____	_____

IF TRACTOR IS ATTACHED (DRIVERS ARE NOT PERMITTED TO WAIT IN TRACTOR)		
1) Are chocks in position?	_____	_____
2) Is tractor turned off?	_____	_____
3) Do you have tractor keys in your possession?	_____	_____

TRANSPORTATION OF DANGEROUS GOODS		
1) Are placards correct?	_____	_____
2) Type used? Inbound _____ Outbound _____	_____	_____
3) Is documentation correct?	_____	_____

GENERAL		
1) Is the landing gear free of cracks and damage?	_____	_____
2) Is the exterior of the van in good condition?	_____	_____
3) Are all rivets in place and in good condition?	_____	_____
4) Are tires in good condition?	_____	_____
5) Are mud flaps in place?	_____	_____
6) Are the interior sidewalls, roof and floor in good condition? (free of holes, etc.)	_____	_____
7) Is the load in good condition?	_____	_____

POST UNLOADING/LOADING CHECK LIST		
1) Has the jack been removed?	_____	_____
2) Have the keys been returned to the driver?	_____	_____
3) Has the load been properly braced? Straps _____ Fences _____ Plywood _____	_____	_____
4) Have the dock/warehouse doors been closed?	_____	_____

IF YOU HAVE ANSWERED NO TO ANY OF THE ABOVE QUESTIONS, DO NOT PROCEED UNTIL YOU HAVE CORRECTED THE SITUATION, AND/OR CONTACTED A SUPERVISOR.

DISTRIBUTION OPERATOR _____	DATE _____
TRANSPORT _____	VAN # _____ MODEL _____
OTHER _____	OTHER _____

Note: XXXXX refers to equipment from manufacturers who have been classified as unacceptable because of past performance.



RAPPORT DE DÉFECTUOSITÉS/DEFECT REPORT

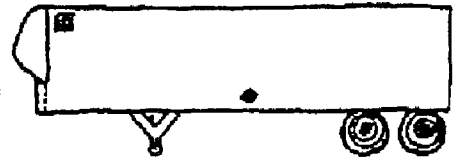
(1) (2)

N° camion: _____ N°1 remorques: _____ Compteur km/Odometer: _____ Date: _____
Truck No: _____ Trailer No: _____

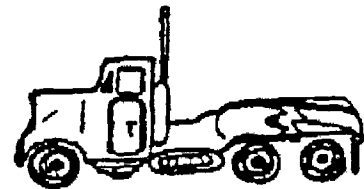
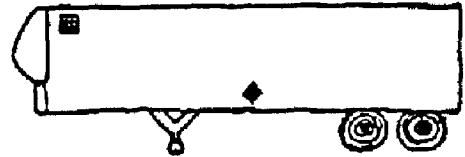
SIEGE DES DÉFECTUOSITÉS LOCATION OF DEFECT	✓
Moteur/Engine	<input type="checkbox"/>
Embrayage/Clutch	<input type="checkbox"/>
Boîte de vitesses Transmission	<input type="checkbox"/>
Différentiel/Differential	<input type="checkbox"/>
Direction/Steering	<input type="checkbox"/>
Pneus/Tires	<input type="checkbox"/>
Freins/Brakes	<input type="checkbox"/>
Éclairage/Lights	<input type="checkbox"/>
Batterie/Battery	<input type="checkbox"/>
Suspension	<input type="checkbox"/>
5 ^e Roue/Fifth Wheel	<input type="checkbox"/>
Carrosserie/Body	<input type="checkbox"/>
Joint étanche/Oil Seal	<input type="checkbox"/>
Pattes d'atterrissage Landing Gears	<input type="checkbox"/>
Divers/Miscellaneous	<input type="checkbox"/>

NATURE DES DÉFECTUOSITÉS/DESCRIPTION OF DEFECT

(1)



(2)



Chauffeur/Driver: _____ Répartiteur/Distributor: _____ Date: _____



DUPONT CANADA INC.

DATE: _____

SUPERCEDES: _____

DISTRIBUTION AND GENERAL SERVICES DIVISION
TRANSPORTATION AND DISTRIBUTION SECTION

DISTRIBUTION CENTRE OPERATIONS GUIDE

SECTION: _____

PAGE: 1 OF 2

SUBJECT: LOADING PROCEDURES

PURPOSE:

To ensure the safety of all personnel involved in the loading of trailers and to prevent damage to equipment and materials.

RESPONSIBILITY:

It is the responsibility of all persons involved in the loading of trailers to adhere to the procedures defined herein.

PRIMARY CONSIDERATIONS:

- 1) All vehicles being loaded must be properly chocked or secured by the Dok Lok mechanism when appropriate.
- 2) Any trailer which has been dropped at the loading dock must be jacked as outlined in the jacking procedures.
- 3) Weight must be evenly distributed throughout the trailer (applicable to full loads only).

DETAILS OF THE PROCEDURE:

- 1) Have the driver back into the available door nearest the material to be shipped.
- 2) Check to insure that both wheels of the trailer are properly chocked. It is your responsibility to confirm that the chocking is done correctly.
- 3) If the trailer has been dropped at the door, place a jack under the nose of the trailer as outlined in the trailer jacking procedures. It is the Distribution Operator's responsibility to jack the trailer.
- 4) Complete the van pre-loading/unloading checklist. This checklist must be completed for every trailer you load or unload.
- 5) Ask the driver for his keys or have him unpin from the trailer. If he refuses, see your supervisor.
- 6) If the unit is a trailmobile manufactured prior to 1977, cease the operation and report to your supervisor for instructions.



DUPONT CANADA INC.

DATE: _____

SUPERCEDES: _____

DISTRIBUTION AND GENERAL SERVICES DIVISION
TRANSPORTATION AND DISTRIBUTION SECTION

DISTRIBUTION CENTRE OPERATIONS GUIDE

SECTION: _____

PAGE: 2 OF 2

SUBJECT: LOADING PROCEDURES

DETAILS OF THE PROCEDURE:-

- 7) Check the bill carefully to insure you are shipping the correct product and that the order is correct. The shipper is equally as responsible as the order picker for insuring that the order leaving the premises is correct.
- 8) Open the door and engage the dock plate. Drivers are prohibited from performing these functions.
- 9) When all of the above conditions have been met, loading of the trailer may begin.
- 10) When loading the trailer, the weight must be evenly distributed throughout the trailer. Improper weight distribution will result in fines to the Company (maximum weight pay load 50,000 lbs).
- 11) In the case of common carriers (transport companys), the driver is responsible for his load and his instruction should be followed as long as they are reasonable.
- 12) Never load agricultural chemicals or other toxic products into a trailer carrying packaging products, food stuffs or clothing. If in doubt, check with your supervisor.
- 13) Loads must be properly braced, following standard bracing procedures.
- 14) Upon completion of the loading operation, return the keys to the driver and remove the jack from the nose of the trailer.
- 15) Remove the loading plate and close the dock door.
- 16) Have the driver sign the bills and stamp all copies "shipped".
- 17) The driver receives the second copy of the shipping bill.
- 18) The first copy of the shipping bill is to be placed in the "proof of delivery" slot in the dispatch office.
- 19) For stock shipments using order sets, the yellow, green and blue copies are to be placed in the tray marked "shipped" in the dispatch office.
- 20) Return your completed van pre-loading/unloading checklist to your supervisor.
- 21) Set the placards on the trailer to their correct position. If you are unsure what they should read, see your supervisor.



DUPONT CANADA INC.

DATE: _____

SUPERCEDES: _____

DISTRIBUTION AND GENERAL SERVICES DIVISION
TRANSPORTATION AND DISTRIBUTION SECTION

DISTRIBUTION CENTRE OPERATIONS GUIDE

SECTION: _____

PAGE: 1 OF 3

SUBJECT: UNLOADING PROCEDURES

PURPOSE:

To ensure the safety of all personnel involved in the unloading of materials at the Scarborough Distribution Centre regardless of the mode of transportation involved and to prevent damage to equipment and materials.

RESPONSIBILITY:

It is the responsibility of all persons involved in the operation to strictly adhere to the procedures defined herein.

PRIMARY CONSIDERATIONS:

- 1) Complete a van pre-loading/unloading checklist.
- 2) The driver must either hand over the keys to his unit or unpin from the trailer.
- 3) Note all damages.
- 4) Only Distribution Operators are to operate loading plates and doors.
- 5) All bills must be stamped "received" and "received subject to inspection".

DETAILS OF THE PROCEDURE:

- 1) Determine what type of material and what quantity is to be off-loaded. Ask the driver, he should be aware of what he is carrying or it will be marked on the bill of lading.
- 2) Determine whether the material is to be put into stock in the warehouse or if it is a cross-dock shipment for furtherance to one of our plant sites. If the material is for furtherance to one of our plants, the customer order number will designate the point to which the material is to be forwarded. If in doubt, see your supervisor.
- 3) Have the driver back into the dock at a location which will minimize the amount of travel which will be necessary in the off-loading process. By doing this you will make your job much easier to complete.



DUPONT CANADA INC.

DATE: _____

SUPERCEDES: _____

DISTRIBUTION AND GENERAL SERVICES DIVISION
TRANSPORTATION AND DISTRIBUTION SECTION

DISTRIBUTION CENTRE OPERATIONS GUIDE

SECTION:

PAGE: 2 OF 3

SUBJECT: UNLOADING PROCEDURES

DETAILS OF THE PROCEDURE (Continued)

- 4) Have the driver chock both wheels of the trailer, insuring that the chocks are placed tightly against the wheels. No truck or trailer is to be off-loaded before this requirement is met. IMPORTANT - the only exception to this is in the case of the Dok Lok system which has a separate procedure (doors 15 and 16).
- 5) Ask the driver for the keys to his unit. If he does not want to give you his keys, he has the option of unpinning. In this instance, the trailer is to be jacked. If neither of these conditions are met, cease the operation and report to your supervisor.
- 6) In the case of a trailer being left at the dock with no power unit attached, the trailer must be jacked as outlined in the trailer jacking procedures. Never enter an unjacked trailer.
- 7) Check the unit using the van pre-loading/unloading checklist. This list must be completed before you enter the unit.
- 8) In the event that you receive a shipment on a trailmobile trailer unit built prior to 1977, do not proceed with the operation. Report to your supervisor for instructions.
- 9) Open the dock door and place the loading plate onto the trailer. Never allow the driver to perform this function.
- 10) Remove any bracing at the back of the trailer and in the case of disposable bracing materials, place these materials into the garbage area immediately. Never leave bracing materials in a location where they could be the cause of an accident.
- 11) Goods being off-loaded should be counted immediately upon removal from the unit. Count your pieces correctly as mistakes are costly.
- 12) Take note of any goods which are damaged and fill out a damaged goods report for them.
- 13) Certain materials may be unloaded safely by handling one pallet piled atop another, however, if you have any doubt as to the stability of the load, handle the units one at a time. Quite often two trips are faster than one.



DUPONT CANADA INC.

DATE: _____

SUPERCEDES: _____

DISTRIBUTION AND GENERAL SERVICES DIVISION
TRANSPORTATION AND DISTRIBUTION SECTION

DISTRIBUTION CENTRE OPERATIONS GUIDE

SECTION: _____

PAGE: 3 OF 3

SUBJECT: UNLOADING PROCEDURES

DETAILS OF THE PROCEDURE (Continued)

- 14) When entering a truck or trailer keep your forks at a level of between three and six inches above ground level. Inadequate clearance can damage your machine or cause injury to yourself and others in the area.
- 15) Before entering a pallet, make sure your forks are lowered sufficiently. Damages to stock are extremely costly.
- 16) Before lifting a pallet take time to insure the stock is piled in a stable manner on the pallet. If it is not, correct the situation before continuing with the operation.
- 17) When all materials have been off-loaded, remove the loading plate and close the dock door. This again is your responsibility - not the drivers.
- 18) If necessary, remove the jack from the nose of the trailer. Place the jack against the wall of the dock, this is where it belongs when not in use.
- 19) Stamp the bills of lading "received" and "received subject to inspection" before signing them. This is necessary as there are sometimes damages to material which are not externally visible.
- 20) Note any damages and/or shortages on the bill of lading and have the driver initial them. This is necessary for insurance purposes.
- 21) Sign only for what you receive. You are responsible for what you sign for.
- 22) Complete your post unloading checklist and then return the keys to the driver.
- 23) Bring the bills of lading with the packing list attached to the dispatch office if the material is to be placed into stock in the warehouse.
- 24) In the case of empty cylinder returns, the procedure applying to cylinder returns is to be followed.
- 25) Return your van pre-loading/unloading checklist to your supervisor along with damaged good report when required.