Guidance for Completing the Shipper’s Declaration for Dangerous Goods
Select agents and toxins should be classified as a Category A infectious substance. Category A infectious substances are capable of causing permanent disability, life threatening or fatal disease to humans or animals when exposure to them occurs. Individuals shipping Category A infectious substances needs to request a Shipper’s Declaration form from a courier service.

Make sure the form is in color, with the edges in red, text in black, and it appears on a white background. Check with the courier service to see if handwriting is acceptable.
Shipper’s Declaration Form

Individuals completing the Shipper’s Declaration for Dangerous Goods form must provide full name, address, and telephone number of the shipper.
Shipper’s Declaration Form

Individuals completing the Shipper’s Declaration for Dangerous Goods form must provide full name, address, and telephone number of the receiver/consignee.
Shipper's Declaration Form

Air Waybill Number and Number of Pages

The Air Waybill is the standard shipping document for all shipments of goods by air. The shipper or operator must complete the Air Waybill.

The Air Waybill is attached to the Shipper’s Declaration for Dangerous Goods form.

Shippers need to provide the Air Waybill number, the number of pages, and a shipper’s reference number for their own records.
Shipper’s Declaration Form

Aircraft Limitations

Passenger and Cargo aircraft have restrictions on shipment of infectious substances.

For surface transport, there is no maximum quantity per package. For air transport, the NET limits are:

- 50ml or 50g for passenger aircraft
- 4l or 4kg for cargo aircraft

Quantities exceeding 50ml or 50g per package must be shipped using cargo aircraft.

Make sure the box which is not applicable is crossed out.
Shipper’s Declaration Form

Airport of Departure and Airport of Destination

Individuals completing the Shipper’s Declaration for Dangerous Goods form must provide the full name of the airports or cities.

Normally, the carrier provides the official airport code and help complete this section of the form.
Shipper’s Declaration Form

**Shipment Type**

Individuals completing the Shipper’s Declaration for Dangerous Goods form must indicate the presence of radioactive material.

After determining whether or not the shipment contains radioactive material, make sure the box which is **not** applicable is crossed out.
Nature and Quantity of Dangerous Goods (Infectious Substance Affecting Humans)

This section must be completed in **English**.

a. **UN or ID Number:** UN 2814*

b. **Proper Shipping Name:** Enter “INFECTIONOUS SUBSTANCE, AFFECTING HUMANS.”

c. **Class or Division:** Enter “6.2” for infectious substances. For dry ice enter “9” (UN1845, Carbon Dioxide, solid (or) Dry Ice, 9).

d. **Packing Group:** Leave Blank; Does not apply to infectious substances.

e. **Quantity and Type of Packing:** Total net quantity of dangerous goods and outer packaging material (“all packed in one fiberboard box” or “overpack used”) – (also applies to dry ice).

f. **Packing Instruction:** 620 for Category A infectious substances (954 for dry ice).

g. **Authorization:** Leave Blank; Does not apply.

**Note:** Package carriers (i.e., FedEx, UPS) require shippers use hazmat compliance-checking software, and require the Shipper’s Declaration be printed on paper with red hatch marks.

For select toxins proper shipping description is “UN 3462 - Toxins extracted from living sources, solid” or “UN 3172 - Toxins extracted from living sources, liquid.”

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<thead>
<tr>
<th>Class or Division</th>
<th>Quantity and Type of Packing</th>
<th>Proper Shipping Name</th>
<th>UN or ID Number</th>
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<td>6.2</td>
<td>Total net quantity</td>
<td>INFECTIOUS SUBSTANCE, AFFECTING HUMANS.</td>
<td>UN 2814*</td>
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<td>(“all packed in one fiberboard box” or “overpack used”)</td>
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*Note: The asterisk (*) indicates a special note or exception.*
Nature and Quantity of Dangerous Goods (Infectious Substance Affecting Animals)

This section must be completed in **English**.

a. **UN or ID Number:** UN 2900

b. **Proper Shipping Name:** Enter “INFECTIOUS SUBSTANCE, AFFECTING ANIMALS.”

c. **Class or Division:** Enter “6.2” for infectious substances. For dry ice enter “9” (UN1845, Carbon Dioxide, solid (or) Dry Ice, 9).

d. **Packing Group:** Leave Blank; Does not apply to infectious substances.

e. **Quantity and Type of Packing:** Total net quantity of dangerous goods and outer packaging material (“all packed in one fiberboard box” or “overpack used”) – (also applies to dry ice).

f. **Packing Instruction:** 620 for Category A infectious substances (954 for dry ice).

g. **Authorization:** Leave Blank; Does not apply.