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SHIPPERS' PROGRAMME 2014-2016



Module 5

Documentation for Shipping Infectious Substances



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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



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**What form is required for shipping
any goods by air?**



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Air waybill

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



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SHIPPERS' PROGRAMME 2014-2016

Documentation for Shipping of
Infectious Substances

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Air waybill

Nom et adresse de l'expéditeur Shipper's Name and Address		Numéro de compte de l'expéditeur Shipper's Account Number		LETTRE DE TRANSPORT AÉRIEN Non négociable Emise par Not negotiable AIR WAYBILL Issued by	
Nom et adresse du destinataire Consignee's Name and Address		Numéro de compte du destinataire Consignee's Account Number		Les exemplaires 1, 2 et 3 de cette lettre de transport aérien sont originaux et ont la même validité Copies 1, 2 and 3 of this Air Waybill are originals and have the same validity. Il est convenu que les marchandises décrites dans le présent document sont acceptées pour le transport en son état apparent (sauf exception contraire) et que le transport est soumis aux conditions du contrat qui figurent au verso. LES MARCHANDISES PEUVENT ÊTRE TRANSPORTÉES PAR L'UN OU L'AUTRE MOYEN, Y COMPRIS PAR ROUTE OU PAR TOUT AUTRE TRANSPORT, À MOINS QUE DES INSTRUCTIONS CONTRAIRES PRÉVOIES, À CE SUJET, NE SOIENT DONNÉES PAR L'EXPÉDITEUR ET L'EXPORTEUR. L'EXPÉDITEUR ET L'EXPORTEUR SONT AGISSANTS VIA DES POINTS D'ARRÊT INTERMÉDIAIRES, SUR LE TRANSPORT AÉRIEN, JUSQU'À APPROPRÉES. L'ATTENTION DE L'EXPÉDITEUR EST ATTIRÉE SUR LA NOTICE CONCERNANT LA LIMITATION DE RESPONSABILITÉ DU TRANSPORT. L'expéditeur peut augmenter cette limitation de responsabilité en déclarant une valeur pour le transport plus élevée et en payant des frais supplémentaires s'il y a lieu. It is agreed that the goods described herein are accepted in apparent good order and condition (except as noted) for carriage SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF. ALL GOODS MAY BE CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR ANY OTHER CARRIER UNLESS SPECIFIC CONTRARY INSTRUCTIONS ARE GIVEN HEREON BY THE SHIPPER AND CARRIER AGENTS. THE SHIPPER'S ATTENTION IS DRAWN TO THE NOTICE CONCERNING CARRIER'S LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a higher value for carriage and paying a supplemental charge if required.	
Nom et ville de l'agent du transporteur aérien Issuing Carrier's Agent Name and City		Renseignements comptables Accounting Information			
Code IATA de l'agent Agent's IATA Code		Numéro de compte Account Number			
Aéroport de départ (Adresse du premier transporteur) et itinéraire demandé Airport of Departure (Address of First Carrier) and Requested Routing		N° de référence Reference Number		Informations Acheminement (facultatives) Distribution/Optional Instructions	
À destination de To		Par avion transporté par By Air Carrier		Montant de l'assurance Amount of Insurance	
Aéroport de destination Airport of Destination		Valeur déclarée Declared Value		Assurance - Si le transporteur accepte une assurance et que l'expéditeur en fait la demande conformément aux présentes conditions, indiquer le montant à assurer en chiffres dans la case "Montant de l'assurance". Insurance - If the transporter accepts an assurance and such transport is requested in accordance with the conditions thereof, indicate amount to be insured in figure in box marked "Amount of Insurance".	
Renseignements pour le traitement de l'expédition Handling Information		SCI			
Nombre de colis Number of Pieces		Poids brut Gross Weight		Classe de tarif Rate class	
kg kg		N° d'article de le marchandises Commodity Item No.		Poids de taxation Chargeable Weight	
Tarif/Montant Rate/Charge		Total Total		Nature et quantité des marchandises (y compris dimensions ou volume) Nature and Quantity of Goods (incl. Dimensions or Volume)	
Port payé Prepaid		Taxation au poids Weight Charge		Port de Collect	
Taxation à la valeur Value Charge		Taxe Tax		Autres frais Other Charges	
Total des autres frais dus à l'agent Total Other Charges Due Agent		Total des autres frais dus au transporteur Total Other Charges Due Carrier		L'expéditeur certifie que les indications portées sur le présent document sont exactes et que, dans la mesure où une partie quelconque de l'expédition contient des marchandises dangereuses, cette partie d'expédition est correctement dénommée et bien préparée pour le transport par air conformément à la réglementation applicable. Shipper certifies that the particulars on the face hereof are correct and that insofar as any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods regulations.	
Total port payé Total Prepaid		Total port dû Total Collect		Signature de l'expéditeur ou de son agent Signature of Shipper or his Agent	
Taux de conversion monétaire Currency Conversion Rate		Port dû en monnaie du pays de destination CC Charges in Bill Currency		Fait le Executed on	
Réservé au transporteur à destination Reserve to Carrier Use Only at Destination		Frais à l'arrivée Charges at Destination		(Date) at	
				(Lieu) (Place)	
				Signature du transporteur émetteur ou de son agent Signature of Issuing Carrier or its Agent	

30. 5071
En vente : Boutique
L.C.I., 10, avenue d'Am, 75165 PARIS CEDEX 16
Vente par correspondance
CMI
CMI Poulet, 105 avenue Georges Clemenceau, 94306 BRY SUR MARNE Cedex - ☎ 01 48 22 51 51 - Fax 01 48 22 51 59 - Site Internet : www.cmi-poulet.com



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Air waybill (Category A)

When shipping Category A infectious substances, shippers must provide the following information in the "Nature and Quantity of Goods" box:

Laboratory samples

Non et adresse de l'expéditeur
Shipper's Name and Address

Numéro de compte de l'expéditeur
SHIPPER'S ACCOUNT NUMBER

**LETTRE DE TRANSPORT
AÉRIEN**
Non négociable
Émise par
Notre transporteur
AIR WAYBILL
Issued by

Les exemplaires 1, 2 et 3 de cette lettre de transport aérien sont originaux et ont la même validité
Copies 1, 2 and 3 of this Air Waybill are originals and have the same validity.

Il est convenu que les marchandises décrites dans le présent document sont acceptées pour le transport en bon état apparent (sauf acceptation contraire) et que le transport est soumis aux conditions du CONTRAT QUI FIGURENT AU VERSO. LES MARCHANDISES PEUVENT ÊTRE TRANSPORTÉES PAR L'UN OU PLUSIEURS DES MOYENS DE TRANSPORT SUIVANTS : 1. TRANSPORT AÉRIEN, 2. TRANSPORT MARITIME, 3. TRANSPORT TERRESTRE, 4. TRANSPORT MULTIMODAL. L'EXPÉDITEUR ET L'EXPORTEUR ACCEPTENT QUE LES MARCHANDISES SONT ASSURÉES VIA DES POINTE D'ARRÊT INTERMÉDIAIRES, QUE LE TRANSPORT AURA JUSQU'À APPROPRÉES L'ATTENTION DE L'EXPÉDITEUR ATTENDU SUR LA BASE CONVENANT LA LIMITATION DE RESPONSABILITÉ DU TRANSPORT. L'expéditeur peut augmenter cette limitation de responsabilité en déclarant une valeur pour le transport plus élevée et en payant des frais supplémentaires s'il y a lieu. It is agreed that the goods described herein are accepted in good order and condition (except as noted) for carriage SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF. ALL GOODS MAY BE CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR ANY OTHER CARRIER UNLESS SPECIFIC CONTRARY INSTRUCTIONS ARE GIVEN BY THE SHIPPER AND CARRIER AGREES THAT THE SHIPPER'S ATTENTION IS DRAWN TO THE NOTICE CONCERNING CARRIER'S LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a higher value for carriage and paying a supplemental charge if required.

Renseignements comptables Accounting Information

N° de référence
Reference Number

Informations Acheminement (Facultatives)
Routing Information

Monnaie
Currency

Valeur déclarée pour le transport
Declared Value for Carriage

Valeur déclarée pour la douane
Declared Value for Customs

Aéroport de destination Airport of Destination

Voir les Remarques
Remarks

Renseignements pour le traitement de l'expédition Handling Information

Nombre de colis Number of Pieces and	Poids brut Gross Weight	kg lb	Classe de tarif Rate class N° d'article de la marchandise Commodity Item No.	Poids de taxation Chargeable Weight	Tarif/Montant Rate/Charge	Total Total	Nature et quantité des marchandises (y compris dimensions ou volume) Nature and Quantity of Goods (incl. Dimensions or Volume)

Port payé Prepaid

Taxation au poids Weight Charge

Port de Collect

Autres frais Other Charges

Taxation à la valeur Valuation Charge

Taux Tax

Total des autres frais dus à l'agent Total Other Charges Due Agent

Total des autres frais dus au transporteur Total Other Charges Due Carrier

Total port payé Total Prepaid

Total port dû Total Collect

Taux conversion monnaie
Currency Conversion Rate

Port dû en monnaie du pays de destination
CC Charges in Bill, Currency

Frais à l'arrivée Charges at Destination

Reservé au transporteur à destination
Reserve to Carrier at Destination

Fait le
Executed on

(Date)
(Date)

à
at

Lieu
(Place)

Signature de l'expéditeur ou de son agent
Signature of Shipper or his Agent

Signature du transporteur détenteur ou de son agent
Signature of Issuing Carrier or its Agent

L'expéditeur certifie que les indications portées sur le présent document sont exactes et que, dans la mesure où une partie quelconque de l'expédition contient des marchandises dangereuses, cette partie d'expédition est correctement dénommée et bien préparée pour le transport par air conformément à la réglementation applicable.
Shipper certifies that the particulars on the face hereof are correct and that insofar as any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods regulations.

30. 5071
En vente : Boutique
L.C.I., 10, avenue d'Orléans, 75005 PARIS CEDEX 16
Vente par correspondance
CMI
CMI France, 105 avenue Georges Clemenceau, 92000 NANTY-LEZ-LYON Cedex - 01 48 22 51 41 - Fax 01 48 22 51 59 - Site Internet
59 800m



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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					
<p>Lettre de transport aérien sont originaux et ont la même validité Waybill are originals and have the same validity.</p> <p>Le présent document est accepté pour le transport en bon état, sous réserve des conditions du contrat qui figurent au verso. LES MARCHANDISES PEUVENT ÊTRE VOYAGÉES PAR ROUTE OU PAR TOUT AUTRE TRANSPORT À MOINS QUE DES INSTRUCTIONS CONTRAIRES PAR L'EXPÉDITEUR ET L'EXPORTEUR. L'EXPORTEUR ACCÈPTE QUE LES MARCHANDISES SONT ENVOYÉES PAR LE TRANSPORTÉUR AINSI QU'APPROPRIÉES. L'ATTENTION DE L'EXPORTEUR POUR LE TRANSPORT PLUS DÉTAILLÉ ET EN PAYANT DES FRAIS SUPPLÉMENTAIRES S'IL Y A LIEU. Subject to apparent good order and condition, except as noted for carriage SUBJECT TO THE TERMS. ALL GOODS MAY BE CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR ANY INSTRUCTIONS ARE GIVEN HEREON BY THE SHIPPER, AND SHIPPER ACCEPTS THAT THE SHIPPER SHALL INDICATE THE CARRIER DEEMED APPROPRIATE. THE SHIPPER'S ATTENTION IS DRAWN TO THE LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a value for cargo if required.</p>					
<p>Informations Acheminement (facultatives) Customs/Statistical Information</p> <table border="1"> <tr> <td>Valeur déclarée pour le transport Declared Value for Carriage</td> <td>Valeur déclarée pour la douane Declared Value for Customs</td> </tr> </table> <p>REMARQUE - Si le transporteur impose une assurance et que l'expéditeur en fait la demande conformément aux conditions indiquées le montant à assurer en chiffres dans la case "Montant de l'assurance". REMARK - If carrier insists on insurance, and such insurance is required in accordance with the conditions of, indicate amount to be insured in figures in box marked "Amount of insurance".</p>				Valeur déclarée pour le transport Declared Value for Carriage	Valeur déclarée pour la douane Declared Value for Customs
Valeur déclarée pour le transport Declared Value for Carriage	Valeur déclarée pour la douane Declared Value for Customs				
<p>SCI</p>					
<p>Nature et quantité des marchandises (y compris dimensions ou volume) Nature and Quantity of Goods (incl. Dimensions or Volume)</p>					
Port payé Prepaid	Taxation au poids Weight Charge	Port de Collect	Autres frais Other Charges		
Taxation à la valeur Valuation Charge					
Taux Tax					
Total des autres frais dus à l'agent Total Other Charges Due Agent					
Total des autres frais dus au transporteur Total Other Charges Due Carrier					
Total port payé Total Prepaid					
Total port dû Total Collect					
Taux conversion monnaie Currency Conversion Rate	Port dû en monnaie du pays de destination CC Charges in Base Currency	L'expéditeur certifie que les indications portées sur le présent document sont exactes et que, dans la mesure où une partie quelconque de l'expédition contient des marchandises dangereuses, cette partie d'expédition est correctement dénommée et bien préparée pour le transport par air conformément à la réglementation applicable. Shipper certifies that the particulars on the face hereof are correct and that insofar as any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods regulations.			
Réserve au transporteur à destination For Carrier Use only at Destination	Frais à l'arrivée Charges at Destination	Fait le Executed on	(Date) (Date)		
Total dû Total Collect: Charges		Signature de l'expéditeur ou de son agent Signature of Shipper or his Agent			
Fait le Executed on		(Date) (Date)	Signature du transporteur détenteur ou de son agent Signature of Issuing Carrier or its Agent		

CD 5071
En vente: Boutique
L.C.I., 10, avenue d'Am, 92350 PARIS CEDEX 16
Vente par correspondance
CDU
CDU Point: 105 avenue Georges Clemenceau - 94306 BRY SUR MARNE Cedex
596 8400



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Air waybill (Category B)

Nom et adresse de l'expéditeur Shipper's Name and Address		Numéro de compte de l'expéditeur Shipper's Account Number		LETTRE DE TRANSPORT AÉRIEN Non négociable Emise par Not negotiable AIR WAYBILL Issued by	
Nom et adresse du destinataire Consignee's Name and Address		Numéro de compte du destinataire Consignee's Account Number		Les exemplaires 1, 2 et 3 de cette lettre de transport aérien sont originaux et ont la même validité Copies 1, 2 and 3 of this Air Waybill are originals and have the same validity. Il est convenu que les marchandises décrites dans le présent document sont acceptées pour le transport en bon état apparent (sauf exception contraire) et que le transport est soumis aux conditions du contrat qui figurent au verso. Les marchandises peuvent être transportées par tout autre moyen, y compris par route ou par tout autre transporteur à moins que des instructions contraires n'aient été données. À défaut de telles instructions, l'expéditeur et l'exportateur acceptent que les marchandises soient acheminées via des points d'arrêt intermédiaires, que le transporteur aura jugé appropriés. L'attention de l'expéditeur est attirée sur le fait que la limitation de responsabilité du transporteur s'applique. L'expéditeur et l'exportateur acceptent cette limitation de responsabilité en déclarant une valeur pour le transport plus élevée et en payant des frais supplémentaires s'il y a lieu. It is agreed that the goods described herein are accepted in apparent good order and condition except as noted for carriage SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF. THE GOODS MAY BE CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR ANY OTHER CARRIER UNLESS SPECIFIC CONTRARY INSTRUCTIONS ARE GIVEN HEREON BY THE SHIPPER AND EXPORTER. SHIPPER AND EXPORTER ACCEPTS THIS LIMITATION OF LIABILITY. SHIPPER AND EXPORTER ACCEPTS THIS LIMITATION OF LIABILITY BY declaring a higher value for carriage and paying a supplemental charge if required.	
Nom et ville de l'agent du transporteur aérien Issuing Carrier's Agent Name and City		Renseignements comptables Accounting Information			
Code IATA de l'agent Agent's IATA Code		Numéro de compte Account Number			
Aéroport de départ (Adresse du premier transporteur) et itinéraire demandé Airport of Departure (Address of First Carrier) and Requested Routing		A à		Informations Acheminement (facultatives) Routing/Optional Stopovers	
A à		Par par		Montants Amounts	
Aéroport de destination Airport of Destination		Valeur déclarée Declared Value		Montant de l'assurance Amount of Insurance Assurance - Si le transporteur accepte une assurance et que l'expéditeur en fait la demande conformément aux présentes conditions, indiquez le montant à assurer en chiffres dans la case "Montant de l'assurance". Insurance - If the transporter accepts an insurance and the shipper so requests in accordance with the conditions thereof, indicate amount to be insured in figure in box marked "Amount of Insurance".	
Renseignements pour le traitement de l'expédition Handling Information		SCI			
Nombre de colis Number of Packages	Poids brut Gross Weight	kg	Classe de tarif Rate Class	N° d'article de la marchandise Commodity Item No.	Poids de taxation Chargeable Weight
					Tarif/Montant Rate/Charge
				Total	
				Nature et quantité des marchandises (y compris dimensions ou volume) Nature and Quantity of Goods (incl. Dimensions or Volume)	
Aéroport de destination Airport of Destination		Vol/Date Demandés Requested Flight/Date			
Renseignements pour le traitement de l'expédition Handling Information					
Responsible Person: Dr John Doe, Tel: +41 456 9786					
Total des autres frais dus à l'agent Total Other Charges Due Agent		Total des autres frais dus au transporteur Total Other Charges Due Carrier		L'expéditeur certifie que les indications portées sur le présent document sont exactes et que, dans la mesure où une partie quelconque de l'expédition contient des marchandises dangereuses, cette partie d'expédition est correctement dénommée et bien préparée pour le transport par air conformément à la réglementation applicable. Shipper certifies that the particulars on the face hereof are correct and that insofar as any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods regulations.	
Total port payé Total Freight		Total port dû Total Collect		Signature de l'expéditeur ou de son agent Signature of Shipper or his Agent	
Taux de conversion monétaire Currency Conversion Rate		Port dû en monnaie du pays de destination Due Charge in local currency		Fait le Executed on	
Réservé au transporteur à destination Reserved for carrier at destination		Frais à l'arrivée Charges at Destination		(Date) (Date)	
				à at	
				(Lieu) (Place)	
				Signature du transporteur aérien ou de son agent Signature of Issuing Carrier or its Agent	



Air waybill (Category B)

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

[illegible]



Air waybill (Category B)

En vente : Boutique
L.C.I., 10, avenue d'Iena, 75783 PARIS CEDEX 16



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

[illegible]



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Air waybill (Exempt)

Nature et quantité des marchandises (y compris dimensions ou volume) Nature and Quantity of Goods (incl. Dimensions or Volume)					
Exempt specimens					
<p>Lettre de transport aérien sont originaux et ont la même validité Waybill are originals and have the same validity.</p> <p>Le présent document est accepté pour le transport en bon état, sous réserve des conditions du contrat qui figurent au verso. LES MARCHANDISES PEUVENT ÊTRE VOYAGÉES PAR ROUTE OU PAR TOUT AUTRE TRANSPORT À MOINS QUE DES INSTRUCTIONS CONTRAIRES PAR L'EXPÉDITEUR ET L'EXPORTEUR. L'EXPORTEUR ACCÈPTE QUE LES MARCHANDISES SONT ENVOYÉES PAR LE TRANSPORTÉUR AINSI QU'APPROPRIÉES. L'ATTENTION DE L'EXPORTEUR POUR LE TRANSPORT PLUS DÉTAILLÉ ET EN PAYANT DES FRAIS SUPPLÉMENTAIRES S'IL Y A DES CHARGES EN ESPÉRANT. Good order and condition except as noted for carriage SUBJECT TO THE TERMS. ALL GOODS MAY BE CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR ANY INSTRUCTIONS ARE GIVEN HEREON BY THE SHIPPER AND SHIPPER ACCEPTS THAT THE SHIPPER SHALL INDICATE THE CARRIER DEEMED APPROPRIATE. THE SHIPPER'S ATTENTION IS LIMITED TO THE LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a value if required.</p> <p>Information</p> <p>Informations Acheminement (facultatives) Carriage/ Shipment Instructions</p> <table border="1"> <tr> <td>Valeur déclarée pour le transport Declared Value for Carriage</td> <td>Valeur déclarée pour la douane Declared Value for Customs</td> </tr> </table> <p>REMARQUE - Si le transporteur impose une assurance et que l'expéditeur en fait la demande conformément à ces conditions, indiquer le montant à assurer en chiffres dans la case "Montant de l'assurance". REMARK - If carrier insists on insurance and such insurance is requested in accordance with the conditions of, indicate amount to be insured in figures in box marked "Amount of insurance".</p> <p>SCI</p> <p>Nature et quantité des marchandises (y compris dimensions ou volume) Nature and Quantity of Goods (incl. Dimensions or Volume)</p>				Valeur déclarée pour le transport Declared Value for Carriage	Valeur déclarée pour la douane Declared Value for Customs
Valeur déclarée pour le transport Declared Value for Carriage	Valeur déclarée pour la douane Declared Value for Customs				
Port payé Prepaid	Taxation au poids Weight Charge	Port de Collect	Autres frais Other Charges		
Taxation à la valeur Valuation Charge					
Taux Tax					
Total des autres frais dus à l'agent Total Other Charges Due Agent					
Total des autres frais dus au transporteur Total Other Charges Due Carrier					
Total port payé Total Prepaid					
Total port dû Total Collect					
Taux conversion monnaie Currency Conversion Rate	Port dû en monnaie du pays de destination CC Charges in Base Currency	Fait le Executed on	(Date) (Date)		
Réservé au transporteur à destination For Carrier Use only at Destination		Frais à l'arrivée Charges at Destination	Total dû Total Collect: Charges		

L'expéditeur certifie que les indications portées sur le présent document sont exactes et que, dans la mesure où une partie quelconque de l'expédition contient des marchandises dangereuses, cette partie d'expédition est correctement dénommée et bien préparée pour le transport par air conformément à la réglementation applicable.
 Shipper certifies that the particulars on the face hereof are correct and that insofar as any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods regulations.

Signature de l'expéditeur ou de son agent Signature of Shipper or his Agent

Signature du transporteur émetteur ou de son agent
 Signature of Issuing Carrier or its Agent

CD 5071
 En vente: Boutique
 LCI, 10, avenue d'Am, 12055 PARIS CEDEX 16
 Vente par correspondance
 CMI, 100, rue de la République, 93000 NOUVELLE-CAILLE
 596 8400



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When does someone complete the Shipper's Declaration for Dangerous Goods?



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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)

SHIPPER'S DECLARATION FOR DANGEROUS GOODS									
Shipper				Air Weight (kg)					
Commodity				Page of Pages					
				Shipper's Reference Number (optional)					
This document and special copies of this document must be loaded in accordance with the applicable regulations.									
TRANSPORT DETAILS				WARNING					
This document is subject to the regulations in force at the time of shipment. (Enter country/territory, if applicable.)				Failure to comply in all aspects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.					
Provisional ICAO Class (if applicable)				Shipment Type (Enter one applicable)					
Add-on ICAO Class (if applicable)				<input type="checkbox"/> NON-RADIOACTIVE <input type="checkbox"/> RADIOACTIVE					
Nature and Quantity of Dangerous Goods									
NATURE AND QUANTITY OF DANGEROUS GOODS									
UN No.	Proper Shipping Name	Class or Division (if applicable)	Packing Group	Quantity and Unit of Measure	Packing Type	Labeling			
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 labeled/certified, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.									
Name/Title of Signatory								Signature (and printing, if applicable)	
Place and Date									



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What are the shipper's responsibilities when completing the Declaration for Dangerous Goods?



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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





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Completing the Shipper's Declaration for Dangerous Goods



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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.

1

SHIPPER'S DECLARATION FOR DANGEROUS GOODS						
Shipper			Air Waybill No. Page of Pages Shipper's Reference Number (optional)			
Consignee						
<small>Two completed and signed copies of this declaration must be handed to the operator.</small>						
TRANSPORT DETAILS			WARNING			
This shipment is within the limitations prescribed for: (Delete non-applicable)			Failure to comply in all aspects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.			
PASSENGER AND CARGO AIRCRAFT			CARGO AIRCRAFT ONLY			
Airport of Departure:			Airport of Destination			
			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 (Secondary Risk)	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)	



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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.

1

SHIPPER'S DECLARATION FOR DANGEROUS GOODS

Shipper	Air Waybill No. Page of Pages Shipper's Reference Number (optional)					
Consignee						
<i>Two completed and signed copies of this declaration must be handed to the operator.</i>						
TRANSPORT DETAILS This shipment is within the limitations prescribed for: (Delete non-applicable) <table border="1"><tr><td>PASSENGER AND CARGO AIRCRAFT</td><td>CARGO AIRCRAFT ONLY</td></tr></table> Airport of Departure: Airport of Destination	PASSENGER AND CARGO AIRCRAFT	CARGO AIRCRAFT ONLY	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) <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					
NATURE AND QUANTITY OF DANGEROUS GOODS						
Dangerous Goods Identification						
UN or ID No.	Proper Shipping Name	Class or Division (Secondary Risk)	Packing Group	Quantity and Type of Packing	Packing Inst.	Authorization
Additional Handling Information						
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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.

1

SHIPPER'S DECLARATION FOR DANGEROUS GOODS

Shipper 2	Air Waybill No. Page of Pages Shipper's Reference Number (optional)					
Consignee 3						
<i>Two completed and signed copies of this declaration must be handed to the operator.</i>						
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.					
Airport of Destination	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 (Secondary Risk)	Packing Group	Quantity and Type of Packing	Packing Inst.	Authorization
Additional Handling Information						
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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.

1

SHIPPER'S DECLARATION FOR DANGEROUS GOODS

Shipper 2	Air Waybill No. Page of Pages Shipper's Reference Number (optional) 4					
Consignee 3						
<i>Two completed and signed copies of this declaration must be handed to the operator.</i>						
TRANSPORT DETAILS						
This shipment is within the limitations prescribed for: (Delete non-applicable)						
PASSENGER AND CARGO AIRCRAFT	CARGO AIRCRAFT ONLY					
Airport of Departure:						
Airport of Destination						
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 (Secondary Risk)	Packing Group	Quantity and Type of Packing	Packing Inst.	Authorization
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Name/Title of Signatory						
Place and Date:						
Signature (see warning above)						



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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.

1

SHIPPER'S DECLARATION FOR DANGEROUS GOODS

Shipper 2	Air Waybill No. Page of Pages Shipper's Reference Number (optional) 4					
Consignee 3						
Two completed and signed copies of this declaration must be handed to the operator.						
TRANSPORT DETAILS						
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Airport of Destination	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 (Subsidiary Risk)	Packing Group	Quantity and Type of Packing	Packing Inst.	Authorization
Additional Handling Information						
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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.

1

SHIPPER'S DECLARATION FOR DANGEROUS GOODS

Shipper 2	Air Waybill No. Page of Pages Shipper's Reference Number (optional) 4					
Consignee 3						
When completed and signed copies of this declaration must be handed to the carrier.						
TRANSPORT DETAILS						
This shipment is within the limitations prescribed for (Delete non-applicable) PASSENGER AND CARGO AIRCRAFT ONLY 5	Airport of Departure: 6					
Airport of Destination						
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) <input type="checkbox"/> NON-RADIOACTIVE <input type="checkbox"/> RADIOACTIVE						
NATURE AND QUANTITY OF DANGEROUS GOODS						
Dangerous Goods Identification						
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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.

1

SHIPPER'S DECLARATION FOR DANGEROUS GOODS

Shipper 2	Air Waybill No. Page of Pages Shipper's Reference Number (optional) 4					
Consignee 3						
<i>Two completed and signed copies of this declaration must be handed to the operator.</i>						
TRANSPORT DETAILS						
<input type="checkbox"/> This shipment is within the limitations prescribed for: (Delete not applicable) <input type="checkbox"/> PASSENGER AND CARGO AIRCRAFT <input type="checkbox"/> AIRCRAFT ONLY 5	Airport of Departure: 6					
Airport of Destination						
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 (non-applicable) NON-RADIOACTIVE <input checked="" type="checkbox"/> RADIOACTIVE <input type="checkbox"/> 7						
NATURE AND QUANTITY OF DANGEROUS GOODS						
Dangerous Goods Identification						
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8. Nature and quantity of dangerous goods

This section must be completed in English.

- UN Number**
- Proper Shipping Name:** Enter the proper shipping name, and the technical name in parenthesis (Ebola virus). If unknown, write (suspected Category A infectious substance).
- Class or Division:** For infectious substances the class is 6.2. For dry ice the class is 9.
- Packing Group:** Does not apply to infectious substances or dry ice.
- 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.
- Packing Instruction:** 620 for Category A infectious substances, 954 for dry ice.
- Authorization:** A81 if shipping body parts beyond volume and weight limitations.

Proceed to Step 9.



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1

SHIPPER'S DECLARATION FOR DANGEROUS GOODS

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Name/Title of Signatory Place and Date: Signature (see warning above)																						

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.



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1

SHIPPER'S DECLARATION FOR DANGEROUS GOODS

Shipper 2	Air Waybill No. Page of Pages Shipper's Reference Number (optional) 4																												
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Name/Title of Signatory Place and Date: Signature (see warning above) 10																													

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.



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Exercise

Completing the 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		WARNING				
This shipment is within the limitations prescribed for: (Delete non-applicable)		Failure to comply in all aspects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.				
PASSENGER AND CARGO AIRCRAFT						
CARGO AIRCRAFT ONLY						
Airport of Destination		Shipment Type (Delete non-applicable)				
		NON-RADIOACTIVE		RADIOACTIVE		
NATURE AND QUANTITY OF DANGEROUS GOODS						
Dangerous Goods Identification						
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				Place and Date:		
				Signature (see warning above)		



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Questions and comments