

Guidelines for Shipper's Declaration for Category A & B agents and Dry Ice

Before packaging, shipping or receiving category A and B agents or materials transported on dry ice, personnel must receive proper training as required by federal and state regulations for the handling of dangerous goods. All personnel must comply with all applicable federal regulations which includes but is not limited to 49 CFR 172.700 – 172.704.

These requirements involve not only shipments of material off campus but intra-campus movement loaded into a vehicle and driven on public roadways. Only state vehicles will be used for such described intra-campus transports. Additionally, on-campus transports of BSL3 or select agents and toxins must be coordinated with the Biosafety and chain-of-custody documents including the UGA intra-campus transport form will be used. The intra-campus transport form can be obtained by contacting the Office of Biosafety at (706) 542-7265.

The user of this document assumes responsibility for complying with all applicable regulations regarding the shipment of dangerous goods.

Instruction for Completing Shipper's Declaration:

1. Three **ORINGINAL COLOR** copies with three original signatures must be made of the shipper's declaration form. For BSL3 and select agents or toxins, a fourth copy must be retained for filing with Biosafety.
2. Begin by filling out the shipper's information and use the "tab" key to move through each section.
 - ⓧ **Shipper:** provide the full name and address of the shipper.
 - ⓧ **Air Waybill Number:** the number of the airway bill to which the declaration form will be attached. Intra-campus transports will not have airway bill numbers.
 - ⓧ **Page of pages:** page number and total number of pages (i.e. Page 1 of 1 for a single page document).
 - ⓧ **Shipper's Reference Number:** this field is optional for providing the shipper an option of identifying an internal reference number.
 - ⓧ **Consignee:** the full name and address of the person to whom the shipment is to be delivered.
 - ⓧ **Transport Details:** use the pull down menu to X-out the items not applicable to your shipment.
 - ⓧ **Airport of Departure:** Enter the full name of the airport or city of departure.
 - ⓧ **Airport of Destination:** Enter the full name of the airport or city of destination.
 - ⓧ **Shipment Type:** Use the pull down menu to X-out the item not applicable to your shipment.
 - ⓧ **Nature of Dangerous Goods:** Enter the information strictly and in accordance with DOT/IATA requirements. Begin by entering the UN or ID number. The space bar will let you continue with multiple options in one column. The tab key will move you from on column to the next
 - ⓧ **Additional Handling Information:** document any special handling information relevant to the shipment and in accordance with DOT/IATA requirements.
 - ⓧ **Emergency Telephone Number.** Provide the name and phone number of a 24hr emergency contact during the shipment process. A 24hr number is provided for emergency needs when the shipment has been put into action. The individual with this 24hr number must be appropriately trained under DOT and IATA requirements. Make sure this point of contact is available until the shipment is confirmed as received.
 - ⓧ **Name/Title of Signatory:** Print/type the name and title of the person signing the shipper's declaration.
 - ⓧ **Place and Date:** Provide the city and state from where the package is being shipped and the date when the form was signed.
3. Print 3-4 color copies and sign each copy on the signature line. The signature should represent the person involved with packaging and filling out the shipper's declaration. Again, this person must be appropriately trained under DOT and IATA. A true signature is required (no electronic signatures).