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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.

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.
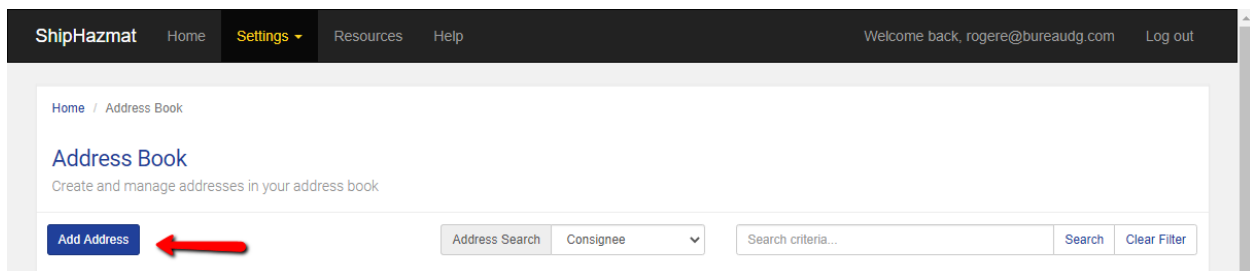
Account Management

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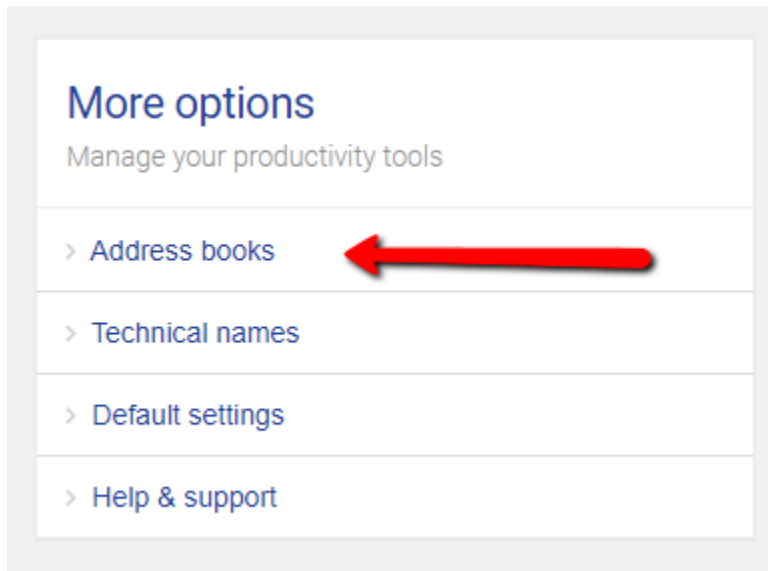
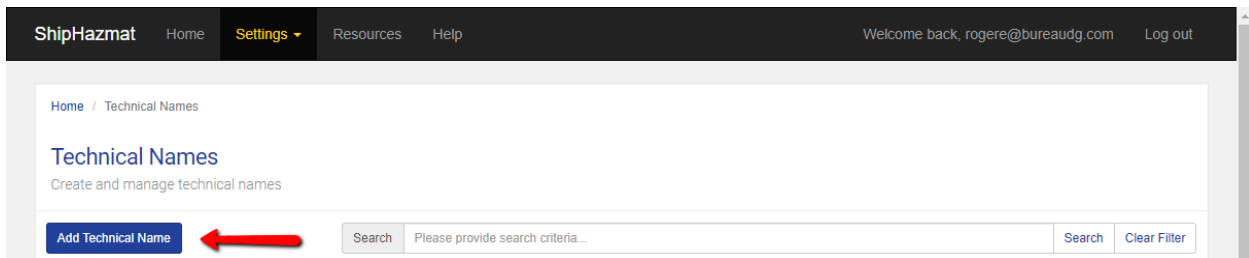You can view all of your contacts, and you can add a new address by clicking on "Add Address."

Managing Technical Names

Under More options, you can also manage your saved technical names.
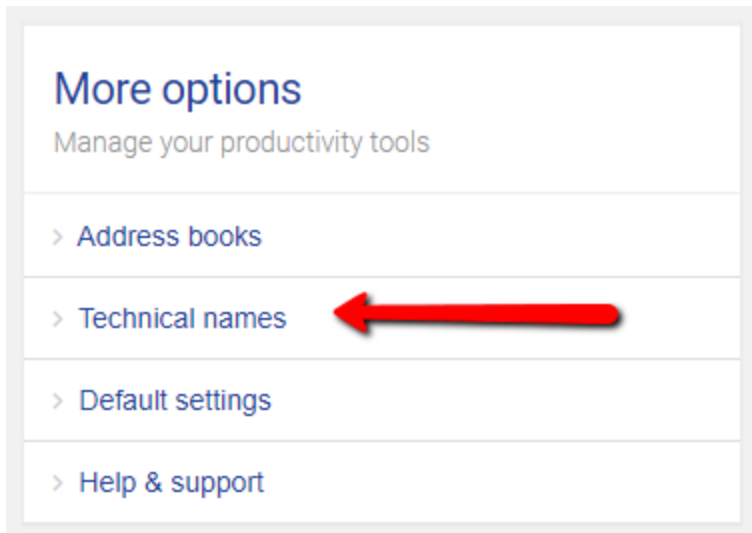
Here you can view and edit or delete your saved technical names. You can also add a new technical name by clicking on "Add Technical Name."

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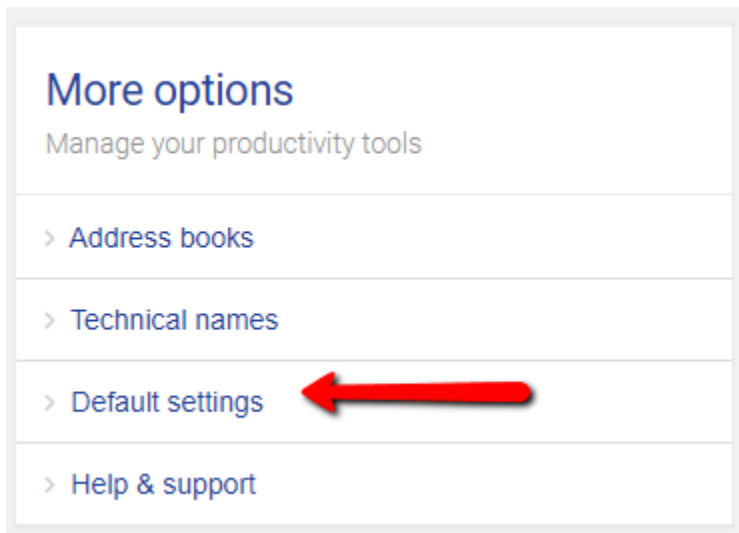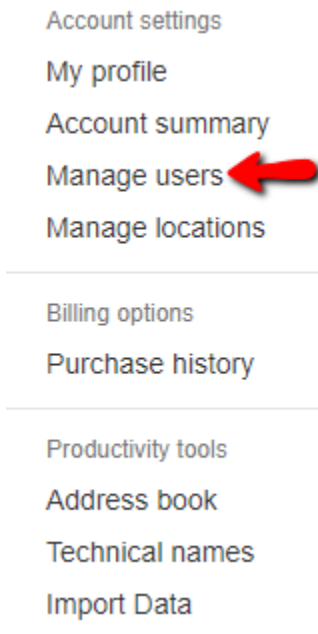
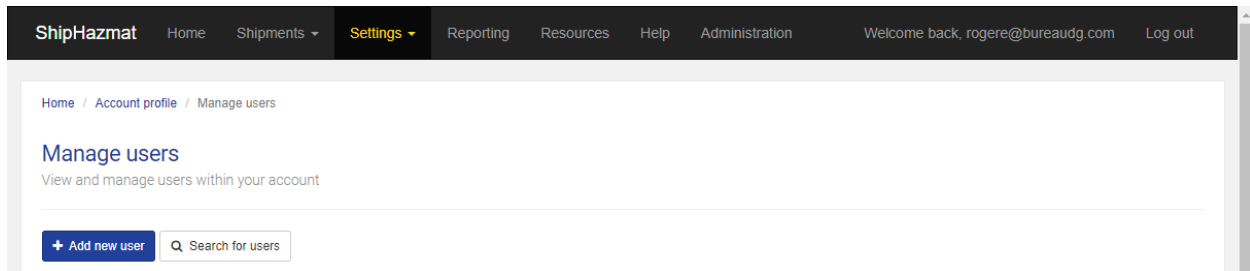Here you can manage settings for the top and bottom sections for air, ground, and ocean shipments depending on your subscription type.

Default Settings
Manage your default settings

> Default Settings Home

> Air - Top Section

> Air - Bottom Section

> Ground - Top Section

> Ground - Bottom Section

> Ocean - Top Section

> Ocean - Bottom Section
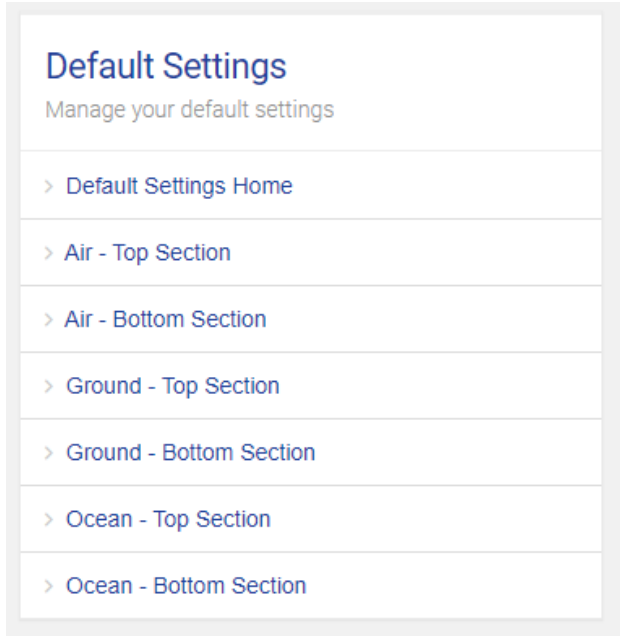
Managing Users for Annual Accounts

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

Account settings

My profile

Account summary

Manage users

Manage locations

Billing options

Purchase history

Productivity tools

Address book

Technical names

Import Data

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

Managing Locations for Annual Accounts

The Locations feature in ShipHazmat 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
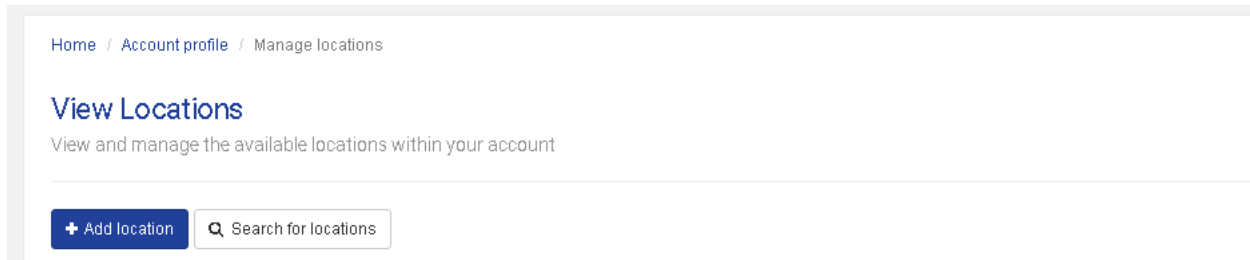
By default, one location is automatically created upon account creation and all users are assigned to this location.

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, ShipHazmat 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: e.g. Contact name or contract number

Emergency Phone: e.g. 1-800-123-4567

[Add Location] [Cancel]

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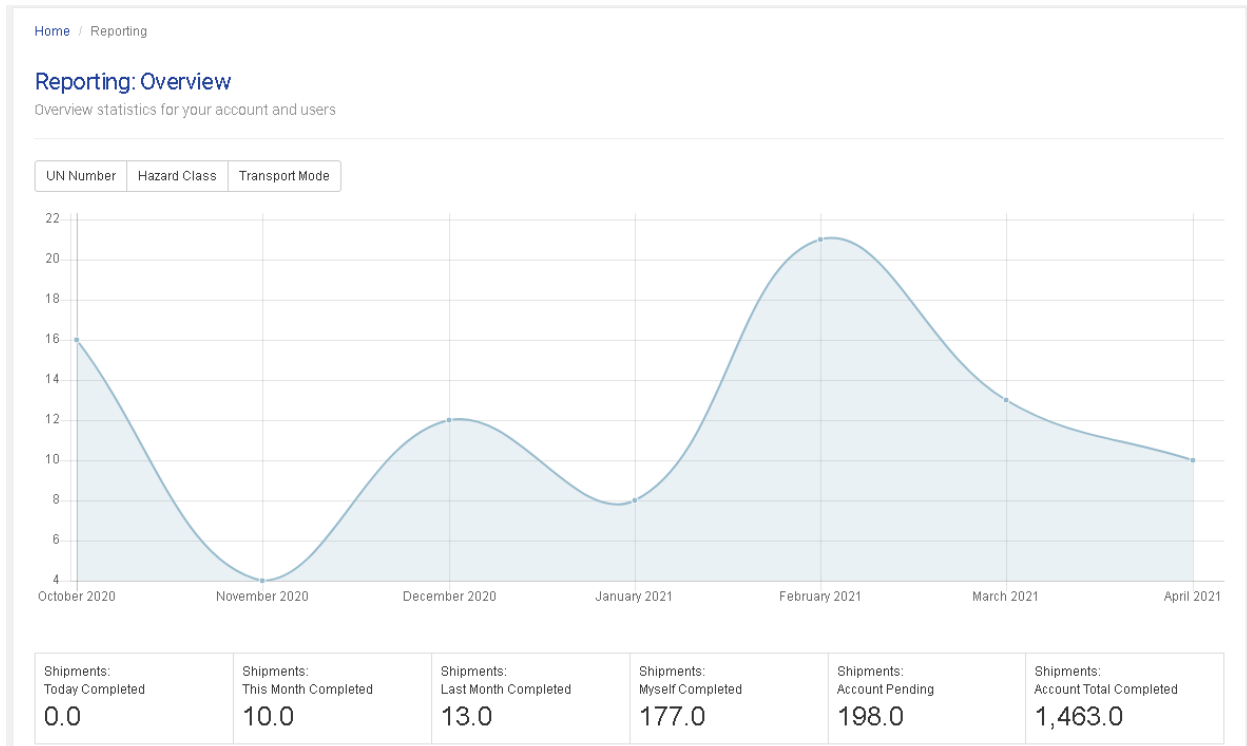
Graph data can be broken down by month, hazard classes, UN numbers, or transport modes. Additional data can be broken down by each user as well.

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

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

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.

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.

Selecting the Dangerous Goods Entry

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

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.

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.

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.

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

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.

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.

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				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. (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.

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.

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.

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.

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 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 ShipHazmat 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.

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

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

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.

Press the Continue button to complete the overpack.

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

"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.

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

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.

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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 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

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Creating a New Hazmat Bill of Lading for GROUND Transportation

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

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.

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.

Selecting the Hazardous Materials Entry

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

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.

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.

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

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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.

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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.

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.

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.

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.

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.

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.

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

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.

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

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.

The system will then correctly display your mixed package.

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.

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.

Creating a New Dangerous Goods Form for Ocean

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

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.

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.

Selecting the Dangerous Goods Entry

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

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.

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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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.

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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).	● 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.

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.

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.

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.

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.

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.