



HTL/KIN-TECH DIVISION

SERVICE INFORMATION LETTER

TO: OWNERS, OPERATORS AND SUPPLIERS OF
PACIFIC SCIENTIFIC COMPANY PRODUCTS.

SUBJECT: REMINDER OF HAZARDOUS MATERIAL SHIPPING
RESPONSIBILITY

PURPOSE: THIS SERVICE INFORMATION LETTER (SIL) IS
GUIDANCE TO USERS ABOUT THEIR
RESPONSIBILITIES FOR HAZARDOUS MATERIAL
TRANSPORTATION AND TO PREVENT
SHIPMENTS IN VIOLATION OF HAZARDOUS
MATERIALS HANDLING REGULATIONS

1. INTRODUCTION
Pacific Scientific has received several shipments of hazardous materials without proper packing and documentation. This document is a reminder of the worldwide responsibility for proper handling of "hazardous material."
2. SCOPE
This SIL involves all Pacific Scientific products that are considered hazardous material. Special attention should be applied to all pressurized Gas Vessels, (fire extinguishers & pneumatic vessels) and (electro explosive cartridges and squibs)
3. REFERENCE
IATA Rules and Regulations <http://www.iata.org/dangerousgoods/index>
DOT Rules and Regulations <http://hazmat.dot.gov/>
See Attached: Checklist
4. COMPLIANCE
Compliance with all local, domestic and international transportation regulations is mandatory. Penalties for non-compliance are specified in the regulations and shippers should be aware that these penalties for non-compliance are severe.
5. TOOLS
None Required.
6. Procedures
Check applicable transportation regulations your shipment and employees are subject to. Insure compliance.
7. APPROVAL
None required.

DANGEROUS GOODS CHECK LIST FOR A NON-RADIOACTIVE SHIPMENT

The recommended check list appearing on the following pages is intended to verify shipments at origin.

Never accept or refuse a shipment before all items have been checked.

Is the following information correct for each entry?

SHIPPER'S DECLARATION FOR DANGEROUS GOODS (DGD)

	YES	NO*	N/A		YES	NO*	N/A
1. Two copies in English and in the IATA format [8.1.1, 8.1.2]	<input type="checkbox"/>	<input type="checkbox"/>		– Calculation of "Q" value must not exceed 1 [5.0.2.11; 5.0.3.2; 8.1.6.9.2, Step 6(f)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Full name and address of Shipper [8.1.6.1]	<input type="checkbox"/>	<input type="checkbox"/>		18. Overpack			
3. Full name and address of Consignee [8.1.6.2]	<input type="checkbox"/>	<input type="checkbox"/>		– Indication "Overpack used" [8.1.6.9.2, Step 7]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Name and Telephone Number of a responsible person for Division 6.2 Infectious Substance shipment [8.1.6.2]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	– Compatible according to Table 9.3.A. [5.0.1.5.1 and 5.0.1.5.3]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. If the Air Waybill number is not shown, enter it. [8.1.6.3]	<input type="checkbox"/>			– Multi-overpack marks and quantity per overpack (Fig. 8.1.M and 8.1.N) [8.1.6.9.2, Step 7]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The number of pages shown [8.1.6.4]	<input type="checkbox"/>	<input type="checkbox"/>		Packing Instructions			
7. If full name of Airport or City of Departure or Destination is not shown, enter it. [8.1.6.6 and 8.1.6.7]	<input type="checkbox"/>			19. Packing Instruction Number [8.1.6.9.3, Step 8]	<input type="checkbox"/>	<input type="checkbox"/>	
8. The non-applicable Aircraft Type deleted [8.1.6.5]	<input type="checkbox"/>	<input type="checkbox"/>		Authorizations			
9. The word "Radioactive" deleted [8.1.6.8]	<input type="checkbox"/>	<input type="checkbox"/>		20. Indication of "Limited Quantity" or "Ltd. Qty." if "Y" packing instruction used [8.1.6.9.4, Step 9]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identification				21. The Special Provision Number if A1, A2, A51, A81 or A109 [8.1.6.9.4, Step 9]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Note: Alternative sequence acceptable 8.1.6.9.1(b).</i>				22. Indication that governmental authorization is attached, including a copy in English [8.1.6.9.4, Step 9]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Proper Shipping Name and the technical name in brackets for asterisked entries [8.1.6.9.1(a), Step 1a]	<input type="checkbox"/>	<input type="checkbox"/>		23. Additional approvals for other items under [8.1.6.9.4, Step 9]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Class or Division, and for Class 1, the Compatibility Group [8.1.6.9.1(a), Step 2a]	<input type="checkbox"/>	<input type="checkbox"/>		Additional Handling Information			
12. UN or ID Number, preceded by prefix [8.1.6.9.1(a), Step 3a]	<input type="checkbox"/>	<input type="checkbox"/>		24. For self-reactive and related substances of Division 4.1 and organic peroxides of Division 5.2, or samples thereof, is the mandatory statement shown [8.1.6.11.1 and 8.1.6.11.2]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Packing Group [8.1.6.9.1(a), Step 4a]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25. Prior arrangement statement for Infectious Substances [8.1.6.11.3]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Subsidiary Risk [8.1.6.9.1(a), Step 5a]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26. Name and Title of Signatory, Place and Date indicated [8.1.6.12 and 8.1.6.13]	<input type="checkbox"/>	<input type="checkbox"/>	
Quantity and Type of Packing				27. Signature of Shipper [8.1.6.14]	<input type="checkbox"/>	<input type="checkbox"/>	
15. Number and Type of Packages [8.1.6.9.2, Step 6]	<input type="checkbox"/>	<input type="checkbox"/>		28. Amendment or alteration signed by Shipper [8.1.2.6]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Quantity and unit of measure (net or gross, as applicable) per package [8.1.6.9.2, Step 6]	<input type="checkbox"/>	<input type="checkbox"/>		AIR WAYBILL			
17. If different dangerous goods are packed in one outer packaging, are the following rules applied:				29. The Handling Information box shows: "Dangerous goods as per attached Shipper's Declaration" or "Dangerous Goods as per attached DGD" [8.2.1(a)]	<input type="checkbox"/>	<input type="checkbox"/>	
– Compatible according to Table 9.3.A. (note exception for chemical kits/first aid kits. See Packing Instructions 915 and Y915)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30. "Cargo Aircraft Only" or "CAO", if applicable [8.2.1(b)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– UN packages containing Division 6.2 [5.0.2.11(c)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
– "All packed in one (type of packaging)" [8.1.6.9.2, Step 6(e)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

31. Where non-dangerous goods are included, are the number of pieces of dangerous goods shown [8.2.2] YES NO* N/A

PACKAGE(S) AND OVERPACKS

32. Packaging conforms with packing instruction and is free from damage or leakage [9.1.1.3] YES NO*

33. Same number and type of packagings and overpacks delivered as shown on DGD [9.1.1.3] YES NO*

Markings

34. For UN Specification Packaging, are they marked according to 6.0.4 and 6.0.5:

- Symbol and Specification Code YES NO* N/A
- X, Y or Z, agreed with Packing Group/Packing Instruction YES NO* N/A
- Maximum Gross Weight not exceeded (Solids or Inner Packagings) YES NO* N/A
- Infectious substance package marking [6.0.6] YES NO* N/A

35. The Proper Shipping Name(s) including technical name where required, and the UN or ID Number(s) [7.1.5.1(a)] YES NO*

36. The full name(s) and Address(es) of Shipper and Consignee [7.1.5.1(b)] YES NO*

37. The Net Quantity of Explosives and Gross Weight of the package for Class 1 items [7.1.5.1(c)] YES NO* N/A

38. The Name and Telephone Number of a responsible person for Division 6.2 Infectious Substances shipment [7.1.5.1(d)] YES NO* N/A

39. The Special Marking requirements shown for Packing Instruction 202 [7.1.5.1(e)] 917 YES NO* N/A

40. In case of Carbon Dioxide, Solid (Dry Ice), the Net Weight marked on the package [7.1.5.1(f)] YES NO* N/A

41. For Limited Quantity packagings: "LIMITED QUANTITY" or "LTD. QTY." [7.1.5.3] YES NO* N/A

42. For Salvage Packagings: "Salvage" [7.1.5.4] YES NO* N/A

Labeling

43. The Primary Risk label(s), with Class or Division Number affixed to each package, as per 4.2, Column E [7.2.3.2] YES NO*

44. The Subsidiary Hazard Labels next to Primary Risk labels with Class or Division number, as per 4.2, Column E [7.2.3.2; 7.2.6.2.3] YES NO* N/A

45. Cargo Aircraft Only label, on the same surface near the Hazard label(s) [7.2.4.2; 7.2.6.3] YES NO* N/A

46. "Orientation" labels [7.2.4.4] YES NO* N/A

47. For Magnetized Material, the Handling label [Subsection 4.2, Column E and 7.2.4.1] YES NO* N/A

48. "Cryogenic Liquid" labels [7.2.4.3] YES NO* N/A

49. All above labels correctly affixed [7.2] and all irrelevant marks and labels removed [7.1.1; 7.2.1] YES NO*

For Overpacks

50. If specification markings are not visible, the required statement marked [7.1.4.2] YES NO* N/A

51. Packaging Use markings as required must be clearly visible or reproduced on the outside of the overpack [7.1.5] YES NO* N/A

52. If more than one overpack, identification marks and the total quantity of each overpack must be indicated [Figure 8.1.M and 8.1.N; 7.1.4.3] YES NO* N/A

53. "Cargo Aircraft Only" restrictions [5.0.1.5.3] YES NO* N/A

GENERAL

54. State and Operator variations complied with [2.9] YES NO* N/A

55. Advance arrangements for Infectious, Self-Reactive Substances of Division 4.1 and Organic Peroxides of Division 5.2 made and confirmed [9.1.2; 9.1.3] YES NO* N/A

56. For "Cargo Aircraft Only" shipments, a cargo aircraft operates on all sectors. YES NO* N/A

Comments:

Checked by:

Place:

Signature:

Date:

Time:

***IF ANY QUESTION IS ANSWERED WITH A "NO", DO NOT ACCEPT THE SHIPMENT AND GIVE A DUPLICATE COPY OF THIS COMPLETED FORM TO THE SHIPPER.**