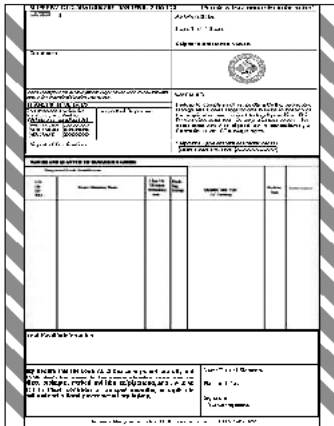


ShipHazmat® Tutorials & Helpful Hints

Create a completed shipper's declaration form

A Shipper's Declaration form is divided into three sections in ShipHazmat. To complete a declaration form, users must provide the necessary information in each section.

A small thumbnail image showing the layout of the Shipper's Declaration form, divided into three main sections: Top Section (Shipper/Consignee info), Middle Section (Dangerous Goods table), and Bottom Section (Signatory info).

Top Section - Users must provide shipper and consignee information in the designated fields. All other fields in this section are optional and not required to proceed to the next section (program logic will automatically determine whether shipment will be marked as Cargo Aircraft Only or Passenger and Cargo Aircraft).

Middle Section - Dangerous Goods declaration must be made in this section of the form. Search for proper shipping names by UN/ID number or part of the proper shipping name to begin each line entry. Use the additional windows that appear to provide information and complete each line entry.

Bottom Section - Provide the necessary signatory information in this section along with any additional handling information desired (program logic will automatically provide required additional handling information).

Figure 1 - Shipper's Declaration form sections

Top Section

To provide information for the shipper and consignee, move and click the left mouse button in the desired field and begin typing the required information. Users may also double-left click in each field to use ShipHazmat's built-in Shipper/Consignee database feature to store and retrieve information quickly for each shipment created.

All other information in this section is optional and is not required. ShipHazmat does not support radioactive shipments. Program logic will automatically determine if the shipment is Passenger and Cargo Aircraft OR Cargo Aircraft Only.

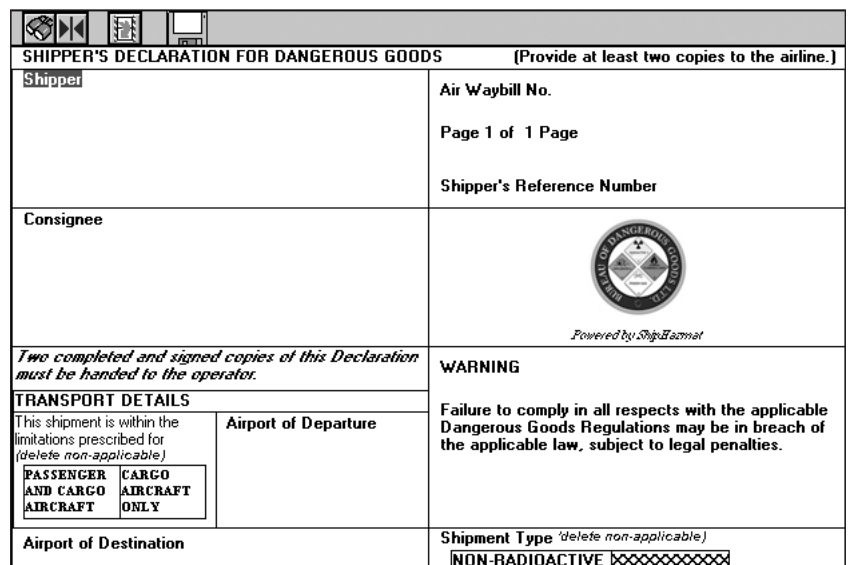
A screenshot of the top section of the Shipper's Declaration form. The form is titled "SHIPPER'S DECLARATION FOR DANGEROUS GOODS (Provide at least two copies to the airline.)". It is divided into several fields: "Shipper", "Consignee", "Air Waybill No.", "Page 1 of 1 Page", "Shipper's Reference Number", "WARNING", "TRANSPORT DETAILS", "Airport of Departure", "Airport of Destination", and "Shipment Type". The "TRANSPORT DETAILS" section includes a table for "PASSENGER AND CARGO AIRCRAFT" and "CARGO AIRCRAFT ONLY". The "Shipment Type" field is set to "NON-RADIOACTIVE".

Figure 2 - Top section of the Shipper's Declaration form

Page numbers are also automatically determined by program logic based on the number of dangerous goods declarations made within the form.

Middle Section

Users must declare each dangerous good being shipped by air in this section of the form. Each dangerous good line item must be entered one at a time. It is important to note that overpacks must be declared first on the declaration form, while all-packed-in-one packages can be declared at any point.

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NATURE AND QUANTITY OF DANGEROUS GOODS						
Dangerous Goods Identifications						
UN or ID #	Proper Shipping Name	Class or Division (Subsidiary Risk)	Pack-ing Group	Quantity and Type of Packing	Pack-ing Inst.	Authorization
UN/ID Sort	Search for Proper Shipping Name					

Figure 3 - Searching for proper shipping name by UN/ID number or part of the proper shipping name

Find proper shipping names by entering the UN/ID number or part of the proper shipping name into the respective search field. All proper shipping names that correspond to the entered UN/ID number or that match the proper shipping name typed in will be displayed in a new window.

Proper Shipping Name of UN1090

Acetone

OK

Cancel

% Solution Mixture

If more than one proper shipping name matches the search field, multiple names will appear in the list. Click on the desired proper shipping name to highlight the name, and click on the OK button to continue.

Proper shipping names that qualify as solutions or mixtures should be assigned in this selection window at the bottom.

Figure 4 - Selecting the desired proper shipping name

The desired proper shipping name will be placed into the middle section of the form. Next, users must click on the **Input for Packing** button to provide information regarding Packing Group, Quantity and Type of Packing, Packing Instruction Number and any additional required information.

NATURE AND QUANTITY OF DANGEROUS GOODS						
Dangerous Goods Identifications						
UN or ID #	Proper Shipping Name	Class or Division (Subsidiary Risk)	Pack-ing Group	Quantity and Type of Packing	Pack-ing Inst.	Authorization
UN1090	Acetone	3		Input for Packing		

Figure 5 - Click on the Input for Packing button to continue and complete the line item entry

Please note that the dangerous goods entry is NOT complete at this point. Additional information is still required for the entry before you can proceed to the next entry or section. If you have incorrectly selected a proper shipping name, you can click on the Delete icon from the icon menu and select again.

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After clicking on the Input for Packing button, users will be required to select an applicable Packing Instruction number from the provided options. Only available packing instruction numbers for the UN/ID number selected will be displayed for the user to select from.

Figure 6 - Enter all required information for the dangerous good being declared

PG	Passenger Aircraft		Cargo Aircraft Only	
	Pkg Instr.	Max Net Qty/ Pkge	Pkg Instr.	Max Net Qty/ Pkge
II	305	5 L	307	60 L
II	Y305	1 L		

Click on the desired packing instruction number to select it for use in Figure 7. Afterwards, enter the **Total Net Shipping Quantity** for the dangerous good being shipped in the requested field, or click on the EMPTY button if a package is being shipped with residue inside the container.

Figure 7 - Click on the desired packing instruction number to select it

Users must select either **Single Packaging** or **Combination Packaging** in Figure 6, depending on the Packing Instruction selected, and then double-click on the Packaging Type fields to select an inner packaging type and outer packaging type for combination packagings, and only an outer packaging type for single packagings.

ShipHazmat will automatically determine if single and combination packaging types are allowed for the dangerous good being shipped, based on the selected packing instruction number from Figure 7.

Figure 8 - Select the appropriate inner or outer packaging type and view general packaging information in the provided boxes

Users must also enter an emergency telephone number in Figure 6. This number will be placed in the additional handling information portion of the declaration form upon printing.

If an exemption by a competent authority allows the user to bypass specific regulatory guidelines verified by ShipHazmat, the user may click in the **Exempt** checkbox and adjust information regarding the dangerous good entry with no verification by ShipHazmat.

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Bottom Section

The final section is for entering any additional handling information desired and providing the necessary date, location and signatory information of the person preparing the shipment.


	
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, packed, 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/Title of Signatory John Smith, Shipper Place and Date Tokyo, Japan 06/03/2008 Signature <i>(see warning above)</i>
Bureau of Dangerous Goods, NJ 08831	609-860-0300

Figure 9 - Enter additional handling information and signatory information in the bottom section

It is important to note that this section, along with the other sections, must be closed properly before a user can print the completed declaration form.

To verify that all sections are closed properly, click on the **Close** icon (designated with the double blue arrow) on each section's window to close that section. Sometimes, windows can become hidden behind the software's interface. If this occurs, view your taskbar for additional ShipHazmat windows that may be opened and close them.

Clicking on the **Save** icon (designated by a floppy disk) in Figure 9 will save the **Name/Title** and **Place and Date** field values for future use.