

Layne SAFETY

February 2008



DRIVER LETTER

PREPARING SHIPPING PAPERS FOR TRANSPORTING HAZARDOUS MATERIALS

In January 2007, the Department of Transportation (DOT) reviewed Layne Christensen Company's Hazardous Materials Transportation Program. The audit of the Straight Bill of Lading resulted in a violation for "transporting a shipment of hazardous materials not accompanied by a properly prepared shipping paper". This violation has been categorized as CRITICAL under Federal Regulations and will remain in place until Layne Christensen Company can prove that shipping papers are now properly prepared for every shipment of hazardous material.

To correct the CRITICAL violation, the Straight Bill of Lading form is now an 8 x11, 3-part, non-carbonless document. When a driver completes the top page, the information is automatically transferred to the other pages. The 3 pages should be distributed as follows:

- the White copy must remain with the driver and shipment
- the Yellow copy must be maintained at the district office
- the Pink copy must be submitted to the safety department

Layne will be auditing each Straight Bill of Lading to be sure it has been completed properly. You will be notified if any violations are found. In addition to the audit, the Straight Bill of Lading will be compared to the driver's daily logs and daily time reports to verify compliance with hours of service. It is important that you complete your Straight Bill of Lading, driver's daily log book and daily time reports with 100% accuracy. Drivers will be held responsible for mistakes and non-compliance with DOT rules and regulations.

The following information reviews driver qualifications as well as how to properly prepare shipping papers for transporting hazardous materials.

Driver Qualifications

Drivers must meet the following requirements for transporting all hazardous materials:

- received Layne Christensen Company approval to operate company commercial motor vehicles (>10,001 GVWR)
- completed Hazardous Materials Transportation training

Drivers must meet these additional requirements for all **placard** loads:

- a valid Class A or B CDL license
- a Hazardous Materials Endorsement
- a Tanker Endorsement is required to transport fixed tanks greater than 119 gallons and portable tanks greater than 1,000 gallons

Shipping Papers

A regulation change took effect on October 1, 2007. Now the number and description of packages being transported must be shown on all shipping papers. Each portable tote for hydrochloric acid should be listed on a separate line in the description section of the Bill of Lading.

Shipping papers must be completed for all hazardous materials (identified in table 172.101) to be transported with the exception of Class 3 Flammable & Combustible Liquids. Shipping papers are not required for combustible liquids in non-bulk packaging like diesel and kerosene. Refer to 173.150 *Exceptions for Class 3 – Flammable & Combustible Liquids* for details.

If you do choose to list any Class 3 items on your shipping papers, that information must also be 100% accurate. See the example below ...

NOTE: Combustible Liquid must be spelled-out – Class 3 is not acceptable

No. Pkgs.	HM	Description of Articles	Hazard Class	I.D. Number	Packing Group	Weight	Labels Required
1	X	Diesel Fuel Non-Bulk Tank	Combustible Liquid	NA 1993	III	25 gallons	None

Placards

Placards are required for all **bulk** packaging containing hazardous materials.

Bulk packaging rules apply to packages with:

- a maximum liquid capacity **GREATER** than 119 gallons (450 L)

Non-bulk packaging guidelines apply to packages with:

- a maximum liquid capacity **LESS** than 119 gallons (450 L)



Driver's Daily Report/Log Book

In addition to on-duty hours, the shipping document number must also be recorded in the Driver's Log Book. The shipping document number goes in the remarks section in the lower left corner. See the example below ...

Driver's Daily Log

(24 Hours)

7 / 1 / 2007

(Month) (Day) (Year)

Layne Christensen Company

Name of Carrier or Carriers

610 S. 38th St. • Kansas City, KS 66106

Main Office Address

620 S. 38th Street Kansas City, KS 66106

Home Terminal Address

I certify these entries are true and correct:

John Doe

Driver's Full Signature

None

Co-Driver's Name

300

Total Mileage Today

Vehicle Class: A **B** or N/A
(Circle one)

210

(Unit #)

(Unit #)

	MID NIGHT	1	2	3	4	5	6	7	8	9	10	11	NOON	1	2	3	4	5	6	7	8	9	10	11	TOTAL HOURS
1. OFF DUTY																									
2. SLEEPER BERTH																									
3. DRIVING																									
4. ON DUTY (Not driving)																									
REMARKS																									
SHIPPING DOCUMENTS:																									
1108-0028																									
R/L OR Manifest No.																									
or																									
Drilling Equip.																									
Shipper & Commodity																									

Kansas City, KS. pre-trip

Weldon Springs, MO.

St. Louis, MO post-trip

Enter name of place you reported and where released from work and when and where each change of duty occurred.

USE TIME STANDARD AT HOME TERMINAL

Hazardous Materials Registration

A current copy of the Layne Christensen Company Hazardous Materials Registration must be in the vehicle transporting hazardous materials. The Hazardous Materials Registration is renewed yearly in the month of June, and is available on the Layne Safety website at www.laynesafety.com. Contact your supervisor if you do not have access to the Layne Safety website.

Bill of Lading Instructions

The following page contains step-by-step, detailed instructions for completing a Bill of Lading correctly.

In addition to this *Driver Letter*, a poster will be sent to every location and should be displayed in the shop for driver reference. A driver handbook will be distributed later this year with additional information.



Instructions For Completing Bill of Lading

Key	Data Element	Explanation
1.	Motor Carrier Name and Address	Enter Layne Christensen, 610 S. 38th Street, Kansas City, KS 66106. NOTE: Name and address is pre-printed on the bill of lading ordered from SEHS.
2.	Shipper's Number	The number is pre-printed on the bill of lading ordered from SEHS.
3.	Carrier's Number	Enter the Layne's USDOT # 053175. The number is pre-printed on the bill of lading ordered from SEHS.
4.	Date	Enter today's date.
5.	TO: Consignee, Street, Destination	Enter the location of the shipment's destination.
6.	FROM: Shipper, Street, Origin	Enter the location where the shipment originated.
7.	Route	Indicate the highway route used for transporting the shipment.
8.	Trailer Initial/Number	Enter vehicle and trailer unit numbers.
9.	U.S. DOT Hazmat Reg. Number	Enter Layne's USDOT Hazardous Materials Registration Number.
10.	Number of Packages	Enter number of packages being shipped. Example: Enter 25 for 25 pails of Sodium Hypochlorite. *Regulation Change – effective October 1, 2007
11.	HM NOTE: When combining different materials that are in the same hazard class the weight becomes cumulative for the placard-able weight requirement.	Enter X if the package is a hazardous material. Enter RQ if the package is a reportable quantity for the Department of Transportation (DOT), (refer to 172.101, Appendix A – List of Hazardous Substance and Reportable Quantities) NOTE: RQ for DOT is different than RQ for EPA, *see below
12.	Description of articles, special marks, and exceptions	Enter the proper shipping name for the Hazardous material. List type/description of package. *Regulation Change – effective October 1, 2007. *See below
13.	Hazard Class	Enter the Hazard Class. *See below
14.	I.D. Number	Enter the Identification Number. *See below
15.	Packing Group	Enter the packing group. *See below
16.	Weight	Enter the weight or volume of the hazardous material. *See below
17.	Labels Required	Enter the label of the hazardous material. *See below
18.	Certification that the Hazardous Materials information listed on the Bill of Lading is correct.	Driver's signature.
19.	Placard required	Enter yes, if placards are required or no if placards are not required.
20.	Placards supplied	Enter X in the yes box. NOTE: Layne is both shipper and carrier.
21.	Shipper	Enter the shipper's name (district office name) and Driver signs and dates.
22.	Carrier	Enter the carrier name (district office name) and Supervisor signs and dates.
23.	Emergency Response Telephone Number	Enter Emergency Response Telephone Number. NOTE: Emergency Response Telephone Number is pre-printed on the bill of lading ordered from SEHS.

* Refer to table 172.101 Hazardous Materials Table in the Hazardous Materials Compliance Pocketbook or refer to Safety Practice Compliance Procedure C2, Layne's Hazardous Materials Chart.

CONTAINS HAZARDOUS MATERIALS



Straight Bill of Lading

Motor Carrier: Layne Christensen Company
610 S. 38th Street
Kansas City, KS 66106

Shipper's No.: 2.

Carrier's No.: USDOT 053175

Date: 4.

To: 5.

Cosignee: _____

Street: _____

Destination: _____

From: 6.

Shipper: _____

Street: _____

Origin: _____

Route: 7.

Vehicle Number: 8. U.S. DOT Hazmat Reg. No.: 9.

No. Pkgs.	HM	Description of Articles	Hazard Class	I.D. Number	Packing Group	Weight	Labels Required
<u>10.</u>	<u>11.</u>	<u>12.</u>	<u>13.</u>	<u>14.</u>	<u>15.</u>	<u>16.</u>	<u>17.</u>

"This is to certify that the above-named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Department of Transportation."

PER: 18.

Circle Below.

Placards Required: 19. YES NO

Circle and Sign Below.

Placards Supplied: YES NO

Driver's Signature: 20.

Shipper: 21. Carrier: 22.

Per: _____ Date: _____ Per: _____ Date: _____

Emergency Response Telephone Number: 800-255-3924 23.

Monitored at all times the Hazardous Material is in transportation including storage incidental to transportation.

CONTAINS HAZARDOUS MATERIALS



Straight Bill of Lading

Motor Carrier: Layne Christensen Company
610 S. 38th Street
Kansas City, KS 66106

Shipper's No.: 1108-0035

Carrier's No.: USDOT 053175

Date: 7-1-2007

To: Jack Owen
Cosignee: ABC Corporation
Street: 2045 N. Winchester
Destination: Denver, CO 18201

From: Steve McKay
Shipper: Safety & Environmental Health Sciences (SEHS)
Street: 610 S. 38th Street
Origin: Kansas City, KS 66106

Route: I-635 North to I-70 West

Vehicle Number: T-130 **U.S. DOT Hazmat Reg. No.:** 062807552077P

No. Pkgs.	HM	Description of Articles	Hazard Class	I.D. Number	Packing Group	Weight	Labels Required
1	X	Diesel Fuel	Combustible Liquid	NA1993	III	500 gallons	None
EXAMPLE							

"This is to certify that the above-named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Department of Transportation."

PER: Steve McKay

Circle Below.
Placards Required: YES NO

Circle and Sign Below.
Placards Supplied: YES NO

Driver's Signature: Larry Wilson

Shipper: SEHS **Carrier:** SEHS

Per: Steve McKay **Date:** 7-1-2007 **Per:** Larry Wilson **Date:** 7-1-2007

Emergency Response Telephone Number: 800-255-3924

Monitored at all times the Hazardous Material is in transportation including storage incidental to transportation.