



Boston Government Services, LLC

PROPER SHIPPING NAMES UPDATES WORK AID

BGS-SQAP-03-WA-14

Revision 1

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Prepared and
Approved By:

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Sherri Sanderson,
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01/18/2018

Date Signed

Effective Date:

01/18/2018

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|---|--------------------------|-------------------------|
| FUNCTIONAL AREA: Information Management | BGS-SQAP-03-WA-14 | |
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Revision History

| Rev. # | Effective Date | By | Type1 | Changes |
|---------------|-----------------------|------------------|--------------|--|
| 0 | 12/18/2015 | Cathy Widhalm | N | New Work Aid |
| 1 | 1/18/2018 | Sherri Sanderson | M | Updated to remove requirements and responsibilities and renumber to current numbering convention (from BGS-WA-14-SQAP-03 to BGS-SQAP-03-WA-14. |

1 M = major change, mc = minor change, N = new

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1. PURPOSE

This work aid outlines the process to update information provided in the 172.101 Table (Shipping.ProperShippingName table) used to select Proper Shipping Names based on the UNNA number. The user selects from this list when preparing shipping documents for hazardous and/or radioactive material or when entering hazardous information on a freight bill record.

2. SCOPE

Text

3. PROPER SHIPPING NAMES

Federal Register notices are monitored on a weekly basis for the Department of Pipeline and Hazardous Materials Safety Administration. Any Final Rule that impacts information provided in ATLAS are updated and documented.

1. **Prepare** a System Change Request (SCR) to document changes and **obtain** approval to make the changes.
2. **Update** information in the Shipping.ProperShippingName table as outlined in the SCR.
3. **Complete** QA Testing for changes made.