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TRAINING ONLINE**

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**Since 2008**

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# COMPLETING THE SHIPPER'S DECLARATION

## (Manual Form)

To manually prepare the documentation that must accompany your shipment, follow the procedures as they are listed in this job aid. Each step is referenced directly to the appropriate IATA Subsection where additional detailed instructions can be found.

Shipper <div>1</div>		Air Waybill No. <div>3</div> Page of Pages <div>4</div> Shipper's Reference Number (optional)					
Consignee <div>2</div>		<div>FedEx Express</div>					
Two completed and signed copies of this Declaration must be handed to the operator		<div>WARNING</div> <div>Failure to comply with all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.</div>					
<div>TRANSPORT DETAILS</div> <div>This shipment is within the limitations prescribed for: (delete non applicable) <div>5</div></div> <table><tr><td>PASSENGER AND CARGO AIRCRAFT</td><td>CARGO AIRCRAFT ONLY</td></tr></table> <div>Airport of Departure <div>6</div></div> <div>Airport of Destination:</div>		PASSENGER AND CARGO AIRCRAFT	CARGO AIRCRAFT ONLY	<div>Shipment type: (delete non-applicable)</div> <table><tr><td>NON-RADIOACTIVE</td><td>RADIOACTIVE</td></tr></table>		NON-RADIOACTIVE	RADIOACTIVE
PASSENGER AND CARGO AIRCRAFT	CARGO AIRCRAFT ONLY						
NON-RADIOACTIVE	RADIOACTIVE						

- 1

**Enter the full name and address of the shipper.** *Information must be entered by the shipper.* The name and address which appears on the Shipper's Declaration may differ from that on the Air Waybill (IATA 8.1.6.1).
- 2

**Enter the full name and address of the consignee.** *Must be entered by the shipper* (IATA 8.1.6.2).
- 3

**Enter the number of the Air Waybill to which the Shipper's Declaration will be attached.** *This information may be entered or changed by the shipper, the shipper's agent, the airline or the airline's handling agent* (IATA 8.1.6.3).
- 4

**Enter the page number and total number of pages.** *Information must be entered by the shipper.* If there is no extension list, enter "Page 1 of 1" (IATA 8.1.6.4).
- 5

**Indicate whether the shipment is packed to comply with limitations for passenger aircraft.** *Information must be entered by the shipper.* Delete either "Passenger and Cargo Aircraft" or "Cargo Aircraft Only" to indicate whether or not the shipment can be carried on passenger aircraft, or must be carried only on cargo aircraft. It is sufficient if just the applicable aircraft type is shown. (IATA 8.1.6.5).
- 6

**Enter the full name of the airport or city of departure.** *This information may be entered or changed by the shipper, the shipper's agent, the airline or the airline's handling agent* (IATA 8.1.6.6).  
*Note: This information is optional and may be left blank.*

# COMPLETING THE SHIPPER'S DECLARATION

(Manual Form)

Airport of Destination: <b>7</b>				Shipment type: (delete non-applicable) NON-RADIOACTIVE RADIOACTIVE <b>8</b>		
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 Hazard)	Packing Group			
<b>9a</b>	<b>9b</b>	<b>9c</b>	<b>9d</b>	<b>9e</b>	<b>9f</b>	<b>9g</b>

**7** Enter the full name of the airport or city of destination. This information may be entered or changed by the shipper, shipper's agent, the airline or the airline's handling agent. (IATA 8.1.6.7)  
Note: This information is optional and may be left blank.

**8** Delete "Radioactive" to indicate the shipment does not contain radioactive material. Information must be entered by the shipper. Radioactive material must not be included on the same Declaration form as other dangerous goods, except as authorized in IATA 8.1.6.8. It is sufficient if just "Non-Radioactive" is shown.  
Exception: Special Provision A130, A194.

**9** Enter the required information strictly in accordance with IATA 8.1.6.9.

NOTE: Columns indicated are those in the List of Dangerous Goods (IATA 4.2).

- UN Number or ID Number** (Column A), preceded by "UN" or "ID" as appropriate.
- Proper Shipping Name** as shown in (Column B), as determined by 4.1.2 and 8.1.3, technical name(s) are only to be entered for proper shipping name shown with the (★) notation.
- Class Number or Division Number** as appropriate, for Class 1 - Compatibility Group (Column C). Subsidiary Hazard(s) as indicated (Column D) in parentheses following the class or division.  
**Note:** The word "Class" or "Division" may be included preceding the primary and/or subsidiary hazard class or division numbers.
- The applicable **Packing Group** (Column E) content which may be preceded by "PG" (e.g. "PGII").
- Number of packages** (of the same packaging type and content) and their type of packaging (spelled out in full) and the net quantity or gross weight as applicable (as specified in IATA 8.1.6.9.2 Step #6).

When two or more different dangerous goods items are packed in the same outer package, the words "**All Packed in One**" must immediately follow the relevant entries.

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.

Additional requirements for multiple overpacks noted (see IATA 8.1.6.9.2 and 7.1.7.1).

**f. Number of the Packing Instruction or of the Limited Quantity Packing Instruction**

(Column G, I, or K as appropriate).

**g. Authorizations** as applicable (in accordance with IATA 8.1.6.9.4 Step #9).

- Note: See Operator Variations for FedEx Express Restrictions.
- When a competent authority/exemption is used:
  - a copy must accompany the shipment
  - the approval number must appear on the shipper's declaration
  - the statement "Classified in accordance with 3.0.1.6 of the DGR." must be included on the shipper's declaration, if the competent authority classifies the shipment as per IATA 3.0.1.6.
- Authorizations and/or exemptions which must accompany your shipment must either be in English, or be accompanied by an accurate translation in English.
- Fireworks of UN 3336 and UN 3337 require a reference issued by the appropriate national authority (IATA 8.1.6.11.5).

**Note:** Amendments and alterations. Operators will not accept a declaration form that has been amended or altered unless the entry has been signed by the shipper shown in the signature block of the declaration form (8.1.2.6)

# COMPLETING THE SHIPPER'S DECLARATION

(Manual Form)

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. I declare that all of the applicable air transport requirements have been met.	Name <b>11</b>
	Date <b>12</b>
Emergency Telephone Number <b>10</b>	Signature (see warning above) <b>13</b>
<small>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. ADR EUROPEAN TRANSPORT STATEMENT: CARRIAGE IN ACCORDANCE WITH 1.1.4.2.1</small>	

## **10** Enter any special handling information relevant to your shipment. Information must be entered by the shipper.

- a. All dangerous goods shipments to, from, within, or transiting through the U.S. must include a 24-hour emergency response telephone number (IATA 2.8.1, USG-12).

**Exceptions:**

See USG-12 for exceptions.

- b. When shipping Division 4.1 self-reactive substances, other substances having similar properties, and Division 5.2 organic peroxides with Special Provision A20, the shipper must indicate that the packages containing such substances must be protected from direct sunlight and stored away from all heat sources in a well ventilated area (IATA 8.1.6.11.1).
- c. When a sample of a self-reactive substance or an organic peroxide is transported, a statement to this effect must be included in the "Additional Handling Information" box.
- d. Infectious Substances and Controlled Substances. The name and telephone number of a responsible person must be included on the Shipper's Declaration. (IATA 8.1.6.11.4)
- e. Viscous flammable liquids assigned to Packing Group III in accordance with the provisions of 3.3.3.1.1 a statement must be included on the shipper's declaration and should appear in the Additional Handling Information section. "UN xxxx 3.3.3.1.1" (IATA 8.16.11.6)
- f. The statement "I declare that all of the applicable air transport requirements have been met" must either be after the certification statement or in the Additional Handling section. (IATA 8.1.6.12.2)

**The name must be entered by the shipper, may be printed or stamped. Enter the name of the person actually signing the Declaration. The title is optional and may be left blank. (IATA 8.1.6.13).**

**Enter the date of signing the form. Date must be entered by the shipper. The place is optional and may be left blank (IATA 8.1.6.14).**

NOTE: Title and Place are optional and may continue to display on the Shipper's Declaration as shown above through 12/31/2024. (IATA 8.1.7 Note) or the Shipper's Declaration may be shown without it. (IATA Figure 8.1.A and 8.1.B)

## **11** Sign the Shipper's Declaration. Information must be entered by the shipper (IATA 8.1.6.15).

- a. The signature should be written by hand; however, facsimile signatures are acceptable where applicable laws and regulations recognize the legal validity of facsimile signatures (IATA 8.1.4.1).

## **12** b. Typewritten signatures are not acceptable. **FedEx Express requires all Shipper's Declarations to be prepared using software with dangerous goods compliance edit checks and by one of the following methods.**


- Certain FedEx® electronic shipping solutions.
- Recognized shipper proprietary software.
- FedEx recognized dangerous goods vendor software.

FX-18 excludes:

- Shipments originating in non-U.S. locations as well as US territories.
- U.S. shipments originating on an IATA 023 air waybill including FedEx International Express Freight® and FedEx International Premium®.
- Shipments containing Class 7 radioactive materials.
- Contact the FedEx Express Dangerous Goods Hotline for additional inquiries.

# COMPLETING THE SHIPPER'S DECLARATION

(Manual Form)

SHIPPER'S DECLARATION FOR DANGEROUS GOODS				(Provide at least three copies to the airline.)						
Shipper <b>1</b>		Air Waybill No. <b>3</b> Page of Pages <b>4</b> Shipper's Reference Number (optional)								
Consignee <b>2</b>										
Two completed and signed copies of this Declaration must be handed to the operator				<b>WARNING</b>  Failure to comply with 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: (delete non applicable) <b>5</b> <table border="1"><tr><td>PASSENGER AND CARGO AIRCRAFT</td><td>CARGO AIRCRAFT ONLY</td></tr></table>				PASSENGER AND CARGO AIRCRAFT	CARGO AIRCRAFT ONLY	Airport of Departure <b>6</b>		Ship type: (delete non-applicable) <b>8</b> <table border="1"><tr><td>NON-RADIOACTIVE</td><td>RADIOACTIVE</td></tr></table>	NON-RADIOACTIVE	RADIOACTIVE
PASSENGER AND CARGO AIRCRAFT	CARGO AIRCRAFT ONLY									
NON-RADIOACTIVE	RADIOACTIVE									
Airport of Destination: <b>7</b>										
<b>NATURE AND QUANTITY OF DANGEROUS GOODS</b>										
Dangerous Goods Identification				Quantity and type of packaging	Packing Inst.	Authorization				
UN or ID No.	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Pack-ing Group							
<b>9a</b>	<b>9b</b>	<b>9c</b>	<b>9d</b>	<b>9e</b>	<b>9f</b>	<b>9g</b>				
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. I declare that all of the applicable air transport requirements have been met.				Name <b>11</b> Date <b>12</b> Signature (see warning above) <b>13</b> <small>[A typed signature may be used if the origin and destination are in the United States or its territories.]</small>						
<b>10</b> Emergency Telephone Number										
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. ADR EUROPEAN TRANSPORT STATEMENT: CARRIAGE IN ACCORDANCE WITH 1.1.4.2.1										