# 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**

| Shipper    | 1   |                       |                      |           | Air Waybill No.  |                         |                   |                            |  |
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- Select agents and toxins should be classified as a Category A infectious substance.
- Category A infectious substances are capable of causing permanent disability, life threatening or fatal 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  |   |   |   |                              | Air Waybill No.   |                                       |   |                             |
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#### — 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.

The select toxins proper shipping description is "UN 3462 - Toxins extracted from living sources, solid" or "UN 3172 - Toxins extracted from living sources, liquid."

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

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-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

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#### —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 own records.

## Shipper's Declaration Form: Aircraft Limitations

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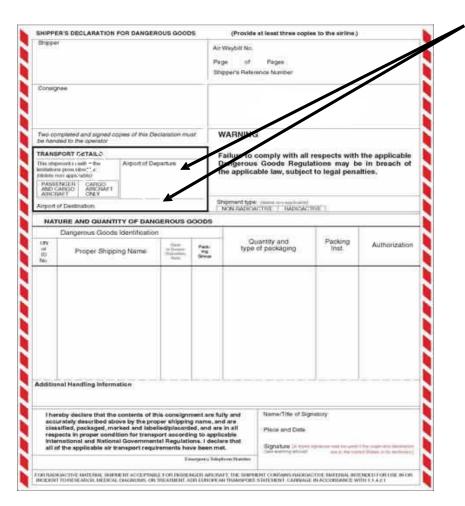
#### **Aircraft Limitations**

Passenger and Cargo aircraft have restrictions on shipment of infectious 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 or cities of departure.

Normally, the carrier provides the official airport code and helps complete this section of the form.

## Shipper's Declaration Form: Shipment Type

| Shipper                                 | R'S DECLARATION I   | FOR DANGER  | IOUS GOOD   | S  |   | I least three copie                                     | e to the sirline.)    |  |  |
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#### **Shipment Type**

Individuals completing the Shipper's Declaration for Dangerous Goods form must indicate the presence of radioactive material.

After determining whether or not the shipment contains radioactive material, make sure the box which is **NOT** applicable is crossed out.

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

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This section must be completed in English.

- a. UN or ID Number: UN2814\*
- b. Proper Shipping Name: Enter "INFECTIOUS SUBSTANCES, AFFECTING HUMANS."
- Class or Division: Enter "6.2" for Infectious substances. For dry ice enter "9" (UN1845, Carbon dioxide, solid, OR Dry ice).
- d. Packing Group: Leave Blank; Does not apply to infectious substances.

#### Nature and Quantity of Dangerous Goods: Infectious Substance Affecting Humans Part 2

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| I her<br>scol<br>class<br>resp<br>shite  | nal Handling Informat<br>reby declare that the<br>arately described abo<br>alfied, packaged, mar<br>esta in proper condi-<br>mational and National<br>(the applicable air tr | contents of the pro-<br>ive by the pro-<br>ived and labe<br>lion for transp<br>Il Governmen | per shipping<br>lied/placarded<br>port according<br>tal Regulation | name, an<br>d, and are<br>g to appli-<br>ns. I decla | d are<br>In all Place and Date<br>cable<br>are that   | aparan nation year   |                  |  |

This section must be completed in **English**.

- **d.** 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 dry ice).
- e. Packing Instruction: 620 for Category A infectious substances (954 for dry ice).
- g. Authorization: Leave Blank; Does not apply.

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

| Shipper  |  |   |   | (Pr   |  | ples to the sirline.)      |                |  |  |
|--|--|---|---|---|--|----------------------------|----------------|--|--|
| Designate  |  |   |   |   | of Pages<br>Reference Number   |                            |                |  |  |
| Consign  | 186  |   |   |   |  |                            |                |  |  |
|  | rpieled and signed or<br>ed to the operator  | gies of this De   | claration must  | WAR   | NING   |                            | /              |  |  |
| RANSP  | PORT DETAILS   |   |   | Failur  | e to comply with a   | Il respects with           | the applicable |  |  |
| TRANSPORT DETAILS<br>Tris shermert is aithin the<br>initiations generated by<br>divisite herr application<br>ADD CAROO ARECIANT<br>AIICIUAT ORLY |  |   |   |   | Failure to comply with all respects with the applicable<br>Dangerous Goods Regulations may be in breach of<br>the applicable law, subject to legal penalties |                            |                |  |  |
|  | Destination  | 41  |   | Shipmer   | Shipment type  |                            |                |  |  |
| NAT  | URE AND QUANTI   | TY OF DAN   | SEROUS GO   | oos   |  |                            |                |  |  |
|  | Dangerous Goods  | Identification  | 1   |   | A  |                            |                |  |  |
| IN<br>or<br>ID<br>No.  | Proper Shippi  | ng Name   | Gare<br>In Science<br>Reds (Ref)<br>Reds                          | Pach-<br>Wg<br>Group  | Quantity and<br>type of packaging  | Packing<br>Inst.           | Authorization  |  |  |
| -  |  |   |   |   |  |                            |                |  |  |
| a  | b<br>nai Handling Information  | ation   | C   | d   | e  | 1                          | B              |  |  |
| a  | b<br>al Handling Informa   | ation   | C   | d   | 2  | ſ                          | B              |  |  |
| a<br>I here<br>class<br>resp<br>inter  | b<br>and Handling Information<br>of the spectral state of the spectral<br>method packaged, mar-<br>ests in proper condi-<br>tilled, packaged, mar-<br>ests in packaged, mar-<br>ests in proper condi-<br>tilled, packaged, mar-<br>ests in packaged, | contents of t<br>we by the pro<br>riced and labe<br>tion for transp<br>il Governmen | nis consignme<br>per shipping<br>liediplacarded<br>port according | init are fully and<br>name, and are<br>i, and are in all<br>to applicable<br>s. I declare the | Piece and Date   | n a mprovinsi mati be yani |                |  |  |

This section must be completed in **English.** a. UN or ID Number: UN2900

- b. Proper Shipping Name: Enter "INFECTIOUS SUBSTANCES, AFFECTING ANIMALS."
- c. Class or Division: Enter "6.2" for infectious substances.
  - For dry ice enter "9" (UN1845, Carbon Dioxide, solid, *OR* Dry Ice).
- d. Packing Group: Leave Blank; Does not apply to infectious substances.

#### Nature and Quantity of Dangerous Goods: Infectious Substance Affecting Animals Part 2

| Shipper  |  |  |  | Contraction of the local sectors of the local sectors and the local sectors and the local sectors of the local sectors and the local |  | e to the airline.) |                |  |  |
|--|--|--|--|--|--|--------------------|----------------|--|--|
|  |  |  |  | Air Waybill No.  |  |                    |                |  |  |
|  |  |  |  | Page of  | Pages  |                    |                |  |  |
|  |  |  |  | Shipper's Refer  | ance Muniber   |                    |                |  |  |
| Consign  | 100  |  |  |  |  |                    |                |  |  |
|  |  |  |  |  |  |                    |                |  |  |
|  | npleted and signed co<br>led to the operator   | pies of this De  | claration must   | WARNING  | i  |                    |                |  |  |
| TRANSP   | PORT DETAILS   |  |  | Failure to   | comply with all  | respects with      | the applicable |  |  |
| embiliore  | nort is after the<br>s proceiled in<br>or applicable?  | Airport of De  | parture  | Failure to comply with all respects with the applicable<br>Dangerous Goods Regulations may be by breach of<br>the applicable law, subject to legal penalties.  |  |                    |                |  |  |
| PASSE<br>ABD CI<br>AtliCite                          | ARCHAFT  | li in the second |  |  |  |                    |                |  |  |
| Airport o  | d Destination  |  |  | Shipment type<br>NON-RADION  | Shipment type (mean and and a shipment)<br>I NON RADICACTIVE   HADICACTIVE |                    |                |  |  |
| NAT  | URE AND QUANT  | TY OF DANC   | EROUS GOOI   | DS   |  |                    |                |  |  |
|  | Dangerous Goods  | Identification   | 1  |  |  | lana la            |                |  |  |
| an<br>ID<br>No.                                      | Proper Shippi  | ng Name  |  |  | antity and<br>of packaping   | Packing<br>Inst.   | Authorization  |  |  |
|  |  |  |  |  |  |                    |                |  |  |
| a  |  | stice.   | <b>c d</b>   |  |  | 1                  | B              |  |  |
|  | b<br>nai Handling Informa  | ation  | •  |  |  | •                  | B              |  |  |
|  | b<br>sail Handling Informa   | ition  | •  |  |  | ſ                  | B              |  |  |
| Addition<br>i hero<br>decu<br>class<br>resp<br>atten | b<br>and Handling Informat<br>eby declare that the<br>rately described abo<br>alfied, packaged, ma<br>ects in proper condi-<br>national and National<br>fibe applicable air tr | contents of th<br>we by the pro<br>ked and labe<br>lion for transp<br>il Government  | is consignment<br>per shipping na-<br>tedplacarded, a<br>ort ascording to<br>art Regulations.                      | are fully and<br>me, and are in all<br>applicable<br>ideclare that   | Name/Tifle of Sig<br>Place and Date<br>Signature 14 toos                   | and the second     | 8              |  |  |
| delition<br>i hen<br>accu<br>class<br>nésp<br>anten  | eby declare that the<br>rately described abo<br>alfied, packaged, may<br>ects in proper condit<br>national and Nationa   | contents of th<br>we by the pro<br>ked and labe<br>lion for transp<br>il Government  | is consignment<br>per shipping ma-<br>iscipliagnarded, a<br>ort ascording to<br>at Regulations.<br>rements have be | are fully and<br>me, and are in all<br>applicable<br>ideclare that   | Place and Date   | and the second     |                |  |  |

This section must be completed in **English.** e. 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 dry ice).
- f. Packing Instruction: 620 for Category A infectious substances (954 for dry ice).
- g. Authorization: Leave Blank; Does not apply.