

DOCUMENTATION – Shipper's Declaration and Air Waybill

For transport by air of packages containing dangerous goods it is necessary to complete an Air Waybill and, in some cases, a Shipper's Declaration for Dangerous Goods. Guidance for completion of these documents is provided below.

Individuals should be aware that by signing shipper's declaration forms they, as individuals, take on certain duties and responsibilities under the regulations. **Individuals are advised to sign shipper's declarations forms only for packages they have packed themselves, or they have overseen being packed, and they are confident the contents are as declared and all necessary requirements of the regulations have been met.**

A copy of the documentation must be retained by the shipper for at least 3 months.

Remember to also provide written emergency response procedures with any package containing biological materials classified under UN 2814, UN 2900, UN 3373 or UN 3245. A standard format is given in Appendix 7.

Shipper's Declaration for Dangerous Goods

The regulations give a specification for the form including its precise format, colour (parts must be printed in red and so black and white photocopies are not acceptable) and size. The form must be completed in English and 2 copies are required to be handed over with the package, one for the aircraft operator and the other to go with the shipment. Some operators (for example FedEx), require shipper's declarations to be typewritten or computer generated and will not accept hand written forms, and/or require 3 copies to be provided with the shipment. Details of such additional requirements are listed as operator variations and relevant ones are reproduced in Appendix 8.

All sections must be completed in accordance with the requirements of the regulations and be completed, signed and dated by the shipper. The person signing the document must sign also any alterations or amendments made on the form. The only exception is for entries in the boxes for Air Waybill No., Airport of Departure and Airport of Destination, these may be inserted or amended later.

A specimen shipper's declaration form is given below as Figure 8.1B. Copies of shipper's declaration forms can be obtained from suppliers such as Labeline <http://www.labeline.com> or specialist couriers or are available for download on IATA's website at http://www.iata.org/whatwedo/cargo/dangerous_goods/download.htm

A Shipper's Declaration for Dangerous Goods is **not required** for goods classified, packaged and labelled as UN 3373 Biological substance, category B (also known as Diagnostic or Clinical Specimens until 31.12.06) or for Exempt human or animal specimens.

When carbon dioxide, dry ice, is used as a refrigerant for dangerous goods that require a Shipper's Declaration, the details of the carbon dioxide, solid, (dry ice) must be shown on the Shipper's Declaration. However, if, as for UN 3373 Biological substance, category B (also known as Diagnostic or Clinical Specimens until 31.12.06) a Shipper's Declaration

is not required for the actual goods, then a Shipper's Declaration is not required for the dry ice and details are shown on the air waybill.

In relation to completing the various sections of the form –

Shipper – enter the full name and address of the shipper, this is the person/organisation sending the package. Add contact details of a responsible person for contact in emergency (as shown on package) using format "Person responsible: full name and international telephone dialling number".

Consignee – enter the full name and address of the consignee, this is the person/organisation being sent the package. Add contact details of a responsible person for contact in emergency (as shown on package) using format "Person responsible: full name and international telephone dialling number".

Air Waybill No. – enter the number of the Air Way bill to which the declaration form will be attached. Enter number of pages, this refers to the shippers declaration, enter "Page 1 of 1 Pages" unless there is an extension list. Leave Shipper's reference number blank.

Transport details – delete by striking through either "Passenger and Cargo Aircraft" or "Cargo aircraft only" as appropriate. For infectious substances this will be determined by the quantities in the package. If the package contains quantities in excess of those allowed on passenger aircraft (50ml/50g for UN 2814 or UN 2900), delete "Passenger and Cargo Aircraft". Enter, if known, the airports or cities of departure and destination; these may be left blank for completion later.

Shipment type – delete "Radioactive" or if package contains radioactive material do not proceed further and contact the University Biological Safety Adviser for advice.

Nature and quantity of dangerous goods –

- i) *Identification* – enter in the following sequence the UN number, proper shipping name, class or division and packing group. The choices with appropriate combination of entries are shown in Table 1 (further details are in section 3 of main guidance).
- ii) *Quantity and type of packing* – enter number of packages, their type of packaging and the net quantity of the hazardous material, for example 1 Fibreboard box x 25g. When an overpack is used, the wording "Overpack used" must be inserted immediately after all the relevant entries.
- iii) *Packing Instruction* – enter the number of the applicable Packing Instruction, see Table 1 or section 4 of main guidance.
- iv) *Authorisations* – if the package contains body parts, organs or whole bodies and the quantity of material in the package is in excess of the limits for air transport, Special Provision A81 can be applied. If this is the case "A81" must be entered in this column.

Additional handling information – enter any special handling information, this will most likely be left blank.

Declaration and signatures – carefully read the declaration, print title and full name, enter place (eg Edinburgh) and date of signing the form, and add signature.

Now REVIEW - check all sections of the form have been completed, are legible and any amendments are signed.

Examples taken from the IATA regulations for completion of the Nature and Quantities of Dangerous Goods section for a package containing an infectious substance classified under UN 2814 are given below as Figures 8.1J and 8.1K. In both examples UN type-approved packaging for Class 6.2 substances would be required, example 8.1J uses a special insulated combination pack that incorporates provision for dry ice between the secondary and outer whereas example 8.1K uses a thermal overpack.

Air Waybill

Usually the airline will complete most sections of the air waybill. However, the shipper probably will be expected to provide information on, or complete, certain sections –

Handling Information box –

- i) enter the words "Dangerous goods as per attached Shipper's Declaration" where a shipper's declaration is also required. This would not apply to UN 3373 Biological substance, category B (also known as Diagnostic or Clinical Specimens until 31.12.06) since a shipper's declaration is not required.
- ii) Enter the words "Cargo Aircraft Only" if the package is only suitable for transport on a cargo aircraft, for example if it contains quantities in excess of those allowed on passenger aircraft (50ml/50g for UN 2814 or UN 2900),

Nature and quantity of goods box –

- i) if a shipper's declaration for dangerous goods is required this box should be left blank.
- ii) if a shipper's declaration for dangerous goods is not required enter in the following sequence
 - * Proper shipping name;
 - * Class or Division number;
 - UN or ID number;
 - * Packing group;
 - Subsidiary risk, if any;
 - Number of packages;
 - Net quantity per package; and
 - * Packing Instruction number.

* *Note* items marked with an asterisk are not required for dry ice or category B biological substances (diagnostic or clinical specimens), entries for these should therefore be

Proper shipping name;

UN number;
Number of packages; and
Net quantity per package.

Note - previously it was a requirement for diagnostic specimens to enter in the Nature and quantity of goods box the statement "Diagnostic specimen packed in compliance with IATA Packing Instruction 650". **This is no longer required.**

TABLE 1 – INDICATIVE ENTRIES FOR COMPLETION OF PART OF SHIPPER'S DECLARATION FOR DANGEROUS GOODS

NATURE AND QUANTITY OF DANGEROUS GOODS						
Dangerous Goods Identification				Quantity and type of packing	Packing Inst.	Authorization
UN or ID No.	Proper Shipping Name	Class or Division (Subsidiary Risk)	Packing Group			
UN 2814	Infectious substance, affecting humans (<i>insert technical name in brackets</i>)	6.2	<i>leave blank</i>	<i>enter details</i>	602	<i>Enter A81 if applicable, otherwise leave blank</i>
UN 2900	Infectious substance, affecting animals only (<i>insert technical name in brackets</i>)	6.2	<i>leave blank</i>	<i>enter details</i>	602	<i>Enter A81 if applicable, otherwise leave blank</i>
UN 3245	Genetically modified micro-organisms	9	<i>leave blank</i>	<i>enter details</i>	913	<i>leave blank</i>
UN 1845	Dry Ice	9	III	<i>enter details</i>	904	<i>leave blank</i>

Note: entries are not shown for UN 3373 Biological substance, category B since a shipper's declaration is not required for these

SPECIMEN SHIPPER'S DECLARATION FORMS

Source: IATA Dangerous Goods Regulations 2007 (48th edition)

FIGURE 8.1.B

Shipper's Declaration Specimen Designed for Manual Completion

SHIPPER'S DECLARATION FOR DANGEROUS GOODS								
Shipper			Air Waybill No.					
Consignee			Page of Pages Shipper's Reference Number <i>(optional)</i>					
<i>Two completed and signed copies of this Declaration must be handed to the operator.</i>			<i>For optional use for Company logo name and address</i>					
TRANSPORT DETAILS This shipment is within the limitations prescribed for: <i>(delete non-applicable)</i>			WARNING Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">PASSENGER AND CARGO AIRCRAFT</td> <td style="padding: 2px;">CARGO AIRCRAFT ONLY</td> </tr> </table>		PASSENGER AND CARGO AIRCRAFT	CARGO AIRCRAFT ONLY	Airport of Departure:		Shipment type: <i>(delete non-applicable)</i> <input type="checkbox"/> NON-RADIOACTIVE <input type="checkbox"/> RADIOACTIVE		
PASSENGER AND CARGO AIRCRAFT	CARGO AIRCRAFT ONLY							
Airport of Destination:								
NATURE AND QUANTITY OF DANGEROUS GOODS								
Dangerous Goods Identification								
UN or ID No.	Proper Shipping Name	Class or Division (Subsidiary Risk)	Pack- ing Group	Quantity and type of packing	Packing Inst.	Authorization		
Additional Handling Information								
I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. I declare that all of the applicable air transport requirements have been met.				Name/Title of Signatory Place and Date Signature <i>(see warning above)</i>				

SPECIMEN SHIPPER'S DECLARATION FORMS

Source: IATA Dangerous Goods Regulations 2007 (48th edition)

FIGURE 8.1.I
Shipper's Declaration Completion – Example 5

UN2814	Infectious substance, affecting humans (Dengue virus culture)	6.2		25 g	602
UN1845	Dry Ice	9	III	20 kg All packed in one Fibreboard box.	904

A way to show an infectious substance shipment packed together with dry ice inside a UN Class 6.2 specification package. Note that a "Q" value is not required, and the Air Waybill will require the statement as shown in 8.2.1.

FIGURE 8.1.J
Shipper's Declaration Completion – Example 6

NATURE AND QUANTITY OF DANGEROUS GOODS						
Dangerous Goods Identification						
UN or ID No.	Proper Shipping Name	Class or Division (Subsidiary risk)	Packing Group	Quantity and type of packing	Packing Inst.	Authorization
UN2814	Infectious substance, affecting humans (Dengue virus)	6.2		1 Fibreboard box x 25 g	602	
UN1845	Dry Ice	9	III	20 kg Overpack used	904	

A way to show an infectious substance shipment packed in a UN Class 6.2 specification package surrounded by dry ice contained in an overpack meeting Packing Instruction 904 requirements.