## Department of Transportation's Guidance for Completing the Shipper's Declaration for Dangerous Goods

The Department of Transportation (DOT) oversees compliance with the Hazardous Materials Regulations (HMR). Entities and individuals that are subject to the select agent and toxin regulations are also responsible for ensuring compliance with all other applicable federal regulations, including DOT requirements in the HMR for the shipment of select agents and toxins. These slides are provided for informational purposes only. For additional information on compliance with the HMR or other DOT regulations, contact <a href="https://www.phmsa.dot.gov/standards-rulemaking/hazmat/hazardous-materials-information-center">https://www.phmsa.dot.gov/standards-rulemaking/hazmat/hazardous-materials-information-center</a>.

## **Aircraft Shipper's Declaration Form**



- Select agents and toxins should be classified as outlined by Department of Transportation (<u>Reference No. 20-0035</u>).
- Category A infectious substances are capable of causing permanent disability, life threatening orfatal disease to humans or animals when exposure to them occurs.
- Individuals shipping Category A infectious substances by aircraft need to request a Shipper's Declaration form from a courier service.
- Make sure the form is in color, with the edges in red, text in black, and a white background.
- Check with the courier service to see if filling out the form in handwriting is acceptable.

**Note:** Only people who are IATA shipper certified should be packaging and signing off on the Shipper's Declaration.

## **Aircraft Shipper's Declaration Form: Shipper's Address**



#### **Shipper's Address**

 Individuals completing the Shipper's Declaration for Dangerous Goods form must provide the full name, address, and telephone number of the shipper.

**Note:** Package carriers (i.e., FedEx, UPS) require shippers use hazmat compliance-checking software and require the Shipper's Declaration be printed on paper with red hatch marks.

## **Shipper's Declaration Form: Receiver's Address**



#### -Receiver's Address

Individuals completing the Shipper's
 Declaration for Dangerous Goods form must
 provide the full name, address, and
 telephone number of the
 receiver/consignee.

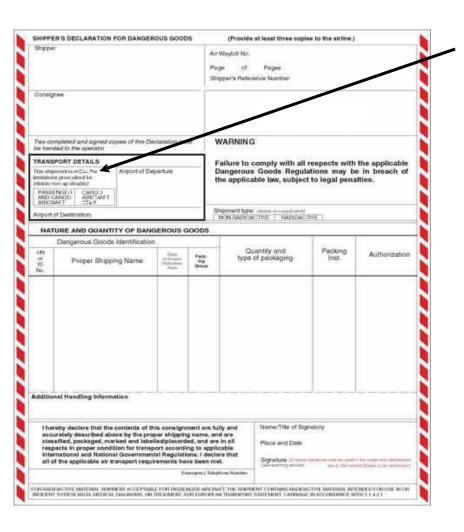
## Shipper's Declaration Form: Air Waybill Number



## Air Waybill Number and Number of Pages

- The Air Waybill or air consignment note is a receipt issued by an international airline for all shipments of goods by air. The shipper or operator must complete the Air Waybill.
- The Air Waybill is attached to the Shipper's Declaration for Dangerous Goods Form.
- Shippers need to provide the Air Waybill number, the number of pages, and a shipper's reference number for their ownrecords.

## **Shipper's Declaration Form: Aircraft Limitations**

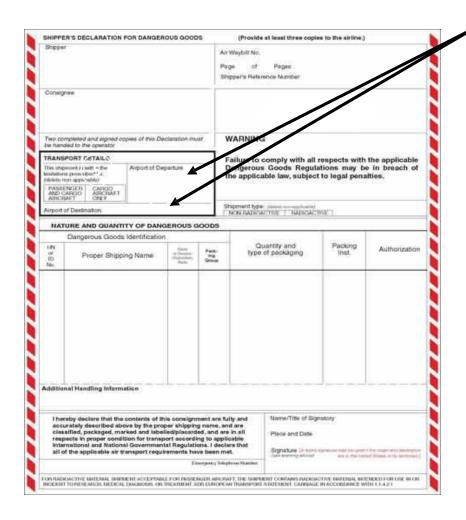


#### **Aircraft Limitations**

Passenger and Cargo aircraft have restrictions on shipment ofinfectious substances. For surface transport, there is no maximum quantity per package. For air transport, the **NET** limits are:

- 50ml or 50g for passenger aircraft, 4L or 4kg for cargo aircraft.
- Quantities exceeding 50ml or 50g per package must be shipped using cargo aircraft.
- Make sure the box that is **NOT** applicable is crossed out.

## **Shipper's Declaration Form: Airports**



# **Airport of Departure and Airport of Destination**

- Individuals completing the Shipper's Declaration for Dangerous Goods form must provide the full name of the airports orcities of departure.
- Normally, the carrier provides the official airport code and helps complete this section of theform.

## Shipper's Declaration Form: Shipment Type



#### **Shipment Type**

- Individuals completing the Shipper's Declaration for Dangerous Goods form must indicate the presence of radioactive material.
- After determining whether or notthe shipment contains radioactive material, make sure the box which is **NOT** applicable is crossedout.

# Nature and Quantity of Dangerous Goods: Infectious Substance Affecting Humans Part 1



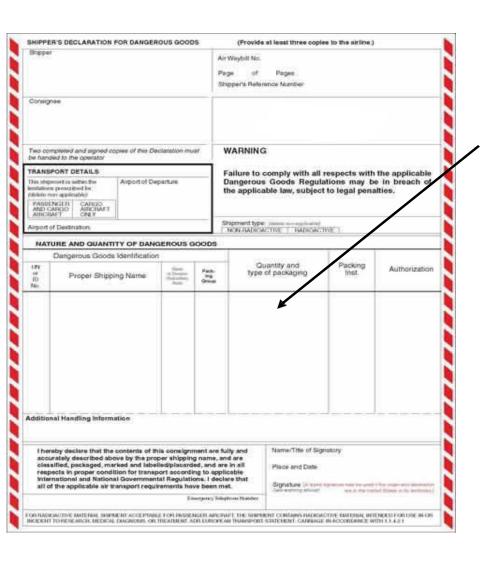
- UN or ID Number: UN2814\*
- Proper Shipping Name: Enter "INFECTIOUS SUBSTANCES, AFFECTINGHUMANS." As outlined by Department of Transportation (<u>Reference No. 20-0035</u>).
- Class or Division: Enter "6.2" for Infectious substances. For dry ice enter "9" (UN1845, Carbon dioxide, solid, OR Dry ice).
- Packing Group: Leave Blank; Does not apply to infectious substances.

## **Infectious Substance Affecting Humans Part 2**



- Quantity and Type of Packaging: Total net quantity of dangerous goods and outerpackaging material ("all packed in one fiberboard box" or "overpack used") (also applies to dryice).
- Packing Instruction: 620 for Category A infectious substances (954 for dryice).
- Authorization: Leave Blank; Does notapply.

# Nature and Quantity of Dangerous Goods: Infectious Substance Affecting Animals Part 1



- UN or ID Number: UN2900
- Proper Shipping Name: Enter "INFECTIOUS SUBSTANCES, AFFECTING ANIMALS" As outlined by Department of Transportation (Reference No. 20-0035).
- Class or Division: Enter "6.2" for infectious substances. For dry ice enter "9" (UN1845, Carbon Dioxide, solid, *OR* Dry Ice).
- Packing Group: Leave Blank; Does not apply to infectious substances.

## **Infectious Substance Affecting Animals Part 2**



- Quantity and Type of Packaging: Total net quantity of dangerous goods and outer packaging material ("all packed in one fiberboard box" or "overpack used") – (also applies to dryice).
- Packing Instruction: 620 for Category A infectious substances (954 for dry ice).
- Authorization: Leave Blank; Does not apply.