

ShipHazmat[®] Tutorials & Helpful Hints

Creating a shipment with one or more overpacks

Overpacks allow users to enclose multiple packages of dangerous goods into an outer container or packaging. ShipHazmat will automatically notify users if dangerous goods that might reactive dangerously with each other are attempted to be packed into the same overpack, or if segregation of dangerous goods is required. Users should refer to IATA subsection 5.0.1.5 for further information regarding overpack packing requirements.

ShipHazmat allows users to create one or more overpacks on the declaration form. All overpacks in ShipHazmat must be listed first before any other single line entries or all-packed-in-one packages. Whenever a single line entry or all-packed-in-one package is created, the overpack feature is disabled.



Figure 1 - To begin an overpack, click on the Overpack button first (8th button from the left) and then enter dangerous goods items into the overpack

Follow the steps below to create an overpack:

1. Click on the **Overpack** icon to begin an overpack
2. Add dangerous goods item to the overpack by entering a UN/ID number or proper shipping name
3. Select an appropriate packing instruction number, quantity to be shipped and packaging types
4. Click OK to add the dangerous goods item into the overpack
5. If asked “Is there clear visibility and easy access to the packages?”, select Yes or No (see Figure 2)

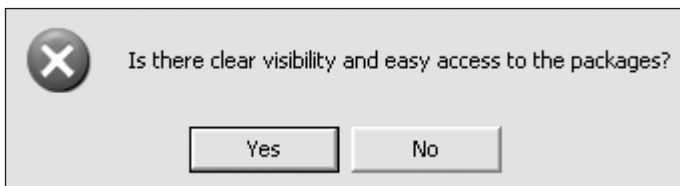


Figure 2 - Select Yes or No when prompted with this question regarding overpacks

6. Repeat steps 2 to 5 for each additional dangerous goods item inside of the overpack
7. When the overpack is completed, click on the **Overpack** icon to close the overpack
8. If prompted “Will there be multiple overpacks listed on this declaration form?”, select Yes or No (see Figure 3)

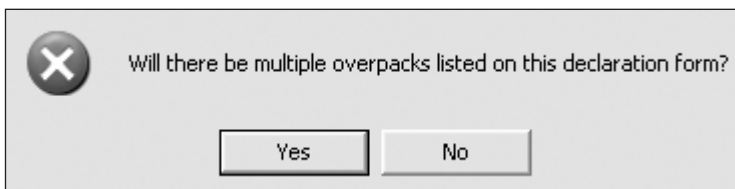


Figure 3 - Select Yes or No when prompted with this question so ShipHazmat can determine the next logical step

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9. If the user selected Yes, a prompt will request the overpack ID of that overpack (see Figure 4). If the user selected No, the overpack feature will be disabled, and the additional steps below can be ignored

The screenshot shows a software window titled "Overpack Identification Mark(s)". On the left, there is a list box labeled "Overpack Item Listing" containing one entry: "1. 1 - Acetone UN1090". To the right of this list, there are several input fields: "Overpack Used x" with the value "1", "1A2: STEEL DRUM(S)", "Identification Mark(s) prefixed by # (#123#456)" with the value "0", and "Total Overpack Weight" with the value "5" and a unit "L". On the far right, there is a large empty text area for "Overpack Identification Mark(s)". At the bottom right, there are two buttons: "Apply" and "Close".

Figure 4 - Users must enter the proper overpack identification marking if multiple overpacks are placed in the same declaration form to be shipped

10. Enter the number of overpacks that contain the current dangerous good(s)
11. For each overpack, enter each ID value prefixed by the # key)
12. Enter the total quantity of dangerous goods being shipped per overpack
13. Click on the **Apply** button to create the necessary overpack text on the declaration form
14. Click on the **Close** button to close the window (Figure 4)
15. Repeat steps 1 to 14 for additional overpacks, if any

UN1090	Acetone	3	II	1 FIBREBOARD BOX x 4 L Overpack used x 2 Overpack ID #A1 #A2 Total quantity per Overpack 4 L	305	
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Figure 5 - A completed overpack should look similar to the example displayed above

Users have the ability to place all-packed-in-one packages into an overpack, or a combination of single line entries and all-packed-in-one packages. An overpack cannot be placed inside of another overpack.