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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 diagrams for air, ground, and ocean transport. ShipHazmat prints compliant shipper's declarations, bills of lading, IMO transport documents, 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 are 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. 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. ShipHazmat satisfies these requirements as long as the name of the person signing the document is entered as the Signatory Name prior to marking the document as complete.

Logging In https://www.shiphazmat.net/Public/Login.aspx

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

Member lo Please provide y	gin our user name and password to begin creating	g compliant shipping papers			
Luser n	ame				
A Passwo	ord				
LOGIN	<u>I forgot my password</u>				
				Puilde 2	.2.9146.279
stokes).	Home Log in Forgot password Support 9				.2.7140.27

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.

Manage Shipments Create, view, and manage your shipments		Recent sh Review and co	nipments ontinue your work				1
> Create new air shipment	×	Date	Status	Shipper's reference no.	Packages	Actions	Notes
Create new ground chipment	_	1/23/2025	Complete		1	Print	*
> Create new ground shipment	60	1/23/2025	Pending		0	Edit	2
> Create new ocean shipment	۹	1/23/2025	Pending		0	Edit	×
> View your shipment history	5	1/22/2025	Pending		0	Edit	<u>۹</u>
view your simplifient history	3	1/22/2025	Complete		68	Print	<u>ی</u>
View and manage your account			0				-
View and manage your account SUBSCRIPTION PLAN ANNUAL MEMBERSHIP		Message Important anno		I industry information, upcoming system ma	intenance, etc.		1
SUBSCRIPTION PLAN				I industry information, upcoming system ma ShipHazmat Maintenance : 11:00PM - 11:30PM EST 12:31/2024 at 10:14 AM		31, 2024,	

Account Management

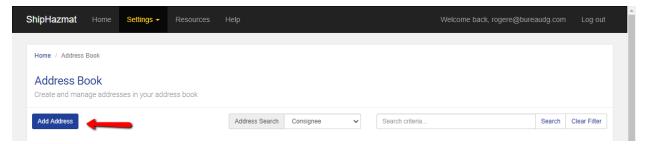
ShipHazmat provides various account management features to help simplify and organize your data for shipping paper preparation.

Managing Address Book

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

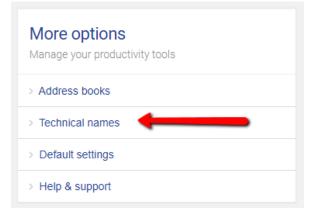
More options Manage your productivity tools
> Address books
> Technical names
> Default settings
> Help & support

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

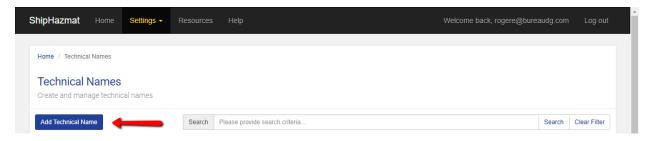


Managing Technical Names

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

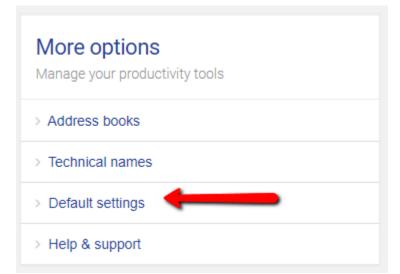


Here you can view and edit or delete your saved technical names. You can also add a new technical name by clicking on "Add Technical Name."

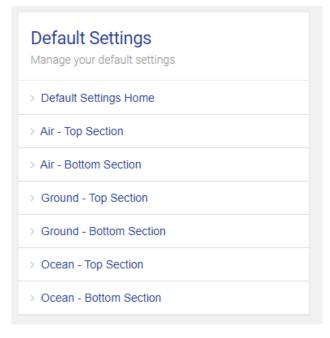


Managing Default Settings

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.

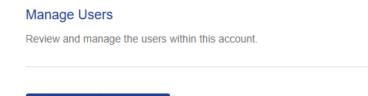


Managing Users for Annual Accounts

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

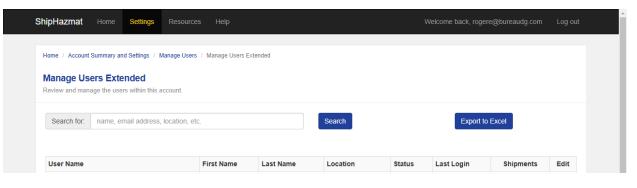
My Profile
Contact Information
Subscription
Manage Users
Manage Locations
Notifications
Default Settings
Address Book
Technical Names

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



Extended List

You can also click on Extended List to see all of your account users on one page with additional information regarding their Location, Last Login, and Number of Shipments. You will also be able to export your user list to Excel from this screen.

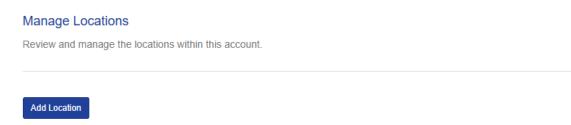


Add New User

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 and select 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 transport modes available 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.

eview and manage your account	I Settings profile and settings		
y Profile	Add Location		
intact Information	Add a new location to this account.		
bscription			
anage Users	Location Name		
inage Locations			
tifications	Address 1		
fault Settings			
dress Book	Address 2		
chnical Names			
	City	State	Zip Code
	Country	Telephone	Time Zone
	Description		
	Transport Modes Please select the desired transport m	odes to be made available for use	irs under this new location.
		odes to be made available for use	irs under this new location.
	Please select the desired transport m		ars under this new location.
	Please select the desired transport m Air Ground Ocean Emergency Response Inform By providing emergency response inf	lation ormation in the following fields, ea	ers under this new location.
	Please select the desired transport m Air Ground Ocean By providing emergency response inform automatically populated onto the ship	iation ormation in the following fields, ea ping paper. This will also override	ich user assigned to this location will have this information
	Please select the desired transport m Air Ground Ocean Emergency Response Inform By providing emergency response inf automatically populated onto the ship leave the fields below blank.	nation ormation in the following fields, ea ping paper. This will also override Emergency	ich user assigned to this location will have this information any default settings saved by the user. To disable this feat

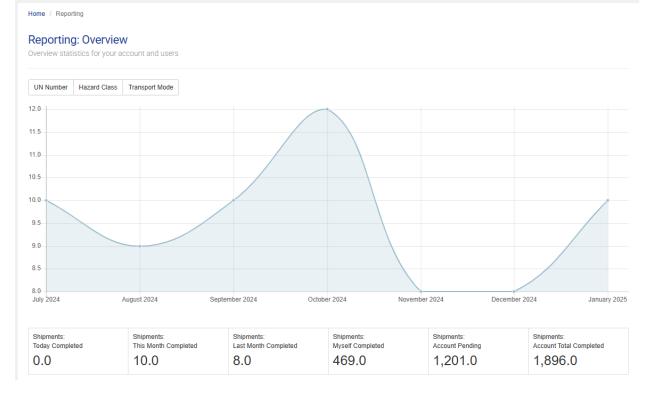
Note: The number of available locations that can be created is based on the maximum number of users available under the annual account subscription. For example, if your annual account subscription has five (5) user licenses, then you can create up to five (5) locations within the account.

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 toolbar on your home screen.

Recent shi	
Recent sh	
	ipments ntinue your work
Date	Status
1/23/2025 1/23/2025	Complete Pending
1/23/2025	Pending
1/22/2025	Pending Complete



Graph data can be broken down by month, hazard class, UN number, or transport mode. 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.

ection Bottom Section Save and Con		Default Information	Cancel D
Shipper (recurred) ? Please enter the full name and add		Air Waybill No. ? Page 1 of 1 Pages (handled by regulatory to Shipper's Reference Number	9°C)
Address Book	/		
Consignee (required) ? Please enter the full name and add Address Book	ress of the consignee.		REAU ፼ NGEROUS ODS
Two completed and signed copies of this De be handed to the operator.	claration must	WARNING Failure to comply in all respects with the a	applicable
TRANSPORT DETAILS This shipment is within the limitations prescribed for: (handled by regulatory logic) ? PASSENGER AND CARGO AIRCRAFT X0000000X	Airport of Departure ?	Dangerous Goods Regulations may be in the applicable law, subject to legal penalti	
Airport of Destination ?	•	Shipment Type (handi	ed by regulatory logic) ?
		NON-RADIOACTIVE	X0000000000X
States (USG) Variations (IATA DGR 2 hipment going through, to, from the Un ate variations will automatically be app O No	ited States or onboard United States re		

The software will use regulatory logic to automatically select the shipment type and aircraft type, so you may disregard 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.

Add Entry Edit Entry Multiply Entry Advanced Operator Variations State Variations Package Diagram Emergency Response NATURE AND QUANTITY OF DANGEROUS GOODS	nergency Response Placardin	ations Package Diagram Emergency F	ations State Variations	Operator Va		Advanced	Multiply Entry	Delete Entry	Edit Entry	Add Entry
Dangerous Goods Identification UN Class Dark Quantity and Type Packing										
ID Proper Shipping Name Of Division ing of Packing Inst.	Addition	ng Inst. Addition	of Packing	ing	(Subsidiary	bing Name	Proper Shipping		ID	
No. Hazard) Group				Citoup	Hazard)			1	No.	

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.

	TY OF DANGEROUS GOODS					
NATORE AND GOANT	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
1993]				
Search	Search					

Selecting the Dangerous Goods Entry

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

el Entry	
the desired da	gerous goods entry by clicking on the proper shipping name from the 1 result(s) found.
the desired da	gerous goods entry by clicking on the proper shipping name from the 1 result(s) found.
	gerous goods entry by clicking on the proper shipping name from the 1 result(s) found.
NATURE AND QU	NTITY OF DANGEROUS GOODS Dangerous Goods Identification
NATURE AND QU	NTITY OF DANGEROUS GOODS

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, Reportable Quantity, or Salvage Package. If none are applicable, press the Continue button to move forward.

		erous goods entry				
ncel Entry						
licer Endy						
NATURE AND Q	JANTITY OF DANGEROUS GOODS					
	Dangerous Goods Identifica	tion				
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. *	3				
Solut Molta	_	%				

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.

ATURE AND QU	ANTITY OF DANGEROUS GOODS Dangerous Goods Identification		7		TT	
UN or ID No.	Proper Shipping Name	Class or Division (Subsidiary Hazard)	Pack- ing Group	Quantity and Type of Paoking	Packing Inst.	Authorization
UN1993	Flammable liquid, n.o.s. *	3				
Please re	ial Provisions view the special provisions below and check		. <u> </u>		i i	
Please re			ur selection	n(s)	<u> </u>	
Please re	view the special provisions below and check ry logic will be automatically applied, when a		ur selection	n(s)	Actio	on

Note: To display special provisions that are not required to appear on the shipper's declaration but may be shown in the authorization column, click on the checkbox beneath the Special Provisions. Any Special Provisions that are required to appear on the document will be displayed regardless of this option.

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)



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.

ance		ANTITY OF DANGEROUS GOODS							
			ods Identification					T	
	UN or ID No.	Proper Shippir	g Name	Class or Division (Subsidiary Hazard)	Pack- ing Group	Quantity and Type of Packing		cking nst.	Authorization
	UN1993	Flammable liquid, n.o.s. *		3					
	acking		Passenger a	nd Cargo Aircra	ıft			Cargo Ai	rcraft Only
(Group	Limited Qu	antity		king	Max Net		king	Max Net
		Packing	Max Net	Instr	uction	Qty/Pkg	Instru	uction	Qty/Pkg

			Instruction	Qty/Pkg	Instruction	Qty/Pkg	
	Packing Instruction	Max Net Qty/Pkg	matuction	styn ng	matuction	utyn ng	
T	-	-	351	1 L	361	30 L	
Ш	Y341	1L	353	5 L	364	60 L	
Ш	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.

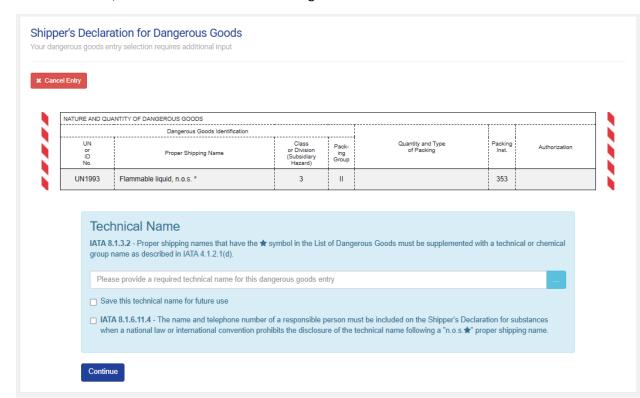
3. When you have finished making your selection, click the Continue button.

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

		JANTITY OF DANGEROUS GOODS						<u>-</u>	·•	
	UN or ID No.	Dangerous Go Proper Shippin	ods Identification g Name	Class or Division (Subsidiary Hazard)	Pack- ing Group		Quantity and Type of Packing	Packing Inst.	Authorization	
	UN1993	Flammable liquid, n.o.s. *		3	Ш			353		
		Packing Instruction	Max Net Qty/Pkg	insu	uction		Qty/Pkg	Instructi	un di	y/Pk
	L			3	51		1L	361	3	30 L
	II	Y341	1 L	3	53 🔶		5 L	364	6	50 L
	Ш	Y344	10 L	3	55		60 L	366	22	20 L
1. M 2. M	love across th	Packing Group Column to the table and click on the desir	ed Packing Instruction	g Group. on Number to u	ntinue JSE.	←	-			

Additional Required Information

Provide any additional required information based on the prompts that appear (e.g. technical names). You can save technical names for future use using the checkbox on this page. To access these saved 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.

		ation for Dangerous Goods lect the type of packaging for your dangerous good	ds entry				
× Cano	el Entry View	Packing Instruction 353					
	NATURE AND QU	ANTITY 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 Authorizati Inst.	on
	UN1993	Flammable liquid, n.o.s. (technical name)	3	Ш	1 Package x 0.0 L	353	
		i	i	i	i	1 1	
					I	Apply DOT Special Permi	
	Quanti	ty of Dangerous Goods being shipped					
	Total net	t quantity being shipped: Unit	~		Maximum quantity per packa 5	lge:	
	(hover mou	U.U L L	•		(hover mouse over text field for hints)	L	
	Empt	y uncleaned or residue last contained					
	Combi	nation Packagings					
	Inner pa	ckaging:					
		Glass, 1.0 L max quantity per inner packaging				~	
	Outer pa	ackaging:					
	4G FI	BREBOARD BOX				~	
	Single	packagings are not permitted.					
	Save	and Complete Entry					
	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 regarding the permit. You will have to enter your type of packaging, so be careful about the verbiage that you enter.

	IANTITY OF DANGE								
		Dangerous Goods Identificati	tion		T		T	T	
UN	T			Class	Pack-	Quantity and Type	Pac	cking Aut	orization
or ID No.		Proper Shipping Name		or Division (Subsidiary Hazard)	ing Group	of Packing	la In	ist.	unzauun
UN1993	Flammable liquid,	, n.o.s. (technical name)		3	н		3	153	
special perm	it number assigne	20.							
Packing Gro	oup P	Packing Instruction:	Total net	t quantity being	shipped:	Quantity per package:		Unit	
	· ·	Packing Instruction:	Total net	t quantity being 1	shipped:	Quantity per package:		Unit:	~
Packing Gro (leave blank if r group is require	no packing	Packing Instruction:	Total nel		shipped:				~
(leave blank if r group is require	no packing		Total nel						~
(leave blank if group is require Select the er	no packing ad)	type below:	Total nel		Select a	1			~
(leave blank if r group is require Select the e	no packing ad)	type below:	Total nel		Select a	dditional options:			~

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 these adjustments.

dd Entry	Edit Entry	Delete Entry Multiply Entr	y Advanced		Operato	r Variations State Variations	Package Diag	gram	Emergency Response	Placardin
		JANTITY OF DANGEROUS GOO							Ţ	🕻
	UN or ID No.	Dangerous Proper Ship	Goods Identification	Class or Division (Subsidiary Hazard)	Pack- ing Group	Quantity and Typ of Packing	e	Packing Inst.	Authorization	
	UN1993	Flammable liquid, n.o.s. (technical name)	3	Ш	1 Fibreboard box x 3 L		353		

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.

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	Signatory Name(required)
accurately described above by the proper shipping name, classified, packaged, marked and labelled/placarded, and	, and are
respects in proper condition for transport according to app international and national government regulations. I decla	plicable
of the applicable air transport requirements have been me	et. Signature (See warning above)
consignment, is retained for a minimum period of t	t one copy of the documents, appropriate to the transport by air of a dangerous goods three months. As a minimum, the documents which must be retained are the Shipper's ransport documents applicable to the consignment as specified in the IATA Dangerous Goods

State and Operator Variations

ShipHazmat provides a list of potentially applicable State and Operator variations for each Dangerous Goods entry added onto the middle section of the shipping paper. The system will filter non-applicable variations from the list to help you determine which variations may apply.

Note: The variations displayed are only informative and based on current IATA regulations. Shippers are still responsible for determining applicability and adjusting the shipping paper and packaging accordingly.

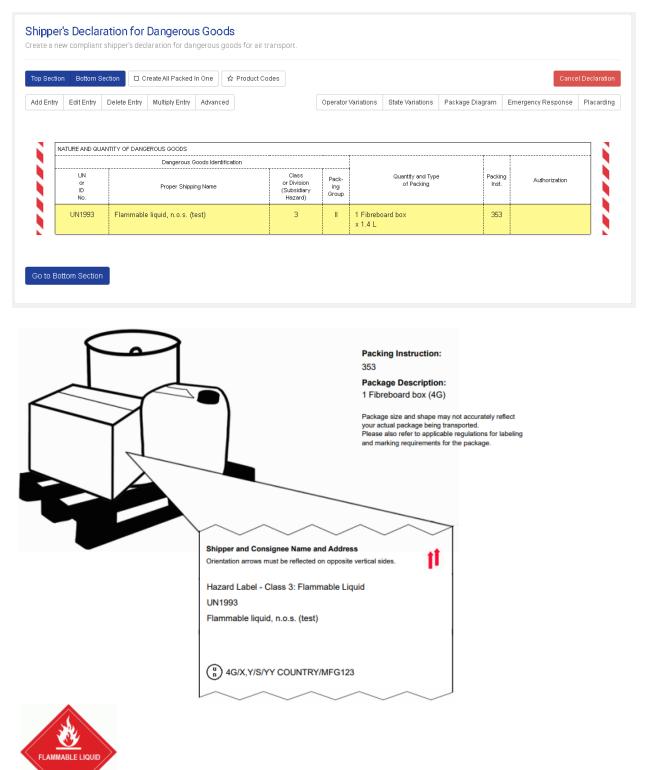
To view variations, click and select an entry from the middle section and then click on the State Variations or Operator Variations button above.

id Entry	edit Entry	Delete Entry Multiply Entry Advanced	ł		Operator '	Variations State Variations	Package Diagrar	n Emer	gency Response	Placardi
	NATURE AND QU	NTITY OF DANGEROUS GOODS Dangerous Goods Identifi	cation							
	UN or ID No.	Proper Shipping Name	or (Su	Class Division ubsidiary lazard)	Pack- ing Group	Quantity and Type of Packing		sking hst.	Authorization	
	UN1993	Flammable liquid, n.o.s. (test)		3	Ш	1 Fibreboard box x 1.4 L	3	63		

Packaging Diagrams

ShipHazmat provides a packaging diagram feature that displays the correct outer marking and labeling requirements for each Dangerous Goods entry on the shipping paper. This includes (but is not limited to) wording requirements on the package (e.g. shipper and consignee addresses, proper shipping name, etc.), hazard labels, orientation arrows, UN specification markings, lithium battery marks, and more.

To view the packaging diagram, click and select a desired entry in the middle section and then click on the Package Diagram button above.



Emergency Response

ShipHazmat can also generate documents featuring emergency response information from the current Emergency Response Guidebook for each Dangerous Goods entry added onto the middle section. Click on the desired entry in the middle section and then click on the Emergency Response button. These can also be printed together with other documents once the shipping paper has been completed.

EMERGENCY RESPONSE	TREM CARD	Applicable UN Number
GUIDE 128 (Page 1)	FLAMMABLE LIQUIDS (WATER-IMMISCIBLE	UN1993
 Vapor explosion hazard indoors, outdoors (Those substances designated with a (P) m Runoff to sever may create fire or explosio Containers may explode when heated. Many liquids will float on water. Substance may be transported hot. 	air I flash back. spread along the ground and collect in low or confined areas (sewers, basements, tanks, etc.). or in sewers. nay polymerize explosively when heated or involved in a fire.	
 If molten aluminum is involved, refer to HEALTH 	o GUIDE 169.	
	or toxic gases.	
	ise telephone number on shipping paper. If shipping paper not available or no answer, refer to appropriate telephone num	ber listed on the inside back
cover. • Keep unauthorized personnel away. • Stay upwind, uphill and/or upstream. • Ventilate closed spaces before entering, bu	ut only if properly trained and equipped.	

Truck Placarding

If your shipment must be transported from your location to the carrier, ShipHazmat includes a feature to display applicable truck placarding requirements for the Dangerous Goods entries declared on your shipping paper. Click on the desired entry in the middle section and then click on the Truck Placarding button. These can also be printed together with other documents once the shipping paper has been completed.

Applicable

UN Number UN1993

UNITED STATES SURFACE TRANSPORT INBOUND/OUTBOUND

PLACARDING REQUIREMENTS

IN CONJUNCTION WITH AIR TRANSPORT USING THE ICAO/IATA/49CFR REGULATIONS CLASS / DIVISION: 3 PLACARD NAME: Flammable Liquid



PLACARD THE QUANTITY OF:

454 kg (1,001 pounds) gross weight or more with four (4) of the pictured placard. Note: When 2 or more dangerous goods listed in TABLE 2 (Divisions & Classes 1.4; 1.5; 1.6; 2.1; 2.2; 3; 4.1; 4.2; 5.1; 5.2; 6.1 other than PG 1, PIH; 6.2: B: enual or exceed 454 kn (1,001 nounds) arross weight in 1 vehicle, the

Product Codes

If you ship the same Dangerous Goods repeatedly every day, week, or month, you can utilize the Product Codes feature in ShipHazmat. This feature takes an existing entry from the middle section and saves it to your account with a custom name and description assigned to it. After the entry has been saved, you can point and click to add the same entry onto the middle section of a shipping paper without using the wizard-style step-by-step interface to save some valuable time.

Adding Product Codes

- 1. Click and select an existing entry in the middle section
- 2. Click on the Product Codes button
- 3. Provide a name and description for the new product code being created
- 4. Click on the save button

Using Product Codes

- 1. Go to the middle section
- 2. Click on the Product Codes button
- 3. Scroll through the list of product codes and click on the Select button next to the desired code to be added onto the middle section
- 4. Update net quantity and number of packages if necessary
- 5. Click on the Continue button to add the product code to the middle section

Safety devices			
		9	
Package	Net Qty per Pkg	Max Qty per Pkg	Pack Instr
FIBERBOARD BOX	8 kg	8 kg	961

Marking the Declaration as Complete

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

Add Entry	Edit Entry	Delete Entry	Multiply Entry	Advanced	1		Operat	or Variations	State Variations	Package D	iagram	Emergency Response	Placarding
	ID No.		Proper Shippin	ng Name		or Division (Subsidiary Hazard)	Pack- ing Group		of Packing		Inst.	Authorization	
	UN1993	Flammable	liquid, n.o.s. (te	chnical nar	ne)	3	Ш	1 Fibreboa x 3 L	rd box		353		

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.

ting Options atulations! Your Shipper's Declaration	for Dangerous Goods is ready for printing.	
In Home		
Dangerous Goods Declaration with red borders	Dangerous Goods Declaration without red borders	
PIC		
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.

ase be sure to print a copy of the shipping	g paper for your pe	ersonal files.			
Shipment Search	There are c	urrently 7 shipm	nent records being displayed betw	een 1/1/2025 and 1/27/2025.	
Search for:	Completed	Shipments			
	Mode	Date	Shipper's Reference #	Consignee	Options
Search within:	×				Options -
My shipments 🗸	×				Options -
Search type:	×	Shipment history will			
Completed shipments	<u>e</u>		Options -		
Include date range	R		appea	r here	Options -
	×		1.1		Options -
Start: mm/dd/yyyy	60				Options -
End: mm/dd/yyyyy					

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.

lode	Date	Shipper's Reference #	Consignee	Options
র	1/27/2025		John Doe ABC Shipping 123 Main St Newark, NJ 12345 USA 1234567890	Options - ✓ Edit I Copy I Print I Delete
	1/27/2025		John Doe ABC Shipping 123 Main St Newark, NJ 12345	rogere@bureaudg.com Id: 859651

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.

lode	Date	Shipper's Reference #	Consignee	Options
*	1/27/2025		John Doe ABC Shipping 123 Main St Newark, NJ 12345 USA 1234567890	Options - ✓ Edit Copy ▲ Print Delete
	1/27/2025		John Doe ABC Shipping 123 Main St Newark, NJ 12345	rogere@bureaudg.com Id: 859651

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.

op Section	Bottom Se		eate All Packed In	Une D Creat	e Overpack ☆	Product Codes					Calle	el Declarati
dd Entry	Edit Entry	Delete Entry	Multiply Entry	Advanced		Opera	tor Variations	State Variations	Package Di	agram	Emergency Response	Placardi
	or ID		Proper Shipping	g Name	or Divisi (Subsidi	ary ing		of Packing		Inst.	Authorization	
			Proper Shipping	g Name		ary ing		orradiang		indt.		
Р	'lease add d	angerous goo	ds to this sectio	on in order to co	ontinue.							

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

 the word "Overpack" (the li- the required markings of I/ for UN 1845, carbon dioxic the required markings of I/ the required markings of I/ any special handling instru 	TA DGR 7.1.5.1, 7.1.5.2 and 7.1.5.3; ctions appearing on packages inside the ove fication marking must not be reproduced on 1	e in the overpack; pack. he overpack as the word "Overpack" ed quantities are placed in an overpa	indicates that packages contained within, comply wit	
prescribed specifications. When	ackages containing dangerous goods in limi	ed quantities are placed in an overpa	ack, the outside of the overpack must also be marked	

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.

Add Entry	Edit Entry	Delete Entry Multiply Entry	Advanced		Operat	or Variations State Variations	Package Diagram	Emergency Response	Placardin
	NATURE AND QU	ANTITY OF DANGEROUS GOODS							🔰
	UN or ID No.	Dangerous Good Proper Shipping N		Class or Division (Subsidiary Hazard)	Pack- ing Group	Quantity and Type of Packing	Packir Inst.	g Authorization	
	UN1090	Acetone		3		12 Fibreboard boxes	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 Fake the selected package and	multiply it on the Shipper's Declaration
	Step 7, please provide the number of identical overpacks and their respective identification markings in the fields below for the current or selected the Continue button to complete the overpack.
Overpack used x	
#1 - #3	each overpack.
	be preceded by the # symbol (e.g. #1, #A1, #A35, etc.). ication markings is also acceptable (e.g. #1 - #4, for 4 identical overpacks).
fotal net weight per overpa	k:
60	L

Press the Continue button to complete the overpack.

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

Add Entry	Edit Entry	Delete Entry Multiply Entry Adv	anced	Ope	rator Variations State Varia	tions Package Di	agram	Emergency Response	Placardin
	UN	Proper Shipping Nam	or Di			d Type ng	Packing Inst.	Authorization	
	ID No.	Proper Shipping War	s (Subs Haz	sidiary		_			
	UN1090	Acetone		3 II	12 Fibreboard boxes x 5 L		353		
					Overpack used x 3 #1 - #3				
					Total quantity per over	oack 60 L			

"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.

dd Entry	Edit Entry	Delete Entry	Multiply Entry	Advanced		C	Operator Variations	State Variations	Package Diagram	Emergency Response	Placard
			GEROUS GOODS Dangerous Go	ods Identification		·····					
	UN or ID No.		Proper Shippin	g Name	Clas or Divis (Subsid Hazar	ion P iary C	Pack- ing Froup	Quantity and Type of Packing	Packir Inst.	g Authorization	
	No.	langerous goo	ds to this sectio	-	Hazar		roup				_

Proceed to add each dangerous goods entry contained within the "all packed in one" package by using the Add Entry button.

Add Entr	ry Edit Entry	Delete Entry Multiply E	ntry Advanced		Operat	tor Variations	State Variations	Package Diagram	Emergency Response	Placardin
	ked In One									
	ked in One									
_	(
	NATURE AND QU	ANTITY OF DANGEROUS G	OODS			.				🔪
		Danger	ous Goods Identification		.					
	UN			Class or Division	Pack-		Quantity and Type	Pack		
	ID	Proper S	Shipping Name	(Subsidiary	ing Group		of Packing	Inst		
	No.			Hazard)	Group					
				1	1	1				
	UN1090	Acetone		3	II	1L		35		
	UN1090	Acetone		3	Ш	1L		35.		

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.

Top Sectio	n Bottom S		eate All Packed Ir	n One 🏠 Produ	a Codes						Cance	I Declarati
Add Entry	Edit Entry	Delete Entry	Multiply Entry	Advanced			Operat	or Variations State Variations	Package Dia	gram	Emergency Response	Placardi
	UN or			oods Identification		Class Division	Pack-	Quantity and Type of Packing		Packing Inst.	Authorization	
	ID No.		Proper Shippir	ng Name	(Su	ubsidiary lazard)	ing Group	of Packing		Inst.		
	UN1090	Acetone				3	Ш	1L		353		
	UN1088	Acetal				3	Ш	1 L All packed in one Fibreboard box Q = 0.4		353		

Creating a New Hazmat Bill of Lading for GROUND Transportation

Provide the required information on the top section of the bill of lading. The date will automatically populate with the date the document is being created. For fields that are not marked as required, you may fill them in or leave them blank.

Viddle section	Bottom section Save and Continue Save Default Information	tion Clear Default Int	ormation		X Cancel Bill of Ladi
RECEIVED, subject hipper, on request; this contract as mean nutually agreed, as to	T BILL OF LADING — SHORT FORM to individually determined rates or contracts that have been agreed upon in writing betw in property described below in apparent good order, except as noted (contents and condition on ing any person or corporation in possession of the property under the contract) agrees to carry to each carrier of all or any of said property over all or any portion of said northe to destination, and ther printed or written, herein contained (as specified in Appendix B to Part 1035) which are here	f contents of packages unknown o its usual place of delivery at sa id as to each party at any time in), marked, consigned, and destined as indi id destination, if on its own road or its own terested in all or any said property, that eve	cated above, which water line, otherwis	said company (the word company being understood throughout e to deliver to another carrier on the route to said destination. It is
FROM: SHIPPER required)	Please enter the full name and address of the shipper.	2 /2	: (required) 0/2025 RIER PRO NUMBER		SHIPPER REFERENCE NO.
	Address Book				
TO: CONSIGNEE	Please enter the full name and address of the consignee.	CAR	RIER ease select a carrier, or skip if n	ot applicable	
, equired)			RGENCY RESPONSE TELEPHON	ie number <i>(r</i> e	quired)
		EME	RGENCY RESPONSE REGISTER	ED NAME OR C	ONTRACT NUMBER:
	Address Book				

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.

	ottom section Add Hazardou		Iomestic highway transport. s Add Non-Hazardous Materials			Can	cel Bill of Ladin <u>c</u>
Create Mixed Pac	ckage Create Overpack	Edit De	lete Multiply	Packaging	Diagram	Emergency Respons	e Placarding
Number Pa of Units	ackage Type	НМ	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.

Cancel En	try				
Number of Units	Package Type	НМ	Description of Articles, Special Marks and Exceptions (subject to correction)	Total Quantity	Weight (subject to correction)
		x	UN1993 (Please start by providing the UN number or proper shipping name. E.g. UN1090, 1090, or Acetone) Search		

Selecting the Hazardous Materials Entry

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

	cardous Materials sired UN number and proper sh	ipping na	me from matching search results		
Cancel Item	Search Again				
Select the 1 results f	desired entry by clicking on the ound.	e proper s	shipping name.		
Number of Units	Package Type	HM	Description of Articles, Special Marks and Exceptions (subject to correction)	Total Quantity	Weight (subject to correction)
		х	UN1993, Flammable liquid, n.o.s. *, 3		

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, you can leave them blank. Press the Continue button to move forward.

Number of Units	Package Type	нм	Description of Articles, Special Marks and Exceptions (subject to correction)	Total Quantity	Weight
		х	UN1993, Flammable liquid, n.o.s. *, 3		
Solution Dixtur					
Solution Mixtur	,				

Packing Group and Packing Instruction Number

Follow the instructions on the page to find the appropriate packing group and packaging authorization for the hazardous materials entry. Click on the packaging authorization number to select it.

ancel Item				
Number of Units	Package Type	HM	Description of Articles, Special Marks and Exceptions (subject to correction)	Total Weight Quantity (subject to correction)
		х	UN1993, Flammable liquid, n.o.s. *, 3	
			ERG 128	
ection 17 ease sele		applicable) and pac		
		applicable) and pac	ERG 128	
ease sele	ct a packing group (if a		ERG 128	
ease sele	t a packing group (if a	Non-Bulk	ERG 128 king instruction number to continue. Bulk	

Confirm your selection by pressing the Continue button.

	ardous Materials king instruction and packing g	roup (if app	licable)		
Cancel Item					
Number	Package Type	НМ	Description of Articles, Special Marks and Exceptions	Total	Weight
of Units			(subject to correction)	Quantity	(subject to correction)
		x	UN1993, Flammable liquid, n.o.s. *, 3 ERG 128		

Section 173.202, PG II

Please select a packing group (if applicable) and packing instruction number to 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 by checking the box below the Technical Name field. To access these saved technical names, click on Select from Technical Name Database or the "…" button to the right of the search field.

Number of Units	Package Type	нм	Description of Articles, Special Marks and Exceptions (subject to correction)	Total Quantity	Weight (subject to correction)
		х	UN1993, Flammable liquid, n.o.s. *, 3, II ERG 128		
T	in al Managa				
	ical Name	nis proper sh	ipping name:		
		nis proper sh	ipping name:		

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.

lumber of Units	Packa	де Туре	нм	Description of Articles, Speci (subject to correction)	al Marks and Except	tions		Total Quantity	Weig (subject
2	FIBRE	BOARD BOXES	х	UN1993, Flammable liquid, n ERG 128	.o.s. (abc), 3, II			6 L	8 K(
		se provide the quantity of hazardo							
	Num	ber of packages		Total net quantity	Unit		Gross Weight	Gross Weight Uni	t
	2			Total net quantity	Unit L	~	Gross Weight		t /
	2 Pac	ckaging Type	fallowabl						
	2 Pac	ckaging Type te select from the list of Combination packs	fallowabl	6			8		
	2 Pac	ckaging Type e select from the list of Combination packa Inner packaging IP2 PLASTIC Outer packaging	f allowabl	6	L		8		
	2 Pac	ckaging Type te select from the list of Combination packa Inner packaging IP2 PLASTIC	f allowabl	6			8		
	2 Pac	ckaging Type e select from the list of Combination packa Inner packaging IP2 PLASTIC Outer packaging 4G FIBREBOARI Single packaging:	f allowabl aging:	6	L		8		

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 any necessary adjustments.

Top section	Bottom section Add Hazardo	us Materia	is Add Non-Hazardous Materials 🛱 Product Codes		C	Cancel Bill of Ladin
Create Mixe	d Package Create Overpack	Edit De	lete Multiply	Packaging	Diagram Emergency Resp	oonse Placardin
Number of Units	Package Type	нм	Description of Articles, Special Marks and Exceptions (subject to correction)		Total Quantity	Weight (subject to correction)

Bottom Section

Navigate to the bottom section of the bill of lading. The only required information on this section is the Signatory Name and Date under Shipper Certification. The date field will automatically populate with the date that the document is being created. Upon saving this section, the user will return to the middle section of the bill of lading.

Top section Middle section Save and Continue Save Default Information Clear Default Inform	Cancel Bill of Ladir		
Request COD	COD charge Freight charges are PREPAID unless marked collect.		
Note (1): Where the rate id dependent on value, shippers are required to state specifically in writing the agreed or dec 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 Note (3): Commodifies requiring special or additional care or attention in handling or slowing must be so marked and packaged as to ensure safe transportation with ordinary care. See See 2(e) of NMFC Item 360.	It mis singliment is to be delivered to the consignee, without recourse on the consignor, the consignor shall sign the following statement: The carrier may decline to make delivery of this shipment without payment of freight and all other		
packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the U.S. Department of Transportation.	tification iowledges receipt of packages and required placards. Carrier certifies emergency respons was made available and/or carrier has the U.S. Department of Transportation emergency iidebook or equivalent document in the vehicle. 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.

Top section	Bottom section Add Hazardo	us Materia	s Add Non-Hazardous Materials 🌣 Product Codes		Complete Bill of Lading	Cancel Bill of Ladin
Create Mixe	d Package Create Overpack	Edit De	lete Multiply	Packaging	Diagram Emergency Res	ponse Placardin
Number of Units	Package Type	НМ	Description of Articles, Special Marks and Exceptions (subject to correction)		Total Quantity	Weight (subject to correction)
2	Fibreboard Boxes	х	UN1993, Flammable liquid, n.o.s. (abc), 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.

E	RG	DIC
Diagram(s) Emergency R	Response Information True	uck Placarding
	Diagram(s) Emergency F	Diagram(s) Emergency Response Information Tr

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.

op section	Bottom section Add Hazardo	ous Materia	s Add Non-Hazardous Materials 🛱 Product Codes		С	ancel Bill of Ladin
reate Mixed I	Package Create Overpack	Edit De	lete Multiply	Packaging	Diagram Emergency Respo	onse Placardin
Number of Units	Package Type	НМ	Description of Articles, Special Marks and Exceptions (subject to correction)		Total Quantity	Weight (subject to correction)

Next, proceed to add each hazardous materials entry contained within the overpack using the Add Hazardous Materials button.

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

Top section	Bottom section Add Haza	ardous Material	Add Non-Hazardous Materials 🛛 🌣 Product Codes			Cancel Bill of Ladi
Create Mixe	d Package 🔲 Close Overpad	k Edit I	Delete Multiply	Packagin	g Diagram Emergency Re	esponse Placardi
orcute mixed					· · · · · · · · · · · · · · · · · · ·	
erpack						
	Package Type	HM	Description of Articles, Special Marks and Exceptions (subject to correction)		Total Quantity	Weight (subject to correction)

The "Overpack Used" verbiage will appear below your entry.

rop section	Bottom section Add Hazardo	us Materia	Is Add Non-Hazardous Materials			Cancel	Bill of Lading
Create Mixe	d Package Create Overpack	Edit De	lete Multiply	Packaging	Diagram Emer	gency Response	Placardin
Number of Units	Package Type	нм	Description of Articles, Special Marks and Exceptions (subject to correction)		Tota Quant		Weight (subject to correction)
12	Fibreboard Boxes	x	UN1090, Acetone, 3, II ERG 127 Overpack Used		60 L	-	65 KG

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.

Top section	Bottom section Add Hazardo	us Materia	s Add Non-Hazardous Materials ☆ Product Codes			Cancel Bill of Lading
Create Mixed	d Package Create Overpack	Edit De	lete Multiply	Packaging	Diagram Emergency Resp	onse Placardin
Number of Units	Package Type	НМ	Description of Articles, Special Marks and Exceptions (subject to correction)		Total Quantity	Weight (subject to correction)

Next, add the dangerous goods entries contained in your mixed package using the Add Hazardous Materials button.

Top section	Bottom section Add Hazard	lous Materia	Is Add Non-Hazardous Materials 🛱 Product Codes		C	ancel Bill of Ladir
	xed Package Create Overpack	Edit	Delete Multiply	Packaging	Diagram Emergency Resp	onse Placardin
xed Packag						
Number of Units	Package Type	нм	Description of Articles, Special Marks and Exceptions (subject to correction)		Total Quantity	Weight (subject to correction)
1	Fibreboard Box Mixed Package	×	UN1090, Acetone, 3, II ERG 127		1L	

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.

Mixed Package - Gross Weight Add an optional gross weight to the completed mixed package.				
f a gross weight is required for your completed mixed package, pl please provide optional gross weight or leave blank	ease provide t	the information in the fie	lds below:	
Continue				

The system will then correctly display your mixed package.

Top section	Bottom section Add Hazard	lous Materia	ls Add Non-Hazardous Materials 🛱 Product Codes		c	ancel Bill of Ladin
Create Mixe	d Package Create Overpack	Edit De	lete Multiply	Packaging	Diagram Emergency Resp	onse Placardin
Number of Units	Package Type	НМ	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		1L	
		x	UN1088, Acetal, 3, II ERG 127		1L	3 kg

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.

Top section	Bottom section Add Haz	rdous Materia	als Add Non-Hazardous Materials 🌣 Product Codes			Cancel Bill of Ladin
Create Mixed	d Package Create Overpack	Edit D	elete Multiply	Packaging	Diagram Emergency Resp	oonse Placardin
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.

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

Creating a New Dangerous Goods Form for OCEAN

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

1. Shipper/Consignor/Sender (required)		2. Transport Document Number	
		3. Page 1 of pages (handled by program logic)	4. Shipper's Reference
Address Book	/i		
6. Consignee (required)		5. Freight Forwarder's Reference	
	,	7. Carrier (to be completed by the	e Carrier)
Address Book	//		
SHIPPER'S DECLARATION I hereby declare that the contents of this consignment labelled/placarded and are in all respects in proper con-	are fully and accurately described ndition for transport according to th	below by the Proper Shipping Nam e applicable international and natio	e, and are classified, packaged, marked and nal governmental regulations.
10. Vessel/Flight & Date	11. Port/Place Handling	9. Additional Handling Information	1
Vessel/Flight No. 3/12/2025			
12. Port/Place of Discharge	13. Destination	-	
12. Total race of discharge		Emergency Phone Number: (reg	uired)

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.

Dangerous Goods Form reate a new compliant dangerous goo Top Section Bottom Section	ds form for vessel transport.	Cancel 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)
* DANGEROUS GOODS You must specify: UN No., proper shipping nam For the purposes of the IMDG Code, see 5.4.1.4	e, hazard class, packing group (where assigned), marine pollutant and observe the mandatory requirement	its under applicable national and international governmental regulations.

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.

14. Shipping Marks	Number and kind of packages; description of goods*	Net mass	Gross mass (kg)	Cube (m3)
	1993	Search		

OR

ancel Entry				
14. Shipping Marks	Number and kind of packages; description of goods*	Net mass	Gross mass (kg)	Cube (m3)
	flammable liquid	Search		
		-		

Selecting the Dangerous Goods Entry

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

cel Entry Search Again	1 result(s) found. Select the desired entry by clicking on the p	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	ame, hazard class, packing group (where assigned), manye pollutant and observe the mandatory requir	rements under annlicable national a	nd international governmental reg	lations

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, Waste, or Reportable Quantity. If none of these qualifiers are applicable, press the Continue button to move forward.

ntry				
Shipping Marks	* Number and kin	d of packages; description of goods	Net mass	Gross mass (kg) Cube (m
	UN1993, FLAM	MABLE LIQUID, N.O.S., 3		
or the purposes of the IMDG Code, see	cription Inform	here assigned), marine pollutant and observe the mandatory		
Optional Des	cription Inform	nation		
Optional Des	cription Inform	nation		

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.

Cancel Entry									
14. Shi	pping Marks	* Nur	mber and kind of pac	kages; description o	f goods	Net mass	Gross mass	(kg) Cube (m3)
			1993, FLAMMABLE S# F-E,S-E	LIQUID, N.O.S., 3	3, (0°C c.c.)				
					ntinue.				
* Packing Group	Limited and exe provi	cepted quantity isions	Paci	king	IE	ю	Portable tar conta	nks and bulk niners	EmS
Packing			Paci	king Provisions		C Provisions			EmS
-	provi Limited	Excepted		-	IE		conta Tank	ainers	EmS F-E,S-E

IBC03

T4

TP1

TP29

F-E,S-E

Ш

5 L

E1

P001

LP01

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

Cancel Entry									
14. Shij	pping Marks	* Nu	mber and kind of pac	kages; description o	f goods	Net mass	Gross mass	s (kg) Cube (m3)	
			1993, FLAMMABLE S# F-E,S-E	LIQUID, N.O.S., 3	l, (0°C c.c.)				
001, PG	i II								
Packing	Limited and excepted quantit provisions		Pac	king	IE	SC	Portable tar	nks and bulk	EmS
Packing Group			Paci	king	IE	3C		nks and bulk ainers	EmS
			Paci	king Provisions	IE Instructions	3C Provisions			EmS
	provi	Excepted		-			conta Tank	ainers	
Group	provi Limited quantities	Excepted quantities	Instructions	Provisions	Instructions	Provisions	conta Tank instructions	niners Provisions TP1	EmS F-E,S-I F-E,S-I

Special Provisions

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

Entry					
Entry					
4. Shipping Ma	arks	* Number and kind of packages; description of goods	Net mass	Gross mass (kg) Cub	oe (m3)
		UN1993, FLAMMABLE LIQUID, N.O.S., 3, II, (0°C c.c.) EmS# F-E,S-E			
NGEROUS GOODS					
		ard class. packing group (where assigned), marine pollutant and observe the mandatory require	ements under applicable nationa	I and international governmental regulations.	
must specify: UN N		ard class, packing group (where assigned), marine pollutant and observe the mandatory requi	ements under applicable nationa	I and international governmental regulations.	
must specify: UN N the purposes of the	lo., proper shipping name, haz	ard class, packing group (where assigned), marine pollutant and observe the mandatory requi	ements under applicable nationa	and international governmental regulations.	
must specify: UN N the purposes of the	 ko., proper shipping name, haz MDG Code, see 5.4.1.4. Description For the purpose: 	ard class, packing group (where assigned), marine pollutant and observe the mandatory requires of documentation and package marking, the proper shipping na ith the technical name (see IMDG Code 3.1.2.8.1).			
must specify: UN N the purposes of the Provisi	to, proper shipping name, has INDG Code, see 5.4.1. For the purpose supplemented w For UN 3077 and	s of documentation and package marking, the proper shipping na ith the technical name (see IMDG Code 3.1.2.8.1). d UN 3082 only, the technical name may be a name shown in capi	me shall be tal letters in column 2	Action	
must specify: UN N the purposes of the Provisi	Ic. proper shipping name, haz IMDG Code, see 5.4.1. Description For the purpose supplemented w For UN 3077 and of the Dangerou	s of documentation and package marking, the proper shipping na ith the technical name (see IMDG Code 3.1.2.8.1). d UN 3082 only, the technical name may be a name shown in capi s Goods List, provided that this name does not include "N.O.S." a not assigned. The name which most appropriately describes the s	me shall be tal letters in column 2 nd that special	Action	

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.

Shipping Marks	* Number and kind of packages	; description of goods	Net mass	Gross mass (kg) C	Cube (m3)
	UN1993, FLAMMABLE LIQU EmS# F-E,S-E	IID, N.O.S., 3, II, (0°C c.c.)			
Technical	Name				
	274 - For the purposes of documentati (see IMDG Code 3.1.2.8.1).	on and package marking, the Pro	per Shipping Nan	ne shall be supplemented	with
Please provide	a required technical name for this	dangerous goods entry			
	a required technical name for this al name for future use	dangerous goods entry			
Save this technic		dangerous goods entry			
Save this technic Flashpoint IMDG 5.4.1.4.3.6 -		orted have a flashpoint of 60°C o		ed-cup (c.c.)), the minimu	Im

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.

	Special Permit									
Shipping Marks		* Number and kin	d of packages; de	escription of	goods	N	el mass	Gross mass (kg)	Cube (m3)	
		UN1993, FLAM (22°C c.c.) EmS# F-E,S-E 1 FIBREBOARI), N.O.S. (Te	echnical Name),	3, II, 2	15 L	30 kg		
		Additional Infor	mation:							
		containing	5 glass bottle	es at 5 L e	each					
		beyond the dan	gerous goods b	asic descrip	itional information otion as required inner packaging	by the				
	oackaging ation Packagin	nas								
	Inner packaging:									
۲	Glass> Max o	quantity per in	iner packagin	g = 10 L					~	
	Outer packaging:									
	4G FIBREBOARD	D BOX							~	
Single Pa	ackagings									
Single Pa	Outer packaging:	IM/NON-RFM	OVABI F HFAI	D					~	
Single Pa				D					~	

Completed Entry

Review the completed entry in the middle section of the dangerous goods form. If you need to make any changes, click on the entry to select it (it will highlight in yellow) and then press the Edit Entry button to make any necessary adjustments.

op Sectio	n Bottom Section 🗆 C	reate Mixed Package	✿ Product Codes			Cancel
dd Entry	Edit Entry Delete Entry	Multiply Package		Package Di	iagram Emergency	Response CTU Placa
14	I. Shipping Marks	Number and kir	d of packages; description of goods*	Net quantity	Gross mass (kg)	Cube (m3)
		(22°C c.c.) EmS# F-E,S- 1 FIBREBOA		25 L	30 kg	

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.

on Middle section 🛛 🖺 Save	e and Continue Save Defaul	t Information Clear Default I	nformation	Ca
15. CTU ID No.	16. Seal No.	17. CTU Size & Type	18. Tare Mass (kg)	19. Total Gross Mass (kg)
CONTAINER/VEHICLE PACKING CEE I hereby decise that the goods describ into the container/vehicle identified abo provisions.	ed above have been packed/loaded	21. Receiving Organization Receipt Received the above number of pack hereon; RECEIVING ORGANIZATION REM	ages/containers/trailers in apparent good	order and condition, unless stated
20. Name of Company Bureau of Dangerous Goods		Hauler's Name	22. Name of Co	mpany Preparing Note (required)
		Vehicle Registration No.	Name/Status of	Declarant (required)
Name/Status of Declarant				

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.

p Section Bottom Section	Create Mixed Package 🛱 Product Codes		Cancel Form Complete Dange	erous Goods F
ld Entry Edit Entry Delete Entry	Multiply Package	Package	Diagram Emergency Response	CTU Placarc
14. Shipping Marks	Number and kind of packages; description o	of goods* Net quantity	Gross mass (kg) Cube (m	13)
	UN1993, FLAMMABLE LIQUID, N.O.S. (22°C c.c.) EmS# F-E,S-E 1 FIBREBOARD BOX	(Technical Name), 3, II, 25 L	30 kg	

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.

rinting Options	rous Goods Form is ready for pri	nting.		
DEC A construction A constru	PIC	ERG Marcon	PLC	
Dangerous Goods Form	Packaging Diagram(s)	Emergency Response Information	CTU Placarding	

Contact Us

If you have any questions about anything in this guide, or if you require assistance with something that is not covered here, please feel free to contact our customer service team. We are available Monday through Friday between the hours of 8:30 AM and 5:00 PM EST. You can reach us by email at support@bureaudg.com or by phone at 609-860-0300.

Training with BDG

ShipHazmat is not a substitute for proper hazardous materials and dangerous goods training, but we can help with that too! At the Bureau of Dangerous Goods, we offer a variety of training options to suit your needs. Whether it's self-paced online training through Hazmat University, a convenient instructor-led webinar from your home or office, or a classroom training environment at our facility in Dayton, NJ, you will be confident, competent, and compliant with your training from BDG.

Private On-Site and Webinar Training

Our team can create a custom training program for your company, focusing on the products that you ship. If you would be interested in setting up a private training, please fill out our <u>Training Needs Assessment</u> form today. Our team will be happy to assist you in selecting the training option that works best for you.

Online Training through Hazmat University

Hazmat University is our online training platform where you can take your hazmat training 24 hours a day, 7 days a week from any computer or smart device with an Internet connection. We offer courses for 49 CFR, IATA, and IMDG, as well as specialized courses focusing on Lithium Batteries and Limited Quantities. Visit the <u>Hazmat University website</u> today to explore our online training options.

Public Webinar and Classroom Training

We hold monthly webinar training classes for initial and recurrent students for 49 CFR, IATA, and IMDG. These instructor-led classes are a great option to complete your training from the comfort of your home or office, and you'll be able to interact with your instructor in real-time to ask any questions you may have. We also offer recurrent classroom training every other month at our training center in Dayton, NJ.

To see our public training schedule and register for an upcoming class, please visit our website.

Regulatory Technical Support

Do you have a question about the regulations or a specific shipping scenario that you would like to discuss with one of our regulatory specialists? Contact us today at <u>rts@bureaudg.com</u>. We provide complimentary basic regulatory technical support for our customers and training students, and we also offer paid consulting services for more complex inquiries. You can contact our customer service team at <u>customerservice@bureaudg.com</u> for more information.