

TransNorthern
OPERATIONS AND TRAINING MANUAL
FOR THE ACCEPTANCE AND
TRANSPORT OF DANGEROUS GOODS



Revision TWO - February 2016

Prepared by the:
DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Record of Changes

FAA NATIONAL OPERATIONS AND TRAINING MANUAL FOR THE ACCEPTANCE AND TRANSPORT OF DANGEROUS GOODS IN AIR TRANSPORTATION

Change Number to Basic	Date		Change Number to Basic	Date
ONE	February 2007			
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OPERATIONS AND TRAINING MANUAL FOR THE ACCEPTANCE AND TRANSPORT OF DANGEROUS GOODS

TRANSNORTHERN LLC

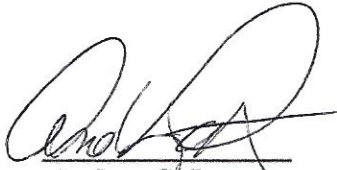
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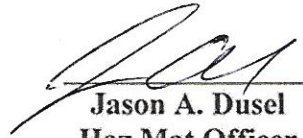
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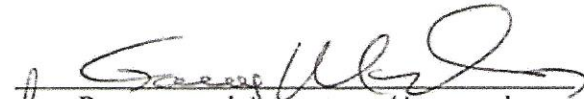


Jason A. Dusel
Haz Mat Officer

Statement of Intent:

This Dangerous Goods Operations and Training Manual shall be followed by all employees, agents, and contract employees when they are involved in the acceptance, handling, storage, and transportation of DG/HM in air commerce.

Will Transport Commercial DG? YES NO
Will Transport Own DG Company Material (COMAT)? YES NO



Recommend Acceptance/Approval
Hazardous Materials Branch Manager

Ryan Fowler

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Accepted/Approved
FSDO Principal Operations Inspector

Feb 5, 2016

Date

February 08, 2016

Date

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WILL-CARRY HAZARDOUS MATERIALS
OPERATIONS MANUAL AND TRAINING PROGRAM

GENERAL

Notwithstanding the contents of this manual, we are responsible for compliance with all provisions of the Hazardous Material Regulations (HMR), Title 49, Code of Federal Regulations (49 CFR) and the Federal Aviation Regulations, Title 14 CFR.

A current copy of this manual or appropriate portions thereof shall be made available to ground personnel, maintenance personnel, and crewmembers when performing any Hazardous Materials (HM) duties (14 CFR 121.137 and 135.21). A current copy of the HM regulations found in 49 CFR Parts 107-185 (or a current copy of: the International Civil Aviation Organization (ICAO) Technical Instructions for the Safe Transport of Dangerous Goods by Air or the International Air Transport Association (IATA) Dangerous Goods Regulations) shall be available at each station.

This Hazardous Materials Operations and Training Program shall be followed by each crewmember and person performing work for or on our behalf, including those who contract with or for us, or directly supervising any of the following job functions involving any item for transport on board, attached to, or suspended from an aircraft:

- Acceptance,
- Rejection,
- Handling,
- Storage incidental to transport,
- Packaging of company material,
- or Loading.

No employee, agent, or contract employee may prepare HM for shipment, including Company Material (COMAT), unless trained in this function.

The terms **Dangerous Goods and Hazardous Materials** are synonymous and may be used interchangeably. Dangerous goods and hazardous materials are sometimes also referred to as regulated materials, restricted articles, and dangerous materials. Definitions of common terms applicable to HM are found in 49 CFR 171.8, Definitions and Abbreviations.

We shall not use or allow any crewmember or person to perform or directly supervise any job function in the Training Reference Table (Part II), unless that person has satisfactorily completed our FAA-approved initial or recurrent hazardous materials program within the past 24 months. Exceptions for new hires, persons performing a new job function, and persons who work for more than one certificate holder are specified in 14 CFR 121.1005(b) and (c) or 135.505(b) and (c). An exception for operations in foreign locations is specified in 14 CFR 121.1005(f) or 135.505(f).

The notice required by 49 CFR 175.25 shall be prominently displayed at all facility locations where passengers are ticketed, boarded, and/or baggage is checked. The notice required by 49 CFR 175.26 shall be prominently displayed at each facility locations where cargo is accepted.

At passenger terminals where both passenger and cargo notices would be required, the use of only the 49 CFR 175.25 notice is allowed.

Each repair station performing work for or on our behalf shall be notified in writing of our policies pertaining to hazardous materials (14 CFR 121.1005(e) or 135.505(e)). This notification requirement only applies to repair stations that are regulated by 49 CFR Parts 171-180. **(See Appendix E)**

PART ONE

HAZARDOUS MATERIALS OPERATIONS MANUAL

I. ACCEPTANCE PROCEDURES

Persons (shippers) offering Hazardous Materials (HM) for air transportation are responsible for properly identifying, describing, classifying, packaging, marking, and labeling the materials as required by either 49 CFR or ICAO. They are also responsible for properly completing the communications and packaging requirements prior to offering the shipment for transportation.

Employees, agents, and contract employees may rely on the certification and information provided by the shipper to determine if the HM shipment is authorized for air transportation. All employees, agents, and contract employees responsible for the acceptance of cargo or baggage shall be provided a trigger list of indicators of undeclared HM to assist them in their review. (See **Appendix A, Hidden Shipment Indicators**)

Domestic shipments may be offered in compliance with either 49 CFR or ICAO requirements. The shipper chooses which regulations to use and the chosen regulations must be complied in their entirety. Shipments following ICAO must also comply with 49 CFR 171.22.

If the shipment is offered in accordance with ICAO, the accepting employee, agent, or contract employee must also ensure that the shipper has complied with all applicable US Variations to the ICAO Dangerous Goods Table.

A checklist (See **Appendix F, Acceptance Checklists**) will be used and will include all reasonable steps to ensure that:

- any package containing HM which is damaged or leaking shall be refused without any further processing;
- the material is properly described on the shipping papers;
- the required certification is on the shipping papers;
- the authorized package is marked and labeled as required;
- the shipment is authorized to be transported by aircraft in the condition offered; and
- emergency response information accompanies the shipment.

A. Shipping Documents and Certification

Hazardous material offered on a shipping paper must be offered in accordance with 49 CFR or the ICAO TI. The minimum requirements on a shipping paper must include the proper shipping name of the material as found in 49 CFR §172.101, known as the Hazardous Materials Table (HMT) or the Dangerous Goods Table found in the ICAO TI. The basic description on a shipping paper must include the proper shipping name [supplemented with the technical name(s), if required], the hazard class or division (along with any subsidiary hazard class or division); the UN identification number, and the packing group in roman numerals.

This basic description must be shown in the proper sequence with the identification number listed first, e.g. **UN2744, Cyclobutyl chloroformate, 6.1, (8, 3), PG II**. The total quantity of the material by weight or volume and the type of packaging must be listed next, followed by the emergency response telephone number and any additional entries when required. The shipper's certification must appear on the shipping document and be signed by a representative of the shipper. Additional requirements on shipping papers are outlined in 49 CFR, Subpart C.

A minimum of two copies of the shipping papers must be provided with the shipment. One copy must accompany each shipment, and one copy must be retained for one (1) year after the shipment is accepted. Shipping papers must be made available to an authorized official upon request. For a hazardous waste, each shipping paper copy must be retained for three years after the material is accepted. Each shipping paper copy must include the date of acceptance.

B. Marking

The proper shipping name and identification number appearing on the shipping paper shall also be marked on the outside of the package, outside container, or overpack. The name and address of either the consignee or consignor must also be marked on each package. Packages containing liquid hazardous materials must be legibly marked/labeled on two opposite vertical sides of the package with the orientation arrows pointing in the correct upright direction, unless otherwise excepted. Any additional marking requirements specified in 49 CFR required for the package or material being shipped must be met (e.g., specification package marking, overpack marking, limited quantity, etc.). (See 49 CFR Part 172, Subpart D)

Unless excepted, orientation markings/labels are required on packages containing liquids (↑↑) (See 49 CFR 172.312).

Other hazardous marking include, but are not limited to:
Limited Quantity Markings (See 49 CFR 173.315)
Infectious Substance Biohazard Marking (49 CFR 172.323)

C. Labeling

Prior to offering HM for shipment, the package must be properly labeled. Labels are a printed hazard warning. Labels will identify primary and subsidiary hazards specific to the material. They also identify handling instructions.

The labeling requirements are found in 49 CFR Part 172, Subpart E. Acceptance personnel shall verify that the outside of the package is labeled with the appropriate label(s) from Column 6 of the HMT. Additional handling labels may be required. The "Cargo Aircraft Only" label will be affixed to packages containing a quantity of HM that may be shipped only on cargo aircraft or are forbidden for transport on passenger aircraft but are permitted for transport on cargo only aircraft per Columns 9A and 9B of the HMT in Part 172.

The hazard classes are:

Class 1- Explosives (See 49 CFR 173.50)

Class 2- Gases (See 49 CFR 173.115)

Class 3- Flammable Liquids (See 49 CFR 173.120)

Class 4- Flammable Solids; combustible substances, (See 49 CFR 173.124)

Class 5- Oxidizers and Organic Peroxides (See 49 CFR 173.127 and 173.128)

Class 6- Toxic and Infectious Substances (See 49 CFR 173.132 and 173.134)

Class 7- Radioactive Materials (See 49 CFR 173.403)

Class 8- Corrosive Materials (See 49 CFR 173.136)

Class 9- Miscellaneous (See 49 CFR 173.140)

Consumer Commodities (ID 8000) (See 49 CFR 173.167)

Labels identifying handling instructions are:

- “Cargo Aircraft Only” label (See 49 CFR 172.402)
- “Magnetized Material” (See 49 CFR 173.21(d)) and ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air, Part 5, Chapter 3.

These markings and labels are depicted on the Hazardous Materials Marking, Labeling & Placarding Guide. (See **Appendix B, current DOT Chart**).

D. Placards

Unit Loading Devices (ULD's)/freight containers over 640 cubic feet capacity containing HM, must be placarded in accordance with 49 CFR 172.512(a). ULD's/freight containers less than 640 cubic feet capacity containing HM must either be placarded or labeled in accordance with 49 CFR 172.512(b).

E. Rejection of Non-Compliant HM

Non-compliant HM shipments shall be rejected and segregated from all other cargo shipments to prevent accidental introduction into the transportation system. A record of rejected shipments should be maintained. Any shipment not in compliance must be properly disposed of or corrected in accordance with the HMR for further transportation.

II. COMPANY MATERIALS (COMAT)

COMAT is an industry term developed and used by certificate holders and is generally used to describe a wide array of company materials including replacement items for installed equipment and consumable materials. (See **Appendix C, Hazardous Materials Onboard Aircraft**)

A. Shipping/Transporting of COMAT

All COMAT must be evaluated and identified by its hazardous or non-hazardous classification. All necessary measures to ensure any HM COMAT is transported in full compliance with the Hazardous Material Regulations (HMRs). The offering of HM COMAT is a shipper function under the HMRs. Shipper's responsibilities include classifying, documenting, declaring, marking, labeling, and packaging a HM shipment. These responsibilities apply to all HM COMAT shipments for any mode of transportation. Hazardous Material Waste shipments must be transported in full compliance with the HMRs. Anyone who accepts or carries its own HM COMAT is considered a transporter under the HMRs. The offering and acceptance functions should be accomplished by separate employees.

Employees, agents, and contract employees who perform work for us or on our behalf and who prepare and/or offer HM shipments for transportation, must receive function-specific training to satisfy all of the requirements prescribed for shippers under 49 CFR Part 172, Subpart H.

B. HM COMAT Exceptions (49 CFR 175.8)

There are operator exceptions to the transport of HM COMAT.

- When an operator transports its own replacement items (spares, COMAT), they can utilize packagings specifically designed for the transport of the aircraft spares and supplies provided that such packagings have at least an equivalent level of protection as required by the HMRs.
- When an operator transports its own replacement items (spares, COMAT), aircraft batteries are not subject to the quantity limitations such as those in 49 CFR 172.101 and 175.75(c).
- Tires that are inflated to a pressure not greater than their rated inflation pressure, are not subject to the requirements of the HMRs. (See 49 CFR 173.307)
- Other exceptions as outlined in 49 CFR 175.8

All COMAT received from Repair Stations and Parts Suppliers shall be scrutinized to determine if the material is HM before introducing it into the transportation system.

C. Storage / Disposal of COMAT (Non-Transport)

Within a facility, all hazardous material aircraft components and consumable materials must be readily identifiable. All of these items such as Chemical Oxygen Generators must be moved, stored and handled in accordance with OSHA and any other regulatory requirements. Disposal of unserviceable aircraft components and consumable materials must be done in accordance with all Federal, State and local requirements.

III. LOADING / STOWAGE / HANDLING PROCEDURES

No employee, agent, or contract employee, unless trained in this function, may load or transport aboard an aircraft any HM unless the shipment has met acceptance and packaging requirements, and the Pilot-In-Command notification has been completed (See 49 CFR 175.30 and 175.33).

A. Storage Incidental to Transport/Movement

Title 49 CFR Part 171.1 contains information designed to clarify and define the applicability of the HMRs regarding persons and functions. Included in this section under Transportation Functions (171.1(c)(4)), is further information on the Storage Incidental to Transport/Movement. It defines the term and clarifies that Storage Incidental to Transport/Movement does not include storage of a HM once it has arrived at its final destination as shown on the transport document.

B. Stowage and Segregation

For stowage on an aircraft, in a cargo facility, or at any other area at an airport designated for the stowage of HM, packages containing HM which might react dangerously with one another may not be placed next to each other or in a position that would allow a dangerous interaction in the event of leakage. At a minimum, the segregation instructions prescribed in the Segregation Table below **must** be followed to maintain acceptable segregation between packages containing HM with different hazards. The Segregation Table instructions apply whether or not the class or division is the primary or subsidiary risk. (See 49 CFR 175.78)

Segregation Tables

Hazard Label	Class or Division							
	1	2	3	4.2	4.3	5.1	5.2	8
1	Note 1	Note 2	Note 2	Note 2	Note 2	Note 2	Note 2	Note 2
2	Note 2	----	----	----	----	----	----	----
3	Note 2	----	----	----	----	X	----	----
4.2	Note 2	----	----	----	----	X	----	----
4.3	Note 2	----	----	----	----	----	----	X
5.1	Note 2	----	X	X	----	----	----	----
5.2	Note 2	----	----	----	----	----	----	----
8	Note 2	----	----	----	X	----	----	----

Section 175.78(c) Instructions for using the Segregation Table are as follows:

- (1) Hazard labels, classes or divisions not shown in the table are not subject to segregation requirements.
- (2) Dashes at the intersection of a row and column indicate that no restrictions apply.
- (3) The letter “X” at the intersection of a row and column indicates that packages containing these classes of hazardous materials may not be stowed next to or in contact with each other, or in a position which would allow interaction in the event of leakage of the contents.
- (4) Note 1. “Note 1” at the intersection of a row and column means the following:
 - (i) Only explosive in in Division 1.4, compatibility group S, are permitted to be transported on passenger aircraft. Only the follow explosives may be transported on a cargo aircraft:
 - (A): Division 1.3: Compatibility Groups C, G
 - (B): Division 1.4: Compatibility Groups B, C, D, E G, S
 - (ii) The extent to which explosives may be stowed together in an aircraft is determined by their “compatibility”. Explosives are considered to be compatible if they can be stowed together without significantly increasing either the probability of an accident, or, for a given quantity, the magnitude of the effects of such an accident.
 - (iii) Explosives in Compatibility Group S may be stowed with explosives in all compatibility groups
 - (iv) Except as provided in (v) below; explosives of different compatibility groups may be stowed together whether or not they belong to the same division.
 - (v) For explosives of different division numbers and compatibility groups, the segregation scheme shown in the table below must be followed in order to maintain acceptable distances between such packages.

Separation of explosive substances and articles table

Division and Compatibility Group	1.3C	1.3G	1.4B	1.4C	1.4D	1.4E	1.4G	1.4S
1.3C			X					
1.3G			X					
1.4B	X	X		X	X	X	X	
1.4C			X					
1.4D			X					
1.4E			X					
1.4G			X					
1.4S								

An “X” at the intersection of a row and column indicates that explosives of these divisions and compatibility groups must be loaded into separate unit load devices and, when stowed aboard the aircraft, the unit load devices must be separated by other cargo with a minimum separation distance of 6.5 feet (2 m). **When not loaded in a unit load device these explosives must be loaded into different, non-adjacent loading positions and separated by other cargo with a minimum separation distance of 6.5 feet (2 m).**

- (5) Note 2. “Note 2” at the intersection of a row and column means that other than explosives of Division 1.4, Compatibility Group S, explosives may not be stowed together with that class.
- (6) Packages containing hazardous materials with multiple hazards in the class or divisions, which require segregation in accordance with the Segregation Table need not be segregated from other packages bearing the same UN number.
- (7) A package labeled “BLASTING AGENT” may not be stowed next to or in a position that will allow contact with a package of special fireworks or railway torpedoes.

Poisons: Packages bearing the poison/toxic or infectious substance label may not be stowed in a ground facility or transported in the same compartment of an aircraft with material known to be foodstuffs, feed, or any other edible material intended for consumption by humans or animals unless loaded in separate ULD’s which are not adjacent to each other.

Radioactive Materials (RAM): The total TI and separation distances of all of the packages loaded on the aircraft are outlined in 49 CFR 175.100, 175.701, 175.702, and 175.706 and will be transported as indicated.

Carbon Dioxide, solid / Dry Ice: May be carried only if the suitable arrangements have been made based on aircraft type, aircraft ventilation rates, the method of packing and stowing, and whether animals will be carried. The operator must ensure ground staff is informed that dry ice is being loaded or is on board. (See 49 CFR 175.900)

C: Pre-Board Inspection

General Inspection - No employee, agent, or contract employee shall load any package, outside container, or overpack containing HM aboard an aircraft, into a freight container, or onto a pallet prior to loading it aboard an aircraft unless immediately before doing so that person has inspected the exterior of the package, outside container, or overpack and determined that it has no holes, leakage, or other obvious indications that its integrity has been compromised. (See 49 CFR 175.30)

Unit Load Devices (ULDs) containing HM must be inspected for damage or leakage prior to being loaded on the aircraft. (See 49 CFR 175.88) Packages, overpacks, or ULDs containing HM must be inspected after being unloaded from the aircraft. Any evidence of leakage or damage requires further inspection of the aircraft and the ULD (if applicable) where the HM was stowed. (See 49 CFR 175.90)

Radioactive Materials (RAM)

Radioactive Contamination - Aircraft used routinely for the transport of Class 7 (radioactive) materials shall be periodically checked for radioactive contamination. If the

level of contamination exceeds 0.5 millirem per hour the aircraft must be taken out of service and may not again be placed in service or routinely occupied until the radiation dose rate at any accessible surface is less than 0.5 millirem per hour and there is no significant removable radioactive surface contamination. (49 CFR 175.705)

Separation Distances for Animals - The separation distance between the surfaces of all Radioactive Yellow II and Yellow-III packages, overpacks, or freight containers must be separated from live animals by a distance of at least 0.5 meters (20 inches) for journeys not exceeding 24 hours and at least 1.0 meters (39 inches) for journeys longer than 24 hours. (49 CFR 175.701-702)

Passenger Aircraft - In addition to any other requirement, packages requiring a radioactive Yellow II or III label must meet the following loading requirements:

- 1) The RAM must be intended for use in, or incident to, research or medical diagnosis or treatment as indicated by the shipper's certification required by 49 CFR 172.204(c)(4).
- 2) No single package carried by a passenger carrying aircraft may exceed a transport index (TI) of 3.0. The combined TI and combined critical index of all the packages on the aircraft may not exceed 50 (49 CFR 175.700(b)(1)(ii))
- 3) Each package must be loaded and carried on the aircraft in accordance with the separation distance or approved pre-designated area system specified in 49 CFR 175.701 and be secured so as to prevent any movement in flight which would damage or change the orientation of the package.

Cargo-Only Aircraft - In addition to any other requirement, packages requiring a radioactive Yellow II or III label must meet the following loading requirements:

- 1) No single package carried on a cargo-only aircraft may exceed a TI of 10.0. The combined TI of all the packages on the aircraft may not exceed 200. The combined critical index of all the packages on the aircraft may not exceed 50 on non-exclusive use cargo aircraft, or 100 on exclusive use cargo aircraft of fissile material (additional instructions must be developed by both shipper and carrier)
- 2) The total TI of all of the packages loaded on the aircraft does not exceed 200.00 and each package is loaded and carried on the aircraft in accordance with the separation distance of 49 CFR 175.702 and be secured so as to prevent any movement in flight which would damage or change the orientation of the package.
- 3) The TI for any group of packages cannot exceed 50.0 and each group must be separated by at least 20 feet from any other as measured from the outer surface of each group. For purposes of this paragraph, the term "group of packages" means packages that are separated from each other in aircraft by a distance of 20 feet or less.

Quantity and Loading Tables

For Passenger Aircraft

	Accessible Compartment		Inaccessible Compartment
	Not in a freight container	In a freight container	Regardless of whether or not in a freight container
Net weight of Hazardous Material <small>Note 4</small>	No limit	25 kg of hazardous material <small>Notes 1, 2</small>	25 kg of hazardous material <small>Notes 1, 3</small>

For Cargo Aircraft Only

	Accessible Compartment			Inaccessible Compartment
	Not in a freight container		In a freight container	Regardless of whether or not in a freight container
	Stored in accessible Manner	Stored in an inaccessible manner		
Material authorized for passenger carrying aircraft	No limit	25 kg of hazardous material <small>Note 1, 3</small>	25 kg of hazardous material <small>Note 1, 2</small>	25 kg of hazardous material <small>Note 1, 3</small>
Material authorized aboard cargo aircraft only	No limit	Forbidden	No limit if accessible Forbidden if inaccessible	Forbidden

Notes:

1. For compressed gases, an additional 75kg of Division 2.2 material is authorized
2. This limit applies per CONTAINER
3. This limit applies per COMPARTMENT. A compartment means a space formed by solid walls or bulkheads with a solid flooring and ceiling
4. Class 9, ORM-D, Limited or Excepted Quantity material are exempt from quantity limits

Additional Exceptions for Cargo Only Aircraft (see 49 CFR 175.75)

The following may be carried on cargo aircraft in a location which is inaccessible to a crewmember during flight and are not subject to weight limitations:

- Class 3, PGIII (unless the substance is also labeled as CORROSIVE)
- Class 6 (unless the substance is also labeled FLAMMABLE LIQUID (PGII and III only))
- Class 7 (radioactive) materials unless the hazardous material meets the definition of another hazard class
- Class 9, ORM-D, limited quantity or excepted quantity material

Orientation and Securing of HM Packages –

A package containing HM marked or labeled to indicate proper orientation will be loaded and secured in accordance with such markings or labels. Liquid HM without such markings will be loaded and secured with closures up. HM packages will be secured to prevent any movement in flight that would result in damage to or change in orientation of the packages. (See 49 CFR 175.88)

HM Location and Quantity Limitations Aboard Aircraft

No HM package may be carried in the cabin of a passenger-carrying aircraft or on the flight deck of any aircraft. HM may be carried in a main deck cargo compartment of a passenger aircraft provided that the compartment is inaccessible to passengers and that it meets all certification requirements for a Class B aircraft cargo compartment in 14 CFR 25.857(b) or for a Class C aircraft cargo compartment in 14 CFR 25.857(c).

Cargo-Only Aircraft (CAO) Packages

Each CAO package must be loaded in such a manner that a crew member or other authorized person can see, handle, and when size and weight permit, separate such packages from other cargo during flight. See 49 CFR 175.75(e) for exceptions to this requirement.

D: Emergency Response Information

A HM shipment shall not be accepted without emergency response information immediately available. Emergency response information means information that can be used in the mitigation of an incident involving HM. This information may come in the form of a North American Emergency Response Guidebook (ERG), Safety Data Sheet (SDS), the ICAO “Emergency Response Guidance for Aircraft Incidents Involving Dangerous Goods” (ICAO Redbook), or equivalent information as provided by the shipper. Emergency response information must be immediately available where the HM is received, stored, or handled during transportation. Emergency response information must also be immediately available onboard the aircraft while HM is being transported. (See 49 CFR 172.600(d) for Exceptions)

An emergency response telephone number shall be provided on the shipping document offered with HM packages. See 49 CFR 172.604(d) for additional information on when an emergency response telephone number is not required. The ERG can be ordered or downloaded at <http://phmsa.dot.gov/hazmat/outreach-training/publications>

IV. PILOT-IN-COMMAND NOTIFICATION

The Pilot-In-Command (PIC) must be given accurate and legibly written information as early as practicable before departure which specifies at least the following: identification number, proper shipping name, hazard class or division number, packing group, total number of packages, and net quantity or gross weight for each HM package, location aboard as an external-load, confirmation that no damage or leaking packages have been loaded. For RAM, the number of packages, overpacks, or ULDs/freight containers, category, transport

index (if applicable), and their location aboard the aircraft are required. (See 49 CFR 175.33)

The date of the flight must be listed and the telephone number of a person not aboard the aircraft from whom the information contained in the notification of the PIC can be obtained must be included on the notification unless the number is in a location in the cockpit that is available and known to the flight crew. (See 49 CFR 175.33(a)(7-8)). Additionally, a confirmation the package must be carried on cargo aircraft if it is forbidden on passenger-carrying aircraft and an indication, when applicable, that a hazardous material is being carried under terms of a special permit. (see 49 CFR 175.33 (a)(9-10)).

A copy of each notification of pilot-in-command must be retained at the point of departure or at the air operator's principal place of business for 90 days. This information must be readily accessible at the point of departure and at the intended point of arrival for external-loads for the duration of the flight leg. The information must be immediately available to any representative of a Federal, State or local government agency who is responding to an incident involving the flight. (See 49 CFR 175.33(c))

If the PIC loads the aircraft, that individual must perform the pre-board inspection required. If someone other than the PIC loads the aircraft and conducts the pre-board inspection, that person must provide the PIC with written notification. A copy of the PIC notification must be readily available to the PIC during flight. Emergency response information concerning HM on board must be available to the PIC. (See 49 CFR 172.602 (c)(1))

V. SPECIAL FLIGHTS / SPECIAL PERMITS (EXEMPTIONS)

Specific requirements for the transport of flammable liquid fuel when other means of transportation are impracticable, on small passenger-carrying aircraft operating within the State of Alaska or into a remote area, in other than scheduled passenger operations, and on a cargo aircraft, is authorized only when the provisions of 49 CFR 175.310 are met. Operations covered by 175.310 require additional conditions and limitations to be accepted by our FAA POI with coordination from the FAA Hazardous Materials Office (49 CFR 175.310(e)).

Flights made under the provisions of a DOT Special Permit or Competent Authority Approval (CA) must comply with the conditions specified in the Special Permit or CA.

Any approved Special Permit or CA shall be retained as an Appendix to this manual.

Information regarding the exception for aerial dispensing or expending of HM may be obtained from the FAA POI with coordination from the FAA Hazardous Materials Office. (See 49 CFR 175.9)

VI. HM EXCEPTIONS FOR PASSENGER AND CREW MEMBERS

Certain materials that are normally regulated as HM are excepted from the HMR when carried by aircraft passengers or crewmembers. A summary of commonly utilized exceptions of these are provided in paragraph A below. All available exceptions are listed in 49 CFR, Part 175.10 which can be found electronically at <http://www.ecfr.gov>. Additionally, the following website provides basic information to assist travelers in determining items which are/are not authorized to be carried by aircraft: http://www.faa.gov/about/initiatives/hazmat_safety. A current copy of 49 CFR, Part 175.10 will be readily available and maintained for reference.

A. HM Carried by Passenger or Crew Members

Personal use items commonly carried by passenger or crew members are subject to the following conditions:

- 1) Non-radioactive medicinal or toiletry articles (including aerosols) may be carried in checked or carry-on baggage. Release devices on aerosols must be protected by a cap or other suitable means to prevent inadvertent release.
- 2) Any Division 2.2 aerosol with no subsidiary risk and a protective cap (checked baggage only). Release devices on aerosols must be protected by a cap or other suitable means to prevent inadvertent release.
- 3) The aggregate quantity of all HM items carried by each person allowed in 1-2 above may not exceed 70 oz. (2 kg) by mass or 68 fl. oz. (2 L) by volume. Each individual container cannot exceed 18 oz. (0.5 kg) by mass or 17 fl. oz. (500 ml) by volume.
- 4) One self-defense spray not exceeding 4 fl. oz. that incorporates a positive means to prevent accidental discharge (checked baggage only).
- 5) One packet of safety matches or a lighter intended for use by an individual when carried on one's person or in carry-on baggage only. Lighter fuel, lighter refills, and lighters containing unabsorbed liquid fuel (other than liquefied gas) are not permitted on one's person or in carry-on or checked baggage.
- 6) Alcoholic beverages containing not more than 24% alcohol by volume or more than 24% and not more than 70% alcohol by volume when in unopened retail packaging not exceeding 5 liters (1.3 gallons) carried in carry-on or checked baggage, with a total net quantity per person of 5 liters (1.3) gallons for such beverages.
- 7) Small arms ammunition for personal use carried by a crewmember or passenger in checked baggage only, if securely packed in boxes or other packaging specifically designed to carry small amounts of ammunition. Ammunition clips and magazines must also be securely boxed.
- 8) Portable electronic devices (for example, watches, calculating machines, cameras, cellular phones, lap-top and notebook computers, camcorders, etc.) containing dry cells or dry batteries (including lithium cells or batteries) and spare batteries and cells for these devices, when carried by passengers or crew members for personal use. Portable electronic devices powered by lithium batteries may be carried in either checked or carry-on baggage. Spare lithium batteries must be carried in carry-on baggage only. Each installed or spare lithium battery must be of a type proven to meet the testing requirements as identified in the UN Manual of Tests and Criteria, Part III, sub section 38.3. Each spare lithium battery must be individually protected so as to prevent short circuits (by placement in original retail packaging or by

otherwise insulating terminals, e.g., by taping over exposed terminals or placing each battery in a separate plastic bag or protective pouch). In addition, each installed or spare battery must comply with the following:

- (i) For a lithium metal battery, a lithium content of not more than 2 grams per battery
 - (ii) For a lithium ion battery, the watt-hour rating must not exceed 100Wh. With approval, portable electronic devices may contain lithium ion batteries exceeding 100 Wh, but not exceeding 160 Wh and no more than two individually protected lithium ion batteries each exceeding 100 Wh, but not exceeding 160 Wh, may be carried per person as spare batteries in carry-on baggage.
 - (iii) For a non-spillable battery, the battery and equipment must conform to 49 CFR 173.159a(d). Each battery must not exceed a voltage greater than 12 volts and a watt-hour rating of not more than 100 Wh. No more than two individually protected spare batteries may be carried. Such equipment and spare batteries must be carried in checked or carry-on baggage.
- 9) Electronic Cigarettes (e cigarettes): A safety alert for operators for the carriage of e-cigarettes and other important alerts can be found at the following link:
http://www.faa.gov/other_visit/aviation_industry/airline_operators/airline_safety/safo/all_safo/

B. Acceptance of Wheelchair / Mobility Aids

Battery-powered wheelchairs/mobility aids can be accepted as checked baggage. Wheelchairs/mobility aids will **NOT** be transported if exhibiting evidence of previous leakage or damage. Wheelchair batteries are classified as "non-spillable", "spillable", "dry sealed" or "lithium-ion" powered. Specific information related to the handling requirements for each type of battery are listed below.

1) Non-Spillable and dry sealed batteries in a Wheelchair/Mobility Aid

Non-Spillable (wet – electric storage) batteries and Batteries, dry, sealed, n.o.s. (commonly referred to as dry batteries including both non-rechargeable types ((sometimes called alkaline batteries)) and rechargeable types (nickel metal hydride and nickel cadmium), may be accepted for transport with the battery attached when properly prepared for shipment provided:

- A visual inspection including removal of the battery, where necessary, reveals no obvious defects.
- The wheelchair or mobility aid design provides an effective means of preventing unintentional activation (e.g., packaging restricts access to activation switch, switch caps or locks, recessed switches, trigger locks, temperature sensitive circuit breakers, etc.)
- The battery must be securely attached to the wheelchair/mobility aid and loaded, stowed, secured and unloaded in an upright position. If this cannot be accomplished, the battery must be removed and handled in accordance with the procedures outlined in paragraph (4) below.
- If removal of the non-spillable battery is required for any other reason, the handling procedures are outlined in paragraph (4) below.

2) Spillable Batteries in a Wheelchair / Mobility Aid

Spillable batteries may be accepted as checked baggage for transport with the battery attached when properly prepared for shipment as follows:

- A visual inspection must not reveal any obvious defects.
- The battery must be disconnected and terminal end cables insulated to prevent short circuits.
- The Pilot-in-Command must be advised either orally or in writing prior to departure as to the location of the spillable battery aboard the aircraft
- The battery must be securely attached to the wheelchair/mobility aid.
- The wheelchair/mobility aid must be loaded, stowed, secured, and unloaded in an upright position (if this cannot be accomplished the battery must be removed).
- If removal of the spillable battery is required, the handling procedures are outlined in paragraph (4) below.

3) Lithium Ion Battery in a Wheelchair/Mobility Aid

When a lithium ion battery-powered wheelchair or other mobility aid is specifically designed to allow its battery to be removed by the user (e.g. collapsible), the battery must be removed and handled in accordance with the procedures outlined in paragraph (4) below. Otherwise, the following procedures must be followed when carried as checked baggage.

- The lithium ion battery must be of a type that successfully passed each test in the UN Manual of Tests and Criteria as specified in 49 CFR §173.185, unless approved by the Associate Administrator.
- A visual inspection must not reveal any obvious defects.
- The battery terminals are protected from short circuits (e.g., enclosed within a battery housing)
- The battery must be securely attached to the mobility aid
- The electrical circuits are isolated
- Must be loaded and stowed in such a manner to prevent its unintentional activation (e.g., packaging restricts access to activation switch, switch caps or locks, recessed switches, trigger locks, temperature sensitive circuit breakers, etc.) and its battery must be protected from short circuiting
- Must be protected from damage by the movement of baggage, mail, service items or other cargo
- The pilot in command is advised either orally or in writing, prior to departure as to the location of the lithium ion battery or batteries aboard the aircraft

4) Battery Removal

If a battery (non-spillable, dry sealed, lithium ion or spillable) is removed from the wheelchair/mobility aid, the removal should be performed by qualified airline personnel only. Each type of battery must be handled as follows:

- Non-spillable battery:
 - Battery is disconnected and the battery terminals are protected to prevent short circuit. Battery must be placed in a strong, rigid packaging marked “NONSPILLABLE BATTERY” (unless fully enclosed in a rigid housing that is properly marked).

- Dry Sealed battery:
 - Battery is disconnected and the battery terminals are protected to prevent short circuit. The battery is removed and placed in a strong, rigid packaging material marked with the words “not restricted”
- Lithium Ion:
 - The battery must be removed from the wheelchair/mobility aid according to the instructions provided by the wheelchair or other mobility aid owner or its manufacturer.
 - The battery must be carried in carry-on baggage only
 - Battery terminals must be protected from short circuits by placement in original retail packaging or otherwise insulating the terminal (e.g. by taping over exposed terminals or placing each battery in a separate plastic bag or protective pouch)
 - The battery must not exceed 25 grams aggregate equivalent lithium content; and
 - A maximum of one spare battery not exceeding 25 grams aggregate equivalent lithium content or two spares not exceeding 13.5 grams aggregate equivalent lithium content each may be carried.
 - The pilot in command is advised either orally or in writing, prior to departure as to the location of the lithium ion battery or batteries aboard the aircraft
- Spillable batteries:
 - Battery is removed and placed in strong rigid packaging
 - The packaging must be leak-tight and impervious to battery fluid. An inner liner may be used to satisfy this requirement if there is absorbent material placed inside of the liner and the liner has a leak proof closure;
 - The battery must be protected against short circuits, secured upright in the packaging, and be packaged with enough compatible absorbent material to completely absorb liquid contents in the event of rupture of the battery; and
 - The packaging must be labeled with a CORROSIVE label, marked to indicate proper orientation, and marked with the words “Battery, wet, with wheelchair.”
 - The Pilot-in-Command must be advised either orally or in writing prior to departure as to the location of the spillable battery aboard the aircraft

C. Portable Oxygen Concentrators (POC)

Only POCs approved and transported in accordance with FAA Advisory Circular 120-95 may be carried. Current information pertaining to POC's can be found at

http://www.faa.gov/about/initiatives/cabin_safety/portable_oxygen/

VII. REPAIR STATION NOTIFICATION

Each repair station regulated under 49 CFR Parts 171-180 performing work for or on our behalf must be notified in writing of our policies and operation specifications pertaining to its “Will Carry” HM status in accordance with 49 CFR 121.1005(e) or 135.505(e). It is acceptable to notify all repair stations our HM policies and operation specifications.

Each repair station must acknowledge receipt of the above notification. A record of the acknowledgement receipt should be kept together with the notification. **(See Appendix E, Repair Station Notification)**

VIII. NOTIFICATION OF HM INCIDENTS, DISCREPANCIES AND REQUIRED REPORTS**A. Reporting of Incidents (See 49 CFR 171.15)**

- 1) A HM incident shall be reported, as soon as practical but no later than 12 hours after the occurrence of the incident, by telephone to the National Response Center (NRC) at 800-424-8802 (toll free), email: NRC@uscg.mil, or online at <http://www.nrc.uscg.mil>. This includes incidents that occur during the course of transportation (including loading, unloading, or temporary storage) in which:
 - a) A person is killed; or
 - b) A person receives injuries requiring admittance to a hospital, or
 - c) The general public is evacuated for one hour or more, or
 - d) A major transportation artery or facility is closed or shut down for one hour or more, or
 - e) The operational flight pattern or routine of an aircraft is altered; or
 - f) Fire, breakage, spillage, or suspected radioactive contamination occurs involving a radioactive material, or
 - g) Fire, breakage, spillage, or suspected contamination occurs involving an infectious substance other than a regulated medical waste, or
 - h) A release of a marine pollutant occurs in a quantity exceeding 450 L (119 gallons) or 400 kg (882 pounds) for a solid, or
 - i) During transportation by aircraft, a fire, violent rupture, explosion or dangerous evolution of heat (i.e. an amount of heat sufficient to be dangerous to packaging or personal safety to include charring of packaging, melting of packaging, scorching of packaging, or other evidence) occurs as a direct result of a battery of battery powered device.
 - j) A situation exists of such a nature (e.g., a continuing danger to life exists at the scene of the incident) that, in the judgment of the person in possession of the hazardous material it should be reported to the NRC even though it does not meet the criteria of paragraph 1)(a) through (i) of this section.
- 2) In addition to the reporting requirements of this part, an aircraft operator shall notify the offeror at the earliest practicable moment following any incident in which there has been breakage, spillage, or suspected radioactive contamination involving Class 7 (radioactive) materials shipments.

-
- 3) **Filing an Incident Report** (See 49 CFR 171.16) A report shall be submitted on DOT Form F 5800.1 (01-2004), within 30 days of the date of discovery, for each incident that occurs during the course of transportation (including loading, unloading, or storage, incidental thereto) in which any of the circumstances set forth in 49 CFR 171.15(b) occurs, there has been an unintentional release of hazardous materials from a package or quantity of hazardous waste has been discharged during transportation, or undeclared hazardous materials are found in cargo or baggage.
- Exception: Undeclared hazardous materials discovered in baggage during the airport screening process are not subject to filing a DOT F5800.1. Such items in baggage must be reported as a discrepancy per 49 CFR 175.31. (See Section VII.B)***

A copy of DOT Form F 5800.1 (01-2004) will be forwarded to:

- a) Information Systems Manager, PHH-60
Pipeline and Hazardous Materials Safety Administration
Department of Transportation, East Building
1200 New Jersey Ave., SE
Washington, DC 20590-0001, or
- b) Online at: <https://hazmatonline.phmsa.dot.gov/incident>, and
- c) The nearest FAA Security Office in the region of discovery.

Instructions for completing DOT Form F 5800.1 (01-2004) are included in **Appendix D**. A written or electronic copy of the incident report will be retained for 2 years and will be made available within 24 hours of a request for the report by an authorized representative or special agent of the Department of Transportation.

B. Reporting of Discrepancies (See 49 CFR 175.31)

- 1) In the event of a discrepancy relative to the shipment of hazardous material following its acceptance for transportation aboard an aircraft, notification to the nearest FAA Regional or Security Field Office, by telephone or electronically, shall be made as soon as practicable, and shall provide the following information:
 - a. Name and Telephone number of the person reporting the discrepancy.
 - b. Name of the aircraft operator.
 - c. Specific location of the shipment concerned.
 - d. Name of the shipper.
 - e. Nature of discrepancy.
 - f. Address of the shipper or person responsible for the discrepancy, if known.
- 2) Packages or baggage which are found to contain hazardous materials subsequent to their being offered and accepted as other than hazardous materials (undeclared) must be reported.
- 3) Discrepancies involving hazardous materials which are improperly described, certified, labeled, marked, or packaged, in a manner not ascertainable when accepted under 175.30(a), must be reported.

EMERGENCY RESPONSE CONTACT LISTS

National Incident Response Contacts

<u>CONTACT</u>	<u>PHONE NUMBER</u>
National Response Center (NRC) (See Section VII.A)	(800) 424-8802
<u>For Radioactive Materials:</u>	
Department of Energy (DOE)	(202) 586-8100
Nuclear Regulatory Commission	(301) 816-5100

In addition to the contacts listed above, current local listing of emergency contacts at each station where operations are conducted will be maintained. At a minimum, the list will contain the following telephonic contact information:

Local Incident Response Contacts

<u>CONTACT</u>	<u>PHONE NUMBER</u>
Local FAA Security & Hazardous Materials Field Office	9007-271-5003
FAA Regional Operations Center (24-hour contact)	
FAA Flight Standards District Office (FSDO) (Holding FAA Certificate)	907-271-2000
Local Airport Police	907-266-2575
Local Fire Department	911
Local Ambulance/Hospital	911
State Department of Emergency Services	
Disposal of Hazardous Materials	202-586-8100
<u>For Radioactive Materials:</u>	
State Radiation Control	

NOTES:

- The North American Emergency Response Guidebook (ERG) is a valuable resource to have for handling HM incidents. The website link for the ERG can be found at <http://phmsa.dot.gov/hazmat/outreach-training/publications>
- The Emergency Response Telephone number provided on the Dangerous Goods Declaration (shipping papers) should be utilized as a resource in a HM incident.

PART TWO**HAZARDOUS MATERIALS TRAINING PROGRAM****I. REQUIREMENTS**

No crewmember or person shall perform or directly supervise any hazardous material (HM) job function to include acceptance, rejection, handling, storage incidental to transport, packaging of company material (COMAT), or loading of cargo and baggage, unless that person has satisfactorily completed our FAA-approved initial or recurrent hazardous materials program within the past 24 months.

A record of the satisfactory completion of the initial and recurrent hazmat training for each individual within the preceding 3 years shall be maintained. These records will be available at the location where the personnel perform such duties, and will be maintained for as long as the employee is performing HM duties, and for 90 days thereafter. Training records for all direct employees, independent contractors, subcontractors, and any other person who performs or directly supervises a HM function must be available upon request. Records may be maintained electronically and provided on location electronically.

The content of the HM Training Records must include:

- a. The individuals name,
- b. The most recent training completion date,
- c. A description, copy or reference to training materials used to meet the training requirement,
- d. The name and address of the organization providing the training, and
- e. A copy of the certification issued when the individual was trained, which shows that a test has been completed satisfactorily.

If a person is utilized under an exception (new hire or new job function) in 14 CFR 121.1005(b) or 135.505(b), a record must be maintained in accordance with 14 CFR 121.1007(d) or 14 CFR 135.507(d). Exceptions for persons who work for more than one certificate holder are specified in 14 CFR 121.1005(c) or 135.505(c). An exception for operating at foreign locations is specified in 14 CFR 121.1005(f) or 135.505(f).

II. TRAINING CURRICULUM & REFERENCE TABLE

All materials and regulations used in our training curriculum must be current and valid at the time of the training. Part 121 and 135 hazardous material training requirements can be found in 14 CFR Part 121, Subpart Z online at: <http://www.ecfr.gov>

Our training program will satisfy the requirements in the Training Reference Table and 49 CFR Parts 171 through 180. The training required is based on the functions being performed. Each trained person will be able to recognize items that contain or may contain regulated hazardous materials. A method to answer all questions prior to testing regardless of the method of instruction will be provided. We will certify that each trainee has been satisfactorily tested and verify understanding of the HM regulations and our policies.

TRAINING REFERENCE TABLE

Table 1. Operators That Transport Hazardous Material - Will-Carry Certificate Holders						
Aspects of transport of hazardous materials by air with which they must be familiar, as a minimum (See Note 1)	Shippers (See Note 2)	Operators and ground-handling agent's staff accepting hazardous materials (See note 3)	Operators and ground-handling agents staff responsible for the handling, storage, and loading of cargo and baggage	Passenger-handling staff	Flight crew members and load planners	Crew members (other than flight crew members)
General philosophy	X	X	X	X	X	X
Limitations	X	X	X	X	X	X
General requirements for shippers	X	X				
Classification	X	X				
List of hazardous materials	X	X			X	
General Packing requirements	X	X				
Labeling and marking	X	X	X	X	X	X
Hazardous materials transport document and other relevant documentation	X	X				
Acceptance procedures		X				
Recognition of undeclared hazardous materials	X	X	X	X	X	X
Storage and loading procedures		X	X		X	
Pilots' notification		X	X		X	
Provisions for passengers and Crew		X	X	X	X	X
Emergency procedures	X	X	X	X	X	X
Note 1 - Depending on the responsibilities of the person, the aspects of training to be covered may vary from those shown in the table.						
Note 2 - When a person offers a consignment of hazmat, including COMAT, for or on behalf of the certificate holder, then the person must be trained in the certificate holder's training program and comply with shipper responsibilities and training. If offering goods on another certificate holder's equipment, the person must be trained in compliance with the training requirements in 49 CFR. All shippers of hazmat must be trained under 49 CFR. The shipper functions in 49 CFR mirror the training aspects that must be covered for any shipper offering hazmat for transport.						
Note 3- When an operator, its subsidiary, or an agent of the operator is undertaking the responsibilities of acceptance staff, such as the passenger handling staff accepting small parcel cargo, the certificate holder, its subsidy, or the agent must be trained in the certificate holder's training program and comply with the acceptance staff training requirements.						

NOTE: The extent of training varies for each person depending on the job function they perform. The material shall be covered in such scope and depth as to provide all persons with sufficient knowledge of applicable HM regulations and procedures to safely accomplish their specific duties.

III. ASPECTS OF HAZARDOUS MATERIALS AIR TRANSPORTATION

At a minimum, our hazardous materials training programs will include the following information for each aspect of hazardous materials air transportation.

General Philosophy

- HM Training Program ~ 14 CFR Subpart Z
- Applicable Regulatory Materials
- Overview of 49 CFR Parts 100-185
- Use of ICAO Technical Instructions ~ 49 CFR 171, Subpart C
- Use of IATA Dangerous Goods Regulations
- Definitions Used in Air Transportation of Hazardous Materials ~ 49 CFR 171.8
- General Transportation Requirements ~ 49 CFR 171.2
- Transport by Aircraft ~ 49 CFR Part 175
- Training Requirements and Recordkeeping ~ 49 CFR 172.700
- Enforcement
- Hazardous Materials Security Awareness

Limitations

- Hazardous Materials Forbidden on Aircraft Under any Circumstances
- Hazardous Materials Forbidden Unless Authorized by Special Permit or Competent Authority Approval (CA)
- Hidden Hazardous Materials
- Hazardous Materials Carried by Passenger or Crew

General Requirements for Shippers

- Shippers Specific Responsibilities and Compliance to Regulations
- Identify and Recognize HM COMAT
 - Hazardous Materials Onboard Aircraft ~ Appendix C
 - Replacement Components
 - Consumable Materials
- Specific HM COMAT Exceptions ~ 49 CFR 175.8
- Facility Storage, Safe Movement and Disposal/Handling Requirements for HM COMAT

Classification

- Hazardous Materials Classification ~ 49 CFR 172.101, 173.2, and 173.2(a)
- Unacceptable Hazardous Materials ~ 49 CFR 172.101, 173.21, and 175.3

List of Hazardous Materials

- Purpose and Use of the Hazardous Materials Tables ~ 49 CFR 172.101
- Proper Shipping Names ~ 49 CFR 172.101 and 172.202
- Hazard Class (Definitions) ~ 49 CFR 172.101 and 173.50 - 173.144
- UN/ID Numbers ~ 49 CFR 172.101 and 172.202
- Packing Group ~ 49 CFR 172.101 and 172.202

General Packing Requirements

- Shippers Responsibilities ~ 49 CFR 171.2(e) and 171.22
- General Packing Requirements ~ 49 CFR 173.24, 173.24(a), and 173.27
- Packing Instructions and Assignments ~ 49 CFR 172.101 and Part 173
- Small Quantity Exceptions ~ 49 CFR 173.4 and 173.4a
- Limited Quantity Exceptions ~ 49 CFR 173.150 – 173.156

Labeling and Marking

- Markings Required on Packages Containing Hazardous Materials 49 CFR 172, Subpart D
- Labels Required on Packages Containing Hazardous Materials ~ 49 CFR 172, Subpart E

Hazardous Materials Transport Document and Other Relevant Documentation

- Shipper's Certification Requirements for Hazardous Materials ~ 49 CFR 172.204
- Shipping Paper Requirements ~ 49 CFR 172.200 and 172.201
- Description of Hazardous Materials Required on Shipping Papers ~ 49 CFR 172.202 and 172.203
- Shipping Papers for Hazardous Materials aboard Aircraft ~ 49 CFR 175.33

Acceptance Procedures

- Acceptance and Rejection Procedures and Requirements for HM ~ 49 CFR 171.2(e), 175.3, and 175.30
- Passenger and Cargo Information Signage Requirements ~ 49 CFR 175.25 and 175.26
- Unit Load Device and Package Inspection ~ 49 CFR 175.88

Recognition of Undeclared Hazardous Materials

- Hidden Shipment Indicators ~ Appendix A
- Suspicious Cargo and Baggage Awareness
- Hazardous Materials Discrepancy/Incident Reporting ~ 49 CFR 171.15, 171.16, 175.31, and Appendix D

Storage and Loading Procedures

- Unit Load Device and Package Inspection ~ 49 CFR 175.88
- Quantity Limitations aboard Aircraft ~ 49 CFR 175.75
- Stowage Compatibility ~ 49 CFR 175.78
- Orientation of Packages ~ 49 CFR 175.88
- Securing Packages ~ 49 CFR 175.88
- Location of Packages ~ 49 CFR 175.75
- Damaged Shipments of Hazardous Materials ~ 49 CFR 175.90

Pilots' Notification

- Notification to Pilot-In-Command ~ 49 CFR 175.33
- Emergency Response Information ~ 49 CFR 172, Subpart G

Provisions for Passenger and Crew

- Hazardous Material Exceptions ~ 49 CFR 175.10

Emergency Procedures

- Use of North American Emergency Response Guidebook (Cargo Facility / Ground Handling)
- Use of ICAO Red Book or similar reference (Onboard Aircraft)

APPENDIX A**HIDDEN SHIPMENT INDICATORS**

Cargo and baggage that are offered under a general description might have hazards that are not apparent. The Hazardous Materials Table in 49 CFR Part 172 is not complete, and shippers and passengers may not be aware of this. Some of these consignments have caused incidents that could have seriously endangered the safety of the aircraft and/or its passengers.

Please be alert to these possible hazards. Items found containing a hazardous material need to be shipped in accordance with the 49 CFR/ICAO Technical Instructions.

NAME	REMARKS
Aircraft Parts/COMAT	May indicate the presence of chemical oxygen generators, flammable liquids/solids, corrosives, compressed gases, radioactive materials in aircraft parts and accessories, or general company materials.
Automobile Parts (car, motor, motorcycle)	May contain cellulose paints, wet batteries, shocks/struts with nitrogen, air bag inflators/air bag modules, etc.
Breathing Apparatus/SCUBA	May indicate compressed air or oxygen cylinders
Bull (or other animal) Semen	May involve use of refrigerant (e.g., Liquid Nitrogen)
Camping Equipment	May contain flammable liquids, gas, or solids
Chemicals	Often found to be hazardous
Cryogenic (Liquid)	Indicates low temperature, low pressure, or non-pressurized gas such as Argon, Helium, Neon, and Nitrogen
Cylinders	May indicate compressed gas
Dental Apparatus	May contain hazardous chemicals such as resins or solvents
Electrical Equipment	May contain magnetized materials or mercury in switch gear and electron tubes
Electrically Powered	May contain wet batteries apparatus (wheelchairs, lawn mowers, golf carts, etc.)
Frozen Fruits, Vegetables	May be packed in Dry Ice (Solid Carbon Dioxide)
Household Goods	May contain hazardous materials such as paint, aerosols, bleaching powder, etc.
Instruments	May conceal barometers, manometers, mercury switches, rectifier tubes, thermometers containing mercury
Laboratory/Testing	May contain various hazardous chemicals
Machinery Parts	May include hazardous chemicals (adhesives, paints, sealants, solvents, etc.)
Medical Supplies/Equipment (Test Kits)	May contain various hazardous chemicals
Pharmaceuticals	May contain various hazardous chemicals

Photo Supplies	May contain various hazardous chemicals
Refrigerators	May contain various hazardous chemicals
Repair Kits	May contain various hazardous materials (adhesives, solvents, cellulose paints, organic peroxides, etc.)
Samples for Testing	May contain various hazardous materials (including infectious substances)
Swimming Pool Supplies	May contain acid, chlorine
Switches in Electrical Equipment or Instrument	May contain mercury
Tear Gas Dispensers	Contains irritating material or pepper gas which is forbidden on passenger aircraft
Toys	May be made of celluloid or other flammable material
Tool Boxes	May contain Flammable gases, liquids, adhesives, Cleaners, Corrosives, Oxidizers, etc.
Vaccines	May be packed in Dry Ice (Solid Carbon Dioxide)

Note 1: Articles which do not fall within the hazardous materials definitions of 49 CFR and which, in the event of leakage, may cause serious cleanup problems or corrosion to aluminum on a long term basis, must be checked by the shipper to at least ensure that the packaging is adequate to prevent leakage during transportation. These may include brine, powered or liquid dyes, pickled foodstuffs, etc.

Note 2: Magnetized material, as defined in 49 CFR, with a gauss reading of more than 0.00525 is forbidden for air transportation and a package with a reading of 0.00525 or less is not regulated. The ICAO and IATA Regulations regulate magnetized material with a reading between 0.002 gauss and 0.00525 gauss, thus requiring a magnetized material label.

APPENDIX B

APPENDIX B

DOT CHART

Hazardous Materials Marking, Labeling & Placarding Guide

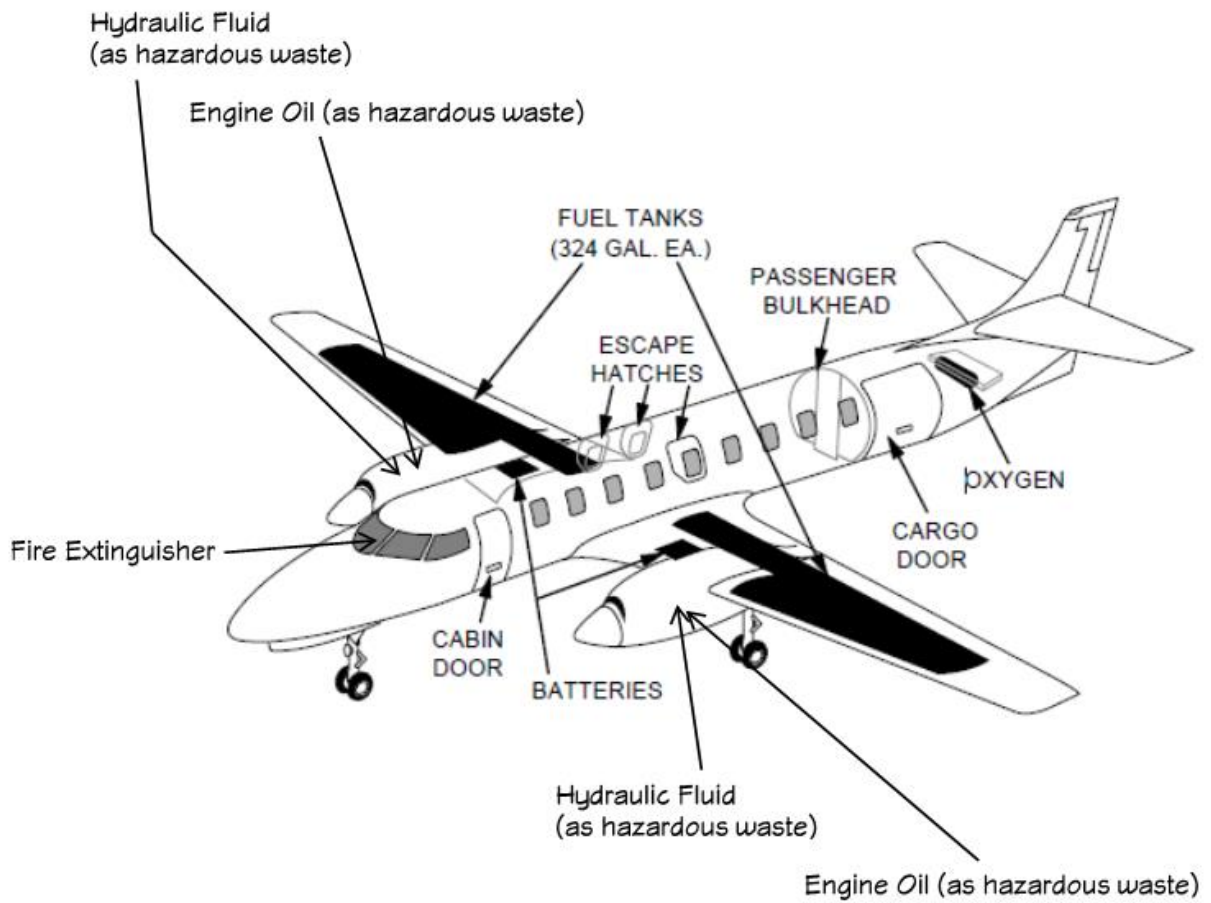
SEE ATTACHED

This DOT CHART is produced by the Pipeline and Hazardous Materials Safety Administration (PHMSA). The most current version will be maintained and is attached. The Chart and other relevant training resources can be found on-line at:

<http://phmsa.dot.gov/hazmat/outreach-training/publications>

APPENDIX C

Hazardous Materials Onboard Aircraft



APPENDIX D

Hazardous Materials Incident Report: DOT Form F 5800.1 (01-2004)

Includes Guide for Preparing Hazardous Materials Incidents Reports

SEE ATTACHED

DOT Form F 5800.1 can now be reported on-line to the DOT. The form can then be printed out and faxed, mailed, or emailed to your local FAA HM Field Office meeting the requirements of air incidents in 49 CFR 171.16.

For assistance in completing the Incident Report Form 5800.1 or any questions regarding the incident reporting requirements, please call the Hazardous Materials Information Center at 800-467-4922. You may also send your question in by email at (phmsa.hm-infocenter@dot.gov).

<http://www.phmsa.dot.gov/hazmat/incident-report>

Notification of Hazardous Material Policies and Operation Specifications

Date:

To:

From: Andrea S. Larson,
General Manager,
TransNorthern

TransNorthern LLC is hereby notifying you of our policies and operation specifications concerning the transport of hazardous materials. This notification is conducted in accordance with the requirements of 14 CFR, Parts 121.1005(e) or 135.505(e). In accordance with 14 CFR 145.206(a), you are required to acknowledge receipt of this notification back to us.

TransNorthern LLC has an FAA approved **Will-Carry HM Program** as follows:
TransNorthern will accept and transport all properly declared and packaged hazardous materials.

TransNorthern will accept and transport properly declared and packaged hazardous materials COMAT only.

TransNorthern will accept and transport all properly declared and packaged hazardous materials with the following exceptions:

None.

APPENDIX F
Non-Radioactive

APPENDIX F

ACCEPTANCE CHECKLIST (Non-Radioactive)

We elect to utilize the IATA Dangerous Goods Checklist for non-radioactive shipments on the following two (2) pages to accept and transport hazardous materials. Upon release of new ICAO/IATA publications, we will update this checklist as required.

**2015
DANGEROUS GOODS CHECKLIST FOR A NON-RADIOACTIVE SHIPMENT**

The recommended checklist appearing on the following pages is intended to verify shipments at origin.

Never accept or refuse a shipment before all items have been checked.

Is the following information correct for each entry?

SHIPPER'S DECLARATION FOR DANGEROUS GOODS (DGD)

	YES	NO*	N/A
1. Two copies in English and in the IATA format including the air certification statement [8.1.1, 8.1.2, 8.1.6.12].....	<input type="checkbox"/>	<input type="checkbox"/>	
2. Full name and address of Shipper and Consignee [8.1.6.1, 8.1.6.2].....	<input type="checkbox"/>	<input type="checkbox"/>	
3. If the Air Waybill number is not shown, enter it. [8.1.6.3].....	<input type="checkbox"/>	<input type="checkbox"/>	
4. The number of pages shown [8.1.6.4].....	<input type="checkbox"/>	<input type="checkbox"/>	
5. The non-applicable Aircraft Type deleted or not shown [8.1.6.5].....	<input type="checkbox"/>	<input type="checkbox"/>	
6. If full name of Airport or City of Departure or Destination is not shown, enter it. [8.1.6.6 and 8.1.6.7] Information is optional.....	<input type="checkbox"/>		<input type="checkbox"/>
7. The word "Radioactive" deleted or not shown [8.1.6.8].....	<input type="checkbox"/>	<input type="checkbox"/>	
Identification			
8. UN or ID Number, preceded by prefix [8.1.6.9.1, Step 1].....	<input type="checkbox"/>	<input type="checkbox"/>	
9. Proper Shipping Name and the technical name in brackets for asterisked entries [8.1.6.9.1, Step 2].....	<input type="checkbox"/>	<input type="checkbox"/>	
10. Class or Division, and for Class 1, the Compatibility Group, [8.1.6.9.1, Step 3].....	<input type="checkbox"/>	<input type="checkbox"/>	
11. Subsidiary Risk, in parentheses, immediately following Class or Division [8.1.6.9.1, Step 4].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Packing Group [8.1.6.9.1, Step 5].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity and Type of Packing			
13. Number and Type of Packages [8.1.6.9.2, Step 6].....	<input type="checkbox"/>	<input type="checkbox"/>	
14. Quantity and unit of measure (net, or gross followed by "G", as applicable) within per package limit [8.1.6.9.2, Step 6].....	<input type="checkbox"/>	<input type="checkbox"/>	
15. When different dangerous goods are packed in one outer packaging, the following rules are complied with:			
- Compatible according to Table 9.3.A.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- UN packages containing Division 6.2 [5.0.2.11(c)].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- "All packed in one (type of packaging)" [8.1.6.9.2, Step 6(f)].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Calculation of "Q" value must not exceed 1 [5.0.2.11 (g) & (h); 2.7.5.6; 8.1.6.9.2, Step 6(g)].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Overpack			
- Compatible according to Table 9.3.A. [5.0.1.5.1].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Wording "Overpack Used" [8.1.6.9.2, Step 7].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- If more than one overpack is used, identification marks shown and total quantity of dangerous goods [8.1.6.9.2, Step 7].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Packing Instructions			
17. Packing Instruction Number [8.1.6.9.3, Step 8].....	<input type="checkbox"/>	<input type="checkbox"/>	
18. For lithium batteries in compliance with Section IB, "B" follows the packing instruction [8.1.6.9.3, Step 8].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Authorizations			
19. Check all verifiable special provisions. The Special Provision Number if A1, A2, A4, A5, A51, A81, A88, A99, A130, A190, A191 [8.1.6.9.4, Step 9].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Indication that governmental authorization is attached, including a copy in English and additional approvals for other items under [8.1.6.9.4, Step 9].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Handling Information			
21. The mandatory statement shown for self-reactive and related substances of Division 4.1 and organic peroxides of Division 5.2, or samples thereof, for PBE and for fireworks [8.1.6.11.1, 8.1.6.11.2, 8.1.6.11.3 and 8.1.6.11.5].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Name and Telephone Number of a responsible person for Division 6.2 Infectious Substance shipment [8.1.6.11.4].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Name and Title (or Department) of Signatory, Place and Date indicated and Signature of Shipper [8.1.6.13, 8.1.6.14 and 8.1.6.15].....	<input type="checkbox"/>	<input type="checkbox"/>	
24. Amendment or alteration signed by Shipper [8.1.2.6].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO*	N/A
AIR WAYBILL—HANDLING INFORMATION			
25. The statement "Dangerous goods as per attached Shipper's Declaration" or "Dangerous Goods as per attached DGD" [8.2.1(a)]	<input type="checkbox"/>	<input type="checkbox"/>	
26. "Cargo Aircraft Only" or "CAO", if applicable [8.2.1(b)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Where non-dangerous goods are included, the number of pieces of dangerous goods shown [8.2.2]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PACKAGE(S) AND OVERPACKS			
28. Packaging conforms with packing instruction and is free from damage or leakage [The relevant PI and 9.1.3]	<input type="checkbox"/>	<input type="checkbox"/>	
29. Same number and type of packagings and overpacks delivered as shown on DGD [9.1.3]	<input type="checkbox"/>	<input type="checkbox"/>	
Markings			
30. UN Specification Packaging, marked according to 6.0.4 and 6.0.5:			
– Symbol and Specification Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– X, Y or Z meets or exceeds Packing Group/Packing Instruction requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Gross Weight within limits (Solids, Inner Packagings or IBCs [SP A179])	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Infectious substance package marking [6.5.3.1]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. The UN or ID number(s) [7.1.4.1(a)]	<input type="checkbox"/>	<input type="checkbox"/>	
32. The Proper Shipping Name(s) including technical name where required [7.1.4.1(a)]	<input type="checkbox"/>	<input type="checkbox"/>	
33. The full name(s) and Address(es) of Shipper and Consignee [7.1.4.1(b)]	<input type="checkbox"/>	<input type="checkbox"/>	
34. For consignments of more than one package of all classes (except ID 8000 and Class 7) the net quantity, or gross weight followed by "G", as applicable, unless contents are identical, marked on the packages [7.1.4.1(c)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Carbon Dioxide, Solid (Dry Ice), the net quantity marked on the packages [7.1.4.1(d)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. The Name and Telephone Number of a responsible person for Division 6.2 Infectious Substances shipment [7.1.4.1(e)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. The Special Marking requirements shown for Packing Instruction 202 [7.1.4.1(f)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Limited Quantities mark [7.1.4.2]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. The Environmentally Hazardous Substance Mark [7.1.5.3]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Labelling			
40. The label(s) identifying the Primary risk as per 4.2, Column D [7.2.3.2; 7.2.3.3(b)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. The label(s) identifying the Subsidiary risk, as per 4.2, Column D [7.2.3.2; 7.2.6.2.3]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. Cargo Aircraft Only label [7.2.4.2; 7.2.6.3]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43. "Orientation" labels on two opposite sides, if applicable [7.2.4.4]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44. "Cryogenic Liquid" labels, if applicable [7.2.4.3]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45. "Keep Away From Heat" label, if applicable [7.2.4.5]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46. "Lithium battery" label, if applicable [7.2.4.7]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47. All required labels are displayed correctly [7.2.6] and all irrelevant marks and labels removed or obliterated [7.1.1; 7.2.1]	<input type="checkbox"/>	<input type="checkbox"/>	
For Overpacks			
48. Packaging Use markings and hazard and handling labels, as required must be clearly visible or reproduced on the outside of the overpack [7.1.7.1, 7.2.7]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49. The word "Overpack" marked if markings and labels are not visible [7.1.7.1]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50. If more than one overpack is used, identification marks shown and total quantity of dangerous goods [7.1.7.2]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GENERAL			
51. State and Operator variations complied with [2.8]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52. Cargo Aircraft Only shipments, a cargo aircraft operates on all sectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53. For IB lithium batteries, one "lithium battery document" with the required information accompanying the consignment [8.1.6.11.7]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			

Checked by: _____

Place: _____ Signature: _____

Date: _____ Time: _____

*** IF ANY BOX IS CHECKED "NO", DO NOT ACCEPT THE SHIPMENT AND GIVE A DUPLICATE COPY OF THIS COMPLETED FORM TO THE SHIPPER.**

APPENDIX F (cont'd)
Radioactive

APPENDIX F

ACCEPTANCE CHECKLIST (Radioactive)

We elect to utilize the IATA Dangerous Goods Checklist for radioactive shipments on the following two (2) pages to accept and transport radioactive hazardous materials. Upon release of new ICAO/IATA publications, we will update this checklist as required

**2015
DANGEROUS GOODS CHECKLIST FOR A RADIOACTIVE SHIPMENT**

The recommended checklist appearing on the following pages is intended to verify shipments at origin.

Never accept or refuse a shipment before all items have been checked.

Is the following information correct for each entry?

SHIPPER'S DECLARATION FOR DANGEROUS GOODS (DGD)

	YES	NO*	N/A
1. Two copies in English and in the IATA format including the air certification statement [10.8.1.2; 10.8.1.4, 8.1.1 and 10.8.3.12.2].....	<input type="checkbox"/>	<input type="checkbox"/>	
2. Full name and address of Shipper and Consignee [10.8.3.1, 10.8.3.2].....	<input type="checkbox"/>	<input type="checkbox"/>	
3. If the Air Waybill number is not shown, enter it. [10.8.3.3].....	<input type="checkbox"/>	<input type="checkbox"/>	
4. The number of pages shown [10.8.3.4].....	<input type="checkbox"/>	<input type="checkbox"/>	
5. The non-applicable Aircraft Type deleted [10.8.3.5].....	<input type="checkbox"/>	<input type="checkbox"/>	
6. If full name of Airport or City of Departure or Destination is not shown, enter it. [10.8.3.6 and 10.8.3.7] Information is optional.....	<input type="checkbox"/>		<input type="checkbox"/>
7. The word "Non-Radioactive" deleted [10.8.3.8].....	<input type="checkbox"/>	<input type="checkbox"/>	
Identification			
8. UN Number, preceded by prefix "UN" [10.8.3.9.1, Step 1].....	<input type="checkbox"/>	<input type="checkbox"/>	
9. Proper Shipping Name [10.8.3.9.1, Step 2].....	<input type="checkbox"/>	<input type="checkbox"/>	
10. Class 7 [10.8.3.9.1, Step 3].....	<input type="checkbox"/>	<input type="checkbox"/>	
11. Subsidiary Risk, in parentheses, immediately following Class [10.8.3.9.1, Step 4] and Packing Group if required for Subsidiary Risk [10.8.3.9.1, Step 5].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity and Type of Packing			
12. Name or Symbol of Radionuclide(s) [10.8.3.9.2, Step 6 (a)].....	<input type="checkbox"/>	<input type="checkbox"/>	
13. A description of the physical and chemical form if in other form [10.8.3.9.2, Step 6 (b)].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. "Special Form" (not required for UN 3332 or UN 3333) or low dispersible material [10.8.3.9.2, Step 6 (b)].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. The number and type of packages and the activity in becquerel or multiples thereof in each package. For Fissile Material the total weight in grams or kilograms of fissile material may be shown in place of activity [10.8.3.9.2, Step 7].....	<input type="checkbox"/>	<input type="checkbox"/>	
16. For different individual radionuclides, the activity of each radionuclide and the words "All packed in one" [10.8.3.9.2, Step 7].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Activity within limits for Type A packages [Table 10.3.A], Type B, or Type C (see attached competent authority certificate).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Words "Overpack Used" shown on the DGD [10.8.3.9.2, Step 8].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Packing Instructions			
19. Category of package(s) or overpack [10.8.3.9.3, Step 9 and Table 10.5.C].....	<input type="checkbox"/>	<input type="checkbox"/>	
20. Transport Index and dimensions (preferably in sequence Length x Width x Height) for Category II and Category III only [10.8.3.9.3, Step 9].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. For Fissile Material the Criticality Safety Index or the words "Fissile Excepted" [10.8.3.9.3, Step 9].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Authorizations			
22. Identification marks shown and a copy of the document in English attached to DGD for the following [10.8.3.9.4, Step 10; 10.5.7.2.2]:			
- Special Form approval certificate.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Low dispersible material approval certificate.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Type B package design approval certificate.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Other approval certificates as required.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Additional Handling Information [10.8.3.11].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Name and Title (or Department) of Signatory, Place and Date indicated [10.8.3.13 and 10.8.3.14] and Signature of Shipper [10.8.3.15].....	<input type="checkbox"/>	<input type="checkbox"/>	
25. Amendment or alteration signed by Shipper [10.8.1.7].....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO*	N/A
AIR WAYBILL—HANDLING INFORMATION			
26. The statement: "Dangerous goods as per attached Shipper's Declaration" or "Dangerous Goods as per attached DGD" [10.8.8.1(a)]	<input type="checkbox"/>	<input type="checkbox"/>	
27. Cargo Aircraft Only or CAO, if applicable [10.8.8.1(b)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Where non-dangerous goods are included, the number of pieces of dangerous goods shown [10.8.8.2]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PACKAGE(S) AND OVERPACKS			
29. Same number and type of packagings and overpacks delivered as shown on DGD	<input type="checkbox"/>	<input type="checkbox"/>	
30. Unbroken transportation seal [10.6.2.4.1.2] and package in proper condition for carriage [9.1.3; 9.1.4]	<input type="checkbox"/>	<input type="checkbox"/>	
Markings			
31. The UN Number [10.7.1.3.1]	<input type="checkbox"/>	<input type="checkbox"/>	
32. The Proper Shipping Name [10.7.1.3.1]	<input type="checkbox"/>	<input type="checkbox"/>	
33. The full Name and Address of the Shipper and Consignee [10.7.1.3.1]	<input type="checkbox"/>	<input type="checkbox"/>	
34. The permissible gross weight if it exceeds 50 kg [10.7.1.3.1]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Type A packages, marked as per 10.7.1.3.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Type B packages, marked as per 10.7.1.3.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. Type C packages, Industrial Packages and packages containing Fissile material marked as per 10.7.1.3.6, 10.7.1.3.3 or 10.7.1.3.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Labelling			
38. Two correctly completed Radioactive Hazard labels on opposite sides [10.7.3.3; 10.7.4.3.1]	<input type="checkbox"/>	<input type="checkbox"/>	
39. Applicable label(s) identifying the Subsidiary [10.7.3.2; 10.7.4.3]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Two Cargo Aircraft Only labels, if required, on the same surface near the Hazard labels [10.7.4.2.4; 10.7.4.3.1; 10.7.4.4.1]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. For fissile materials, two correctly completed Criticality Safety Index (CSI) labels on the same surface as the hazard labels [10.7.3.3.4; 10.7.4.3.1]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. All displayed labels correctly located, affixed, and irrelevant marks and labels removed or obliterated [10.7.1.1; 10.7.2.1; 10.7.4]	<input type="checkbox"/>	<input type="checkbox"/>	
For Overpacks			
43. Packaging markings as required must be clearly visible or reproduced on the outside of the overpack [10.7.1.4.1]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44. If more than one overpack is used, identification marks shown [10.7.1.4.2]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45. Hazard labels reflect total for overpack [10.7.3.4]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GENERAL			
46. State and Operator variations complied with [2.8]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47. Cargo Aircraft Only shipments, a cargo aircraft operates on all sectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48. Packages containing Carbon dioxide solid (dry ice), the marking, labelling and documentary requirements complied with [Packing Instruction 954; 7.1.4.1 (d); 7.2.3.9]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

Checked by: _____

Place: _____ Signature: _____

Date: _____ Time: _____

* IF ANY BOX IS CHECKED "NO", DO NOT ACCEPT THE SHIPMENT AND GIVE A DUPLICATE COPY OF THIS COMPLETED FORM TO THE SHIPPER.