

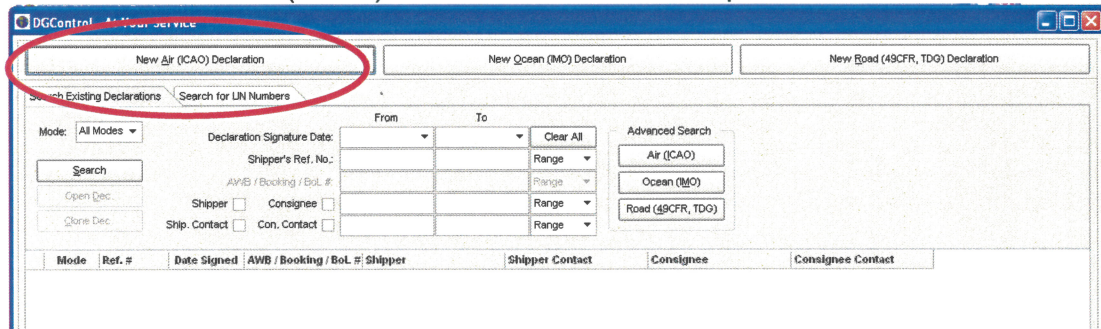
AIR – Creating a New DGD (with All Packed in One)

Introduction

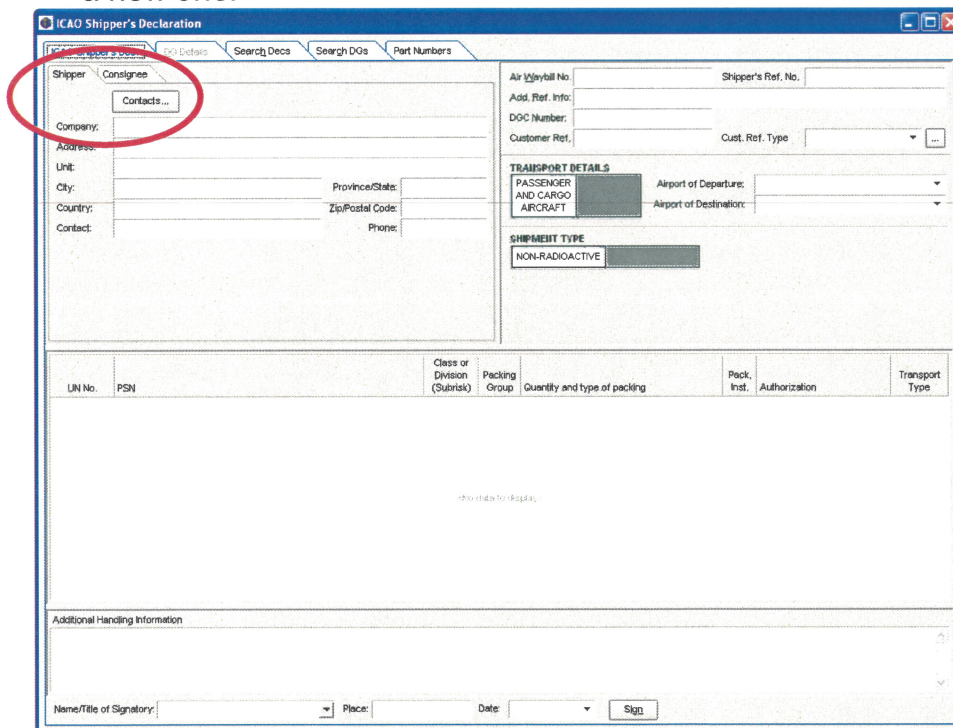
This article will provide a step by step guide on how to create a Dangerous goods Declaration for Air transport that contains an All Packed in One.

How To

1. When you open DGC Software you will be at the At You Service screen. Select “New Air (ICAO) Declaration” from the top left.



2. This is the main screen for creating your Air DGD. To enter a shipper's address click on the “Contacts...” button and select an existing address or create a new one. To enter a consignee address, select the “Consignee” tab and then select “Contacts...” and select an existing address or create a new one.



- To assign a reference number for the DGD, enter a unique number in the “Shipper’s Ref No.” field. This unique number will also appear in the “Additional Handling Information” field at the bottom of the DGD to comply with 49 CFR, Part 172.604. *Note this unique number will only appear in the “Additional Handling Information” field on the printed DGD.*

If you have an Air Waybill Number, enter it in the “Air Waybill No.” field.

- To add a UN or ID number to the DGD, select the “Search DG’s” tab. You can search by UN number or Proper Shipping Name (#1). Enter a UN# or PSN and click “Search” (#2). Select the appropriate PSN from the list below by double clicking (#3). You will be taken to the “DG Details” tab.

PSN	Class	UN Number	Packing Group	Subrisks	Details
Fire extinguishers	2.2	UN1044			with compressed or liquefied gas

5. First select the appropriate tab according to your shipment (#4).
 - a. Select what inner the goods are contained in from the “Inner” dropdown arrow (#5). You will notice that ‘per inner’ limits are associated with each option. If your product exceeds the inner allowable limit or is not listed, choose another transport type tab.
 - b. Enter the “No. of Inners per Outer:” (#6).
 - c. Enter the “Quantity per Inner” (#7).
 - d. Select “New APIO” button (#8). This will add the product to the form without a value in the “Quantity and type of packing” field.

ICAO Shipper's Declaration - DG Details

Inner: IP3 - metal cans, tins or tubes (other than aluminium) (5.00 L) 5

No. of Inners per Outer: 6 1

Quantity per Inner: 7 2 L

No. of Outers: Rounding: Close

8 New APIO

Overpack?	All Packed In One?	UN No.	PSN	Class or Division (Subrisk)	Packing Group	Quantity and type of packing	Pack. Inst.	Authorization	Transport Type
		UN1263	Paint	3	II		305		PAX

- e. Return to the “Search DGs” tab (#9) to select the next UN # to add to the All Packed in One.
- f. Enter the “No. of Inners per Outer:” (#10).
- g. Enter the “Quantity per Inner” (#11).
- h. If this is the last item in an All Packed in One you can select “Close APIO” (#12).

ICAO Shipper's Declaration - DG Details

Inner: IP3 - metal cans, tins or tubes (other than aluminium) (2.50 L)

No. of Inners per Outer: 10 1

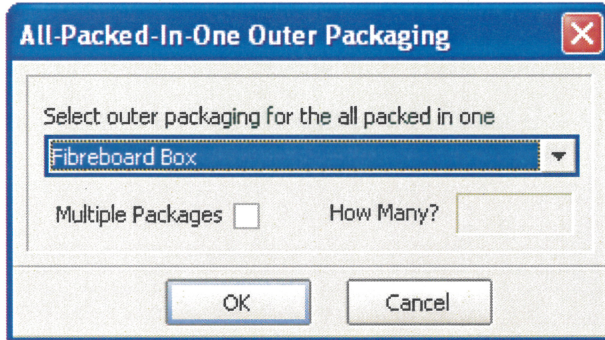
Quantity per Inner: 1 1 L

No. of Outers: Rounding: Add APIO

12 Close APIO

Overpack?	All Packed In One?	UN No.	PSN	Class or Division (Subrisk)	Packing Group	Quantity and type of packing	Pack. Inst.	Authorization	Transport Type
	Type #1	UN1263	Paint	3	II	2 L	305		PAX
	Type #1	UN1824	Sodium hydroxide solution	8	III		819		PAX

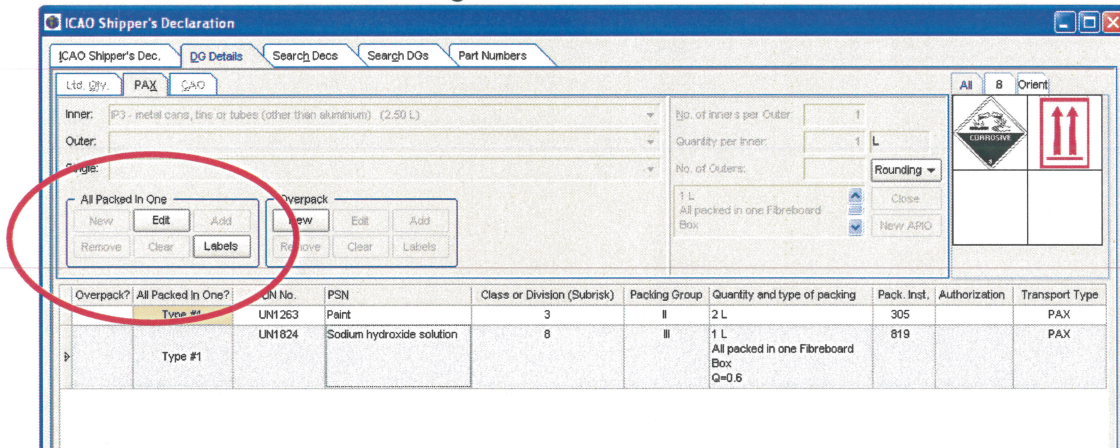
- i. Once you click “Close APIO” the “All-Packed-In-One Outer Packaging” option box will arise. Select the type of outer packaging. If you are shipping multiple, *identical* All Packed in One’s, you can select the “Multiple Packages” box and then indicate how many identical All Packed in One’s you are declaring.



- j. If you are shipping multiple All Packed in One’s with *different* *inners* and want them added to this DGD go back to the “Search DGs” tab and repeat the above steps.

An All Packed in One can be edited by selecting a line from it and selecting “Edit” from the “All Packed in One” Box.

This box will aid in closing, editing, adding new lines, removing lines, and clearing lines from an All Packed in One.



- Once you have completed entering all products return to the “ICAO Shipper’s Dec” tab (#13) for verification. If special handling information is required enter it in the “Additional Handling Information” field below (#14).

Once everything has been verified you must click the “Sign” button (#15). The information from your login will populate the required fields. To print select File > Print Shipper’s Documents.

If you have a color printer select the “Show Hatching Bars” box to print the DGD with red hatching down the sides. If you do not have a color printer and will be using pre-printed red hatch paper make sure the box is unselected.

You must physically sign the printed declaration for it to be valid.

ICAO Shipper's Declaration

ICAO Shipper's Dec. | DG Details | Search DGs | Search DGs | Part Numbers

Shipper: ABC Company | [Relationship: ABC Company]

Contacts...

Company: ABC Company

Address: 222 Street

Unit:

City: Ottawa | Province/State: ON

Country: Canada | Zip/Postal Code: 2A3 B4C

Contact: Jon | Phone: 555-555-5555

Air Waybill No. | Shipper's Ref. No: DGC 12345

Add. Ref. Info.:

DOC Number:

Customer Ref. | Cust. Ref. Type

TRANSPORT DETAILS

PASSENGER AND CARGO AIRCRAFT | Airport of Departure: Toronto | Airport of Destination: Ottawa

SHIPMENT TYPE

NON-RADIOACTIVE

UN No.	PSN	Class or Division (Subrisk)	Packing Group	Quantity and type of packing	Pack. Inst.	Authorization	Transport Type
UNH 263	Paint	3	II	5 Fibreboard Boxes x 3 L	305		PAX

Additional Handling Information

Name/Title of Signatory: | Place: | Date: | Sign