



FedEx Ship Manager® Software

# FedEx Ground Hazardous Materials Guide



## Overview

FedEx Ship Manager® Software provides FedEx Ground® hazardous materials shipping enhancements to improve your shipping experience and help facilitate Department of Transportation (DOT) compliance. Shipping of dry ice, small-quantity exceptions and nonhazardous lithium batteries is now available, so you have more ways to take advantage of legendary FedEx reliability.

These improved hazardous materials features are designed to:

- Enhance compliance with DOT rules and regulations. **The DOT is requiring that all shippers include basic identifying information (offeror name) on hazardous materials shipping documentation effective Oct. 1, 2010.**
- Increase your shipping capability for FedEx Ground hazardous materials and Other Regulated Materials — Domestic (ORM-D) shipping through electronic shipping solution support.
- Support hazardous materials laser forms OP-900LL and OP-950 on all FedEx® electronic shipping solutions.
- Enable the addition of UN or NA identification numbers (table) that only allow users to create shipping labels for valid FedEx hazardous materials commodities.
- Enable you to select up to three commodities per package from the hazardous materials table for printing on the OP-900LG, OP-900LL and Hazardous Materials Certification Report (OP-950).
- Allow dry ice shipments to the contiguous 48 U.S. states but not to Alaska or Hawaii.
- Allow small-quantity hazardous materials shipments to the contiguous 48 U.S. states but not to Alaska or Hawaii.
- Allow shipments of lithium batteries to be processed as a nonhazardous material shipment to all 50 U.S. states.

## New Weight Limits

The maximum weight for a hazardous materials package is 70 lbs. (31.75 kg).

The maximum weight for an ORM-D package is 66 lbs. (29.93 kg).

The maximum weight for a small-quantity hazardous materials package is 64 lbs. (29.02 kg).

## Automatic Database Update

The first time an existing hazardous materials commodity (Hazardous materials ID) is used to pre-populate the Add Hazardous Materials screen, the system verifies the fields using the UN/NA ID table and automatically updates the database. A message displays confirming that the database is updated.

## Multiple Commodities Allowed in One Shipment

FedEx Ship Manager Software now allows you to create shipping labels for up to three different compatible commodities in the same shipment.

## Setting Preferences for Hazardous Materials

FedEx Ship Manager Software enables you to configure the offeror name, emergency contact, phone number and packaging type that are defaulted and used for each shipment.

To add a default offeror name, emergency contact, phone number or packaging type, follow these steps:

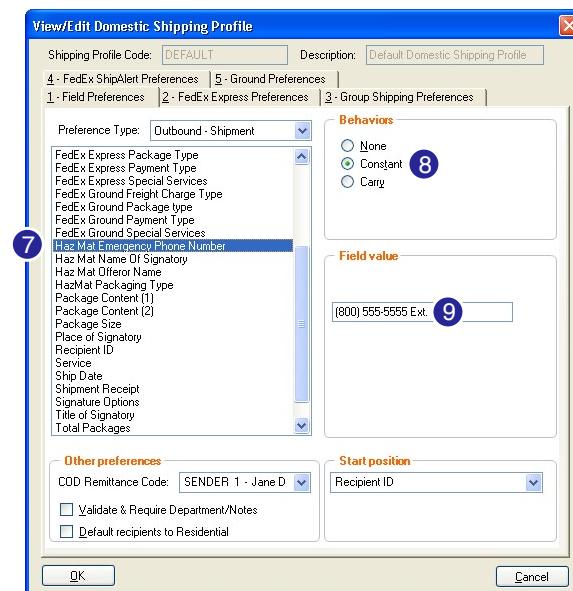
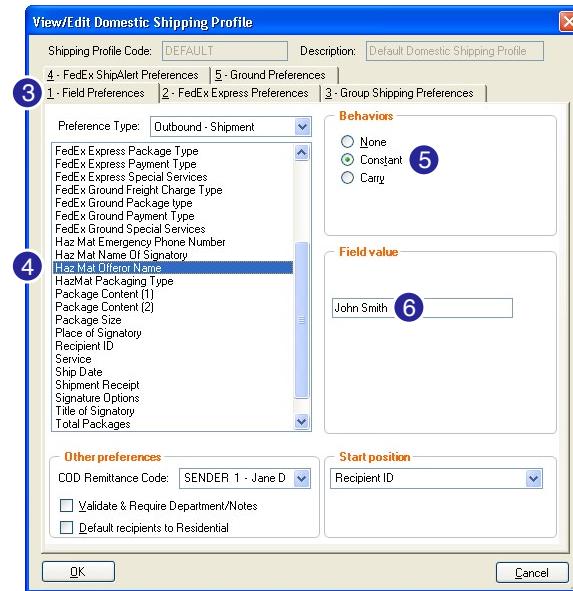
1. Select **Shipping Profiles** from the Customize drop-down menu.
2. Select the appropriate domestic shipping profile and click **View/Edit**.
3. Click the **1-Field Preferences** tab.
4. Scroll and select **Haz Mat Offeror Name** from the Preference Type menu.
5. Click **Constant** in the Behaviors section if you use the same offeror name for all of your hazardous materials shipments.
6. Enter the offeror name in the "Field value" section.

Note: If the offeror name varies from package to package, select **Carry** in the Behaviors section to fill in (repeat) shipping information from the previous package.

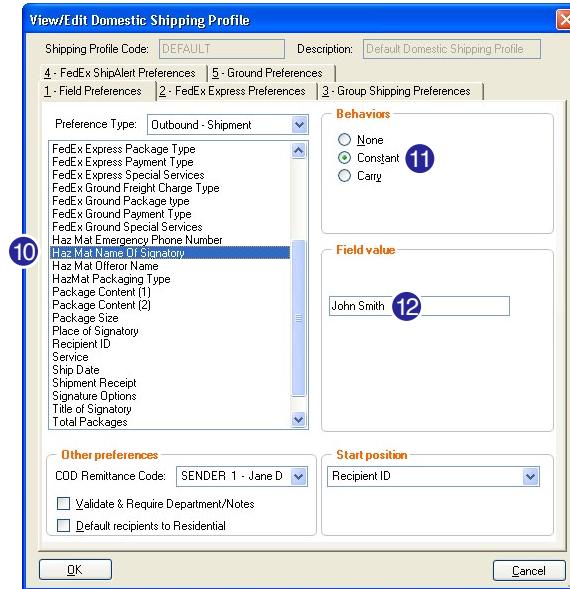
7. Scroll and select **Haz Mat Emergency Phone Number** from the Preference Type menu.
8. Click **Constant** in the Behaviors section if you use the same emergency phone number for all of your hazardous materials shipments.
9. Enter the phone number in the "Field value" section.

Note: If the phone number varies from package to package, select **Carry** in the Behaviors section to fill in (repeat) shipping information from the previous package.

10. Scroll and select **Haz Mat Name Of Signatory** from the Preference Type menu.



11. Click **Constant** in the Behaviors section if the signatory is the same person for all of your hazardous materials shipments.
12. Enter the contact name in the "Field value" section.  
Note: If the signatory varies from package to package, select **Carry** in the Behaviors section to fill in (repeat) shipping information from the previous package.
13. Scroll and select **Haz Mat Packaging Type** from the Preference Type menu.
14. Click **Constant** in the Behaviors section if you use the same packaging type for all of your hazardous materials shipments.
15. Enter the packaging type in the "Field value" section. The packaging type applies to the outer container and not the individual commodity containers.  
Note: If the packaging type varies from package to package, select **Carry** in the Behaviors section to fill in (repeat) shipping information from the previous package.
16. Click **OK** to save your changes. Click **OK** again on the Shipping Profiles screen.



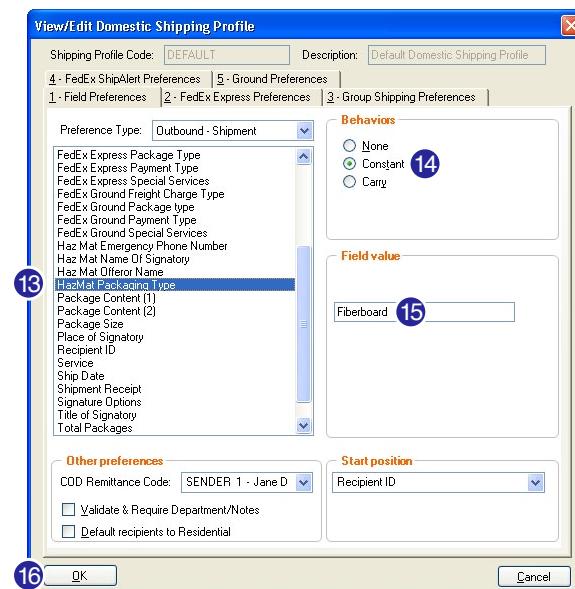
## New Hazardous Materials Shipping Forms

The DOT is requiring that all shippers include basic identifying information (offeror name) on hazardous materials shipping documentation by Oct. 1, 2010. FedEx has made changes to the OP-900 form so that you can comply with this DOT ruling. If you are currently printing the OP-900 form using FedEx Ship Manager Software, you need to use one of the following new forms and may need to change the form settings in FedEx Ship Manager Software:

- OP-900LL (laser form) (see Figure 1)
- OP-900LG (dot matrix) (see Figure 2)

While the new forms are now available for ordering, you should not use them until after your shipping system upgrade. Once your system is upgraded to version 2467 or higher, you should start using the new forms.

Note: Until your new stock arrives, you can continue to use the current OP-900 form until Oct. 1, 2010. Once you receive your new stock and your system is upgraded to version 2467 or higher, you must update your form settings.





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The OP-900LL form consists of four identical copies of a hazardous materials shipping paper template. Each copy includes fields for Account Number, Emergency Contact Number, Shipper Name, Tracking ID, Hazardous Materials Description and Quantity, and a signature/date section. A large red and white hazard stripes border surrounds the form. The top left corner of each copy has the text "HAZARDOUS MATERIALS SHIPPING PAPER". The bottom right corner of each copy has the FedEx Ground logo and the letters "HM". The word "COPY" is printed vertically along the right edge of each copy.

OP-900LL Hazardous Materials Shipping Document (Laser Form)  
Figure 1

The OP-900LG form is a single copy of a hazardous materials shipping document. It includes fields for Account Number, Emergency Contact Number, Shipper Name, Tracking ID, Hazardous Materials Description and Quantity, and a signature/date section. A large red and white hazard stripes border surrounds the form. The top left corner has the text "HAZARDOUS MATERIALS". The bottom right corner has the FedEx Ground logo and the letters "HM". The right side of the form contains instructions for "To Loader" and "To Driver". The bottom right corner has the text "OP-900LG 3/10".

OP-900LG Hazardous Materials Shipping Document (Dot Matrix)  
Figure 2

## Options for Stocking New Hazardous Materials Forms and Pouch

Using any of the options described below, you can order the following new hazardous materials forms and pouch:

- OP-900LL – Laser printed hazardous materials shipping paper.
- OP-900LG – Dot matrix printed hazardous materials shipping paper.
- OP-900LLP – Pouch for use with the OP-900LL only.

### Option 1 – FedEx Customer Service

Call FedEx Customer Service at **1.800.GoFedEx 1.800.463.3339** and order the new hazardous materials stock.

### Option 2 – Local FedEx Ground Terminal

Call the local FedEx Ground terminal and order the new hazardous materials stock.

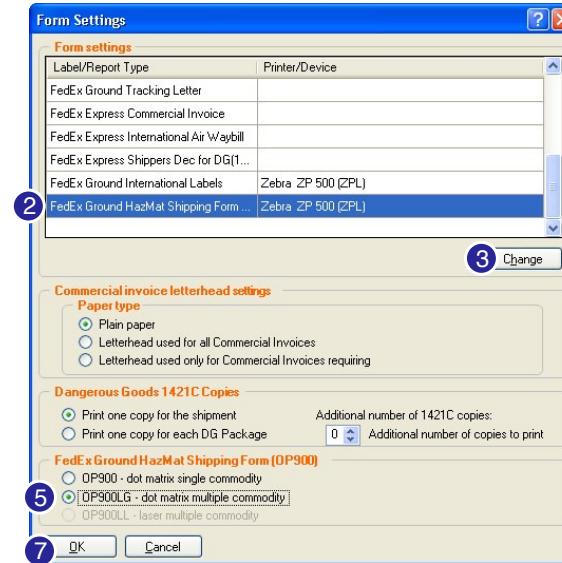
### Option 3 – Local FedEx Ground Driver

Ask the local FedEx Ground driver to bring the new hazardous materials stock to your customer site.

## Changing Form Settings for Hazardous Materials

FedEx enables you to change the hazardous materials form settings in order to use the new compliant shipping forms (OP-900LL and OP-900LG). To change these settings, follow these steps:

1. Select **Forms** from the Customize drop-down menu. The Form Settings screen displays.
2. Select **FedEx Ground HazMat Shipping Form (OP900)** in the "Form settings" section.
3. Click **Change**. The Printer Settings screen displays.
4. Select the appropriate printer or device from the "Available devices" list and click **OK**.
5. If you are using a dot matrix printer and have the new OP-900LG form, click the **OP900LG – dot matrix multiple commodity** radio button in the FedEx Ground HazMat Shipping Form (OP900) section.
6. If you are using a laser printer and have the new OP-900LL form, click the **OP900LL – laser multiple commodity** radio button in the FedEx Ground HazMat Shipping Form (OP900) section.
7. Click **OK** to save your changes. When the resulting popup displays, click **OK**.
8. To align your hazardous materials shipping forms, select **Form Align** from the Utilities drop-down menu and select **OP900LL** or **OP900LG** based on your previous OP-900 shipping form selection.
9. If you selected a dot matrix printer, the OP-900LG shipping form is enabled. Select **OP900LG** to print the OP-900LG shipping form. Adjust the form using the form alignment settings on the printer.
10. If you selected a laser printer, the OP-900LL shipping form is enabled. Select **OP900LL**. The Form Alignment OP900LL screen displays.



11. To adjust the settings in the OP-900LL shipping form, click the appropriate measurement radio button (e.g., **Millimeters**, **Inches**). Enter the appropriate measurements in the Shift from Left, Shift from Right, Shift from Top and Shift from Bottom fields to shift data on the form as follows:
  - Shift from Left – Moves data the specified measurement **from** the left side of the form towards the right.
  - Shift from Right – Moves data the specified measurement **from** the right side of the form towards the left.
  - Shift from Top – Moves data the specified measurement **from** the top of the form towards the bottom.
  - Shift from Bottom – Moves data the specified measurement **from** the bottom of the form towards the top.
 Example 1: If you click the **Millimeters** radio button, enter 5 in the **Shift from Left** field to move the data 5 millimeters farther from the left side of the form.  
 Example 2: If you click the **Inches** radio button, enter .1 in the **Shift from Left** field to move the data .1 inches farther from the left side of the form.

12. Click **Print Test OP900LL** to print a test form to check the alignment.  
Adjust your settings as needed and print the adjusted form.
13. Click **OK** to save your settings.



## Redesigned Hazardous Materials Commodity Screens

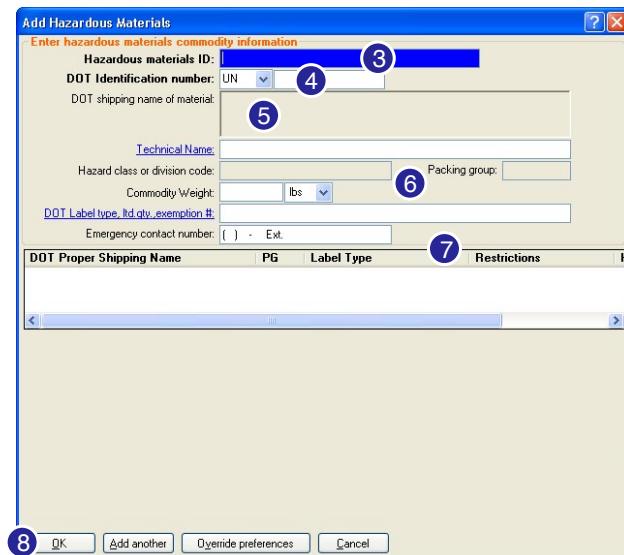
Since the hazardous materials commodity screens have been redesigned, the way you add a new hazardous materials commodity has changed. Yet the way you view or edit an existing hazardous materials commodity has not changed. Follow the current process to view an existing commodity.

## Adding Hazardous Materials Commodity Using Redesigned Hazardous Materials Database Screen

To add a new hazardous materials commodity using the redesigned Hazardous Materials commodity database, follow these steps:

1. Select **Hazardous Materials** from the Databases drop-down menu.  
The View Hazardous Materials screen displays.

2. Click **Add**. The Add Hazardous Materials screen displays.
3. Enter a unique hazardous material ID in the "Hazardous materials ID" field.
4. Select **UN** or **NA** from the "DOT Identification number" drop-down menu and enter the DOT identification number of your hazardous materials commodity.
5. If a single hazardous materials commodity is returned, select the DOT shipping name, Hazard class, packing group and DOT Label type.  
Note: You can add to or change the "DOT label type" field.
6. Enter the required information in the remaining fields.  
Note: You can add a "Technical Name" up to 50 characters.
7. If multiple hazardous materials commodities are returned, select the commodity you are shipping. The DOT shipping name, Hazard class or division code, Packing group and DOT Label type auto-populate.  
Note: You can add to or change the "DOT label type" field.
8. After completing all of the required and optional fields, click **OK**.  
The new hazardous materials commodity is saved to the Hazardous Materials commodity database.



## Adding Hazardous Materials Commodity Using Redesigned Add Hazardous Materials Screen

To add a new hazardous materials commodity using the redesigned Add Hazardous Materials screen, follow these steps:

1. Complete the Shipment details screen for a FedEx Ground shipment.
2. In the Package and shipment details section, select **FedEx Ground Service** from the "Service type" drop-down menu. The "Package type" field defaults to **Your Packaging**. Complete the Package dimensions field.
3. Click the **Options** tab. The Options screen displays.
4. Select the **Hazardous Materials** check box or **View/Edit** associated with the check box. The Add Hazardous Materials screen displays.
5. Enter a unique hazardous material ID in the "Hazardous materials ID" field.
6. Select **UN** or **NA** from the "DOT Identification number" drop-down menu and enter the DOT identification number of your hazardous materials commodity.
7. If a single hazardous materials commodity is returned, confirm that it is the commodity you are shipping and select it.  
Note: You can add to or change the "DOT label type" field.
8. Enter the required information in the remaining fields.  
Note: You can add a "Technical Name" up to 50 characters.
9. If multiple hazardous materials commodities are returned, select the commodity you are shipping. The DOT shipping name, Hazard class or division code, Packing group and DOT Label type auto-populate.  
Note: You can add to or change the "DOT label type" field.
10. Click **Add to Package** to move the hazardous materials commodity information to the "Hazardous materials in package" section.

11. After completing all of the required and optional fields, confirm that the package commodity information in the "Enter hazardous materials package information" section is correct.

Note: If you have preassigned a constant value for any of the required fields in this section, you can override a value by clicking **Override preferences** and entering a new value.

12. Enter **1** in the HazMat Package Type field before entering the packaging type (e.g., **1 fiberboard**). The packaging type applies to the outer container and not the individual commodity containers.
13. If the package commodity information is correct, click **OK**. The new hazardous materials commodity is saved to the Hazardous Materials commodity database.
14. If the package commodity information is not correct, enter the correct information and click **OK**. The new hazardous materials commodity is saved to the Hazardous Materials commodity database.

The screenshot shows the 'Add Hazardous Materials' dialog box. The top section, 'Enter hazardous materials commodity information', includes fields for Hazardous materials ID (dropdown, circled 5), DOT Identification number (dropdown, circled 6), DOT Proper Shipping Name, PG, Label Type, Restrictions, and Hazard Class. Below this is a scrollable list area (circled 7). The middle section, 'Enter hazardous materials in package', contains a table with columns for DOT Proper Shipping Name, ID #, Class, PG, and Label Type. At the bottom are 'View/Edit' and 'Delete' buttons. The bottom section, 'Enter hazardous materials package information', includes fields for HazMat Package Type (dropdown, circled 12), Emergency contact number, Offeror Name (dropdown, circled 11), Name Of Signatory (dropdown), and buttons for 'OK' (circled 13), 'Override preferences', and 'Cancel'.

## Adding Hazardous Materials Commodity Using Hazardous Materials ID

To add a new hazardous materials commodity to a shipment by entering the hazardous materials ID, follow these steps:

1. Complete the Shipment details screen for a FedEx Ground shipment.
2. In the Package and shipment details section, select **FedEx Ground Service** from the "Service type" drop-down menu. The "Package type" field defaults to **Your Packaging**. Complete the Package dimensions field.
3. Click the **Options** tab. The Options screen displays.
4. Select the **Hazardous Materials** check box or **View/Edit** associated with the check box. The Add Hazardous Materials screen displays.
5. Select an existing hazardous materials ID from the "Hazardous material ID" drop-down menu. The hazardous materials fields auto-populate with the values from the Hazardous Materials commodity database.
6. Modify any of the fields that are not populated from the UN/NA (DOT) table.
7. Click **Add to Package**. The commodity moves to the "Hazardous materials in package" section.
8. Add up to three different compatible hazardous materials commodities to the package.
9. Click **OK**. The hazardous materials commodities are added to the shipment. Continue with creating shipping labels for the shipment.

## Adding Hazardous Materials Commodity Using UN or NA Identification Number

To add a new hazardous materials commodity to a shipment by entering a UN or NA identification number without saving it to the Hazardous Materials commodity database, follow these steps:

1. Complete the Shipment details screen for a FedEx Ground shipment.
2. In the Package and shipment details section, select **FedEx Ground Service** from the "Service type" drop-down menu. The "Package type" field defaults to **Your Packaging**. Complete the Package dimensions field.
3. Click the **Options** tab. The Options screen displays.
4. Select the **Hazardous Materials** check box or **View/Edit** associated with the check box. The Add Hazardous Materials screen displays.
5. Enter a UN or NA ID number without entering a hazardous material ID.  
*Note: You can add to or change the "DOT label type" field.*
6. If a single hazardous materials commodity is returned, select the DOT shipping name, Hazard class, packing group and DOT Label type.  
*Note: You can add a "Technical Name" up to 50 characters.*
7. Enter the required information in the remaining fields.  
*Note: You can add a "Technical Name" up to 50 characters.*
8. If multiple hazardous materials commodities are returned, select one of the commodities returned. The DOT shipping name, Hazard class or division code, Packing group and DOT Label type auto-populate.
9. Modify any of the fields that are not populated from the UN/NA (DOT) table.
10. Click **Add to Package**. The commodity moves to the "Hazardous materials in package" section.

11. Add up to three different compatible hazardous materials commodities to the package.
12. Click **OK**. The hazardous materials commodities are added to the shipment. Continue with creating shipping labels for the shipment.  

Note: If you are using the CP-900LL (laser form), a verification message displays each time you ship a hazardous materials package. To turn off this message, select Customize User Prompts from the Customize drop-down menu. The Customize User Prompts screen displays. Scroll down and select the Verify HazMat paper stock.msg entry. Then select Don't Prompt from the Prompt drop-down menu and click **OK** to save your selection.

## Dry Ice, Lithium Batteries and Small Quantity Exceptions Allowed

FedEx Ship Manager Software now allows you to ship dry ice shipments, Small Quantity Exception (SQE) shipments and shipments containing lithium batteries not requiring hazardous materials shipping documentation as nonhazardous materials shipments.

### Dry Ice

FedEx Ground requires the identification of all shipments containing dry ice to ensure compliance with federal regulations.

Dry ice can be included in any hazardous materials or nonhazardous materials shipment. The weight of the dry ice is limited to the maximum weight of the service selected.

### Lithium Batteries

Department of Transportation regulations require the identification of packages containing lithium batteries. Lithium batteries are found in most portable consumer electronic devices, are not as heavily regulated and may not be classified as hazardous material requiring hazardous materials shipping documentation.

If your shipment of lithium batteries does not require hazardous materials shipping documentation, it still must be identified using this option.

### Small Quantity Exception (SQE)

A Small Quantity Exception (SQE) is available for an inner container with less than 30 mL or 1 oz. of a hazardous material. The total package maximum weight cannot exceed 64 lbs. (29.02 kg) and must have specific outside markings to identify the box is a shipment packed according to the Department of Transportation 173.4 small-quantity exception. No hazardous materials shipping documentation is required.

To create a shipping label for a dry ice shipment, Small Quantity Exception or a lithium battery, follow these steps:

1. Complete the "Shipment details" screen for a FedEx Ground shipment.
2. In the "Package and shipment details" section, select **FedEx Ground Service** from the "Service type" drop-down menu. The "Package type" field defaults to **Your Packaging**. Complete the "Package dimensions" field.
3. Click the **Options** tab. The Options screen displays.
4. Select the desired option by checking the appropriate check box and complete any required screens.
5. If you complete the Add Hazardous Materials screen, click **OK** to add your selection to the shipment.
6. Click **Ship** to create a shipping label.



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