

Table of Contents

Dangerous Goods System Preferences2	
Dangerous Goods Shipment Processing5	
Dangerous Goods Chemical Record Editor16	
Dangerous Goods Chemical Record Viewer21	
Dry Ice	
Excepted Quantities	
Lithium Batteries	
Reprint Dangerous Goods Documents	
Package or Shipment-Level Dangerous Goods Declaration (Preference)31	
Import and Export Mapping Definitions32	
Using a Dangerous Goods Chemical Table from an External Source	

1



Dangerous Goods System Preferences

For Dangerous Goods shipments you may need to specify the following system preferences:

- Chemical Record data source (WorldShip software or an external source)
- Dangerous Goods documentation and printer options
- Export options for Dangerous Goods shipment information
- Custom label names for up to three record identifiers

To set the Dangerous Goods system preferences:

Step	Window	
1. On the Tools tab, click System Preferences and then Dangerous Goods.	Hone My Services Tools Printing Activities Import-Export UPS WorldShip Hone My Services Tools Printing Activities Import-Export UPS com Support Import-Export Create/Edit Tab Order Import-Export UPS com Support Import-Export Create/Edit Tab Order Import-Export UPS com Support Import-Export Create/Edit Tab Order Import-Export UPS com Support Profile Tools System Ship From Date Import-Export Communication Profile Tools Dangerous Coods Import-Export Import-Export Seterence Package	
	O O	t(s), 4 Pkg(s)



Dangerous Goods System Preferences

Step	Window
 Select the Printing Setup tab. In the Printer ID box, type the ID for the Dangerous Goods printer. In the Printer Type list, click the down arrow and select Dangerous Goods. Click Add. 	System Preferences Editor Preferences Editor Hardware Pirnting Setue Shipment Detail Report Setue Shipping Macellaneous System Settings Dangerous Goods Privier Default Privier ID Privier Name Label Stock Dimensions Extended Area Usage Privier Default Privier ID Privier Name Label Stock Dimensions Extended Area Usage Privier Default Privier ID Privier Name Label Stock Dimensions Extended Area Usage Privier Default Privier No Default Privier Privier Default Privier Default Privier Default Default Privier Privace Default Privier Privace Privier Default Default
 The Print window displays. In the Name list, click the down arrow and select the printer that you want to use to print your Dangerous Goods documents. Click OK. 	Print Printer Name: \\SVRP0003B3E6\Pq_5LanierLD075 Properties Status: Ready Type: LANIER LD075 PCL 6 Where: MDROA \5th Floor \ Lanier \ Mail Cube Comment: Multifunction Printer - Duplex, Copies, Collates, Staple Print range Copies Number of copies: 1 Pages for: Selection OK



Dangerous Goods System Preferences

Step	Window
The Printing Setup tab in the System Preferences Editor window displays the Dangerous Goods printer in the Printer listing.	System Preferences Editor Hardware Printer Getup Shipping Miscellaneous System Settings Dangerous Goods Printer Defa Printer_/ Printer Ty Printer Ty Printer Name Label Stock Dime Extended Area O fa Dangerou Dangerou ISVRP0003
Click OK .	Printer [D: Cancel DangerousGoods1 Printer Lype: DangerousGoods Printer Setup WSVRP0003B3E6/Pq_SLanierLD075 Pointer Delete
	Add Update Update Update System Printing Preferences Reference Numbers Printed on the Label Preferred Label Printing This Reference No. 1 Image: As You Complete Stipment Image: As You Complete Stipment This Reference No. 2 Image: Print Package Label Image: Print Package Label Reference No. 2 Image: Print Package Label Image: Print Package Label Reference No. 2 Image: Print Package Label Image: Print Package Label Reference No. 2 Image: Print Package Label Image: Print Package Label Reference No. 2 Image: Print Package Label Image: Print Package Label Note: Verify the paper size in your printer is the same paper size selected during the printer setup. Selected during the printer setup.
The Shipping window displays.	Home My Services Tools Printing Activities Import-Export UPS.com Support Ship From Distribution i Import-Export UPS.com Support Company or Name: Update Address Book Peckage Peckage Peckage Address 1: Residegital Need it here sconer? Peckage Peckage Peckage Address 1: Residegital Need it here sconer? Peckage Peckage Peckage Address 2: Address 3: Shipperis StatuPhypyince(Courty Peckage Shipper's Cost (USD) Published: UPS Account Number: Tog ID Number: Shipper's Cost (USD) Published: 0.00 Declared Value: Peckage Shipperint 0.00 Declared Cost Ver: XOPY Pending: 4 Shipprint, 0.40 0.40

4



Note: You might need to set your system preferences before processing a Dangerous Goods shipment. See the Dangerous Goods System Preferences section of this document.

To process a Dangerous Goods shipment:

Step	Window
 For a single piece shipment skip to step 3. On the ribbon click Multi- piece Shipment to create a Multi- piece shipment. 	UPS WordShip UPS concert UPS concert
2. In the Multi-piece Shipment window:	Multi-piece Shipment
 Enter the Total Number of Packages. 	Package Weight Options
Enter Total Shipment Weight is activated by default. Enter the Total Shipment Weight.	Enter Total Shipment Weight: 100 Ib (All packages must have the same weight and dimensions)
• Click OK .	 Hundredweight Pricing Applied (Shipment will not be aggregated at End of Day) Enter Package Weights on Shipping Window
Note: You have the option to select Enter Package Weights on Shipping Window.	Original Ground (Freight Pricing) Shipment (Enter the details by commodity) OK Cancel







Step	Window
 Select Dangerous Goods under Package Options. 	Image: Solution of the state of the sta
To process an International Dangerous Goods (IDG) shipment, you must be shipping between approved IDG lanes. If you have questions regarding approved IDG shipping lanes or go to the approved countries list at: <u>http://www.ups.com/content/us/</u> en/resources/ship/idg/information/ <u>acl.html</u>	Ship To Ship From Dathbution Customer ID: Update Address Book Company or Name: Peckage Dangerous Goods Company or Name: Vertify Defining Attertion: Statuthy Delivery Address 1: Vertify Pockage Options Address 2: Address 3: Country/Tentory: Pockage Options Undete datase Vertify Delivery Pockage Options: Statu P Soccess F Outrety/Tentory: Pockage Options: Pockage Options: Statu P Soccess F Pockage Options: Statu P Soccess F Vertify Tentory: Pockage Options: Pockage Options: Telephone: () > [] UPS Account Number: Vertify Pockage Continuation Name: Procetive Resource Pockage Options: Package Data Option Cost: UPS Account Number: Tag ID Number: Vertify Pockage Continuation Package Cost Package Data Option Cost: 0.00 USD Datal Cost Dout USD Datal Cost Procees Stigment F10 Procees Prog
	Your invoice may vary from the displayed rates.

7



 5. The Shipment Signatory Information fields display after selecting the Dangerous Goods option. The fields that display depend on the regulation set. For 49CFR and TDG regulation sets, WorldShip shipping system prints the Dangerous Goods Shipping Paper; only the Name and Date can be entered/printed on the form. For the IATA regulation set, WorldShip shipping system prints the Shipper's Declaration for Dangerous Goods; Name, Title, Place and Date fields can be entered/printed on this form. WorldShip shipping system prints the Shipment Signatory Information when the Shipper provides it. Note: The Name and Date are required fields for TDG ground movements between CA to CA; CA to US and US to CA. You can set a Dangerous Goods System Preference with a default Signatory Name. WorldShip shipping system pre- populates the Signatory Name only for ground movements between CA to CA; CA to US and US to CA. 	Image: Tools Printing Addwites Import-Support UPS.com Support base a Return ~ Repeat Undo Void Iff and tesses End Iff and tesses Iff and tesses



Step	Window
 In the Current Regulation Set, click the down arrow and select a regulation set. 	Image: Second
7. In DG Reference 1 , enter the first dangerous goods commodity in your shipment by selecting the Dangerous Goods record from your Chemical Record Data Source .	Ver XOPY USENNER Ver XOPY USENNER



Step	Window
 8. The Dangerous Goods Chemical Record Editor window displays. If your Chemical Record Date Source preference is WorldShip system, type the required information and click OK. 	Image: Dangerous Goods Chemical Record Editor Dangerous Goods Information Reference Number: Regulation Set: Image:
• If your Chemical Record Data Source system preference is External Source , this window shows the details for the selected reference number. Review the information and click OK .	Class Division Number: Subrisk Class: Identification Number: Packing Group: 1.4C Additional Description: Quantity: Unit Of Measure: Number of Packages: Packaging Type: 1 Record Identifier 1: Record Identifier 2: Record Identifier 3:
For information on this form, see the <u>Dangerous Goods Chemical</u> <u>Record Editor</u> section of this document.	Packing Instructions: Transportation Mode: Label Required: Ground Emergency Phone: ER Registrant: Update Personal Chemical Table



Step	Window
 The Shipping window displays with your selection in the DG Reference 1 box. Note: Details becomes active. Click do not be the selected reference number. Return to step 7 to enter additional dangerous goods commodities to the package in the DG Reference 2 and DG Reference 3 boxes as needed. 	Normet My Services Total Printing Activities Import-Export UPScon Support Nigh To Distribution Import-Export UPScon Support Import-Export UPScon Support Ship To Distribution Import-Export UPScon Support Import-Export UPScon Support Customer ID Update Address Book Import Options Parkage Dangerous Goods Current Regulation Set 49CFF Company or Name: Import Options Parkage Options Current Regulation Set 49CFF Address 2 Address 3 Control Parkage Options Import Options Distribution Address 2 Address 3 Option Costs Distribution Distribution United States 2103- Shippeer Signatory Information Name: Shippeer Signatory Information Update Address 3 Dotal Cost 0.00 USD Detail Cost Dotal USD Total Cost 0.00 USD Detail Cost Detail Cost Etail Preg XXXXX IPS IPS It is NEW Process Shipment FIB XXXXX IPS Image Deleter Pkg </td
 Click Packaging Type when there are two or three DG References added to the package. If there is only one DG Reference then skip to step 10. 	Image: Source



Step	Window
 9. The Dangerous Goods Material Packaging window displays. Select the appropriate packaging type for your shipment. If you select All Packed in One, then select either Fiberboard Box or Other and enter a description. Type the Q-Value as needed. Click OK. 	Dangerous Goods Material Packaging Packaging Type Not Applicable Overpack Used All Packed in One Eibreboard Box Other Other Other
 If you started with a single piece shipment and would like to add another package, click Add and go to step 4. Click Process Shipment F10. 	Nome UPS WorldShip Home My Services Tools Pinting Activities Import-Social Reference Shup from Distribution Update Address Boot Package Dangerous Goods Current Regulation Set. @0CFR OG Shipper Import-Social Reference Current Regulation Set. @0CFR Do Reference Addregs 1. Residegial Current Regulation Set. @0CFR Do Reference Compary or Name: Package Option: Current Regulation Set. @0CFR Do Reference Country/Territory: Postage Option: Coor Do Reference Do Reference Country/Territory: Postage Option: Simperent Record Do Reference Do Reference Simplement Goods Coor 21093- Dorall Reference Do Reference Do Reference Country/Territory: Postage Option: Simplement Goods Do Reference Do Reference Do Reference Do Reference Upted States 21093- Dostate Matter Dostate Matter Dostate Matter Dostate Matter Sinperent Control Dostate Matter Dostate Matter Dostate Matter Dostate Matter Upted States



Step	Window
12. After the first Dangerous Goods shipment is processed for the day, a warning message displays. WARNING: The chemical information entered is not validated to be accurate, complete, or correct. It is the sole responsibility of the user to ensure the final documentation created from this information by this software meets all applicable regulatory requirements. Click OK .	UPS WorldShip × WARNING: The chemical information entered is not validated to be accurate, complete, or correct. It is the sole responsibility of the user to ensure the final documentation created from this information by this software meets all applicable regulatory requirements. OK
13. Note: Dangerous Goods shipments will be validated when the shipment is processed, Dangerous Goods data elements provided will be verified to ensure compliance with current regulations and acceptable for UPS to carry for the service selected. Any errors will be displayed for corrections.	Dangerous Goods Processing Results The following errors were returned from UPS for the current shipment: Description Package 1: Chemical 2: Unable to retrieve a chemical record for the selected UN ID, Risk Class, Subtrisk, Pace Imable to retrieve a chemical record for the selected UN ID, Risk Class, Subtrisk, Pace Imable to retrieve a chemical record for the selected UN ID, Risk Class, Subtrisk, Pace The sele edit your shipment accordingly.



Step	Window	
 14. The package labels and the Dangerous Goods documentation (if you selected the appropriate system preference) print and the Shipping window displays. Click OK in the various Print Completed message windows. On the Home tab, select History or press F3. 	Image: State Printing Address UPS WorldShip Home My Services Tools Printing Addresse Image: Save Shipment Repeat Undo UPS UPS End of Day Prickup Navigate Save Shipment Repeat Undo Void Track Addresses End of Day Prickup Messages Ship Toi Ship from Dombustuden Shipment Residegial Package Messages Company or Name: UPS decidegial Ship Toi Ship Toi Dombustuden Package Package Company or Name: UPS decidegial Ship Toi Dombustuden Package Package Address 1 Residegial Image Addresse Package Package Package Address 2 Address 3 Image Address Package Package Package Country If entroly Possil Code Image Address Package Shipper's Cost (USD) Published: If Tansportation To Sipper's Cost (USD) Published: 0.00 Published: 0.00	
	Ver. XOFY Pending: 2 Shpmt	s), 2 Pkg(s)



Window Step 15. The Shipment History window T 📀 🕸 = 🧞 💮) = UPS WorldShip - 🗆 X displays. Home My Services Tools Printing Activities Import-Export UPS.com Support V0-Tracking No/Pkg TicketId: Type: Shipper:John Doe Ship To Ship From DG Shipper • Select either the shipment or DG Shipper 123 Street Name Timonium, MD 21093 United States IZ Telephone package level folder to see related Email: information on the right. Shipment Billing Information Next Day Air 1YE595999999999999999 UPS Service: Ship ID: Detail Cost Duties and Laxes Actual Wt 30.0 lb Billed Wt 30.0 lb Dimensional Wt 30.0 lb Total Packages: Hundredweight Time: 10:30am 1 Shipment No level example Options Misc. Shipment 3 of 3 Pickup Rec: 0 00 0 🖪 🙃 🕸 • 🇞 🛞) • UPS WorldShip - - X Home My Services Tools Printing Activities Import-Export UPS.com Support VO-Tracking No/Pkg Ticket Id: Type: Shipper: John Doe Ship To Ship From UPS Pickups Weekday's Pending Pickup GR AB Company B AB Company B AB Company Group AB Company Group As a Company Group As a Company Group As Freight As Freight DG Shipper 123 Street Name Timonium, MD 21093 United States Telephone Email: Package Ground Freight Ground Freight Worldwide Express Freight Package Cost Tracking No: 1YE595999999999999 Large Package: I Pkg Type: Package Dimensions: None Entered Package Wt 30.0 lb Package Dangerous Goods Details level Options Misc. example Dangerous Goods Pub: 37.50 USD Dangerous Goods - Accessorial Type:HazMat Class 1-8 Air • Package 1 of 1 16. Run End of Day when all UPS WorldShip L 📀 🚸 - 🇞 👌 🕫 - = X shipments are processed. For more A @-Home My Services Tools Printing Activities Import-Export UPS.com Image: Stream of the information, see the Run the End of 0 -Day Process document. End of Day Pickup ormation * Messaging Center 🛓 Save Shipment Shipment Activities Track Manage Addres Messages Navigate Pickups Ship To Ship From Distribution Service Options Detail Reference Shipment LTL/TL Shipment UPS Service: Package Package Type: Package Customer ID: VI Update Address Book Residential tage Width: Company or Name: Length Height Next Day Air 👻 • P Need it there sooner? Attention: Declared Value Reference Number 1



You can create new chemical records, or you can base new records on existing ones in the **Personal Chemical Table** or the **UPS Chemical Table**.

To use the Dangerous Goods Chemical Record Editor:

Step	Window
 On the My Services tab, click Create/Edit Chemicals Record. 	Word Ship UPS WorldShip
 2. The Dangerous Goods Chemical Record Editor window displays. If you want to create a new chemical record, continue with step 3. 	Dangerous Goods Chemical Record Editor Dangerous Goods Information Regulation Set: Yiew Chemical Records ASCFR Proper Shipping Name:
 If you want to create a new chemical record based on an existing chemical record, click View Chemical Records and then skip to step 2 in the Dangerous Goods Chemical Record Viewer section. 	Iechnical Name: Class Division Number: Subrisk Class: Identification Number: Packing Group: 1.4C Additional Description:
	Quantity: Unit 01 Measure: Number of Pagkages: Packaging Type: Record Identifier 1; Record Identifier 2; Record Identifier 3; Regulatory Quantity: Regulatory Quantity: Packing Instructions: Transportation Mode: Label Required: Ground Emergency Phone: ER Registrant:
	Update Personal Chemical Table UK Delete Clear Leip



Step	Window
3. The Dangerous Goods Chemical Record Editor window displays.	Dangerous Goods Chemical Record Editor Dangerous Goods Information
Note: If you selected a chemical record in the Dangerous Goods Chemical Record Viewer window, some fields may contain an entry.	Reference Number: Regulation Set: View Chemical Records IATA IATA Reportable Quankty: Proper Shipping Name:
All fields can be edited as follows:	Technical Name:
• Reference Number – the Reference Number field is used to make it easy to retrieve a Chemical Record from your personal or the UPS chemical table. Type a number or click the down arrow and select a number to identify the Dangerous Goods.	Class Division Number: Subjrisk Class: Identification Number: Packing Group: 1.4S Additional Description: Quantity: Unit Of Measure: Number of Pagkages: Packaging Type: Record Identifier 1; Record Identifier 2; Record Identifier 3;
 Regulation Set – click the down arrow and select one of the following: 	Packing Instructions: Transportation Mode: Label Required: Passenger Aircraft Emergency Phone: ER Registrant:
49CFR – for US domestic or US 48 to Canada (Standard service only) Dangerous Goods shipments.	Save Delete Clear Close Help
ADR – for Europe to Europe Dangerous Goods shipments.	
IATA – for international and domestic Dangerous Goods shipments.	
TDG – for Canada to US 48 or Canada to Canada (Standard service only) Dangerous Goods shipments.	
 Reportable Quantity – either leave blank or type RQ to represent the quantity at which the listed chemical could become a hazardous substance. 	
 Proper Shipping Name – type the name assigned to each regulated good listed in 49CFR Part 172.101 or IATA Section 4.2 List of Dangerous Goods. 	
 Technical Name – type a recognized chemical name currently used in scientific handbooks, journals and texts. Some generic or NOS proper shipping names require the addition of a technical name. 	



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Step	Window
 Class Division Number – click the down arrow and select the class or division number assigned to the proper shipping name. Subrisk Class – click the down arrow and select the class if the good has an associated subrisk class. Some chemicals have multiple subrisks. 	Dangerous Goods Chemical Record Editor Dangerous Goods Information Reference Number: Regulation Set: View Chemical Records Reportable Quantity: Proper Shipping Name: Iechnical Name:
 Identification Number – type the number assigned to the proper shipping name. The ID is listed in 49CFR Part 172.101 or IATA Section 4.2 List of Dangerous Goods. Packing Group – click the down arrow and select the group level that reflects the potential degree of danger 	Class Division Number: Subrisk Class: Identification Number: Packing Group: 1.45 Additional Description: Quantity: Unit Df Measure: Number of Packages: Packaging Type: 1 Record Identifier 1: Record Identifier 2: Record Identifier 3: Regulatory Quantity:
 Additional Description – type any additional information that may be 	Packing Instructions: Transportation Mode: Passenger Aircraft Fully Regulated Emergency Phone: ER Registrant:
 • Quantity – type the number of regulated goods in the package. 	Save Delete Clear Dose Help
 Unit Of Measure – click the down arrow and select the unit of measure used in association with the quantity of goods in the package. 	
 Number of Packages – type the number of inner packages used to contain the regulated material. 	
 Packaging Type – click the down arrow and select the type of outer package used to contain the regulated good. 	
 Record Identifier 1, Record Identifier 2, and Record Identifier 3 – Data entered in these fields is used when searching for records in the Personal Chemical Table. Custom record identifier captions can be created for Record Identifier 1, Record Identifier 2, and Record Identifier 3 fields. 	



Ston	Window
Step	window
 Packing Instructions – type the Packing Instruction number or Limited Quantity Packing Instruction number used to prepare the package. This applies to IATA shipments only. 	Image: Soods Chemical Record Editor Dangerous Goods Information Reference Number: IATA Reportable Quantity: Proper Shipping Name:
 Transportation Mode – click the down arrow and select the mode of transportation associated with the shipment. Label Required – type the name of 	Lechnical Name: Class Division Number: Subrisk Class: 1.45 Additional Dgscription:
the labels required for the package.	Quantity: Unit Of Measure: Number of Pagkages: Packaging Type:
 Emergency Phone – type the emergency response telephone number to use while the goods are in transportation. Only numbers; periods "."; parentheses "()"; dashes "-"; plus sign "+"; and alpha characters 'EXT' and 'OPT' in lower or upper case are allowed. 	Record Identifier 1: Record Identifier 2: Record Identifier 3: Packing Instructions: Transportation Mode: Regulatory Quantity: Passenger Aircraft Fully Regulated Emergency Phone: ER Registrant:
 ER Registrant – type the contact name or number associated with the Emergency Phone entry. Data entered cannot match the Emergency Phone number. 	
Regulatory Quantity –	
 Limited Quantity – indication that the quantity of the Dangerous Goods commodity is within the Limited Quantities range. Limited Quantities is available for ADR, IATA and 49CFR regulation sets. 	
 Fully Regulated – indication that the Dangerous Goods commodity is a fully regulated Dangerous Good. Fully Regulated shipments must be prepared, packed, marked, labelled and documented in full compliance with the regulations. Shippers are responsible for these activities and must consult the regulations to ensure compliance 	



Step	Window
 Note: The following fields will be available only for the ADR Regulation Set: Proper Shipping Name in Local Language: Technical Name in Local Language: Transport Category: A category that ranges from 0 to 4 in the ADR regulation set which indicates the amount of points assigned to a dangerous goods package to be in compliance with the fully regulated vehicle load exemption (ADR 1.1.3.6). Tunnel Restriction Code: A code which indicates the degree of hazard that the transport of a dangerous goods package presents to road tunnels if an accident were to occur (ADR 8.6.3.1). 	Dangerous Goods Chemical Record Editor Dangerous Goods Information Reference Number: ADR ADR Proper Shipping Name Local Language: Technical Name: Technical Name: Technical Name: Using Instructions: Unit Of Measure: Number of Packages: Packaging Type: Record Identifier 1: Record Identifier 2: Record Identifier 1: Record Identifier 2: Record Identifier 3: Transport Category: Tunnel Restriction Code: Regulatory Quantity: Packing Instructions: Transport Category: Tunnel Restriction Code: Regulatory Quantity: Packing Instructions: Transport Category: Emergegory Phone: ER Registrant:
 4. A message warns that the chemical record will be saved to the Personal Chemical Table. Click OK. 	UPS Worldship All Chemicals are saved to the Personal Chemical Table, you cannot update the UPS or external chemical tables. Do not show this dialog box again. OK



You can view or search for chemical records in the **Personal Chemical Table** and the **UPS Chemical Table**. Once you find a particular record, you can select and modify it in the **Dangerous Goods Chemical Record Editor**.

To use the Dangerous Goods Chemical Record Viewer:

Step	Window
1. On the My Services tab, select Chemical Records Viewer	UPS WorldShip × Hone My Services Tools Printing Addwites ImportEport UPS.com Support import Clearance Information World Ease World Ea
or	Sho To Sho To<
from the Dangerous Goods Chemical Record Editor window, click View Chemical Records.	



Step	Window
2. The Dangerous Goods Chemical Record Viewer window displays.	
Under Chemical Table , select Personal to view chemical records from your Personal Chemical Table or select UPS to view chemical records from the UPS Chemical Table .	
Note: The UPS Chemical Table contains entries by Regulation Set that are acceptable to UPS in fully regulated quantities. If shipping ADR Regulation Set, Limited Quantity, certain commodities are not listed that UPS will accept in Limited Quantity (as published by the ADR regulations). Enter those commodities manually and consider saving them to your Personal Chemical Table.	



Step	Window
The chemical records for the chemical table you selected display under Search Results .	
To search for specific chemical records:	
Tip: Complete only the fields needed to run your specific search.	
 Click the Regulation Set down arrow and select one of the following: 	
49CFR – for US domestic or US 48 to Canada (Standard service only) Dangerous Goods shipments.	
ADR – for Europe to Europe Dangerous Goods shipments.	
IATA – for international and domestic Dangerous Good shipments.	
TDG – for Canada to US 48 or Canada to Canada (Standard service only) Dangerous Goods shipments.	
 Type the alphabetic prefix (UN, ID, NA), and the four digit number in the Identification Number box. 	
 Type a name in the Proper Shipping Name box. 	
Click Search.	



Step	Window
The chemical records based on your search criteria display under Search Results .	
To see the details for a particular chemical record, use the horizontal scroll bar.	
Note : If shipping ADR Regulation Set, Limited Quantity, certain commodities are not listed that UPS will accept in Limited Quantity (as published by the ADR regulations). Enter those commodities manually and consider saving them to your Personal Chemical Table.	
Note: If you selected a chemical record from your Personal Chemical Table , you can click Delete to delete the record. If you selected a chemical record from the UPS Chemical Table , Delete is not active, and you cannot delete the record.	
To create a chemical record for your Personal Chemical Table based on a current chemical record:	
 Select the record under Search Results for which you want to base your new chemical record. 	
Click Select.	



Step	Window
The Dangerous Goods Chemical Record Editor window displays and shows the chemical record you selected in the Dangerous Goods Chemical Record Viewer window.	
Refer to step 3 in the <u>Dangerous Goods</u> <u>Chemical Record Editor</u> section of this document for instructions on creating a new chemical record in your Personal Chemical Table based on an existing chemical record. Click Save .	

25



Dry Ice

How you process a Dry Ice shipment depends on if it is being used to cool other Dangerous Goods or non-Dangerous Goods.

If used to cool Dangerous Goods, Dry Ice (UN1845) should be selected as one of the three commodities in the package (see step 7 of Dangerous Goods Shipment Processing).

If used to cool non-Dangerous Goods, Dry Ice (UN1845) select the Dry Ice Package Option.

Processing a Dry Ice package cooling non-Dangerous Goods:

Step	Window
 Select the Dry Ice Package Option when shipping Dry Ice used to cool non- Dangerous Goods. 	
2. Enter the Dry Ice Weight and select Lbs or Kgs.	



Excepted Quantities

You can indicate if a package contains Excepted Quantities of Dangerous Goods. WorldShip shipping system will display the Excepted Quantities package option to Dangerous Goods shippers in Europe origin countries.

To indicate if a package contains Excepted Quantities of Dangerous Goods:

Step	Window
3. On the Shipping window, click the Options tab.	
 Under Package Options, select Excepted Quantities. 	
 Click View Regulations to display a web page describing the regulations for shipping Excepted Quantities. 	
Note: When a shipment containing Excepted Quantities is processed, a message will display reminding you that an Excepted Quantities label needs to be applied to every Excepted Quantities package.	



Lithium Batteries

You can indicate if a package contains lightly regulated Lithium Batteries. WorldShip shipping system will display the Lithium Batteries package option for all origin countries.

To indicate if a package contains Lithium Batteries:

Step	Window
1. On the Shipping window, click the Options tab.	
2. Under Package Options, select Lithium Batteries.	
 Select the Package Lithium Batteries option for your shipment. 	
Lithium Ion AloneLithium Metal Alone	
Lithium Ion in EquipmentLithium Metal in EquipmentLithium Ion Packed with	
Equipment Lithium Metal Packed with Equipment 	
 Click View Regulations to display a web page describing the regulations for shipping Lithium batteries. 	
Note: Lightly Regulated Lithium Ion Alone and Lithium Metal Alone can only be shipped by Ground Service. If an Air Service is selected, you will be instructed to process these types as Fully Regulated Dangerous Goods.	
Note: The maximum number of Lithium Batteries per package is 3.	



Lithium Batteries

Note: Lithium Batteries are not allowed with Fully Regulated or Limited Quantities of Dangerous Goods, Excepted Quantities of Dangerous Goods or Dry Ice.

29



Reprint Dangerous Goods Documents

You can reprint Dangerous Goods (DG) documentation from Printing Activities tab in Shipment History window.

To reprint a DG document:

Step	Window
1. In the Shipment History window, select the recipient or tracking number of the shipment for which you want to reprint documents	Image: Standard S
The information about the shipment displays on the right.	Ver Package 1 of 1 🕁
 2. On the Printing Activities tab, select Dangerous Goods and then select the document you want to reprint: ADR Transport Document Hazardous Materials Manifest Shipper's Declaration Shipping Paper The selected document prints. 	



Package or Shipment-Level Dangerous Goods Declaration (Preference)

For the IATA Regulation Set, WorldShip shipping system can either print the IATA Shipper's Declaration at the package level (default), or at the shipment level. Regardless, for multi-package Dangerous Goods shipments, each package containing Dangerous Goods needs to have the commodity detail provided as described in Dangerous Goods Shipment Processing (Steps 4+).

Step	Window	
1. To modify the Shipper's Declaration aggregation preference, select "Tools", then Shipper Editor, then choose account, then modify	Modify Shipper 0005YY Rating Preferences Return Services Import Control International Freight Shipper Information Attemate Ship From Preferences Profile:	? × OK Cancel Help
2. Under Shipper's Declaration Printing Preference, select Package Level or Shipment Level and then click OK.	Number of Print Copies Hold at UPS Access Point Notification Type: UPS Shipper 0 1 (None) Shipper's Declaration Printing Preference O Package Level Image: Shipment Level Automatic Address Validation Validate during Shipment/Batch/Distribution List processing Automatic Address Classification Classify during Shipment processing Image: Classify during Batch/Distribution List processing Image: Classify during Batch/Distribution List processing	Use Alternate Ship From





Import and Export Mapping Definitions

Table Legend:

- The **Length** column indicates the maximum number of characters you can type for the field.
- The **Type** column indicates **A** for alphabetic characters, **N** for numeric characters, and **S** for special characters (such as press the Shift and 4 keys to type \$). For example, **A/N/S** means that you can type alphabetic, numeric and special characters.
- The **I/E** column indicates if the field applies to import (**I**), export (**E**), or both import and export (**I/E**) maps.
- The **Exceptions and Notes** column provides additional information, such as valid values, field formats or links to additional information.

Category/Field	Length	Туре	I/E	Exceptions and Notes
Reference Number	15	A/	Е	
Regulation Set	5	Ν	Е	
Reportable Quantity	2	Ν	Е	
Proper Shipping Name	15	A/N/S	Е	0-9; A-Z; special characters.
Technical Name	20	A/N/S	E	0-9; A-Z; special characters.
Class Division Number	7	N	Е	
Subrisk Class	7	Ν	Е	
Identification Number	6	Ν	Е	
Packing Group	5	Ν	Е	
Additional Description	25	A/N/S	E	0-9; A-Z; special characters.
Quantity	5	N	Е	
Unit of Measure	10	N	Е	
Packaging Type	35	A/N	E	The package types available depend on the shipment origin and any custom package types that you have
Record Identifier 1	30	Ν	Е	
Record Identifier 2	30	Ν	Е	
Record Identifier 3	30	N	E	
Packing Instructions	4	A/N	E	
Transportation Mode	30	A/N	Е	
Label Required	50	A/N	Е	
Emergency Phone	25	A/N	E	Only numbers; periods "."; parentheses "()"; dashes "-"; plus sign "+"; and alpha characters "EXT" and "OPT" in lower or upper case are allowed
ER Registrant	24	A/N	E	Data entered cannot match the Emergency Phone number.



Category/Field	Length	Туре	I/E	Exceptions and Notes
Number of Packages	3	N	E	1-999 (default is 1)
Transport Category	1	N	I/E	WS 2017 or higher
				Required for ADR Regulation Set. Values are 0,1,2,3,4.
Tunnel Restriction Code	6	A/N	I/E	WS 2017 or higher
				Required for ADR Regulation Set. Values are, (B), (B/D), (B/E), (C), (C/D), (C/E), (D), (D/E), (E).
Technical Name In Local Language	200	A/N/S	I/E	WS 2017 or higher
				ADR Regulation Set only: A required field when the Technical name field is populated and it is a non-English installation.
Proper Shipping Name In Local Language	150	A/N/S	I/E	WS 2017 or higher
				ADR Regulation Set only: Required for non-English installations.
Regulatory Quantity	2	A	I/E	WS 2017 or higher
				Required values are FR or LQ.



Using a Dangerous Goods Chemical Table from an External Source

To use a Dangerous Goods Chemical Table from an external source, you must follow the steps below.

- 1. Change the Dangerous Goods Chemical Record Data Source
 - a) Click on the **Tools** tab
 - b) Click on System Preferences
 - c) Select the **Dangerous Goods** tab
 - d) Select External Source
 - e) Click Apply
- 2. Configure an ODBC data source
 - a) Go to Control Panel
 - b) Open Administrative Tools
 - c) Open Data Sources (ODBC)
 - d) Click the System DSN tab
 - e) Click Add Select Microsoft Access Driver
 - f) Click Finish
 - g) Enter HAZMAT for the Data Source Name
 - h) Click **Select** under **Database**
 - i) Browse to the database
 - j) Click **OK** to create the data source



Using a Dangerous Goods Chemical Table from an External Source

3. The External Source Dangerous Goods Chemical Table needs to be an Access Database. The table name should be "UPSWorldShipDG" and the primary key for the table is the "IDGReferenceNumber" field. The external source chemical table needs to be set up with the following column names:

Category/Field	Туре	Maps to in WS	Exceptions and Notes
IDGReferenceNumber	Char	Reference Number	**Primary Key
RegulationSet	Char	Regulation Set	
ReportableQuantity	Char	Reportable Quantity	
HazmatShipping Name	Char	Proper Shipping Name	
TechnicalName	Char	Technical Name	
HazmatClassNumber	Char	Class Division Number	
SubriskClass	Char	Sub Risk Class	
HazmatId	Char	Identification Number	
PackingGroupNumber	Char	Packing Group	
HazmatAdditionalDesc	Char	Additional Description	
HazmatQuantity	Char	Quantity	
HazmatUnit	Char	Unit of Measure	
HazmatPackageType	Char	Packaging Type	
HazmatPackingInstructions	Char	Packing Instructions	
TransportationMode	Char	Transportation Mode	
LabelRequired	Char	Label Required	
EmergencyPhone	Char	Emergency Phone	Only numbers; periods "."; parentheses "()"; dashes "-"; plus sign "+"; and alpha characters "EXT" and "OPT" in lower or upper case are allowed
ER_Registrant	Char	ER Registrant	Data entered cannot match the Emergency Phone number
NumOfPkgs	Char	Number of Packages	WS 2014 or higher



Category/Field	Туре	Maps to in WS	Exceptions and Notes
HazmatShippingNameIn LocalLanguage	Char	Proper Shipping Name In Local Language	ADR Regulation Set optional
			ADR Regulation Set only: Required for non-English installations.
TechnicalNameIn LocalLanguage	Char	Technical Name in Local Language	ADR Regulation Set optional
			ADR Regulation Set only: A required field when the Technical name field is populated and it is a non- English installation.
TransportCategory	Char	Transport Category	WS 2017 or higher
			Required for ADR Regulation Set. Values are 0,1,2,3,4.
TunnelRestrictionCode	Char	Tunnel Restriction Code	WS 2017 or higher
			Required for ADR Regulation Set. Values are, (B), (B/D), (B/E), (C), (C/D), (C/E), (D), (D/E), (E).
RegulatoryQuantity	Char	Regulatory Quantity	WS 2017 or higher
			Required values are FR or LO.



Using a Dangerous Goods Chemical Table from an External Source

- 4. WorldShip shipping system is configured properly when "External Table's Data" displays on the Dangerous Goods Option tab.
- 5. Process a test shipment to ensure you are able to access chemical record information using the reference number.

Note: If you receive the No Record Found message, check your external data source for the correct column names (Refer to the <u>Using a Dangerous Goods Chemical Table from an External</u> <u>Source</u>). If you need additional assistance, call UPS Technical Support at 1-888-553-1118.