#### Attachment 17

#### CERTIFYING HAZARDOUS MATERIALS

- **A17.1. Shipper's Certification.** Unless specifically exempted in this manual, the shipping activity must complete a shipper's certification according to this attachment for all military air shipments of hazardous materials. (T-0).
  - A17.1.1. Certifying Official.
    - A17.1.1.1. An individual qualified according to A25.3. is required to inspect the hazardous materials prior to accomplishing the Shipper's Declaration for Dangerous Goods form.
    - A17.1.1.2. When transportation personnel are required to certify an item that requires special preparation (munitions, engines, etc), the item specialist or preparing activity provides documentation indicating that the item is prepared properly for air shipment. Develop local procedures to determine acceptable documentation.
    - A17.1.2. Certification Reference. Certify hazardous materials to a packaging reference in this manual. Hazardous material may be certified as required for air transport to the ICAO, IATA, or 49 CFR under the following conditions:
      - A17.1.2.1. Comply with all requirements of the certifying document.
      - A17.1.2.2. Certified on a "Shipper's Declaration for Dangerous Goods" standard commercial form.
      - A17.1.2.3. Materials prepared passenger/cargo aircraft are assigned P5.
      - A17.1.2.4. Materials prepared cargo aircraft only are assigned P4.
      - A17.1.2.5. See A17.2.6. for multiple mode shipments.

## A17.2. Shipper's Declaration for Dangerous Goods Certification.

- A17.2.1. Forms Required. Complete shipper's certification on the "Shipper's Declaration for Dangerous Goods" standard commercial form. Two styles of the commercial form may be used. One style is designed with the "Nature and Quantity of Dangerous Goods" section left open for continuous printing. The other style is designed in a columnar format with the "Nature and Quantity of Dangerous Goods" section blocked and formatted with headings specifying each key entry (Figure A17.1.). It is the shipping activity's responsibility to establish procedures to locally procure and fund for the Shipper's Declaration for Dangerous Goods form.
  - A17.2.1.1. Obtain the form through the procurement system from commercial vendors specializing in hazardous material transportation supplies.
  - A17.2.1.2. The form may be locally produced depending on local capabilities and economic feasibility.
  - A17.2.1.3. Use a form meeting the format, size, and color specifications outlined in IATA, Section 8-Documentation.

- A17.2.2. Copies Required. Complete and sign at least three Shipper's Declaration for Dangerous Goods forms.
  - A17.2.2.1. Attach one certification form to the copy of the manifest that is placed on the aircraft.
  - A17.2.2.2. Attach one certification form to the originating station file manifest. Intransit or enroute terminals may reproduce (photocopy) the Shipper's Declaration for Dangerous Goods form for their station file if required.
  - A17.2.2.3. Place one certification form in a waterproof envelope and attach to the number one piece of the shipment.
  - A17.2.2.4. Ensure the three original forms used to offer hazardous material for military air transportation has the vertical red hatch border and certifying official's signature. Carbon signatures are acceptable.
  - A17.2.2.5. Additional copies may be forwarded with the shipment. Vertical red hatch border is not required for any additional copies.
- A17.2.3. Form Completion. Complete the Shipper's Declaration for Dangerous Goods form either manually (hand printed), mechanically (typewriter), or digitally (computer). The form may be completed by a combination of manual, mechanical, and digital means, as required, providing all entries are clear and legible. However, when possible, the shipping activity should complete the form entirely manually, mechanically, or digitally. Incorrect punctuation, spelling (other than Proper Shipping Name), or entries that touch column separating lines on the form is not justification for frustrating hazardous cargo. Entries may be either in upper or lower case or combination.
  - A17.2.3.1. Use Table A17.1. for detailed instructions on accomplishing the shipper's certification form for nonradioactive and radioactive shipments. Use Table A17.2. to determine if a Shipper's Declaration for Dangerous Goods is required for radioactive shipments.
    - A17.2.3.1.1. For forms with the "Nature and Quantity of Dangerous Goods" in columnar format, enter information in the appropriate column according to Table A17.1.
    - A17.2.3.1.2. For forms with the "Nature and Quantity of Dangerous Goods" open for continuous printing, enter the basic description according to Table A17.1. Example: "UN2744, Cyclobutyl chloroformate, 6.1 (8,3), PG II."
    - A17.2.3.1.3. For forms with the "Nature and Quantity of Dangerous Goods" open for continuous printing, use two oblique strokes, e.g., "//", to separate sequences of information or place each sequence on a separate line. Separate information within a sequence with a comma. See Figure A17.1. to identify separation of each sequence.
  - A17.2.3.2. Hazardous materials with different proper shipping names/UN numbers may not be shipped under the same transportation control number (TCN). Complete a Shipper's Declaration for Dangerous Goods according to this attachment to identify each proper shipping name/UN number identified by the TCN (see A17.4.2. and A17.3. for exceptions). A single Shipper's Declaration for Dangerous Goods may be used for multiple like items shipped under one TCN.

- A17.2.3.3. The certifying official may make pen and ink changes to any key. Someone other than the certifying official may make pen and ink changes to Keys 1 (only to the telephone number and not to the address), 2, 3, 5, 8, 9, and 19 without affecting the certification. Personnel making a change to any key sign next to, above, or below the change. Additional relevant information may be added to Key 19 by someone other than the certifying official, provided all copies reflect the additional information and they are signed. Ensure all entries are durable, clear, and legible on all copies. Shipments may be frustrated if any entry on the form is not clear and legible. If the Shipper's Declaration for Dangerous Goods form is rejected, accomplish the correction as described in this paragraph or complete an entirely new form and present to the shipping activity.
- A17.2.3.4. Leave blank any key that does not require an entry (e.g., Key 14 when there is no subsidiary hazard).
- A17.2.3.5. If the Shipper's Declaration for Dangerous Goods does not contain sufficient space in any one key to accommodate all of the required information, use an additional Shipper's Declaration as an extension page. Ensure each page shows the page number and total number of pages (Key 4). Ensure all pages have the vertical red hatch border.
- A17.2.4. Not Enough Copies or No Copies. In instances where there are not enough copies of the Shipper's Declaration for Dangerous Goods, a certified "true copy" may be placed with the station file manifest. When making a true copy:
  - A17.2.4.1. Annotate all the information verbatim from the original Shipper's Declaration for Dangerous Goods.
  - A17.2.4.2. Use the information in the signature block from the original form and annotate it on the true copy, (e.g., John Doe, 2 Oct 11). On the reverse side of the form, type or clearly print the words "True Copy" and the name of the individual who is certifying the form to be a true copy. This official signs the form in longhand above the typed or printed name. The individual preparing a "true copy" need not be qualified according to A25.3. to certify the Shipper's Declaration for Dangerous Goods as a true copy.
- A17.2.5. Split Shipments. When a shipment is split according to procedures identified in DTR 4500.9-R.
  - A17.2.5.1. Someone other than the certifying official may change key 5 and key 16 entry for number of packages only. The individual making the change signs above it.
  - A17.2.5.2. All other entries in key 16 (e.g., type of packaging and net quantity) may only be changed by the certifying official.
  - A17.2.5.3. Prepare a "true copy" according to A17.2.4. Ensure the original shipper's certification form accompanies the aircraft manifest with the first shipment. Attach a split shipment "true copy" to aircraft manifest and station manifest for subsequent shipments. Ensure each Shipper's Declaration reflects the correct TCN and number of packages.
  - A17.2.5.4. Enter statement, "Shipment split at XXX (use Air terminal three letter code) in accordance with DTR 4500.9-R, Part II" on reverse side of all Shipper's Declaration forms.

- A17.2.6. Multiple Mode Shipments. Shipments certified to the ICAO, IATA, or 49 CFR for shipment by air may use the same Shipper's Declaration for Dangerous Goods for both the commercial and military segments of air transport. Ensure shipments prepared for surface movement, are packaged, marked, labeled, and certified to ICAO, IATA, or 49 CFR for shipment by air, or to this document prior to onward air movement.
- A17.2.7. Classified Information. Follow DTR 4500.9-R, Part II, Chapter 205 and MIL-STD-129 for marking and documenting classified hazardous materials. If the information to be entered on the Shipper's Declaration is classified, the following procedures apply:
  - A17.2.7.1. Complete the signed original in detail, including essential classified data, and attach to the manifest that is placed on the aircraft. Once the classified information is applied, the Shipper's Declaration for Dangerous Goods carries the same classification as the highest classification of the entered information.
  - A17.2.7.2. The manifest on the aircraft carries the same classification as the classified information until the classified Shipper's Declaration for Dangerous Goods is detached and handled according to applicable security regulations.
  - A17.2.7.3. Complete the station file copy in detail except for the classified information. Enter the following statement in "Additional Handling Information" (Key 19): "See aircraft commander's copy of Shipper's Declaration for Dangerous Goods for complete information."
- A17.2.8. Secondary Load. Complete a Shipper's Declaration of Dangerous Goods according to this attachment for each secondary load.
- A17.2.9. Emergency Telephone Number. DOD activities enter the applicable telephone number(s) in Key 19. Enter the phone number only one time if the number applies to each hazardous material on the manifest. Include the area code and international access code when appropriate.
  - A17.2.9.1. For Class 1 material, contact The Army Operations Center, +1(703) 695-4695/4696 (COLLECT), or DSN 312-225-4695/4696. Ask for the Watch Desk.
  - A17.2.9.2. For radioactive material, contact:
    - A17.2.9.2.1. Army: +1(703) 695-4695/4696 (COLLECT) or DSN 312-225-4695/4696.
    - A17.2.9.2.2. Air Force: +1(202) 767-4011 (COLLECT)
    - A17.2.9.2.3. Navy / Marines: +1(757) 887-4692, or DSN (312) 953-4692
    - A17.2.9.2.4. DLA: +1(717) 770-5283 (COLLECT)
  - A17.2.9.3. For all other hazardous materials, enter the domestic and international contact numbers for the DOD Emergency Response Hotline:
    - A17.2.9.3.1. Domestic: 1-800-851-8061 (toll free)
    - A17.2.9.3.2. International: +1-804-279-3131(collect)
  - A17.2.9.4. Shipments originating from non-DOD activities use a company, safety organization, or other contact telephone number applicable to the material shipped. In which case, comply with 49 CFR Section 172.604.

- A17.2.9.5. The following proper shipping names do not require an emergency telephone number: Battery powered equipment; Battery powered vehicle; Carbon dioxide, solid; Castor bean; Castor flake; Castor meal; Castor pomace; Consumer commodity; Dry ice; Engine, fuel cell, flammable gas powered; Engine, fuel cell, flammable liquid powered; Engine, internal combustion; Engine, internal combustion, flammable liquid powered; Fish meal, stabilized; Fish scrap, stabilized; Krill Meal, PG III; Machinery, internal combustion; Machinery, fuel cell, flammable gas powered; Machinery, internal combustion, flammable gas powered; Machinery, internal combustion, flammable liquid powered; Refrigerating machine; Vehicle, flammable gas powered; Vehicle, flammable liquid powered; Wheelchair, electric.
- A17.3. Exceptions for Operations Conducted According to DTR 4500.9-R, Part III, *Mobility*. Prepare the Shipper's Declaration for Dangerous Goods according to this manual for mobility operations. The following exceptions may be used for tactical, contingency, and emergency operations (to include exercises) and other deployment operations conducted according to DTR 4500.9-R, Part III, or when Chapter 3 of this manual is authorized.
  - A17.3.1. Complete and sign at least two copies of the Shipper's Declaration for Dangerous Goods Form. Attach one form to the copy of the manifest that is placed on the aircraft and one copy to the originating station file manifest.
  - A17.3.2. A single Shipper's Declaration for Dangerous Goods may be used to identify and certify more than one type of hazardous material (except radioactive material) when shipped under a single mobility TCN (DTR 4500.9-R, Part III, Appendix H).
  - A17.3.3. Certification is not required for hand-carried hazardous materials authorized according to paragraph 3.5.
  - A17.3.4. The following **exceptions** may be made when completing the Shipper's Declaration for Dangerous Goods according to Table A17.1.
    - A17.3.4.1. Keys 1, 2, 8, and 9. Enter the shipper/consignee address and the three digit airport code or airport name. If departure/destination location is classified, enter "worldwide mobility" for the classified location(s).
    - A17.3.4.2. Key 5. Enter the transportation control number (TCN), developed according to DTR 4500.9-R, Part III Appendix H.
    - A17.3.4.3. Key 7. Although the label is not required on the cargo, delete the "Passenger and Cargo Aircraft" block in Key 7 if the material is cargo aircraft only. If different hazardous materials are entered on the Shipper's Declaration according to A17.3.4.4 use the most restrictive "P" Code to complete Key.
    - A17.3.4.4. Keys 11-18. Different hazardous materials may be entered when prepared as a single shipment unit.
    - A17.3.4.5. Key 19. Complete Key 19 according to this attachment and Table A17.1. for individual items.

- A17.3.5. Diverting Hazardous Materials to Nontactical Airlift. Hazardous materials certified for mobility operations may be diverted to nontactical airlift without completion of a new Shipper's Declaration for Dangerous Goods provided the following conditions are met:
  - A17.3.5.1. All hazardous materials packaged according to manual which are part of a single shipment are compatible according to Table A18.1. and Table A18.2.
  - A17.3.5.2. Hazardous materials which are part of the single shipment unit are compatible with all other hazardous materials according to Table A18.1. and Table A18.2.
  - A17.3.5.3. Vehicle and equipment fuel levels do not exceed limits authorized for nontactical airlift.
  - A17.3.5.4. Use provisions of A17.2.4. when extra copies of the Shipper's Declaration for Dangerous Goods are needed.

## A17.4. General Certification Requirements.

A17.4.1. Empty Packaging. Packagings considered empty according to paragraph A3.1.16. do not require a Shipper's Declaration for Dangerous Goods form. Follow procedures specified in paragraph A3.1.16.4. **Note:** When purging equipment/facilities are not present at a given location, ensure items are properly packaged and certified as hazardous materials.

## A17.4.2. Kits.

- A17.4.2.1. When more than one PSN is authorized to be packaged in a single container(s) as a "kit" (see Attachment 1, definition of "Kit"), complete information in Keys 11-18 for each PSN. This does not apply to an item classified and described in Table A4.1. as a "KIT" (e.g., FIRST AID KITS, CHEMICAL KITS, POLYESTER RESIN KITS, etc).
- A17.4.2.2. See Key 19 instructions for additional requirements.
- A17.4.3. Excepted Quantities. A Shipper's Declaration for Dangerous Goods is not required for excepted quantities prepared according to A19.2. Annotate the shipping papers "Dangerous Goods in Excepted Quantities" and mark the package as required by A19.2.3. Passenger restrictions do not apply to items in excepted quantities.

## A17.5. Certification Requirements Applicable to Class.

## A17.5.1. Class 1.

- A17.5.1.1 Identify fired exercise torpedoes or rockets, no longer containing explosive components, with OTTO Fuel II residue remaining as "Environmentally Hazardous Substance Liquid, N.O.S. (OTTO Fuel II)" and prepare according to A13.2.2.15.
- A17.5.1.2. When shipping unpackaged explosives as specified in paragraph A5.2.
  - A17.5.1.2.1. Complete Keys 11 through 15 according to Table A17.1 for each different PSN/UN Number.
  - A17.5.1.2.2. Complete Key 16 and 17, according to the Table A17.1. for unpackaged explosives.
- A17.5.1.3. When secured in authorized packaging and loaded on a tactical vehicle as an operational component according to specified procedures in a technical manual or publication, cite appropriate packaging reference from Attachment 5.

- A17.5.1.4. Use the DOD Joint Hazard Classification System (JHCS) to complete certification information unless a final/interim hazard classification or a DOT approved classification is used according to A3.3.1.4. The NEW listed in JHCS or an IHC is the maximum allowed for that item. Due to different manufacturer's and lot numbers, it is acceptable for the SDDG to show an actual NEW less than the maximum.
- A17.5.1.5. If a warehouse pallet includes like items (same PSN and Identification Number) in both UN Specification and Grandfathered packaging, complete Keys 16 and 17 as specified in this manual for individual packages or containers.

## A17.5.2. Class 2.

A17.5.2.1. Fire Extinguishers. Fire extinguishers removed from an authorized holder of a vehicle or equipment being airdropped do not require separate certification. Identify as an accessorial hazard of the vehicle or equipment. Package the fire extinguisher in a strong outer container. This only applies to the fire extinguisher that is assigned as an installed component of the vehicle or equipment. Package and certify spare/stowed cylinders according to this manual.

### A17.5.3. Class 3.

A17.5.3.1. Spare fuel in UN Specification jerricans (see A3.3.3.3) when transported in approved, permanently configured and mounted holders may be certified as part of a vehicle or SE (see A17.5.8.1.1.10.).

## A17.5.4. Class 6.

- A17.5.4.1. A Shipper's Declaration for Dangerous Goods is not required for Biological Substances, Category B, UN3373 provided:
  - A17.5.4.1.1. The package is marked "Biological Substance, Category B".
  - A17.5.4.1.2. "UN3373" is contained within a square-on-point label of contrasting color displayed on the outer packaging.
  - A17.5.4.1.3. Hazardous materials (in Packing Group II or III) used to stabilize or prevent degradation of the sample does not exceed 30 mL (1 ounce) or 30 g (1 ounce) in each inner packaging.
  - A17.5.4.1.4. The completed package meets requirements of A10.9.

#### A17.5.5. Class 7.

A17.5.5.1. Packages marked "Radioactive Material, Excepted Package" according to A14.4.6.2. do not require a Shipper's Declaration For Dangerous Goods.

## A17.5.6. Class 9.

- A17.5.6.1. Vehicles, Engines Internal Combustion, Fuel Devices, and Other Equipment.
  - A17.5.6.1.1. For items prepared according to A13.4., A13.6., or A13.20. identify the primary hazard Class 9 description in keys 11-14. See Table A17.1, Key 19 instructions for description of accessorial hazards.

- A17.5.6.1.1.1. Engines and generators mounted, secured or carried as an accompanying load on a vehicle, SE or trailer for convenience of movement or handling are considered secondary loads, and require a separate certification.
- A17.5.6.1.1.2. A separate certification is not required for spare fuel in UN specification jerricans secured in permanently configured and approved holders of the transporting vehicle or equipment. DOT 5L jerricans secured in permanently configured and approved holders may be documented in the same manner provided they are drained to the greatest extent possible. See Table A17.1, Key 19 instructions for description of accessorial hazards.
- A17.5.6.1.2. Drained and purged repairable engines and fuel devices are not hazardous for transportation. Follow procedures specified in paragraph A3.1.16.4.
- A17.5.6.1.3. Certification is not required for movement of wheelchairs with patients.
- A17.5.6.1.4. Ensure dual-powered vehicles (designed to operate on both flammable liquid and gas) meet the requirements of A13.4. for each fuel tank. Describe as "Vehicle, Flammable Liquid Powered".
- A17.5.6.1.5. Describe vehicles fueled with a combustible liquid (flashpoint greater than 60 degrees C) as "Vehicle, Flammable Liquid Powered".
- A17.5.6.1.6. If a vehicle, equipment, machinery, or apparatus contains magnetized material with a magnetic field strength greater than 0.002 gauss or more, measured at 2.1m (7 feet) from the source describe the magnetized material accessorial hazard as required by Key 19 instructions. Magnetic material that has a field strength greater than 0.00525 gauss at 4.6m (15 feet) from the source is forbidden for air movement.
- A17.5.6.1.7. When wings and/or external fuel tanks are removed from an aircraft or helicopter to facilitate loading on the transport aircraft, consider all pieces as a single unit for identification on the Shipper's Declaration for Dangerous Goods form.
- A17.5.6.2. **Dry Ice.** When dry ice is used as a refrigerant for another hazardous material, identify the dry ice as an accessorial hazard on Shipper's Declaration form as required by Key 19 instructions. When used in this manner, the dry ice shipping description is not required to be entered in the Nature and Quantity of Dangerous Goods (Keys 11-18) of the Shipper's Declaration for Dangerous Goods. Ensure packaging meets the requirements of A13.10.

# Table A17.1. Step-by step Instructions for Completing Shipper's Declaration for Dangerous Goods Form.

- **Key 1. Shipper.** Enter the address and telephone number where the hazardous material was certified.
- **Key 2. Consignee.** Enter the six-digit Department of Defense Activity Address Code (DODAAC) and/or the in-the-clear geographical location of the ultimate consignee, or "Worldwide Mobility" according to A17.3. For infectious substances, enter also the name and telephone number of a responsible person for contact in an emergency.

- **Key 3. Air Waybill No.** The aircraft manifest number to which the Shipper's Declaration for Dangerous Goods will be attached may be entered in this key. This number need not be entered by the shipper. It may be entered by the accepting operator at the time it is assigned. This key may also be left blank.
- **Key 4. Page...of...Pages.** Enter the page number and total number of pages of the Shipper's Declaration for Dangerous Goods form. Enter "Page 1 of 1 Pages" or leave blank if there are no extension pages.
- **Key 5. Shipper's Reference Number.** Enter the 17-character transportation control number (TCN).
- **Key 6. Optional Block.** Inspection activity annotates date of inspection and acceptance for air movement according to A28.1.2. Shipper unit cargo identification information may also be entered.
- **Key 7. Shipment Within Passenger Aircraft and Cargo Aircraft Limitations**. Use the following to determine limitations:
- 7.1. If the shipment is acceptable for movement on both passenger and cargo aircraft ("P5" in Table A4.1., Column 7), delete "Cargo Aircraft Only."
- 7.2. If the shipment is allowed only by cargo aircraft ("P1" "P4" in Table A4.1., Column 7), delete "Passengers and Cargo Aircraft."
- 7.3. If the shipment is certified to a special approval document which identifies the mode of transportation as Cargo Aircraft Only, delete "Passengers and Cargo Aircraft." This applies even if the PSN is identified as a "P5" in Table A4.1., Column 7.
- 7.4. If the shipment is certified to a Special Approval document which identifies the mode of transportation as acceptable by either Passenger Aircraft or Cargo Aircraft Only, use the "P" code from Table A4.1., Column 7 to determine passenger limitations.
- 7.5. The "shipment" refers to all hazards, primary or secondary, covered by the declaration.
- **Key 8. Airport of Departure.** Enter the three-digit Port of Embarkation (POE) and/or the in-the-clear geographical location of the airport of departure.
- **Key 9. Airport of Destination**. Enter the three-digit Port of Debarkation (POD) and/or the in-the-clear geographical location of the airport of destination. Enter "Worldwide Mobility", if applicable, according to A17.3.

## **Key 10. Shipment Type.**

- 10.1. Delete "Radioactive" if the shipment contains no radioactive material.
- 10.2. Delete "Nonradioactive" if the shipment contains radioactive material.

- **Key 11.** UN, NA, OR ID No. Enter the UN, North American (NA), or identification number (ID) given in column 2 of Table A4.1. Include the UN, NA, or ID prefix and the number. Enter the following information, if applicable, in association with the basic description:
- 11.1. The letters "RQ" for a hazardous substance. Enter the letters "RQ" before the basic description (see A4.4.).
- **Key 12. Proper Shipping Name.** Enter the PSN shown in Table A4.1. Enter the following information, if applicable, in association with the PSN:
- 12.1. Technical name, in parentheses, when required by Attachment 4. If a mixture or solution of two or more hazardous materials, enter the technical names of at least two components most predominately contributing to the hazards of the mixture or solution.
- 12.2. For materials which are toxic (poisonous) by inhalation, without regard to hazard classification, enter the words "TOXIC-INHALATION HAZARD" and "ZONE A", "ZONE B", "ZONE C", or "ZONE D" for gases, or "ZONE A" or "ZONE B" for liquids, as appropriate. The word "TOXIC" need not be repeated if it is already identified in the PSN (e.g., enter "INHALATION HAZARD" and the appropriate zone).
- 12.3. The word "Waste" preceding the PSN for a hazardous material that is a hazardous waste.
- 12.4 Enter the words "EMPTY UNCLEANED" or "RESIDUE LAST CONTAINED" before or after the proper shipping name for empty packagings containing residue of dangerous goods.
- **Key 13. Class and Division.** Enter the hazard class and division number given in column 4 of Table A4.1.
- 13.1. For Class 1 material, enter hazard class, division and compatibility group. Other information assigned in the DOD Joint Hazard Classification System (JHCS) or classification approval document (e.g., IHC) to include a Subdivision (for division 1.2 materials) and the Inhabited Building Distance (IBD) expressed in feet may be placed on a separate line beneath the Key 11-16 information or in Key 19. Include some indication that this information is a DOD IBD and/or subdivision (e.g., "DOD IBD".
- 13.2. A storage Compatibility Group (GC) letter for non-Class 1 material, when assigned in JHCS or on an IHC may be placed on a separate line beneath the Key 11-16 information or in Key 19. Include some indication that this information is a DOD compatibility group (e.g., "DOD GC 4.2G".
- 13.3. For a single item with more than one hazard, enter the hazard class number of the item's primary hazard.
- **Key 14. Subsidiary hazard.** Enter the subsidiary hazard if given in column 5 of Table A4.1. in parenthesis following primary hazard classification (e.g., 8 (3,6.1). Subsidiary hazards may be identified by sources other than Table A4.1 (e.g., SDS). If the subsidiary hazard was obtained by a source other than Table A4.1, annotate the source in key 19. For example: "Subsidiary hazard Assigned Per SDS." Class 1 items identified in the JHCS or by

Service approved interim hazard classification as also requiring a Radioactive Material label identifies the radioactive material subsidiary hazard identified (e.g., 1.2E (7)).

**Key 15. Packing Group.** Enter the applicable Packing Group (PG) given in column 6 of Table A4.1.

## Key 16. Quantity and Type of Packing.

- 16.1. Nonradioactive shipments enter:
- 16.1.1. The number of packages (of same type and content) and their type of packaging.
- 16.1.2. Type of packaging listed in this key is the authorized packaging identified in the packaging paragraph. Identify the type of packaging by text description of the outer packaging. UN Specification code is optional. For example: 1 fiberboard box x 3 kg (6.6 pounds); 1 fiberboard box (4G) x 3 kg (6.6 pounds), etc.
- 16.1.3. For specifically named self-propelled vehicle and mechanical apparatus enter nomenclature or basic description of the item (e.g., truck, generator, etc.). Entering a specific M-Series or commercial model number or a specific description (e.g., 50 KW, 60 HZ for generator), in addition to the basic description, is optional. The basic description may be used for items not requiring an outer package or container (e.g., cylinders) according to this manual.
- 16.1.4. The weight, volume, or other applicable measure of the actual hazardous material (per package).
- 16.1.4.1. Do not include any nonhazardous content of the shipment.
- 16.1.4.2. Enter the net quantity in metric measurement units. The equivalent English unit of measure may be entered in parenthesis immediately following the metric unit.
- 16.1.4.3. Show the quantity per package immediately following the number and type of package (e.g., 2 wooden boxes x 4.5 kg (10 pounds); 1 fiberboard box (4G) x 5 L (1.3 gallons); 2 cylinders X 15 kg).
- 16.1.4.4. For explosives enter the Transportation "Net Explosive Weight (NEW)" in metric weight per package or per warehouse pallet or skid (e.g., 3 wooden boxes x 120 kg (264.6 pounds) NEW; or 1 warehouse pallet x 200 kg (441 pounds) NEW). Entry of pounds in association with metric weight is preferred but not required. The NEW listed in JHCS or an IHC is the maximum allowed for that item. It is acceptable for the SDDG to show an actual NEW less than the maximum. It is acceptable to round up (to the right of the decimal point) the net explosives weight (NEW) listed in the Joint Hazard Classification System (JHCS) or other classification document required by A3.3.1.4 when completing Key 16. Example: 0.06432 kg NEW may be shown as "0.07 kg NEW" in Key 16. If, the "Net Explosive QD Weight (NEWQD)", used for aircraft parking and intransit storage, is different than the transportation NEW, enter the NEWQD in Key 19.

- 16.1.4.5. When shipping unpackaged explosives as specified in paragraph A5.2., enter the total net explosives weight per PSN/UN Number (e.g., "On Airdrop Platform X 50 Kg N.E.W", "In Ready Racks X 15 Kg N.E.W", and "In ISU X 30 Kg N.E.W.").
- 16.1.4.6. For items classified as a non-explosive that contain explosive components (e.g., 3L, 3J, 8S, etc.) use the quantity of the assigned predominate hazard.
- 16.1.4.7. Express in kilograms (pounds), not pounds per square inch, the quantity of compressed gas unless otherwise specified in this instruction. When certifying to A6.2. "Aerosols," A6.3. "Small Receptacles Containing Compressed Gases," A6.7. "Fire Extinguishers," A6.10. "Cigarette Lighter or Other Similar Devices Charged with Fuel," and A13.3. "Consumer Commodity" (Aerosols) other units of measure; (e.g., fluid ounces, gallons, or ounces) are specified and may be shown on this form. See also A26.5.
- 16.1.5. Limited Quantity enter either:
- 16.1.5.1. The type of package and net weight of the hazardous material, or,
- 16.1.5.2. Where the letter "G" follows the quantity in Table A19.2., Per Package column, enter the type of package and the gross weight of the package. Enter the letter "G" after the unit of measurement. (e.g., 1 wooden box x 28 kg G)
- 16.1.6 When an overpack is used for handling purposes and prevents identification of contents and/or UN specification markings, enter the words "Overpack Used". Identify the number of overpacks if more than one is used. "Overpack Used" may alternatively be entered following the Packaging Instruction (Key 17), or applicable authorizations (Key 18) when the open continuous printing form is used. Entering the total quantity per each overpack is optional.
- 16.1.7. For magnetized material, enter the number and type of packaging. No entry for net quantity is required. Weight or size of container is optional.
- 16.1.8. When an item is described in Table A4.1. as a "KIT", enter the aggregate quantity of hazardous materials in Key 16.
- 16.1.9. Multiple-Element Gas Containers:
- 16.1.9.1. Enter the total number of Multiple-Element Gas Container(s) and the quantity in each container (e.g., 1 Multiple-Element Gas Container X 40 kg)
- 16.1.9.2. When shipping Multiple-Element Gas Containers, use appropriate packaging paragraph from Attachment 6 to identify DOT or UN cylinder
- 16.1.9.3. Cylinders which are not manifolded to form a single unit are certified as individual cylinders (e.g., 4 DOT 3AA Cylinders X 10 kg).
- 16.1.10. For life-saving appliances, Class 9, prepared according to A13.12., show a specific description and the number of the items packaged for shipment. For example; "1 wooden box x 3 self-inflating life vests".
- 16.2. Radioactive shipments enter:
- 16.2.1. Name or symbol of the radionuclide in the material.

- 16.2.2. Description of the physical and chemical form of the material, if it is not in special form (generic chemical description is acceptable for chemical form). If special form, enter "Special Form."
- 16.2.3. The number of packages (of same type and content), the type of package, and the activity contained in each package in terms of Becquerel or Terabecquerel. The equivalent customary unit of measure (e.g., Ci, mCi, or uCi) may be included in parenthesis.

## **Key 17. Packaging Instructions.**

- 17.1. Nonradioactive shipments enter:
- 17.1.1. The packaging paragraph from the applicable packaging reference authorized in A17.1.2. used to prepare the material for shipment.
- 17.1.1.1. AFMAN 24-204, use packaging paragraph in Table A4.1, Column 8 (e.g., "A9.8.", "A13.5.", etc.) or Attachment 27 (e.g., "A27.2.", "A27.9.", etc.). Use of subparagraphs from this manual (e.g., "A5.23.1) are not required when completing this key but, if used, ensure the sub-paragraph used properly identifies the package, container, or shipment configuration.
- 17.1.1.2. IATA, Dangerous Goods Regulations, use packing instruction from Section 4, "List of Dangerous Goods" (e.g., "806", "134", etc.)
- 17.1.1.3. ICAO, Technical Instructions, use packing instructions from Table 3-1, "Dangerous Goods List" (e.g., "309", "619", etc.)
- 17.1.1.4. 49 CFR, use packaging reference from Part 173 specified in the Hazardous Materials Table (49 CFR Section 172.101, Column 8b), (e.g., 173.62, 173.202, etc)
- 17.1.2. If the packaging has been approved by a DOT Special Permit, CAA, COE, or waiver cite the approval number (e.g., AFMC 24-204-96-09; COE NA-84-505; DOT-SP 3849; etc.). When the packaging requirement is included as part of the explosives hazard classification approval document enter the EX number.
- 17.1.3. If a UN packaging specification certified package is overpacked to meet air eligibility requirements, cite A3.1.7.3. and the applicable packaging paragraph for the material.
- 17.1.4 Consumer Commodities enter "A13.3." when an item is classified as a "Consumer Commodity" regardless of the original hazard classification of the substance within an individual inner packaging or receptacles.
- 17.1.5 Limited Quantities enter "A19.3" when an item, regardless of original classification, is packaged as a limited quantity. If an item, in a limited quantity, is packaged under a Special Permit, CAA, COE, or waiver enter the special authorization approval in place of "A19.3."
- 17.1.6. For captured ammunition and ammunition with unknown characteristics shipped according to A3.3.1.7., include in key 17 the reference to A3.3.1.7. and the applicable packaging paragraph from Table A4.1. (e.g., "A3.3.1.7./A5.20."). Include a copy of the EOD

- safety certification (EOD refer to Joint Service EOD Technical Manual 60A-1-1-7 for an example). Comply with A17.2.7. for classified information.
- 17.1.7. When shipping unpackaged explosives as specified in paragraph A5.2., enter "A5.2."
- 17.1.8 When Class 1 materials are secured in authorized packaging and loaded on a tactical vehicle as an operational component according to specified procedures in a technical manual or publication, cite appropriate packaging reference from Attachment 5.
- 17.2. Radioactive shipments enter (see Figure A17.2., steps 5 and 6 for assistance):
- 17.2.1. Packaging paragraph from Table A4.1 used to prepare the material for shipment.
- 17.2.2. Category of the package (e.g., "I-White," "II-Yellow," or "III-Yellow").
- 17.2.3. The transport index, preceded by the prefix "Ti", assigned each package having a "Radioactive Yellow-II" or "Radioactive Yellow-III" label and dimensions of each package, including dimensional units (for drums, the capacity is acceptable (e.g., 55 gallons)).
- 17.2.4. The fissile class. If the package is exempt enter the words "Fissile Exempt."

# Key 18. Authorization.

- 18.1. Nonradioactive shipments enter:
- 18.1.1. When applicable, enter the words "Limited Quantity" or "LTD. QTY."
- 18.2. Radioactive shipments enter Approval Identification Markings (if relevant). List the package identification markings of any of the documents listed below issued by a competent authority. Include the words "attached" to indicate that the documents are attached to the declaration form.
- 18.2.1. Special form approval certificate.
- 18.2.2. Type B package design approval certificate.
- 18.2.3. Type B(M) package shipment approval certificate.
- 18.2.4. Fissile material package design approval certificate.
- 18.2.5. Fissile material package shipment approval certificate.
- 18.2.6. Special arrangement approval certificate.
- 18.2.7. Any similar documents.

## **Key 19. Additional Handling Information.** Enter:

#### 19.1. General

19.1.1. The PSN and hazard class of each accessorial hazard for items with multiple hazards. In addition, the quantity of each accessorial hazard in metric units, U.S. standard units may follow the metric units in parenthesis, show if specifically required by any of the following block 19 instructions (e.g., fuel, dry ice). Use of the words "Class" or "Class/Division" in describing hazard classification (e.g., "Class 3") is optional.

- 19.1.2. Handling instructions, when specified by a packaging paragraph. Only enter if the handling instruction applies to the material being shipped.
- 19.1.3. For shipments packaged and transported under the authority of a CAA (Packaging or Hazard Classification), annotate "PACKAGING AUTHORIZED BY COMPETENT AUTHORITY OF THE UNITED STATES OF AMERICA (USA)." If the CAA is from a country other than the USA, annotate that country in place of USA on the shipping papers. If the CAA does not have a number assigned to it, certify the shipment to A5.3. (see paragraph 2.5.2.). Ensure a copy of the CAA accompanies the shipment.
- 19.1.4. Enter the 24-hour Emergency Response number(s) for the hazardous material listed on the Shipper's Declaration for Dangerous Goods. See paragraph A17.2.9.3. for Emergency Response numbers used by DOD activities.
- 19.1.5. When use of hazard class label(s) are exempted by a DOT Special Permit (DOT-SP) for a domestic shipment, annotate "Hazard Class Label (or Labels) exempted by DOT-SP (enter permit number, e.g., DOT-SP XXXX).

## 19.2 Kits.

- 19.2.1. Identify that the item is a kit. This does not apply to an item classified and described in Table A4.1. as a "KIT" (e.g., FIRST AID KITS, CHEMICAL KITS, POLYESTER RESIN KITS, etc).
- 19.2.2. If shipping a kit consisting of more than one container, enter the statement: "contained in kit piece number \*\*\*" (replace "\*\*\*" with the piece number which contains the hazardous material).

#### 19.3. Class 1

- 19.3.1 If, the "Net Explosive QD Weight (NEWQD)", used for aircraft parking and intransit storage, is different than the transportation NEW, enter the NEWQD (e.g., "NEWQD: 22.23kg").
- 19.3.2. Identify any munition or ordnance item containing OTTO Fuel II as a propellant with the following entry: "Contains Otto Fuel II as a liquid propellant. In the event of a leak, avoid direct skin contact, ingestion, or inhalation of vapors. Vapors are toxic and may cause severe headache and nausea."
- 19.3.3 When explosives are installed or embedded according to A3.3.1.9., use the article's overall description as the proper shipping name (e.g., Vehicle, Flammable Liquid Powered for an aircraft containing the engine). Identify all installed or embedded explosive components as accessorial hazards by entering PSN, hazard class/division, and NEW.
- 19.3.4. For items containing liquid or hypergolic fuel that is corrosive and/or toxic include the following statement in Key 19: "Exercise extreme caution in handling this item. Keep well ventilated, away from sparks, fire hazards, and oxidizing materials. Vapors are toxic when inhaled. Liquid is corrosive." Add one of the following statements:
- 19.3.4.1. "Leak detection indicator not required"

- 19.3.4.2. "Monitor leak indicator according to shipper provided instructions."
- 19.3.4.3. "Technical escort required."
- 19.3.5. For Grandfathered munitions certified according to Attachment 27, add the statement: "Government-owned goods packaged before January 1, 1990."

#### 19.4. Class 2

- 19.4.1. For Class 2 materials add the appropriate statement "Ship valve up in vertical position" or "Ship in horizontal position" to indicate compliance with A3.3.2.4.
- 19.4.2. For fire extinguishers secured in a holder according to A3.3.2.13. of non-regulated equipment, certify the fire extinguisher(s) according to the instructions in this table. Identify the equipment which the fire extinguisher is attached (e.g., trailer) in this Key.
- 19.4.3. Cryogenic Liquids. For cryogenic liquids prepared according to A6.11 enter venting instructions. This is not required if venting procedures are provided in a separate instruction accompanying the shipment. Include the location and description of the vent valve. If the cylinder is empty and purged, venting is not required; comply with paragraph A3.1.16.4. For regulated cylinders, include one of the following statements for venting the unit:
- 19.4.3.1. "Vent container to outside of aircraft. Aircrew members monitor vent valves during flight."
- 19.4.3.2. "Container is excepted from venting."

#### 19.5. Class 4 and Class 5

- 19.5.1. Enter the control and emergency temperatures for temperature controlled Division 4.1 and 5.2 materials.
- 19.5.2. For Division 4.1 Self-Reactive Substances and Division 5.2 Organic Peroxides enter the following statement: "Protect from direct sunlight and all sources of heat and place in adequately ventilated area".
- 19.5.3. For a Division 4.1 (polymerizing substance and self-reactive) material or a Division 5.2 (organic peroxide) material enter the following additional information, as appropriate:
- 19.5.3.1. If notification or competent authority approval is required, enter a statement of approval of the classification and conditions of transport.
- 19.5.3.2. For Division 4.1 (polymerizing substance and self-reactive) and Division 5.2 (organic peroxide) materials that require temperature control during transport, add the words "TEMPERATURE CONTROLLED" as part of the proper shipping name, unless already part of the proper shipping name. Include the control and emergency temperature.
- 19.5.3.3. Include the word "SAMPLE" in association with the basic description when a sample of a Division 4.1 (polymerizing substance and self-reactive) material or Division 5.2 (organic peroxide) is offered for transportation.

#### 19.6. Class 7

19.6.1. For radioactive Category II-Yellow and Category III-Yellow, enter: "Radioactive material is intended for use in, or incident to, research, medical diagnosis, or treatment" when applicable (see special provision A507).

## 19.7. Class 9

- 19.7.1. Vehicles, and Other Equipment prepared according to A13.4. or A13.6.:
- 19.7.1.1. Enter the PSN, hazard class, and net quantity of flammable fuel within tanks and/or system. For example; "Fuel, Aviation, Turbine Engine, Class 3, 38 L". When an item is completely drained (but not purged), the shipper's estimate of the quantity of fuel remaining in the unit may be entered. Refer to A3.3.3.4. for authorized fuel levels.
- 19.7.1.2. Enter the PSN and hazard class for accessorial hazards (batteries, mounted cylinders and fire extinguishers, installed engine starting fluid, etc). Show number of accessorial hazards. For example; "1 each Batteries, Wet, Filled with Acid, 8" or "2 ea. Fire Extinguishers, 2.2".
- 19.7.1.3. Identify any integral installed fire suppression systems as a accessorial hazard.
- 19.7.1.4. Identify mounted engines and generators that are by design an approved part of an M-Series vehicle as an accessorial hazard (also identify hazardous components such as batteries).
- 19.7.1.5. Enter the name and quantity of any non-hazardous fuel in vehicles or equipment tanks.
- 19.7.1.6. When an item is drained and purged of any flammable liquid, but is being certified due to another hazard, enter "Drained and Purged."
- 19.7.1.7. Include the statement "non-hazardous battery installed" if applicable.
- 19.7.1.8. Reference to the technical directive used to prepare the item for military air shipment is not required, except for fuel servicing equipment and vehicles drained in accordance with technical directives (technical orders, field manuals, etc.). In this case, indicate the directive used: "Drained IAW T.O. XX-XX-XX"
- 19.7.1.9. For UN specification jerricans secured in permanently configured and approved holders of the transporting vehicle or equipment. Identify PSN, hazard class, the number of jerricans and quantity of fuel in each jerrican for the transporting vehicle or equipment. Example "4 Jerricans X 19 L"; "1 Jerrican X 19 L"; "1 Jerrican X 12 L." DOT 5L jerricans secured in permanently configured and approved holders may be documented in the same manner provided they are drained to the greatest extent possible.
- 19.7.1.10. For vehicles, equipment, machinery, or apparatus containing magnetized material with a magnetic field strength greater than 0.002 gauss or more, measured at 2.1m (7 feet) from the source, enter "Contains Magnetized Material."
- 19.7.2. For Dangerous Goods in Machinery or Apparatus, enter the PSN, hazard class, and net quantity of hazardous materials in a solid, liquid, or gaseous state contained within the article.

- 19.7.3. For life-saving appliances, Class 9, prepared according to A13.12., enter the PSN and hazard class of each hazardous component within the shipping container.
- 19.7.4. When dry ice is used as a refrigerant for another hazardous material, identify the dry ice as an accessorial hazard by entering the PSN, hazard class, and net quantity.
- **Key 20. Name of Signatory.** Enter the name of the official signing the form. Military rank may be included.
- Key 21. Date. Enter the date the material was certified.
- **Key 22. Signature.** The official who certifies that the shipment complies with the requirements of this instruction signs the form. Signature may be either written manually, by mechanical entry, or by a digital method. In all cases, ensure the individual who signs the certification statement personally inspects the HAZMAT item being certified.

## **Table A17.2. Determining Certification Requirements for Class 7.**

- **Step 1.** Determine the Radionuclide and Type of Package. Turn to A11.3. Find the radionuclide, its name, and the maximum radioactive quantity (TBq or Ci) that can be shipped in a type A package. If a type B container is required, go to Step 3.
- **Step 2**. Determine if a Shipper's Declaration for Dangerous Goods is Required. Turn to Table A11.2. Determine the maximum quantity that can be shipped as a limited quantity. This amount is a fraction of the quantity listed in Table A11.1. If the item shipped qualifies as an excepted package, a Shipper's Declaration for Dangerous Goods is not required, comply with A11.10. and A11.11. Go to Step 3 if the material is not a limited quantity.
- **Step 3.** Enter the Information Required in Key 16. Make a note of the transport index, but do not enter it in Key 16.
- **Step 4.** Determine the Proper Shipping Name (PSN). Select the applicable PSN from Table A4.1. Complete the appropriate keys using the information found in Table A4.1., columns 2 through 4. Do not complete Key 17 at this point. Make a note of all the basic paragraphs listed in column 8.
- **Step 5.** Select the Packaging Paragraph. Determine the correct packaging paragraph from the list made in Step 4 based on the type of package used. Determine the paragraph based on the particular container used. Enter this information as the first entry in Key 17.
- **Step 6.** Determine the Label Requirements. Use the transport index, the surface reading, and fissile class, if appropriate, to determine the labels required by Attachment 15. Enter the label required as the category of package entry in Key 17, immediately following the packaging paragraph. Enter the transport index and any remaining information required to complete Key 17.
- **Step 7.** Complete the Remaining Keys of the Shipper's Declaration for Dangerous Goods. Step-by-step instructions for completing the Shipper's Declaration for Radioactive Material are identified in Table A17.1.

Figure A17.1. Completed Samples of the Shipper's Declaration for Dangerous Goods.

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	EQUIPMENT:					nelter			
							[		
	· ·								
ADDITIONAL H	L			<u> </u>	_		<u> </u>		
	ATTERIES WET, FILLED WITH A	ACID, 8							
	RE EXTINGUISHER, 2.2								
•				•					
	•								
						**************************************			
÷ .			EMERGEN	ICY TELEPH	ONE	E NUMBER: 1-800-851-8	8061	1-804-2	79-3131
						NAME/TITLE OF SI	IGNATO	RY	
l here	eby declare that the contents of the	is consid	inment are	fully and		AUSTIN STEV			
accu	rately described above by the pr	oper ship	ping name	e, and are		WAREHOUSE	FORE	EMAN	
	sified, packaged, marked, and lab	•	•			PLACE AND DATE			
resp	ects in proper condition for trans					WPAFB, OH.	45433		29 Feb 200
resp inter	ects in proper condition for trans rnational and national governmer of the applicable air transport re	nt regulat	ions. I de	clare that		WPAFB, OH.	45433		29 Feb 200

SHIPPER						AIR W	AYBILL NO.		•			
	IANAGEMENT FLIGHT	Γ.										
5236 CHASE ST							PAGE 1 OF 1 PAGES					
WRIGHT PA	ATTERSON AFB OH 4	5433-5501										
PHONE NUMBER:							PER'S REFERENCE I	NUMBER				
							FB23008060900	1XXX				
CONSIGNEE												
FB5612												
435 ABW L												
RAMSTEIN	AB, GERMANY											
COMPLETED A	ND SIGNED COPIES OF THIS		-				WARNING					
	MUST BE HANDED TO THE C						WARNING					
TRANSPORTAT	ION DETAILS			,			ailure to comply in all					
THIS SHIPMEN	T IS WITHIN THE LIMITATION	S PRESCRIB	ED FOR:	AIRPORT OF	DEPARTUR		azardous Materials/D ay be in breach of the					
(DELETE NO	N-APPLICABLE)			DOV DOVER A	ED DE	le	legal penalties					
		SARGOVAIRO SXXXXVINO		DOVERA	MD, DE	SHI	PMENT TYPE: (DELE	TE NON-APPLICAE	BLE)			
				<u> </u>		<b>-</b>   [	NON-RADIOACTIVE	RADINAD	DK/XE			
AIRPORT OF D						L.		11.01.00				
**	AB, GERMANY							·				
	ND QUANTITY OF DANGER		S									
·	SEROUS GOODS IDENTIFICA	TION	101/		PACKING		UANTITY AND	PACKING	AUTHORIZATI			
JN or ID NO.	PROPER SHIPPING N	IAME		or DIVISION DIARY RISK)	GROUP	TY	PE of PACKING	INSTRUCTION	The state of the s			
UN3072	LIFE-SAVING APPLL	ANCES	9			1 Fiber	board Box	A13.12				
	SELF INFLATING					X 3 Inf	latable Rafts					
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	*											
								L	<u> </u>			
	IANDLING INFORMATION	-	_	, .			-,,	, .				
Store in coo	l, well-ventilated areas a	way from	tire haza	rds and sou	irces of he	at or 1gn	ition. Do not dro	p or rough hand	ile.			
CARBON D	DIOXIDE, 2.2											
FLARES, A	ERIAL, 1.3G											
MATCHES,	STRIKE ANYWHERE,	, 4.1										
lac.				EMEDO:		ONE NUM	IDED: 1 000 051	0061 1001	270 2121			
er .				EMERGEN	NCY IELEPH	ONE NUM	IBER: 1-800-851-		279-3131			
							NAME/TITLE OF S					
	by declare that the con rately described above			•			Caroline Heinz Packing & Cra					
	irately described above sified, packaged, marke						PLACE AND DATE					
resp	ects in proper conditior	for trans	port acc	ording to a	pplicable		WPAFB, OH.	•	31 Jan 200			
	national and national g	overnmen	t regula	tions I dea	clare that		··· · · · · · · · · · · · · · · · · ·		21 Juli 201			
	of the applicable air tra											