Shipping Solutions®

export documentation software

Creating Dangerous Goods Forms

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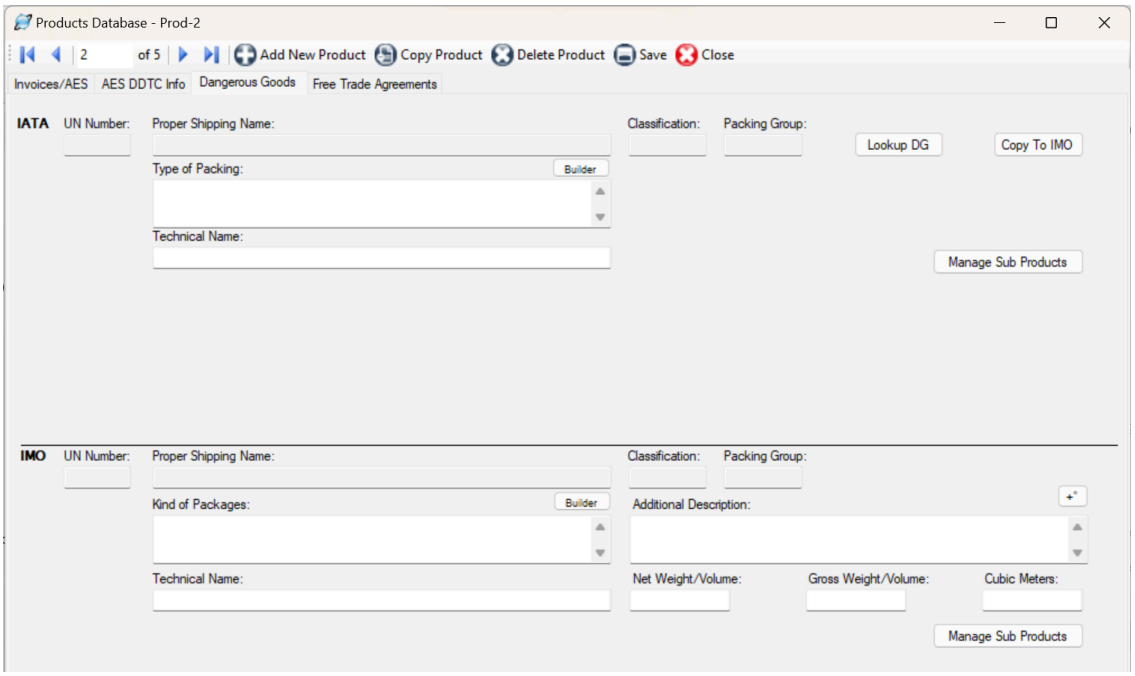
Dangerous Goods IMO Screen (Professional Only)

The Dangerous Goods Tab on the Product Database Screen



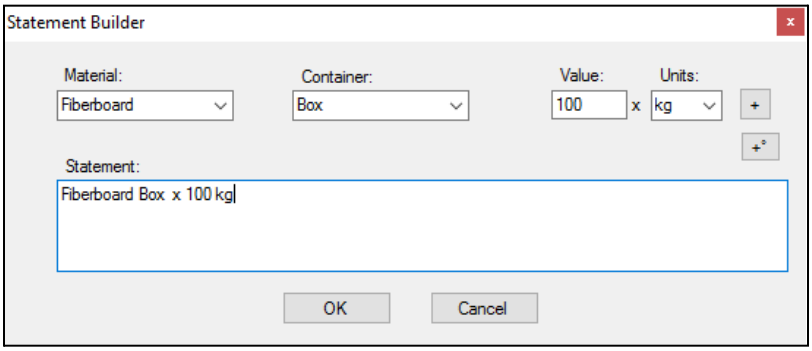
Dangerous Goods Tab

If your item is considered a dangerous good (DG) by either the International Air Transport Association (IATA) or the International Maritime Organization (IMO), you will want to complete these fields so that you can prepare the proper documentation for your shipment. The screen is divided into **IATA** and **IMO** sections.

IATA Section

Click the **Lookup DG** button to open the IATA Database of Dangerous Goods. You can search by UN Number or Proper Shipping Name. Find the proper entry for your item and click **Select**. The **UN Number**, **Proper Shipping Name**, **Classification** and **Packing Group** will fill in on the DG tab.

The Statement Builder Screen



Type directly in the **Type of Packing** box or click the **Builder** button for help in entering your packing information. On the **Statement Builder** screen, choose your **Material** and **Container** from the drop-down lists. Enter the amount in the containers in the **Value** box and either L for liters or kg for kilograms from the **Units** drop-down list. Click the plus button to add the **Value** and **Units** to your type of material and container in the **Statement** box. Use the degree button to add that symbol to a flashpoint, if needed. You can also use this box, if needed, to describe an overpack. Click **OK** to return to the DG tab.

If your DG item requires a technical name following the **Proper Shipping Name**, enter it in the **Technical Name** box. Do not include the required parenthesis because Shipping Solutions will automatically add them.

IMO Section

Although the list of Dangerous Goods for IMO is slightly different than IATA, a **Copy to IMO** button is provided. You may need to edit the **UN Number**, **Proper Shipping Name**, **Classification**, and **Packing Group** if it is different for IMO than for IATA.

Type directly in the **Kind of Packages** box or click the **Builder** button as described in the IATA section. Use the **Additional Description** box to enter any information that you want to follow the **UN Number**, **Proper Shipping Name**, **Classification**, and **Packing Group**. This information could include a flashpoint, so a degree button is provided to add that symbol.

If your DG item requires a technical name following the **Proper Shipping Name**, enter it in the **Technical Name** box. Do not include the required parenthesis because Shipping Solutions will automatically add them.

If you know the values, enter the **Gross Weight/Volume**, **Net Weight/Volume**, and **Cubic Meters**. You will be able to display either **Net Weight/Volume** or **Cubic Meters** along with **Gross Weight/Volume** on the DG documents.

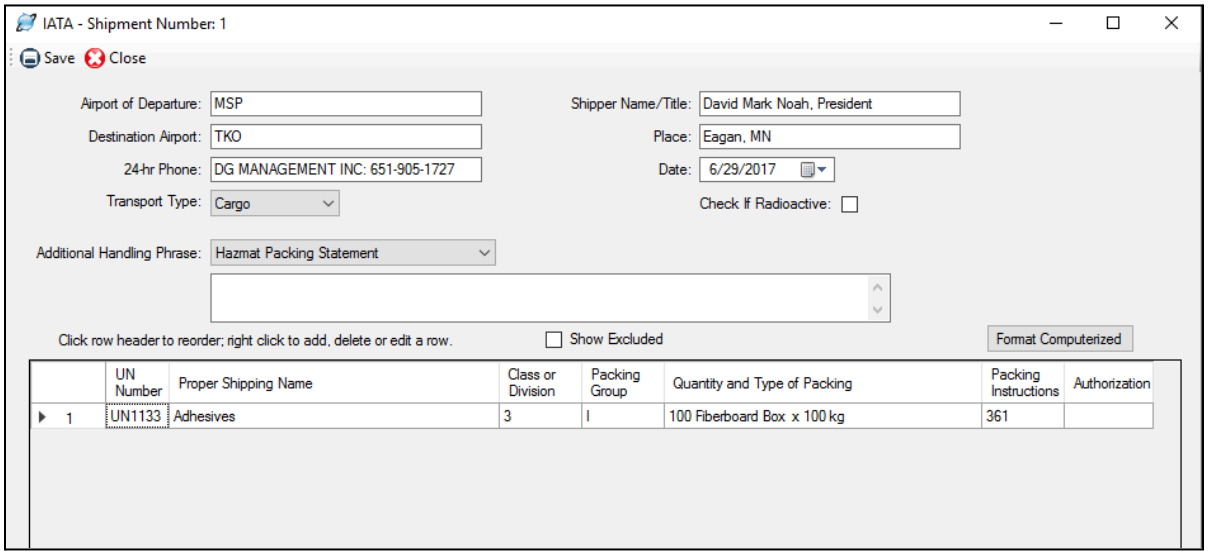
Sub Products

If you have products that include DG items that are not listed separately on your commercial invoice, you can list them as sub products. For example, a machine that includes a lithium battery will probably be listed by the machine name on the Commercial Invoice, but the battery needs to be listed on the dangerous goods document. To add a sub product to an item, first enter the sub product as a product on the **Databases** tab, **Products** screen. Be sure to include a **Product ID** and the fields on the **Dangerous Goods** tab.

Then locate the main product in the **Products** database. On the **Dangerous Goods** tab, click the **Manage Sub Products** button. A screen will come up that will allow you to search the **Products** database for the sub product. Click **Add** and the item will be copied to the lower grid showing that it is a sub product to this product. Repeat the process for as many sub products as needed. Click **Close**.

The **Sub Products** will appear in a grid at the bottom of the IATA and IMO sections. You must enter the sub products separately for IATA and IMO.

The IATA Dangerous Goods Screen in EZ Start



Dangerous Goods IATA Screen (Professional Only)

Complete the fields on this screen to enter information on the IATA Dangerous Goods form.

Airport of Departure

Enter the full name of the airport or city of departure (if known). This field is optional.

Destination Airport

Enter the full name of the airport or city of destination (if known). This field is optional.

24-Hour Phone

For shipments to, from or within the U.S., enter a phone number (including area code and international access codes for numbers outside the U.S.) that is monitored at all times while hazardous material is in transport, including storage incident to transport.

Transport Type

Select whether your shipment will comply with limitations for Passenger and Cargo Aircraft or the Limitations for Cargo Aircraft Only.

Shipper Name/Title

Enter the name and title of the person signing the declaration.

Place

Enter the place of signing the declaration.

Date

Enter the date of signing the declaration.

Check if Radioactive

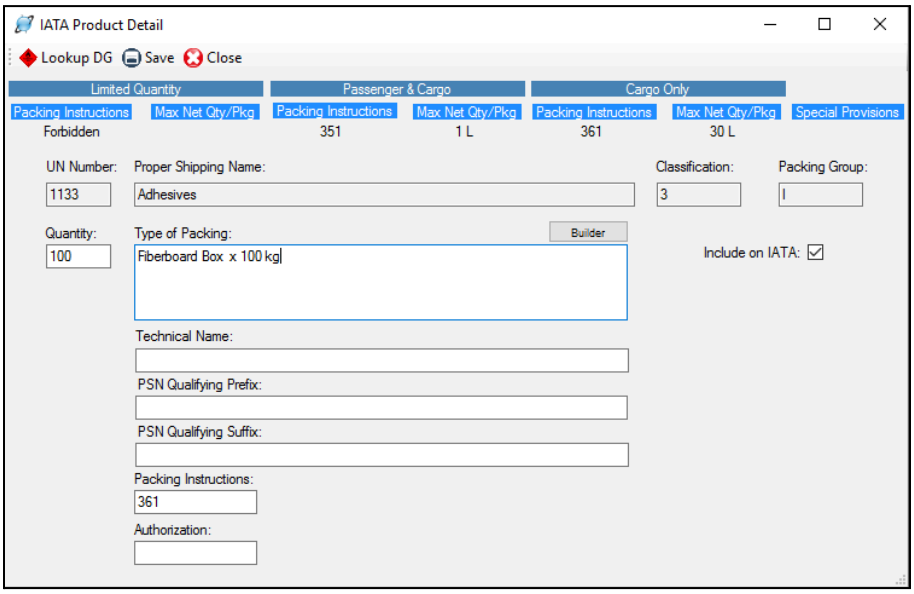
Check this box if the shipment contains radioactive material. Radioactive material must not be included on the same declaration form with other dangerous goods except dry ice when used as a refrigerant.

Additional Handling

Enter additional specific handling information or statements that may be required. You can choose saved phrases from the drop-down list or type handling instructions directly into the box.

Your dangerous goods items will be listed in the grid in the lower section of the screen and will include products from the **EZ Start-Product Detail** screen along with any sub-products. Re-order the items by clicking in the first column. Right click to edit or add an item, which will take you to the **IATA Product Detail** screen.

The IATA Product Detail Screen for Adding or Editing Products

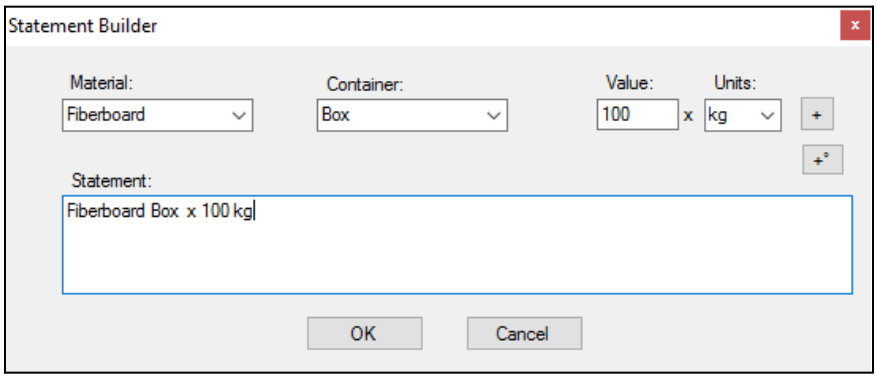


The **IATA Product Detail** screen first shows you information from the IATA Database of Dangerous Goods including the packing instructions and maximum net quantity per package for limited quantities, passenger and cargo planes, and cargo planes only. Special provisions from the IATA Database of Dangerous Goods are also displayed.

If you have already stored your DG information in the **Products** database (see here), it will automatically populate on this screen when you add the product to your shipment. If you are adding a new item, click **Lookup DG** to search for your item in the IATA Database of Dangerous Goods. You can search the database by UN Number or Proper Shipping Name. The IATA Database will provide the **UN Number**, **Proper Shipping Name**, **Classification**, and **Packing Group**.

Enter the **Quantity**. Since this could be different from the commercial invoice quantity, it is not copied from the Invoices tab.

The IATA Statement Builder Screen



Type directly in the **Type of Packing** box or click the **Builder** button for help in entering your packing information. On the **Statement Builder** screen, choose your **Material** and **Container** from the drop-down lists. Enter the amount in the containers in the **Value** box and either L for liters or kg for kilograms from the **Units** drop-down list. Click the plus button to add the **Value** and **Units** to your type of material and container in the **Statement** box. Use the degree button to add that symbol to a flashpoint, if needed. You can also use this box, if needed, to describe an overpack. Click **OK** to return to the DG tab.

If your DG item requires a technical name following the **Proper Shipping Name**, enter it in the **Technical Name** box. Do not include the required parenthesis because Shipping Solutions will automatically add them.

The **Include on IATA** check box will default to checked. If for some reason you do not want to include this item on your Dangerous Goods IATA document, uncheck the box.

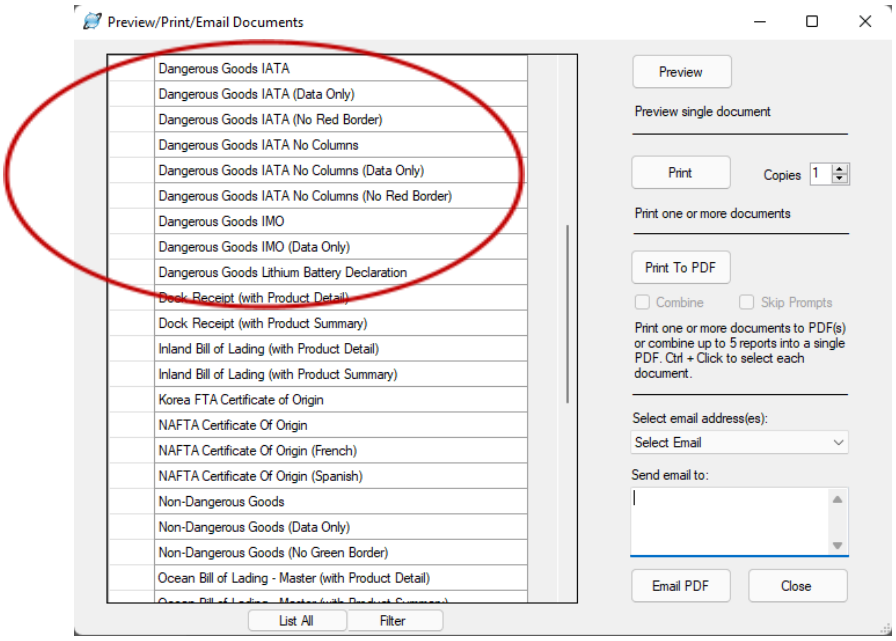
Some items require words in front of or following the **Proper Shipping Name** (PSN). For example, WASTE must precede your PSN if the DG item is being transported for disposal, and "stabilized" must follow the PSN if the DG item must be stabilized for transport. There are many other possible prefixes and suffixes (See the IATA Dangerous Goods regulations 8.1.3 for more details). Any words that you want to precede or follow your PSN can be entered in the **PSN Qualifying Prefix** and **PSN Qualifying Suffix** box.

Packing Instructions can be taken from the information shown at the top of the screen. The **Authorization** box should include any Special Provisions shown at the top of the screen and any other needed information.

Click **Save** and **Close** to return to the IATA screen. There are two ways to display your items on the IATA documents. The first is in columns as shown in the grid on the IATA screen. The second is with double slashes between the fields with no columns shown. To get an idea of how your items will look in the non-columnar format, click the **Format Computerized** button. To return to the column view, click **Format Manual**.

If you have unchecked the **Include on IATA** box for some of your items, you can display all items by checking the **Show Excluded** box. This may be helpful in locating items that have been entered but seem to be missing.

The IATA Dangerous Goods Form Options



There are multiple Dangerous Goods IATA forms listed on the **EZ Start** screen, **Preview/Print/Email** button. The different versions display the data differently and vary what is printed. The product data on the forms will print in columns unless you choose one of the IATA options that include "No Columns" in the name. In that case, the product information will print with double slashes between the fields.

If you are printing the IATA form on a color printer, you can choose to print either the **Dangerous Goods IATA** or **Dangerous Goods IATA No Columns**, and the entire document will print including the required red border on the left- and right-side of the page. If you don't have a color printer, you can print either the columnar or non-columnar version of the form on paper that already has the red border (in which case choose one of the options marked **(No Red Border)**, or print the data on a pre-printed IATA form, in which case choose one of the options marked **(Data Only)**.

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. (172.000– 172.704).

InterMart provides this form and instructions to assist properly trained shippers. The materials provided by Shipping Solutions in no way alter, satisfy or influence any federal or state requirements. The information provided does not meet the training requirements as required in DOT 49 CFR.

The study and/or use of Shipping Solutions software does not qualify an individual to prepare, package, transport or otherwise handle dangerous goods or hazardous materials.

The information contained in this document is subject to change or update due to changing government regulations. The user of this document assumes responsibility for complying with all applicable laws and regulations regarding the shipment of dangerous goods.

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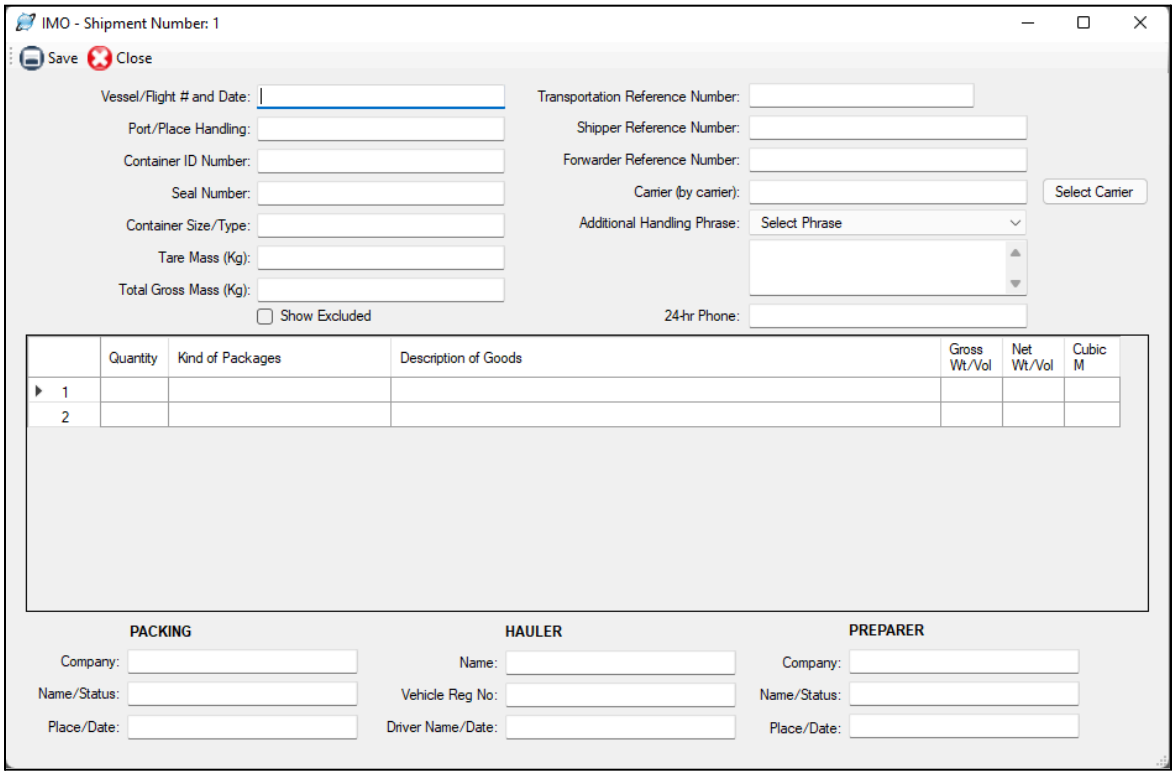
The IMO Dangerous Goods Screen in EZ Start



Dangerous Goods IMO Screen (Professional Only)

Complete this screen to enter information on the IMO Dangerous Goods form.

Vessel/Flight# and Date
Enter the name of the vessel on which your shipment is loaded and the date of departure.

Port/Place of Handling
Enter the port in which your shipment was loaded on the vessel.

Container ID Number
Enter the ID number for your container(s).

Seal Number
Enter the seal number for your container(s).

Container Size/Type
Enter the size and type of container(s).

Tare Mass (Kg)
Enter the mass (or weight) of your empty container(s) including all fittings and appliances used in the container.

Total Gross Mass (Kg)
Enter the mass (or weight) of your container(s) packed with all your products.

Transportation Reference Number
Enter the waybill number for the shipment.

Shipper Reference Number
Enter the shipper's reference number.

Forwarder Reference Number
Enter the freight forwarder's reference number, if assigned.

Carrier (by carrier)
Enter the carrier of the goods or check the **Select Carrier** button to choose the carrier from the list of preloaded SCAC codes.

Additional Handling
Enter any additional handling instructions for your shipment. You can choose phrases from the Phrases Database by clicking on the drop-down list or type directly into the box.

24-hr Phone
For shipments to, from or within the U.S., enter a phone number (including area code and international access codes for numbers outside the U.S.) that is always monitored while hazardous material is in transport, including storage incident to transport.

PACKING
Enter the name of the company, person, status, place and date where your products were packed.

HAULER
Enter the name of the company, vehicle registration number, date and driver who hauled the goods to the airport of departure.

PREPARER
Enter the company, person and their status, place, and date where the IMO Dangerous Goods form was prepared.

Your dangerous goods items will be listed in the grid in the middle section of the screen and will include products from the **EZ Start-Product Detail** screen along with any sub-products. Reorder the items by clicking in the first column. Right click to edit or add an item, which will take you to the **IMO Product Detail** screen.

If you have already stored your DG information in the **Products** database (see here), it will automatically populate on the **IMO Product Detail** screen when you add the product to your shipment. If not, click **Lookup DG** to search for your item in the IATA Database of Dangerous Goods. You can search the database by **UN Number** or **Proper Shipping Name**. The IATA Database will provide the **UN Number**, **Proper Shipping Name**, **Classification** and **Packing Group**. The list of dangerous goods is slightly different for IMO than it is for IATA, so you may need to edit these for IMO shipments.

Enter the **Quantity**. Since this could be different from the commercial invoice quantity, it is not copied from the Invoices tab.

Type directly in the **Kind of Packages** box or click the **Builder** button for help in entering your packing information. On the **Statement Builder** screen, choose your **Material** and **Container** from the drop-down lists. Enter the amount in the containers in the **Value** box and either L for liters or kg for kilograms from the **Units** drop-down list. Click the plus button to add the **Value** and **Units** to your type of material and container in the **Statement** box. Use the degree button to add that symbol to a flashpoint, if needed.

Use the **Additional Description** box to enter any information that you want to follow the **UN Number**, **Proper Shipping Name**, **Classification** and **Packing Group**. This information could include a flashpoint, so a degree button is provided to add that symbol.

If your DG item requires a technical name following the **Proper Shipping Name**, enter it in the **Technical Name** box. Do not include the required parenthesis because Shipping Solutions will automatically add them.

The **Include on IMO** checkbox will default to checked. If for some reason you do not want to include this item on your Dangerous Goods IMO document, uncheck the box.

The Dangerous Goods IMO document shows **Gross Weight/Volume** and either **Net Weight/Volume** or **Cubic Meters**, and you can enter the values here. Click **Save** and **Close** to return to the IMO screen.

If you have unchecked the **Include on IMO** box for some of your items, you can display all items by checking the **Show Excluded** box. This may be helpful in locating items that have been entered but seem to be missing.

There are multiple Dangerous Goods IMO documents listed on the **EZ Start** screen, **Preview/Print/Email** button. You can print the whole document (no designation) or you can print just the data on a preprinted form (designated as **Data Only**).

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