Module 5
Documentation for Shipping Infectious Substances
Overview

- Air waybill
- Shipper’s Declaration for Dangerous Goods (DGD)
- Completing the Shipper’s Declaration for Dangerous Goods
- Exercise: Completing the Shipper’s Declaration for Dangerous Goods
What form is required for shipping any goods by air?
Air waybill

- Goes with any shipment made by air
- Shipper or courier must complete form
- Category A: Air waybill and Dangerous Goods Declaration
Air waybill

Documentation for Shipping of Infectious Substances

Global Capacities
Alert and Response

World Health Organization

SHIPPERS’ PROGRAMME 2014-2016

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When shipping Category A infectious substances, you will need to insert the first or both of the following statements in the "Handling Information" box:

1. Dangerous Goods – As per attached Shipper’s Declaration
2. "Cargo Aircraft Only" or "CAO"
Air waybill (Category A)

<table>
<thead>
<tr>
<th>Aéroport de destination</th>
<th>Vol/Date Demandés</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airport of Destination</td>
<td>Requested Flight/Date</td>
</tr>
</tbody>
</table>

Dangerous Goods – As per attached Shipper’s Declaration
Cargos Aircraft Only
When shipping Category A infectious substances, shippers must provide the following information in the "Nature and Quantity of Goods" box:

Laboratory samples
Air waybill (Category A)

Nature et quantité des marchandises (y compris dimensions ou volume)
Nature and Quantity of Goods (incl. Dimensions or Volume)

Laboratory samples
When shipping Category B biological substances the Dangerous Goods Declaration is not required.

The contact details of the responsible person must appear in the "Handling Information" box.
Air waybill (Category B)

Responsible Person: Dr John Doe, Tel: +41 456 9786
When shipping Category B biological substances the Dangerous Goods Declaration is not required.

Shippers must provide the following information in the "Nature and Quantity of Goods" box:

1. Proper shipping name
2. UN number
3. Number of boxes
### Nature et quantité des marchandises (y compris dimensions ou volume)

#### Nature and Quantity of Goods (incl. Dimensions or Volume)

<table>
<thead>
<tr>
<th>Biological Substance, Category B</th>
<th>UN 3373</th>
<th>1 box</th>
</tr>
</thead>
</table>

20. **Biological Substance, Category B**
21. **UN 3373**
22. **1 box**
Air waybill (Exempt)

When shipping exempt substances the Dangerous Goods Declaration is not required.

Shippers must provide the following information in the Nature and Quantity of Goods box:

Exempt specimens
Air waybill (Exempt)

Nature et quantité des marchandises (y compris dimensions ou volume)
Nature and Quantity of Goods (incl. Dimensions or Volume)

Exempt specimens
When does someone complete the Shipper’s Declaration for Dangerous Goods?
Declaration of Dangerous Goods

⚠️ Required for all shipments of Category A samples
⚠️ Must be signed by the shipper
⚠️ Serves as a legal contract between shipper and operator

⚠️ Samples classified as Category B or Exempt do not require this form (even when dry ice is used for refrigeration)
What are the shipper’s responsibilities when completing the Declaration for Dangerous Goods?
Shipper’s responsibilities

- Use the proper form
- The form must be printed in color on white paper (the left and right diagonal striations must be printed in red)
- Comply with carriers’ requirements for filling out the form (handwritten vs. typed)
- The form must be completed in English
- Fill out the form accurately, completely and legibly
- Modifications and alterations must be signed by the shipper (though the best practice is to complete a new form if a correction is needed)
- Sign the form (signature must be handwritten)
- The shipper must complete three copies. One copy is for the shipper and the remaining two are for the operator
Completing the Shipper’s Declaration for Dangerous Goods
Completing a DGD

1. Request shipper’s declaration form (three copies)

Individuals shipping Category A infectious substances will 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 it appears on a white background. Check with the courier service to see if handwriting is acceptable.

Proceed to Step 2.
Completing a DGD

2. Shipper’s address

Individuals completing the Shipper’s Declaration for Dangerous Goods form must provide full name and address of the shipper.

Proceed to Step 3.
Completing a DGD

3. Receiver's address

Individuals completing the Shipper’s Declaration for Dangerous Goods form must provide full name and address of the receiver/consignee.

Proceed to Step 4.
Completing a DGD

4. Air waybill number and number of pages

The air waybill is the standard shipping document for all shipments of goods by air. The shipper or operator must complete the air waybill.

The air waybill will be attached to the Shipper’s Declaration for Dangerous Goods form.

Shippers will need to provide the air waybill number, the number of pages, and a shipper’s reference number for their own records. The air waybill number can be provided by the shipper or the operator.

Proceed to Step 5.
Completing a DGD

5. 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 limits per package are:

- 50 ml or 50 g for passenger aircraft
- 4 litres or 4 kg for cargo aircraft

Quantities exceeding 50 ml or 50 g per package must be shipped using cargo aircraft.

Make sure the box which is not applicable is crossed out.

Proceed to Step 6.
Completing a DGD

6. 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.

Normally the carrier will provide the official airport code and complete this section of the form.

Proceed to Step 7.
7. 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.

Proceed to Step 8.
8. Nature and quantity of dangerous goods

This section must be completed in English.

a. UN Number

b. Proper Shipping Name: Enter the proper shipping name, and the technical name in parenthesis (Ebola virus). If unknown, write (suspected Category A infectious substance).

c. Class or Division: For infectious substances the class is 6.2. For dry ice the class is 9.

d. Packing Group: Does not apply to infectious substances or dry ice.

e. Quantity and Type of Packing: Total net quantity of dangerous goods and outer packaging material (e.g. "fibreboard box", "plastic drum", "all packed in one fibreboard box" or "overpack used") – also applies to dry ice.

f. Packing Instruction: 620 for Category A infectious substances, 954 for dry ice.

g. Authorization: A81 if shipping body parts beyond volume and weight limitations.

Proceed to Step 9.
Completing a DGD

9. Additional handling information

Individuals completing the Shipper’s Declaration for Dangerous Goods form must provide the full name and 24 hour phone number of a responsible person (“Responsible person: Dr John Doe, Tel: +98 456 97 55 86”).

Proceed to Step 10.
Completing a DGD

10. Shipper’s name, title, and signature

Individuals completing the Shipper's Declaration for Dangerous Goods form must provide the name, title, place, date and handwritten signature of the shipper.
Exercise
Completing the Shipper’s Declaration for Dangerous Goods
SHIPPER'S DECLARATION FOR DANGEROUS GOODS

Shipper

Air Waybill No.

Page of Pages

Shipper's Reference Number (optional)

Consignee

Two completed and signed copies of this declaration must be handed to the operator.

TRANSPORT DETAILS

This shipment is within the limitations prescribed for: (Delete non-applicable)

| PASSENGER AND CARGO AIRCRAFT | CARGO AIRCRAFT ONLY |

Airport of Departure:

WARNING

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

Shipment Type (Delete non-applicable)

| NON-RADIOACTIVE | RADIOACTIVE |

NATURE AND QUANTITY OF DANGEROUS GOODS

Dangerous Goods Identification

| UN or ID No. | Proper Shipping Name | Class or Division (Subdivision/Type) | Packing Group | Quantity and Type of Packing | Packing Inst. | Authorization |

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, packaged, marked and labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.

Name/Title of Signatory

Place and Date:

Signature (see warning above)
Questions and comments