

Shipping Instructions for Hazardous Materials

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Hazardous Materials Shipping Instructions

Dear [Supplier Name],

This letter serves as a guideline for the safe and compliant shipping of hazardous materials.

1. Material Information

Please ensure that the following information is included with each shipment:

- Material Safety Data Sheet (MSDS)
- Proper Shipping Name
- UN Number
- Hazard Class
- Packing Group

2. Packaging Requirements

All hazardous materials must be packaged in accordance with the following standards:

- Use UN-approved containers
- Label and mark packages clearly with appropriate hazard symbols

3. Documentation

Ensure that the following documents accompany the shipment:

- Bill of Lading
- Shipping Manifest

4. Emergency Contact

In the event of an emergency during transit, please contact:

[Emergency Contact Name]

[Emergency Contact Phone Number]

5. Compliance

Please ensure that all shipments comply with local, national, and international regulations governing the shipping of hazardous materials.

Thank you for your attention to these important instructions. If you have any questions, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]