

# INSTRUCTIONS

## FOR COMPLETING THE SHIPPER'S DECLARATION

### Step #1:

Open the Shipper's Declaration with:

- Adobe Acrobat Reader® for the PDF version (Adobe Acrobat Reader is available as a free download from the Adobe.com web site.)
- Microsoft Word® for the MS Word version

### Step #2:

Save a blank copy of the Shipper's Declaration form for future use.

Note: If you are using the PDF version, you can only save a blank copy of the form. If you use the word version, you can save completed forms for future use.

### Step #3:

Begin by placing the cursor in the "Shipper" block in the upper left corner of the Shipper's Declaration and keying information as appropriate. Using the TAB key to move from one field to another, complete all required fields.

For a detailed explanation of information required on a Shipper's Declaration, refer to **IATA Section 8 - Documentation (Paragraph 8.1.6)**. Using the sequence the TAB key will follow, a general explanation of how to complete the attached form is provided below:

- **Shipper** - Full name and address of the shipper
- **Air Waybill Number** - The number of the Air Waybill to which the declaration form will be attached
- **Page of Pages** - The page number and the total number of pages (For a single page Shipper's Declaration, enter "Page 1 of 1 Pages").
- **Shipper's Reference Number** - Optional field providing the shipper with an opportunity to enter an internal organization reference number
- **Consignee** - Full name and address of the consignee
- **Transport Details** - Tab to the appropriate field, and using the capital letter "X," enter X's to block out "Passenger and Cargo Aircraft" (for shipments which must travel on Cargo Aircraft Only) or to block out "Cargo Aircraft Only" (for shipments which may travel on either Passenger or Cargo aircraft).
- **Airport of Departure** - This information is optional and may be left blank.
- **Airport of Destination** - This information is optional and may be left blank.
- **Shipment Type** - Tab to the appropriate field, and using the capital letter "X," enter X's to block out "NON-RADIOACTIVE" (for shipments which contain radioactive material) or to block out "RADIOACTIVE" (for shipments which do not contain radioactive material).

- **Nature and Quantity of Dangerous Goods** - Enter the required information strictly in accordance with IATA 8.1.6.9. Begin by entering the UN or ID Number. Use the SPACE BAR to move from one column to another as you enter information across the page. Per IATA 8.1.6.10 (b), the information in this field “must be entered in sequence within the columns provided.” If your information will not fit without going over the lines separating the columns, use the ENTER key and enter text on another line.
- **Additional Handling Information** - Enter any special handling information relevant to the shipment in accordance with IATA 8.1.6.11.
- **Emergency Telephone Number** - All dangerous goods shipments to, from, within, or transiting through the U.S. must include 24-hour emergency response information as described in IATA 2.8.2, USG-12.
- **Name of Signatory** - Enter the name of the person actually signing the Shipper’s Declaration.
- **Date** - Enter the date to indicate where and when the form is actually signed.

Step #4:

Print and sign the form. Per IATA 8.1.4.1, a typewritten signature is not acceptable.

**Note: A typed signature may be used if the origin and destination are in the United States or its territories.**

Step #5:

Provide at least three (3) signed copies of the completed Shipper’s Declaration (with diagonal hatchings printed in red) to FedEx or shipping. (Refer to FedEx ATA Variation FX-08).

**Note: When a shipment (or consignment) consists of more than one outer package or overpack, one additional black and white copy of the Shipper's Declaration must be affixed by the shipper to each additional outer package or overpack in the shipment.**