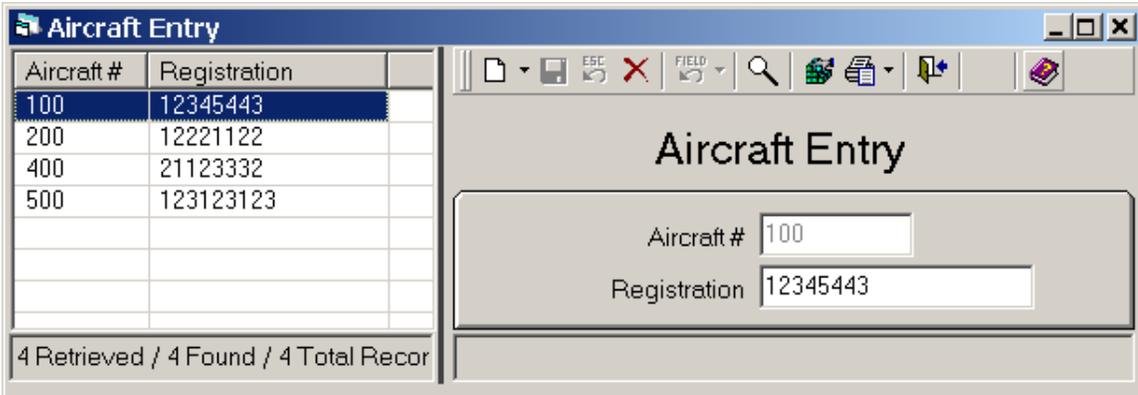


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Aircraft Entry



Enter your Aircraft flight number and the associated registration number. These items will show up on the Captain's notification form.

Aircraft #: Flight Number.

Registration: Registration # on the aircraft.

Listed below are all navigation buttons available for this screen

	Add a new record.
	Save the existing add/edit.
	Cancel the existing edit.
	Delete the current record.
	Undo the edit from the current field.
	Cut the selected text to the clipboard.
	Copy the selected text to the clipboard.
	Paste the selected text from the clipboard.
	Find a record or subset of records.
	Query Builder (allows you to create custom reports).
	Print the retrieved list (left grid).
	Print the current window.
	Print the entire screen.
	Exit and close the screen.
	Show help for this screen.

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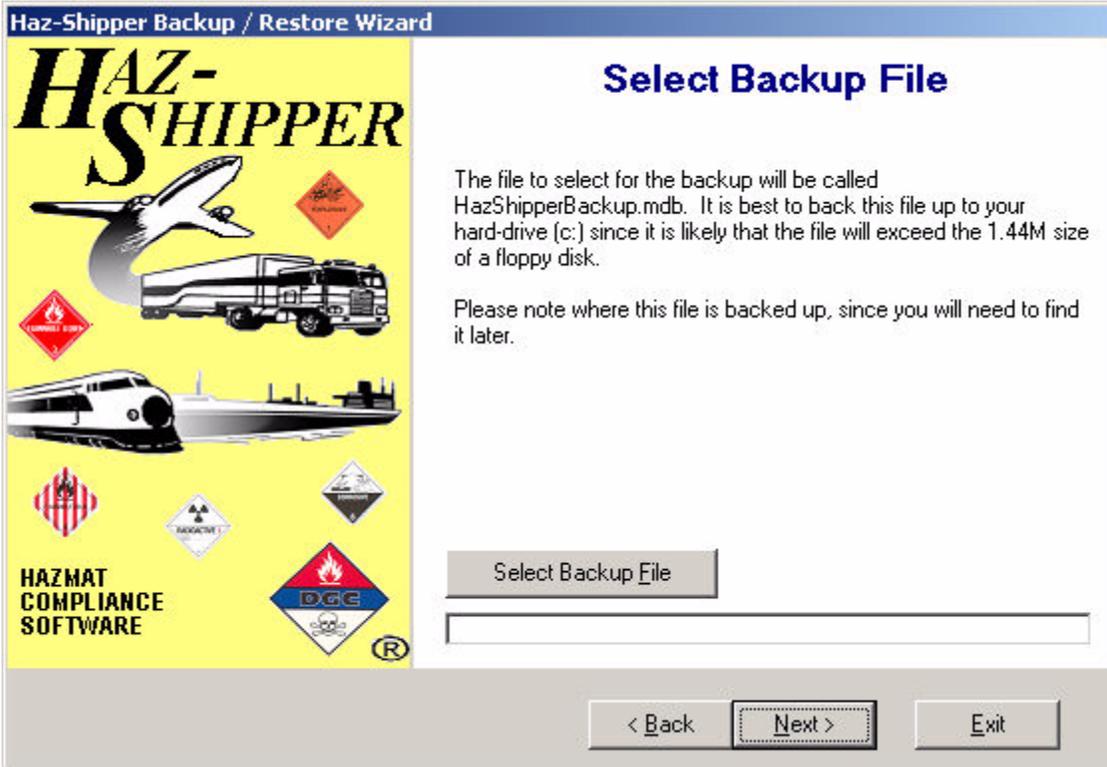
Backup & Restore

The "Backup/Restore" can be accessed from "Miscellaneous" on the main menu. This sequence of screens allows the selective backup and restore of Customers, Templates, Basic Info or All information. Below is the sequence of the Backup screens followed by a sequence of the Restore screens. Each screen is self-explanatory.

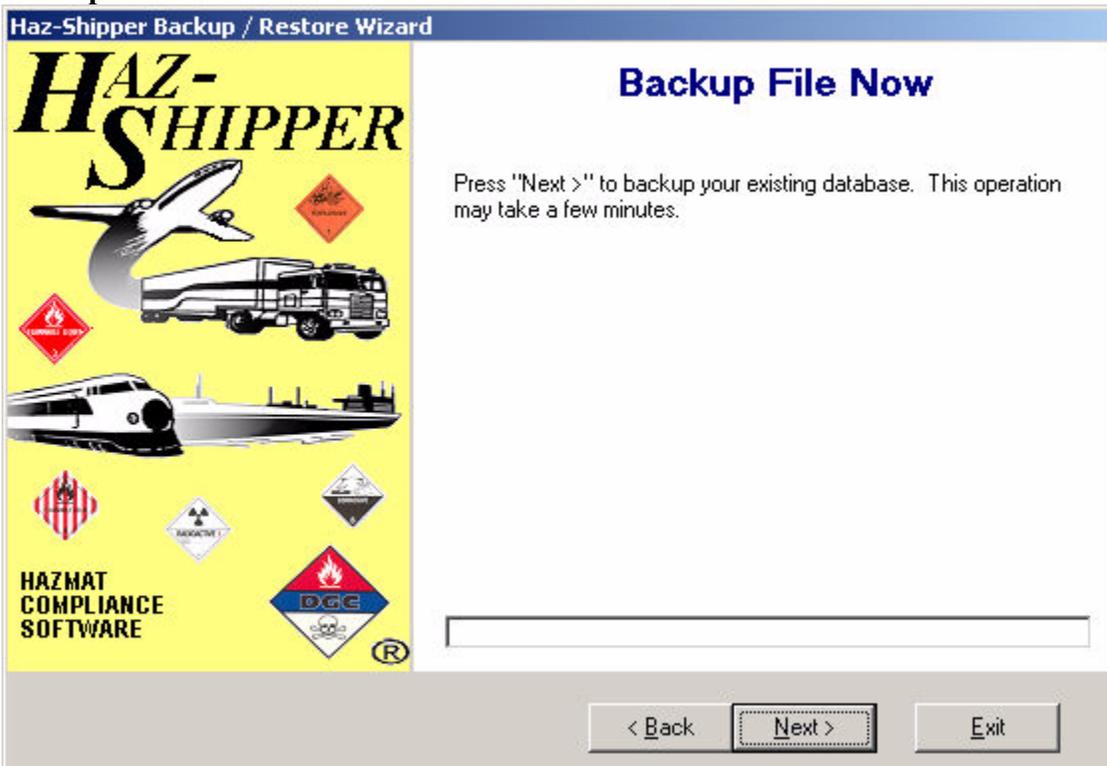
Backup Screen 1:



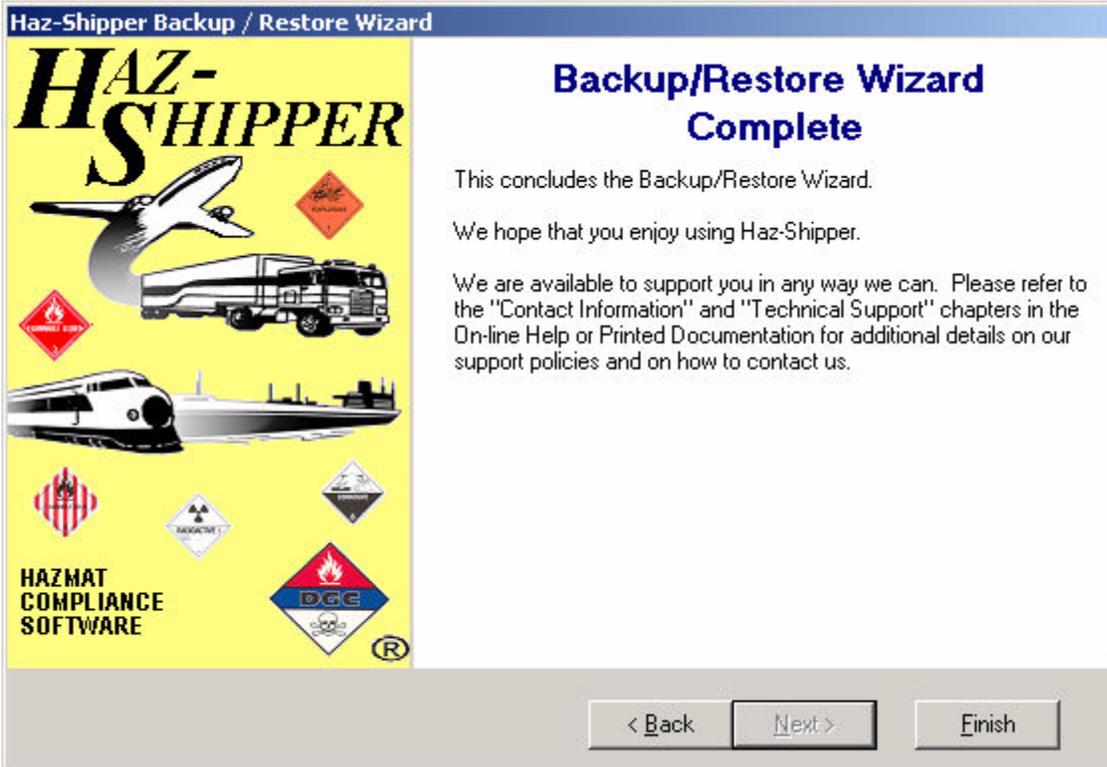
Backup Screen 2:



Backup Screen 3:



Backup Screen 4:



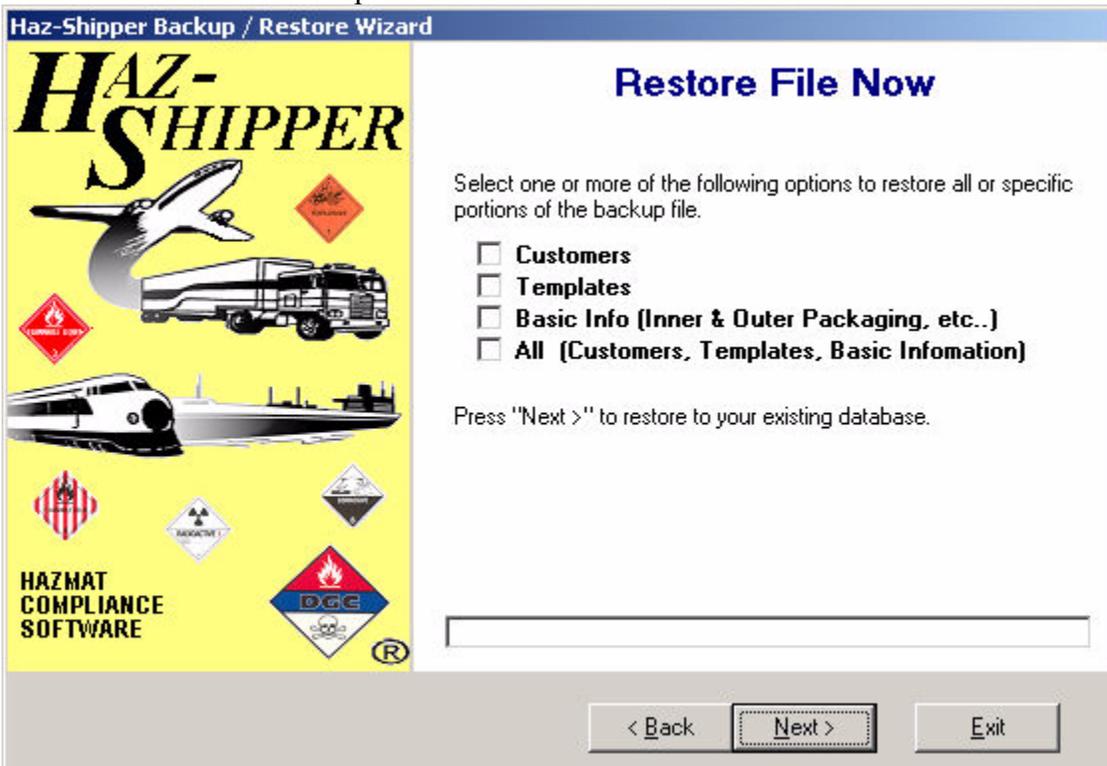
Restore Screen 1: Select type of operation.



Restore Screen 2: Select the file to restore from.



Restore Screen 3: Select specific information to restore or restore all information.



Restore Screen 4: Completion screen.

HAZ-SHIPPER



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SOFTWARE

Backup/Restore Wizard Complete

This concludes the Backup/Restore Wizard.

We hope that you enjoy using Haz-Shipper.

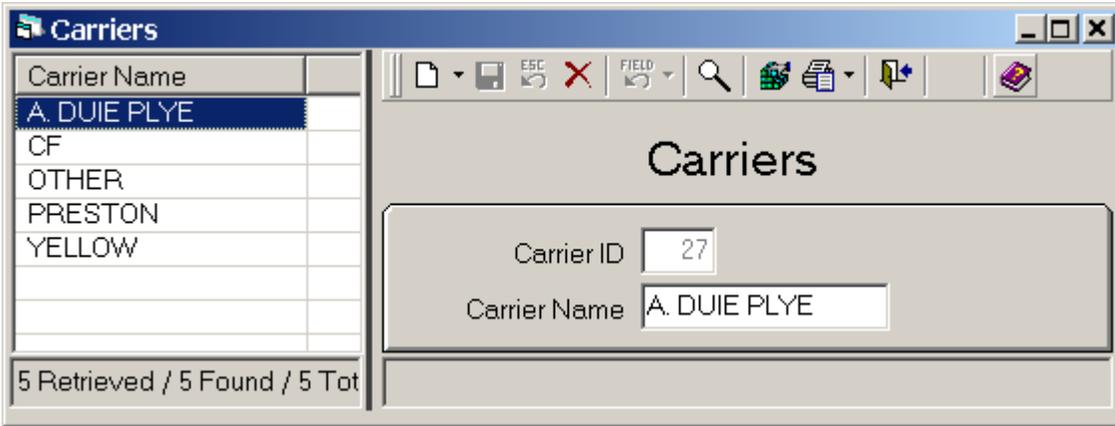
We are available to support you in any way we can. Please refer to the "Contact Information" and "Technical Support" chapters in the On-line Help or Printed Documentation for additional details on our support policies and on how to contact us.

< Back

Next >

Finish

Carriers



Carriers to be selected for the Straight Bill of Lading.

Carrier ID: Unique Carrier ID.

Carrier Name: Name of Carrier.

Listed below are all navigation buttons available for this screen

	Add a new record.
	Save the existing add/edit.
	Cancel the existing edit.
	Delete the current record.
	Undo the edit from the current field.
	Cut the selected text to the clipboard.
	Copy the selected text to the clipboard.
	Paste the selected text from the clipboard.
	Find a record or subset of records.
	Query Builder (allows you to create custom reports).
	Print the retrieved list (left grid).
	Print the current window.
	Print the entire screen.
	Exit and close the screen.
	Show help for this screen.

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Certification Type

Allows you to create multiple End Of Day Certification for UPS and FedEx.. Please call the Dangerous Goods Council at 711.764.6606 to obtain more certifications.

Regulation Type: Type of Regulation.: 49-CFR

Certification Name: Unique name for this Certification.

Transportation Mode: Transportation Mode for the Certificati:
FedEx Ground, 1

All for this Regulation: All for this Regulation Type.

UPS Ground && Air: UPS Ground And Air Certification.

UPS Ground Only: UPS Ground Only Certification

UPS Air Only: UPS Air Only Certification.

Listed below are all navigation buttons available for this screen

	Save the existing add/edit.
	Cancel the existing edit.
	Undo the edit from the current field.
	Cut the selected text to the clipboard.
	Copy the selected text to the clipboard.
	Paste the selected text from the clipboard.
	Find a record or subset of records.
	Query Builder (allows you to create custom reports).
	Print the retrieved list (left grid).
	Print the current window.
	Print the entire screen.
	Exit and close the screen.
	Show help for this screen.

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Company Information

This screen contains information specific to your company. This information will appear on all forms of printed paperwork.

Company Name: The name of your company

Company ID: Only applies to those companies with multiple locations.

Address: Your company address.
: Address Line 2

PostalCode/Zip: Your companies zip code.

City: The city where your company resides.

State/Prov: The state or province where your company resides.

Phone #: Your companies phone number.

Country: The country where your company is located.

Manager: The Hazardous Materials Manager

Load Station: Your companies Load Station.

Emergency Contact #: Your companies emergency contact number

UPS #: Your UPS Account Number

UPS Book Start #: UPS Book Start Number (obtain from Dangerous Goods Council)

End #: UPS Book End Number (obtain from Dangerous Goods Council)

Next EOD #: Next EOD Number (Generated automatically by Haz-Shipper)

UPS Int Days: Number of days to display in the Worldship / Haz-Shipper Interface.

Labels for LTDQTY: Do you wish to show "LTD QTY" on your paperwork.

FedEx #: Your FedEx Account Number (if applicable)

FedEx Start: FedEx Starting Sheet Number (if applicable)

Phone # Exempt: Phone # Exempt

Preview Form: Preview the custom form (UPS, FedEx, Airborne) before printing.

Use Gross Weight: Use Gross Weight on Shippers Declaration.

DOT Registration Expiration: DOT Expiration Date (Leave blank for no expiration).

Default Customer: The default customer when entering a shipment.: ABC Chemical Company, 123 Sesame Streets, York, PA, 1, False

Def Mode (49-CFR): Default Transport Mode for 49-CFR when entering a shipment.: TRUCK/HIGHWAY, 1

(IATA): Default Transport Mode IATA when entering shipments.: PASSENGER AIRCRAFT, 1

Administrators E-Mail: Your administrators EMail address.

Outgoing Mail (SMTP): Mail Host Server to Send E-Mail Notification (ex: smtp@comcast.net).

Use the Alternative Sequence for Qty and Type of Packing (8.1.6.9)?: Use the Alternative Sequence for Qty and Type of Packing (8.1.6.9)?

Use Air Eligibility Markings (7.1.5.8)?: Air Eligibility Markings will be required by 01/01/2004 (7.1.5.8).

Packages and Overpacks marked with Net Quantity (7.1.5)?: Packages and overpacks should be marked with the net quantity by 01/01/2004 (7.1.5).

Use the UPS Laser Form?: Use the UPS Laser Form instead of the UPS 8 part form.

Use FedEx OP-900LG (Large) Form?: Use the New FedEx form called OP-900LG (the Large Form)?

Listed below are all navigation buttons available for this screen

	Save the existing add/edit.
	Cancel the existing edit.
	Undo the edit from the current field.
	Cut the selected text to the clipboard.
	Copy the selected text to the clipboard.
	Paste the selected text from the clipboard.
	Print the retrieved list (left grid).
	Print the current window.
	Print the entire screen.
	Exit and close the screen.
	Show help for this screen.

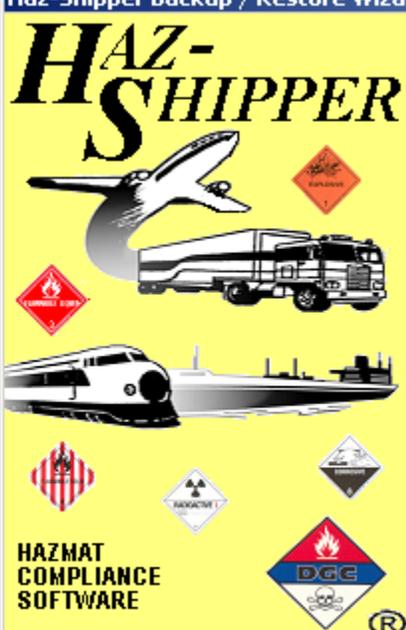
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Company Wizard

The "Company Wizard" is displayed when the system is opened for the first time or can be access from "Help" off of the main menu. This sequence of screens allows all basic company and employee information to entered into the system. Below are a list of all screens associated with the Company Wizard. Each screen is self-explanatory.

Screen 1:

Haz-Shipper Backup / Restore Wizard



Welcome to the Haz-Shipper Startup Wizard!

As a First Time user, you can use this Wizard to setup Haz-Shipper. You will be provided with the options to perform one or more of the following:

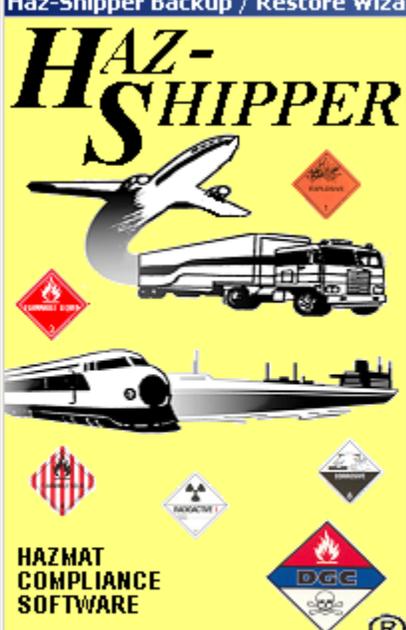
- Enter your Company name and Address.
- Enter all default information for your company.
- Setup UPS shipping information (if shipping by UPS).
- Setup FedEx shipping information (if shipping by FedEx).
- Add all Employees.

You can perform one or more of these steps, as needed. You can Exit from this Wizard at any time.

< Back Next > Exit

Screen 2:

Haz-Shipper Backup / Restore Wizard



Enter Company Location

Enter your company location information. This information will appear on the paperwork, 3D Box, or any Certification.

Company Name	<input type="text" value="Your Company Here"/>
Address	<input type="text" value="P.O Box 123"/> <input type="text"/>
PostalCode/Zip	<input type="text" value="17404"/>
City	<input type="text" value="YORK"/>
State/Prov	<input type="text" value="PA"/>
Country	<input type="text" value="USA"/>

Your company address

< Back Next > Exit

Screen 3:

Haz-Shipper Backup / Restore Wizard

HAZ-SHIPPER



Setup Default Company Information

Setup all Haz-Shipper company default information.

Manager	NEIL WROBLESKI
Load Station	BALTIMORE, MD BWI
Emergency Contact #	1-800-424-9300
Default Customer	ABCHEM
Def Mode (49-CFR)	TRUCK/HIGHWAY
Default Mode (IATA)	PASSENGER AIRCRAFT

The Hazardous Materials Manager

< Back Next > Exit

Screen 4:

Haz-Shipper Backup / Restore Wizard

HAZ-SHIPPER



UPS Shipping Information

Setup UPS Shipping Information. If you do not know your assigned UPS book numbers, please call Haz-Shipper at (717) 764-6606 to obtain them.

UPS Account #	123-456
UPS Book Start #	300000
UPS Book End #	300099
Next EOD #	300001

Use the UPS Laser Form?

Your UPS Account Number

If you do not ship UPS then press "Next >".

< Back Next > Exit

Screen 5:



Screen 6:



Screen 7:



Startup Wizard Complete

This concludes the Startup Wizard.

We hope that you enjoy using Haz-Shipper.

We are available to support you in any way we can. Please refer to the "Contact Information" and "Technical Support" chapters in the On-line Help or Printed Documentation for additional details on our support policies and on how to contact us.

< Back

Next >

Finish

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Main Shipment Screen

Template: Create a New Shipment by Selecting a Template.

Customer: Change the Customer for this Shipment.

Mode: Change the Mode for this Shipment.

Add Template

Add the Material of a Template to the Selected Package.

MSDS

Display the Material Safety Data Sheet.

Add

Add a Material to the Selected Package.

Edit

Edit the Selected Material.

Print Label

Print a Label for the Selected Material.

S. Provisions

Show any Special Provisions for this Material.

Regulations

Show the Regulations for the Selected Material.

Info

Show additional Information for the Selected Material.

Add Template

Add the Template Package to the Selected Shipment.

Add

Add a Package to the Shipment.

Overpack?

Select Packages to Overpack.

3D Box

Show a 3-Dimensional Box of the Selected Package.

Save Template

Save the Current Shipment as a Template.

Add Customer

Add a Customer.

Shipping Papers

View/Print the Shipping Papers.

New Shipment

Start a New Shipment.

Exit

Close the Shipments Screen.

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Customers

Maintain Customers for Haz-Shipper (call Dangerous Goods Council for importing from other file formats).

Customer ID: Unique ID for this Customer.

First Name: Customers First Name

Last Name: Customers Last Name.

Business Name: Customers Business Name

Contact: Contact for this Customer.

Address: Customers Address (continue to the second line for lengthy addresses).

: Customers Second Line of Address

Postal Code/Zip: Customers Zip Code

City: Customers City

State/Prov: Customers State

Country: Customers Country

Phone Number: Customers Phone Number

Fax: Customers Fax Number

Notes: Type any additional information for this customer.

Listed below are all navigation buttons available for this screen

	Add a new record.
	Save the existing add/edit.
	Cancel the existing edit.
	Delete the current record.
	Replace the existing ID/Code with another.
	Merge the existing ID/Code with another.
	Undo the edit from the current field.
	Cut the selected text to the clipboard.
	Copy the selected text to

	the clipboard.
	Paste the selected text from the clipboard.
	Find a record or subset of records.
	Advanced find (boolean logic required).
	Query Builder (allows you to create custom reports).
	Print the retrieved list (left grid).
	Print the current window.
	Print the entire screen.
	Exit and close the screen.
	Show help for this screen.

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Departments

Enter all Departments for your company.

Department: Department for this Company.

Company Name: The name of your company

Address: Your company address.
: Address Line 2

PostalCode/Zip: Your companies zip code.

City: The city where your company resides.

State/Prov: The state or province where your company resides.

Phone #: Your companies phone number.

Country: The country where your company is located.

Emergency Contact #: Your companies emergency contact number

UPS #: Enter the UPS Account Number for this Department.

Load Station: Your companies Load Station.

UPS Book Start #: UPS Book Start Number (obtain from Dangerous Goods Council)

(2): UPS Book Start # 2 (obtain from Dangerous Goods Council)

Next EOD #: Next EOD Number (Generated automatically by Haz-Shipper)

UPS Book End #: UPS Book End Number (obtain from Dangerous Goods Council)

(2): UPS Book End #2 (obtain from Dangerous Goods Council)

FedEx #: Your FedEx Account Number (if applicable)

FedEx Start: FedEx Starting Sheet Number (if applicable)

Listed below are all navigation buttons available for this screen

	Add a new record.
	Save the existing add/edit.
	Cancel the existing edit.

	Delete the current record.
	Undo the edit from the current field.
	Cut the selected text to the clipboard.
	Copy the selected text to the clipboard.
	Paste the selected text from the clipboard.
	Find a record or subset of records.
	Query Builder (allows you to create custom reports).
	Print the retrieved list (left grid).
	Print the current window.
	Print the entire screen.
	Exit and close the screen.
	Show help for this screen.

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Employees

The screenshot shows a software application window titled "Users". On the left is a table with columns: Location, Title, Employee ID, and First Name. The table contains four records: (JDOE, ADMIN, J), (ADMIN, A), (JSMITH, Shipping Clerk, J), and (MGORD, M). The record for JSMITH is selected. On the right is a form titled "Employees" with the following fields: Employee ID (JSMITH), Employee # (empty), First Name (John), Middle (empty), Last Name (Smith), Airport of Departure (Baltimore, MD / BWI), Title (Shipping Clerk), Certified (49-CFR) (01/10/2001), IATA (01/16/2001), Expiration (49-CFR) (01/10/2002), IATA (01/19/2002), Security Group (Users), New Password (Y/N) (N), and Password Required (Y/N) (Y). At the bottom left of the window, it says "4 Retrieved / 4 Found / 4 Total Records".

Maintain all employees and their training records in the system.

Employee ID: Unique User ID for this Employee.

Employee #: Employee Number or Social Security Number

First Name: Employees First Name.

Middle: Employees Middle Name

Last Name: Employees Last Name

Airport of Departure: Employees Airport of Departure (i.e. Baltimore, MD BWI). If you do not know this information it is not required.

Title: Employees Title (i.e. Shipping Clerk).

Certified (49-CFR): Date Certified for 49-CFR.

IATA: Date Certified for IATA.

Expiration (49-CFR): Expiration Date for 49-CFR.

IATA: Expiration Date for IATA.

Security Group: Default Security Group for this User.

New Password (Y/N): Select "Y" to clear the password for this user. Will be asked next time the user logs on.

Password Required (Y/N): Indicates if a password is required for this user to log in to Haz-Shipper.

Listed below are all navigation buttons available for this screen

	Add a new record.
	Save the existing add/edit.
	Cancel the existing edit.
	Delete the current record.
	Undo the edit from the current field.
	Cut the selected text to the clipboard.
	Copy the selected text to the clipboard.
	Paste the selected text from the clipboard.

	Find a record or subset of records.
	Advanced find (boolean logic required).
	Query Builder (allows you to create custom reports).
	Print the retrieved list (left grid).
	Print the current window.
	Print the entire screen.
	Exit and close the screen.
	Show help for this screen.

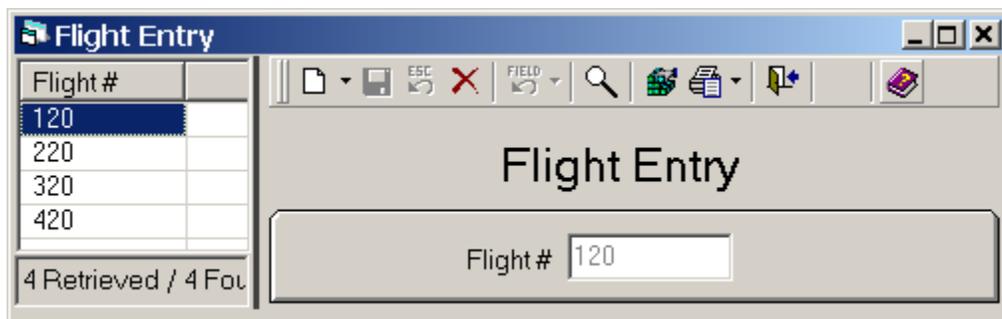
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End Of Day Process

Used to clear all entries in the UPS Certification form and the Captain's Notification Form

- Make sure reports are printed before clearing.
- Make sure it is the End of the Day before you clear the screen.
- Only choose "yes" if you wish to clear your file.

Flight Entry



Flight Entry

Flight #: Flight Number

Listed below are all navigation buttons available for this screen

	Add a new record.
	Save the existing add/edit.
	Cancel the existing edit.
	Delete the current record.
	Undo the edit from the current field.
	Cut the selected text to the clipboard.
	Copy the selected text to the clipboard.
	Paste the selected text from the clipboard.
	Find a record or subset of records.
	Query Builder (allows you to create custom reports).
	Print the retrieved list (left grid).
	Print the current window.
	Print the entire screen.
	Exit and close the screen.
	Show help for this screen.

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Frequently Asked Questions

1. **My system says that my certification will or has expired.**

This means that your CFR or IATA certification needs to be renewed. You need to retake a training course and pass a test to continue shipping hazardous materials. You must re-certify once every 3 years for CFR, IATA is once every 2 years.

If you have recently trained then you need to change the dates under “Maintenance” then “Employee”. Enter the date that the employee completed and passed the test for certification. The expiration date is 3 years later for CFR and 2 years for IATA.

2. **My UPS, Fed-Ex or Airborne multi-part label will not print or prints incorrectly.**

Make sure that you have loaded your specific print driver and renamed it “ups”, “FedEx”, or “airborne”. (For example, if you have an Epson FX, go to “start”, “settings”, “printers”, load that print driver, then right click on it, click on rename and name it “ups”)

3. **My UPS, Fed-Ex or Airborne multi-part label does not line up correctly.**

Make sure that you have set the top-of-form on your printer. If you are unsure how to do this, check your manual for proper instructions.

4. **My UPS end of day certification does not print correctly.**

If you are using a dot matrix for both the UPS label and EOD certification you need to have 2 print drivers loaded. One for the UPS label (that is renamed UPS) and one driver for the EOD certification (do not rename).

5. **What are UPS book #'s?**

Book #'s are an 8 digit # used by UPS for billing. This is the # that prints out in the upper left hand corner of the UPS certification. These would have been sent with the paperwork of your original version of Haz-Shipper and can be found in the company information screen.

6. **What is my next EOD #?**

This stands for End of Day. To determine the correct EOD # you need to look on your last UPS certification paper. Your “next” EOD # would be the next number after that. Example: if your last UPS certification # is 90132553 then your “next EOD # “ is 90132554. (Book start # should always remain the same)

7. **What is the UPS certification?**

This is the paper that shows your UPS shipments for the day. You should print 2 copies- one for the UPS driver and one for your records.

8. **What do I do if my Technical name is not in the hazardous substance list?**

If the technical name that you are using is not listed in the hazardous substance list enter your technical name in the box labeled "If not listed in hazardous substance table then add technical names here." If this is a technical name that is used frequently then put a check mark in the box labeled "save name" Then the technical name will be available in the drop down list labeled "select technical name".

9. Can I load Haz-Shipper on more than one computer?

You must purchase additional licenses to load Haz-Shipper on more than one computer.

10. Can I use Haz-Shipper on my Network?

Yes but you must contact Dangerous Goods Council, Inc to purchase a Network license.

11. I ship for 2 different companies, can I use one Haz-Shipper system for both companies?

No, you must purchase a system for each company.

12. I printed a UPS label and now the shipment is cancelled. How do I remove that shipment from my UPS end-of-day certification?

Go to print certification, than UPS certification. Highlight the shipment you do not want, put a checkmark in the box labeled "click to cancel shipment", then click on the save icon.

13. UPS needs a copy of a past shipment. How do I get that information?

Go to Re-print certification. Select the shipment that you need a copy and select print.

14. I am getting a new computer. What operating system does Haz-Shipper work on?

Haz-Shipper works with 95/98/ME/NT/2000/XP.

15. What are the minimum requirements needed to run Haz-Shipper?

Haz-Shipper minimum requirements are: Pentium 200 or higher, 32 Megabytes of Ram, 200 Megabytes of free hard-disk space, 15" Monitor (Minimum 800x600 resolution), Keyboard, Mouse, CD-Rom (for Updates)

16. How do I import my templates and customer information into my new version of Haz-Shipper?

Click on "Miscellaneous" then "Import from previous version". Follow all the steps in the Import Wizard. For more information look in this help file for "Import From Previous Version (5.X and below ONLY)".

17. How do I backup my templates and customers in version 7.

Click "Miscellaneous" then "Backup/Restore". Follow all the steps in the Backup/Restore Wizard. For more information look in this help file for "Backup & Restore".

Select a Department



Select the Current Department for this login for this company.

- Department:** Select a Department for this login.
- | | |
|---------------|--|
| OK | Use the Current department selected. |
| Cancel | Exit Haz-Shipper without selecting a department. |
| Help | Show help for this screen. |

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FedEx Form

FedEx HAZARDOUS MATERIALS			
FedEx GROUND SHIPPER NUMBER		EMERGENCY CONTACT NUMBER	
17149168		1 (800) 123-4568	
DOT Shipping Name of Material (Additional Entries if Applicable)			
Flammable liquids, n.o.s., (1, 1-Dimethylhydrazine)			
Hazard Class or Division Number		Identification Number	Packing Group
3		UN1993	III
Weight	Type DOT Label(s) Required, Ltd. Qty., or Exemption Number		
11lbs	Flammable Liquid		

 **Help**
  **Print**
  **Exit**

Displays the graphical representation of the Federal Express Ground form.

Print Print the Federal Express Ground Form (Make sure the tractor feed is setup properly).

Exit Exit without printing.

 **Help** Show help for this screen.

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Inner Receptacle Calculator

Combines different weights into one package as long as the Inner Receptacle is the same for all materials.

Of: Enter the # of Inner Receptacles.

Qty in each receptacle: Enter the amount in each Inner Receptacle.

Qty in each receptacle: Select the Units to be Shipped.

Of: Enter the # of Inner Receptacles.

Qty in each receptacle: Enter the amount in each Inner Receptacle.

Qty in each receptacle: Select the Units to be Shipped.

Of: Enter the # of Inner Receptacles.

Qty in each receptacle: Enter the amount in each Inner Receptacle.

Qty in each receptacle: Select the Units to be Shipped.

Of: Enter the # of Inner Receptacles.

Qty in each receptacle: Enter the amount in each Inner Receptacle.

Qty in each receptacle: Select the Units to be Shipped.

Of: Enter the # of Inner Receptacles.

Qty in each receptacle: Enter the amount in each Inner Receptacle.

Qty in each receptacle: Select the Units to be Shipped.

Cancel Cancel without calculating any Inner Limits.

Save Save and pass the Total back to the packaging screen.

Help Show help for this screen.

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Inner Receptacle Limits

Haz-Shipper Inner Receptacle Limits

Chemical kits Class 9 UN3316 PG I
Customer SONY Made UPS Ground

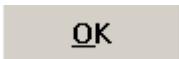
Inner Receptacle Limits (49-CFR)

Inner Packaging	Limit
Single Packaging	0.25 L
Aerosol Cans non-refillable	0.25 L
Fiber Box	0.25 L
Fiber cans	0.25 L
GLASS AMPOULES	0.25 L
GLASS/EARTHENWARE RECEPTACLES	0.25 L
Metal Can aluminium	0.25 L
METAL RECEPTACLES	0.25 L
Metal tube	0.25 L
Multi-wall paper bags	0.25 L
Plastic Bags	0.25 L

 **Help** **OK**

Inner Receptacle Limits

Shows Inner Limits for all Inner Receptacles for this Material in the selected package.

 **OK** Exit the Inner Receptacle Limits Screen.

 **Help** Show help for this screen.

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Shipping Papers

Shipping Papers

Type of Papers

Shipper Declaration

WayBill #

Reference #

Airport of Departure

Destination Airport

Emergency Response #

Company Order #

Carrier (Ground Only)

Additional Handling Information

Help

View/Print Paperwork

Exit

The Shipping Papers screen allows you to enter any additional information for the paperwork as well as print the paperwork.

WayBill #: Enter the Waybill number for this shipment.

Reference #: Enter a Reference number for this shipment.

Airport of Departure: Enter the airport of departure for this shipment (i.e. Baltimore, MD BWI)

Destination Airport: Enter the Destination Airport for this shipment (i.e. Baltimore, MD BWI)

Emergency Response #: Enter your emergency response number for your company.

Company Order #: Enter a Company Order number if one exists.

Carrier (Ground Only): Select a carrier if required.

Additional Handling Information: Enter any additional handling instructions for this shipment. This will appear on the bottom of the shippers declaration.

View/Print Paperwork

View/Print the paperwork.

Exit

Exit the shipping papers screen.

Help

Show help for this screen.

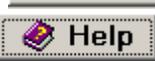
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Select Date to Purge To



Purge all shipments based on the entered date.

Purge Date: Enter date to purge to (i.e. everything less than 01/01/2001 will be deleted).

	Purge all shipments based on the entered date.
	Exit without purging shipments.
	Show help for this screen.

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Registration Form

Registration Form

You have purchased a License to Use Haz-Shipper. You must contact DGC (Dangerous Goods Council) for a New Registration Number at 717-764-6606 before Your License Expires.

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Copyright 2001 by DGC

This program is licensed and copyrighted by DGC. You may not copy, transfer, modify or sell this program without consent from DGC. Reasonable care has been taken to ensure that the information provided in this program is correct. In no event shall DGC be liable for any loss of profit or any other commercial damage relating to the use of this product. By continuing, you accept the terms of these statements. No returns of this product will be accepted after activation of the software. By accepting this agreement you accept all responsibility for the operation and output of this software product.

Computer Name:

Registration #:

You Have 0 Days Left!

 Help Version 7.8 

This screen allows Haz-Shipper to be Activated. Haz-Shipper is activated for one year only and re-activated for each year with an update from Haz-Shipper at 717.764.6606.

Computer Name: Shows the full computer name for this workstation.

Registration #: Enter the registration number obtained from the Dangerous Goods Council (717.764.6606).

 Continue

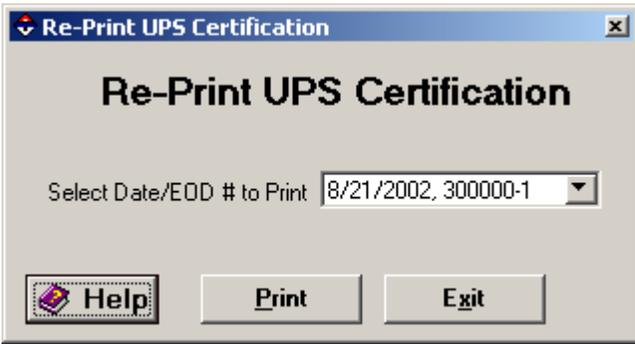
Register this product based on the entered registration number.

 Help

Show help for this screen.

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Re-Print UPS Certification



Re-Print a NOTOC/Certification that has already been printed.

Select Date/EOD # to Print: Select a previous NOTOC/Certification to print

Print

Print the Selected NOTOC/Certification report.

Exit

Exit without printing a NOTOC/Certification report.



Show help for this screen.

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Select Material to Ship (IATA)

Haz-Shipper Package Creation

Customer **ABCHEM** Mode **PASSENGER AIRCRAFT**

Select Material to Ship (IATA)

UN/ID# or PSN or Class ▼

Select Unique Chemical

Material Full Name	Class	UN ID#	PG

Add Solution to Proper Shipping Name? Add Mixture to Proper Shipping Name?

 **Help** << **Back** **Cancel** **Next** >>

Enter a Valid UN Number or Proper Shipping Name.

Select the Material to ship for this package.

UN/ID# or PSN or Class: Enter a Valid UN Number or Proper Shipping Name.

▼ Search for a Valid UN Number.

Add Solution to Proper Shipping Name?: Add the Word "Solution" to the Proper Shipping Name.

Add Mixture to Proper Shipping Name?: Add the Word "Mixture" to the Proper Shipping Name.

- | | |
|---|--|
| Next >> | Proceed to the next Hazardous Materials screen. |
| Cancel | Cancel the Shipment and return to the main screen. |
| << Back | Return the the last Hazardous Materials Screen. |
|  Help | Show help for this screen. |

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Additional Material Options

Haz-Shipper Package Creation

Cartridges, power device *Class* 1.4S UN0323 PG II
Customer SONY *Made* UPS Ground

Additional Material Options (49-CFR)

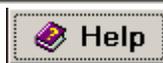
Explosive EX# (required)

 **Help** << **Back** **Cancel** **Next** >>

This Material Requires an Explosive ID.

Enter any additional information required by this material.

Explosive EX# (required): This Material Requires an Explosive ID.

	Proceed to the next Hazardous Materials screen.
	Cancel the Shipment and return to the main screen.
	Return the the last Hazardous Materials Screen.
	Show help for this screen.

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Select Material to Ship (49-CFR)

Haz-Shipper Package Creation

Customer **ABCCHEM** Mode **TRUCK/HIGHWAY**

Select Material to Ship (49-CFR)

UN/NA or PSN or Class ▼

Select Unique Chemical

Material Full Name	Class	UN ID#	PG

Add Solution to Proper Shipping Name? Add Mixture to Proper Shipping Name?
 Is This Material a Marine Pollutant? Add LTD QTY Radioactive Material?

 **Help** << **Back** **Cancel** **Next** >>

Enter a Valid UN Number or Proper Shipping Name.

Select the Material to ship for this package.

UN/NA or PSN or Class: Enter a Valid UN Number or Proper Shipping Name.

▼ Search for a Valid UN Number.

Add Solution to Proper Shipping Name?: Add the Word "Solution" to the Proper Shipping Name.

Add Mixture to Proper Shipping Name?: Add the Word "Mixture" to the Proper Shipping Name.

Is This Material a Marine Pollutant?: Indicates if this Material is a Marine Pollutant.

Add LTD QTY Radioactive Material?: Add "Limited quantity radioactive material" to the Basic Description.

Next >> Proceed to the next Hazardous Materials screen.

Cancel Cancel the Shipment and return to the main screen.

<< Back Return to the last Hazardous Materials Screen.

 **Help** Show help for this screen.

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Explosive Packaging Instructions (49-CFR)

Haz-Shipper Package Creation

Cartridges, power device *Class 1.4S* UN0323 PG II
Customer Customer Made Mode Description

Explosive Packaging Instructions (49-CFR)

Packing

Inner	Intermediate
Bags: water resistant. Receptables: fibreboard metal, plastics, wood. Sheets: fibreboard, corrugated. Tubes: fibreboard	Not necessary

Outer

Boxes: steel (4A), aluminium (4B), natural wood, ordinary (4C1), natural wood, sift proof walls (4C2), plywood (4D), reconstituted wood (4F), fibreboard box (4G), plastics, solid (4H2). Drums: steel, removable head (1A2), aluminum, removable head (1B2), plywood (1D), fiberboard (1G), plastics, removable head (1H2).

Help
<< Back
Cancel
Next >>

Show all Explosive Packaging Instructions.

Packing: General Packaging Instructions.

Inner: Inner Packaging Instructions.

Intermediate: Intermediate Packaging Instructions.

Outer: Outer Packaging Instructions.

Next >>	Proceed to the next Hazardous Materials screen.
Cancel	Cancel the Shipment and return to the main screen.
<< Back	Return the the last Hazardous Materials Screen.
Help	Show help for this screen.

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Enter Shipment Information (49-CFR)

Haz-Shipper Package Creation

Enter Shipment Information (49-CFR)

Template

Select Template
AND / OR-
Fill Shipment Information Below

Customer

Transport Mode

Reference ID

 **Help**

Select a Template and a Customer.

Enter the initial shipping information in this screen.

Template: Select a Template and a Customer.

Customer: Select a Customer (Required).

Transport Mode: Select a Transportation Mode (Required).

Reference ID: Type anything you want into this field.

Next >>

Proceed to the next Hazardous Materials screen.

Cancel

Cancel the Shipment and return to the main screen.



Help

Show help for this screen.

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Enter Shipment Information (IATA)

Haz-Shipper Package Creation

Enter Shipment Information (IATA)

Template

Select Template
AND / OR-
Fill Shipment Information Below

Customer

Way Bill # Destination

Transport Mode

Reference ID

 **Help**

Select a Template for this shipment.

Enter the initial shipping information in this screen.

Template: Select a Template for this shipment.

Customer: Select a Customer (Required).

Way Bill #: Enter a Way Bill Number.

Destination: Enter a Destination (Airport).

Transport Mode: Select a Transportation Mode (Required).

Reference ID: Type anything you want into this field.

Next >>

Proceed to the next Hazardous Materials screen.

Cancel

Cancel the Shipment and return to the main screen.



Help

Show help for this screen.

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Select Organic Packaging

Haz-Shipper Package Creation

Organic peroxide type B, liquid Class 5.2 UN3101 PG II
Customer SONY Made TRUCK/HIGHWAY

Select Organic Packaging (49-CFR)

Select Organic/Oxidizer: 193 PG OP5
1,1-Di-(tert-butylperoxy)cyclohexane

Choose Package Type: FIBERBOARD BOX(3)

Inner Receptacle: PLASTIC RECEPTACLES
Outer Package: FIBERBOARD BOX 4G

Concentration Percentage:

 Help << Back Cancel Next >>

Select a Packaging Type.

Enter all information for your organic material.

Select Organic/Oxidizer: Select Organic/Oxidizer.

PG: Enter a Packing Group

Technical Name: Enter a Technical Name.

Choose Package Type: Select a Packaging Type.

Inner Receptacle: Inner Receptacle for this Packaging Type.

Outer Package: Outer Package for this Packaging Type.

Concentration Percentage: Enter the Concentration Percentage.

Next >>

Proceed to the next Hazardous Materials screen.

Cancel

Cancel the Shipment and return to the main screen.

<< Back

Return to the last Hazardous Materials Screen.

 **Help**

Show help for this screen.

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Select Packaging

Haz-Shipper Package Creation

Flammable liquids, n.o.s. *Class 3*
UN1993 *PG III*
Customer **SONY** Made **FedEx Ground**

Select Packaging (49-CFR)

Inner Packaging

Of Inner Receptacle

Qty in each receptacle =

Outer Packaging

Of Outer Packaging
 Weight

Exception Non-SPEC NonBulk: SPEC
173.150 173.203

Are you shipping 173.4? (small quantities) Are you shipping 173.13? (exceptions)

Overpacked

Enter the # of Inner Receptacles.

Enter all packaging information for this material, both Inner and Outer as well as Overpack types of packaging.

Of: Enter the # of Inner Receptacles.

Inner Receptacle: Select the Inner Receptacle for this Material.

Qty in each receptacle: Enter the amount in each Inner Receptacle.
Enter "0" for residue only.

Qty in each receptacle: Select the Units to be Shipped.

Inner Receptacle Calculator.

Weight (lbs): Enter the Weight of the Material.
Determines RQ.

Of: Enter the # of Packages.

Outer Packaging: Select the Type of Outer Packaging.

Weight: Enter the Gross Weight of this package.

Weight: Select the Type of Weight for this Package.

Exception Non-SPEC: Shipping by Exception (LTD QTY)?

NonBulk: SPEC: Shipping by Non Bulk?

Are you shipping 173.4? (small quantities): Are you shipping 173.4? (small quantities)

Are you shipping 173.13? (exceptions): Shipping 173.13?

Overpacked: Is this package overpacked?

Proceed to the next Hazardous Materials screen.



Cancel the Shipment and return to the main screen.



Return to the last Hazardous Materials Screen.



Show help for this screen.

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Shipment Limits Reminder (49-CFR)

Haz-Shipper Package Creation			
Acetone <i>Customer</i> SONY	Class 3	UN1090 <i>PG II</i>	
Shipment Limits Reminder (49-CFR)			
Transport Mode	Inner Receptacle		Tot Package
	Glass / Earthenware	Metal / Plastic	
UPS Air any service	1 L	5 L	5 L
UPS Ground-NonBulk	70 LBS	70 LBS	70 LBS
49-CFR Exception	1 L	1 L	66 LBS
UPS Package Weight		Can't Exceed 70 LBS	
<div style="display: flex; justify-content: space-around; align-items: center;"> Help << Back Cancel Next >> </div>			

This screen shows limits for all UPS modes of transportation.

Next >>	Proceed to the next Hazardous Materials screen.
Cancel	Cancel the Shipment and return to the main screen.
<< Back	Return the the last Hazardous Materials Screen.
Help	Show help for this screen.

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Technical Names

Haz-Shipper Package Creation

Flammable liquids, n.o.s. *Class 3* UN1993 *PG III*
 Customer SONY Made FedEx Ground

Technical Names (49-CFR)

Select Hazardous Substances if Required (RQ) Weight Reportable Quantity

<input type="text"/>	▼	0.00	LBS	0	LBS
<input type="text"/>	▼	0.00	LBS	0	LBS
<input type="text"/>	▼	0.00	LBS	0	LBS

WHEN FINISHED CLICK TO ADD TECHNICAL NAME

Select Technical Name

If not listed in hazardous substance table then add technical names here.

Save Name

 << Back Cancel Next >>

Select the First Technical Name.

Select or Enter the technical name for this material.

Select Hazardous Substances if Select the First Technical Name.

Required (RQ):

Reportable Quantity: Reportable Quantity Weight for the first material.

Select Hazardous Substances if Select the Second Technical Name.

Required (RQ):

Weight: Enter the Weight for the Second Technical Name.

Reportable Quantity: Reportable Quantity Weight for the second material.

Select Hazardous Substances if Select the Third Technical Name.

Required (RQ):

Weight: Enter the Weight for the Third Technical Name.

Reportable Quantity: Reportable Quantity Weight for the third material.

WHEN FINISHED CLICK TO ADD TECHNICAL NAME Click here when finished selecting Technical Names.

Select Technical Name: Select a Custom Technical Name.

If not listed in hazardous substance table then add technical names here.: Modify or Enter a Technical Name.

Clear all Technical Names and Start Over.

Save Name: Save Technical Name as a Custom Name

Proceed to the next Hazardous Materials screen.



Cancel the Shipment and return to the main screen.



Return the the last Hazardous Materials Screen.

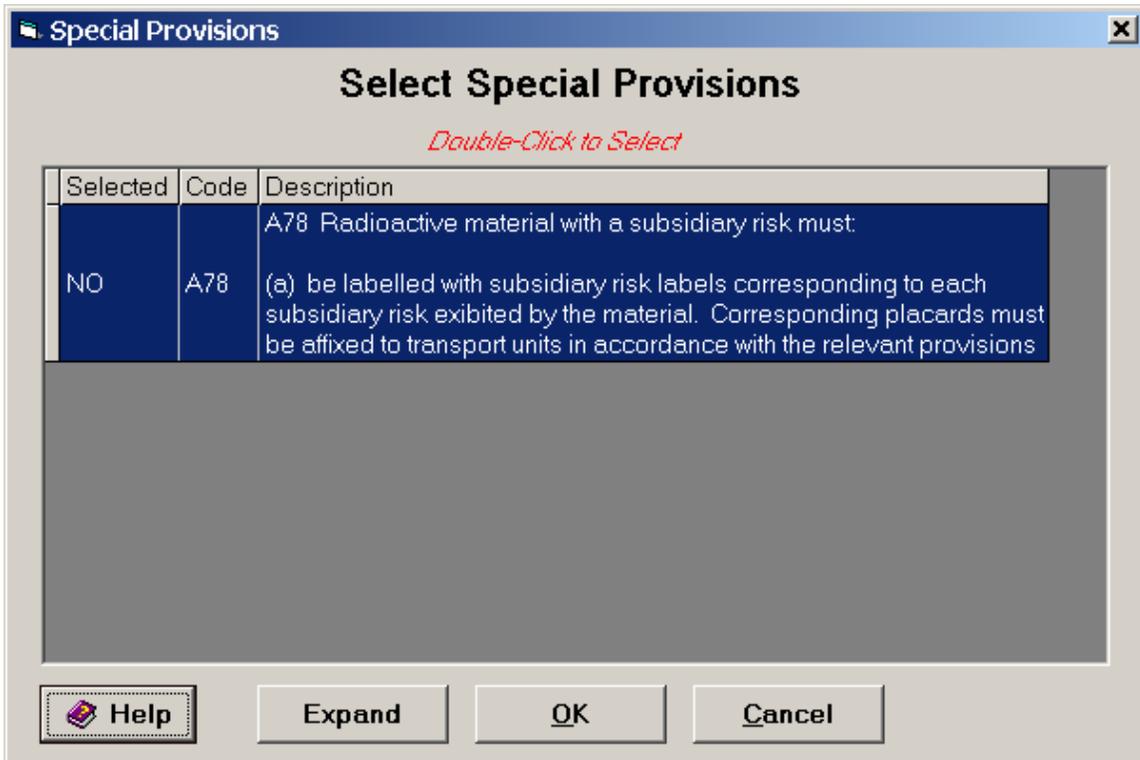


Show help for this screen.

Weight: Enter the Weight for the First Technical Name.

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Select Special Provisions



Expand

Expand the Selected Special Provision.

OK

Exit and Apply the special provisions.

Cancel

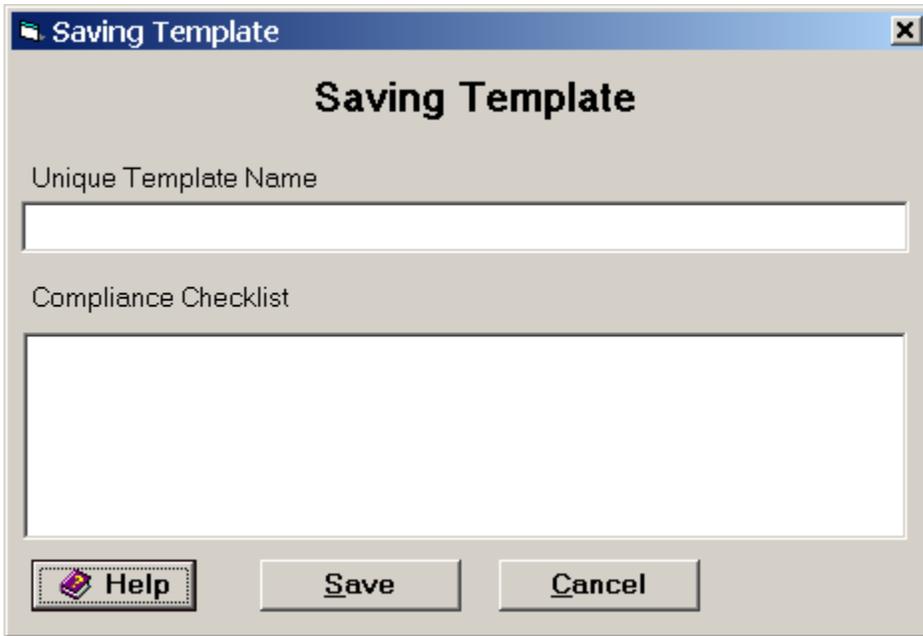
Exit without saving Special Provisions.

Help

Show help for this screen.

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Saving Template



Unique Template Name: Enter a unique descriptive template name.

Compliance Checklist: Enter a checklist or notes for this template. These notes will be displayed when selected.

 Save the template.

 Exit without saving the template.

 Show help for this screen.

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Straight Bill of Lading

Straight Bill of Lading	
Route <input style="width: 90%;" type="text"/>	Vehicle <input style="width: 90%;" type="text"/>
Placards Tendered Yes <input type="radio"/> No <input checked="" type="radio"/>	REMIT C.O.D. TO: <input style="width: 80%;" type="text"/> ADDRESS: <input style="width: 80%;" type="text"/>
<p>Note - Where the rate is dependent on weight, shippers are required to state specifically in writing the agreed or declared weight of the property. The agreed or declared weight of the property is hereby specifically stated by the shipper to be not exceeding</p> <p>\$0.00 Per <input style="width: 40px;" type="text"/> \$0.00</p>	<p>I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.</p> <p>Signature <input style="width: 100%;" type="text"/></p> <p style="text-align: center; font-size: 8px;">Signature of consignor</p>
<p>COD <input type="checkbox"/> AMT\$ <input style="width: 60px;" type="text"/> \$0.00</p> <p style="font-size: 8px;">Subject to section 7 of the conditions, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement: The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges:</p>	<p>COD FEE: Prepaid <input type="radio"/> <input style="width: 60px;" type="text"/> \$0.00 Collect <input type="radio"/></p> <p>Total Charges <input style="width: 60px;" type="text"/> \$0.00</p> <p style="text-align: center; font-size: 8px;">Freight Charges</p> <p>Freight Prepaid except when box at right is checked <input type="checkbox"/> Check box if charges are to be collect <input type="checkbox"/></p>
<p>the property described above, in apparent good order, except as noted (contents and conditions of the contents unknown), marked, consigned, and destined as indicated below, which said carrier (the word carrier to be included in good faith in this contract) meaning any person or corporation in possession of the property under the contract agrees to carry it to its usual place of delivery at said destination, from its route otherwise, to deliver it to another carrier on the route to said destination. It is mutually agreed, as to each carrier or all or any portion of said route to destination, and as to each party at any time hereafter in all or any or said property, that the risks to be performed hereunder shall be subject to all the terms and conditions of the Uniform Domestic Straight Bill of Lading set forth (1) in Uniform Freight Classification or effect of the date hereof, if this is a rail or water shipment (2) in the applicable motor carrier classification or tariff if this is a motor carrier shipment. Shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, including those on the back hereof, set forth in the classification or tariff which govern the transportation of this shipment, and the said terms and conditions are hereby agreed to by the shipper and accepted by those fraud free assignees.</p>	
Shipper Per <input style="width: 100%;" type="text"/>	Carrier <input style="width: 100%;" type="text"/> Per <input style="width: 100%;" type="text"/> Date <input style="width: 100%;" type="text"/>
Help	<input type="button" value="Add to the Basic Description"/> <input type="button" value="View/Print Paperwork"/> <input type="button" value="Exit"/>

Route: Enter the Route for this shipment.

Vehicle: Enter the Vehicle for this shipment.

Yes: Placards have been tendered for this shipment.

No: Placards have not been tendered for this shipment.

REMIT C.O.D. TO:: Send COD payment information to this address.

COD: Select if this shipment is to be shipped COD.

AMT\$: Enter the COD amount if to be shipped COD.

Prepaid: Select if the COD Fee has been prepaid.

Collect: Select if the COD Fee is to be collected.

COD FEE:: COD FEE to collect or Prepaid.

Total Charges: Total Charges for this shipment.

Check box if charges are to be collect: Collect charges?

Per: Shipper Per

Carrier: Shipped by this carrier.

Per: Carrier Per.

Add to the Basic Description

Add any additional information to the Basic Description.

View/Print Paperwork

Show the Straight Bill of Lading.

Exit

Exit this screen.



Show help for this screen.

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UPS Form

HAZARDOUS MATERIALS/DANGEROUS GOODS SHIPPING PAPER										
24 HOUR EMERGENCY TELEPHONE NUMBER 1 (800) 123-4568		PACKAGE REFERENCE Sony International TOKYO, 144-0041		UPS ACCOUNT NUMBER UPS-123						
SHIPPING DESCRIPTION - NO ABBREVIATIONS ARE PERMITTED UNLESS SPECIFICALLY AUTHORIZED BY REGULATION										
PROPER SHIPPING NAME Flammable liquids, n.o.s., (1, 1-Dimethylhydrazine), 3, UN1993, III			CLASS/DIVISION	IDENTIFICATION NUMBER						
			PACKING GROUP	MASS OR CAPACITY 1L						
TYPE LABEL(S) AND REQUIRED INFORMATION Flammable Liquid				FOR CARRIER USE ONLY INITIALS						
				DATE / /						
SHIPPER'S CERTIFICATION I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.		DELETE NON-APPLICABLE MODE <table border="1"> <tr> <td>HIGHWAY AND RAIL DOT TITLE 49 CFR</td> <td>XXXXXX</td> <td>XXXXXX</td> </tr> <tr> <td>UPS GROUND SERVICE</td> <td colspan="2">UPS AIR SERVICES</td> </tr> </table>			HIGHWAY AND RAIL DOT TITLE 49 CFR	XXXXXX	XXXXXX	UPS GROUND SERVICE	UPS AIR SERVICES	
HIGHWAY AND RAIL DOT TITLE 49 CFR	XXXXXX	XXXXXX								
UPS GROUND SERVICE	UPS AIR SERVICES									
Administrator Administrator SIGNATURE		FOR UPS AIR SERVICES ONLY If this shipment contains radioactive material acceptable for passenger aircraft, such material is intended for use in, or incident to, research, medical diagnosis or treatment. This shipment is within the limitations prescribed for: <table border="1"> <tr> <td>XXXXXXXXXX</td> <td>/</td> <td>XXXXXXXXXX</td> </tr> <tr> <td colspan="3">(Delete non-applicable)</td> </tr> </table>			XXXXXXXXXX	/	XXXXXXXXXX	(Delete non-applicable)		
XXXXXXXXXX	/	XXXXXXXXXX								
(Delete non-applicable)										
				NUMBER OF PACKAGES						

Help Print Exit

Displays the graphical representation of the UPS form.

Print

Print the UPS 8-part Form (Make sure the tractor feed is setup properly).

Exit

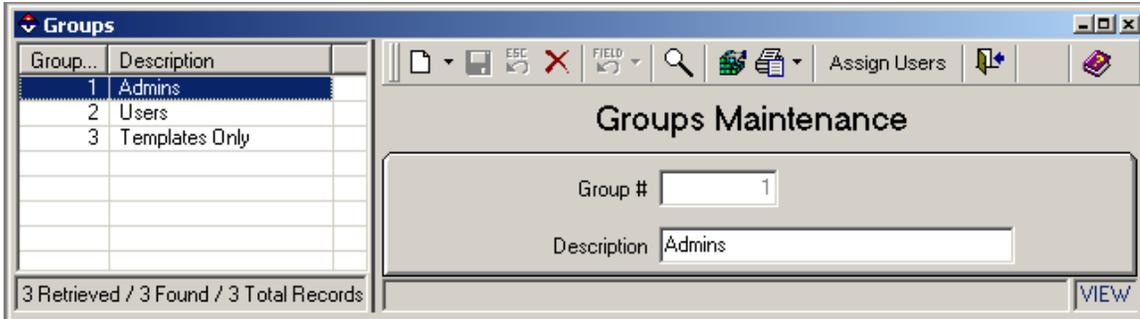
Exit without printing.

Help

Show help for this screen.

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Groups Maintenance



Allows the creation of new groups and the association of users with groups.

Group #: Enter a Unique Group #

Assign Users: Assign Users for this Group

Description: Enter a unique description for this group.

Listed below are all navigation buttons available for this screen

	Add a new record.
	Save the existing add/edit.
	Cancel the existing edit.
	Delete the current record.
	Undo the edit from the current field.
	Cut the selected text to the clipboard.
	Copy the selected text to the clipboard.
	Paste the selected text from the clipboard.
	Find a record or subset of records.
	Query Builder (allows you to create custom reports).
	Print the retrieved list (left grid).
	Print the current window.
	Print the entire screen.
	Exit and close the screen.
	Show help for this screen.

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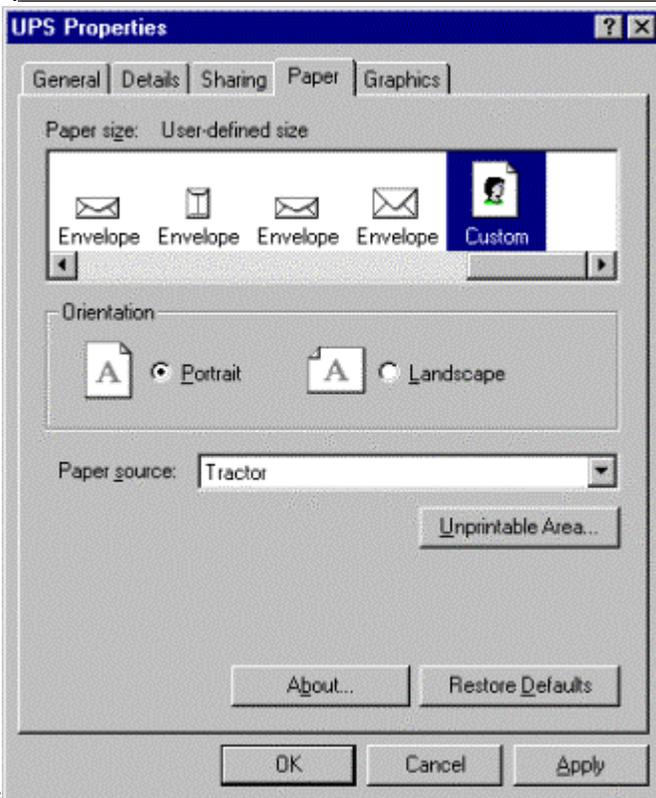
Haz-Shipper / WorldShip 4.0 Interface Setup Instructions

(Make sure you have WorldShip 4.0 Build 22 or above)

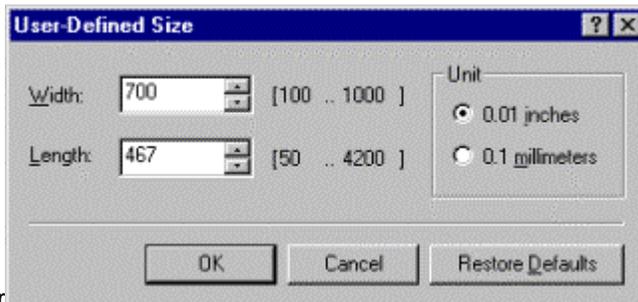
1. Press the *Start* button (bottom left-hand of your screen) then select *Settings – Control Panel*. **Figure 1:** Windows 2000 users will have to select “Administrative



Figure 2: Control Panel / Administrative

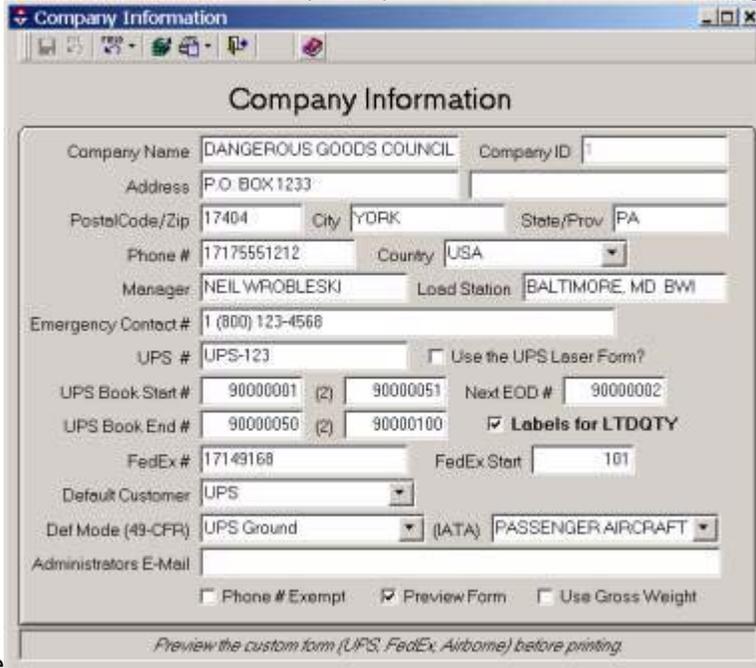


2. Next select the icon which will read “Data Sources (ODBC)” for Windows 2000/NT. For Windows ‘95/’98 the icon will read “ODBC Data Sources (32 bit)”.
3. Once selected the following screen will appear (**Figure 3**). Select the “System DSN” tab. **Figure 3:** ODBC Data



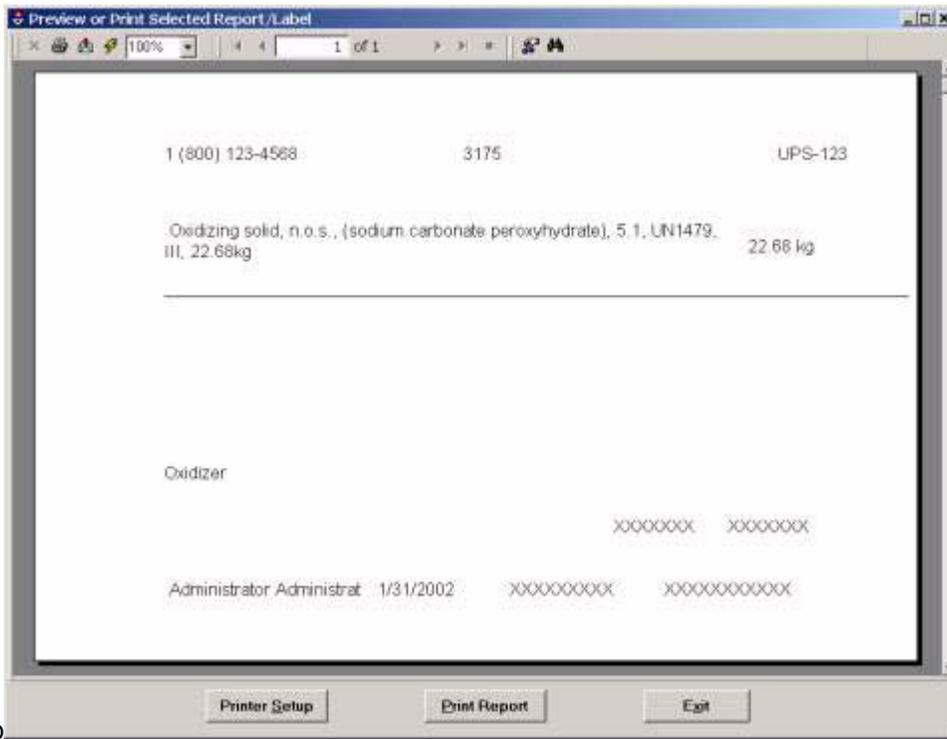
Source Administrator

4. Press the “Add...” button and the following screen will appear (**Figure 4**). Scroll down and select the driver named “Microsoft Access Driver (*.mdb)”. Press the “Finish” button. **Figure 4: Create New Data**



Source

5. On the ODBC Setup Screen (**Figure 5**), set the “Data Source Name” to HAZMAT. Type the Description in as “Haz-Shipper / WorldShip Interface. Then press the “Select” button and select the HazShipper.mdb database. This file should be located in the c:\program files\hazshipper directory. You may have installed it to a different directory, other than the default. If so then select from that directory. **Figure 5: ODBC**



Setup

6. Press OK on the "ODBC Microsoft Access Setup" screen. Then press OK on the "ODBC Data Source Administrators" Screen to complete the Haz-Shipper / WorldShip interface.

Haz-Shipper Network Installation Instructions

Steps for Installation

1. Run the installation program (Hazshipper.exe) on all the client workstations.
2. Copy a single HazShipper.mdb, from any client machine, to a shared network directory.
3. Modify the hazshipper.ini file in the c:\program files\hazshipper directory to point at the Hazshipper.mdb in the shared network directory. Modify the "MDBPATH" line as per the following example. Example:
MDBPATH=G:\Hazshipper\Hazshipper.mdb REFPATH= SQLSERVERDB= SQLSERVERNAME=
REPORTVIEW=Java
4. Activate only one machine since that will activate all machines. When activating make sure to select the network option and the number of seats purchased.

CUSTOMERS

To add a customer:

- Click on "maintenance"
- Click "customers" or select the icon from the main screen.
- Click on the add button (white button with corner folded over) or CTRL + A.
- Fill in the customer information.
- When done click "save".
- Repeat for each customer.

EMPLOYEES

Each employee MUST be CERTIFIED and have their own individual ID & password.

To enter an employee:

- Click on "Maintenance"
- Click on "Employees"

(The default is set as "Admin". It is highly recommended to keep this default)

- Click on the add button (white button with corner folded over) or CTRL + A.

- Fill in the employee information.

- Select a security group of Admin or User

(Note: a "user" security group can only use the system to ship, this group cannot make any changes to the system).

- When done click "save".

- Repeat for each employee.

HOW TO CREATE A SHIPMENT

From the Haz-Shipper main menu select

- “49-CFR” then “Enter Shipments ”; or
- “IATA” then “Enter shipments”; or
- Select an icon (ex: UPS, FedEx, etc).

Haz-Shipper Package Creation:

Enter Shipment information:

- Select a template (see “HOW TO CREATE A TEMPLATE”) and/or
- Select Customer and Transport mode.

Select Material to Ship:

- Enter the UN/NA # or PSN (Proper Shipping Name) of your material.
- Click the down arrow or next.
- Highlight the material you need (choose correct PG.
- Answer questions below if they apply, then click next.

If required **enter a Technical Name:**

- First check to see if it’s on the **Hazardous Substance list:**
- Click on down arrow. Type in technical name (you can enter a partial name). Click “search”.
- Enter in the weight of the material then click on “when finished click to add Technical name”.
- If your technical name is not on the Hazardous Substances list click “cancel”.
- Enter technical name in the large white box below the words in red that read “If not in hazardous substance table then add technical names here”. (If this is a technical name you use often, you can put a check mark in “save name”. It will then be available in the drop down list that reads “select technical name”.)

Select Packaging:

Inner Packaging:

- Enter the # of inner receptacles
- Select the type of inner receptacles from the dropdown list.
(If you do not see your inner receptacle see “Inner Packaging”)
- Enter the quantity in each receptacle (ex: 5 ml)
(If you have different weights in each receptacle see Inner Receptacle calculator).
- Enter a weight for the material.

Outer Packaging:

- Enter the # of outer packaging
- Select the type of outer receptacles from the dropdown list
(if you do not see your outer receptacle see Outer Packaging).
- Select if this is an Exception Non-Spec (LTD QTY), NonBulk-Spec or Bulk
- If this is an overpack: click overpack, select overpack type and number of overpacks. (See “Multiple Package overpack”).

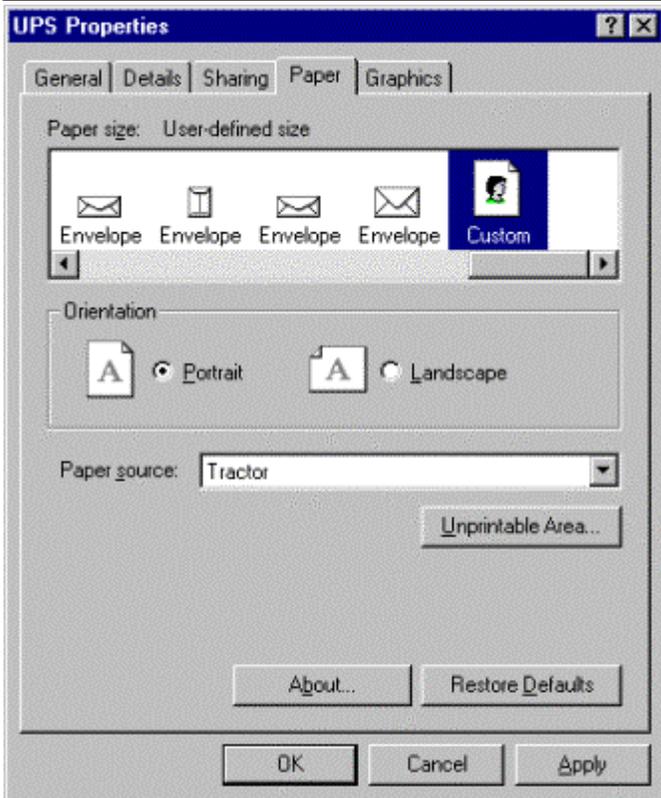
Haz-Shipper Shipment (ref #:…)

Verify your information, make any necessary changes then click shipping papers.

HOW TO CREATE A TEMPLATE

- Follow procedure in “How to create a shipment”.
- At the “Haz-Shipper Shipment (ref #:...)” screen select “save template”.
- Enter in a unique template name (ex: part # 23).
- Enter any special instructions that may be needed. Click save.

HOW TO FIX A FALSE TEMPLATE



User-Defined Size [?] [X]

Width: [100 .. 1000]

Length: [50 .. 4200]

Unit:

0.01 inches

0.1 millimeters

OK Cancel Restore Defaults

Haz-Shipper Shipment (Ref #: 1458) [X]

Replicate Search [?] [X]

Template: [] Customer: UPS Mode: UPS Ground

Add Template MSDS

Materials (for selected Package)

Shipping Name	Class	UN ID#	PG	Qty	Units	Vol	Units
Alcohols, n.o.s.	3	UN1987	III	1	QT	-	0 L

Add Edit Print Label S. Provisions Regulations Info Limits Ben.

Packages

Qty	Outer Packaging	Weight	Over Packed
1	FIBERBOARD BOX 4G	1	No

Add Overpack? 3D Box

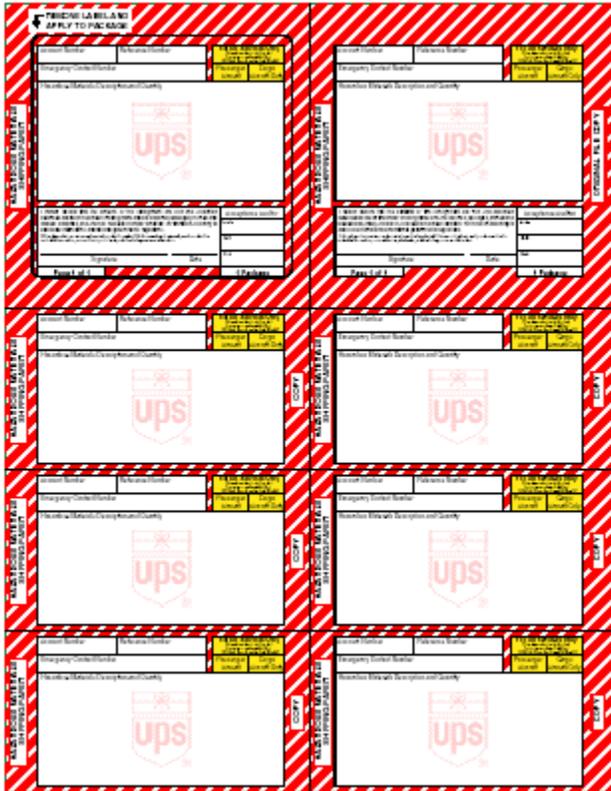
Save Template Add Customer Shipping Papers New Shipment Exit

Create a New Shipment by Selecting a Template

Import From Previous Version (5.X and below ONLY)

The "Import From Previous Version" can be accessed from "Miscellaneous" on the main menu. This sequence of screens allows all basic company information, customers, templates, and shipments information to be imported from a previous version. Below are a list of all screens associated with the Import From Previous Version. Each screen is self-explanatory.

Screen 1:



Screen 2:

Service	Options	Detail	Reference
---------	---------	--------	-----------

Shipment Options:

- Handling Charge
- Return Services
- Ship Notification 1
- Ship Notification 2

Package Options:

- Additional Handling
- COD
- Delivery Confirmation
- HAZMAT/DG
- Insured Value
- Ship Notification 1
- Ship Notification 2

Package HAZMAT/DG

Current Regulation Set: 49CFR

External table's data

HAZMAT/DG Reference 1

[Dropdown] [Details]

HAZMAT/DG Reference 2

[Dropdown] [Details]

HAZMAT/DG Reference 3

[Dropdown] [Details]

Option Cost: \$0.00

Detail Cost Total Cost: \$0.00

Screen 3:

Haz-Shipper Import Wizard

HAZ-SHIPPER

Select Import File

The Import File will be located in the following directory:

- a. Version 4.0 (CFR) - c:\hmt40\hmt.mdb
- b. Version 4.2 (CFR) - c:\hmt42\hmt.mdb
- b. Version 5.0 (CFR) - c:\hmt50\hmt.mdb
- b. Version 5.1 (CFR) - c:\hmt51\hmt.mdb
- b. Version 5.3 (CFR) - c:\hmt53\hmt2000.mde

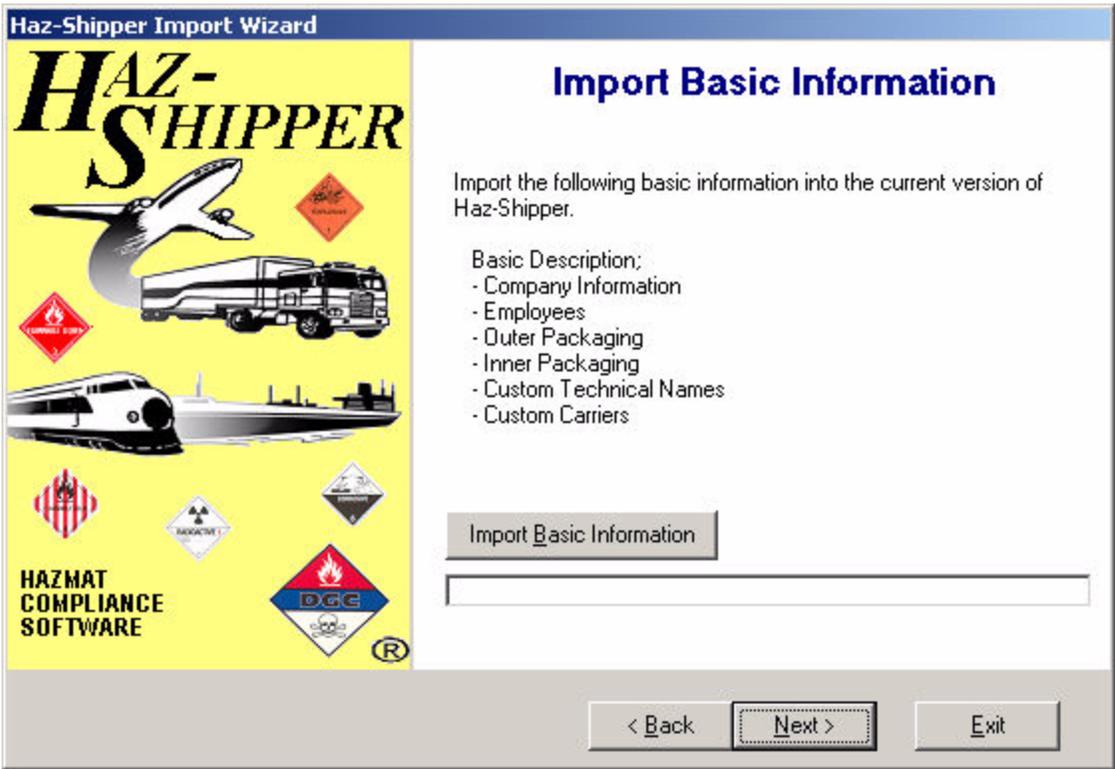
Note: These are the default directories during install. If you changed the directory please use that directory instead of the ones listed above. If you have more than one version of Haz-Shipper then choose the highest version.

Select Import File

[Text Input Field]

< Back Next > Exit

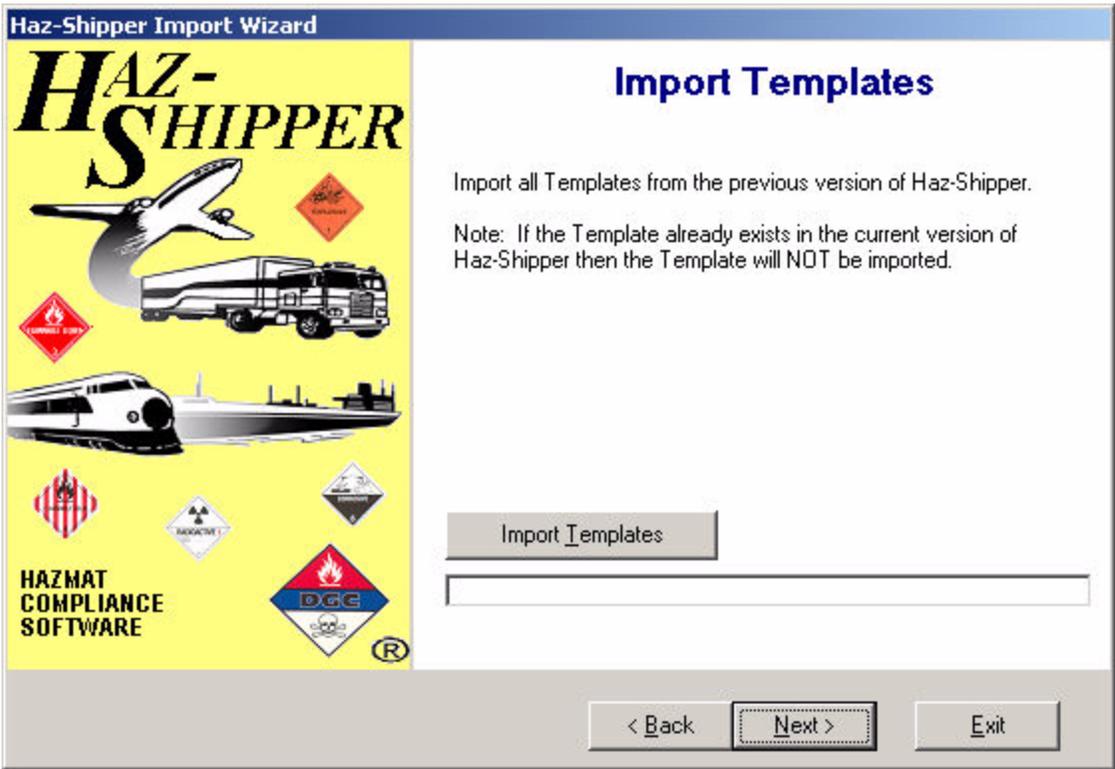
Screen 4: Select "Import Basic Information" only if you would like to import this information.



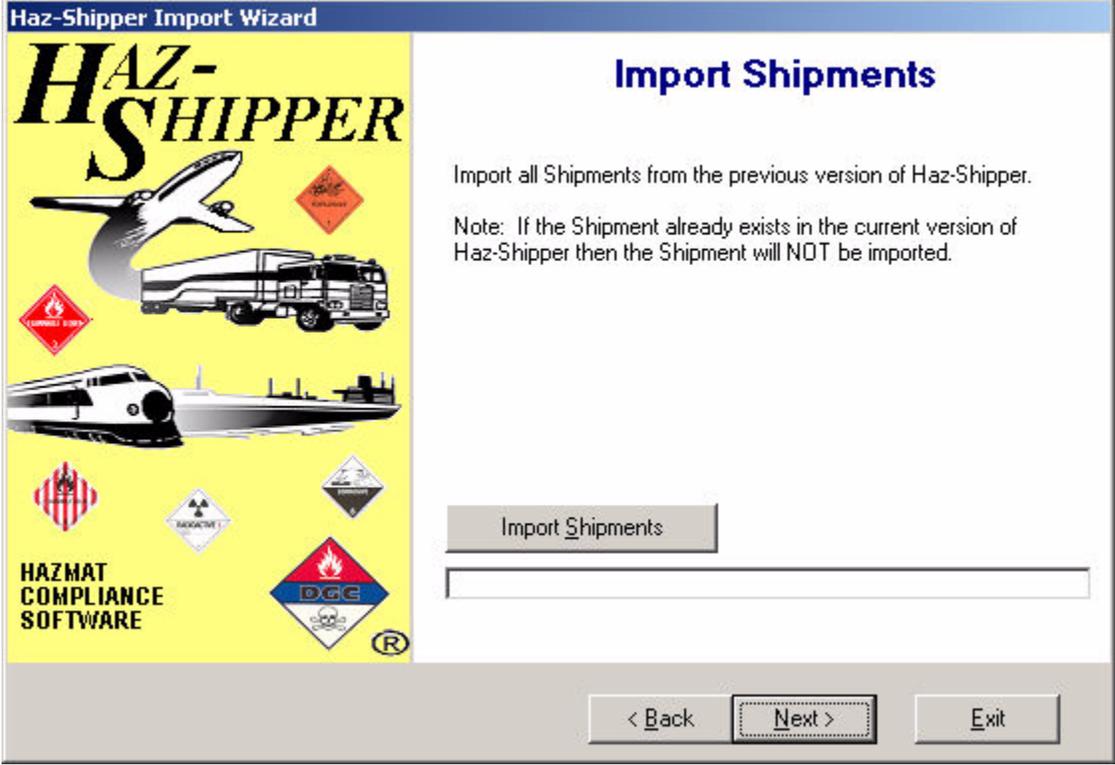
Screen 5: Select "Import Customers" only if you would like to import this information.



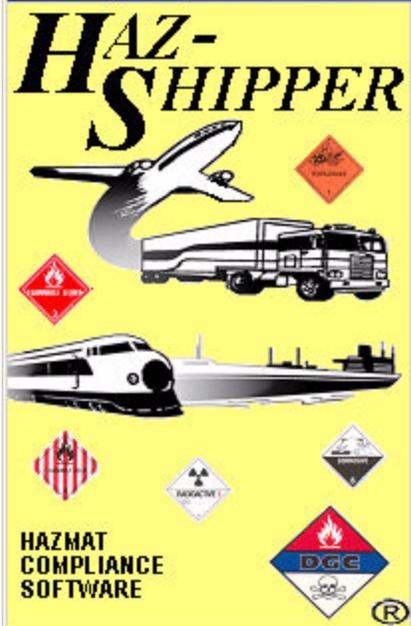
Screen 6: Select "Import Templates" only if you would like to import this information.



Screen 7: Select "Import Shipments" only if you would like to import this information.



Screen 8:



Import Wizard Complete

This concludes the Import Wizard.

We hope that you enjoy using Haz-Shipper.

We are available to support you in any way we can. Please refer to the "Contact Information" and "Technical Support" chapters in the On-line Help or Printed Documentation for additional details on our support policies and on how to contact us.

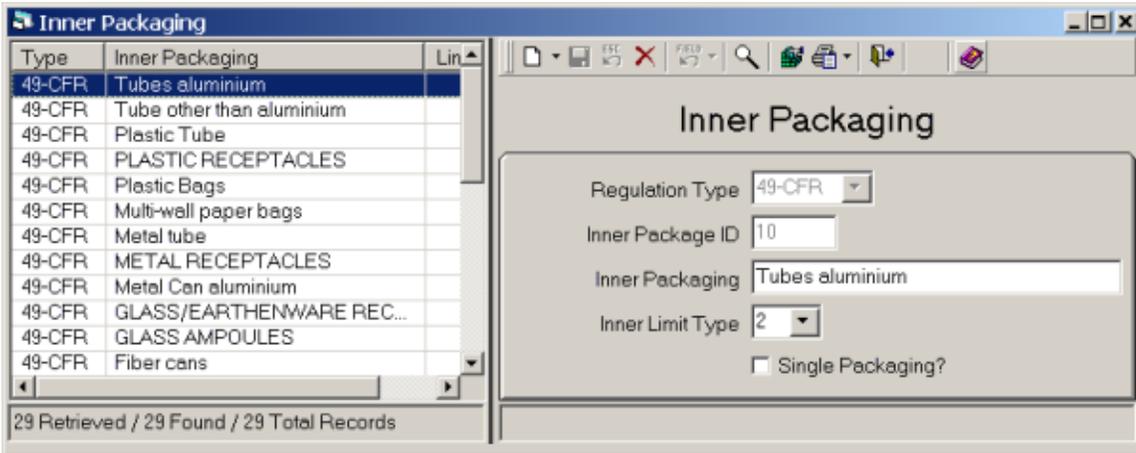
< Back

Next >

Finish

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Inner Packaging



Types of Inner Packaging for 49-CFR and IATA.

Regulation Type: Type of Regulation for this Inner Packaging (49-CFR or IATA): 49-CFR

Inner Package ID: Unique Inner Package ID.

Inner Packaging: Inner Packaging Name.

Inner Limit Type: 1-Glass, Earthenware or Fiber Inner Packaging. 2-Metal or Plastic Inner Packaging.: Metal or Plastic

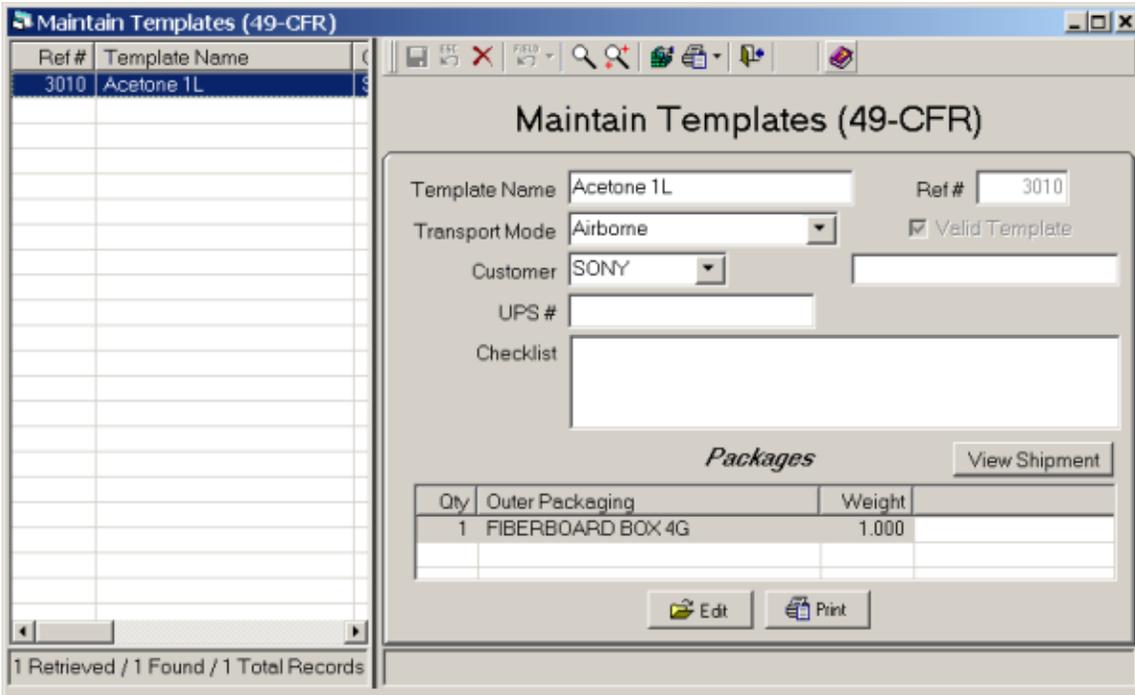
Single Packaging?: Single Packaging (i.e. 55 Gallon Drum or 5 Gallon Pail).

Listed below are all navigation buttons available for this screen

	Add a new record.
	Save the existing add/edit.
	Cancel the existing edit.
	Delete the current record.
	Undo the edit from the current field.
	Cut the selected text to the clipboard.
	Copy the selected text to the clipboard.
	Paste the selected text from the clipboard.
	Find a record or subset of records.
	Query Builder (allows you to create custom reports).
	Print the retrieved list (left grid).
	Print the current window.
	Print the entire screen.
	Exit and close the screen.
	Show help for this screen.

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Maintain Templates (49-CFR)



Maintain Templates for 49-CFR. You have the ability to modify an existing template. All validation will be performed when saving.

- Template Name:** Name of the Current Template (could be your part number).
- Ref #:** Unique numeric identifier. Generated by Haz-Shipper and used for reference only.
- Transport Mode:** Transportation mode for this template.: Airborne, 11, 1
- Valid Template:** Indicates a Valid Template.
- Customer:** Customer for this template.: Sony International, TOKYO, 1
: If a shipment was invalid during importing of templates then this field will show a reason.
- UPS #:** UPS # for this template.
- Checklist:** Compliance Checklist (any information about this template can be entered).

[View Shipment](#)

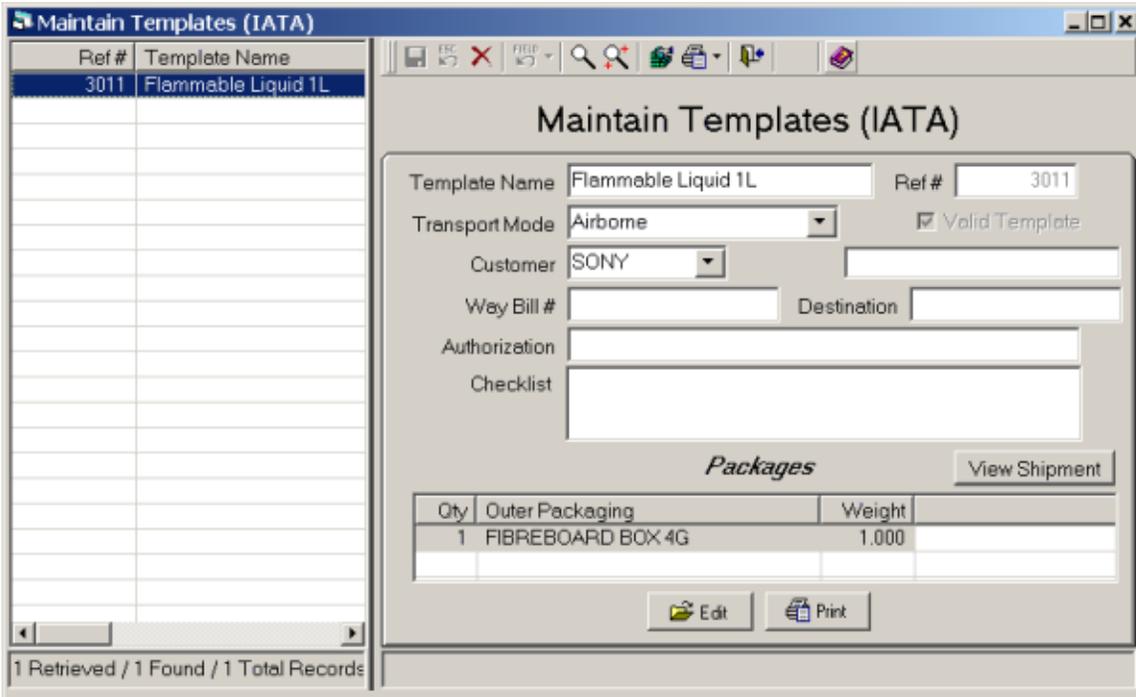
Listed below are all navigation buttons available for this screen

	Save the existing add/edit.
	Cancel the existing edit.
	Delete the current record.
	Undo the edit from the current field.
	Cut the selected text to the clipboard.
	Copy the selected text to the clipboard.
	Paste the selected text from the clipboard.
	Find a record or subset of records.

	Advanced find (boolean logic required).
	Query Builder (allows you to create custom reports).
	Print the retrieved list (left grid).
	Print the current window.
	Print the entire screen.
	Exit and close the screen.
	Show help for this screen.

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Maintain Templates (IATA)



Maintain Templates for IATA. You have the ability to modify an existing template. All validation will be performed when saving.

- Template Name:** Name of the Current Template (could be your part number).
- Ref #:** Unique numeric identifier. Generated by Haz-Shipper and used for reference only.
- Transport Mode:** Transportation mode for this template...: Airborne, 0, 2
- Valid Template:** Indicates if this is a Valid Template.
- Customer:** Customer for this template.: Sony International, TOKYO, 1
: Invalid Shipment Reason
- Way Bill #:** Airway Bill Number.
- Destination:** Airport of Desintation
- Authorization:** Enter any Additional Authorizations.
- Checklist:** Compliance Checklist (any information about this template can be entered).

View Shipment

View Shipment

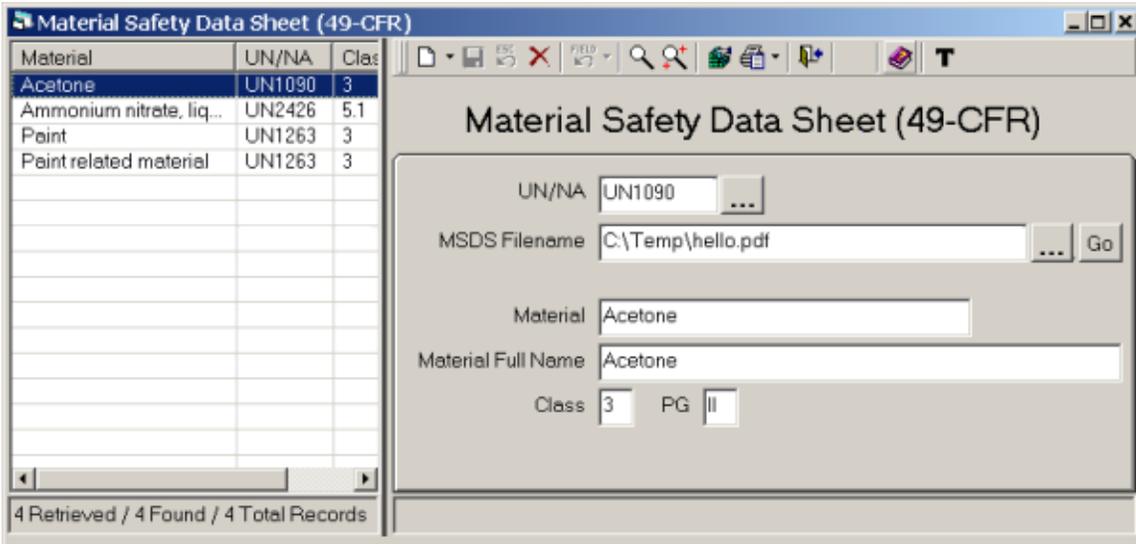
Listed below are all navigation buttons available for this screen

	Save the existing add/edit.
	Cancel the existing edit.
	Delete the current record.
	Undo the edit from the current field.
	Cut the selected text to the clipboard.
	Copy the selected text to the clipboard.
	Paste the selected text from the clipboard.
	Find a record or subset of records.

	Advanced find (boolean logic required).
	Query Builder (allows you to create custom reports).
	Print the retrieved list (left grid).
	Print the current window.
	Print the entire screen.
	Exit and close the screen.
	Show help for this screen.

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Material Safety Data Sheet (49-CFR)



Attach a Material Safety Data Sheet (MSDS) for a specific material.

UN/NA: Select a material for this MSDS.

 Select Hazardous Material

MSDS Filename: Select or type the MSDS file name.

 Select the MSDS file for this material.

 Display the Material Safety Data Sheet.

Material: Material Name for this material.

Material Full Name: Material Full Name for this material.

Class: Class for this material.

PG: Packing Group for this material.

Listed below are all navigation buttons available for this screen

	Add a new record.
	Save the existing add/edit.
	Cancel the existing edit.
	Delete the current record.
	Undo the edit from the current field.
	Cut the selected text to the clipboard.
	Copy the selected text to the clipboard.
	Paste the selected text from the clipboard.
	Find a record or subset of records.
	Advanced find (boolean logic required).
	Query Builder (allows you to create custom reports).
	Print the retrieved list (left grid).
	Print the current window.
	Print the entire screen.

	Exit and close the screen.
	Show help for this screen.

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Material Safety Data Sheet (IATA)

Attach a Material Safety Data Sheet (MSDS) for a specific material.

UN/NA: Select a material for this MSDS.



Select Hazardous Material for this MSDS.

MSDS Filename: Select or type the MSDS file name.



Select the MSDS file for this material.



Display the Material Safety Data Sheet.

Material: Material Name for this material.

Material Full Name: Material Full Name for this material.

Class: Class for this material.

PG: Packing Group for this material.

Listed below are all navigation buttons available for this screen

	Add a new record.
	Save the existing add/edit.
	Cancel the existing edit.
	Delete the current record.
	Undo the edit from the current field.
	Cut the selected text to the clipboard.
	Copy the selected text to the clipboard.
	Paste the selected text from the clipboard.
	Find a record or subset of records.
	Advanced find (boolean logic required).
	Query Builder (allows you to create custom reports).
	Print the retrieved list (left grid).
	Print the current window.
	Print the entire screen.

	Exit and close the screen.
	Show help for this screen.

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MULTIPLE PACKAGE OVERPACK

- Create shipment as normal.
- At the “Haz-Shipper Shipment (ref #:...)” screen select “Add package”.
- Create additional packages, when done select “Overpack?”.
- Select overpack type.
- Click Save
- Click on “select packages”.
- Put a checkmark in box(es) that are in overpack.
- Click ok.
- Click Exit.

Outer Packaging

Create any custom packaging for your company.

Outer Package ID: Enter a unique Outer Package ID.

Regulation: Regulation Type: 49-CFR

Outer Packaging: Outer Packaging Description.

Package Identifier: Package Identifier for this container (i.e. 4G/Y25/S/01/USA)

Shipping Paper Description: Description to appear on all shipping papers.

Form Type: Select the type of container.: Box

DOT-E-SPEC: Is this a DOT-E-SPEC container.

DOT/UPS Approved: Is this a DOT/UPS Approved container.

UN ID #: UN Code

UPS DOT Box #: UPS DOT Box Number

Labels Exempt: Are Labels Exempt from this container.

I Use This: Do you use this container when shipping.

V Rated: Is this a V Rated container.

Dimension: Enter the Dimensions of this container.

Maximum Weight: Enter the Maximum Weight for this Packaging.

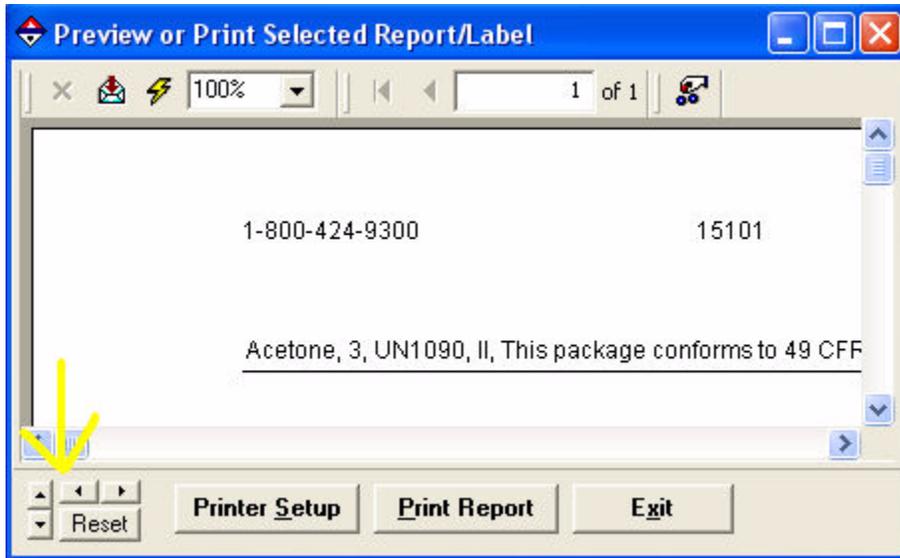
Listed below are all navigation buttons available for this screen

	Add a new record.
	Save the existing add/edit.
	Cancel the existing edit.
	Delete the current record.
	Undo the edit from the current field.
	Cut the selected text to the clipboard.
	Copy the selected text to the clipboard.
	Paste the selected text from the clipboard.

	Find a record or subset of records.
	Query Builder (allows you to create custom reports).
	Print the retrieved list (left grid).
	Print the current window.
	Print the entire screen.
	Exit and close the screen.
	Show help for this screen.

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Print Aligner



The Print Aligner allows the user to move the form up/down and left/right. Any form, when viewed in preview mode, has the ability to have the top and left coordinates modified and then saved permanently. Every time the up/down or left/right button are pressed the coordinates are saved in Haz-Shipper. If you wish to start at the original coordinates then press the "Reset" button. The new coordinates will be saved and used every time the form is previewed or printed.

Note: the form is moved by only 0.02 inches whenever the up/down or left/right buttons are pressed.

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Printer Setup for Windows NT/2000/XP

1. When setting up any printer make sure to log onto your computer as the Administrator or a user with Administrator privileges. You may need to speak with your IT person to log on properly.
2. Connect your printer to your computer as directed by the manufacturers instructions.
3. Install the print driver that is specific to your printer (if you are using a Lexmark 2300 series printer then use the IBM Proprinter driver). Again refer to the manufacturers instructions for the installation of your printer.
4. Rename the printer to “UPS” by right-clicking on the printer you have installed and selecting the rename option. If you have closed the window with the printer names you can always get back to it by going to the windows *Start – Settings – Printer*. When you have finished renaming the printer it should look like the printer in the bottom right-hand corner of Figure 1.

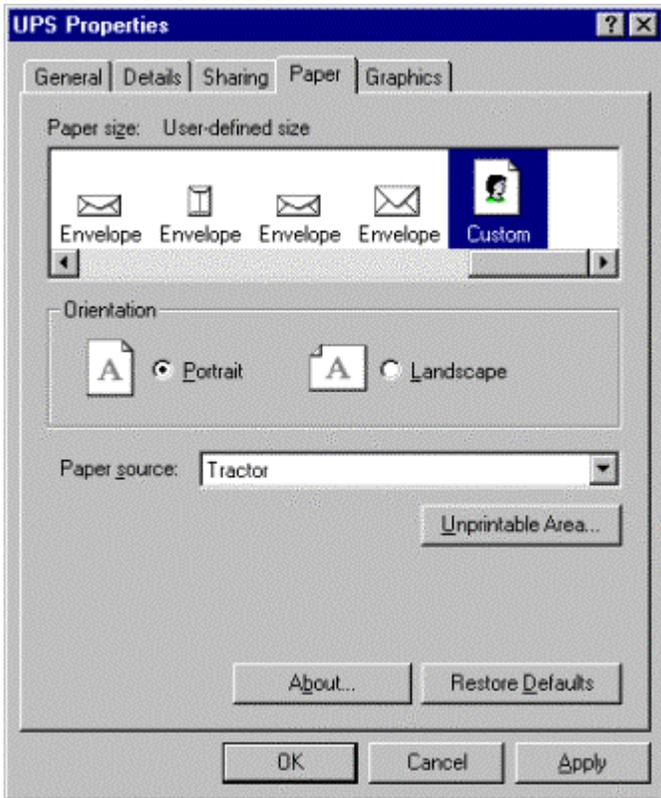
Figure 1: Notice the UPS Printer in the bottom right-hand corner.



5. If you are using the FedEx and/or Airborne forms then you will need to repeat steps 2 and 3 but instead of renaming to “UPS” you would rename your printer to “FedEx” and/or “Airborne”.
 6. Open the Haz-Shipper program and create a test shipment by using UPS, FedEx, or Airborne. Print the form. If the form prints properly then you are **finished** with the printer setup. If not then continue to step 7.
- Note:** If the form needs to be centered on the printer by using the top-of-form feed or left/right adjustments then refer to your printer manual for these adjustments.
7. Right-click on the UPS printer and select properties from the menu. Select the “Device Settings” tab. Select the “Tractor Feed”, and from the drop-down list, select the UPS form.

Note: Repeat if you are also using FedEx and/or Airborne modes of transportation.

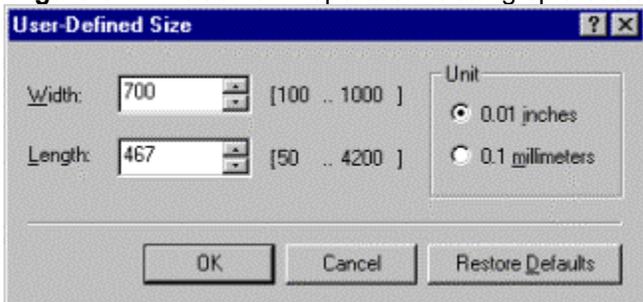
Figure 2: Note the Tractor Feed is set to the custom form “UPS” and the Manual Paper Feed and the Upper Paper Tray are set to “Not Available”.



8. If the UPS, FedEx or Airborne forms exist in the “Tractor Feed” drop-down box then continue to step 9. Otherwise you will need to create them yourself. To display the “Print Server Properties” de-select all printers in your “Printers” dialog box (Figure 1) by clicking on any part of the white space in the dialog box. Then select File – Server Properties. Click on the “Create a New Form” and set the dimensions as follows (don’t forget to click on the “Save Form” button when finished).

- UPS** = Width=7.00in, Height=4.67in
- FEDEX** = Width=6.25in, Height=2.85in
- AIRBORNE** = Width=7.00in, Height=8.51in, Left=0.20in
- FEDEXLARGE** = Width 7.00 and Length is 4.25
- FEDEXUSAAIRBILL** = Width 8.50 and Length is 5.50

Figure 3: Print Server Properties – Setting up a custom form.

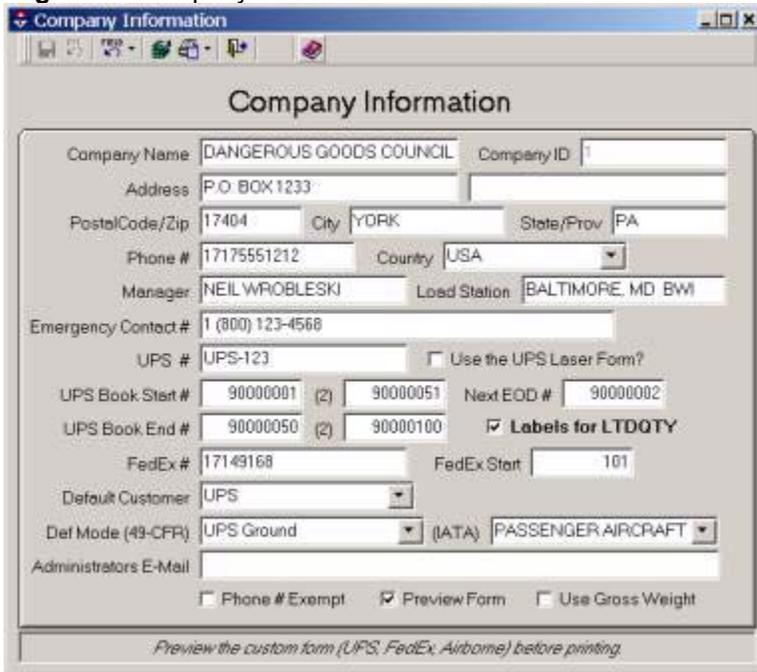


9. Again Open the Haz-Shipper program and create a test shipment by using UPS, FedEx, or Airborne. Print the form.

If the form prints properly then you are **finished** with the printer setup. If not then continue to step 10.

10. Open Haz-Shipper and log in. From the maintenance menu select company. On the company screen select "Preview Form" (bottom center of the screen. Figure 3). Press the Save button (top right of the form – looks like a floppy disk).

Figure 4: Company Information Screen



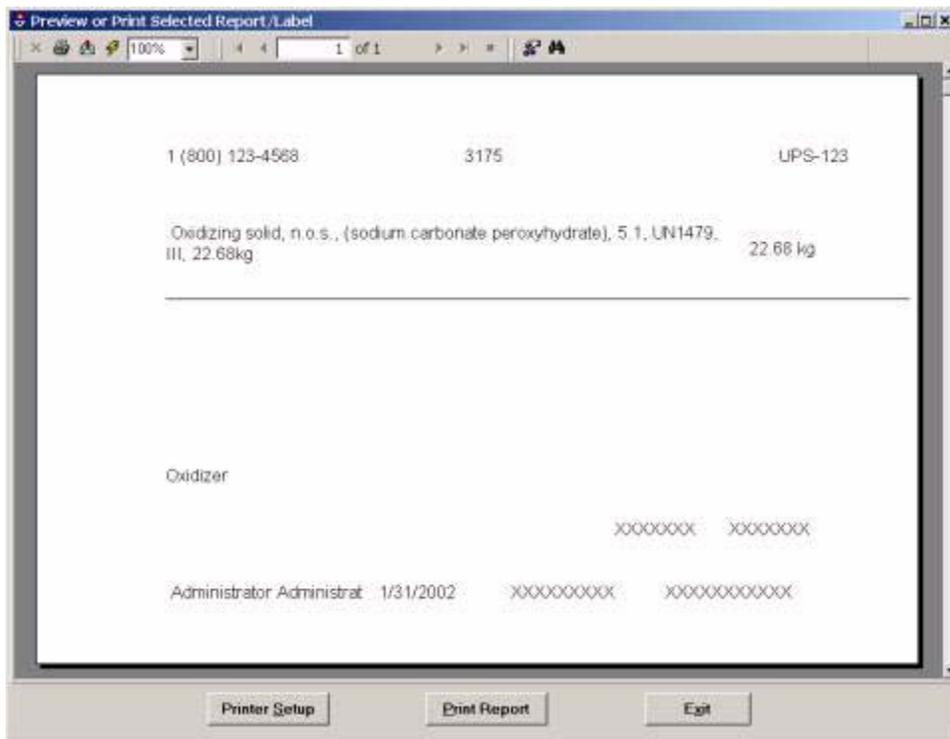
Company Name	DANGEROUS GOODS COUNCIL		Company ID	1	
Address	P.O. BOX 1233				
PostalCode/Zip	17404	City	YORK	State/Prov	PA
Phone #	17175551212	Country	USA		
Manager	NEIL WROBLESKI	Load Station	BALTIMORE, MD BWI		
Emergency Contact #	1 (800) 123-4568				
UPS #	UPS-123	<input type="checkbox"/> Use the UPS Laser Form?			
UPS Book Start #	90000001 (2)	90000051	Next EOD #	90000002	
UPS Book End #	90000050 (2)	90000100	<input checked="" type="checkbox"/> Labels for LTDQTY		
FedEx #	17149168	FedEx Start	101		
Default Customer	UPS				
Def Mode (49-CFR)	UPS Ground	(ATA)	PASSENGER AIRCRAFT		
Administrators E-Mail					

Phone # Exempt Preview Form Use Gross Weight

Preview the custom form (UPS, FedEx, Airborne) before printing.

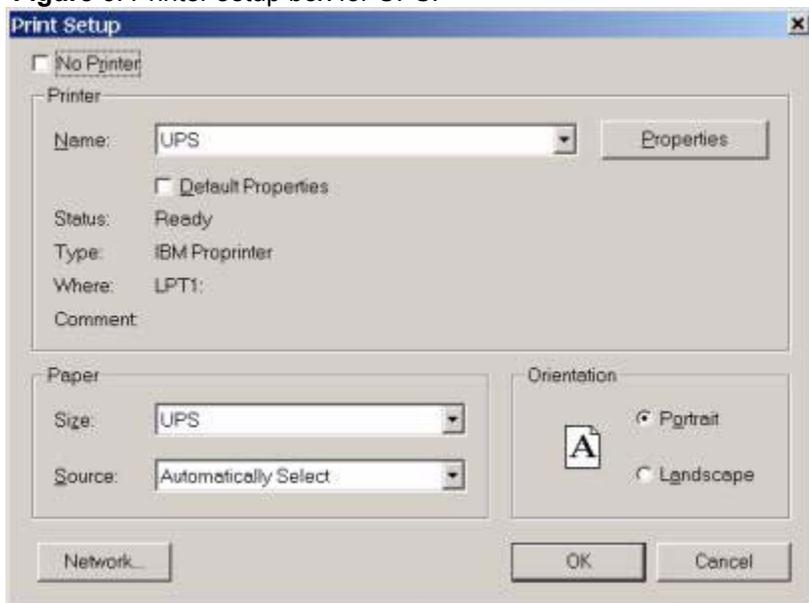
11. Create a test shipment by using UPS, FedEx or Airborne modes of transportation. When you press the print button on the graphical representation of the UPS form a preview form will be displayed. From this form press the Printer Setup button.

Figure 5: Preview form for UPS/FedEx or Airborne



12. The printer dialog box will appear. Make sure UPS has been selected for the printer name and the Paper Size is set to UPS. If not then reset to look like Figure 6.

Figure 6: Printer setup box for UPS.



13. Select OK from the Printer Setup Box. Then from the Print Preview Box (Figure 4) press printer report.

Printer Setup for Windows 95/98/XP Home

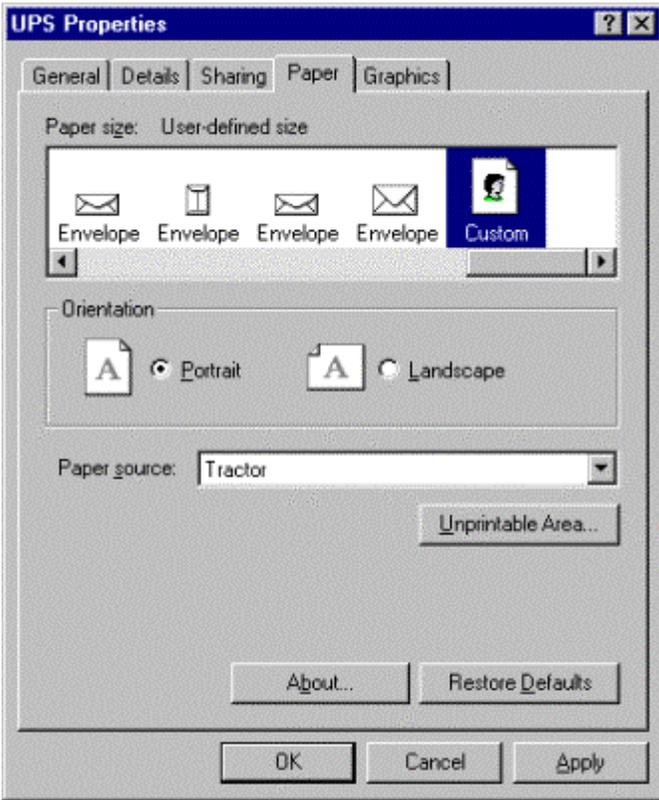
1. Connect your printer to your computer as directed by the manufacturers instructions.
2. Install the print driver that is specific to your printer (if you are using a Lexmark 2300 series printer then use the IBM Proprinter driver). Again refer to the manufacturers instructions for the installation of your printer.
3. Rename the printer to “UPS” by right-clicking on the printer you have installed and selecting the rename option. If you have closed the window with the printer names you can always get back to it by going to the windows *Start – Settings – Printer*. When you have finished renaming the printer it should look like the printer in the bottom right-hand corner of Figure 1.

Figure 1: Notice the UPS Printer in the bottom right-hand corner.



4. If you are using the FedEx and/or Airborne forms then you will need to repeat steps 2 and 3 but instead of rename to “UPS” you would rename your printer to “FedEx” and/or “Airborne”.
5. Now we need to set up the custom form size for the printer. Right-click on the “UPS” printer and select properties from the menu. Select the paper tab and move the scroll bar in the Paper size box all the way over to the right and select the custom form (Figure 2).

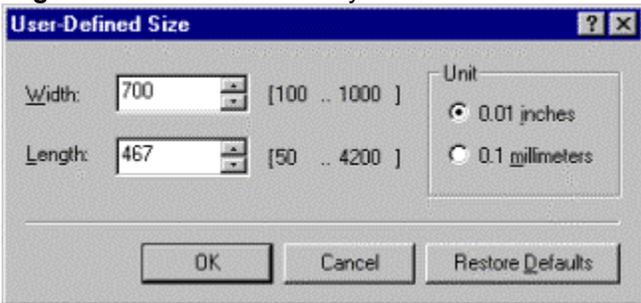
Figure2: Printer properties dialog Box



6. Next double-click on the Custom form and the User-Defined dialog box will appear. Set the Width and Height for the following forms:

- UPS** = Width is 700 and Length is 467
- FEDEX** = Width is 624 and Length is 285
- AIRBORNE** = Width is 700 and Length is 851
- FEDEXLARGE** = Width 700 and Length is 425
- FEDEXUSAAIRBILL** = Width 850 and Length is 550

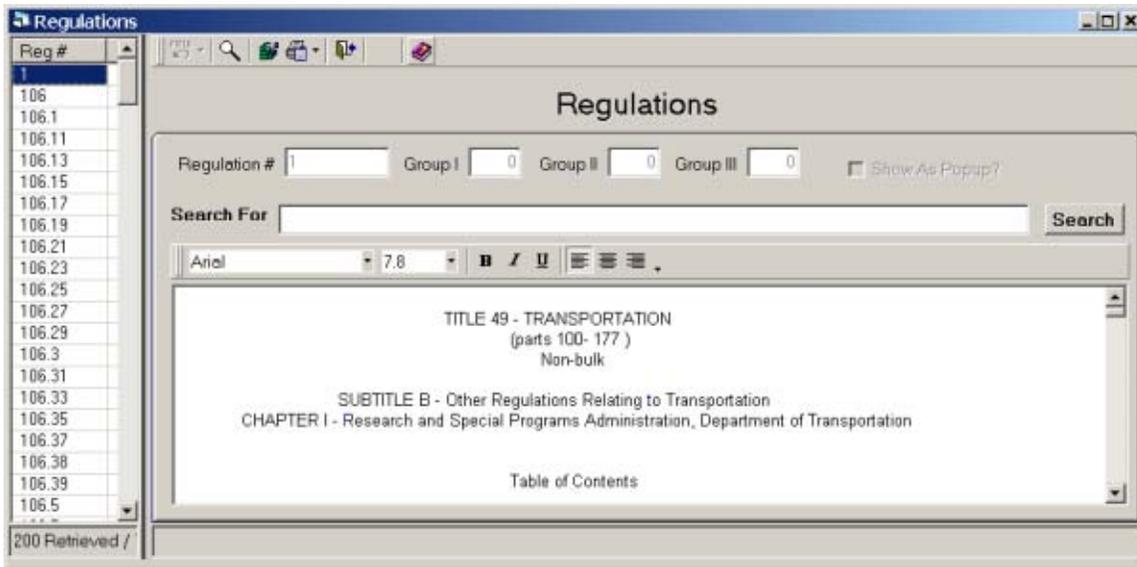
Figure 3: For the UPS form your box should look like this.



7. When finished press OK in the User-Defined Size box and then OK again in the UPS Properties box.

8. Haz-Shipper will automatically default to the UPS printer when printing a UPS form. The same will also happen for the FedEx and Airborne forms if you are using these modes of transportation.

Regulations



Regulations

Regulation #: Regulation Number

Group I: Group One

Group II: Group Two

Group III: Group Three

: Text for Search for Regulations

Search

Search For Regulation

: Regulation Description

Show As Popup?: Show as Popup when Clicked in the Wizard?

Listed below are all navigation buttons available for this screen

	Undo the edit from the current field.
	Cut the selected text to the clipboard.
	Copy the selected text to the clipboard.
	Paste the selected text from the clipboard.
	Find a record or subset of records.
	Query Builder (allows you to create custom reports).
	Print the retrieved list (left grid).
	Print the current window.
	Print the entire screen.
	Exit and close the screen.
	Show help for this screen.

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Select Flights (NOTOC)

Ref #	Waybill #
2999	3000
3000	3009
3009	3009

3 Retrieved / 3 Found / 3 Total Records

Select Flights (NOTOC)

Flight #

Registration

ULD.ID POS/CP

Hold Cancel

Print NOTOC Report

All Materials (Shipping Name)	
Radioactive material, low specific activity (LSA-I)	

Select Flights for the NOTOC report.

Flight #: Enter the flight number for this NOTOC.

Registration: Enter the Registration for this NOTOC.

ULD.ID: Enter the ULD.ID for this NOTOC.

POS/CP: Enter the position - POS/CP for this NOTOC.

Hold: Select to hold the shipment for a future NOTOC.

Cancel: Cancel Shipment so it does not appear on the NOTOC.

Print NOTOC Report

Print NOTOC Report

Listed below are all navigation buttons available for this screen

	Save the existing add/edit.
	Cancel the existing edit.
	Undo the edit from the current field.
	Cut the selected text to the clipboard.
	Copy the selected text to the clipboard.
	Paste the selected text from the clipboard.
	Find a record or subset of records.
	Query Builder (allows you to create custom reports).
	Print the retrieved list (left grid).
	Print the current window.
	Print the entire screen.

	Exit and close the screen.
	Show help for this screen.

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Shipment (Chemical) (49-CFR)

This screen shows general material information for this shipment for 49-CFR.

RQ: Shows Reportable Quantity (if applicable) for this material.

Material Name: Material Name for this material.

Class: Hazardous Class for this material.

UN/NA: UN/NA number for this shipment.

PG: Packing Group for this shipment.

Of Inner Receptacles: Number of Inner Receptacles for this shipment.

Inner Receptacle: METAL RECEPTACLES, 1, 1

Hazmat ID: Hazardous Material ID (reference purposes only).

Quantity of hazardous material.

Type of unit for this material: Liters

Total Volume of hazardous material.

Units to convert to which will appear on the shipping papers.

Material ID: Material ID (reference purposes only).

Shipping Name: Proper Shipping Name

Technical Name: Technical Name

Labels Required: Labels Required for this material.

Special Provisions: Lists any Special Provisions for this material.

ExplosiveID: Shows the Explosive ID (if applicable).

Explosive Regs View Explosive Regulations

Listed below are all navigation buttons available for this screen

	Save the existing add/edit.
	Cancel the existing edit.
	Undo the edit from the current field.
	Cut the selected text to the clipboard.

	Copy the selected text to the clipboard.
	Paste the selected text from the clipboard.
	Find a record or subset of records.
	Advanced find (boolean logic required).
	Query Builder (allows you to create custom reports).
	Print the retrieved list (left grid).
	Print the current window.
	Print the entire screen.
	Exit and close the screen.
	Show help for this screen.

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Shipment (Chemical) (IATA)

This screen shows general material information for this shipment for IATA.

: Shows Reportable Quantity (if applicable) for this material.

: Material Name for this material.

Class: Hazardous Class for this material.

: UN/ID number for this shipment.

PG: Packing Group for this shipment.

: Number of Inner Receptacles for this shipment.

: Inner Receptacle: Plastic, 2, 1

Hazmat ID: Hazardous Material ID (reference purposes only)

: Quantity of hazardous material.

: Type of unit for this material.: Liters

: Total Volume of hazardous material.

: Units to convert to which will appear on the shipping papers.

Material ID: Material ID (reference purposes only).

Shipping Name: Proper Shipping Name

Technical Name: Technical Name

Labels Required: Labels Required for this material.

Special Provisions: Lists any Special Provisions for this material.

ExplosiveID: Shows the Explosive ID (if applicable).

Explosive Regs View Explosive Regulations

Listed below are all navigation buttons available for this screen

	Save the existing add/edit.
	Cancel the existing edit.
	Undo the edit from the current field.
	Cut the selected text to the clipboard.
	Copy the selected text to

	the clipboard.
	Paste the selected text from the clipboard.
	Find a record or subset of records.
	Advanced find (boolean logic required).
	Query Builder (allows you to create custom reports).
	Print the retrieved list (left grid).
	Print the current window.
	Print the entire screen.
	Exit and close the screen.
	Show help for this screen.

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Shipment (Package) (49-CFR)

This screen shows general package information for this shipment for 49-CFR.

Of: Number of Packages for this shipment.

Outer Packaging: Type of Outer Packaging: FIBERBOARD BOX 4G, 4G/X12/S/99/USA, BOX, 1

Weight: Gross Package Weight

Ship 173.4?: Are you shipping 173.4? (small quantiti

Ship 173.13?: Are you shipping 173.13? (exceptions)

Listed below are all navigation buttons available for this screen

	Save the existing add/edit.
	Cancel the existing edit.
	Undo the edit from the current field.
	Cut the selected text to the clipboard.
	Copy the selected text to the clipboard.
	Paste the selected text from the clipboard.
	Find a record or subset of records.
	Advanced find (boolean logic required).
	Query Builder (allows you to create custom reports).
	Print the retrieved list (left grid).
	Print the current window.
	Print the entire screen.
	Exit and close the screen.
	Show help for this screen.

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Shipment (Package) (IATA)

This screen shows general package information for this shipment for IATA.

Of: Number of Packages for this shipment.

Outer Packaging: Type of Outer Packaging: FIBERBOARD BOX 4G, 4G/X12/S/99/USA, BOX, 1

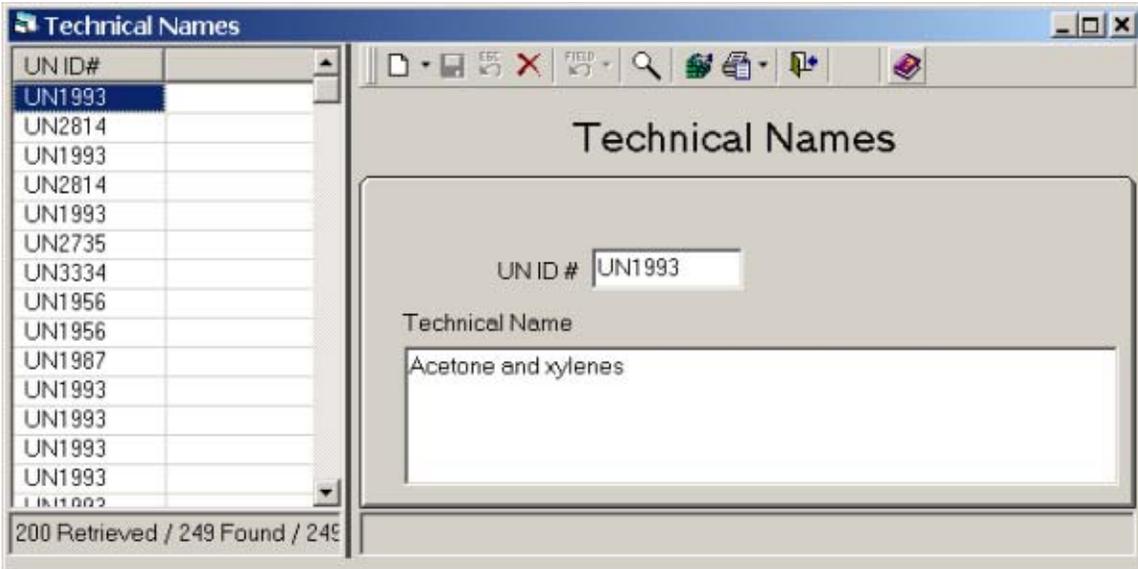
Weight: Gross Package Weight

Listed below are all navigation buttons available for this screen

	Save the existing add/edit.
	Cancel the existing edit.
	Undo the edit from the current field.
	Cut the selected text to the clipboard.
	Copy the selected text to the clipboard.
	Paste the selected text from the clipboard.
	Find a record or subset of records.
	Advanced find (boolean logic required).
	Query Builder (allows you to create custom reports).
	Print the retrieved list (left grid).
	Print the current window.
	Print the entire screen.
	Exit and close the screen.
	Show help for this screen.

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Technical Names



Maintain all custom technical names.

UN ID #: UN/NA/ID number for this technical name.

Technical Name: Full Technical Name for this material.

Listed below are all navigation buttons available for this screen

	Add a new record.
	Save the existing add/edit.
	Cancel the existing edit.
	Delete the current record.
	Undo the edit from the current field.
	Cut the selected text to the clipboard.
	Copy the selected text to the clipboard.
	Paste the selected text from the clipboard.
	Find a record or subset of records.
	Query Builder (allows you to create custom reports).
	Print the retrieved list (left grid).
	Print the current window.
	Print the entire screen.
	Exit and close the screen.
	Show help for this screen.

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UPS Laser Form (How to setup)

To setup or switch to the new UPS Laser form - go to the Company Information screen. This screen can be accessed by clicking on "Company" from the "Maintenance" menu item which is located on the main menu. Once at the company information screen, click the "Use the UPS Laser Form?" check box, which is located in the middle of this screen (**Screen 1**). This will allow the printing of UPS's single page Laser form (**Screen 2**) instead of the 8 part form. Don't forget if this form does not line up then you can use the "Print Align" function on the bottom of the Preview Screen when printing (**Screen 3**).

Screen 1: Company Information

Company Information

General Defaults

Company Name: Your Company Here Company ID: 1

Address: P.O Box 123

PostalCode/Zip: 17404 City: YORK State/Prov: PA

Phone #: 717 764-6606 Country: USA

Manager: NEIL WROBLESKI Load Station: BALTIMORE, MD BWI

Emergency Contact #: 1-800-424-9300

UPS #: 123-456

UPS Book Start #: 300000 End #: 300099 Next EOD #: 300004

UPS Int Days: 30 Labels for LTDQTY

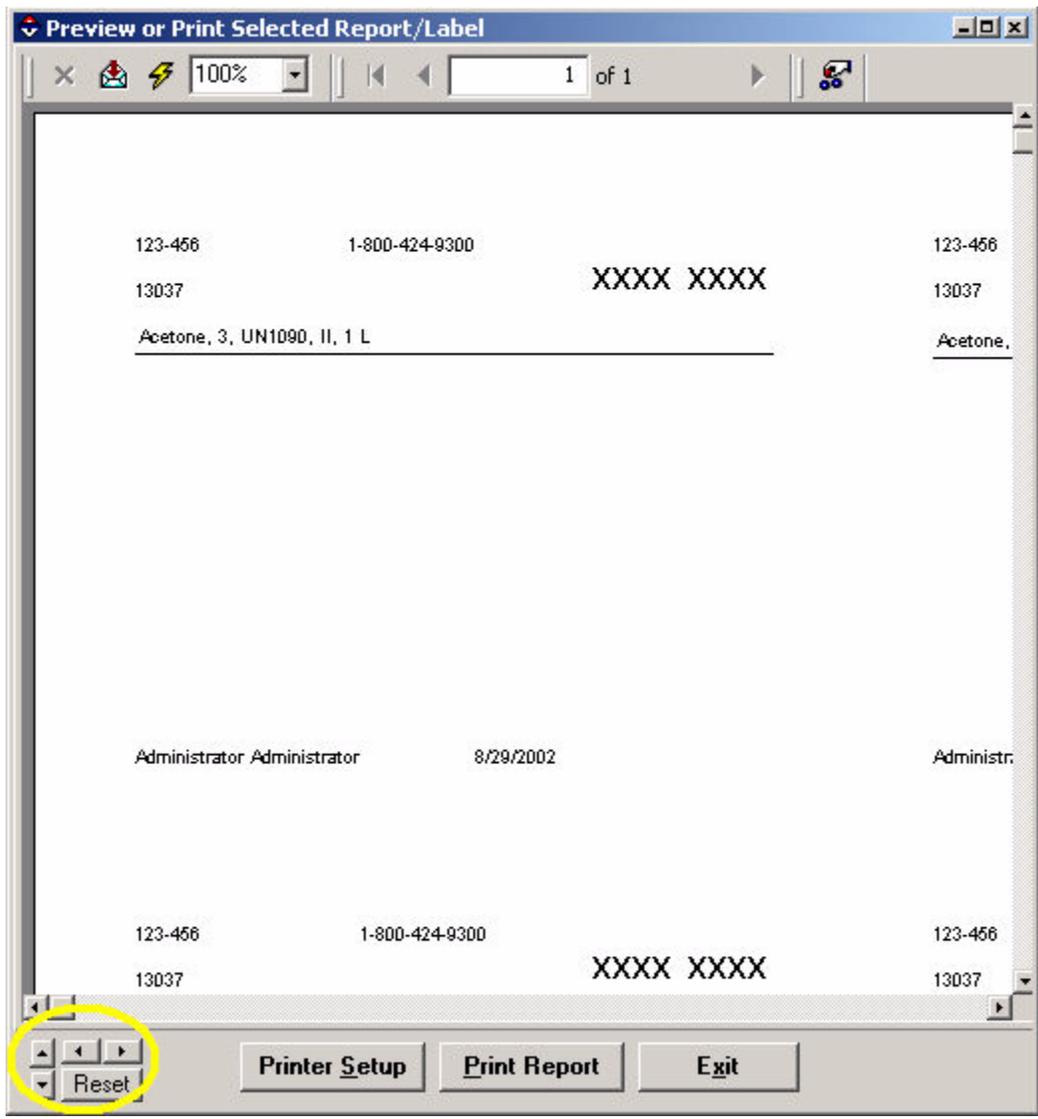
FedEx #: 106067619 FedEx Start: 103

Phone # Exempt Preview Form Use Gross Weight

DOT Registration Expiration: 10/12/2002

VIEW

Screen 2: UPS Laser Form



View Shipments (49-CFR)

Ref #	Customer	Organization Name
12392	ABCC...	ABC Chemical C
12391	ABCC...	ABC Chemical C
12390	ABCC...	ABC Chemical C
12384	ABCC...	ABC Chemical C
12383	ABCC...	ABC Chemical C
12381	UPS	
12380	SAMPLE	ABC Chemical
12374	55555	
12370	55555	
12369	55555	
12366	55555	
12365	55555	
12364	55555	
12359	55555	
12358	UPS	
12357	ABCC...	ABC Chemical C
12356	ABCC...	ABC Chemical C
12355	UPS	
12354	UPS	
12353	ABCC...	ABC Chemical C

Transport Mode	UPS Ground	Ref #	12392
Customer	ABCCHEM	Department	
UPS #			
Shipment Date	08/28/2002	By	ADMIN
Template Name			
Reference ID			

Qty	Outer Packaging	Weight
1	FIBERBOARD BOX 4G	35.000

Shipments (49-CFR)

Transport Mode: Transport Mode for this shipment.: UPS Ground, 1, 1

Ref #: Unique Reference Number for this shipment (generated by Haz-Shipper).

Customer: Customer for this shipment: ABC Chemical Company, York, 1

Department: Shows the department that created this shipment (if departments are being used).

UPS #: UPS Account Number for this shipment.

Shipment Date: Date this shipment was shipped.

By: This employee shipped this shipment.

Template Name: This shipment was created from this Template.

Reference ID: Type anything you want here (Searchable Field).

View Shipment

Listed below are all navigation buttons available for this screen

	Save the existing add/edit.
	Cancel the existing edit.
	Delete the current record.
	Undo the edit from the current field.
	Cut the selected text to the clipboard.
	Copy the selected text to the clipboard.
	Paste the selected text from the clipboard.
	Find a record or subset of records.
	Advanced find (boolean logic required).
	Query Builder (allows you to create custom reports).

	Print the retrieved list (left grid).
	Print the current window.
	Print the entire screen.
	Exit and close the screen.
	Show help for this screen.

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	records.
	Advanced find (boolean logic required).
	Query Builder (allows you to create custom reports).
	Print the retrieved list (left grid).
	Print the current window.
	Print the entire screen.
	Exit and close the screen.
	Show help for this screen.

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WorldShip / HazShipper - How to process a shipment.

1. Process a shipment as you normally would through Haz-Shipper.
2. Print out the Hazardous Materials Paperwork and log to the manifest (**Figure 1**).

Figure 1: Hazardous Materials Paperwork

REMOVE LABEL AND APPLY TO PACKAGE

Account Number	Emergency Contact Number	For Air Services Only <small>This shipment is within the limitations prescribed for (Delete Non-Applicable Mode)</small>	
Reference Number		Passenger Aircraft	Cargo Aircraft Only
Hazardous Materials Description and Quantity			
			
<small>I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.</small> <small>If this shipment contains radioactive material acceptable for passenger aircraft, such material is intended for use in, or incident to, research, medical diagnosis or treatment.</small>		Acceptance Auditor	
Signature		Name	
Date		SUC	
		Date	
Page 1 of 1		1 Package	

3. Open WorldShip and start a shipment.
4. Select the Options button then click on the "HAZMAT/DG" check box (**Figure 2**).

Figure 2: WorldShip Options

Service Options Detail Reference

Shipment Options:

- Handling Charge
- Return Services
- Ship Notification 1
- Ship Notification 2

Package Options:

- Additional Handling
- COD
- Delivery Confirmation
- HAZMAT/DG
- Insured Value
- Ship Notification 1
- Ship Notification 2

Package HAZMAT/DG

Current Regulation Set: 49CFR

External table's data

HAZMAT/DG Reference 1

[] Details

HAZMAT/DG Reference 2

[] Details

HAZMAT/DG Reference 3

[] Details

Option Cost: \$0.00

Detail Cost Total Cost: \$0.00

5. Notice the three combo boxes appear on the right side of the Options Box.

6. Select the "HAZMAT/DG Reference #" which corresponds with the number in your hazardous materials paperwork in the "Reference Number" section (**Figure 1**).

8. When a hazardous materials reference number has been selected a message box will appear (**Figure 3**). Validate all information and press OK. If the information is incorrect, press cancel and re-select the material.

Figure 3: WorldShip HAZMAT/DG Record

HAZMAT/DG Record	
HAZMAT/DG Reference	1561
Regulation Set	CFR
Reportable Quantity	
Proper Shipping Name	Flammable liquids, n.o.s.
Technical Name	iouoi
Class Division Number	3
Subrisk Class	
Identification Number	UN1993
ADR Item Number	
Packing Group Number	I
ADR Packing Group	
Additional Description	
Quantity	1
Units	L
Package Type	FIBERBOARD BOX: 4G
Packing Instructions	173.
Transportation Mode	Ground
Labels Required	Flammable Liquid
Emergency Phone	555-555-5555

7. If you have multiple hazardous materials then select the "HAZMAT/DG Reference 2" and them "3" if necessary.

8. Print out your UPS thermal label, place on the box along with the Hazardous Materials label.

Note: When the day is complete don't forget to end the day in both Haz-Shipper and WorldShip.

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