# 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**

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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

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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

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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.

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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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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

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- 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

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- 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.