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

The U.S. Department of Transportation (DOT) oversees compliance with the Hazardous Materials Regulations (HMR; 49 CFR Parts 171-180). Permittees that are subject to the import permit regulations are also responsible for ensuring compliance with all other applicable federal regulations, including DOT requirements in the HMR. These slides are provided for informational purposes only. For additional information on compliance with the HMR or other DOT regulations, contact the Hazardous Materials Information Center (HMIC) using this link: https://www.phmsa.dot.gov/resources.
Aircraft Shipper’s Declaration Form

- 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 USDOT hazmat trained and IATA shipper certified should be packaging and signing off on the Shipper’s Declaration.
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 (e.g., 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

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

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.

<table>
<thead>
<tr>
<th>Shippers Declaration Form: Air Waybill Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shipper</strong></td>
</tr>
<tr>
<td><strong>Air Waybill Number</strong></td>
</tr>
<tr>
<td><strong>Number of Pages</strong></td>
</tr>
<tr>
<td><strong>Shipper’s Reference Number</strong></td>
</tr>
</tbody>
</table>

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**Warning:** Failure to comply with all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.

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**Nature and Quantity of Dangerous Goods**

<table>
<thead>
<tr>
<th>UN No. (I.D. No.)</th>
<th>Proper Shipping Name</th>
<th>Quantity and type of packaging</th>
<th>Packing Inst.</th>
<th>Authorization</th>
</tr>
</thead>
</table>

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**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, packed, marked and labeled in accordance with 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.

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**Additional Information**

**Name/Title of Signatory:**

**Place and Date:**

**Signature:**
Passenger and Cargo aircraft have restrictions on shipments of infectious substances.

For surface transport, there is no maximum quantity per package. For air transport, the NET limits are:

- 50ml or 50g per package for passenger aircraft, 4L or 4kg per package for cargo aircraft
- Quantities exceeding 50ml or 50g per package must be shipped using cargo aircraft.
Shipper’s Declaration Form: Airports

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

Individuals completing the Shipper’s Declaration for Dangerous Goods form must indicate the presence of radioactive material.
Nature and Quantity of Dangerous Goods:
Infectious Substances Affecting Humans Part 1

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

**a. UN or ID Number:** UN2814

**b. Proper Shipping Name:** Infectious substances, affecting humans
   - Enter Technical Name: “excepted Category A infectious substance” (see 49 CFR 172.203(k)).
   - Generic microbiological names also in permitted under “Technical name” definition (see 49 CFR 171.8)

**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 Humans Part 2**

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

<table>
<thead>
<tr>
<th>d. Quantity and Type of Packaging:</th>
<th>Total net quantity of dangerous goods, including dry ice, if applicable, and its outer packaging material (“all packed in one fiberboard box” or “overpack used”)</th>
</tr>
</thead>
<tbody>
<tr>
<td>e. Packing Instruction:</td>
<td>620 for Category A infectious substances (954 for dry ice).</td>
</tr>
<tr>
<td>g. Authorization:</td>
<td>Leave Blank; Does not apply.</td>
</tr>
</tbody>
</table>