

ACE EMANIFEST HAZARDOUS MATERIAL FORM GUIDE

The following are basic line-by-line explanations of the form used to collect hazardous material information needed to create an electronic manifest. If not sure of an explanation please call. We will be glad to further explain or answer any of your questions. To avoid delays or problems at the border we recommend printing clearly. For example, the difference between an S and a 5 can be the difference between a successful crossing or not. Taking an extra minute to print clearly may save hours at the border.

SHIPMENT CONTROL NUMBER – Enter the shipment control number that corresponds to the shipment with the hazardous material.

CONTRACT NUMBER – This is the policy number of the truck insurance.

CONTRACT ISSUE YEAR – The year the insurance policy came into effect.

AMOUNT – Dollar value of insurance policy.

SURETY – Name of insurance company (not the insurance broker).

4 DIGIT UN CODE – Four-digit number identifying the hazardous material.

PERSON TO CONTACT IN CASE OF EMERGENCY – Name of the person to contact for information about the hazardous material in case of an emergency.

PHONE NUMBER – Phone number of person to contact in case of an emergency.

A four-digit UN code must be entered for each hazardous material item being shipped.