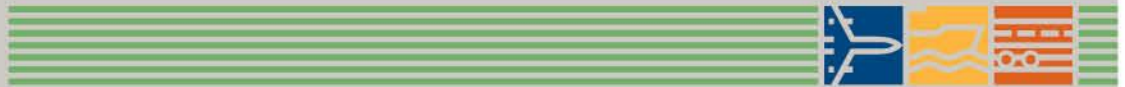




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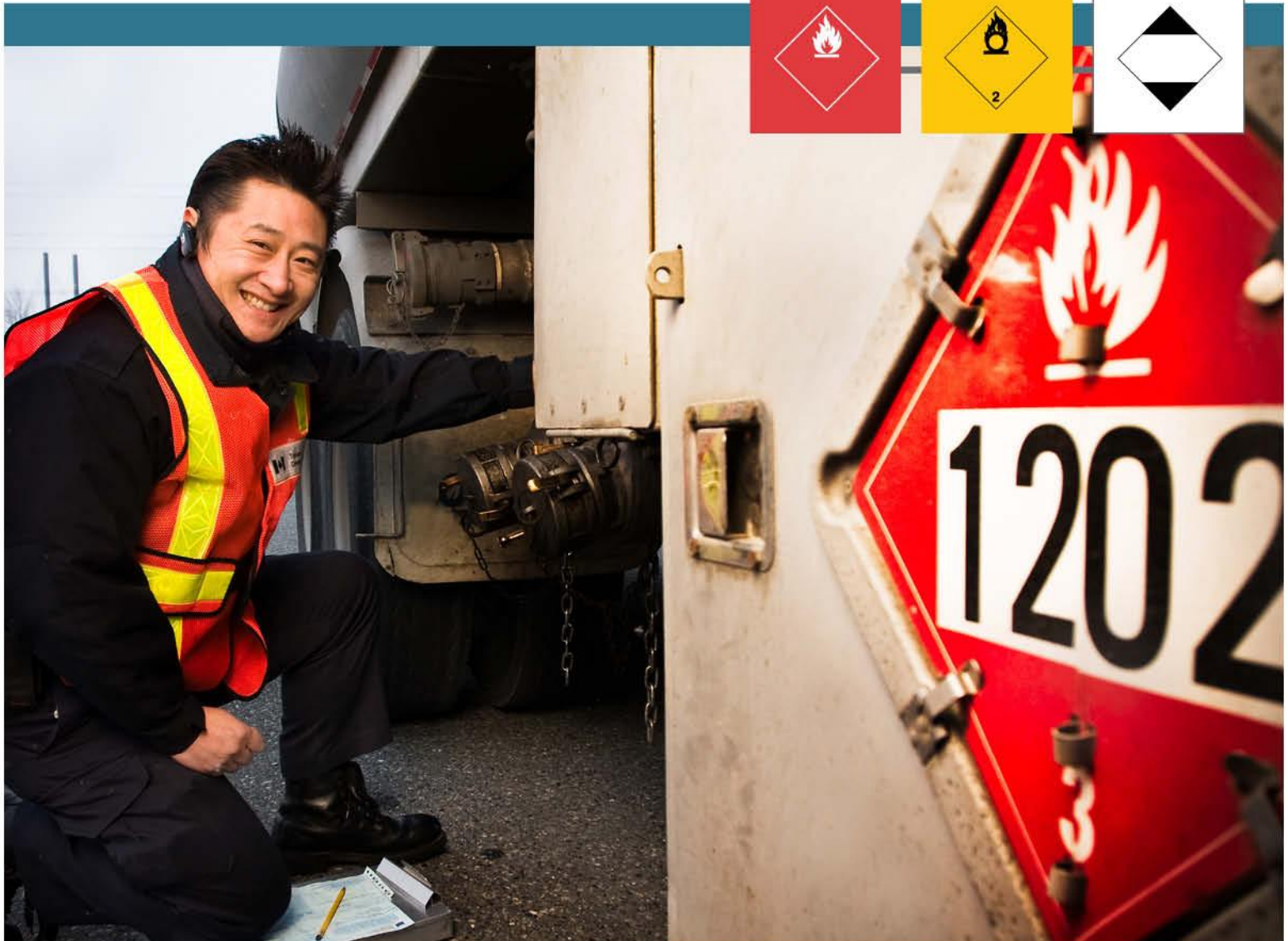


GUIDEBOOK

FOR FILLING OUT THE TRANSPORTATION OF DANGEROUS GOODS INCIDENT REPORT

Learning from past incidents to improve transport safety in Canada

Transport Canada uses the information it receives through dangerous goods incident reporting, to identify safety trends and provide fact-based programs to protect Canadians, the economy and the environment.



Canada

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Cette publication est aussi disponible en français sous le titre Guide pour remplir le rapport d'incident mettant en cause le transport de marchandises dangereuses.

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OVERVIEW

WHY USE THIS GUIDEBOOK

MIRRORS THE FORM

This guidebook follows the transportation of dangerous goods incident report form format, to make it easy for you to find the sections you may need guidance on.

We strongly suggest that you read the overview section so you understand the definitions you need to complete a report.

PROVIDES CONTEXT

The Transportation of Dangerous Goods Incident Report (TDGIR) Form is easy to complete when you understand why we request the information and how we use it.

This guide explains each field and why it is important to fill it out correctly.

PROVIDES RESOURCES

Throughout the guide, we give examples for properly filling out the report. We also include links in each section to:

- the relevant section of the TC *TDG Regulations*; and
- any other available information and resources.

WHAT IS THIS REPORT AND WHY DOES TRANSPORT CANADA USE IT?

Transport Canada (TC) uses the TDGIR to collect **accurate** information on incidents that involve dangerous goods during handling and transportation. We also use the report to:

1. Provide structure to the 30 day follow up reporting format in *TDG Regulations*, Section 8.3, in the event of a release or anticipated release of dangerous goods in Canada;
2. Report undeclared or misdeclared dangerous goods traveling by air; and
3. Conduct risk analysis at the national level. This helps us see the bigger picture and identify trends in the types of incidents that occur nationwide. This knowledge allows us to take action when needed, to protect the safety and welfare of all Canadians.

WHEN MUST I COMPLETE THE TDGIR?

When you or your company made an immediate report by phone and are required to submit a 30 day follow up report;

- When you or your company needs to make an addition or amendment to a 30-day follow up report; and
- When you or someone in your company discovers dangerous goods on board an aircraft, at an aerodrome, or at an air cargo facility that:
 - Are not accompanied by an appropriate shipping document;
 - Do not bear the appropriate dangerous goods safety marking; or
 - Bear safety markings that do not conform to those required by regulation.

Please Click Here to See the Reference Document

WHEN SHOULD I MAKE AN IMMEDIATE REPORT BY PHONE?

- The TDG Regulations, section 8.1(1) requires a person to make an immediate report by phone to CANUTEC (613.996.6666) and the designated authorities identified in the table found in Section 8.1(5) .
- If a situation meets the conditions in TDG Regulations, section 8.2(1) and 8.2(3).

WHO SHOULD FILL OUT THIS REPORT?

The 30 day follow up report (submitted in writing to the Director General of TDG Directorate) must be filled out by the person (or their employer) who made the immediate report by phone. This person (or employer) must also keep a copy of the report for two years and make it available within 15 days following a written request from an inspector.

WHAT IF I HAVE MORE QUESTIONS?

Please contact the TDG Safety Analytics team by emailing dor-rcd@tc.gc.ca

WHAT SHOULD I KNOW BEFORE FILLING OUT THIS REPORT?

Before you start filling out the report, please review some of the terms that are defined in the *TDG Regulations* (listed below). **Note:** You can find a full list of definitions in [TDG Regulations section 1.4.](#)

DEFINITIONS

Note: We include these definitions for your convenience. While they are current at time of writing, you will always find the **official definition** in TDG Regulations, [section 1.4](#). We have used *Italics* to define terms and concepts that are **not** in the *TDG Regulations*.

Accidental release (from the Act)	means, in relation to dangerous goods, an unplanned or accidental discharge, emission, explosion, outgassing or other escape of dangerous goods, or any component or compound evolving from dangerous goods; or emission of ionizing radiation that exceeds a level established under the "Nuclear Safety and Control Act". (rejet accidentel)
CANUTEC	Means the Canadian Transport Emergency Center of the Department of Transport (Transport Canada)
Consignor	Means a person in Canada who <ul style="list-style-type: none"> a. Is named in a shipping document as the consignor b. Imports or who will import dangerous goods into Canada; or c. If paragraphs (a) and (b) do not apply, has possession of dangerous goods immediately before they are in transport. <i>A person may be both a carrier and consignor on the same consignment (Shipment). For instance, a manufacturer who also transports the dangerous goods they produce.</i>
Dangerous Goods	Means a product, substance or organism included by its nature or by the regulations in any of the classes listed (<i>class 1 through 9</i>)
Dangerous goods safety mark OR safety mark	Means a label, placard, orange panel, sign, mark, letter, word, number or abbreviation that is used to identify dangerous goods and to show the nature of the danger posed by them (<i>for example, the Placard that displays primary class and UN number</i>)
ERAP	EMERGENCY RESPONSE ASSISTANCE PLAN – means a plan that outlines what is to be done if there is an incident involving certain dangerous goods and that is in accordance with Part 7 (<i>of the TDG Regulations</i>) Emergency Response Assistance Plan.
Handling	Means loading, unloading, packing or unpacking dangerous goods in a means of containment for the purposes of, in the course of or following transportation and includes storing them in the course of transportation (<i>for example, a distribution warehouse or rail yard</i>)
Imminent accidental release	means, for dangerous goods in transport in a large means of containment, that there has been an incident and <ul style="list-style-type: none"> a. there is likely a need to remove or transfer all or a portion of the dangerous goods to another large means of containment; b. there is damage to the means of containment which, if not corrected, could result in an accidental release of the dangerous goods in a quantity or emission level that exceeds those set out in the table to subsection 8.1(1) of Part 8, Accidental Release and Imminent Accidental Release Report Requirements; or c. the large means of containment is lost in navigable waters. (rejet accidentel imminent)
Means of Containment	Means a container or packaging, or any part of a means of transport (<i>See below</i>) that is or may be used to contain goods

Means of Transport Means a road or railway vehicle, aircraft, ship, pipeline or any other contrivance (*item that moves the substance*) that is or may be used to transport people or goods.

THE IMPORTANCE OF FULL AND DETAILED DISCLOSURE:

It is critical that you submit an accurate and detailed written report within thirty (30) calendar days of an immediate report.

TC uses this information to conduct nationwide risk analyses. Monitoring and analyzing trends in dangerous goods incidents helps us identify large scale issues and address them accordingly. It may not seem like your incident is significant, but every piece of information TC can collect helps paint a clearer picture.

The accuracy and detail of your report supports our ongoing effort to develop a safe and secure transportation system in Canada. The higher quality information we can collect on incidents that occur with dangerous goods in Canada, the better we can develop ways to protect the lives and welfare of Canadians at home.

MOVING ON

The next page gives you information/examples to help you fill the TDGIR. If, however, you still have questions about what to include on the report, please call or email our TDG Safety Analytics Accident Team at dor-rcd@tc.gc.ca

DETAILED BREAKDOWN OF EACH FORM SECTION

PART I REPORT TYPE

BOX 1 – REPORT TYPE CHECK BOX

If this is your first submission or an update or amendment to an existing 30 day follow up report for one specific incident, check off box “A”

If you are filling out a report about an undeclared or misdeclared dangerous good that was going to, or had been onboard an aircraft or in an aerodrome or an air cargo facility, check off box “B, and fill out sections 2, 3, 12, 13, and part V.

PART II CONTACT INFORMATION

BOX 2 – INFORMATION ON THE PERSON COMPLETING THIS REPORT

It is important for TC analysts to understand your relation to the incident you are reporting. In the top row of the second box, please select your or your organization's role in the shipment of the dangerous goods. **Note:** It is possible for you to be consignor, consignee and carrier at the same time.

Remember that in the transportation cycle:

Consignor is the person who offers for handling or transport any dangerous good

Consignee is the intended receiver of the dangerous good the consignor offered for transport; and

Carrier is the person and / or company that accepts possession of the dangerous goods as well as handles and transports them from the consignor (person who offered) to the consignee (person who will receive).

Make sure you provide accurate contact information so we can contact you if we need further clarification. **Please include your email address.**

BOX 3 – INFORMATION ON THE CARRIER, CONSIGNOR AND CONSIGNEE

While it is possible for one or all of these fields to be the same as that in Box 2, please fill them out as fully as possible.

Information on the various parties to the shipment of dangerous goods helps our analysts to understand how dangerous goods were moving and allows us to contact each party for further clarification and information as needed.

PART III INCIDENT INFORMATION

The details of the incident are the most essential pieces of information we need to conduct accurate risk assessments on the movement of dangerous goods in Canada. This is why we ask that you do all necessary research to ensure you record a complete account of the incident.

BOX 4 – TIME AND DATE OF THE INCIDENT

The form gives you the option to give us either an exact time and date or an estimated time and date. This is because we recognize that some dangerous goods incidents are only discovered after they occur.

If you are not sure of the exact time and date of an incident, please check the “Estimated Date/Time” box.

Please write the dates in the following format: YEAR-MONTH-DAY. For instance, you would record January 2, 2015 as 2015-01-d02.

We also ask that you record the time (or time range) in the 24 hour system.

Example

If a box of vials containing Class 6.2 Infectious Substance fell and released its substance during loading at 9 PM, you would record it as having occurred at 2100 hours

OR

If you discover a tank carrying a Class 3 flammable liquid being transported by truck has leaked while en-route, and the route started at 8 AM and ended around 1 PM, you would record this incident as “ESTIMATED” to have occurred between 0800 hrs and 1300 hrs.

BOX 5 – GEOGRAPHIC LOCATION OF THE INCIDENT

GPS Position: We **prefer** you provide this position in latitude by longitude coordinates, but **will accept** military style grid references at no less than the 8 figure level that include the grid zone identification.

For example, an incident that occurred at 330 Sparks St in Ottawa Ontario would have:

- the GPS coordinates of (31.399305, -85.93379) in latitude / longitude;
- or a military grid reference of 18TVR 4484 2976.

Note that The first five letters and numbers (18TVR) in the sample military grid reference represent the grid zone identification.

Tip

If you do not have access to this information, you can use free online tools such as Google Earth to find the GPS position in latitude and longitude. You may find a tutorial on how to do this on websites like <http://www.latlong.net/>*

Address: While your GPS position is a good location indicator, we also ask for the address of your location. We understand that some incidents occur in areas without fixed postal addresses, so fill this section to the best of your ability.

* Transport Canada has no affiliation with the cited website. We include it only as an example of existing free online services.

Example

If you had a spill along a long stretch of uninhabited road (let's call it Nowhere Rd), you can provide your best approximation of location like this:

23 km East of Nothingsville on Nowhere Rd, Nothingsville ON, Postal Code Unknown.

Rail Information: If you were carrying dangerous goods by rail, be sure to include the nearest milepost (or mileage) and the subdivision of track where the incident either occurred or was discovered.

BOX 6 – POPULATION DEMOGRAPHICS

Please only check **one** box. This information allows us to assess what kind of damage may have or did occur as a result of the spill.

BOX 7 – MODE OF TRANSPORT

Please only check **one** box. The mode of transport should be the type of vehicle / mode of transportation on which the dangerous goods were being carried, loaded onto, or unloaded from.

Example

A pallet placed on a loading dock over night to be loaded into a tractor trailer the next day would still be considered “road”

BOX 8 – MARINE PARTICULARS

If the incident occurred on a ship or other water going vessel, you **must** include:

- the exact position of the vessel at the time of the incident; and
- the next location at which the vessel will be anchored or alongside a fixed facility.

BOX 9 – PHASE OF TRANSPORT

Please only check **one** box. This will identify if the dangerous goods were being transported, loaded, unloaded or stored at the time of the incident.

BOX 10 – TYPE OF INCIDENT

It is possible for more than one incident to occur in the same event. For example, a railcar can derail and overturn; during which it strikes another object or vehicle. In this case, **select as many types of incidents as necessary** to provide an accurate account of the incident.

BOX 11 – RELEASE TYPE

There can also be multiple forms of releases in the same incident. The railcar that overturned after derailling may have spilled, then caught fire and exploded shortly after.

You can also use this box to indicate that you based your immediate report on an anticipated release, meaning that you believed **at the time**, that an accidental release of the dangerous goods was imminent. **Note:** Both the immediate and follow up report would still be required.

For further definition of an imminent accidental release, please see TDG Regulations, [section 1.4](#).

BOX 12 – CLASSIFICATION OF DANGEROUS GOODS

According to TDG Regulations, [Section 3.5](#), all shipments or consignments of dangerous goods **MUST** be accompanied by the appropriate shipping documents. These documents **MUST** contain the information requested in this box.

You can use these shipping documents, and the information found in TDG Regulations, Schedule 1, to fill out this box completely. Include ALL dangerous goods that were involved in the incident. You may attach additional sheets to the report if you need more room. **Please be sure to include the packing group or category of the shipment in question, by consulting Schedule 1.**

BOX 13 – MEANS OF CONTAINMENT

* Please refer to the definition of means of containment in the Overview section, and in the TDG Regulations, [Section 1.4](#).

Note: You **MUST**:

- fill **each** section of this box properly.
- accurately identify how much of each dangerous good was in each means of containment involved.
- accurately identify the type of means of containment. Types and definitions can be found in [Part 5 of the TDG Regulations](#).

- fill out the Gross Mass/Capacity to allow TC to see how full the means of containment was at the time
- provide the **certification safety marks**. All containers or other means of containment approved for transporting dangerous goods will have a safety marking that complies with [Section 4.1 of the TDG Regulations](#).

Note: This does not include the placards on the means of containment. It refers to the safety certification code that should be stamped or otherwise permanently marked on the means of containment.

We have attached means of containment type specific forms in [Annex B](#). Please use these forms to ensure you collect the correct data and submit them with your follow up report.

BOX 14 – DESCRIPTION OF DAMAGE TO MEANS OF CONTAINMENT

Damage type can be anything from a puncture of a tank wall, a tear in the seam of a means of containment, or the rupture of a means of containment due to an explosion among many other possibilities.

TC requires you to indicate the location of the damage on the means of containment. There is no universal way to do this, so use your best judgement to decide on a method.

Example Methods

If the tank wall of a rail tank car was punctured and torn during a collision, report **where** on the side, end, top or bottom the puncture is, in relation to a prominent fixed feature of the tank car. For instance, you could say that the puncture was located 1.4 meters above the B end coupler with the tear extending another 45 centimeters upwards.

Alternatively, if the damage is close or located on a prominent feature, you could just list that specific point of the means of containment (e.g. a valve or a coupler etc.)

It is **essential** that you specify as accurately as possible where the damage to the means of containment occurred. This may involve using diagrams attached to the end of the report.

BOX 15 – COST OF THE DAMAGE ASSOCIATED WITH THE INCIDENT

Please conduct all necessary research and use your best estimation to identify the cost of:

- material loss of dangerous goods;
- the damage to the means of containment / carrier;
- the damage to property (regardless of ownership);
- any emergency response activities;

- cleanup; and
- the total of all the costs listed.

We understand that these estimations are difficult to complete. However, this information is important, so please conduct the necessary research to provide an informed estimate.

Record all costs in Canadian Dollars (\$ CAD)

PART IV - CONSEQUENCES

BOX 16 – CONSEQUENCES OF THE INCIDENT

Please indicate the types of consequences the incident caused.

Human consequences would be the causing or leading to injury, death, or evacuation of an area.

Property Consequences would be the causing or leading to the damage, destruction of property regardless of who owns or operates it. This type would also apply if the incident caused the evacuation of a facility or the blocking off of a roadway, main waterway or main railway.

Environmental Consequences would be the causing or leading to any kind of damage to the environment and ecosystems in the area. An example could be a chemical spill that seeps into the groundwater that supports a local ecosystem or a toxic plume of smoke/vapours/fumes that affects the air quality or damages plants or animals. Environmental impacts can be related to land, air or water.

BOX 17 – EVACUATION OF PEOPLE AND BUILDINGS

If there was an evacuation as a result of or during the incident being reported, you must check the YES box in this section.

If you did answer YES, follow the instructions on the form. We ask that you indicate how many people were evacuated from four different categories of locations: private residences, public buildings, workplaces, and public spaces (parks, etc.)

Example

In a hypothetical scenario, a burning means of containment has created a plume of smoke which has forced the evacuation of about 30 acres for 3 hours. Within these 30 acres are 21 homes, a community center, about a dozen local restaurants and people in the streets nearby. Emergency responders have estimated that there were about 35 people evacuated from their homes, 52 people from the community center, and 216 in the restaurants. While it is unknown for sure, they have estimated that 40 people were on the streets at the time of evacuation.

Was there an evacuation as a result of the incident? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
	Private Residence	Public Buildings	Workplace	Public (Outside) Areas
People	35	52	216	Approx 40
Building	21	1	12	NA
Size of Evacuation area	121,406 m ² [†]	Duration of Evacuation	3 hours	

BOX 18 – INJURIES AND DEATHS

Dangerous goods incidents are hazardous not only because of the dangerous goods but also because their release often involves some form of accident, which itself can be dangerous. To better understand the hazards of dangerous goods transportation, this section allows us to collect information on the impact a dangerous goods incident had on human health and safety.

- 1. Please be careful to read the description of each type of injury.**
 - a. A **minor injury** requires immediate first aid at the scene but does not require immediate follow up at a hospital or by a physician
 - b. A **moderate injury** is more severe, as it requires the person to attend a hospital's emergency room. However, it is not severe enough to stay overnight for treatment.
 - c. A **major injury** requires a person to remain in hospital overnight.
- 2. A separate consideration in this section is distinguishing the cause of each category of injury.** If the injuries were the result of:
 - exposure to the dangerous goods, report the number of injuries caused by the dangerous goods.
 - the accident, record it in the "number attributed to accident" row.

[†] Note, using a free online conversion tool, we could calculate the square meter (m²) area that was evacuated

Please note: We want you to record the **numbers** of injured or dead **only**, to protect the confidentiality of the injured / dead. This includes specifics on their injuries and names or identities.

BOX 19 – INFRASTRUCTURE CLOSURE AND DURATION

Because dangerous goods can be hazardous to a wider area than the incident scene, authorities often shut down and quarantine the area immediately. This section of the report allows us to understand the impact of a dangerous goods incident on nearby infrastructure.

To complete this section, please select as many of the options that apply. It is possible for a single incident of any severity to cause the closure of all types of infrastructure available on the list.

It is also important that we understand how long each type of infrastructure was closed. Please indicate in the box below each type, the number of hours it was closed off. For instance, a roadway several kilometers from a railway might be closed for a few hours if the spill on the railway creates a hazard to traffic on the road. However, while the railway may be closed for days, the road might only shut down for a few hours.

BOX 20 – ERAP REQUIREMENT UNDER PART 7 OF THE *TDG REGULATIONS*

The *TDG Regulations* explains when dangerous goods require an emergency response assistance plan (ERAP). Some dangerous goods are so hazardous in certain quantities, that TC expects the consigner or carrier to file an approved emergency response assistance plan that details how they will respond in an emergency or incident.

TC reviews each ERAP BEFORE the consignment is transported, and gives it a reference number. Furthermore, as stated in Part 7, some consignors and carriers share ERAPs under agreements from other companies, as applicable. This highlights the importance of accurately recording the name, number and address of the ERAP holder (or owner).

If the incident you are reporting involves a consignment that required an ERAP, please select yes, and fill in the details requested.

BOX 21 – DESCRIPTION OF THE INCIDENT

This is where you can explain what happened **in your own words**. While you can write as much as you need to by attaching additional pages to the report, we suggest you include:

1. A detailed, chronology of events, including the time leading up to when you discovered the incident onward;
2. A detailed description of what you did once you discovered the incident;

3. A detailed description of how the means of containment failed or you believed it likely to fail (imminent release). **We encourage you to include photographs and diagrams to give a full picture of what was going on;**
 - a. **We also encourage you to use the terminology and associated codes you can find in the table in [ANNEX C](#).**
 - b. If you choose to use the terms and codes available in the ANNEX C table, please feel free to attach a copy of the same sheet to the end of your report and circle any applicable causes.
4. A detailed description of what you and other responders did to mitigate the effects of the release or imminent release;
5. Any contributing factors, or initiating events; and
6. A list of first responders attending the scene of the incident. While names may not be available, please include the **first response organizations** in attendance.

Please try to estimate the duration of the release and the incident. It is fine (and encouraged) to repeat information you might have already included in the report up to this point.

If possible, include specific times for events that occurred. For example, the time of release, time of discovery, time of first responder arrival etc.

Giving a detailed account of your communications with responders and your organization is ideal, as it allows us to understand how the incident was being perceived on the ground.

Remember, the more information you can include in this section the better. We can use it to help improve Canada's transportation system through safer and more efficient operations.

Please email your questions to the TDG Safety Analytics Accidents team at dor-rcd@tc.gc.ca

PART V – AIR ONLY: UNDECLARED OR MISDECLARED DANGEROUS GOODS

This section only applies to dangerous goods incidents that occur while being transported, or handled before and after transport by air. This includes air cargo facilities, aerodromes and aircraft.

Please refer to Annex A for reporting conditions.

BOX 22 – INFORMATION ON EMPLOYER OF THE PERSON COMPLETING

Please complete the **entire** section.

BOX 23 – DESCRIPTION OF THE ROUTE

Describe **in full detail**, the route by which the dangerous goods were to be transported. This includes:

- the aircraft operator's name;
- the aerodrome(s) at which the aircraft was to land at while en-route; and
- any air cargo facilities at which the aircraft would have been unloaded or loaded.

BOX 24 – STATUS OF DANGEROUS GOODS SAFETY MARKS AND SHIPPING DOCUMENT
Safety Marks:

Absent: *The dangerous goods placards or symbols used to indicate the class and type of dangerous goods within the packaging were not present or visible. For example, a box of Class 5 Oxidizing Substances failed to include any marking or insufficient markings to identify the hazards contained within.*

Misleading: *The dangerous goods markings such as placards or symbols were incorrect and did not accurately identify the substance in the means of containment. For example, a package of Class 6.2 Infectious Substance was erroneously marked as Class 6.1 Toxic Substances.*

Shipping Documents:

Missing: *The package that is marked (or unmarked) as containing dangerous goods is not accompanied by the appropriate shipping documents as required in the TDG Regulations.*

Did Not Meet the Requirements: *While shipping documents were included in the consignment, they did not meet the requirements of shipping documents for dangerous goods travelling by air provided in TDG Regulations, Part 3*

BOX 25 – DESCRIBE WHY THE SAFETY MARKS OR SHIPPING DOCUMENT WERE ABSENT / MISSING / MISLEADING / DID NOT MEET THE REQUIREMENTS

Please **be as detailed as possible** in explaining why:

- the safety marking was either not present or misleading.
- the shipping document was missing or did not meet the requirements.

This information may help us identify potential trends in safety marking failures and develop solutions (e.g. a hypothetical placard that always falls off or disintegrates, or the potential for confusion in the regulations leading to a trend of misleading safety marks).

ANNEXES

ANNEX A – CONDITIONS OF IMMEDIATE REPORTING NOTIFICATION

8.1 Immediate Reporting

(1) A person who has possession of dangerous goods at the time of an accidental release must make an immediate report of the accidental release to the persons listed in subsection (5) if the accidental release consists of a quantity of dangerous goods or an emission of radiation that is greater than the quantity or emission level set out in the following table:

Table

Class	Quantity	Emission Level
1	Any quantity that (a) could pose a danger to public safety or is greater than 50 kg; or (b) is included in Class 1.1, 1.2, 1.3 or 1.5 and is (i) not subject to special provision 85 or 86 but exceeds 10 kg net explosives quantity, or (ii) subject to special provision 85 or 86 and the number of articles exceeds 1 000. SOR/2008-34	
2	Any quantity that could pose a danger to public safety or any sustained release of 10 minutes or more	
3	200 L	
4	25 kg	

5.1	50 kg or 50 L	
5.2	1 kg or 1 L	
6.1	5 kg or 5 L	
6.2	Any quantity SOR/2008-34	
7	Any quantity that could pose a danger to public safety	An emission level greater than the emission level established in section 20 of the “Packaging and Transport of Nuclear Substances Regulations”
8	5 kg or 5 L	
9	25 kg or 25 L	

(2) For air transport, a person who has possession of dangerous goods at the time a “dangerous goods accident” or a “dangerous goods incident”, as defined in the ICAO Technical Instructions, occurs on board an aircraft, in an aerodrome or at an air cargo facility must immediately report it to the persons listed in subsection (5).

(3) A person who has possession of dangerous goods at the time of an imminent accidental release must immediately report it to the persons listed in subsection (5). An immediate report of an imminent accidental release is considered to be an immediate report for any subsequent accidental release.

(4) While each person who has possession of the dangerous goods at the time of an accidental release, must make an immediate “dangerous goods accident” or a “dangerous goods incident” report, if one person makes the immediate report, the other persons are not required to make additional immediate reports.

(5) A person referred to in subsection (1), (2) or (3) must make an immediate report to

- (a)** the appropriate provincial authority listed in the table following this subsection;
- (b)** the person's employer;

- (c) the consignor of the dangerous goods;
- (d) for a road vehicle, the owner, lessee or charterer of the road vehicle;
- (e) for a railway vehicle, CANUTEC at (613) 996-6666;
- (f) for a ship, CANUTEC at (613) 996-6666, a Vessel Traffic Services Centre or a Canadian Coast Guard radio station;
- (g) for an aircraft, an aerodrome or an air cargo facility, CANUTEC at (613) 996-6666 and the nearest Regional Civil Aviation Office of the Department of Transport and, if the aerodrome is an airport, the operator of the airport;
- (h) for Class 1, Explosives, and Class 6.2, Infectious Substances, CANUTEC at 613-996-6666; and SOR/2008-34
- (i) for an accidental release from a cylinder that has suffered a catastrophic failure, CANUTEC at (613) 996-6666.

Table

Immediate Reporting

Provincial Authority

When you make a report directly to the local police, you can expect they will inform the local fire department.

Province	Authority
Alberta	the local police and the appropriate provincial authority at 1-800-272-9600
British Columbia	the local police and the Provincial Emergency Program at 1-800-663-3456 SOR/2003-273
Manitoba	the Department of Conservation at (204) 945 4888 and either the local police or the fire department
New Brunswick	the local police or 1-800-565-1633
Newfoundland	the local police and the Canadian Coast Guard at (709) 772-2083

Northwest Territories	the appropriate authorities at (867) 920-8130
Nova Scotia	the local police or 1-800-565-1633 or (902) 426 6030
Nunavut Territory	the local police and the Nunavut Emergency Services at 1-800-693-1666
Ontario	the local police
Prince Edward Island	the local police or 1-800-565-1633
Quebec	the local police
Saskatchewan	the local police or 1-800-667-7525
Yukon Territory	the appropriate authorities at (867) 667-7244

ANNEX B – MEANS OF CONTAINMENT SPECIFIC SHEETS (FOR SECTIONS 13 AND 14)

MOC REPORT FOR CYLINDER



Microsoft Office
Word Macro-Enabled

MOC REPORT FOR IBC CONTAINER



ENG_5d_MOC_ibc.doc
c

MOC REPORT FOR RAILCARS



ENG_5b_MOC_railcar
.doc

MOC REPORT FOR PORTABLE TANKS



ENG_5e_MOC_porta
tanks.doc

MOC REPORT FOR TANK-TRUCKS



ENG_5a_MOC_tanktr
uck_eng.doc

GENERIC MOC REPORT



ENG_5g_MOC_gener
ic.doc

TOTE TANK MOC REPORT



ENG_5c_MOC_tote.d
oc

ANNEX C – TABLE OF CAUSES / TERMINOLOGY

INITIATING EVENT: What action/lack of action/discovery "instigated" the accident in the first place?

100 - IMPROPER TURNING	200 - BRIDGE COLLAPSE
101 - FAILURE TO SIGNAL	201 - OBSTACLE IN PATH
102 - FOLLOWING TOO CLOSELY	202 - ROAD/TRACK CONDITIONS
103 - DISREGARDING TRAFFIC CONTROL DEVICE	303 - SUSPENSION FAILURE
104 - EXCESSIVE HOURS OF SERVICE	300 - OVERFLOW
105 - FAILURE TO YIELD RIGHT OF WAY	301 - BRAKE FAILURE
106 - UNTRAINED PERSONNEL	302 - STEERING FAILURE
107 - ILLNESS	303 - SUSPENSION FAILURE
108 - DRIVER FELL ASLEEP	305 - ENGINE FAILURE
109 - DRIVING WHILE IMPAIRED	306 - ELECTRICAL FAILURE
110 - EXCESSIVE SPEED	307 - FAULTY SWITCH
111 - DRIVING TOO FAST FOR ROAD CONDITIONS	308 - SIGNAL FAILURE
112 - INTENTIONAL RELEASE	309 - TIRE BLOWOUT/WHEEL
113 - FAILURE TO FOLLOW AIR REGULATORY SHIPPING PROCEDURES	310 - JOURNAL FAILURE
114 - INCOMPATIBILITY OF PACKAGE / MATERIAL	311 -
115 - LOSS OF CONTROL	400 - BEARING BURNOUT
116 - LOOSE FITTINGS / VALVE / DOME COVER	401 - HITCH FAILURE
117 - DEFECTIVE FITTINGS / VALVE / DOME COVER	402 - COUPLER FAILURE
118 - IMPROPER LOADING / UNLOADING / HANDLING	403 -
119 - IMPROPER BLOCKING / BRACING	501 - METAL FATIGUE
120 - VANDALISM	502 - CORROSION
121 - LOST	503 - CHEMICAL REACTION
122 - LOST & RECOVERY	504 - COMBUSTION
123 - STOLEN	505 - TEMPERATURE
124 - STOLEN & RECOVERY	506 - POWER FAILURE
125 - DISCOVERY	507 - WATER DAMAGE
126 - TERRORISM	508 - INTERNAL PRESSURE
130 - CARELESSNESS/NEGLIGENCE	600- FAILURE TO DISCONNECT HOSE TRANSFER SYSTEM
140 - OVERFILL	800 - OTHER
150 - REAR END COLLISION BY 3 RD PARTY	900 - UNKNOWN

NOTE: LOADING/UNLOADING/HANDLING OPERATIONS

OVERFILL - During filling operations human miscalculation or mechanical shut-off valve failure causing product release from tank.

OVERFLOW - When a tank truck on an incline releases the consignment through the dome cover.

INITOTHER: The "Other" initiating event(s) not listed when 800 was entered.

CONTRIBUTING FACTOR: In a broad fashion the underlying factors contributing to an accident.

10 - HUMAN	14 - INFRASTRUCTURE
11 - MECHANICAL	15 - EXTERNAL
12 - EQUIPMENT	16 - WEATHER
13 - PACKAGING	80 - OTHER