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BUREAU OF  
DANGEROUS  
GOODS



**SHIPHAZMAT**

Be Confident. Be Competent. Be Compliant.™

**User Guide**



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## What is ShipHazmat?

ShipHazmat uses the latest Dangerous Goods Regulations to assist shippers of dangerous goods with generating compliant documentation and packaging for air, ground, and ocean transport. ShipHazmat prints compliant shipper's declarations, bills of lading, packaging diagrams with accurate marking and labeling requirements, emergency response information, and truck placarding.

Using built-in regulatory logic, this application is designed to facilitate and standardize the proper documentation and packaging of shipping dangerous goods. Users are guided through the dangerous goods declaration process and are provided with a series of steps to declare each entry. Some aspects of the declaration are automated based on user-input in other areas of the declaration.

For example, the shipment's transportation details (Passenger and Cargo Aircraft, or Cargo Aircraft Only) on a Shipper's Declaration is automatically determined based on the dangerous goods declared in the Nature and Quantity of Dangerous Goods section on the documentation. The appropriate box will automatically be crossed out for the user using the application's built-in regulatory logic engine.

## Prerequisites

### **What do I need to know before using ShipHazmat?**

Users should have a working knowledge of preparing, handling, documenting, and/or transporting dangerous goods by the appropriate mode under the applicable regulations. ShipHazmat is not a substitute for proper hazardous materials and dangerous goods training as required by law under respective national authorities.

ShipHazmat is not intended to replace the proper knowledge and professional judgment necessary to prepare, handle, document and/or transport dangerous goods. In some instances, Safety Datasheets (SDS) are required for classifying dangerous goods, providing additional information, and references to other requirements.

## Retention of Documentation

Dangerous goods declarations, including the shipper's signed certification, must be retained by the shipper in accordance with international and applicable national requirements. While ShipHazmat retains a record of declarations created, it does not retain the signed "official" declaration. U.S. regulations (49 CFR §172.201(e)) require that for hazardous waste, a copy of the signed declaration must be retained by the shipper for no less than three years after the material is accepted by the initial carrier; for all other hazardous materials, a copy of the signed declaration must be retained for two years after the material is accepted by the initial carrier.

## Logging In

https://www.shiphazmat.net

Proceed to the Member Login and provide your login credentials to sign in.

**SHIPHAZMAT**    **MEMBER LOGIN** Welcome back!    **FREE TRIAL** No commitment necessary    **PRICING PLANS** As low as \$29.95 / shipping paper    **SUPPORT** Need some help?

### Member login

Please provide your user name and password to begin creating compliant shipping papers

**LOGIN**    [I forgot my password](#)

Home | Log in | Forgot password | Support | Contact us  
Free trial | Pricing plans | Frequently asked questions  
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Updated: 11/27/2018 5:42:02 PM UTC

## Dashboard and Message Center

Review recently created shipping papers and important messages regarding system maintenance and regulatory updates. Use the left panel menu to create a new shipping paper.

ShipHazmat    **Home**    Shipments ▾    Settings ▾    Reporting    Resources    Help    Administration

Welcome back, rogere@bureaudg.com    Log out

### Shipments

Create and manage your shipments

- > Create new air shipment
- > Create new ground shipment
- > Create new ocean shipment
- > View your shipment history

### Recent shipments

Review and continue your work

Date	Status	Shipper's reference no.	Packages	Actions	Notes
12/10/2018	Pending		0	Edit	
12/10/2018	Pending		1	Edit	
12/10/2018	Pending		0	Edit	
12/10/2018	Pending		0	Edit	
12/7/2018	Pending		1	Edit	

> View your shipment history

### Account summary

View and manage your account

- SUBSCRIPTION PLAN**  
ANNUAL MEMBERSHIP
- NEXT PAYMENT DUE**  
12/31/2018  
20 days remaining

### Message center

How can we help you today?

**ShipHazmat IMDG is available on 11/6/2018**    11/5/2018 at 12:00 AM

We are pleased to announce that an IMDG Code module for creating documentation and packaging by vessel transport will be available tomorrow on 11/6. This module uses the latest regulations from the IMDG Code and can be used for domestic and international transport of dangerous goods by vessel. If you are interested in learning more or would like to sign up for this module, please contact us at sales@bureaudg.com for more information.

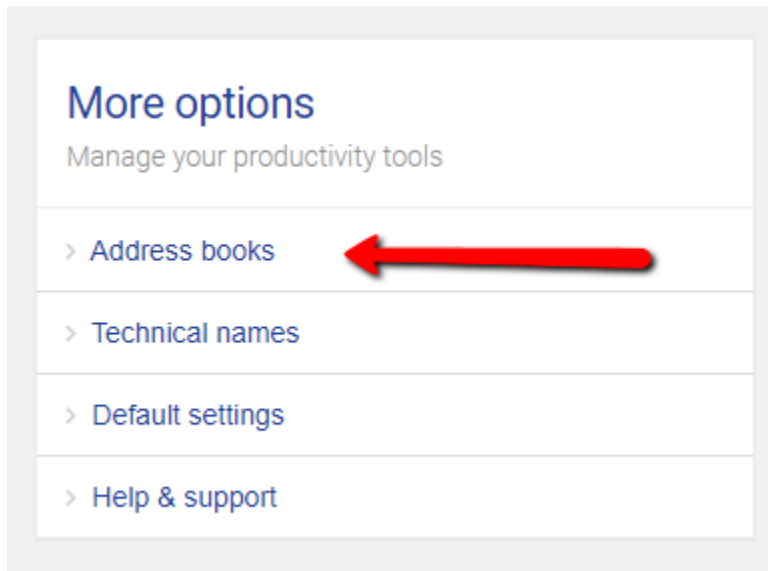
**Revision to Reportable Quantities**    4/3/2018 at 12:00 AM

## Account Management

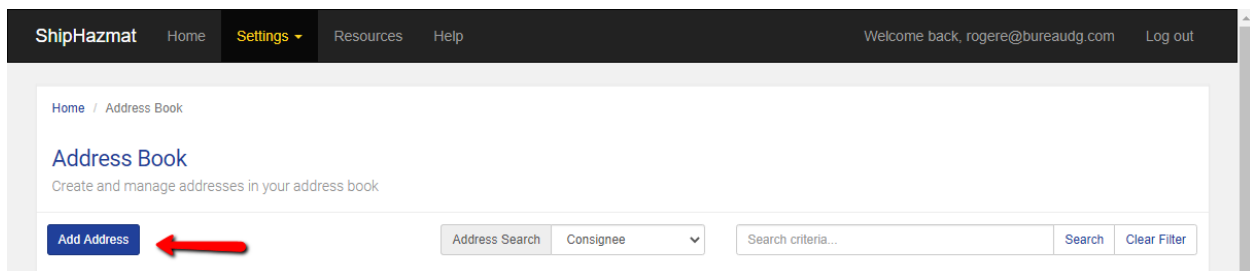
ShipHazmat provides various account management features to help simplify and organize your data for shipping paper preparation.

### Managing Address Book

On your home page, you can view your address book by clicking on “Address books” under More options.

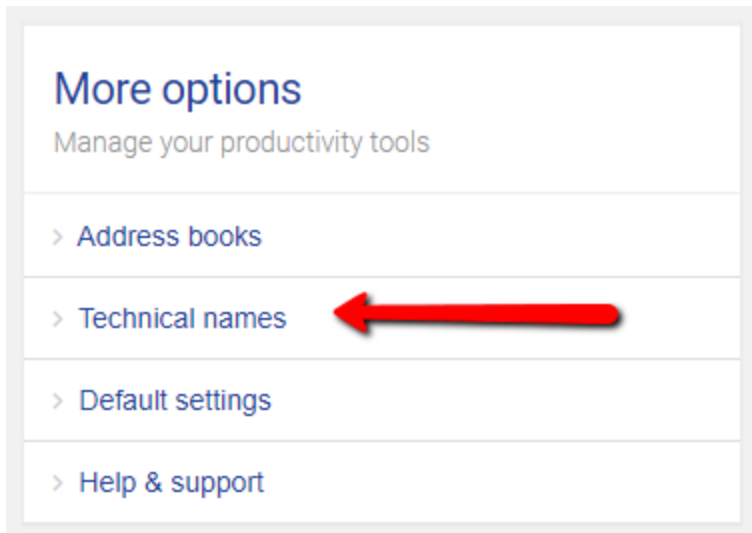


You can view all of your contacts, and you can add a new address by clicking on “Add Address.”

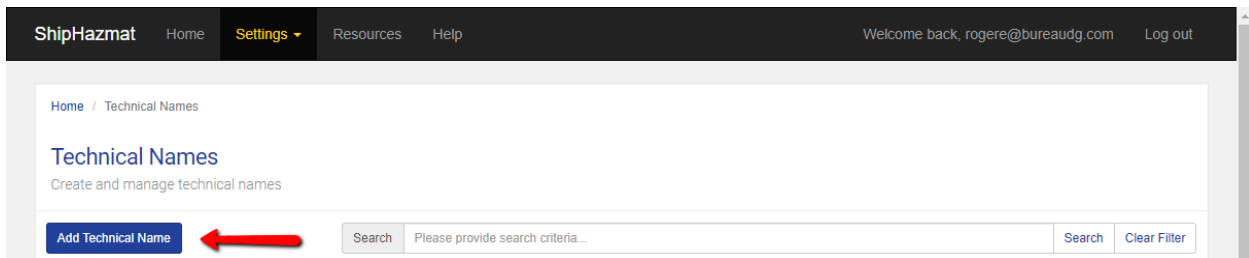


### Managing Technical Names

Under More options, you can also manage your saved technical names.

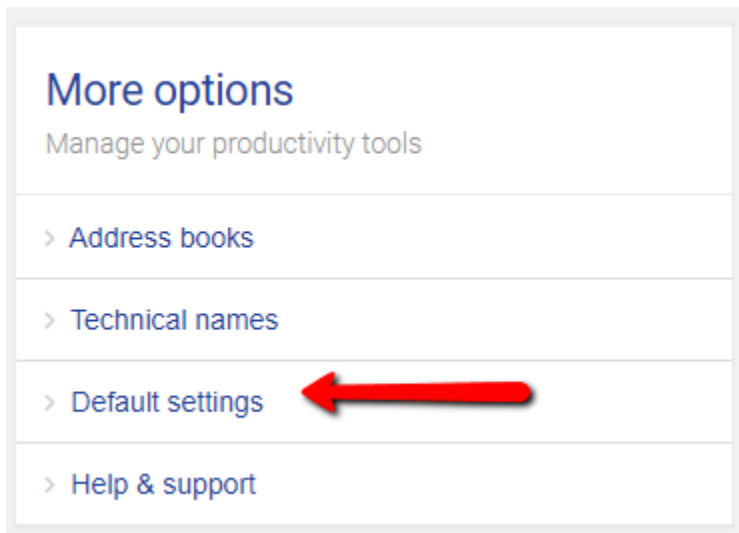


Here you can view and edit or delete your saved technical names. You can also add a new technical name by clicking on “Add Technical Name.”

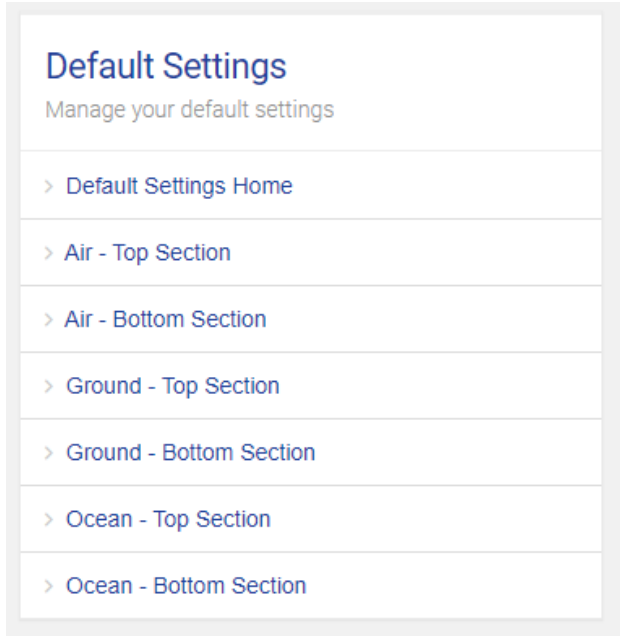


### Managing Default Settings

Your default settings allow you to pre-populate certain fields that may be the same every time you ship such as shipping addresses, signatory fields, and prefixes for reference numbers.

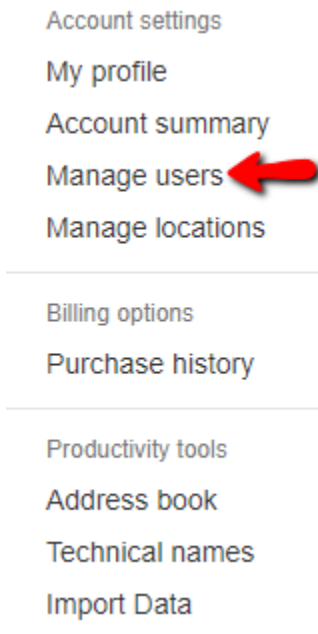


Here you can manage settings for the top and bottom sections for air, ground, and ocean shipments depending on your subscription type.



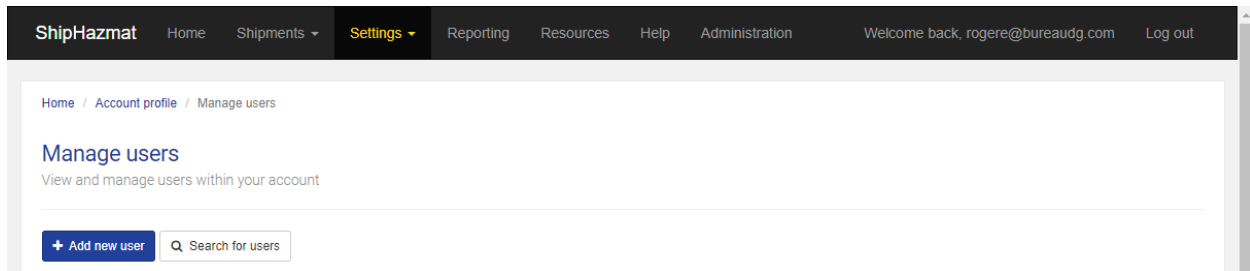
### Managing Users for Annual Accounts

If you are the account manager for an annual account with multiple users, you can manage your users under the Settings menu.





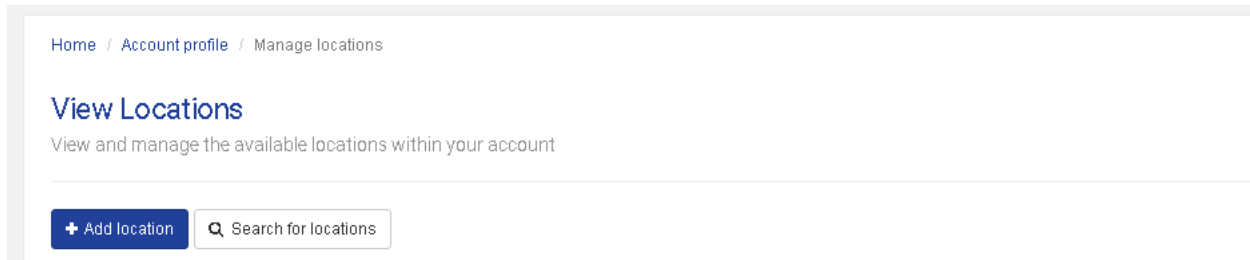
Here, you can add, edit, or delete users from your account.



## Managing Locations for Annual Accounts

The Locations feature in ShipHazard allows annual accounts to virtually group users together based on your business requirements (e.g. by physical location, teams, departments, etc.). This feature is only available for annual account subscriptions.

To create and manage your locations, go into your Settings menu -> Manage Locations



By default, one location is automatically created upon account creation and all users are assigned to this location.

When creating or managing locations, account managers can also limit the available transport modes to each location. Additionally, default emergency contact and phone numbers can be provided at each location and this information will pre-populate onto the respective fields in the shipper paper for any mode available to the user.

Note: If the emergency field values in the location profile are provided AND user default settings are also provided, ShipHazard will use the location's emergency information.

## Add location

Add a new location to this account.

**Location name:**

**Address 1:**

**Address 2:**

**City:**

**State:**

**Zip code:**

**Country:**

**Telephone:**

**Description:**

**Time zone:**

**Transport modes:**

- Air
- Ground
- Ocean

### Emergency Response Information

By providing emergency response information in the following fields, each user assigned to this location will have this information automatically populated onto the shipping paper. This will also override any default settings saved by the user. To disable this feature, leave the fields below blank.

**Emergency Contact:**

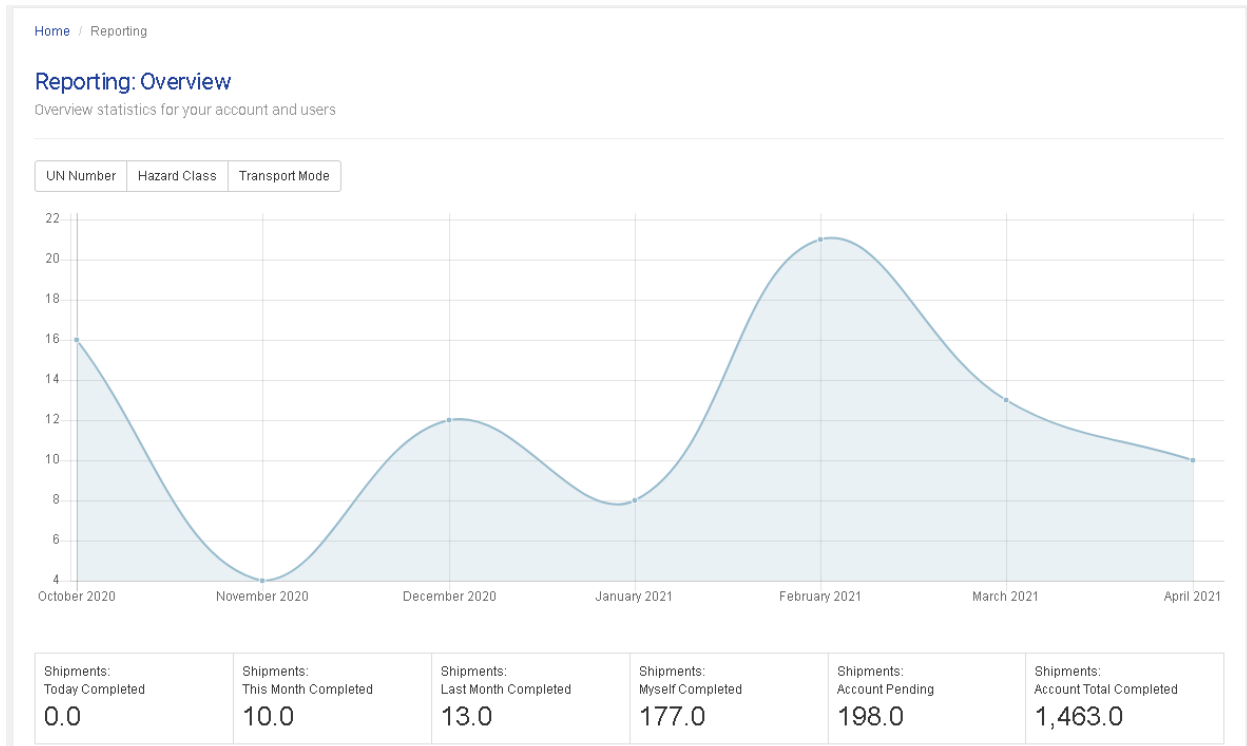
**Emergency Phone:**

Note: The amount of available locations that can be created is based on the maximum number of users available under the annual account subscription. For example, if your annual account subscription has five (5) user licenses, then you can create up to five (5) locations within the account.

## Reporting

ShipHazmat provides general reporting data for each account, to help you better understand how many hazardous materials/dangerous goods shipments are being created by your users.

These reports can be found from the main menu for **Reporting**.



Graph data can be broken down by month, hazard classes, UN numbers, or transport modes. Additional data can be broken down by each user as well.

# Creating a New IATA Shipper's Declaration for Dangerous Goods for AIR Transportation

Provide the required information on the top section of the declaration.


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### Shipper's Declaration for Dangerous Goods

Create a new compliant shipper's declaration for dangerous goods for air transport.

Middle Section Bottom Section Save and Continue Save Default Information Clear Default Information Cancel Declaration

#### SHIPPER'S DECLARATION FOR DANGEROUS GOODS

<b>Shipper (required) ?</b> Please enter the full name and address of the shipper.  Address Book		<b>Air Waybill No. ?</b>  <b>Page 1 of 1 Pages (handled by regulatory logic)</b>  <b>Shipper's Reference Number</b>  		
<b>Consignee (required) ?</b> Please enter the full name and address of the consignee.  Address Book		  <b>WARNING</b> Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.		
<b>TRANSPORT DETAILS</b> Two completed and signed copies of this Declaration must be handed to the operator. <b>This shipment is within the limitations prescribed for: (handled by regulatory logic) ?</b> <table border="1"><tr><td>PASSENGER AND CARGO AIRCRAFT</td><td>XXXXXXXX XXXXXXXX XXXXXXXX</td></tr></table>			PASSENGER AND CARGO AIRCRAFT	XXXXXXXX XXXXXXXX XXXXXXXX
PASSENGER AND CARGO AIRCRAFT	XXXXXXXX XXXXXXXX XXXXXXXX			
<b>Airport of Departure ?</b>  		<b>Shipment Type (handled by regulatory logic) ?</b> <table border="1"><tr><td>NON-RADIOACTIVE</td><td>XXXXXXXXXXXXXXXX</td></tr></table>	NON-RADIOACTIVE	XXXXXXXXXXXXXXXX
NON-RADIOACTIVE	XXXXXXXXXXXXXXXX			
<b>Airport of Destination ?</b>  				

**United States (USG) Variations (IATA DGR 2.8.2)**  
Is this shipment going to, from the United States or aboard United States-registered aircraft?

The software will use regulatory logic to automatically select the shipment type and aircraft type, so ignore these sections.

## Adding Dangerous Goods to the Declaration

Proceed to the middle section of the declaration and press the Add Entry button to begin adding dangerous goods.

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### Shipper's Declaration for Dangerous Goods

Create a new compliant shipper's declaration for dangerous goods for air transport.

Top Section Bottom Section  Create All Packed In One  Create Overpack ☆ Product Codes Cancel Declaration

Add Entry Edit Entry Delete Entry Multiply Entry Operator Variations State Variations Package Diagram Emergency Response Placarding

**NATURE AND QUANTITY OF DANGEROUS GOODS**

Dangerous Goods Identification

UN or ID No.	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Pack- ing Group	Quantity and Type of Packing	Packing Inst.	Authorization
Please add dangerous goods to this section in order to continue.						

Go to Bottom Section

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## Searching By UN Number or Proper Shipping Name

Provide the UN number or proper shipping name of the dangerous goods being declared. Then, press the corresponding Search button to find matching results.

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### Shipper's Declaration for Dangerous Goods

Add a new dangerous goods entry onto the shipper's declaration

Cancel Entry

**NATURE AND QUANTITY OF DANGEROUS GOODS**

Dangerous Goods Identification

UN or ID No.	Proper Shipping Name	Class or Division (Subsidiary Risk)	Pack- ing Group	Quantity and Type of Packing	Packing Inst.	Authorization
1993	<input type="text"/>					

Search Search

**Helpful hints:**  
Begin adding a dangerous goods entry by providing the UN number or proper shipping name. Then, click on the Search button underneath to continue.

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## Selecting the Dangerous Goods Entry

Based on the matching search results, click on the desired proper shipping name to continue.

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### Shipper's Declaration for Dangerous Goods

Select from the list of matching UN number or proper shipping name search results

[✖ Cancel Entry](#)

Select the desired dangerous goods entry by clicking on the **proper shipping name** from the 1 result(s) found.

NATURE AND QUANTITY OF DANGEROUS GOODS						
Dangerous Goods Identification				Quantity and Type of Packing	Packing Inst.	Authorization
UN or ID No.	Proper Shipping Name	Class or Division (Subsidiary Risk)	Pack-ing Group			
UN1993	Flammable liquid, n.o.s. *	3				

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## Optional Qualifiers

Some proper shipping names may provide optional qualifiers or wording that can be appended to the proper shipping name. This is where you can indicate if you are dealing with a Mixture, Solution, Molten, or Reportable Quantity. If none are applicable, press the Continue button to move forward.

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### Shipper's Declaration for Dangerous Goods

Apply solution, mixture and sample options to the selected dangerous goods entry

[Cancel Entry](#)

NATURE AND QUANTITY OF DANGEROUS GOODS						
Dangerous Goods Identification				Quantity and Type of Packing	Packing Inst.	Authorization
UN or ID No.	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Pack- ing Group			
UN1993	Flammable liquid, n.o.s. *	3				

Optional Description Information

Solution     Mixture     %

Molten  
 Reportable Quantity

[Continue](#)

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## Special Provisions

Some proper shipping names may have Special Provisions. Review each provision and make the appropriate selections to continue. Some Special Provisions may be Information Only; no action is required for these. If none are applicable, press the Continue button to move forward.

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### Shipper's Declaration for Dangerous Goods

View and apply special provisions specific to your dangerous goods entry selection

[Cancel Entry](#)

NATURE AND QUANTITY OF DANGEROUS GOODS						
Dangerous Goods Identification				Quantity and Type of Packing	Packing Inst.	Authorization
UN or ID No.	Proper Shipping Name	Class or Division (Subsidiary Risk)	Pack- ing Group			
UN1993	Flammable liquid, n.o.s. *	3				

Special Provisions

Please review the special provisions below and check any that apply  
Regulatory logic will be automatically applied, when applicable, based on your selection(s)

Provision	Description	Action
A3	If the chemical or physical properties of a substance covered by this description are such that , when tested, it does not meet the established defining criteria for the class or division listed in Column C, or any other class or division, it is not subject to the IATA Dangerous Goods Regulations.	<input type="radio"/> Applies <input checked="" type="radio"/> Does not apply

Add applicable special provisions to Authorization column (optional, any applicable special provisions required to be displayed in the Authorization column will be displayed regardless of this option)

[Save and Continue](#)

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## Packing Group and Packing Instruction Number

Follow the instructions on the page to select the appropriate packing group and packing instruction number for the dangerous goods entry.

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---

### Shipper's Declaration for Dangerous Goods

Select a packing group and packing instruction for the selected dangerous goods entry

✖ Cancel Entry

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
UN1993	Flammable liquid, n.o.s. *	3				

Packing Group	Passenger and Cargo Aircraft				Cargo Aircraft Only	
	Limited Quantity		Packing Instruction	Max Net Qty/Pkg	Packing Instruction	Max Net Qty/Pkg
	Packing Instruction	Max Net Qty/Pkg				
I	--	--	351	1 L	361	30 L
II	Y341	1 L	353	5 L	364	60 L
III	Y344	10 L	355	60 L	366	220 L

**Helpful hints:**

1. Move down the Packing Group Column to the appropriate **Packing Group**.
2. Move across the table and click on the desired **Packing Instruction Number** to use.
3. When you have finished making your selection, click the **Continue** button.

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Confirm your selection and press the Continue button to move forward.

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---

### Shipper's Declaration for Dangerous Goods

Select a packing group and packing instruction for the selected dangerous goods entry

✖ Cancel Entry

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
UN1993	Flammable liquid, n.o.s. *	3	II		353	

Packing Group	Passenger and Cargo Aircraft				Cargo Aircraft Only	
	Limited Quantity		Packing Instruction	Max Net Qty/Pkg	Packing Instruction	Max Net Qty/Pkg
	Packing Instruction	Max Net Qty/Pkg				
I	--	--	351	1 L	361	30 L
II	Y341	1 L	353	5 L	364	60 L
III	Y344	10 L	355	60 L	366	220 L

[Continue](#)

**Helpful hints:**

1. Move down the Packing Group Column to the appropriate **Packing Group**.
2. Move across the table and click on the desired **Packing Instruction Number** to use.
3. When you have finished making your selection, click the **Continue** button.

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## Additional Required Information

Provide any additional required information based on the prompts that appear (e.g. technical names). You can also save technical names for future use. To access these technical names, click on the “...” button to the right of the search field.

NATURE AND QUANTITY OF DANGEROUS GOODS						
Dangerous Goods Identification						
UN or ID No.	Proper Shipping Name	Class or Division (Subsidiary Risk)	Pack- ing Group	Quantity and Type of Packing	Packing Inst.	Authorization
UN1993	Flammable liquid, n.o.s. *	3	II		353	

### Technical Name

**IATA 8.1.3.2** - Proper shipping names that have the ★ symbol in the List of Dangerous Goods must be supplemented with a technical or chemical group name as described in IATA 4.1.2.1(d).

  
 Save this technical name for future use  
 **IATA 8.1.6.11.4** - The name and telephone number of a responsible person must be included on the Shipper's Declaration for substances when a national law or international convention prohibits the disclosure of the technical name following a "n.o.s.★" proper shipping name.

[Continue](#)

## Quantity and Type of Packaging

Provide the net (or, if applicable, gross) quantity of dangerous goods being shipped, along with the type of packaging being used. The system will automatically calculate the number of packages being shipped based on the total net quantity divided by the maximum quantity per package.

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### Shipper's Declaration for Dangerous Goods

Enter the quantity and select the type of packaging for your dangerous goods entry

[Cancel Entry](#) [View Packing Instruction 353](#)

NATURE AND QUANTITY OF DANGEROUS GOODS						
Dangerous Goods Identification						
UN or ID No.	Proper Shipping Name	Class or Division (Subsidiary Risk)	Pack- ing Group	Quantity and Type of Packing	Packing Inst.	Authorization
UN1993	Flammable liquid, n.o.s. (technical name)	3	II	1 Package x 0.0 L	353	

[Apply DOT Special Permit](#)

Quantity of Dangerous Goods being shipped

Total net quantity being shipped:  Unit:

Maximum quantity per package:

(hover mouse over text field for hints)

Empty uncleaned or residue last contained

Combination Packagings

Inner packaging:

Outer packaging:

*Single packagings are not permitted.*

[Save and Complete Entry](#)

## Utilizing a Special Permit

If a Special Permit is being used, press the Apply DOT Special Permit button to provide additional information in regards to the permit. You will have to enter your type of packaging, so be careful about the verbiage that you enter.

### Special Permits and Exemptions

Add a special permit or exemption to your dangerous goods item

Cancel Item

NATURE AND QUANTITY OF DANGEROUS GOODS						
Dangerous Goods Identification						
UN or ID No.	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Packing Group	Quantity and Type of Packing	Packing Inst.	Authorization
UN1993	Flammable liquid, n.o.s. (technical name)	3	II		353	

Please provide U.S. DOT Special Permit or approval number:

DOT-SP

As per 49 CFR 172.203(a), each shipping paper issued in connection with a shipment made under a special permit must bear the notation "DOT-SP" followed by the special permit number assigned.

Limited Quantity

Packing Group:

(leave packing group blank if no packing group is required or presented)

Passenger and Cargo Aircraft  Cargo Aircraft Only

Total net quantity being shipped:

1

L

Quantity per package:

1

Please provide packaging information for either combination or single packaging based on the requirements and descriptions of your approval or special permit.

#### Combination Packaging

Inner packaging description:

Outer packaging description:

#### Single Packaging

Continue

## Completed Entry

Review the completed entry in the middle section of the declaration. If changes are necessary, click on the entry to highlight it and then press the Edit Entry button to make adjustments.

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### Shipper's Declaration for Dangerous Goods

Create a new compliant shipper's declaration for dangerous goods for air transport.

Top Section Bottom Section  Create All Packed In One ☆ Product Codes Cancel Declaration

Add Entry **Edit Entry** Delete Entry Multiply Entry Operator Variations State Variations Package Diagram Emergency Response Placarding

NATURE AND QUANTITY OF DANGEROUS GOODS						
Dangerous Goods Identification						
UN or ID No.	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Pack- ing Group	Quantity and Type of Packing	Packing Inst.	Authorization
UN1993	Flammable liquid, n.o.s. (technical name)	3	II	1 Fibreboard box x 3 L	353	

[Go to Bottom Section](#)

## Bottom Section

Navigate to the bottom section of the declaration to provide signatory and emergency response information for the shipment. Upon saving this section, the user will return to the middle section of the declaration.

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### Shipper's Declaration for Dangerous Goods

Create a new compliant shipper's declaration for dangerous goods for air transport.

Top Section Middle Section **Save and Continue** Save Default Information Cancel Declaration

**Additional Handling Information**

Emergency Telephone Number (required)  Emergency Response Contract Name or Number

Telephone number is a 24-hour emergency phone number.

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 government regulations. I declare that all of the applicable air transport requirements have been met.

**Signatory Name** (required)

**Date** (required)

**Signature** (See naming above)

IATA 1.3.4.1 The shipper must ensure that at least one copy of the documents, appropriate to the transport by air of a dangerous goods consignment, is retained for a minimum period of three months. As a minimum, the documents which must be retained are the Shipper's Declaration for Dangerous Goods and any other transport documents applicable to the consignment as specified in the IATA Dangerous Goods Regulations.

[Save and Continue](#)

## Marking the Declaration Complete

Click on Mark Declaration as Complete in any section of the declaration to finalize the shipping paper and move forward to printing.

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### Shipper's Declaration for Dangerous Goods

Create a new compliant shipper's declaration for dangerous goods for air transport.

Top Section Bottom Section  Create All Packed In One ☆ Product Codes

Cancel Declaration **✓ Mark Declaration as Complete**

Add Entry Edit Entry Delete Entry Multiply Entry Operator Variations State Variations Package Diagram Emergency Response Placarding

NATURE AND QUANTITY OF DANGEROUS GOODS						
Dangerous Goods Identification						
UN or ID No.	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Pack- ing Group	Quantity and Type of Packing	Packing Inst.	Authorization
UN1993	Flammable liquid, n.o.s. (technical name)	3	II	1 Fibreboard box x 3 L	353	

Go to Bottom Section

## Printing Options


Select from the available printing options once a shipping paper is completed. In addition to the dangerous goods declaration, you will also have the option to print out a packaging diagram, emergency response information, and truck placarding information. All options will be presented as a PDF in the browser. Users may use the available options within the PDF viewer to select the number of copies, adjust margins, and print.

ShipHazmat Home Resources Help Welcome back, rogere@bureaudg.com Log out


### Printing Options

Congratulations! Your Shipper's Declaration for Dangerous Goods is ready for printing.


Return Home




Dangerous Goods Declaration with red borders




Dangerous Goods Declaration without red borders



Packaging Diagram(s)



Emergency Response Information



Truck Placarding



## Shipment History

New shipping papers created by users are automatically assigned a Pending status upon creation. The status changes to Completed once the shipping paper has been marked as complete.

ShipHazmat provides a shipment history feature that allows users to search for pending and completed shipments.

The screenshot displays the 'Shipment History' page. On the left is a 'Shipment Search' sidebar with the following fields:

- Search for:** A text input field.
- Search within:** A dropdown menu currently set to 'My shipments'.
- Search type:** A dropdown menu currently set to 'Completed shipments'.
- Include date range**
- Start:** A date input field with the placeholder 'mm/dd/yyyy'.
- End:** A date input field with the placeholder 'mm/dd/yyyy'.
- Search** (blue button) and **Reset Search** (orange button) buttons.

At the top of the main content area, a yellow message box states: 'There are currently 5 shipment records being displayed between 1/1/2021 and 4/30/2021.'

Below the message is a table titled 'Completed Shipments' with the following data:

Mode	Date	Shipper's Reference #	Consignee	Options
✕	3/4/2021	--	Endjd	Options ▾
✕	3/4/2021	--	gdafaasdf	Options ▾
✕	2/24/2021	--	asgasdsadfds	Options ▾
✕	2/1/2021	--	35314124	Options ▾
✕	1/8/2021	TEST	Roger Erickson Bureau of Dangerous Goods 12 Stults Rd Suite 132 Dayton, New Jersey 08810	Options ▾

The search filters on the left pane can be adjusted to search for specific shipments based on a waybill number, shipper's reference number, consignee address, signatory information, and within a specific date range.

For annual account subscriptions, the account manager can also search for shipments created across the entire account from all users by using the **Search within** filter.

By default, ShipHazmat will display year-to-date (YTD) completed shipments.

## Editing and Copying a Completed Shipping Paper

Once the declaration has been marked as complete, you do still have the option to edit the document. This process differs between annual/monthly and pay as you go accounts. For annual/monthly accounts, you will simply go to your shipment history and select “Edit” under Options.

Completed Shipments				
Mode	Date	Shipper's Reference #	Consignee	Options
	6/26/2020	--	John Doe ABC Shipping 123 Main St Newark, NJ 12345 USA 1234567890	Options ▾ Edit Copy Print Delete

If you have a pay as you go subscription, you will need an additional shipping credit to edit a declaration. In this case, please contact our customer service team to provide you with a complimentary credit. You can then go to your shipment history and select “Copy” from the Options menu. This will create an exact copy of the declaration that you’ll be able to edit.

Completed Shipments				
Mode	Date	Shipper's Reference #	Consignee	Options
	6/26/2020	--	John Doe ABC Shipping 123 Main St Newark, NJ 12345 USA 1234567890	Options ▾ Edit Copy Print Delete

## Overpacks

As required by applicable regulations, overpacks must be listed first on the shipping paper. As such, the overpack option in ShipHazard will only be available when no other dangerous goods have been declared in the middle section of the declaration.

To create an overpack, proceed to the middle section of the declaration and click on the Create Overpack button.

The screenshot shows the 'Shipper's Declaration for Dangerous Goods' form. At the top, there is a navigation bar with 'ShipHazard', 'Home', 'Resources', 'Help', and a user greeting 'Welcome back, rogere@bureauug.com' with a 'Log out' link. Below the navigation bar, the form title is 'Shipper's Declaration for Dangerous Goods' with a subtitle 'Create a new compliant shipper's declaration for dangerous goods for air transport.' The form is divided into sections: 'Top Section' (selected), 'Bottom Section', and 'Product Codes'. In the 'Top Section', there are buttons for 'Create All Packed In One', 'Create Overpack' (highlighted with a red arrow), and 'Cancel Declaration'. Below this, there are buttons for 'Add Entry', 'Edit Entry', 'Delete Entry', 'Multiply Entry', 'Operator Variations', 'State Variations', 'Package Diagram', 'Emergency Response', and 'Placarding'. The main content area is titled 'NATURE AND QUANTITY OF DANGEROUS GOODS' and contains a table for 'Dangerous Goods Identification'. The table has columns for 'UN or ID No.', 'Proper Shipping Name', 'Class or Division (Subsidiary Hazard)', 'Pack-ing Group', 'Quantity and Type of Packing', 'Packing Inst.', and 'Authorization'. A red message below the table reads: 'Please add dangerous goods to this section in order to continue.' At the bottom left, there is a 'Go to Bottom Section' button.

You'll be prompted to answer some questions regarding the overpack being created.

The screenshot shows the 'Markings for overpacks' form. At the top, there is a navigation bar with 'ShipHazard', 'Home', 'Resources', 'Help', and a user greeting 'Welcome back, rogere@bureauug.com' with a 'Log out' link. Below the navigation bar, the form title is 'Markings for overpacks' with a subtitle 'Is there clear visibility and access to your overpack package(s)?'. The form contains a yellow box with the following text: 'IATA DGR 7.1.7.1 Unless all markings representative of all dangerous goods in the overpack are clearly visible, the overpack must be marked with:' followed by a list of requirements: 'the word "Overpack" (the lettering must be at least 12mm high); the required markings of IATA DGR 7.1.4.1(a), (b), (e) through (i); for UN 1845, carbon dioxide, solid (dry ice), the total net quantity of dry ice in the overpack; the required markings of IATA DGR 7.1.4.4; the required markings of IATA DGR 7.1.5.1, 7.1.5.2 and 7.1.5.3; any special handling instructions appearing on packages inside the overpack.' Below this, there is another yellow box with the text: 'IATA DGR 7.1.7.2 Package specification marking must not be reproduced on the overpack as the word "Overpack" indicates that packages contained within, comply with the prescribed specifications. When packages containing dangerous goods in limited quantities are placed in an overpack, the outside of the overpack must also be marked with the limited quantity marking shown in IATA DGR Figure 7.1.A unless the limited quantity marking on the packages is visible.' At the bottom, there is a question: 'Are all markings representative of all dangerous goods in this overpack clearly visible?' with 'Yes' and 'No' buttons.

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### Multiple overpacks

Will there be multiple overpacks declared on this Shipper's Declaration?

**IATA DGR 8.1.6.9.2** When a consignment consists of multiple overpacks, each overpack must have an identification mark (which may be any alpha-numeric format) and be marked with the total quantity of dangerous goods within the overpack including the unit of measurement. The total quantity(ies) shown on the Shipper's Declaration must match the total quantity(ies) shown on the overpack.

Will there be multiple overpacks declared on this Shipper's Declaration?

Next, proceed to add each dangerous goods entry contained within the overpack.

ShipHazmat Home Resources Help Welcome back, rogere@bureaudg.com Log out

### Shipper's Declaration for Dangerous Goods

Create a new compliant shipper's declaration for dangerous goods for air transport.

Create All Packed In One

**Overpack**

NATURE AND QUANTITY OF DANGEROUS GOODS						
Dangerous Goods Identification						
UN or ID No.	Proper Shipping Name	Class or Division (Subsidiary Risk)	Pack- ing Group	Quantity and Type of Packing	Packing Inst.	Authorization
UN1090	Acetone	3	II	12 Fibreboard boxes x 5 L	353	

When all dangerous goods inside of the overpack have been declared in the middle section, press the Close Overpack button to complete the overpack.

If you answered “Yes” to multiple overpacks, you’ll also be prompted to provide identification markings for the overpack(s).

If you have multiple identical overpacks, you can use this feature to multiply the overpack by entering the number of identical overpacks in this shipment.

## Multiply package

Take the selected package and multiply it on the Shipper's Declaration

**Note:** As per **IATA 8.1.6.9.2 Step 7**, please provide the number of identical overpacks and their respective identification markings in the fields below for the current or selected overpack entry. Then, press the Continue button to complete the overpack.

### Overpack used x

### Identification marking(s) for each overpack:

Each identification mark must be preceded by the # symbol (e.g. #1, #A1, #A35, etc.).

A short-hand method of identification markings is also acceptable (e.g. #1 - #4, for 4 identical overpacks).

### Total net weight per overpack:





Press the Continue button to complete the overpack.

ShipHazmat will complete the overpack and display the proper wording as required by the regulations.

## Shipper's Declaration for Dangerous Goods

Create a new compliant shipper's declaration for dangerous goods for air transport.


 Create All Packed In One

 Create Overpack












NATURE AND QUANTITY OF DANGEROUS GOODS						
Dangerous Goods Identification						
UN or ID No.	Proper Shipping Name	Class or Division (Subsidiary Risk)	Pack-ing Group	Quantity and Type of Packing	Packing Inst.	Authorization
UN1090	Acetone	3	II	12 Fibreboard boxes x 5 L Overpack used x 3 #1 - #3 Total quantity per overpack 60 L	353	

## “All Packed In One” Packages

An “all packed in one” package allows multiple dangerous goods to be placed into the same outer packaging as long as they are compatible with each other. ShipHazmat will check for compatibility as each dangerous goods entry is added to the package.

To create an “all packed in one,” proceed to the middle section of the declaration and click on the Create All Packed In One button.

The screenshot shows the 'Shipper's Declaration for Dangerous Goods' form. At the top, there are navigation links for 'Home', 'Resources', and 'Help', and a user greeting 'Welcome back, rogere@bureaudg.com' with a 'Log out' link. The form title is 'Shipper's Declaration for Dangerous Goods' with a subtitle 'Create a new compliant shipper's declaration for dangerous goods for air transport.' Below the title, there are several buttons: 'Top Section', 'Bottom Section', 'Create All Packed In One' (highlighted with a red arrow), 'Create Overpack', and 'Product Codes'. There is also a 'Cancel Declaration' button. Below these are buttons for 'Add Entry', 'Edit Entry', 'Delete Entry', and 'Multiply Entry', and a row of buttons for 'Operator Variations', 'State Variations', 'Package Diagram', 'Emergency Response', and 'Placarding'. The main table is titled 'NATURE AND QUANTITY OF DANGEROUS GOODS' and has a header 'Dangerous Goods Identification'. The table has columns for 'UN or ID No.', 'Proper Shipping Name', 'Class or Division (Subsidiary Hazard)', 'Pack-ing Group', 'Quantity and Type of Packing', 'Packing Inst.', and 'Authorization'. A red message at the bottom of the table says 'Please add dangerous goods to this section in order to continue.' At the bottom left, there is a 'Go to Bottom Section' button.

Proceed to add each dangerous goods entry contained within the “all packed in one” package.

The screenshot shows the 'Shipper's Declaration for Dangerous Goods' form with two entries added to the 'All Packed In One' package. The 'Create All Packed In One' button is now highlighted in orange. A yellow banner at the top of the table area says 'All Packed In One'. The table has two rows of data:

NATURE AND QUANTITY OF DANGEROUS GOODS						
Dangerous Goods Identification						
UN or ID No.	Proper Shipping Name	Class or Division (Subsidiary Risk)	Pack-ing Group	Quantity and Type of Packing	Packing Inst.	Authorization
UN1090	Acetone	3	II	1 L	353	
UN1088	Acetal	3	II	1 L	353	

At the bottom left, there is a 'Go to Bottom Section' button.



Finally, click on the Close All Packed In One button in the middle section to close the package. ShipHazmat will provide the necessary wording as required by the regulations, including the Q value, if applicable.

ShipHazmat
Welcome back, rogere@bureaudg.com [Log out](#)

---

### Shipper's Declaration for Dangerous Goods

Create a new compliant shipper's declaration for dangerous goods for air transport.

Top Section
Bottom Section

Create All Packed In One
  Product Codes

Cancel Declaration

NATURE AND QUANTITY OF DANGEROUS GOODS						
Dangerous Goods Identification						
UN or ID No.	Proper Shipping Name	Class or Division (Subsidiary Risk)	Pack- ing Group	Quantity and Type of Packing	Packing Inst.	Authorization
UN1090	Acetone	3	II	1 L	353	
UN1088	Acetal	3	II	1 L All packed in one Fibreboard box Q = 0.4	353	

Go to Bottom Section

# Creating a New Hazmat Bill of Lading for GROUND Transportation

Provide the required information on the top section of the bill of lading.

ShipHazardat Home Resources Help Welcome back, rogere@bureaudg.com Log out

### HazMat Bill of Lading

Create a new compliant hazmat bill of lading for U.S. domestic highway transport.

Middle section Bottom section Save and Continue Cancel Bill of Lading

#### STRAIGHT BILL OF LADING — SHORT FORM

Page 1 of 1

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request, the property described below in apparent good order, except as noted (contents and condition of contents of packages unknown), marked, consigned, and destined as indicated above, which said company (the word company being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination, if on its own road or its own water line, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any said property, that every service to be performed hereunder shall be subject to all the conditions not prohibited by law, whether printed or written, herein contained (as specified in Appendix B to Part 1035) which are hereby agreed to by the shipper and accepted for himself and his assigns.

<b>FROM:</b> SHIPPER <i>(required)</i> Please enter the full name and address of the shipper. Address Book	<b>DATE</b> <i>(required)</i> 12/11/2018	<b>SHIPPER REFERENCE NO.</b> <input type="text"/>
	<b>CARRIER PRO NUMBER</b> <input type="text"/>	<b>CARRIER NO. (SCAC)</b> <input type="text"/>
<b>TO:</b> CONSIGNEE <i>(required)</i> Please enter the full name and address of the consignee. Address Book	<b>CARRIER</b> Please select a carrier, or skip if not applicable	
	<b>EMERGENCY RESPONSE TELEPHONE NUMBER</b> <i>(required)</i> <input type="text"/>	
	<b>EMERGENCY RESPONSE REGISTERED NAME OR CONTRACT NUMBER:</b> <input type="text"/>	
<b>ADDITIONAL SHIPMENT INFORMATION:</b> <input type="text"/>		

## Adding Hazardous Materials to the Bill of Lading

Proceed to the middle section of the bill of lading and press the Add Hazardous Materials button to begin adding hazardous materials.

ShipHazardat Home Resources Help Welcome back, rogere@bureaudg.com Log out

### HazMat Bill of Lading

Create a new compliant hazmat bill of lading for U.S. domestic highway transport.

Top section Bottom section Add Hazardous Materials Add Non-Hazardous Materials Product Codes Cancel Bill of Lading

Create Mixed Package Create Overpack Edit Delete Multiply Packaging Diagram Emergency Response Placarding

Number of Units	Package Type	HM	Description of Articles, Special Marks and Exceptions (subject to correction)	Total Quantity	Weight (subject to correction)
-----------------	--------------	----	---	----------------	--------------------------------

## Searching By UN Number or Proper Shipping Name

Provide the UN number or proper shipping name of the hazardous materials being declared. Then, press the Search button to find matching results.

ShipHazmat Home Resources Help Welcome back, rogere@bureaudg.com Log out

### Add Hazardous Materials

Add a new hazardous materials item to the Bill of Lading

[✖ Cancel Entry](#)

Number of Units	Package Type	HM	Description of Articles, Special Marks and Exceptions (subject to correction)	Total Quantity	Weight (subject to correction)
		X	<input type="text" value="UN1993"/> <small>(Please start by providing the UN number or proper shipping name. E.g. UN1090, 1090, or Acetone)</small> <input type="button" value="Search"/>		

## Selecting the Hazardous Materials Entry

Based on the matching search results, click on the desired proper shipping name to continue.

ShipHazmat Home Resources Help Welcome back, rogere@bureaudg.com Log out

### Add Hazardous Materials

Select the desired UN number and proper shipping name from matching search results

[Cancel Item](#)

Select the desired entry by clicking on the proper shipping name.  
1 results found.

Number of Units	Package Type	HM	Description of Articles, Special Marks and Exceptions (subject to correction)	Total Quantity	Weight (subject to correction)
		X	<a href="#">UN1993, Flammable liquids, n.o.s. *, 3</a>		

## Optional Qualifiers

Some proper shipping names may provide optional qualifiers or wording that can be appended to the proper shipping name. This is where you can indicate if you are dealing with a Solution, Mixture, Sample, or Reportable Quantity. You will also have the option to enter a DOT Special Permit number if necessary. If none are applicable, press the Continue button to move forward.

ShipHazmat Home Resources Help Welcome back, rogere@bureaudg.com Log out

### Add Hazardous Materials

Apply options for the selected hazardous material item

[Cancel Item](#)

Number of Units	Package Type	HM	Description of Articles, Special Marks and Exceptions (subject to correction)	Total Quantity	Weight
		X	UN1993, Flammable liquids, n.o.s. *, 3		

Select optional information for this entry:

Solution  Mixture  Sample

Reportable Quantity

Special Permit (optional)

[Continue](#)

## Packing Group and Packing Instruction Number

Follow the instructions on the page to select the appropriate packing group and packing instruction number for the hazardous materials entry.

ShipHazmat Home Resources Help Welcome back, rogere@bureaudg.com Log out

### Add Hazardous Materials

Select a packing instruction and packing group (if applicable)

[Cancel Item](#)

Number of Units	Package Type	HM	Description of Articles, Special Marks and Exceptions (subject to correction)	Total Quantity	Weight (subject to correction)
		X	UN1993, Flammable liquids, n.o.s. *, 3 ERG 128		

**Section 173.**

Please select a packing group (if applicable) and packing instruction number to continue.

PG	Exceptions	Non-Bulk	Bulk
I	150	201	243
II	150	202	242
III	150	203	242

Confirm your selection and press the Continue button to move forward.

ShipHazmat Home Resources Help Welcome back, rogere@bureauudg.com Log out

### Add Hazardous Materials

Select a packing instruction and packing group (if applicable)

[Cancel Item](#)

Number of Units	Package Type	HM	Description of Articles, Special Marks and Exceptions (subject to correction)	Total Quantity	Weight (subject to correction)
		X	UN1993, Flammable liquids, n.o.s. *, 3 ERG 128		

**Section 173.202, PG II**

Please select a packing group (if applicable) and packing instruction number to continue.

PG	Exceptions	Non-Bulk	Bulk
I	150	201	243
II	150	202	242
III	150	203	242

[Continue](#)

### Additional Required Information

Provide any additional required information based on the prompts that appear (e.g. technical names). You can also save technical names for future use. To access these technical names, click on Select from Technical Name Database or the “...” button to the right of the search field.

ShipHazmat Home Resources Help Welcome back, rogere@bureauudg.com Log out

### Add Hazardous Materials

Provide additional information about this hazardous material item

[Cancel Item](#)

Number of Units	Package Type	HM	Description of Articles, Special Marks and Exceptions (subject to correction)	Total Quantity	Weight (subject to correction)
		X	UN1993, Flammable liquid, n.o.s. *, 3, II ERG 128		

#### Technical Name

Please provide a technical name for this proper shipping name:

Select from technical name database

 Save technical name for future use?

[Save and Continue](#)

## Quantity and Type of Packaging

Provide the net and gross quantity of hazardous materials being shipped, along with the type of packaging being used and the number of packages.

ShipHazmat Home Resources Help Welcome back, rogere@bureaudg.com Log out

### Add Hazardous Materials

Enter the quantity and select the type of packaging

[Cancel Item](#)

Number of Units	Package Type	HM	Description of Articles, Special Marks and Exceptions (subject to correction)	Total Quantity	Weight (subject to correction)
2	FIBREBOARD BOXES	X	UN1993, Flammable liquids, n.o.s. (ABC), 3, II ERG 128	6 L	8 KG

#### Package Quantity

Please provide the quantity of hazardous materials that you are shipping below.

Number of packages	Total net quantity	Unit	Gross Weight	Gross Weight Unit
<input type="text" value="2"/>	<input type="text" value="6"/>	<input type="text" value="L"/>	<input type="text" value="8"/>	<input type="text" value="KG"/>

#### Packaging Type

Please select from the list of allowable packaging options below.

**Combination packaging:** Packing Instruction 202

Inner packaging:

Outer packaging:

**Single packaging:**

[Save and Continue](#)

## Completed Entry

Review the completed entry in the middle section of the bill of lading. If changes are necessary, click on the entry to highlight it and then press the Edit button to make adjustments.

ShipHazmat Home Resources Help Welcome back, rogere@bureaudg.com Log out

### HazMat Bill of Lading

Create a new compliant hazmat bill of lading for U.S. domestic highway transport.

[Top section](#) [Bottom section](#) [Add Hazardous Materials](#) [Add Non-Hazardous Materials](#) [Product Codes](#) [Cancel Bill of Lading](#)

[Create Mixed Package](#) [Create Overpack](#) [Edit](#) [Delete](#) [Multiply](#) [Packaging Diagram](#) [Emergency Response](#) [Placarding](#)

Number of Units	Package Type	HM	Description of Articles, Special Marks and Exceptions (subject to correction)	Total Quantity	Weight (subject to correction)
2	Fibreboard Boxes	X	UN1993, Flammable liquid, n.o.s. (technical name), 3, II ERG 128	6 L	8 KG



## Bottom Section

Navigate to the bottom section of the bill of lading to provide signatory information for the shipment under Shipper Certification. Upon saving this section, the user will return to the middle section of the bill of lading.

ShipHazmat Home Resources Help Welcome back, rogere@bureaudg.com Log out

### HazMat Bill of Lading

Create a new compliant hazmat bill of lading for U.S. domestic highway transport.

Top section Middle section **Save and Continue** Save Default Information Clear Default Information **Cancel Bill of Lading**

Request COD <input type="checkbox"/> COD Amount: 0.00 USD Remit To: <input type="text"/> Address: <input type="text"/> City: <input type="text"/> State/Zip: <input type="text"/> <input type="text"/> Phone: <input type="text"/>	COD charge to be paid by <input type="radio"/> Shipper <input type="radio"/> Consignee	Freight charges are PREPAID unless marked collect. <input type="checkbox"/> Check box if Collect
Note (1): Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows: "The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ per _____." Note (2): Liability Limitation for loss or damage on this shipment may be applicable. See 49 USC §14706(c)(1)(A) and (B). Note (3): Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Sec 2(e) of NMFC Item 360.	FOR FREIGHT COLLECT SHIPMENTS If this shipment is to be delivered to the consignee, without recourse on the consignor, the consignor shall sign the following statement: <i>The carrier may decline to make delivery of this shipment without payment of freight and all other lawful charges.</i>  (Signature of Consignor) _____	
<b>Shipper Certification</b> This is to certify that the above-named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the U.S. Department of Transportation. Per: John Smith Date: 6/26/2020 <i>(required)</i>	<b>Carrier Certification</b> Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the U.S. Department of Transportation emergency response guidebook or equivalent document in the vehicle. Per: _____ Date: _____	

## Marking the Bill of Lading Complete

Click on the Complete Bill of Lading button in any section of the bill of lading to finalize the shipping paper and move forward to printing.

ShipHazmat Home Resources Help Welcome back, rogere@bureaudg.com Log out

### HazMat Bill of Lading

Create a new compliant hazmat bill of lading for U.S. domestic highway transport.

Top section **Bottom section** Add Hazardous Materials Add Non-Hazardous Materials ☆ Product Codes **Complete Bill of Lading** Cancel Bill of Lading

Create Mixed Package Create Overpack Edit Delete Multiply Packaging Diagram Emergency Response Placarding

Number of Units	Package Type	HM	Description of Articles, Special Marks and Exceptions (subject to correction)	Total Quantity	Weight (subject to correction)
2	Fibreboard Boxes	X	UN1993, Flammable liquid, n.o.s. (technical name), 3, II ERG 128	6 L	8 KG

## Printing Options


Select from the available printing options once a shipping paper is completed. In addition to the bill of lading, you will also have the option to print out a packaging diagram, emergency response information, and truck placarding information. All options will be presented as a PDF in the browser. Users may use the available options within the PDF viewer to select the number of copies, adjust margins, and print.

ShipHazmat   Home   Resources   Help   Welcome back, rogere@bureaudg.com   Log out

### Printing Options


Print your compliant hazmat bill of lading for U.S. domestic highway transport.

[Return Home](#)




DEC

Straight Bill of Lading




PIC

Packaging Diagram(s)



ERG

Emergency Response Information



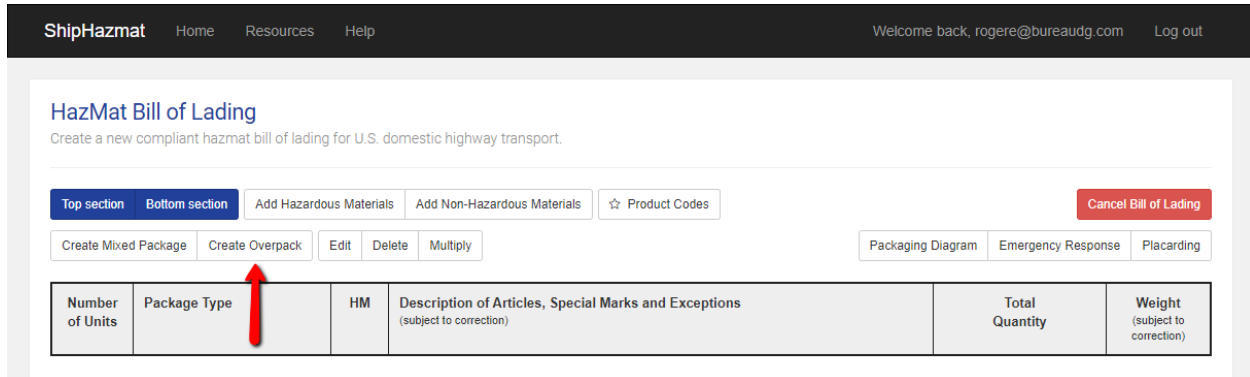
PLC

Truck Placarding

## Overpacks

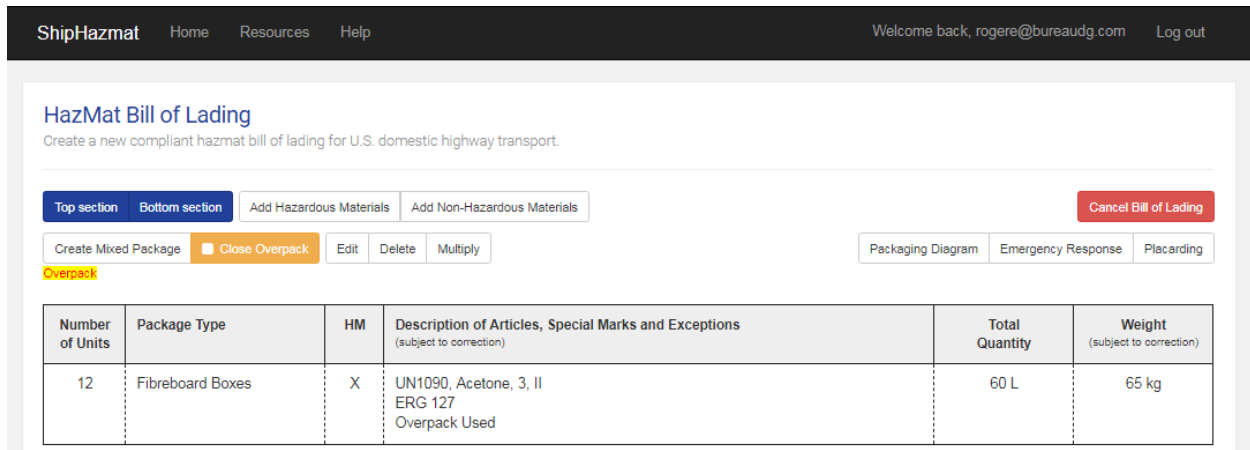
As required by applicable regulations, overpacks must be listed first on the shipping paper. As such, the overpack option in ShipHazmat will only be available when no other hazardous materials have been declared in the middle section of the bill of lading.

To create an overpack, proceed to the middle section of the bill of lading and click on the Create Overpack button.



The screenshot shows the 'HazMat Bill of Lading' interface. At the top, there are navigation links for 'Home', 'Resources', and 'Help', along with a user greeting 'Welcome back, rogere@bureaudg.com' and a 'Log out' button. The main heading is 'HazMat Bill of Lading' with a subtitle 'Create a new compliant hazmat bill of lading for U.S. domestic highway transport.' Below this, there are several buttons: 'Top section', 'Bottom section', 'Add Hazardous Materials', 'Add Non-Hazardous Materials', and 'Product Codes'. A red 'Cancel Bill of Lading' button is on the right. In the middle section, there are buttons for 'Create Mixed Package', 'Create Overpack' (highlighted with a red arrow), 'Edit', 'Delete', and 'Multiply'. To the right of these are 'Packaging Diagram', 'Emergency Response', and 'Placarding'. At the bottom is a table with the following columns: 'Number of Units', 'Package Type', 'HM', 'Description of Articles, Special Marks and Exceptions (subject to correction)', 'Total Quantity', and 'Weight (subject to correction)'. The table is currently empty.

Next, proceed to add each hazardous materials entry contained within the overpack.



The screenshot shows the 'HazMat Bill of Lading' interface after adding a hazardous material entry. The 'Close Overpack' button is now highlighted in orange. The table below has one entry:

Number of Units	Package Type	HM	Description of Articles, Special Marks and Exceptions (subject to correction)	Total Quantity	Weight (subject to correction)
12	Fibreboard Boxes	X	UN1090, Acetone, 3, II ERG 127 Overpack Used	60 L	65 kg

When all Dangerous Goods inside of the overpack have been declared in the middle section, press the Close Overpack button to complete the overpack.

## Creating a Mixed Package

If you are shipping multiple dangerous goods within one outer package, you must indicate this by creating a mixed package. Click on the Create Mixed Package button before adding any dangerous goods to the middle section.

The screenshot shows the 'HazMat Bill of Lading' interface. At the top, there is a navigation bar with 'ShipHazmat', 'Home', 'Resources', 'Help', and a user greeting 'Welcome back, rogere@bureaudg.com' with a 'Log out' link. Below the navigation bar, the page title is 'HazMat Bill of Lading' with a subtitle 'Create a new compliant hazmat bill of lading for U.S. domestic highway transport.' The interface includes several buttons: 'Top section', 'Bottom section', 'Add Hazardous Materials', 'Add Non-Hazardous Materials', 'Product Codes', 'Cancel Bill of Lading', 'Create Mixed Package', 'Create Overpack', 'Edit', 'Delete', 'Multiply', 'Packaging Diagram', 'Emergency Response', and 'Placarding'. A red arrow points to the 'Create Mixed Package' button. Below the buttons is a table with the following columns: 'Number of Units', 'Package Type', 'HM', 'Description of Articles, Special Marks and Exceptions (subject to correction)', 'Total Quantity', and 'Weight (subject to correction)'. The table is currently empty.

Next, add the dangerous goods entries contained in your mixed package.

The screenshot shows the 'HazMat Bill of Lading' interface after adding a mixed package. The 'Close Mixed Package' button is now highlighted in orange. The table below has two rows of data:

Number of Units	Package Type	HM	Description of Articles, Special Marks and Exceptions (subject to correction)	Total Quantity	Weight (subject to correction)
1	Fibreboard Box Mixed Package	X	UN1090, Acetone, 3, II ERG 127	1 L	
		X	UN1088, Acetal, 3, II ERG 127	1 L	

At the bottom of the page, there is a copyright notice: '© 1982-2019 Bureau of Dangerous Goods, Ltd. All rights reserved.' and a build/update notice: 'Build: 3.2.7247.23840 Updated: 11/4/2019 6:14:40 PM UTC'.

You'll then close your mixed package by clicking Close Mixed Package. The system will prompt you to enter the gross weight for your mixed package if required.

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### Mixed Package - Gross Weight

Add an optional gross weight to the completed mixed package.

If a gross weight is required for your completed mixed package, please provide the information in the fields below:

please provide optional gross weight or leave blank

**Continue** Cancel

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The system will then correctly display your mixed package.

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### HazMat Bill of Lading

Create a new compliant hazmat bill of lading for U.S. domestic highway transport.

Top section Bottom section Add Hazardous Materials Add Non-Hazardous Materials Product Codes Cancel Bill of Lading

Create Mixed Package Create Overpack Edit Delete Multiply Packaging Diagram Emergency Response Placarding

Number of Units	Package Type	HM	Description of Articles, Special Marks and Exceptions (subject to correction)	Total Quantity	Weight (subject to correction)
1	Fibreboard Box Mixed Package	X	UN1090, Acetone, 3, II ERG 127	1 L	
		X	UN1088, Acetal, 3, II ERG 127	1 L	3 kg

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## Adding Non-Hazardous Materials to a Bill of Lading

If you need to add non-hazardous materials to your bill of lading, click on Add Non-Hazardous Materials.

ShipHazmat Home Resources Help Welcome back, rogere@bureaudg.com Log out

### HazMat Bill of Lading

Create a new compliant hazmat bill of lading for U.S. domestic highway transport.

Top section Bottom section Add Hazardous Materials Add Non-Hazardous Materials ☆ Product Codes Cancel Bill of Lading

Create Mixed Package Create Overpack Edit Delete Multiply Packaging Diagram Emergency Response Placarding

Number of Units	Package Type	HM	Description of Articles, Special Marks and Exceptions (subject to correction)	Total Quantity	Weight (subject to correction)
-----------------	--------------	----	---	----------------	--------------------------------

You will then be able to enter the number of units, package type, description of articles, and total quantity of the non-hazardous materials in the free-form fields.

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### Add Non-Hazardous Materials

Add a new non-hazardous materials item to the Bill of Lading

✖ Cancel Entry

Number of Units	Package Type	HM	Description of Articles, Special Marks and Exceptions (subject to correction)	Total Quantity	Weight (subject to correction)
1	Fiberboard box		Non-hazardous materials	5 lb ▾	6 lb ▾

Add Non-Hazardous Item

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# Creating a New Dangerous Goods Form for Ocean

Provide the required information on the top section of the dangerous goods form.

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## Dangerous Goods Form

Create a new compliant dangerous goods form for vessel transport.

Middle Section Bottom Section **Save and Continue** Cancel Form

Save Default Information Clear Default Information

**United States shipments**

Is this shipment of dangerous goods going from, to, within, or through the United States, or will be transported aboard a U.S. registered vessel?  
Applicable regulatory logic from U.S. DOT 49 CFR will automatically be applied to this shipment if 'Yes' is selected.

Yes  No

### MULTIMODAL DANGEROUS GOODS FORM

This form meets the requirements of SOLAS, chapter VII, regulation 4; MARPOL, Annex III, regulation 4

1. Shipper/Consignor/Sender <i>(required)</i>  Address Book		2. Transport Document Number  	
6. Consignee <i>(required)</i>  Address Book		3. Page 1 of ___ pages <i>(handled by program logic)</i>	4. Shipper's Reference  
SHIPPER'S DECLARATION I hereby declare that the contents of this consignment are fully and accurately described below 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 the applicable international and national governmental regulations.		5. Freight Forwarder's Reference  	
10. Vessel/Flight & Date Vessel/Flight No. <input type="text"/> 12/11/2018		7. Carrier (to be completed by the Carrier)  	
11. Port/Place Handling  		9. Additional Handling Information  	
12. Port/Place of Discharge  		13. Destination  	
		Emergency Phone Number: <i>(required)</i>  	

## Adding Hazardous Materials to the Dangerous Goods Form

Proceed to the middle section of the dangerous goods form and press the Add Entry button to begin adding dangerous goods.

The screenshot shows the 'Dangerous Goods Form' page. At the top, there is a navigation bar with 'ShipHazmat', 'Home', 'Resources', and 'Help' on the left, and 'Welcome back, rogere@bureaudg.com' and 'Log out' on the right. Below the navigation bar, the page title is 'Dangerous Goods Form' with a subtitle 'Create a new compliant dangerous goods form for vessel transport.' The main content area has a top section with buttons for 'Top Section' (highlighted in blue), 'Bottom Section', 'Create Mixed Package', 'Create Overpack', and 'Product Codes'. A 'Cancel Form' button is on the right. Below this, there are buttons for 'Add Entry' (with a red arrow pointing to it), 'Edit Entry', 'Delete Entry', and 'Multiply Package'. To the right of these are 'Package Diagram', 'Emergency Response', and 'CTU Placarding'. The main form area is a table with columns: '14. Shipping Marks', 'Number and kind of packages; description of goods\*', 'Net quantity', 'Gross mass (kg)', and 'Cube (m3)'. Below the table, there is a note: '\* DANGEROUS GOODS You must specify: UN No., proper shipping name, hazard class, packing group (where assigned), marine pollutant and observe the mandatory requirements under applicable national and international governmental regulations. For the purposes of the IMDG Code, see 5.4.1.4.'

## Searching By UN Number or Proper Shipping Name

Provide the UN number or proper shipping name of the dangerous goods being declared. Then, press the Search button to find matching results.

The screenshot shows the 'Add Dangerous Goods' page. At the top, there is a navigation bar with 'ShipHazmat', 'Home', 'Resources', and 'Help' on the left, and 'Welcome back, rogere@bureaudg.com' and 'Log out' on the right. Below the navigation bar, the page title is 'Add Dangerous Goods' with a subtitle 'Add a new dangerous goods entry to the Dangerous Goods Form'. The main content area has a 'Cancel Entry' button on the left. Below this, there is a table with columns: '14. Shipping Marks', 'Number and kind of packages; description of goods\*', 'Net mass', 'Gross mass (kg)', and 'Cube (m3)'. In the 'Number and kind of packages; description of goods\*' column, there is a search input field containing '1993' and a 'Search' button. Below the table, there is a note: '\* DANGEROUS GOODS You must specify: UN No., proper shipping name, hazard class, packing group (where assigned), marine pollutant and observe the mandatory requirements under applicable national and international governmental regulations. For the purposes of the IMDG Code, see 5.4.1.4.'



## Selecting the Dangerous Goods Entry

Based on the matching search results, click on the desired proper shipping name to continue.

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### Add Dangerous Goods

Select the desired UN number and proper shipping name from matching search results

[Cancel Entry](#) [Search Again](#) 1 result(s) found. Select the desired entry by clicking on the proper shipping name.

14. Shipping Marks	* Number and kind of packages; description of goods	Net mass	Gross mass (kg)	Cube (m3)
	UN1993, FLAMMABLE LIQUID, N.O.S., 3			

\* DANGEROUS GOODS  
You must specify: UN No., proper shipping name, hazard class, packing group (where assigned), marine pollutant and observe the mandatory requirements under applicable national and international governmental regulations.  
For the purposes of the IMDG Code, see 5.4.1.4.

## Optional Qualifiers

Some proper shipping names may provide optional qualifiers or wording that can be appended to the proper shipping name. This is where you can indicate if you are dealing with a Solution, Mixture, Marine Pollutant, or Reportable Quantity. If none of these qualifiers are applicable, press the Continue button to move forward.

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### Add Dangerous Goods

Apply options for the selected dangerous goods entry

[Cancel Entry](#)

14. Shipping Marks	* Number and kind of packages; description of goods	Net mass	Gross mass (kg)	Cube (m3)
	UN1993, FLAMMABLE LIQUID, N.O.S., 3			

\* DANGEROUS GOODS  
You must specify: UN No., proper shipping name, hazard class, packing group (where assigned), marine pollutant and observe the mandatory requirements under applicable national and international governmental regulations.  
For the purposes of the IMDG Code, see 5.4.1.4.

#### Optional Description Information

Solution     Mixture     %

Marine Pollutant

Reportable Quantity

[Continue](#)

## Packing Group and Packing Instruction Number

Follow the instructions on the page to select the appropriate packing group and packing instruction number for the dangerous goods entry.

ShipHazmat [Home](#) [Resources](#) [Help](#)
Welcome back, rogere@bureaudg.com [Log out](#)

### Add Dangerous Goods

Select a packing instruction and packing group (if applicable)

✖ Cancel Entry

14. Shipping Marks	* Number and kind of packages; description of goods	Net mass	Gross mass (kg)	Cube (m3)
UN1993, FLAMMABLE LIQUID, N.O.S., 3, (0°C c.c.)				
EmS# F-E,S-E				

\* DANGEROUS GOODS  
 You must specify: UN No., proper shipping name, hazard class, packing group (where assigned), marine pollutant and observe the mandatory requirements under applicable national and international governmental regulations.  
 For the purposes of the IMDG Code, see 5.4.1.4.

Please select a packing group (if applicable) and packing instruction to continue.

\*\*\*

Packing Group	Limited and excepted quantity provisions		Packing		IBC		Portable tanks and bulk containers		EmS
	Limited quantities	Excepted quantities	Instructions	Provisions	Instructions	Provisions	Tank instructions	Provisions	
I	0	E3	P001	--	--	--	T11	TP1 TP27	F-E,S-E
II	1 L	E2	P001	--	IBC02	--	T7	TP1 TP8 TP28	F-E,S-E
III	5 L	E1	P001 LP01	--	IBC03	--	T4	TP1 TP29	F-E,S-E

Confirm your selection and press the Save and Continue button to move forward.

## Add Dangerous Goods

Select a packing instruction and packing group (if applicable)

✖ Cancel Entry

14. Shipping Marks	* Number and kind of packages; description of goods	Net mass	Gross mass (kg)	Cube (m3)
	UN1993, FLAMMABLE LIQUID, N.O.S., 3, (0°C c.c.) EmS# F-E,S-E			

\* DANGEROUS GOODS

You must specify: UN No., proper shipping name, hazard class, packing group (where assigned), marine pollutant and observe the mandatory requirements under applicable national and international governmental regulations. For the purposes of the IMDG Code, see 5.4.1.4.

Please select a packing group (if applicable) and packing instruction to continue.

### P001, PG II

Packing Group	Limited and excepted quantity provisions		Packing		IBC		Portable tanks and bulk containers		EmS
	Limited quantities	Excepted quantities	Instructions	Provisions	Instructions	Provisions	Tank instructions	Provisions	
I	0	E3	P001	--	--	--	T11	TP1 TP27	F-E,S-E
II	1 L	E2	P001	--	IBC02	--	T7	TP1 TP8 TP28	F-E,S-E
III	5 L	E1	P001 LP01	--	IBC03	--	T4	TP1 TP29	F-E,S-E

Save and Continue

## Special Provisions

Some proper shipping names may have Special Provisions. Review each provision and make the appropriate selections to continue. If none are applicable, press the Continue button to move forward.

## Special Provisions

View and apply special provisions specific to your dangerous goods selection. Regulatory logic will be automatically applied, when applicable, based on your selection(s).

✖ Cancel Entry

14. Shipping Marks	* Number and kind of packages; description of goods	Net mass	Gross mass (kg)	Cube (m3)
	UN1993, FLAMMABLE LIQUID, N.O.S., 3, II, (0°C c.c.) EmS# F-E,S-E			

\* DANGEROUS GOODS

You must specify: UN No., proper shipping name, hazard class, packing group (where assigned), marine pollutant and observe the mandatory requirements under applicable national and international governmental regulations. For the purposes of the IMDG Code, see 5.4.1.4.

Provision	Description	Action
274	For the purposes of documentation and package marking, the Proper Shipping Name shall be supplemented with the technical name (see IMDG Code 3.1.2.8.1).	<input checked="" type="radio"/> Applies

Continue

## Additional Required Information

Provide any additional required information based on the prompts that appear (e.g. technical names, flashpoint). You can also save technical names for future use. To access these technical names, click on the “...” button to the right of the search field.

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### Add Dangerous Goods

Provide additional information about this dangerous goods entry

14. Shipping Marks	* Number and kind of packages; description of goods	Net mass	Gross mass (kg)	Cube (m3)
	UN1903, FLAMMABLE LIQUID, N.O.S., 3, II, (0°C c.c.) EmS# F-E-S-E			

\* DANGEROUS GOODS  
You must specify: UN No., proper shipping name, hazard class, packing group (where assigned), marine pollutant and observe the mandatory requirements under applicable national and international governmental regulations.  
For the purposes of the IMDG Code, see 5.4.1.4.

#### Technical Name

**Special Provision 274** - For the purposes of documentation and package marking, the Proper Shipping Name shall be supplemented with the technical name (see IMDG Code 3.1.2.8.1).

Please provide a required technical name for this dangerous goods entry

Save this technical name for future use

#### Flashpoint

**IMDG 5.4.1.4.3.6** — If the dangerous goods to be transported have a flashpoint of 60°C or below (in °C closed-cup (c.c.)), the minimum flashpoint shall be indicated. Please provide a required flashpoint for this dangerous goods entry:

°C c.c.

## Quantity and Type of Packaging

Provide the net and gross quantity of dangerous goods being shipped, along with the type of packaging being used. The system will automatically calculate the number of packages being shipped based on the total net quantity divided by the quantity per package. You can enter any additional information such as type and number of inner packagings in the Additional Information field.

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### Add Dangerous Goods

Provide the quantity and type of packaging being used for this dangerous goods entry

14. Shipping Marks	* Number and kind of packages; description of goods	Net mass	Gross mass (kg)	Cube (m3)
	UN1993, FLAMMABLE LIQUID, N.O.S. (technical name), 3, II, (22°C c.c.) EmS# F-E, S-E 1 FIBREBOARD BOX	25 L	30 kg	

Additional Information:

(Please use the field above to provide additional information beyond the dangerous goods basic description as required by the vessel line/carrier, e.g. number and type of inner packagings.)

\* DANGEROUS GOODS  
You must specify: UN No, proper shipping name, hazard class, packing group (where assigned), marine pollutant and observe the mandatory requirements under applicable national and international governmental regulations. For the purposes of the IMDG Code, see 5.4.1.4.

#### Quantity of dangerous goods

Total net quantity of dangerous goods	Qty per package	No. of packages	Total gross weight of package(s)
<input type="text" value="25"/> L	<input type="text" value="25"/> L	<input type="text" value="1"/>	<input type="text" value="30"/> kg

#### Type of packaging

##### Combination Packagings

Inner packaging:

Outer packaging:

##### Single Packagings

Outer packaging:

#### Additional dangerous goods entry details

Additional shipping marks:

Cube:

## Completed Entry

Review the completed entry in the middle section of the dangerous goods form. If changes are necessary, click on the entry and then press the Edit Entry button to make adjustments.

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### Dangerous Goods Form

Create a new compliant dangerous goods form for vessel transport.

Top Section **Bottom Section**  Create Mixed Package  Product Codes Cancel Form

Add Entry **Edit Entry** Delete Entry Multiply Package Package Diagram Emergency Response CTU Placarding

14. Shipment Marks	Number and kind of packages; description of goods*	Net quantity	Gross mass (kg)	Cube (m3)
	UN1993, FLAMMABLE LIQUID, N.O.S. (technical name), 3, II, (22°C c.c.) EmS# F-E,S-E 1 FIBREBOARD BOX containing 5 glass bottles at 5 L each	25 L	30 kg	

\* DANGEROUS GOODS  
You must specify: UN No., proper shipping name, hazard class, packing group (where assigned), marine pollutant and observe the mandatory requirements under applicable national and international governmental regulations.  
For the purposes of the IMDG Code, see 5.4.1.4.

## Bottom Section

Navigate to the bottom section of the dangerous goods form to provide signatory information for the shipment. Upon saving this section, the user will return to the middle section of the dangerous goods form.

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### Dangerous Goods Form

Create a new compliant dangerous goods form for vessel transport.

Top section **Middle section**  Save Default Information Clear Default Information Cancel Form

15. CTU ID No.	16. Seal No.	17. CTU Size & Type	18. Tare Mass (kg)	19. Total Gross Mass (kg)
<b>CONTAINER/VEHICLE PACKING CERTIFICATE</b> I hereby declare that the goods described above have been packed/loaded into the container/vehicle identified above in accordance with the applicable provisions.		<b>21. Receiving Organization Receipt</b> Received the above number of packages/containers/trailers in apparent good order and condition, unless stated hereon: RECEIVING ORGANIZATION REMARKS:		
20. Name of Company		Hauler's Name	22. Name of Company Preparing Note <i>(required)</i> Bureau of Dangerous Goods	
Name/Status of Declarant		Vehicle Registration No.	Name/Status of Declarant <i>(required)</i> John Smith	
Place	Date mm/dd/yyyy	Driver Name	Date mm/dd/yyyy	Place <i>(required)</i> Dayton, NJ
Signature of Declarant <i>Provide signature on printed document</i>		Driver's Signature <i>Provide signature on printed document</i>	Signature of Declarant <i>Provide signature on printed document</i>	

## Marking the Dangerous Goods Form Complete

Click on the Complete Dangerous Goods Form button in any section of the dangerous goods form to finalize the shipping paper and move forward to printing.

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### Dangerous Goods Form

Create a new compliant dangerous goods form for vessel transport.

Top Section Bottom Section  Create Mixed Package  Product Codes

Cancel Form Complete Dangerous Goods Form

Add Entry Edit Entry Delete Entry Multiply Package

Package Diagram Emergency Response CTU Placarding

14. Shipping Marks	Number and kind of packages; description of goods*	Net quantity	Gross mass (kg)	Cube (m3)
	UN1993, FLAMMABLE LIQUID, N.O.S. (technical name), 3, II, (22°C c.c.) EmS# F-E,S-E 1 FIBREBOARD BOX containing 5 glass bottles at 5 L each	25 L	30 kg	

\* DANGEROUS GOODS  
You must specify: UN No., proper shipping name, hazard class, packing group (where assigned), marine pollutant and observe the mandatory requirements under applicable national and international governmental regulations.  
For the purposes of the IMDG Code, see 5.4.1.4.

## Printing Options


Select from the available printing options once a shipping paper is completed. In addition to the dangerous goods form, you will also have the option to print out a packaging diagram, emergency response information, and CTU placarding information. All options will be presented as a PDF in the browser. Users may use the available options within the PDF viewer to select the number of copies, adjust margins, and print.

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### Printing Options


Congratulations! Your IMO Dangerous Goods Form is ready for printing.




Dangerous Goods Form



Packaging Diagram(s)



Emergency Response Information



CTU Placarding