

Ground Shipments Road / Rail

1. Key points to remember when shipping Dangerous Goods:

- Any person who packs/handles/offers for transport/ships/receives Dangerous Goods **must be trained** in accordance with the Transportation of Dangerous Goods Act and Regulations and hold a valid training certificate
- Ensure the part is in the original packaging
- Do not overpack Dangerous Goods into larger boxes or DDS totes
- Do not ship Dangerous Goods by AIR – Ground Shipment Only
- Dealers must use TCI's Ground Shipment Bill of Lading for all shipments Toyota Canada Inc.
- Bill of Lading can be obtained through your facing PDC free of charge part number **TCIBL-55555-50**
- Follow instructions on the back of the Bill of Lading when preparing a shipment for transport
- Verify the information on the package or label. Match the Dangerous Goods information on the Bill of Lading
- When placing the package in DDS cage the Dangerous Good "label" must be visible to shipment handler
- Obtain all authorised signatures required for the Bill of Lading
- **Retain your copy of the Bill of Lading for two years** as required by law

2. Returning Dangerous Goods:

- With prior authorization the following Dangerous Goods are accepted for return to your facing PDC:
 - Air bags
 - Seat-belt pretensioners

3. Questions:

- **If you have any concerns or questions regarding Dangerous Goods shipments, please contact your facing PDC**

Training Requirement

1. Transportation of Dangerous Goods Regulations require:

- Any person who handles, ships or transports Dangerous Goods must:
 - Be adequately trained and hold a current training certificate...OR
 - Perform those activities in the presence and under the direct supervision of a person who is adequately trained and who holds a training certificate
- An employer must not direct or allow an employee to handle, ship or transport Dangerous Goods unless the employee:
 - Is adequately trained and hold a current training certificate... OR
 - Perform those activities in the presence and under the direct supervisions of a person who is adequately trained and holds a training certificate

2. Training

- As an independent business it is the responsibility of the Dealership to provide the necessary training to their associates
- Training can be arranged through any of the different independent sources that maybe available in your area
- Re-training is required every three years for Transportation of Dangerous Goods Act and Regulations

3. Training Records:

- Training records must be maintained and available for Transport Canada Inspection when requested

4. Toyota Canada Inc. Recommendations:

- All dealers should have several associates trained in Transportation of Dangerous Goods to ensure compliance with the law
- Train your staff every year to keep up with the current changes in the regulations

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- With prior authorization the following Dangerous Goods are accepted for return to your facing PDC:
 - Air Bags
 - Seat Belts

3. Questions

- **If you have any concerns or questions regarding Dangerous Goods shipments contact your facing PDC**

Air Shipments

1. IATA - International Air Transport Association Regulations

- If you require this mode of transport, refer to the International Air Transport Association Regulations

2. Toyota Canada Recommendations:

- Ship Dangerous Goods by ground only
 - Toyota will not accept shipments from dealers by Air due to the complex rules and regulations involved

3. Questions

- If you have any concerns or questions regarding Dangerous Goods shipments contact your facing PDC

Ocean Shipments

1. IMDG - International Maritime Dangerous Goods Regulations

- Properly completed TCI Ground Bill of Lading satisfies most IMDG Regulation when shipping products by ocean within Canada
- With prior authorization the following Dangerous Goods are accepted for return to your facing PDC:
 - Seat Belts
 - Air Bags
- If you have any other Dangerous Goods for this mode of transport please refer to IMDG and TDG Regulations

2. Questions

- If you have any concerns or questions regarding Dangerous Goods shipments contact your facing PDC

Package Information

There are specific outer and inner packaging requirements that must be followed when preparing a Dangerous Good for transport. These requirements can be found in the different regulations - TDG - IMDG - IATA.

1. TDG - Transportation of Dangerous Goods Act/Regulations

- Ground Shipments
 - The following poster “Information Required on Outer Packaging” provides the general information required for a declared Dangerous Goods package.
 - There may be unique requirements depending on your specific situation. Please refer to the TDG Regulations when packing a shipment for ground transport.

2. IMDG - International Maritime Dangerous Goods Regulations

- Ocean Shipments
 - There may be unique requirements depending on your specific situation. Please refer to the IMDG Regulations when preparing a Dangerous Goods Package for this mode of transport.

3. IATA – International Air Transport Association

- Air Shipment
 - Toyota Canada Inc does not recommend shipping Dangerous Goods by Air due to the complex rules and regulations involved.
 - Please refer to the IATA Regulations when preparing a Dangerous Goods Package for this mode of transport.

Document Information

There is specific Dangerous Good information that must be on the Bill of Lading when shipping Dangerous Goods. This information depending on the mode of transport, can be found in the different regulations – TDG – IMDG – IATA.

1. TDG - Transportation of Dangerous Goods Act/Regulations

- Ground Shipments
 - The following poster “Information Required on Documentation” provides the general Dangerous Good information required on the Bill of Lading.
 - There may be unique requirements depending on your specific situation. Please refer to the TDG Regulations when completing a Bill of Lading for Dangerous Goods.
 - Please refer to the Bill of Lading section for examples of a properly completed TCI Bill of Lading.

2. IMDG - International Maritime Dangerous Goods Regulations

- Ocean Shipments
 - There may be unique requirements depending on your specific situation. Please refer to the IMDG Regulations when completing a Bill of Lading for Dangerous Goods.

3. IATA - International Air Transport Association

- Air Shipments
 - Toyota Canada Inc does not recommend shipping Dangerous Goods by Air due to the complex rules and regulations involved.
 - Please refer to the IATA Regulations when completing a Bill of Lading for Dangerous Goods.