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Aircraft Entry

💐 Aircraft	Entry	
Aircraft#	Registration	_ □ • 🖬 🖉 🗙 🖑 • 🔍 📽 🚭 • 💵 🛛 🧶
100	12345443	
200	12221122	Aircraft Entry
400	21123332	Andrait Entry
500	123123123	Aircraft # 100 Begistration 12345443
4 Retrieved	l / 4 Found / 4 Total Re	

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

D	Add a new record.
	Save the existing add/edit.
ESC S	Cancel the existing edit.
×	Delete the current record.
FIELD	Undo the edit from the current field.
Ж	Cut the selected text to the clipboard.
Ē	Copy the selected text to the clipboard.
	Paste the selected text from the clipboard.
٩	Find a record or subset of records.
100	Querv Builder (allows vou
	to create custom reports).
.	to create custom reports). Print the retrieved list (left grid).
	to create custom reports). Print the retrieved list (left grid). Print the current window.
	to create custom reports). Print the retrieved list (left grid). Print the current window. Print the entire screen.
	to create custom reports). Print the retrieved list (left grid). Print the current window. Print the entire screen. Exit and close the screen.
	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.
Cop Da P.C Yo (7)	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. Dyright 2001-2003 Ingerous Goods Council D. Box 7325 rk, PA 17404 USA

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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 2:

Haz-Shipper Backup / Restore Wizar	d
HAZ- CHIPPER	Select Backup File
	The file to select for the backup will be called HazShipperBackup.mdb. It is best to back this file up to your hard-drive (c:) since it is likely that the file will exceed the 1.44M size of a floppy disk. Please note where this file is backed up, since you will need to find it later.
HAZMAT COMPLIANCE SOFTWARE	Select Backup <u>F</u> ile
	< <u>B</u> ack <u>N</u> ext > <u>E</u> xit

Backup Screen 3: Haz-Shipper Backup / Restore Wizard Backup File Now Press 'Next >'' to backup your existing database. This operation may take a few minutes. HazMat COMPLIANCE SOFTWARE COMPLIANCE COMPL

Backup Screen 4:



Restore Screen 1: Select type of operation.

Haz-Shipper Backup / Restore Wizard	
HAZ- CHIPPER	Welcome to the Haz-Shipper Backup/Restore Wizard!
HAZMAT COMPLIANCE SOFTWARE	Please Select the type of operation you wish to perform? C <backup> The Backup Operation with backup all Information. C (Restore>) The Restore Operation will give you the option to restore any of the following: a. Customers b. Templates c. Basic Info (Inner_Outer Packaging, etc) d. All (Customers, Templates, Basic Information)</backup>
	< <u>Back</u> <u>Next</u> > <u>Exit</u>

Restore Screen 2: Select the file to restore from.

Haz-Shipper Backup / Restore Wizar	d
HAZ- CHIPPER	Select Restore File
	The file to restore will be called HazShipperBackup.mdb.
HAZMAT COMPLIANCE SOFTWARE	Select File to Restore
	< <u>B</u> ack <u>N</u> ext> <u>E</u> xit

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



Restore Screen 4: Completion screen.

Haz-Shipper Backup / Restore Wizard	
HAZ- CHIPPER	Backup/Restore Wizard Complete
HAZMAT COMPLIANCE SOFTWARE	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.
	< <u>B</u> ack <u>N</u> ext⇒ <u>F</u> inish

Carriers

Carriers	
Carrier Name	
A. DUIE PLYE	
CF	Carriers
OTHER	Oamers
PRESTON	
YELLOW	Carrier ID 27
	Camer Name A. DOIL FLIL
5 Retrieved / 5 Found / 5 Tot	

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

ш	Add a new record.
	Save the existing add/edit.
ESE S	Cancel the existing edit.
×	Delete the current record.
FIELD	Undo the edit from the current field.
*	Cut the selected text to the clipboard.
٩ <u></u>	Copy the selected text to the clipboard.
ß	Paste the selected text from the clipboard.
٩	Find a record or subset of records.
Ŵ	Query Builder (allows you to create custom reports).
f	Print the retrieved list (left
	gria).
Ð	Print the current window.
	Print the current window. Print the entire screen.
	Print the current window. Print the entire screen. Exit and close the screen.
	Print the current window. Print the entire screen. Exit and close the screen. Show help for this screen.

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Certification Type

Certification Type	
Certification Name	📱 55 🖑 - 🔍 📽 🚳 - 📭 🛛 🛷
FedEx Certification	
UPS Certification	Certification Type
NOTOC	
	Regulation Tupe 49-CFB
	Certification Name FedEx Certification
	Transportation Mode FedEx Bround
	🔲 All for this Regulation
	🔲 UPS Ground & Air
	UPS Ground Only
	UPS Air Only
3 Retrieved / 3 Found / 3 Total Records	VIEW

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 Certificiati: FedEx Ground, 1 All for this Regulation: All for this Regulation Type.

UPS Ground && Air: UPS Ground And Air Certificiation.

UPS Ground Only: UPS Ground Only Certificiation

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

	Company Ir	formation		
Ge	neral		Defaults	
Company Name	Your Company Here	Com	ipany ID 1	
Address	P.0 Box 123			
PostalCode/Zip	17404 City YOF	۲K.	State/Prov PA	
Phone #	717 764-6606 (Country USA	T	
Manager	NEIL WROBLESKI	Load Station	BALTIMORE, MD BV	N/I
Emergency Contact #	1-800-424-9300			
UPS #	123-456			
UPS Book Start #	300000 End #	300099 Nex	at EOD # 300004	
UPS Int Days	30 -	🔲 Label:	s for LTDQTY	
FedEx #	106067619	FedEx Star	t 103	
	Phone # Exempt	Preview Form	n 🔽 Use Gross Weij	ght

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 Use the Alternative Sequence for Qty and and Type of Packing (8.1.6.9)?: 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 Packages and overpacks should be Net Quantity (7.1.5)?: 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.
ä۵	Cancel the existing edit.
₽S	Undo the edit from the current field.
Ж	Cut the selected text to the clipboard.
â	Copy the selected text to the clipboard.
æ	Paste the selected text from the clipboard.
	Print the retrieved list (left grid).
Ď	Print the current window.
	Print the entire screen.
긜	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.



Haz-Shipper Backup / Restore Wiza	rd
HAZ- CHIPPER	Enter Company Location
	Enter your company location information. This information will appear on the paperwork, 3D Box, or any Certification.
	Company Name Your Company Here Address P.0 Box 123 PostalCode/Zip 17404 City YORK State/Prov. PA
HAZMAT COMPLIANCE SOFTWARE	Country USA
	< <u>B</u> ack <u>N</u> ext > <u>E</u> xit

Screen 3:	
Haz-Shipper Backup / Restore Wizar	d
HAZ-	Setup Default Company
CHIPPER	Information
	Setup all Haz-Shipper company default information.
	Manager NEIL WROBLESKI
	Load Station BALTIMORE, MD BWI
	Emergency Contact # 1-800-424-9300
	Def Mode (49-CEB) TBLICK/HIGHWAY
4 👾 🖈	Default Mode (IATA) PASSENGER AIRCRAFT
налмат	The Hazardous Materials Manager
COMPLIANCE DGG SOFTWARE	
V ®	
	< Back Next > Exit
Screen 4·	
Haz-Shipper Backup / Restore Wizar	d
HAZ-	UPS Shipping Information
CHIPPER	
	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
	Vext EUD # 300001
1	Your UPS Account Number
HAZMAT	Kunsu da wat akin LIDC shaw anna Ublast sil
SOFTWARE	n you uo not snip or 5 (nen piess (Next > .
✓ B	
	< <u>B</u> ack <u>N</u> ext> <u>E</u> xit

Screen 5:

Haz-Shipper Backup / Restore Wizard	
HAZ- CHIPPER	FedEx Shipping Information
	Setup FedEx Shipping Information.
	FedEx Account # 106067619 FedEx Starting Sheet # 102 Your FedEx Account Number (if applicable)
	If you do not ship FedEx then press ''Next >''.
HAZMAT COMPLIANCE SOFTWARE	
	< <u>B</u> ack <u>N</u> ext > <u>E</u> xit
Screen 6:	
Haz-Shipper Backup / Restore Wizard	
HAZ- CHIPPER	Create Employees
	Haz-Shipper provides an integrated security module that allows you to define user access to the various system features as Administrators, Users, and Templates only. Security is specified at the group level, for each available menu and feature. If you need help adding employees then click on the help icon (top right of your screen).
COMPLIANCE DGG SOFTWARE	Add <u>E</u> mployees
	< <u>B</u> ack <u>Next ></u> <u>E</u> xit





Main Shipment Screen

Haz-Shipper S	hipment (Ref #: 3	3006)		2
Replicate	Search	₽	۲		
Template		F	Custome	r SONY	Mode FedEx Ground
Add Template				<i>Materials</i> (for	selected Package)
Shipping Name	auids n.o.	e.		Class UN ID#	PG Dty Units Vol Units
Add 👗 🛛 E	dit 👖 📔	_	Print Lak	el S. Provisions	Regulations Info
[
Add Template	ackaging			Weight	Over Packed
1 FIBERI	BOARD BO	DX 4G		1	No
			Orenad	30.80	
			Uverpac	Kr 30.60	
Save Templat	e <u>A</u> do	d Custor	mer Shi	pping <u>P</u> apers	New Shipment Exit
		Creat	e a New Ship	ment by Selecting	a Template.
			Template	Create a Nev Template.	w Shipment by Selecting a
			Customer	Change the	Customer for this Shipment.
		Add	Mode Tomnlato	Add the Mate	erial of a Template to the
	,			Selected Pac	ckage. Asterial Safety Data Sheet
		N	ISDS		
			Add 🗓	Add a Materi	al to the Selected Package.
			Edit ื	Edit the Sele	cted Material.
		Pri	nt <u>L</u> abel	Print a Label	for the Selected Material.
		S. F	r <u>o</u> visions	Show any Sp Material.	pecial Provisions for this
		Re	<u>gu</u> lations	Show the Re Material.	gulations for the Selected
			<u>I</u> nfo	Show addition Selected Mat	nal Information for the terial.
		Add ⁻	Template	Add the Tem Shipment.	plate Package to the Selected
			Add 🗂	Add a Packa	ge to the Shipment.
		O⊻er	pack?	Select Packa	ages to Overpack.
		3D	Box	Show a 3-Dir Package.	mensional Box of the Selected
	<u>S</u> av	/e Te	mplate	Save the Cu	rrent Shipment as a Template.
	<u>A</u> d	d Cus	tomer	Add a Custor	mer.
	Ship	ping	<u>P</u> apers	View/Print th	e Shipping Papers.
	<u>N</u> e ¹	w Shi	pment	Start a New S	Shipment.

Customers

Custor	ners				
CustID	Business Name	🛛 • 🖬 🖉 🗙	HH • 177 - 1 9 🛠 🖉 🖶	• 💵 🛷	
FEDEX SONY UPS	MSC Sony International	Customers			
		Customer ID	FEDEX		
		First Name		LastName	
		Business Name	MSC	Contact	
		Address	123 Market Street		
		Postal Code/Zip	98349 City Lak	ebay	
		State/Prov	WA	Country USA	•
		Phone Number		Fax	
		Notes			
•					
3 Retrieve	d / 3 Found / 3 Total R				

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

נו	Add a new record.
	Save the existing add/edit.
ESC	Cancel the existing edit.
×	Delete the current record.
∎+≣	Replace the existing ID/Code with another.
=	Merge the existing ID/Code with another.
FIELD	Undo the edit from the current field.
Ж	Cut the selected text to the clipboard.
Ē.	Copy the selected text to

	the clipboard.
Ê	Paste the selected text from the clipboard.
9	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).
Ð	Print the current window.
	Print the entire screen.
Į.	Exit and close the screen.
۲	Show help for this screen.
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на	zmat@HazSnipper.com

Departments

IREE VO	Departments
	Department ONE
	Company Name DANGEROUS GOODS COUNCIL
	Address P.O. BOX 7325
	PostalCode/Zip 17404 City YORK State/Prov PA
	Phone # 17175551212 Country USA 💌
	Emergency Contact # 1 (800) 123-4568
	UPS # UPS-123 Load Station BALTIMORE, MD BWI
	UPS Book Start # 10000001 (2) 10000051 Next EOD # 10000003
	UPS Book End # 10000050 (2) 10000100
	FedEx# 17149168 FedEx Start 103
etrieved / 3 Found / 3 To	

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

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

×	Delete the current record.
FIELD	Undo the edit from the current field.
Ж	Cut the selected text to the clipboard.
ĥ	Copy the selected text to the clipboard.
<u>e</u>	Paste the selected text from the clipboard.
ď	Find a record or subset or records.
WA	Query Builder (allows you to create custom reports)
₽	Print the retrieved list (lefl grid).
Ð	Print the current window.
	Print the entire screen.
Į.	Exit and close the screen.
	Show help for this screen.
Cop	oyright 2001-2003

Employees

💐 Users				
Location	Title	Employee ID JDOE	Fi	
Baltimore, MD	Shipping Cl	ADMIN JSMITH	Ĵ	Employees
TESTING		MGORD	M	Employee ID JSMITH Employee #
				Airport of Departure Baltimore, MD / BWI Title Shipping Clerk
				Certified (49-CFR) 01/10/2001 . IATA 01/16/2001
				Security Group Users New Password (Y/N) N Password Required (Y/N) Y
4 Retrieved / 4	Found / 4 Total F	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 Numbe 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

ш	
H	Save the existing add/edit.
ESC M	Cancel the existing edit.
×	Delete the current record
FIELD	Undo the edit from the current field.
Ж	Cut the selected text to the clipboard.
Ð	Copy the selected text to the clipboard.
ł	Paste the selected text from the clipboard.

9	Find a record or subset of records.
ې	Advanced find (boolean logic required).
**	Query Builder (allows you to create custom reports).
đ	Print the retrieved list (left grid).
đ	Print the current window.
	Print the entire screen.
Į.	Exit and close the screen.
۲	Show help for this screen.
Cor	ovright 2001-2003

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#	🛛 • 🖃 🛱 🗙 🖾 • 🔍 💕 🚭 • 📭 🛛 🧇				
120					
220	Elight Entry				
320	i ngin Linuy				
420					
4 Retrieved / 4 Fou	Flight# 120				

Flight Entry

Flight #: Flight Number

Listed below are all navigation buttons available for this screen

Ľ	Add a new record.
	Save the existing add/edit.
ESE ₽	Cancel the existing edit.
×	Delete the current record.
FIELD	Undo the edit from the current field.
*	Cut the selected text to the clipboard.
ĥ	Copy the selected text to the clipboard.
¹	Paste the selected text from the clipboard.
٩	Find a record or subset of records.
WA	Query Builder (allows you to create custom reports).
₽	Print the retrieved list (left grid).
Ð	Print the current window.
	Print the entire screen.
Į.	Exit and close the screen.
۲	Show help for this screen.
Col	ovright 2001-2003

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 <u>not</u> 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.

$10.\ {\rm Can}\ {\rm I}\ {\rm use}\ {\rm Haz-Shipper}\ {\rm on}\ {\rm my}\ {\rm Network?}$

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 <u>each</u> 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 a department for this login.					
Select a Department					
Department ONE		-			
Help OK	Cancel				
Select the Current Departr	ment for this login fo	r this company.			
	Department: Select a	a Deparment for this login.			
	OK Use the	e Current department selected.			
	Cancel Exit Ha	z-Shipper without selecting a nent.			
ſ	Now h	elp for this screen.			
Copyright 2001-2003 Dangerous Goods Council P.O. Box 7325 York, PA 17404 USA (717) 764-6606 www.HazShipper.com					

FedEx Form

i FedEx Form	
	DUS MATERIALS
FedEx GROUND SHIPPER NUMBER 17149168	EMERGENCY CONTACT NUMBER 1 (800) 123-4568
DOT Shipping Name of Material (# Flammable liquids, n.o.s., (1, 1-Dimethy	(Additional Entries if Applicable) iylhydrazine)
Hazard Class or Division Number 3	Identification Number Packing Group UN1993 III
Weight Type DOT Label(s) 11bs Flammable Liquid) Required, Ltd. Qty., or Exemption Number
	E <u>x</u> it
plays the graphical representation of the Print the Federal Express	e Federal Express Ground form. s Ground Form

(Make sure the tractor feed is setup properly). Exit without printing. Show help for this screen. Copyright 2001-2003 Dangerous Goods Council

Inner Receptacle Calculator

🖲 Inner	Receptacle (Calculator			×
# Of	Qty in each re	eceptacle			
50 🔶	0.25 🔹	L	▼ =	12.5	L
0 🗧	0 🗧	L	• =	0	L
		L	• =	0	L
		L	• =	0	L
		L	• =	0	L
50	0.25	То	tal	12.5	L
🔌 Hel	p <u>S</u> av	e	<u>C</u> ancel		

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

# O	f: Enter the # of Inner Receptacles.
Qty in each receptacle	e: Enter the amount in each Inner Receptacle.
Qty in each receptacle	: Select the Units to be Shipped.
# O	f: 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.
# O	f: Enter the # of Inner Receptacles.
Qty in each receptacle	e: Enter the amount in each Inner Receptacle.
Qty in each receptacle	Select the Units to be Shipped.
# O	f: 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.
# O	f: Enter the # of Inner Receptacles.
Qty in each receptacle	e: Enter the amount in each Inner Receptacle.
Qty in each receptacle	: Select the Units to be Shipped.
<u>C</u> ancel	Cancel without calculating any Inner Limits.
<u>S</u> ave	Save and pass the Total back to the packaging screen.
🔗 Help	Show help for this screen.

Inner Receptacle Limits

🗟 Haz-Shipper Inner Recpetacle Limits		_ _ X
Chemical kits Class Customer SONY Mode UPS Ground	9	UN3316 PGI
Inner Receptacle Lim	its (49-)	CFR)
Inner Packaging	Limit	<u> </u>
.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	•
<u>@</u> К		
Inner Receptacle L	imits	

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

<u>0</u>K

🧼 Help

Show help for this screen.

Shipping Papers

			3
🕏 Shipping Papers			×
Type of Papers	WayBill #		
Shipper Declaration	Reference #		
	Airport of Departure	BALTIMORE,	MD BWI
	Destination Airport		
	Emergency Response #	1-800-424-93	00
	Company Order #		
	Carrier (Ground Only)		•
Additional Handling Information			
13037			
Help	Vie Paj	w/ <u>P</u> rint perwork	E <u>x</u> it

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.
Airp	ort of Departure:	Enter the airport of departure for this shipment (i.e. Baltimore, MD BWI)
Des	stination Airport:	Enter the Destination Airport for this shipment (i.e. Baltimore, MD BWI)
Emerge	ncy Response #:	Enter your emergency reponse number for your company.
Co	ompany Order #:	Enter a Company Order number if one exists.
Carrie	r (Ground Only):	Select a carrier if required.
Additional Hand	ling Information:	Enter any additional handling instructions for this shipment. This will appear on the botton of the shippers declaration.
	View/ <u>P</u> rint Paperwork	View/Print the paperwork.
	E <u>x</u> it	Exit the shipping papers screen.
	≷ Help	Show help for this screen.
ght 2001-2003	- :1	

Select Date to Purge To




Registration Form

Registration Form		
You have purchas Goods Council)	ed a License to Use Haz-Shipper. You m for a New Registration Number at 717-764 Expires.	ust contact DGC (Dangerous I-6606 before Your License
	HazShipper	
	Copyright 2001 by DGC	
This program is licen without consent fror this program is co damage relating to t returns of this produ accep Computer Nar	ised and copyrighted by DGC. You may not copy, m DGC. Reasonable care has been taken to ensui irrect. In no event shall DGC be liable for any loss of the use of this product. By continuing, you accept to ct will be accepted after activation of the software, bit all responsibility for the operation and output of the WOYAGER2	transfer, modify or sell this program re that the information provided in of profit or any other commercial the terms of these statements. No . By accepting this agreement you nis software product.
compater rea		
Registration	# KUC0315P-6-K-5839IL3-28529	
	You Have 0 Days Le	ft!
<i> </i> Help	Version 7.8	<u>C</u> ontinue
This screen allows I	Haz-Shipper to be Activated. Haz-Shipp	er is activated for one year on

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.

	Co	mputer Name:	Shows the full computer name for this workstation.
	I	Registration #:	Enter the registration number obtained from the Dangerous Goods Council (717.764.6606).
	<u>C</u>	<u>continue</u>	Register this product based on the entered registration number.
		<i> e</i> lp	Show help for this screen.
-2003 ods Co	ouncil		

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



Select Material to Ship (IATA)

Haz-Shipper Package Creation	
Customer ABCCHEM Node PASSE	NGER AIRCRAFT
Select Material t	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 Cance	el Next>>
	rropersnipping rvame.
Select the Material to ship for this pace UN/ID# or PSN or Class	<i>kage.</i> s: Enter a Valid UN Number or Proper
_	Shipping Name.
_	Search for a Valid UN Number.
Add Solution to Proper Shippin	g Add the Word "Solution" to the Proper 2 : Shipping Name
Add Mixture to Proper Shipping Name?	Add the Word "Mixture" to the Proper Shipping Name.
<u>N</u> ext >>	Proceed to the next Hazardous Materia screen.
<u>C</u> ancel	Cancel the Shipment and return to the main screen.
<< <u>B</u> ack	Return the the last Hazardous Material Screen.
🔗 Help	Show help for this screen.
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Additional Material Options

🛎 Haz-Shipper Pac	kage Creatior	า			<u>_ ×</u>
Cartridges, po Customer SONY	wer device Made U	Class 1. IPS Ground	4S	UN0323	PG <mark>II</mark>
Addi	tional Mat	erial Optio	ons (49-C	FR)	
Explosive EX# (req	uired)				
Help	<< <u>B</u> ack	<u>C</u> ancel	<u>N</u> ext >>		
	This Materia	l Requires an Exp	posive ID.		
Enter any additional info Explosive	ormation require EX# (required):	ed by this materia This Material Rec	a <i>l.</i> uires an Exposiv	e ID.	
	<u>N</u> ext >>	Proceed to the ne screen.	ext Hazardous Ma	aterials	
	<u>C</u> ancel	Cancel the Shipm main screen.	ent and return to	the	
	<< <u>B</u> ack	Return the the las Screen.	t Hazardous Mat	erials	
	<i> elp</i>	Show help for this	s screen.		
Copyright 2001-2003 Dangerous Goods Counc		-			

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?			
	I Newtox			
Enter a Valid LIN Number or	Proper Shipping Name			
Select the Material to ship for this pack UN/NA or PSN or Class	kage. : Enter a Valid UN Number or Proper Shipping Name. Search for a Valid UN Number.			
Add Solution to Proper Shipping	Add the Word "Solution" to the Proper			
Name? Add Mixture to Proper Shipping Name?	: Shipping Name. : Add the Word "Mixture" to the Proper			
	Shipping Name.			
Is This Material a Marine Pollutant?	Pollutant.			
Add LTD QTY Radioactive Material?	: Add "Limited quantity radioactive material" to the Basic Description.			
<u>N</u> ext >>	Proceed to the next Hazardous Materials screen.			
<u>C</u> ancel	Cancel the Shipment and return to the main screen.			
<< <u>B</u> ack	Return the the last Hazardous Materials Screen.			
🏈 Help	Show help for this screen.			
Copyright 2001-2003	-			

Explosive Packaging Instructions (49-CFR)

🛎 Haz-Shipper Package Creation	
Cartridges, power device Co Customer Customer Mode Mode De	lass 1.4S UN0323 PG II scription
Explosive Packaging	nstructions (49-CFR)
Packing	
	Intermediate
Bags: water resistant.Receptables:fibreboard_metal, plastics, wood. Sheets: fibreboard, corrugated. Tubes: fibreboard	Not necessary
Outer	
Boxes:steel (4A). aluminium (4B). natural wood (4C2).plywood (4D). reconstituted wood (4F). fii (4H2).Drums: steel, removable head (1A2). alu (1D). fiberboard (1G). plastics, removable hea	l, ordinary (4C1). natural wood, sift proof walls breboard box (4G). plastics, solid minum, remo∨able head (1B2). plywood d (1H2).
Help <u>K Back</u>	ncel <u>N</u> ext >>
Show all Explosive Packaging Instructions.	
Packing: General F Inner: Inner Pac	rackaging instructions. kaging Instructions.

Intermediate: Intermediate Packaging Instructions.

Outer: Outer Packaging Instructions.

<u>N</u> ext >>	Proceed to the next Hazardous Materials screen.
<u>C</u> ancel	Cancel the Shipment and return to the main screen.
<< <u>B</u> ack	Return the the last Hazardous Materials Screen.
<i> e</i> Help	Show help for this screen.

Enter Shipment Information (49-CFR)

Haz-Shipper Package Cre	ation
Enter Ship	ment Information (49-CFR)
Template	_
	Select Template -AND / OB- Fill Shipment Information Below
Customer	ABCCHEM
Transport Mode	TRUCK/HIGHWAY
Reference ID	
e Help	<u>C</u> ancel <u>N</u> ext >>
Set	lect 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 Transporation Mode (Required). Reference ID: Type anything you want into this field

	Type anything you want into this held.
<u>N</u> ext >>	Proceed to the next Hazardous Materials
<u>C</u> ancel	Cancel the Shipment and return to the main screen.
Help	Show help for this screen.

Enter Shipment Information (IATA)

Haz-Shipper Package Cre	ation	
Enter Sh	ipment Information (IATA)	
Template	_	
	Select Template -AND / DB- Fill Shipment Information Below	
Customer	ABCCHEM	
Way Bill ♯	Destination	
Transport Mode	PASSENGER AIRCRAFT	
Reference ID		
Help	<u>C</u> ancel <u>N</u> ext >>	
Select a Template for this shipment.		
Enter the initial shipping	information in this screen.	



Select Organic Packaging

Haz-Shipper Package Creation				
Organic peroxide type B, liquid Class 5.2 UN3101 PG II Customer SONY Mode TRUCK/HIGHWAY UN3101 PG II				
Select O	rganic Packaging (49-CFR)			
Select Organic/Oxidizer	193 • PG <i>OP5</i>			
	1,1-Di-(tert-butylperoxy)cyclohexane			
Choose Package Type	FIBERBOARD BOX(3)			
Inner Receptacle	PLASTIC RECEPTACLES			
Outer Package	FIBERBOARD BOX: 4G			
Concentration Percentage				
<i>i</i>	ck <u>C</u> ancel <u>N</u> ext >>			
	Select a Packaging Type.			
Enter all information for your o	organic material.			
Select Organic	PG: Enter a Packing Group			
Technic Choose Packa	cal Name: Enter a Technical Name. age Type: Select a Packaging Type.			
Inner Re	ceptacle: Inner Receptacle for this Packaging Type.			
Concentration Pe	rcentage: Enter the Concentration Percentage.			
Ne	xt >> Proceed to the next Hazardous Materials screen.			
<u>C</u> £	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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Select Packaging

Haz-Shipper Packa	ge Creation		
Flammable liq Customer SONY	uids, n.o.s. <i>Mode</i> F	Class 3 UN1993 PG III FedEx Ground	
	Select P	ackaging (49-CFR)	
#Of Inner Rec	/ eptacle	Inner Packaging	
1 🗧 METAL RI	ECEPTACLES	·	
Qty in each receptad	de	Dalculator Weight (lbs) 0 L 0	
		Outer Packaging	
# Of Outer Pack	kaging		
1 🗧 FIBERBO	ARD BOX 4G	Veight 0 🚽 Ibs 💌	
C Exception Non-S	PEC 💿 Non	Bulk: SPEC	
173.150	173	1.203	
• Are you shipping	173.4? (small q	uantitites) O Are you shipping 173.13? (exceptions)	
C Overpacked			
eip 🖉	« <u>В</u> аск	<u>Cancel</u> <u>Next >></u>	
	Enter ti	he # of Inner Receptacles.	
Enter all packaging info	ormation for this	material, both Inner and Outer as well as Overpack types of	^r packag
Ir	# Of: ner Receptacle:	: Enter the # of Inner Receptacles. : Select the Inner Receptacle for this	
		Material.	
Qty in o	each receptacle:	: Enter the amount in each Inner Receptacle. Enter "0" for residue only.	
Qty in o	each receptacle:	: Select the Units to be Shipped.	
	Ualculator	Enter the Weight of the Material	
	weight (ibs):	Determines RQ.	
_	# Of:	Enter the # of Packages.	
C	uter Packaging: Weight	: Select the Type of Outer Packaging.	
	Weight:	: Select the Type of Weight for this	
Even	tion Non SPEC	Package.	
Exce	NonBulk: SPEC:	: Shipping by Non Bulk?	
Are you shippi	ng 173.4? (small	I Are you shipping 173.4? (small quantities)	
Are you shipping 173.1	3? (exceptions):	• : Shipping 173.13?	
	Overpacked:	: Is this package overpacked?	
	<u>N</u> ext >>	Proceed to the next Hazardous Materials screen.	



Shipment Limits Reminder (49-CFR)

Acetone	Class	3	UN1090 PG			
Sustamer SONY Made	UPS Ground					
Shipment Limits Reminder (49-CFR)						
Transport Mode	Inner Re	ceptacle	Tot Package			
	Glass / Earthenware	Metal / Plastic				
UPS Air any service	1L	5 L	5 L			
UPS Ground-NonBulk	k 70 LBS 70 LBS 70 LBS					
49-CFR Exception	1L	1L	66 LBS			
	,		,			
UPS Package Weight	С	an't Exceed 3	70 LBS			
	<u>C</u> ancel	<u>N</u> ext >>]			

 Cancel
 Cancel the Shipment and return to the main screen.

 Cancel Return the the last Hazardous Materials Screen.

 Image: Cancel the Shipment and return to the main screen.

 Show help for this screen.

Technical Names

Haz-Shipper Package Creation			
Flammable liquids, n.o.s. Customer SONY Mode Fea	<i>ପାରଣେ</i> 3 dEx Ground		UN1993 <i>PG</i> III
Technical I	Names (4	9-CFR)	
Select Hazardous Substances if Requir	red (RQ)	Weight F	Reportable Quantity
	•		LBS 0 LBS
	•	0.00	LBS 0 LBS
	•	0.00	LBS 0 LBS
WHEN FINISHED CLICK TO ADD TE	CHNICAL NAM	E	
Select Technical Name			-
li not listed in hazardous substan	nce table then s	ndd technical .	names here.
Save Name			Clear
Help << <u>B</u> ack	<u>C</u> ancel	<u>N</u> ext >>	
Select the F	First Technical I	Vame.	
Select or Enter the technical name for thi	First Technical I	Vame.]
Select or Enter the technical name for this Select Hazardous Substances if S Required (RQ):	First Technical I is material. elect the First Te	V <i>ame.</i> echnical Name.	
Select or Enter the technical name for thi Select Hazardous Substances if So Required (RQ): Reportable Quantity: R	First Technical I is material. elect the First Te eportable Quant	V <i>ame</i> . chnical Name. ity Weight for th	he first
Select or Enter the technical name for this Select Hazardous Substances if S Required (RQ): Reportable Quantity: R Select Hazardous Substances if S Poquired (PQ):	First Technical I is material. elect the First Te eportable Quant naterial. elect the Second	V <i>ame</i> . echnical Name. ity Weight for tl I Technical Nar	he first me.
Select or Enter the technical name for this Select Hazardous Substances if S Required (RQ): Reportable Quantity: R Select Hazardous Substances if S Required (RQ): Weight: E	<i>First Technical I</i> is material. elect the First Te eportable Quant naterial. elect the Second nter the Weight f	Vame. echnical Name. ity Weight for th I Technical Nar for the Second	he first ne. Technical
Select or Enter the technical name for this Select Hazardous Substances if S Required (RQ): Reportable Quantity: R Select Hazardous Substances if S Required (RQ): Weight: E N Reportable Quantity: R	First Technical / s material. elect the First Te eportable Quant naterial. elect the Second nter the Weight f ame. eportable Quant	Vame. echnical Name. ity Weight for th I Technical Nar for the Second ity Weight for th	he first me. Technical he second
Select the technical name for this Select or Enter the technical name for this Select Hazardous Substances if S Required (RQ): Reportable Quantity: R Select Hazardous Substances if S Required (RQ): Weight: E N Reportable Quantity: R M Select Hazardous Substances if S	First Technical I is material. elect the First Te eportable Quant aterial. elect the Second nter the Weight f ame. eportable Quant aterial. elect the Third T	Vame. Echnical Name. Ity Weight for the Technical Name for the Second Ity Weight for the Echnical Name	he first me. Technical he second
Select or Enter the technical name for this Select Hazardous Substances if S Required (RQ): Reportable Quantity: R Select Hazardous Substances if S Required (RQ): Weight: E N Reportable Quantity: R M Select Hazardous Substances if S Required (RQ): Weight: E Select Hazardous Substances if S Required (RQ): Weight: E	First Technical I is material. elect the First Te eportable Quant aterial. elect the Second nter the Weight f ame. eportable Quant aterial. elect the Third T nter the Weight f	Vame. Echnical Name. Ity Weight for the Technical Nar For the Second Ity Weight for the Echnical Name	he first me. Technical he second
Select or Enter the technical name for this Select Hazardous Substances if S Required (RQ): Reportable Quantity: R Select Hazardous Substances if S Required (RQ): Weight: E N Reportable Quantity: R M Select Hazardous Substances if S Required (RQ): Weight: E N Reportable Quantity: R	First Technical I s material. elect the First Te reportable Quant aterial. elect the Second nter the Weight f ame. elect the Third T nter the Weight f ame. elect the United T	Vame. Echnical Name. Ity Weight for the Technical Name for the Second Ity Weight for the Echnical Name for the Third Te	he first me. Technical he second echnical he third
Select the F Select or Enter the technical name for thi Select Hazardous Substances if S Required (RQ): Reportable Quantity: R Select Hazardous Substances if S Required (RQ): Weight: E N Reportable Quantity: R Select Hazardous Substances if S Required (RQ): Weight: E N Reportable Quantity: R M Reportable Quantity: R M Reportable Quantity: R	First Technical I is material. elect the First Technical I elect the First Technical I elect the First Technical elect the Second nter the Weight f ame. elect the Third T nter the Weight f ame. elect the Third T nter the Weight f ame. elect the Third T is a contable Quant a terial.	Vame. Echnical Name. ity Weight for the I Technical Nar for the Second ity Weight for the echnical Name for the Third Te ity Weight for the nished selectin	he first me. Technical he second c. echnical he third
Select the F Select or Enter the technical name for thi Select Hazardous Substances if S Required (RQ): Reportable Quantity: R Select Hazardous Substances if S Required (RQ): Weight: E N Reportable Quantity: R Select Hazardous Substances if S Required (RQ): Weight: E N Reportable Quantity: R M Reportable Quantity: R M Reportable Quantity: R M Reportable Quantity: R M Select Technical Name: S	First Technical I is material. elect the First Technical I elect the First Technical I elect the First Technical elect the Second nter the Weight f ame. elect the Third T nter the Weight f ame. elect the Third T nter the Weight f ame. elect the Third T is the the Weight f ame. elect the Third T nter the Weight f ame. elect the Third T ame. elect the Third T	Vame. Echnical Name. ity Weight for the I Technical Nar for the Second ity Weight for the echnical Name for the Third Te ity Weight for the nished selection	he first me. Technical he second c. echnical he third g
Select or Enter the technical name for this Select or Enter the technical name for this Select Hazardous Substances if S Required (RQ): Reportable Quantity: R Select Hazardous Substances if S Required (RQ): Weight: E N Select Hazardous Substances if S Required (RQ): Weight: E N Reportable Quantity: R M Reportable Quantity: R M Reportable Quantity: R M MHEN FINISHED CLICK TO ADD TE T Select Technical Name: S If not listed in hazardous substance M table then add technical names here :	First Technical I is material. elect the First Technical I elect the First Technical I elect the First Technical elect the Second nter the Weight f ame. elect the Third T nter the Weight f ame. elect the Third T nter the Weight f ame. elect the Third T itame. elect the Third T nter the Weight f ame. elect the Third T nter the Weight f ame. elect the Third T nter the Weight f ame. elect a Custom T lodify or Enter a	Vame. Echnical Name. ity Weight for the I Technical Name for the Second ity Weight for the echnical Name for the Third Te ity Weight for the nished selection Technical Name Technical Name	he first me. Technical he second c. echnical he third g e. he.
Select or Enter the technical name for this Select or Enter the technical name for this Select Hazardous Substances if S Required (RQ): Reportable Quantity: R Select Hazardous Substances if S Required (RQ): Weight: E N Select Hazardous Substances if S Required (RQ): Weight: E N Reportable Quantity: R M Reportable Quantity: R M WHEN FINISHED CLICK TO ADD TE T Select Technical Name: S If not listed in hazardous substance M table then add technical names here.:	First Technical I is material. elect the First Technical I elect the First Technical elect the First Technical elect the Second nter the Weight f ame. elect the Third T nter the Weight f ame. elect a Custom T lodify or Enter a	Vame. Echnical Name. ity Weight for the I Technical Name for the Second ity Weight for the echnical Name for the Third Technical Name Technical Name I Names and S	he first me. Technical he second c. echnical he third g e. he. he.
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Weight: Enter the Weight for the First Technical Name.

Select Special Provisions

🛋 Special Prov	visions	×
	Select Special Provisions	
	Double-Click to Select	
Selected C	Code Description	
	A78 Radioactive material with a subsidiary risk must:	
NO A	A78 (a) be labelled with subsidiary risk labels corresponding to each subsidiary risk exibited by the material. Corresponding placards must be affixed to transport units in accordance with the relevant provisions	
🔌 Help	Expand <u>O</u> K <u>C</u> ancel	
Expand	Expand the Selected Special Provision.	
<u>0</u> K	Exit and Apply the special provisions.	
<u>C</u> ancel	Exit without saving Special Provisions.	
	Show help for this screen.	
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Dangerous Goods P O Box 7325	s Council	
York, PA 17404	USA	
(717) 764-6606	. com	
Hazmat@HazShip	ipper.com	

Saving Template

🛢 Saving Templat	e	×
	Saving	Template
Unique Template N	lame	
Compliance Checkl	list	
Help	<u>S</u> ave	<u>C</u> ancel
Unique	e Template Name	: Enter a unique descriptive template name.
Com	pliance Checklist	: Enter a checklist or notes for this template. These notes will be displayed when selected.
	<u>S</u> ave	Save the template.
	<u>C</u> ancel	Exit without saving the template.
	Help	Show help for this screen.
Copyright 2001-2003 Dangerous Goods Cour P.O. Box 7325 York, PA 17404 USA (717) 764-6606 www.HazShipper.com Hazmat@HazShipper.c	om	

Straight Bill of Lading

Straight Bill of Lading						×
Route		Vehicle				
Placards Tendered	Yes O No 💿		REMITIC.O.D. TO: ADDRESS:			
Note – Where the rate is dependent on ualter, shippers are required to state specifically in writing the agreed or declared ualter of the procedur. The agreed	l i erebydectare that the conten are fully and accurate ly describ s i lipping name, and are class th and the lediticsarded, and are	ts of this consignment ediaboue by the proper ied, packaged, marked - in all respects in	COD 🗖 Al Subject to section 7 of the con	MT\$ \$0.00	COD Prep. Colle	FEE: aid C \$0.00
or declared ualite of the property is liereby specifically stated by the shipper to be not exceeding	proper condition for transport a International and national gover	ecording to applicable nimental regulations.	de libered to the consignee win the consignor shall sign the f shall not make de libery of this freight and all other lawfrich:	notrecourse on the consignor, bliowing statement: The carrier signeentwithoutpaymentor arges:	Total	Charges \$0.00
\$0.00 Per \$0.00	Siquature		siquat	thre of coustiquor	Freight F when box checked	repaid except Cieck box if at right is charges are to be collect
tie property described above, in apparent goo understood throng joorthills contractare meaning the another carrier on the north braid destitu- any orsakip roperty, that even yrsenite to be pe date is even; if this is a rail or rai-water shipme satibility of the ship in the date of the teack accepted for it inself and its assigns.	dorder, exceptas noted (contents a g any person or corporation in pos ation. It is mithally agreed, as to es rhomed here inder shall be shaled in (2) in the applicable motor carri thereof, set forth in the calls incatio	and conditions of the con- isession of the property n solic arrier of all or any or it to all the terms and con- er class filt at too or tartif on or tartiff which governs	The transmission of the tr	ned, and destined as indicated be lo my fitto its is nai place of delitenya ribo of sald north to destination, a Straight Bill of Lading settorth (f) it. Shipper hereby certifies that he ent, and the said terms and conditi	w, which said tsaid destha (das to each) In Unhorm I Is familitar wh ons are heret	icarrier (the word carrier being dow, from its rote to the wide, to de liver any data with the first being all or rely it Class that bound on a the contribu- all the terms and conditions of the syggreed to by the skipper and
Shipper			Carrier			
Per			Per			
,			Date			
e Help		<u>A</u> dd to the B	asic Description	View/Print Paper	work	Exit
	Ro	ute: Enter th	ne Route for this	s shipment.		
	Vehi	cle: Enter th	ne Vehicle for th	nis shipment.		
	٢	es: Placard	ls have been te	ndered for this		
		shipme	nt. Ia have not had	n tandarad far th	ie	
		shipme	nt.		lis	
	REMIT C.O.D. 1	O:: Send C address	OD payment in s.	formation to this		
	C	OD: Select i COD.	if this shipment	is to be shipped		
	AM	IT\$: Enter th COD.	ne COD amout	if to be shipped		
	Prepa	aid: Select i	f the COD Fee	has been prepai	d.	
	Coll	ect: Select i	if the COD Fee	is to be collected	1.	
	COD FE	E:: COD F	EE to collect or	Prepaid.		
	Total Charg	jes: Total C	harges for this	shipment.		
Check box if charge	es are to be coll	ect: Collect	charges?			
	l Com	Per: Shipper	r Per			
	Carr	Per: Carrier	Dor Dor			
Add to the	Basic Descripti	Add an	y additional info	ormation to the B	asic	
View	/ <u>P</u> rint Paperwor	k Show th	he Straight Bill o	of Lading.		
	E <u>x</u> it	Exit this	s screen.			
	📀 He	Show h	elp for this scre	en.		
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Dangerous Goods Cou	uncil					
Г.U. BOX / 325 York. PA 17404 USA						
(717) 764-6606						
www.HazShipper.com Hazmat@HazShipper.	com					

UPS Form

24 HOUR EMERGENUT TELEPHONE NUMBER	210 5 5 5 5 5 5 5 5	PACKAGE REFE	RENCE	ALC: NOT OF	UPS ACCO	DUNT NUMBE
1 (800) 123-4568	Sony Internat	ional TOKYO	144-0041		UPS-123	
SHIPPING DESCRIPTION - NO ABI	REVIATIONS ARE PERMITTED	D UNLESS SPECIFICA	LLY AUTHORIZED I	BY REGULATION		
PROPER SHIPPING NAME	wine set	CLASS/ DIVISION	IDENTIFICAT	TION PACKIN	MASS	OR CAPACIT
Flammable liquids, n.o.s., (1, 1-Dimethylhydi	azine), 3, UN1993,	, 111			1L	
YPE LABEL(S) AND REQUIRED INFORMATION						FOR CARR
YPE LABEL(S) AND REQUIRED INFORMATION						FOR CARR USE ONL
YPE LABEL(S) AND REQUIRED INFORMATION						FOR CARR USE ONL INITIALS
YPE LABEL(S) AND REQUIRED INFORMATION Flammable Liquid						FOR CARR USE ONL INITIAL DATE
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YPE LABEL(S) AND REQUIRED INFORMATION Tammable Liquid SHIPPER'S CERTIFICATION I hereby declare that the contents of this consignment are full accurately described above by the proper shipping mems and	and HOMMAY AND DITIOL 400		HAPPLICABLE XXXXX	MODE	XXX	FOR CARR USE ONL INITIALS DATE
YPE LABEL(S) AND REQUIRED INFORMATION Flammable Liquid SHIPPER'S CERTIFICATION I hereby declare that the contents of this consignment are full accurately described above by the proper shipping meme an casalited, packaged, marked and tabeled placarded, and are respects in proper condition for transport accounting to app international and entional constitutions.	and HOHWAY AND INTEL 400 In all UPS GROUND SI Isoable		HAPPLICABLE DODOOL UPS AIR MIT SERVICES O	MODE XXXX R SERVICES	XXX	FOR CARR USE ONL INITIALS DATE
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Displays the graphical representation of the UPS form.

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

E<u>x</u>it

Print

Exit without printing.

Help Show help for this screen.

Groups Maintenance

🗢 Groups	5		- D X
Group	Description	🗋 🗝 📰 🖉 🗙 💯 🗸 💕 🚰 🔹 Assign Users 📭	۲
1	Admins		
2	Users	Groups Maintenance	
3	Templates Only	are up o maintenario e	
		Group # 1	
		Description Admins	
3 Retrieve	d / 3 Found / 3 Total Records		VIEW

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

D	Add a new record.	
	Save the existing add/edit.	
٤S	Cancel the existing edit.	
×	Delete the current record.	
FIELD S	Undo the edit from the current field.	
*	Cut the selected text to the clipboard.	
	Copy the selected text to the clipboard.	
ø	Paste the selected text from the clipboard.	
ď	Find a record or subset of records.	
WA	Query Builder (allows you to create custom reports).	
	Print the retrieved list (left grid).	
D,	Print the current window.	
	Print the entire screen.	
Į.	Exit and close the screen.	
۲	Show help for this screen.	

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



- 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

ser-Def	ined Sia	ze			1
<u>W</u> idth: Length:	700 467	*	[100 [50	1000] 4200]	Unit © 0.01 inches © 0.1 <u>millimeters</u>
		OK		Cancel	Restore Defaults

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

	Com	ipany	/ Informa	ation	
Company Name	DANGERO	US GOO	DS COUNCIL	Company	ID T
Address	P.O. BOX 12	233			
PostalCode/Zip	17404	City	YORK	State	Prov PA
Phone #	1717555121	2	Country 0	JSA	*
Manager	NEIL WROE	BLESKI	Losd	Station BAL	TIMORE, MD BW
Emergency Contact#	1 (800) 123-	4568			
UPS #	UPS-123		Г	Use the UPS L	aser Form?
UPS Book Start #	9000009	1 (2)	90000051	NextEOD #	9000002
UPS Book End #	9000005	0 (2)	90000100	₽ Labe	Is for LTDQTY
FedEx#	17149168		Fe	dEx Start	101
Default Customer	UPS		*		
Def Mode (49-CFR)	UPS Groun	d	• (IA'	TA) PASSEN	IGER AIRCRAFT
Administrators E-Mail					
	F Phone #	Exempt	P Previe	wForm	Use Gross Weigh

- 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

1 (800) 123-4568 3175 UPS-123 Oxidizing solid, n.o.s., (sodium carbonate peroxyhydrate), 5.1, UN1479, III, 22.68kg Oxidizer XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX					
Oxidizing solid, n.o.s., (sodium carbonate peroxythydrate), 5.1, UN1479, III, 22.68kg Oxidizer XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	1 (80	0) 123-4568	3175		UPS-123
Oxidizer X000000X X000000X Administrator Administrat 1/31/2002 XX0000000X X00000000X	Oxid III, 22	zing solid, n.o.s., (sodium 1.68kg	carbonate peroxyhydrate), 5.1, UN1479,	22.68 kg
Oxidizer X000000X X000000X Administrator Administrat 1/31/2002 X00000000X X00000000X	-				
Oxidizer X000000K X000000K Administrator Administrat 1/31/2002 XX0000000K X00000000K					
Oxidizer 30000000 30000000 Administrator Administrat 1/31/2002 300000000 3000000000					
X000000K X000000K Administrator Administrat 1/31/2002 X0000000K X00000000K	Oxida	ter			
Administrator Administrat 1/31/2002 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				300000000	XXXXXXXXXX
	Adm	nistrator Administrat 1/3	1/2002 2020000	ox xoooo	0000000

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 requiredenter 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





<mark>ser-Defi</mark> Width: Length:	ned Size 700 467		[100 [50	1000] 4200]	Unit © 0.01 jnches © 0.1 milimeters
		ок]_	Cancel	Restore Defaults

implate	Customer UPS Mode UPS Ground	_
Add Template MSDS	Materials (tar selected Peckege)	
Shipping Name Alcohols, n.o.s.	Class UN 10# PG Dy Units Vol U 3 UN 1987 UI 1 QT 0 0	nite.
Add § Edit 5	Print Label S. Provisions Regulations Info Limits F)em
Add Template	Packages	
Div Outer Packaging 1 FIBE REDARD BOX	Weger Dver Packed	

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 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 2:

Service Options Detail	Reference
Shipment Options:	Package HAZMAT/DG
Handling Charge	Current Regulation Set: 49CFR
Ship Notification 1	External table's data
Ship Notification 2	HAZMAT/DG Reference 1 Details
	HAZMAT/DG Reference 2
Package Options:	✓ Details
Additional Handling	HAZMAT/DG Reference 3-
Delivery Confirmation HAZMAT/DG	✓ Details
Insured Value Ship Notification 1	
Ship Notification 2	
	Option Cost: \$0.00
	Detail Cost Total Cost: \$0.00



Haz-Shipper Import Wizard	
HAZ- CHIPPER	Select Import File
HAZMAT COMPLIANCE SOFTWARE	The Import File will be located in the following directory: a. Version 4.0 (CFR) - c:\hmt40\hmt.mdb b. Version 5.0 (CFR) - c:\htm50\hmt.mdb b. Version 5.0 (CFR) - c:\htm51\hmt.mdb b. Version 5.1 (CFR) - c:\htm51\hmt.mdb b. Version 5.3 (CFR) - c:\htm53\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
	< <u>B</u> ack <u>Next ></u> <u>E</u> xit

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.

HAZ- CHIPPER	Import Customers
	Import all Customers from the previous version. Note: If the Customer already exists in the current version of Haz-Shipper then the Customer will NOT be imported.
HAZMAT COMPLIANCE SOFTWARE	Import <u>C</u> ustomers
	< <u>B</u> ack <u>Next</u> > <u>E</u> xit

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

Haz-Shipper Import Wizard	
HAZ- CHIPPER	Import Templates
	Import all Templates from the previous version of Haz-Shipper. Note: If the Template already exists in the current version of Haz-Shipper then the Template will NOT be imported.
HAZMAT COMPLIANCE SOFTWARE	Import <u>T</u> emplates
	< <u>B</u> ack <u>N</u> ext > <u>E</u> xit

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

HAZ- CHIPPER	Import Shipments
	Import all Shipments from the previous version of Haz-Shipper. Note: If the Shipment already exists in the current version of Haz-Shipper then the Shipment will NOT be imported.
HAZMAT COMPLIANCE SOFTWARE	Import <u>S</u> hipments
	< <u>B</u> ack <u>Next></u> <u>E</u> xit

Screen 8:



Inner Packaging

🍣 Inner	Packaging		
Туре	Inner Packaging	Lin	D-■5×137 < #4-₩ Ø
49-CFR	Tubes aluminium		
49-CFR	Tube other than aluminium		Inner Packaging
49-CFR	Plastic Tube		inner Fackaging
49-CFR	PLASTIC RECEPTACLES		
49-CFR	Plastic Bags		Regulation Type 49-CFR 🔻
49-CFR	Multi-wall paper bags		
49-CFR	Metal tube		Inner Package ID 10
49-CFR	METAL RECEPTACLES		Tubes eluminium
49-CFR	Metal Can aluminium		Inner Packaging Tubes auminium
49-CFR	GLASS/EARTHENWARE REC		Inner Limit Type 2
49-CFR	GLASS AMPOULES		
49-CFR	Fiber cans	-	Single Packaging?
4		•	
29 Retriev	ed / 29 Found / 29 Total Records		

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

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

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Maintain Templates (49-CFR)

🎝 Maintain Templates (49-CFR)		×	
Ref# Template Name (]] 🗄 🖉 🗡 🔍 🛠 🎯 🚭 📲 🗣 🛛 🧶		
3010 Acetone 1L \$	Maintain Templates (49-CFR)		
	Template Name Acetone 1L Ref # 3010		
	Transport Mode Airborne 💌 🔽 Valid Template		
	Customer SONY	1	
	UPS#		
	Checklist	1	
		I	
	Packages View Shipment		
	Oty Outer Packaging Weight		
	1 FIBERBOARD BOX 4G 1.000		
• •	Edit Edit		
1 Retrieved / 1 Found / 1 Total Records		-	

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 **View Shipment**

	Save the existing add/edit.
ESC S	Cancel the existing edit.
×	Delete the current record.
FIELD	Undo the edit from the current field.
Ж	Cut the selected text to the clipboard.
	Copy the selected text to the clipboard.
đ	Paste the selected text from the clipboard.
9	Find a record or subset of records.

¢ ,	Advanced find (boolean logic required).
**	Query Builder (allows you to create custom reports).
ł	Print the retrieved list (lefl grid).
D,	Print the current window.
	Print the entire screen.
Ļ	Exit and close the screen.
۲	Show help for this screen.
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Maintain Templates (IATA)

🖥 Maintain Templates (IATA)				
Ref # Template Name	📗 🗄 🗙 🖾 - 🔗 🛠 🎒 🖶 - 🕪 🛛 🔌			
3011 Flammable Liquid 1L	Maintain Templates (IATA)			
	Template Name Flammable Liquid 1L Ref # 3011			
	Transport Mode Airborne 💌 🔽 Valid Template			
	Customer SONY			
	Way Bill # Destination			
	Authorization			
	Checklist			
	Packages View Shipment			
	Oty Outer Packaging Weight			
	I FIDREBOARD BOX 4G 1.000			
· · ·	Edit Print			
1 Retrieved / 1 Found / 1 Total Records				

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

	Save the existing add/edit.
ESE S	Cancel the existing edit.
×	Delete the current record.
FIELD	Undo the edit from the current field.
Ж	Cut the selected text to the clipboard.
	Copy the selected text to the clipboard.
f i	Paste the selected text from the clipboard.
9	Find a record or subset of records.

¢ ,	Advanced find (boolean logic required).
**	Query Builder (allows you to create custom reports).
ł	Print the retrieved list (lefl grid).
D,	Print the current window.
	Print the entire screen.
Į.	Exit and close the screen.
۲	Show help for this screen.
Cop	oyright 2001-2003

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Material Safety Data Sheet (49-CFR)

			J	/
🂐 Material Safety Da	ta Sheet (49-CF	R)	
Material	UN/NA	Clas	D • 🖩 🖏 🗙 🕲 - 🔍 🛠 🎒 🔂 • 📭 🛛 🧶 👅 -	
Acetone	UN1090	3		
Ammonium nitrate, liq	UN2426	5.1	Material Safety Data Sheet (49-C	FR)
Paint Paint related material	UN1263	3	· · · · ·	,
T cant related material	0141200	-	LIN/NA UN1090	
			MSDS Filename C:\Temp\hello.pdf	Go
	_			
			Matorial Acotono	
			Material Full Name Acetone	
•		Þ		
4 Retrieved / 4 Found /	4 Total Rec	ords		
Attach a Material S	afety Da	ta Sh	eet (MSDS) for a specific material.	
		ι	JN/NA: Select a material for this MSDS.	
			Select Hazardous Material	
		··		
	MSD	S File	ename: Select or type the MSDS file name.	
			Select the MSDS file for this material.	
			Go Display the Material Safety Data Sheet.	
		IVI	ateriai: Materiai Name for this materiai.	
	Materia	Full	Name: Material Full Name for this material.	
			Class: Class for this material.	
			PG: Packing Group for this material.	
isted below are al	l navigati	on bi	uttons available for this screen	
Add a new record	l.			
add/edit				
E Cancel the evictin	a odit			
	ig edit.			
X Delete the curren	t record.			
EUI Indo the edit from	n the			
current field	ii uic			
W Cut the selected t	ovt to			
the cliphoard				
the cliphoard				
Paste the selecte	d text			
	J.			
Find a record or s	subset of			
records.				
Advanced find (bo	oolean			
logic required).				
Query Builder (all	ows you			
to create custom	reports).			
Print the retrieved	l list (left			
^{~~} grid).				

Print the current window.

Print the entire screen.

D

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

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Material Safety Data Sheet (IATA)

Material Safety	Data Sheet (I	IATA)	
Material	UN/NA	Class	D
Acetone	UN1090	3	
Chlorobutanes	UN1127	3	Material Safety Data Sheet (IATA)
	_		UN/NA UN1090
			MSDS Filename C:\Temp\hello.pdf Go
			Material Acetone
			Material Full Name Acetone
			Class 3 PG II
4		►	
2 Retrieved / 2 Foun	d / 2 Total Rec	ords	
Attach a Materia	l Safetv Da	ta Sh	eet (MSDS) for a specific material.
		U	IN/NA: Select a material for this MSDS.
			Select Hazardous Material for this MSDS.
	MSD	S File	name: Select or type the MSDS file name.
			Select the MSDS file for this material.
			Go Display the Material Safety Data Sheet.
		Ма	aterial: 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.

Ľ	Add a new record.
	Save the existing add/edit.
ESE S	Cancel the existing edit.
×	Delete the current record.
FIELD	Undo the edit from the current field.
∦	Cut the selected text to the clipboard.
₿ ₽	Copy the selected text to the clipboard.
đ	Paste the selected text from the clipboard.
ď	Find a record or subset of records.
;	Advanced find (boolean logic required).
s,	Query Builder (allows you to create custom reports).
đ	Print the retrieved list (left grid).
Ď	Print the current window.
	Print the entire screen.

Į.	Exit and close the screen.
٢	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

a Outer	🕽 Outer Packaging					
Туре	Outer Packaging	Descrip	🗅 • 🖩 🛱 🗙 🖉 • 🔍 👹 🚳 • 📭	۲		
49-CFR	ALUMINUM BOX 6H					
49-CFR	ALUMINUM DRUM		Outor Backaging			
49-CFR	ALUMINUM DRUM		Outer Fackag	ing		
49-CFR	ALUMINUM DRUM					
49-CFR	ALUMINUM JERRIC		Outer Package ID 48 Regula	ation 49-CFR 🔻		
49-CFR	ALUMINUM JERRIC					
49-CFR	CYLINDER	DOT3A	Outer Packaging ALUMINUM BU	X 6HB2		
49-CFR	DOT7A	DOT7A	Package Identifier			
49-CFR	DOT-E-10672	DOT-E-	r denege identifier			
49-CFR	DOT-E-10962	DOT-E-	Shipping Paper Description ALUMINUM BO	×		
49-CFR	DOT-E-10977	DOT-E-	Form Tuno BOX	ī		
49-CFR	DOT-E-11248	DOT-E-	Poim Type Box	1		
49-CFR	DOT-E-8249	DOT-E-	DOT-E-SPEC	DOT/UPS Approved		
49-CFR	DOT-E-9168	DOT-E-				
49-CFR	FIBER DRUM 1D					
49-CFR	FIBER DRUM 1G	1G/Y	LIPS DOT Box #	Labels Exempt		
49-CFR	FIBER DRUM 6HG1					
49-CFR	FIBERBOARD BOX		□ IUse This	I V Rated		
49-CFR	FIBERBOARD BOX	4G/X12	Dimension			
49-CFR	FIBERBOARD BOX	4G/CLA	Chilefision			
49-CFR	FIBERBOARD BOX	-	Maximum Weight 0.000 kgs			
•						
88 Retriev	ved / 88 Found / 88 Tota	I Records				

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.

ப	Add a new record.
H	Save the existing add/edit.
ESE N	Cancel the existing edit.
×	Delete the current record.
FIELD	Undo the edit from the current field.
Ж	Cut the selected text to the clipboard.
Ð	Copy the selected text to the clipboard.
t	Paste the selected text from the clipboard.

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

Preview or Print Selected Report/Label	
× 🛃 🗲 100% 💽 M 🛛	1 of 1 S
1-800-424-9300	15101
Acetone, 3, UN1090, II, This p	ackage conforms to 49 CFF
	>
Printer Setup Print Report	Exit

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".

UPS Properties ? 🗙
General Details Sharing Paper Graphics
Paper size: User-defined size
Envelope Envelope Envelope Custom
Orientation
A C Landscape
Paper source: Tractor
Unprintable Area
About Restore Defaults
OK Cancel Apply

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.

User-Def	ined Si	ze			? ×
<u>W</u> idth: Length:	700	× •	(100 (50	1000] 4200]	Unit © 0.01 jnches © 0.1 <u>m</u> ilimeters
		OK]	Cancel	Restore Defaults

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).

	Com	pany	/ Informa	ation		
Company Name	DANGERO	US GOO	DS COUNCIL	Com	pany ID	
Address	P.O. BOX1	233		-		
PostalCode/Zip	17404	City	YORK		State/Prov PA	ç.
Phone #	1717555121	12	Country 0	ABA	*	
Manager	NEIL WRO	BLESKI	Load	Station	BALTIMORE, N	ID BWI
Imergency Contact #	1 (800) 123-	4568				
UPS #	UPS-123		Г	Jse the	UPS Laser Form	?
UPS Book Start #	9000000	1 (2)	90000051	Next E	OD # 90000	002
UPS Book End #	9000009	50 (2)	90000100	1	Labels for LTD	OTY
FedEx#	17149168		Fe	dEx Sta	nt 101	
Default Customer	UPS		*			
Def Mode (49-CFR)	UPS Groun	d	• (LA'	TA) PA	SSENGER AIRC	RAFT
Administrators E-Mail						
	F Phone #	Exempt	Preview	Form	T Use Gross	Weight

Figure 4: Company Information Screen

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

1 (800) 123-4568	3175		UPS-123
Oxidizing solid, n.o.s., (so III, 22.68kg	dium carbonate peroxyhyd	rate), 5.1, UN1479, 22	68 kg
Oxidizer			
		20000000 2000	XXXX
Administrator Administrat	1/31/2002 XXXXXX	0000 0000000	XX.

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.

Name:	UPS		Properties
	C Default Properties		-
Status:	Ready		
Type: IBM Proprinter			
Where:	LPT1:		
Comment	:		
Paper		Unentat	ion
Paper Size:	UPS		• Portrait

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

UPS Properties
General Details Sharing Paper Graphics
Paper size: User-defined size
Envelope Envelope Envelope Envelope
Orientation A © Portrait A © Landscape
Paper source: Tractor
Unprintable Area
A <u>b</u> out Restore <u>D</u> efaults
OK Cancel Apply

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
```

ser-Def	ined Si	ze			2
<u>W</u> idth: Length:	700 467	× ×	(100 [50	1000] 4200]	Unit © 0.01 jnches © 0.1 <u>m</u> ilimeters
		ОК		Cancel	Restore Defaults

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

Reg#		
106	Regulations	
106.11 106.13	Regulation # 1 Group I Group II Group III Group II	
106.15 106.17		
106.19	Search For	earch
106.21		
106.23		
106.25		
106.27	TITLE 49 - TRANSPORTATION	
106.29	(parts 100- 177)	
106.3	Nor-bulk	
106.31		
106.33	SUBTITLE B - Other Regulations Relating to Transportation	
106.35	CHAPTER I - Research and Special Programs Administration, Department of Transportation	
106.37		
106.38		
106.39	Table of Contents	-
106.5		

Regulations

Regulation #: Regulation Number Group I: Group One Group II: Group Two Group III: Group Three : Text for Search for Regulations Search : Regulation Description

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

Wizard?

Listed below are all navigation buttons available for this screen

FIELD	Undo the edit from the current field	
*	Cut the selected text to the clipboard.	
æ	Copy the selected text to the clipboard.	
đ	Paste the selected text from the clipboard.	
٩	Find a record or subset of records.	
\$	Query Builder (allows you to create custom reports).	
đ	Print the retrieved list (left grid).	
D)	Print the current window.	
	Print the entire screen.	
÷	Exit and close the screen.	
	Show help for this screen.	
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Dangerous Goods Council		
P.O. Box 7325		
York, PA 17404 USA		
(71	() /04-6606	

Select Flights (NOTOC)

Select Flights (NOTOC)	
Ref# Waybill#	
2999 3000 3009	Select Flights (NOTOC)
	Flight#
	Registration
	ULD.ID POS/CP
	T Hold T Cancel
	Print NOTOC Report
	All Materials (Shipping Name)
	Radioactive material, low specific activity (LSA-I)
3 Retrieved / 3 Found / 3 Total Records	

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

NUTUC.

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

	<u></u>
	Save the existing add/edit.
ESE S	Cancel the existing edit.
FIELD	Undo the edit from the current field.
Ж	Cut the selected text to the clipboard.
â	Copy the selected text to the clipboard.
â	Paste the selected text from the clipboard.
٩	Find a record or subset of records.
\$	Query Builder (allows you to create custom reports).
₽	Print the retrieved list (left grid).
Ð	Print the current window.
	Print the entire screen.

Į.	Exit and close the
	SCIEEII.
۲	Show help for this
\sim	screen.

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Shipment (Chemical) (49-CFR)

Shipment (Chemical) (49-CFR)		
UN/NA Material Name		
	Shipment (Chemical) (49-CFR)	
	RQ Flammable liquids, n.o.s. Class 3 UN1993 PG II	
	# Of Inner Receptacle 1 → METAL RECEPTACLES → Hazmat ID 3109	
	Quantity in Each Receptacle 1.000 L = 1.000 L Material ID 13035	
	Shipping Name RQ Flammable liquids, n.o.s., ((1,1'-BIPHENYL)-4, 4'- DIAMINE,3,3'-DICHLORO-), 3, UN1993, II, 1 L	
	Technical Name (1,1'-BIPHENYL)-4, 4'-DIAMINE,3,3'-DICHLORO-	
	Labels Required Flammable Liquid	
	Special Provisions IB2, T7, TP1, TP8, TP28	
	ExplosiveID Explosive Regs	
1 Retrieved / 1 Found / 1 Tota	VIEW	

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

- : Shows Reportable Quantity (if applicable)
- for this material.
- : Material Name for this material.
- Class: Hazardous Class for this material.
 - : UN/NA number for this shipment.
 - PG: Packing Group for this shipment.
 - : 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.	
ESE S	Cancel the existing edit.	
FIELD	Undo the edit from the current field.	
11	Cut the colocted toxt to	

Cut the selected text to the clipboard.

â	Copy the selected text to the clipboard.
æ	Paste the selected text from the clipboard.
ď	Find a record or subset o records.
Ċ,	Advanced find (boolean logic required).
W	Query Builder (allows you to create custom reports)
f	Print the retrieved list (lef grid).
Ď	Print the current window.
	Print the entire screen.
à	Exit and close the screen.
	Show help for this screen.
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Shipment (Chemical) (IATA)

🕏 Shipment (Chemical) (IATA)		
UN ID# Material Name	.]	
	Shipment (Chemical) (IATA)	
	Organic peroxide type F, liquid Class 5.2 UN3109 PG	
	# Of Inner Receptacle	
	Quantity in Each Receptacle 1.000 • L = 1.000 L Material ID 13032	
	Shipping Name Organic peroxide type F, liquid, (1,1-Di-(tert- butylperoxy)cyclohexane 10%)	
	Technical Name 1,1-Di-(tert-butylperoxy)cyclohexane	
	Special Provisions A20	
	ExplosiveID Explosive Regs	
1 Retrieved / 1 Found / 1 Tota	VIEW	

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

	Save the existing add/edit.
ESE S	Cancel the existing edit.
FIELD	Undo the edit from the current field.
Ж	Cut the selected text to the clipboard.
Đ	Copy the selected text to

	the clipboard.
¹	Paste the selected text from the clipboard.
ď	Find a record or subset of records.
с †	Advanced find (boolean logic required).
W	Query Builder (allows you to create custom reports).
f	Print the retrieved list (left grid).
Ð	Print the current window.
	Print the entire screen.
Į.	Exit and close the screen.
۲	Show help for this screen.
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Shipment (Package) (49-CFR)

Shipment (Package) (49-CFR)		
Oty Outer Packaging		
1 FIBERBOARD BOX 4G	Shipment (Package) (49-CFR)	
	Weight 1.000	
	Ship 173.13?	
	Chemicals for Package	
	# Of Receptacle UN/NA Material Exceptions Non-E	
	1 METAL RECEPT UN1993 Flammable liquids, n.o.s. 173.150 173.21	
	🗋 Add 📴 Edit 📉 Del 🔮 Print	
1 Retrieved / 1 Found / 1 Total Records		

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 quantitit

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

Listed below are all navigation buttons available for this screen

	Save the existing add/edit.
ä۵	Cancel the existing edit.
FIELD	Undo the edit from the current field.
Ж	Cut the selected text to the clipboard.
<u>A</u>	Copy the selected text to the clipboard.
ø	Paste the selected text from the clipboard.
ď	Find a record or subset of records.
5 ,	Advanced find (boolean logic required).
獝	Query Builder (allows you to create custom reports).
۹ ۱	Print the retrieved list (left grid).
Ď	Print the current window.
	Print the entire screen.
Į.	Exit and close the screen.
	Show help for this screen.
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Shipment (Package) (IATA)

Ship	oment (Package) (IATA)								_ []
Oty	Outer Packaging	日時	四-99	: 2€.	1.	2			
1	FIBREBOARD BOX		s	hipme	nt (P	ackage)	(IATA)		
		Outer F	# Of Packaging F Weight	1 한 IBREBOARI 1.000 한 <i>Chem</i>	D BOX 4	4G 🔹			
		# Of	Receptacle	UN	/NA	Material		Exceptions	Non-E
	1	1	Metal Cans	UN	1993	Flammable liq	uid, n.o.s.	Y305	305
		•							,
			13	Add	🚔 Edit	X Del	Print	31	
			- 35	10000000000000000000000000000000000000	Contraction of the local distance		and the second sec		
_			<u>-122</u>			- Income			

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

H	Save the existing add/edit.
ESC S	Cancel the existing edit.
FIELD	Undo the edit from the current field.
Ж	Cut the selected text to the clipboard.
â	Copy the selected text to the clipboard.
ł	Paste the selected text from the clipboard.
٩	Find a record or subset of records.
с т	Advanced find (boolean logic required).
WA	Query Builder (allows you to create custom reports).
	Print the retrieved list (left grid).
Ð	Print the current window.
	Print the entire screen.
÷	Exit and close the screen.
۲	Show help for this screen.
Co	oyright 2001-2003
Da	ngerous Goods Council
<i>г.</i> (J. DUX 1323 rk PA 17404 1184
(71	17) 764-6606

Technical Names

□·■ 5	× 💯 - Q. 📾 🙈 - 📭 🛛 🔊	
	Technical Names	
	recinical Names	
U	NID# UN1993	
Technical N	lame	
Acetone ar	nd xvlenes	
		97
-	UP Technical N Acetone ar	UN ID # UN1993 Technical Name Acetone and xylenes

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

Ľ	Add a new record.
	Save the existing add/edit.
ESE S	Cancel the existing edit.
×	Delete the current record.
FELD	Undo the edit from the current field.
Ж	Cut the selected text to the clipboard.
â	Copy the selected text to the clipboard.
đ	Paste the selected text from the clipboard.
٩	Find a record or subset of records.
a	Query Builder (allows you to create custom reports).
ţ.	Print the retrieved list (left grid).
Ð	Print the current window.
	Print the entire screen.
1	Exit and close the screen.
	Show help for this screen.
Coµ Da P.(Yo (71	oyright 2001-2003 Ingerous Goods Council D. Box 7325 rk, PA 17404 USA 17) 764-6606

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UPS Certification

🗢 UPS C	ertification				<u> – D ×</u>	
Ref #	UPS Ref #	Canc	Transport Mode	Organiza	<\\$` ∰∰- ₽ ∅	
12381	13024	No	UPS Ground			
12383	13026	No	UPS Ground	ABC Che	UPS Certification	
12384	13027	No	UPS Ground	ABC Che		
					Cancel/UnCancel Shipment View/Print Certification	
3 Retriev	ed / 3 Found .	/ 3 Total F	Records			VIEW

UPS Daily Report Selection

Cancel/UnCancel Shipment Cancel/UnCancel Current Shipment

View/Print Certification View/Print Certification

Listed below are all navigation buttons available for this screen

	<u> </u>
Ж	Cut the selected text to the clipboard.
	Copy the selected text to the clipboard.
đ	Paste the selected text from the clipboard.
ď	Find a record or subset of records.
;	Advanced find (boolean logic required).
\$	Query Builder (allows you to create custom reports).
ŧ	Print the retrieved list (left grid).
đ	Print the current window.
	Print the entire screen.
Į.	Exit and close the
۲	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).

Company Informa	tion 3 • 🃭	<u></u>
	Company Info	ormation
Ge	neral	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 Cou	untry 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 🛨	T
		VIEW

Screen 1: Company Information

Screen 2: UPS Laser Form



Screen 3: Preview Form with Print Aligner.

Preview or Print Selected Report/Label	
× 🏝 🐬 100% 🔹 ◀ 🔺 🚺 1 of 1 🔹 ▶ 🕵	
123-456 1-800-424-9300 13037 XXXX XXXX Acetone, 3, UN1090, II, 1 L	123-456 13037 <u>Acetone,</u>
Administrator Administrator 9/20/2002	Administra
	Aurinisu.
122.458 1.000.424.0200	122 458
13037 XXXX XXXX	13037 -
	<u> </u>
Printer Setup Print Report Exit	

View Shipments (49-CFR)

🗘 View 🤅	Shipments	s (49-CFR)	_ _ _ _
Ref #	Customer	Organization Na 🔺	🖫 ጛ 🗙 😕 - � ♀ ♀ 🔮 🗿 - № 🥔
12392	ABCC	ABC Chemical C	
12391	ABCC	ABC Chemical C	View Shipments (49-CER)
12390	ABCC	ABC Chemical C	
12384	ABCC	ABC Chemical C	
12383	ABCC	ABC Chemical C	Transport Mode UPS Ground 🛛 💽 Ref # 12392
12381	UPS		
12380	SAMPLE	ABC Chemical	
12374	55555		UPS #
12370	55555		
12369	55555		Shipment Date 0872872002 _ By ADMIN
12366	55555		Template Name
12365	55555		
12364	55555		Reference ID
12359	55555		Peokegoo Misu Shisward
12358	UPS		View Shipment
12357	ABCC	ABC Chemical C	Qtv Outer Packaging Weight
12356	ABCC	ABC Chemical C	1 FIBEBBOABD BOX 4G 35 000
12355	UPS		
12354	UPS		
12353	AREC	ABLUbemical	🖻 Edit 🔄 🖆 Print
AO Davia		und / 40 Tabel Dave	Long Long Long Long Long Long Long Long
140 Retrie	ved / 40 Fo	und 7 40 Total Recc	J JVEW

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 View Shipment

_	
	Save the existing add/edit.
ä۵	Cancel the existing edit.
×	Delete the current record.
FEL S	Undo the edit from the current field.
%	Cut the selected text to the clipboard.
â	Copy the selected text to the clipboard.
â	Paste the selected text from the clipboard.
ď	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).
Ď	Print the current window.
	Print the entire screen.
ļ	Exit and close the screen.
	Show help for this screen.
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View Shipments (IATA)

🗢 View	View Shipments (IATA)				
Ref #	Customer	Organization Name	□ ♡ × ♡ - Q ♀ � � 昌 - № ∅		
123	BOEH	BOEHRINGER IN.,			
123	ABCC	ABC Chemical Com	View Shipments (IATA)		
123	ABCC	ABC Chemical Com			
123	55555				
123	55555		Transport Mode PASSENGER AIRCRAFT 🗾 Ref # 12389		
123	55555		Customer BOEHBING T Department		
123	55555				
123	55555		Way Bill # 876633 Destination LAS ANGELOUS,		
123	00000		Authorization		
123	00000				
123	55555		Shipment Date 08/27/2002 🚍 🔟 By ADMIN		
123	55555		Template Name		
123	55555				
123	55555		Reference ID		
123	55555		Packages View Shinment		
123	55555				
123	55555		Qty Outer Packaging Weight		
			1 FIBREBOARD BOX: 4G 1.000		
			Aren Banal		
<u> </u>		Þ			
18 Retrieved / 18 Found / 18 Total Rec			VIEW		

Shipments (49-CFR)

, , ,	
Transport Mode:	Transport Mode for this shipment.: PASSENGER AIRCRAFT, 0, 2
Ref #:	Unique Reference Number for this shipment (generated by Haz-Shipper).
Customer:	Customer for this shipment: BOEHRINGER INGELHEIM, DES MOINES, 1
Department:	Shows the department that created this shipment (if departments are being used).
Way Bill #:	Way Bill Number for this shipment.
Destination :	Airport of Destination for this shipment.
Authorization:	Additional Authorizations 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	View Shipment
Listed below are all navigation buttons	available for this screen
Save the existing	

H	Save the existing add/edit.
ESC N	Cancel the existing edit.
×	Delete the current record.
FIELD	Undo the edit from the current field.
Ж	Cut the selected text to the clipboard.
þ	Copy the selected text to the clipboard.
æ	Paste the selected text from the clipboard.
Q	Find a record or subset of

	records.
5 ,	Advanced find (boolean logic required).
ų,	Query Builder (allows you to create custom reports)
۹ ۱	Print the retrieved list (lef grid).
Ē	Print the current window.
	Print the entire screen.
à	Exit and close the screen.
۲	Show help for this screen.
Cor	ovright 2001-2003

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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).

I herety decise that the contents of this consignment is fully and accusality Acceptance Auditor Inset in inspect of this consignment is fully and accusality Acceptance Auditor Inset inspect account of the contents of the consignment is fully and accusality Acceptance Auditor Inset inspect acceptable to possenge atout, such material is Inset Inset inspect account of the contents of the consignment is fully and accusality	Reference Number Hazardous Materia	s Description and	Quantity	Passe Airc	anger raft Al	Cargo rcraft On
Hazardous Materials Description and Quantity I hereby defare that the contents of this consignment are fully and accussivy described above by the proper shipping name and are classified, packaged, marked and addition the transport according to applicable international and national governmental regulations. Acceptance Auditor Instance and a series in the proper condition for transport according to applicable international and national governmental regulations. If the signment contains reduce meaning acceptable for possenge attocht, such meaning in contents in or incenter in constraint acceptable diagname or beatward. Build	Hazardous Materia	ls Description and	Quantity			and the second second
Interestly declares that the contents of this consignment are fully and accussively described above by the proper shipping name and are classified, packaged, marked and leaded placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. If the adjument contains addressive market accussively areast, such material is Build Build Build						
Induced process and the property of the second sec					_	_
If this shortnert contains radioactive maturial acceptable for possenger aroust, such material is. Intended for use in, or incident to, research, medical dagnasis or leastnerd. BUC	hereby declare that the ra	intents of this consignment	rt area fully and as	zzateły A	coeptano	e Auditor
	I hereby declare that the or described above by the proper labeled placarded, and are in a applicable international and nat	ontents of this consignment shipping name and end class all respects in proper condision and governmental regulation	t are fully and as inted, packaged, mar in for transport acce 6.	substely Ad land and instal	coepitano	e Auditor

Figure 1: Hazardous Materials Paperwork

- 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
Shipmer Hand Retu Ship	nt Options: Iling Charg rn Service: Notification	e s n1 n2	Package HAZMAT/DG Current Regulation Set: 49CFR External table's data
Package	a Options:		HAZMAT/DG Reference 2
Addit COD Deliv HAZ	ional Hanc ery Confirm MAT/DG ed Value Notification Notification	fling nation n 1 n 2	HAZMAT/DG Reference 3
			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	jiouoi
Class Division Number	3
Subrisk Class	
Identification Number	UN1993
ADR Item Number	
Packing Group Number	1
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
	OK Cancel Help

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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Select Flights (NOTOC)	
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Select Material to Ship (IATA)	
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