

## Checklist for Completing the Shipper's Declaration

August 3, 2015

- FX-18 Compliance:** Shippers Declaration form cannot be hand written. Below is a fillable Shippers Declaration pdf that can be completed using this checklist and printed to be sent with your specimen. Alternatively, Saf-T-Pak provides FREE software that can ensure compliance by walking the user through the declaration and is available online after registering a secure profile.
  
- Shipper:** Full name and address of the person preparing the shipment.
  
- Consignee:** Full name, address, and phone number of the recipient. A responsible person (name and phone number) should be listed in case of an accident. The consignee and responsible person can be the same individual. This phone number is NOT the 24-hour emergency number listed in another part of the form.
  
- Air Waybill Number:** The appropriate air waybill number for the shipment. This information may be entered or amended by the shipper, his agent, or by the airline or its handling agent.
  
- Page of Pages:** The appropriate page number and the total number of pages of the Shipper's Declaration for Dangerous Goods.
  
- Aircraft Limitations:** Indicate the shipment is packaged to comply with the limitations for cargo aircraft only. Mark out the box that does not apply (done by "X-ing" it out).
  
- Airport of Departure:** Enter the full name of the airport or city of departure, if known. This information may also be entered or amended by the shipper, his agent or by the airline or its handling agent.
  
- Airport of Destination:** Enter the full name of the airport or city of destination, if known. This information may also be entered or amended by the shipper, his agent or by the airline or its handling agent.
  
- Shipment Type:** Denote whether the substance is "NON-RADIOACTIVE" or "RADIOACTIVE." This is usually done by "X-ing" out the box that is not appropriate for your shipment.
  
- Nature and Quantity of Dangerous Goods:** Enter the required information strictly in accordance with the regulations you are following (e.g. air: IATA 8.1.6.9, land: 49 CFR, mail: 39 CFR). Check with your carrier for detailed information specific to your shipment. This is the most important part of the declaration.
  - UN or ID Number:** Always enter the UN or ID number preceded by the prefix UN or ID. For *infectious substances*, affecting humans use "UN2814" and for *Dry Ice* use "UN1845."
  
  - Proper Shipping Name:** Enter the proper shipping name for the dangerous good(s) being shipped. The technical name in parenthesis is required: "Infectious Substance, affecting humans (Suspected Category A, Infectious Substance)." If using Dry Ice, you may use "Dry Ice" or "Carbon dioxide, solid" as the proper shipping name.

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- Class or Division:** Enter class or division. Example: 6.2 for Infectious Substances and 9 for Dry Ice.
  - Packing Group:** Not applicable for infectious substances. If Dry Ice is used, the Packing Group is "III."
  - Subsidiary Risk:** None for infectious substances, leave blank.
  - Quantity and Type of Packing:** Enter the total net quantity of dangerous goods and the type of material of the outer container (for example: 0.03 kg packed in one Fiberboard box or 1 Fiberboard box x 0.03 kg or 1 4G x 0.03 kg). If shipping with Dry Ice, the quantity must be entered (example: 3 kg). When two or more different dangerous goods are packed in the same outer package, the words "All packed in one" must immediately follow the relevant entries declared above. When an overpack is used, the wording "Overpack Used" must be inserted on the declaration form immediately after all relevant entries relating to the packages within the overpack.
  - Packing Instruction:** For infectious substances (UN2814) transported by air (IATA), use 620. If shipping by air (IATA) with Dry Ice, use 954.
  - Authorization:** This is where a special provision number, such as A81, is entered if needed by your facility.
  - Additional Handling Information:** For Infectious substances there is one item that must be noted here. The **24-hour Emergency Telephone Number** (cannot be a beeper or a voicemail, but can be a hired company).
  - Certification Statement:** The shipper's declaration must include the certification statement and the air transport statement.
  - Name and Title of Signatory:** Enter the name and title of the person signing the shipper's declaration.
  - Place and Date:** Enter the place and date to indicate where and when the form is signed.
  - Signature:** The Declaration must be completed and signed by the shipper. The signature should be handwritten; however, facsimile signatures, such as a stamp, are acceptable where applicable laws and regulations recognize the legal validity of the facsimile signatures. Typewritten signatures are not acceptable.
- Note:** Never use whiteout. Always make changes by striking out incorrect information, carefully adding the correct information and then signing the correction (no initials). The shipper's declaration must always be filled out completely.

SHIPPER'S DECLARATION FOR DANGEROUS GOODS

Shipper	Air Waybill No. Page        of        Pages Shipper's Reference Number (optional)
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Consignee	
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Four completed and signed copies of this Declaration must be handed to the operator.		<b>WARNING</b>  Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.
<b>TRANSPORT DETAILS</b>		
This shipment is within the limitations prescribed for: <i>(delete non-applicable)</i>	Airport of Departure	

PASSENGER AND CARGO AIRCRAFT	CARGO AIRCRAFT ONLY
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Airport of Destination	Shipment Type <i>(delete non-applicable)</i> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 2px;">NON-RADIOACTIVE</td> <td style="padding: 2px;">RADIOACTIVE</td> </tr> </table>	NON-RADIOACTIVE	RADIOACTIVE
NON-RADIOACTIVE	RADIOACTIVE		

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 Instruc- tions	Authorization

Additional Handling Information
Emergency Telephone Number

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 the 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>
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