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DISCLAIMER

Proper training is required under federal and/or state regulations to handle dangerous goods and / or hazardous materials. All persons and entities must comply with all federal regulations, including but not limited to the specific training requirements of 49 C.F.R. (172.700 – 172.704)

Troxler provides these materials as a service, to be used as guidelines to assist properly trained shippers. The materials provided by Troxler in no way alter, satisfy, or influence any federal or state requirements. The attached information provided does not meet the training requirements as required in DOT 49 CFR. The study and/or use of these Troxler materials does not qualify an individual to prepare, package, transport, or otherwise handle dangerous goods or hazardous materials.

The information contained in this document is subject to change or update due to changing government regulations. The user of this document assumes responsibility for complying with all applicable laws and regulations regarding the shipment of Dangerous Goods. Troxler shall not be held responsible for any loss, injury and/or damage caused by errors, omissions, misprints or misrepresentations of the contents of this document or for any unauthorized or inappropriate use.

INSTRUCTIONS FOR COMPLETING THE SHIPPER'S DECLARATION

1. Open the Attached Shipper's Declaration with Adobe Acrobat Reader.
(Adobe Acrobat Reader is available as a free download from the Adobe.com web site.)
2. Place your cursor in the "Shipper" block in the upper left-hand corner of the Shipper's Declaration and start entering information. Use the TAB key to move from one field to another and complete all the required fields. For a detailed explanation of information required on a Shipper's Declaration, please refer to **IATA Dangerous Good Regulations, Section 8 – Documentation, Paragraph 8.1.6**. A brief summary of the fields to be completed by the shipper follows:
 - **Shipper** – Full name and address of the shipper
 - **Air Waybill Number** – The number of the Air Waybill to which the declaration will be attached
 - **Shipper's Reference Number** – Optional field providing the shipper with an opportunity to enter an internal organizational reference number
 - **Consignee** – Full name and address of consignee
 - **Airport of Departure** – Enter the full name of the airport or city of departure
 - **Airport of Destination** – Enter the full name of the airport or city of destination
 - **Nature and Quantity of Dangerous Goods** – This section has been mostly completed in advance for a particular model of Troxler gauge. If not already entered, enter the Transport Index. For international shipments (outside the USA), enter the special form certificate numbers for the sources on the last line of this section along with a statement that such documents are attached to the form (e.g. "Special form certificates attached: USA/0614/S; USA/0632/S")
 - **Emergency Phone Number** – This field has been completed using Troxler's 24-hour emergency response phone number (a free service provided to customers and users of Troxler gauges)
 - **Name and Title of Signatory** – Enter the name and title of the person actually signing the Shipper's Declaration
 - **Place and Date** – Enter the place and date to indicate where and when the form is actually signed
3. Print the form on a color printer (diagonal hatchings on the form must appear in red).
4. Sign and date the form. Per IATA 8.1.4.1, a typewritten signature is not acceptable
5. Provide at least three (3) copies of the completed Shipper's Declaration (with diagonal hatchings printed in red) to the air carrier or freight forwarder. Attach copies of the applicable special form certificates.

