

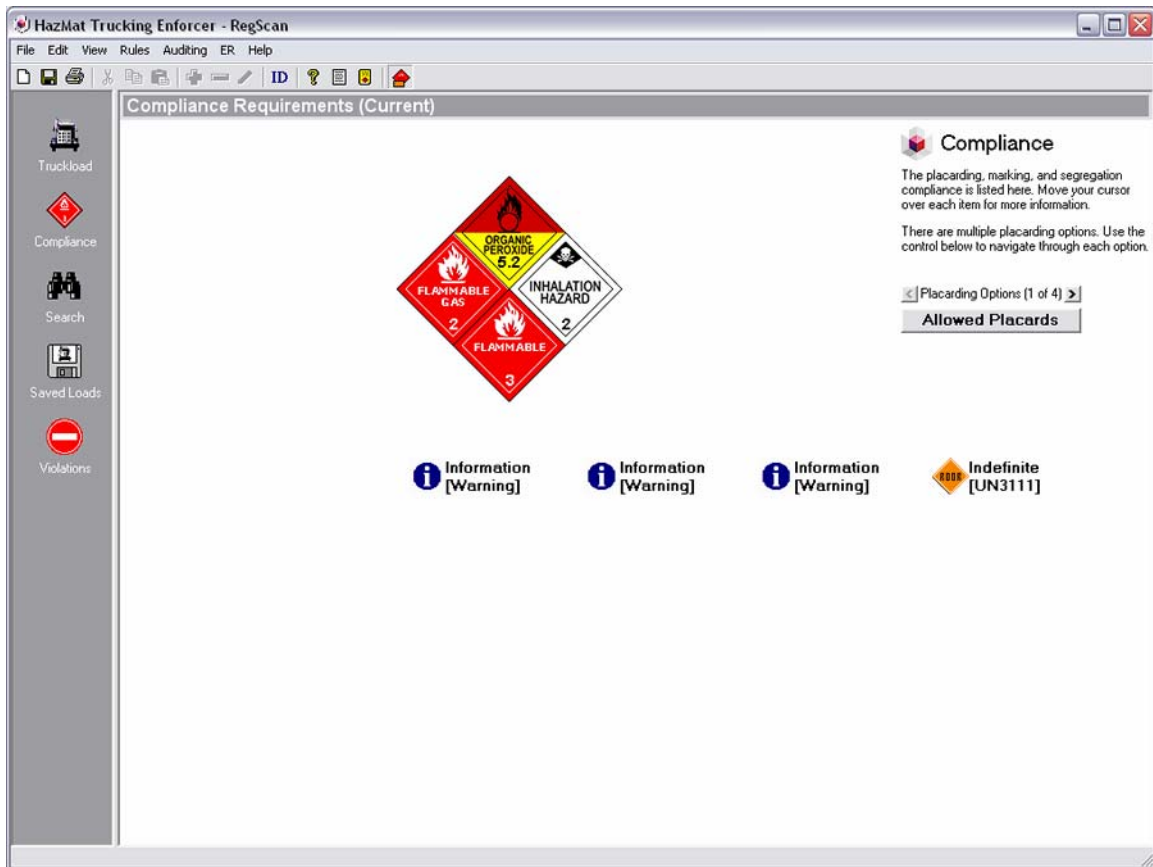
# Tutorial: HTE Shipping Paper Auditor

Revised 04/11/08

This is an overview of the Shipping Paper Auditor feature found in Hazmat Trucking Enforcer.

For this demonstration, we're going to use the Shipping Paper Example.

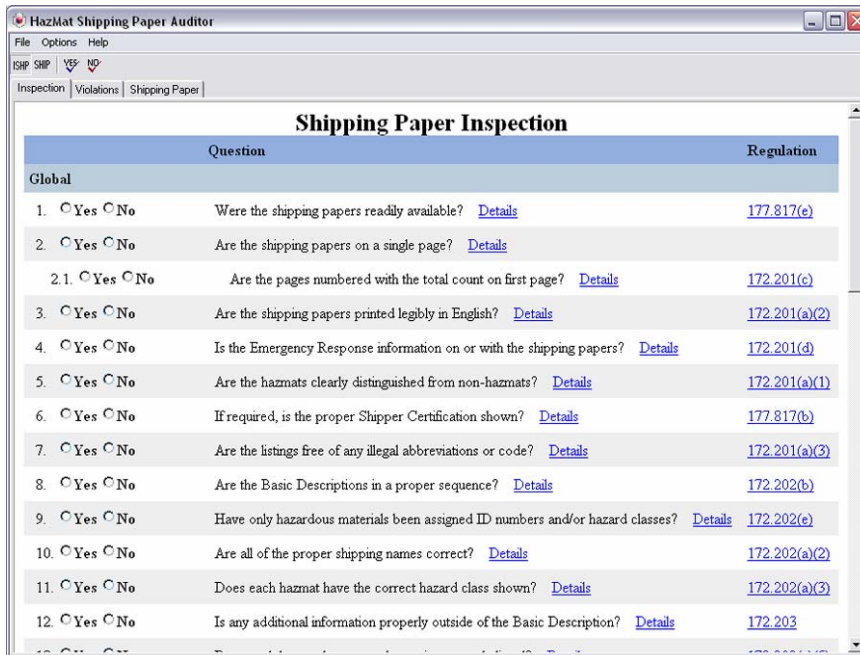
The inspection tab displays the inspection criteria for the current load. The inspection is broken up into multiple subcategories.



To access the Shipping Paper Auditor feature, select it from the **Auditing** menu. A pop up menu will appear with a series of questions.

**Global questions** will be displayed on every inspection. Those are questions pertaining to every hazmat on the load and the shipping paper as a whole.

**Hazmat questions** will appear for each hazmat that requires a more specific look into its shipping paper listing. Please note that not every item on the load will require any specific questions.



Questions are answered via a series of Yes/No buttons.

“Child Questions” will appear in a nested format when more specific answers are required.

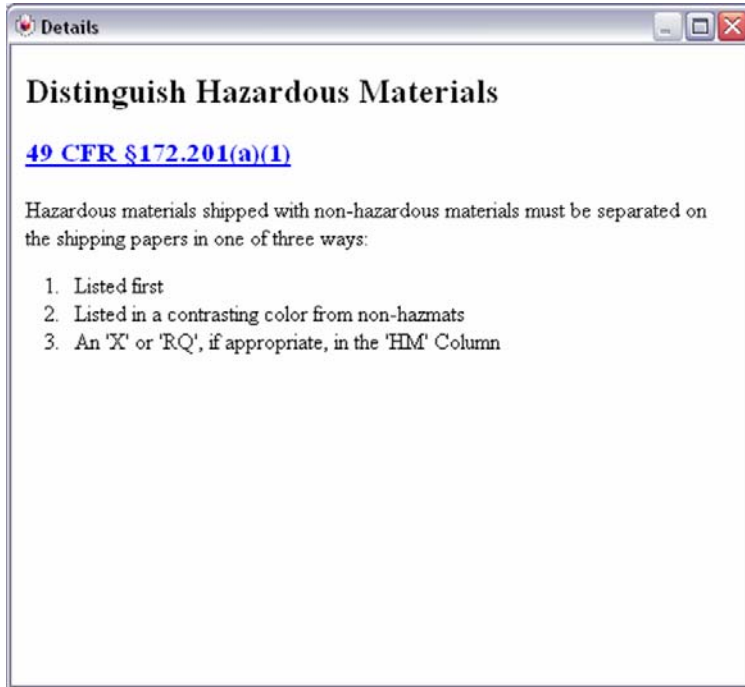
You can choose to mark all questions as “Yes” or “No” by selecting the appropriate button. To clear your answers, select “Reset Inspection” from the Options menu.

From **Preferences**, you can choose to enable or disable the option for HTE to warn you about unanswered auditor questions. You can also set the display preferences, choosing to display the questions in an expanded format. This automatically displays the child questions despite your yes/no answer.

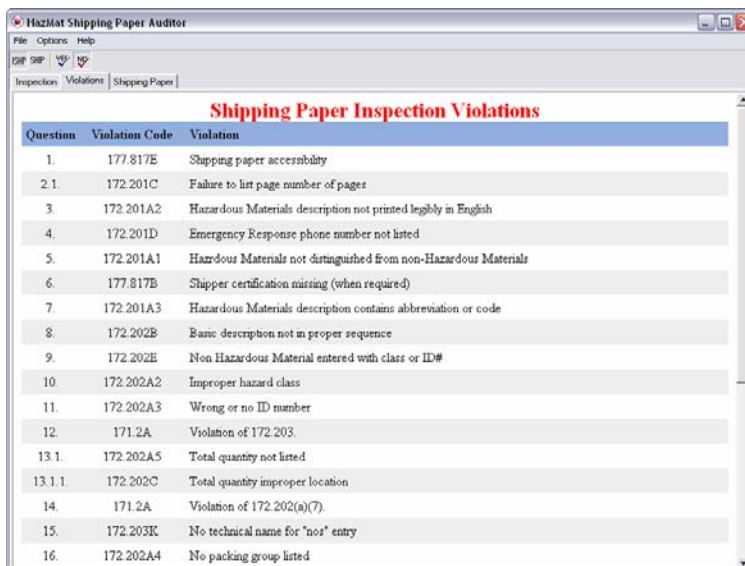


The majority of questions will allow you to select a “**details**” hyperlink. Clicking this link will open a pop-up window giving examples, simpler explanations, and further information about the question and its regulations.

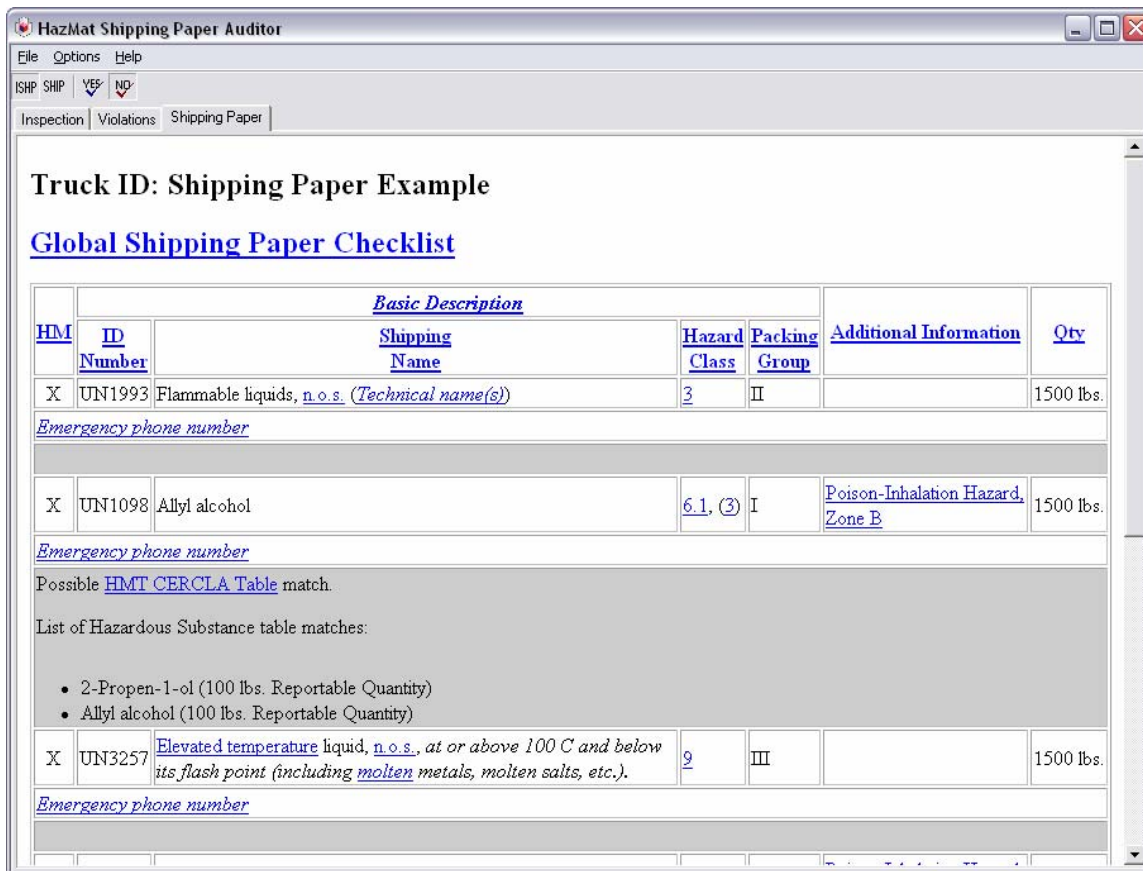
HTE displays a direct link to the regulation governing the question. Clicking this will display this regulation from the CFR.



The **Violation** tab lists all violations found with the shipping papers. The user will be presented the list of violations thus far, or be prompted to complete the inspection in its entirety.



The shipping paper tab generates a sample shipping paper. The basic description can be formatted in either SHIP or ISHP format from the **Options** menu or the ISHP/SHIP buttons on the menu bar.



To print a document, simply select “**Print**” from the pop-up window’s **File** menu.

## Examples

- **Add UN1999 Asphalt, 1500 lbs, not reclassified as combustible**
- *(Elevated temperature item)*
  - SPA will now display the global questions, as well as one set for this hazmat.
  - As this is an elevated temperature item, we are asked if that is in some way displayed in the PSN.
  - We are also asked if the Packing Group is correctly displayed.
- **Add UN1090 Acetone, 5000 lbs, not reclassified as combustible, hazardous substance**
- *(Hazardous substance)*

- As this a hazardous substance, we are asked if “RQ” is displayed, if the PSN identifies the hazardous substance by name, and the standard question about it's correct packing group.
- **Add 3107 Organic peroxide type E, liquid, limited quantity, 100lbs**
- *(Organic peroxide, no packing group, limited quantity)*
  - This item is exempt from requiring a packing group (Organic peroxides, explosive class 1, and items without a PG do not require a packing group) so we do not see that question for this item.
  - As a limited quantity we are required “limited quantity” or “Ltd. Qty” for follow the Basic Description.
  - We are asked about the technical names following the Basic Description.
  - Organic peroxides have certain requirements that must be met under 172.203(o). For this question we can click “Details” to bring up some more information, and also the link directly to the reg.
  - Some organic peroxides require their actual concentration or concentration range. The info on organic peroxides is available via the “Details” link and the regulation is linked directly at the end of the line as usual.
- **Edit 3107 and uncheck the “Limited Quantity” checkbox**
  - Now in the inspector we no longer have the question about limited quantity.
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Thank you for your interest in Hazmat Trucking Enforcer. If you have further questions, please consult the help files and view more tutorials on our website: **hazmat.regscan.com**.

For further support, please call us at 1-800-734-7226 ext.1415.