



## Shipping Papers Job Aid

DOT requires Shipping Papers for ground transport of Category A substances.<sup>1</sup> DOT does not provide a template form to use. Laboratory staff commonly use IATA's Dangerous Goods Shipper's Declaration to meet the requirements of the DOT Shipping Papers.

### Certification Statement

If not using an IATA Shipper's Declaration, use *one* of the following three certification statements on the shipping papers:<sup>1</sup>

1. This is to certify that the above-named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.
2. This is to certify that the herein-named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.
3. 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 labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.

**SIGNATURE:** May be signed manually or mechanically, including by typewriter.

**NOTE:** No declaration (certification) statement is required for a hazardous material offered for transportation by motor vehicle and transported by the shipper as a private carrier if the shipper is transporting it to the consignee without a transfer to another carrier.<sup>1</sup>

**NOTE:** Further information is required when transporting under a special permit. This course does not address special permits.

Example of a typical DOT Shipper’s Papers (completed and blank for use).

# of Boxes	Basic Description UN #, Proper Shipping Name, Hazard Class	Total Quantity (i.e. gm or mL)
1	UN2814, infectious substance, affecting humans (suspected Category A infectious substance), 6.2	3 mL
24 hr. Emergency Contact Phone (include area code): <b>555-555-5555</b> Offeror’s Name or Contract # (complete only if shipper is NOT the emergency contact):		

This is to certify that the above-named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Department of Transportation

Shipper’s Signature: \_\_\_\_\_ John Smith  
 Date: \_\_\_\_\_ 8/1/19

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# of Boxes	Basic Description UN #, Proper Shipping Name, Hazard Class	Total Quantity (i.e. gm or mL)
24 hr. Emergency Contact Phone (include area code): Offeror’s Name or Contract # (complete only if shipper is NOT the emergency contact):		

This is to certify that the above-named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Department of Transportation

Shipper’s Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

This job aid is a component of the free, on-demand CDC training course “Packing and Shipping Dangerous Goods: What the Laboratory Staff Must Know.” Find the course at <https://www.cdc.gov/labtraining>.