



U.S. Department
of Transportation
**Research and
Special Programs
Administration**

400 Seventh St., S.W.
Washington, D.C. 20590

APR 15 2003

Ms. Jackie R. Richards
Texas Propane Gas Association
8408 N. IH-35
Austin, TX 78753

Ref. No. 04-0060

Dear Ms. Richards:

This responds to your January 30, 2004 letter requesting further clarification on shipping paper retention requirements under 172.201(e) of the Hazardous Materials Regulations (HMR; 49 CFR Parts 171-180). Specifically, you ask that we review and approve your proposed methods of compliance with the shipping paper retention requirements under the HMR for use of a permanent shipping paper for shipment of liquefied petroleum gas.

The following methods of compliance may be used to meet the requirements in § 172.201(e) regarding retention of permanent shipping papers and daily records of shipments:

1. Retain one permanent copy of shipping paper for 375 days.

(a) Retain a copy of the delivery log made for each day that includes the shipping name, UN identification number, quantity transported, and date of shipment.

or

(b) Retain a copy of each delivery ticket with the shipping name, UN identification number, quantity transported, and date of shipment.

OR

2. Retain a daily permanent shipping paper.

(a) Attach copies of each delivery ticket for the day that includes shipping name, UN identification number, quantity transported, and date of shipment.

or



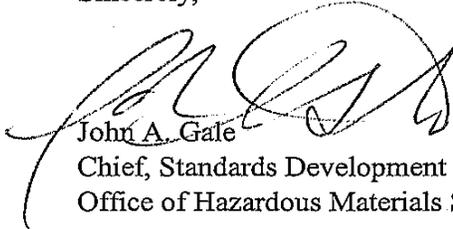
040060

§ 172.201(e)

(b) Write the total number of gallons delivered for that day and write the date on the shipping paper.

I hope this is helpful and answers your inquiry.

Sincerely,

A handwritten signature in cursive script, appearing to read "John A. Gale". The signature is written in dark ink and is positioned above the printed name and title.

John A. Gale
Chief, Standards Development
Office of Hazardous Materials Standards

8408 N. IH-35
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January 30, 2004

John Gale
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Office of Hazardous Materials Standards
Research & Special Programs Administration
U.S. Department of Transportation
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Washington, DC 20590

Boothe
§ 172.201(e)
Shipping Papers
074-0060

Dear Mr. Gale,

Thank you for the clarification on 172.201 (e) the Preparation and Retention of Shipping Papers.

It is my understanding from district to district; different Texas Department of Public Safety officers have different interpretations of the shipping paper ruling. In order to safeguard our industry members from disciplinary action, the Texas Propane Gas Association has come up with a number of methods for propane dealers to comply with 172.201 (e) the Preparation and Retention of Shipping Papers. The association is seeking approval on these methods of compliance and would like the U.S. Department of Transportation's endorsement.

Please review the following approaches for your approval. I have also included my past correspondence with your office.

Sincerely,

Jackie R. Richards
Jackie R. Richards

www.txpropane.com

How to comply with 172.201 e The Preparation and Retention of Shipping Papers

To get to the bottom line, the rule fundamentally requires you to keep a daily record of your shipments that include the shipping name, which in our industry's case would be liquefied petroleum gas, shipping number, which is 1075, quantity transported, and date shipment made.

To comply with the ruling you can take the following steps:

- A) Keep one single permanent copy of a shipping paper for 375 days then
 - 1) Retain a copy of delivery log made for each day, which includes the shipping name and shipping number

or

- 2) Have a copy of each delivery ticket to include shipping name and shipping number.

OR

- B) Keep a daily permanent shipping paper
 - 1) Attach the copies of each delivery ticket for the day

or

- 2) Write total number of gallons delivered for that particular day and write the date on the shipping paper.