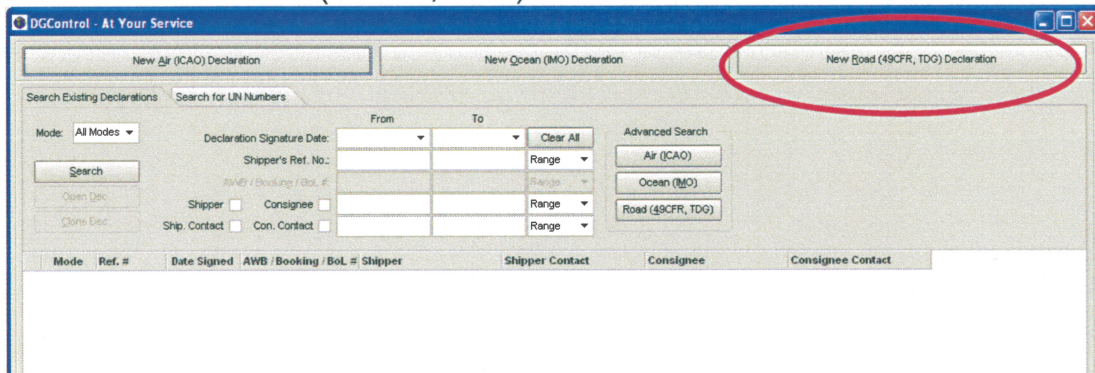# ROAD – Creating a New 49CFR/TDG (DG and non-DG entries)

Introduction

This article will provide a step by step guide on how to create a Dangerous Goods Declaration for Road transport. It will outline how to add Dangerous Goods and non- Dangerous Goods to the form.
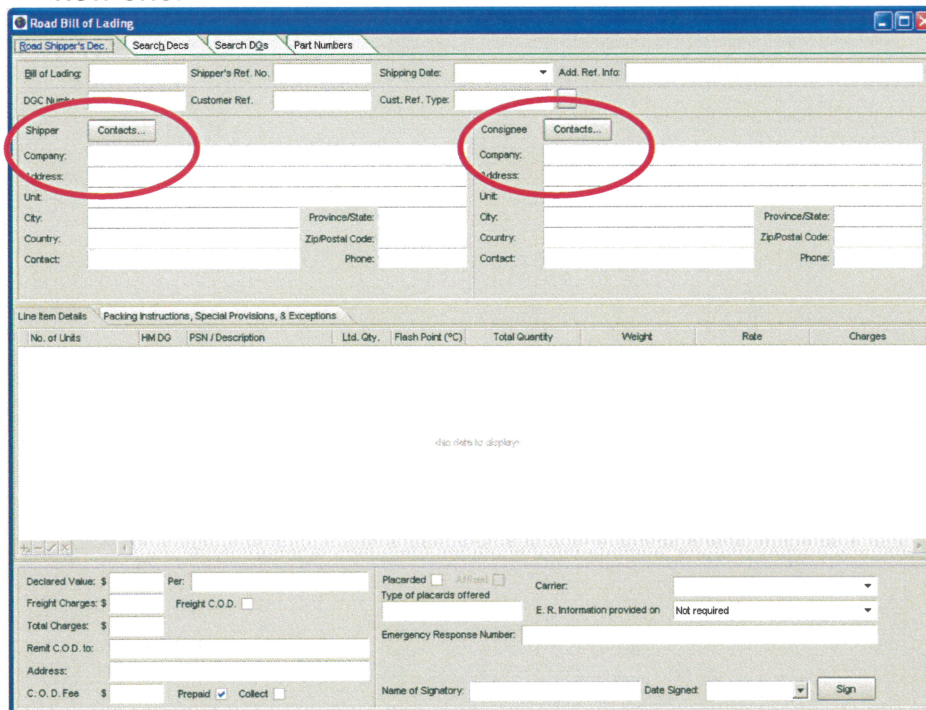
How To

1. When you open DGC Software you will be at the At You Service screen. Select "New Road (49CFR, TDG) Declaration".

2. This is the main screen for creating your Road DGD. To enter a shipper's address click on the "Contacts…" button on the left and select an existing address or create a new one. To enter a consignee address, select the "Contacts…" button on the right and select an existing address or create a new one.

3. To assign a Bill of Lading number to the Road DGD enter it in the "Bill of Lading:" field **(#1)**. The BoL number should be a unique number because it will also appear along with the 24-hour emergency number near the bottom of the Road DGD to comply with 49 CFR, Part 172.604.

To assign a reference number for the Road DGD, enter a value in the "Shipper's Ref No." field **(#2)**. This number will not appear on the Road DGD but will aid when searching for Road DGD's from At Your Service.

4. To add a UN # to the Road DGD, select the "Search DG's" tab **(#3)**. You can search by UN # or Proper Shipping Name **(#4)**. Enter a UN # or PSN and click "Search" **(#5)**. Select the appropriate PSN from the list below by double clicking **(#6)**. You will then be transferred to the "Road Shipper's Dec." tab.

5. The selected UN # will have been added to the Road DGD.

    a.   Enter the number of units and type of package in the blank field beneath the "No. of Unit's" column **(#7)**.

    b.   Enter the flash point if applicable in the blank field beneath the "Flash Point (°C)" column **(#8)**.

    c.   Enter the total net quantity in the blank field beneath the "Total Quantity" column **(#9)**.

    d.   Enter the total gross weight in the blank field beneath the "Weight" column **(#10)**.

6. To enter a line of non-Dangerous Goods click the 'plus sign' button **(#11)** and then enter the appropriate details. You will notice that the line containing the non-Dangerous Good will not have an 'X' in the "HM DG" column and the line that contains the Dangerous Good does.

In the highlighted area below the 'negative sign' button removes lines that are selected when clicked on, and the 'checkmark' and 'x' buttons saves or cancels changes respectively.

7. The last section on the Road DGD deals with the transport details that can be filled out optionally. The following points must be filled out.

    a.   Enter the emergency response details such as a 24-hour number in the "Emergency Response Number:" field **(#12)**.

    b.   Once you have verified that your Road DGD is correct you must click the "Sign" button **(#13)**. The information from your login will populate the required fields.

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

8. To print select File > Print Shipper's Documents. A package verification window will appear. If the values have not been calculated correctly you can manually change them. When complete select "OK" **(#14)** to bring up the print monitor.