Important Shipping Documentation and Labeling

Generic Dangerous Goods Instructions

See the attachment section for "Shipper's Declaration for Dangerous Goods Form"

As of January 10, 2011, FedEx will not accept a Dangerous Goods Declaration created using this template (all other carriers will). You must use a Dangerous Goods Declaration created using specific FedEx software. Contact EHS for more information on completing Dangerous Goods Declarations for FedEx shipments.

1. Do not use this form unless you have been trained and certified according to the Department of Transportation Hazardous Materials Regulations.

2. A color printer is required to produce the red hatched border. You will need to print multiple copies. Save your copy for two years.

3. The form uses Adobe Acrobat Reader. This software is available at no cost from Adobe.

4. Place your cursor in the appropriate box and type in the information. The font size will automatically adjust to fit the shipper and consignee boxes. Be patient while the form refreshes the screen.

5. The form is set to the defaults for Passenger and Cargo Aircraft and Non-Radioactive. You can change these settings by clicking first on the blackened box, then on the box you want crossed out.

6. Use great care when entering the nature and quantity of dangerous goods to ensure that the information is entered as specified by the regulations and that there are no typographical errors. When entering more than one DG, use [Enter] to place the cursor on the desired line.

7. If you use the UNC-CH contract with Chemtrec for the 24 hour emergency contact,
   a. Be sure to include “UNC-CH” along with your department name in the shipper information.
   b. Enter 800-424-9300 (Chemtrec) as the 24-hour Emergency Contact. When out of the country: 703-527-3887.
   c. Fax the declaration to Chemtrec (703-741-6037). If this is the first time you are shipping this dangerous good, provide Chemtrec an SDS. For infectious substances, Health Canada provides some biological safety data sheets. Otherwise, you will have to create your own SDS for the pathogen. Chemtrec does not need an SDS for dry ice or liquid nitrogen.
**Dangerous Goods in Excepted Quantities**

See the attachment section for "Dangerous Goods in Excepted Quantities Form" and "Excepted Quantities Package Test Form"

**Instructions**

1. A provision in the IATA DGR allows small quantities of some dangerous goods to be shipped as “dangerous goods in excepted quantities”. This provision may be useful for sending small quantities of chemicals that qualify for an excepted quantity allotment. Not all materials qualify for this provision and those that do are exempt for different amounts. NOTE: Infectious substances are not included in this provision.

2. Do not use this form unless you have been trained and certified for shipping these chemicals, as required by the Department of Transportation Hazardous Materials Regulations. Please contact EHS (919-962-5712) to receive instructions on the specific requirements that pertain to excepted quantities.

3. A color printer is required to produce the red hatched border. Consider printing onto an adhesive backed label. The minimum size requirement is 100 mm by 100 mm.

4. The form uses Adobe Acrobat Reader. This software is available at no cost from [Adobe](http://www.adobe.com).

5. Type the class number in the upper text box.

6. If the shipper and consignee information is not already marked on your package use the lower text box to type either of their names and addresses. You only need to list one or the other on this label, not both.

For more information on the Excepted Quantities provision, visit the [Shipping Biological Materials manual](http://www.biologicalmaterials.com).

**Contact Information**

**Primary Contact**

Environment, Health & Safety  
1120 Estes Drive  
Campus Box #1650  
Chapel Hill, NC 27599-1650  
**Phone:** 919-962-5507

All revision dates: 1/10/2011

**Attachments:**

- Dangerous Goods in Excepted Quantities Form  
- Excepted Quantities Package Test Form  
- Shipper’s Declaration for Dangerous Goods Form

**Approval Signatures**

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