

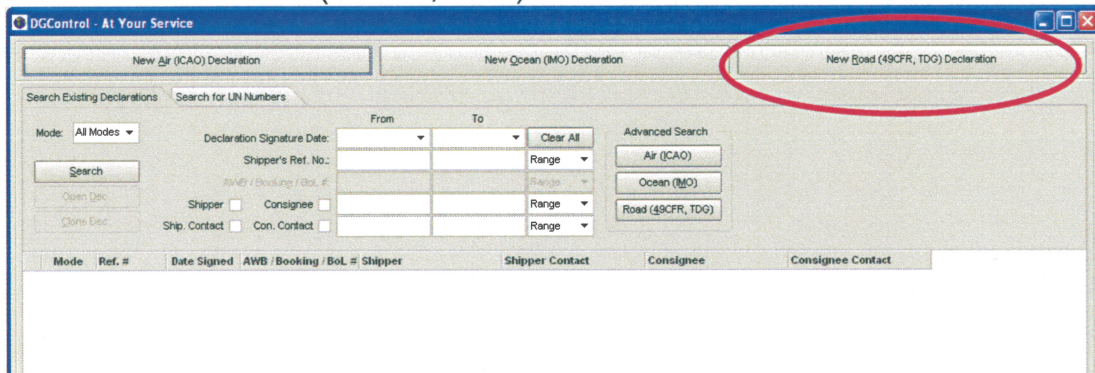
# ROAD – Creating a New 49CFR/TDG (DG and non-DG entries)

## 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.

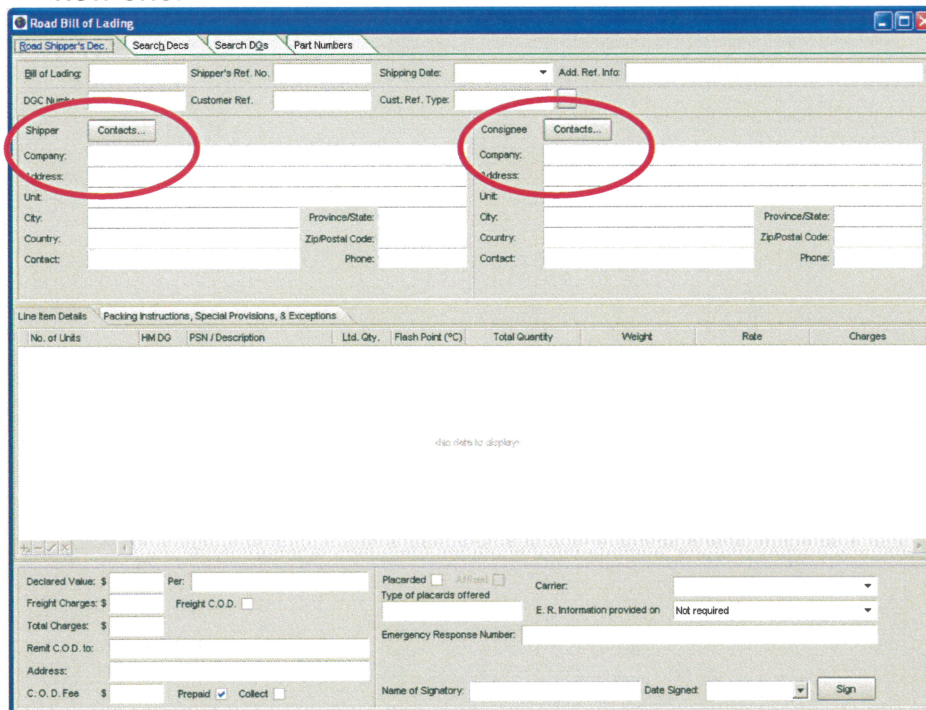
## How To

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



The screenshot shows the 'DGCControl - At Your Service' window. At the top, there are three tabs: 'New Air (ICAO) Declaration', 'New Ocean (IMO) Declaration', and 'New Road (49CFR, TDG) Declaration'. The 'New Road (49CFR, TDG) Declaration' tab is selected and circled in red. Below the tabs, there is a search area with 'Search Existing Declarations' and 'Search for LIN Numbers' options. There are also fields for 'Mode' (set to 'All Modes'), 'Declaration Signature Date', 'Shipper's Ref. No.', and 'Advanced Search' buttons for 'Air (ICAO)', 'Ocean (IMO)', and 'Road (49CFR, TDG)'. At the bottom, there is a table header with columns: 'Mode', 'Ref. #', 'Date Signed', 'AWB / Booking / BoL #', 'Shipper', 'Shipper Contact', 'Consignee', and 'Consignee Contact'.

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.



The screenshot shows the 'Road Bill of Lading' window. It has tabs for 'Road Shipper's Dec.', 'Search Decs', 'Search DGDs', and 'Part Numbers'. The 'Road Shipper's Dec.' tab is active. The form contains fields for 'Bill of Lading', 'Shipper's Ref. No.', 'Shipping Date', 'Add. Ref. Info', 'DOC Number', 'Customer Ref.', and 'Cust. Ref. Type'. Below these are two main sections: 'Shipper' and 'Consignee'. Each section has a 'Contacts...' button circled in red. The 'Shipper' section includes fields for 'Company', 'Address', 'Unit', 'City', 'Province/State', 'Country', 'Zip/Postal Code', and 'Phone'. The 'Consignee' section has identical fields. Below the address fields is a 'Line Item Details' table with columns: 'No. of Units', 'HM DG', 'PSN / Description', 'Ltd. Qty.', 'Flash Point (°C)', 'Total Quantity', 'Weight', 'Rate', and 'Charges'. The table currently shows '<no data to display>'. At the bottom, there are financial and administrative fields: 'Declared Value: \$', 'Per:', 'Placarded' (checkboxes for 'A/Risk' and 'A/Risk'), 'Carrier:', 'Freight Charges: \$', 'Freight C.O.D.' (checkbox), 'Type of placards offered', 'E. R. Information provided on', 'Total Charges: \$', 'Emergency Response Number:', 'Remit C.O.D. to:', 'Address:', 'C. O. D. Fee \$', 'Prepaid' (checkbox), 'Collect' (checkbox), 'Name of Signatory:', 'Date Signed:', and a 'Sign' button.

- 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.

**Road Bill of Lading**

Bill of Lading: ABC123 **1** Shipper's Ref. No. ABC222 **2** Shipping Date: Add. Ref. Info:

DGD Number: Customer Ref. Cust. Ref. Type:

Shipper: ABC Company, 222 Street, Unit 0, Ottawa, ON, Canada, 2A3 B4C, Jon, 555-555-5555

Consignee: ABC Company, 123 Street, Toronto, ON, Canada, 1A2 B2C, Glen, 555-555-5551

No. of Units	HM DG	PSN / Description	Ltd. Qty.	Flash Point (°C)	Total Quantity	Weight	Rate	Charges
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- 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.

**ICAO Shipper's Declaration**

UN Number: 1263 PSN: Search Select

AND Match any part of field

PSN	Class	UN Number	Packing Group	Subrisks	Details
Paint	3	UN1263	I		(including paint, lacquer, enamel, stain, shellac, varnish, polish, liquid filler and liquid lacquer base)
Paint	3	UN1263	II		(including paint, lacquer, enamel, stain, shellac, varnish, polish, liquid filler and liquid lacquer base)
Paint	3	UN1263	III		(including paint, lacquer, enamel, stain, shellac, varnish, polish, liquid filler and liquid lacquer base)
Paint related material	3	UN1263	I		(including paint thinning or reducing compounds)
Paint related material	3	UN1263	II		(including paint thinning or reducing compounds)
Paint related material	3	UN1263	III		(including paint thinning or reducing compounds)

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

- Enter the number of units and type of package in the blank field beneath the “No. of Unit’s” column (#7).
- Enter the flash point if applicable in the blank field beneath the “Flash Point (°C)” column (#8).
- Enter the total net quantity in the blank field beneath the “Total Quantity” column (#9).
- Enter the total gross weight in the blank field beneath the “Weight” column (#10).

No. of Units	HM DG	PSN / Description	Ltd. Qty.	Flash Point (°C)	Total Quantity	Weight	Rate	Charges
10 Fibreboard Boxes	X	UN1263 Paint Class 3 PG II	20	20	160 L	200 kg		

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.

No. of Units	HM DG	PSN / Description	Ltd. Qty.	Flash Point (°C)	Total Quantity	Weight	Rate	Charges
10 Fibreboard Boxes	X	UN1263 Paint Class 3 PG II	20	20	160 L	200 kg		
1 Fibreboard Box		Paint Brushes	10		10 kg	15 kg		

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

The image shows a screenshot of a software form for a Road DGD. The form contains several input fields and checkboxes. A red oval highlights the 'Emergency Response Number' field, which contains the value '12'. Another red oval highlights the 'Sign' button located at the bottom right of the form. The number '13' is written next to the 'Sign' button. Other fields include 'Declared Value', 'Freight Charges', 'Remit C.O.D. to', 'Address', 'C. O. D. Fee', 'Placarded', 'Affixed', 'Carrier', 'Type of placards offered', 'Emergency Response Number', 'Name of Signatory', and 'Date Signed'.

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.

The image shows a dialog box titled "Verify Totals on CFR Shipper's Declaration". The dialog box contains a text area with the following text: "The following two totals have been deduced from the contents of the 'No. of Units & Container Type' and 'Gross Weight' columns. To alter them, simply type the new values into the fields below." Below the text area are two input fields: "Total Packages" with the value "Total Package Count = 11" and "Total Weight" with the value "Total Gross Weight = 215 kg". At the bottom of the dialog box are two buttons: "OK" and "Cancel". The "OK" button is circled in red, and the number "14" is written next to it.