

## How to Fill Out the Shipper's Declaration for Dangerous Goods (DIRECTIONS AND EXAMPLE)

	<p><b>1. SHIPPER</b> This is you. Include “Stanford University” in your address.</p>
	<p><b>2. AIR WAYBILL NO.</b> All shipments by air require an Air Waybill. This number is from that accompanying Air Waybill. The Shipper's Reference Number is an optional number that you can give the package for your own reference.</p>
	<p><b>3. COSIGNEE</b> To whom the package is going. When shipping infectious substances, include the text "Person responsible for the shipment" followed by your name and phone number.</p>
	<p><b>4. TRANSPORT DETAILS</b> State if the shipment is restricted to cargo aircraft only (if it is more than 50 ml or 50 gms of an infectious substance). “X” or cross out “Cargo Aircraft Only”. Leave airport information blank.</p>
	<p><b>5. SHIPMENT TYPE</b> “X” or cross out “Radioactive”.</p>

NATURE AND QUANTITY OF DANGEROUS GOODS							
Dangerous Goods Identification							
Proper Shipping Name	Class or Division	UN or ID No.	Packing group	Subsidiary Risk	Quantity and type of packing	Packing Inst.	Authorization
Infectious substance affecting humans (Vibrio cholerae)	6.2	UN 2814			1 fibreboard box x 1.5 g	602	
Dry ice	9	UN 1845	111		1 box X 21 kg	904	

**6. NATURE AND QUANTITY OF DANGEROUS GOODS**

**Proper Shipping Name:** select from the following

- Infectious substance, affecting humans
- Infectious substance, affecting animals
- Biological Substance
- Dry Ice
- Genetically modified micro-organisms
- Class or Division: 6.2 (Infectious Substance) or 9 (Dry Ice or GMO)

**UN/ID number:**

- Infectious Substance, Humans.....UN 2814
- Infectious Substance, animals.....UN 2900
- Biological.....UN 3373
- Dry Ice.....UN 1845
- GMOs.....UN 3245

**Packing Group:** for dry ice, enter "III". Other materials are not assigned to groups.

**Subsidiary Risk:** leave blank

**Quantity & Type of Packaging:** enter net quantity for each material, using metric units. At bottom of column, put number and type of packages used (i.e. "All packed in one fibreboard box")

**Packing Instructions:** Enter the relevant number:

- Infectious substances, humans and/or animals.....602
- Biological specimens.....650
- Dry Ice.....904
- GMOs.....913

**Authorization:** leave blank

Additional Handling Information

Prior arrangements as required by the IATA Dangerous Goods Regulations 1.3.3.1 have been made.

24 hr. Emergency Contact Tel. No.:CHEMTREC 1-800-424-9300

shipment is made under the provisions of ICAO

**7. ADDITIONAL HANDLING INFORMATION and 24HR  
EMERGENCY CONTACT TEL. NO:**

State "Prior arrangements as required by the IATA Dangerous  
Goods Regulations 1.3.3.1 have been made"

You are required to provide an emergency phone number on the  
DG declaration. Stanford University contracts with **CHEMTREC**  
to provide emergency contact services. Please use this  
CHEMTREC Number on your form: 1-800-424-9300

For additional information concerning CHEMTREC service, see  
the Stanford University Biosafety web site at:

<http://www.stanford.edu/dept/EHS/prod/researchlab/bio/practical.html>

I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.

Name/Title of Signatory  
Robert Edgar, Ed Specialist  
Place and Date Stanford, CA Feb 13, 2008

Signature  
(see warning above)

#### 8. NAME/TITLE OF SIGNATORY

The person who PACKED the box signs and adds the date to verify that the declaration is valid. The name should also be printed clearly above the signature.

**Remember that you must be certified to ship hazardous material before you ship your package! Certification is possible through taking the appropriate course for what you are shipping:**

**EHS-2700-WEB DOT: Shipping Biological Goods or Dry Ice**

**(register for EHS-2700-WEB through STARS)**

**EHS-2600 DOT: Shipping Hazardous Materials**

**(to request EHS-2600 call EH&S at 723-5069)**