

DISCLAIMER

Proper training is required under federal and/or state regulations to handle dangerous goods and/ or hazardous materials. All persons and entities must comply with all federal regulations, including but not limited to the specific training requirements of 49 C.F.R. (172.700 – 172.704)

USA Couriers shall not be held responsible for any loss, injury and/or damage caused by errors, omissions, misprints or misrepresentations of the contents of this document or for any unauthorized or inappropriate use.

INSTRUCTIONS

FOR COMPLETING THE SHIPPER'S DECLARATION

Step #1:

Open the Attached Shipper's Declaration with Adobe Acrobat Reader.
(Adobe Acrobat Reader is available as a free download from the Adobe.com web site.)

Step #2:

Save a blank copy of the Shipper's Declaration form for future use.

Step #3:

Begin by placing the cursor in the "Shipper" block in the upper left corner of the Shipper's Declaration and keying information as appropriate. Using the **TAB** key to move from one field to another, complete all required fields.

For a detailed explanation of information required on a Shipper's Declaration, refer to **IATA Section 8 - Documentation (Paragraph 8.1.6)**. Using the sequence the **TAB** key will follow, a general explanation of how to complete the attached form is provided below:

- **Shipper** - Full name and address of the shipper
- **AirWaybill Number** - The number of the Air Waybill to which the declaration form will be attached
- **Page of pages** - The page number and the total number of pages (For a single page Shipper's Declaration, enter "**Page 1 of 1 pages**").
- **Shipper's Reference Number** - Optional field providing the shipper with an opportunity to enter an internal organization reference number
- **Consignee** - Full name and address of the consignee
- **Transport Details** - Tab to the appropriate field, and using the capital letter "X," enter X's to block out "Passenger and Cargo Aircraft" (*for shipments which must travel on Cargo Aircraft Only*) or to block out "Cargo Aircraft Only" (*for shipments which may travel on either Passenger or Cargo aircraft*).
- **Airport of Departure** - Enter the full name of the airport or city of departure. (For a package being shipped out of Chicago using Ohare Airport, this field may be completed as: "Ohare," "Ohare Airport," "Ohare International Airport," "Chicago," "Chicago, IL," etc.).
- **Airport of Destination** - Enter the full name of the airport or city of destination. (For a package being shipped to Chicago using Ohare Airport, this field may be completed as: "Ohare," "Ohare Airport," "Ohare International Airport," "Chicago," "Chicago, IL," etc.).

- **Shipment Type** - Tab to the appropriate field, and using the capital letter “X,” enter X’s to block out “NON-RADIOACTIVE” (for shipments which contain radioactive material) or to block out “RADIOACTIVE” (for shipments which do not contain radioactive material).

- **Nature and Quantity of Dangerous Goods** - Enter the required information strictly in accordance with IATA 8.1.6.9.

Begin by entering the UN or ID Number. Use the **SPACE BAR** to move from one column to another as you enter information across the page.

Per IATA 8.1.6.10 (b), the information in this field “*must* be entered in sequence within the columns provided.” If your information will not fit without going over the lines separating the columns, use the **ENTER** key and enter text on another line.

- **Additional Handling Information** - Enter any special handling information relevant to the shipment in accordance with IATA 8.1.6.11.

- **Emergency Telephone Number** - All dangerous goods shipments to, from, within, or transiting through the U.S. must include 24-hour emergency response information as described in IATA 2.9.2, USG-12.

- **Name and Title of Signatory** - Enter the name and title of the person actually signing the Shipper’s Declaration.

- **Place and Date** - Enter the place and date to indicate where and when the form is actually signed.

Step #4:

Print and sign the form. Per IATA 8.1.4.1, a typewritten signature is not acceptable.

Step #5:

Provide at least three (3) signed copies of the completed Shipper’s Declaration (with diagonal hatchings printed in red) to USA Couriers for shipping.

A color printer must be used to ensure the diagonal hatchings on the completed Shipper’s Declaration form appear in red.

SHIPPER'S DECLARATION FOR DANGEROUS GOODS

(Provide at least three copies to the airline.)

Shipper	Air Waybill No. Page of Pages Shipper's Reference Number <i>(optional)</i>
---------	---

Consignee



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

WARNING

Failure to comply in all respects 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
-----------------	------------------------

TRANSPORT DETAILS

This shipment is within the limitations prescribed for: <i>(delete non applicable)</i>	Airport of Departure		
<table border="1"> <tr> <td>PASSENGER AND CARGO AIRCRAFT</td> <td>CARGO AIRCRAFT ONLY</td> </tr> </table>	PASSENGER AND CARGO AIRCRAFT	CARGO AIRCRAFT ONLY	
PASSENGER AND CARGO AIRCRAFT	CARGO AIRCRAFT ONLY		
Airport of Destination:			

NATURE AND QUANTITY OF DANGEROUS GOODS

Dangerous Goods Identification				Quantity and type of packaging	Packing Inst.	Authorization
UN or ID No.	Proper Shipping Name	Class or Division (Subsidiary Risk)	Pack-ing Group			

Additional Handling Information

Emergency Telephone Number

<p>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. I declare that all of the applicable air transport requirements have been met.</p>	Name/Title of Signatory Place and Date Signature <i>(see warning above)</i>
---	--

FOR RADIOACTIVE MATERIAL SHIPMENT ACCEPTABLE FOR PASSENGER AIRCRAFT, THE SHIPMENT CONTAINS RADIOACTIVE MATERIAL INTENDED FOR USE IN OR INCIDENT TO RESEARCH, MEDICAL DIAGNOSIS, OR TREATMENT.