

**SHIPPING ITEMS WITH DRY ICE THAT ARE NOT OTHERWISE  
 DANGEROUS GOODS**

This Standard Operating Procedure (SOP) describes how to prepare a shipment containing dry ice as the only dangerous good for transport by air with a carrier that subscribes to International Air Transport Authority (IATA) standards. The information in this SOP is based on the most current IATA Dangerous Goods Regulations.

This SOP is a supplement to and not a substitute for the DOT/IATA training provided by EHS. Training is required before engaging in any transport-related function and at least every three (3) years thereafter.

**SAFETY INFORMATION – DRY ICE**

Prior to preparing dry ice for shipment, review the Safety Data Sheet. Following is a broad summary of the hazards of small quantities (e.g., 5 pounds or less) of dry ice shipped in commerce.

- Dry ice sublimates. It changes directly from a solid to a gas. Therefore, packages and over-packs must not be tightly sealed. They must allow gases to escape to prevent the build-up of pressure.
- As dry ice sublimates it creates carbon dioxide gas, which is colorless and odorless. If enough dry ice were to sublime in an unventilated space, it could accumulate to a level that exceeds an occupational exposure limit (5000 ppm, expressed as an 8 hour Time-Weighted Average (TWA) or 30,000 ppm as a ceiling limit). Breathing high concentrations of carbon dioxide can lead to labored breathing, increased pulse rate, headache, increased blood pressure, and muscle twitching. At extremely high concentrations, the amount of oxygen available to support life may not be available, leading to asphyxiation.
- Dry ice is extremely cold at -109.3°F (-78.5°C). Touching dry ice unprotected can lead to frostbite. Always handle dry ice with care and wear thermally protective gloves and eyewear. Use mechanical device (e.g., tongs) to handle.

**IATA TABLE 4.2 – DRY ICE ENTRY**

<b>IATA Section 4.2 List of Dangerous Goods (Dry Ice)</b>	
Proper shipping name	“Carbon dioxide, solid” or “Dry ice”
UN/ID No.	UN 1845
Class or Division	9
Hazard Label	Miscellaneous
Packing Group	Not Applicable
Packing Instructions	954
Maximum Quantity/Package for Limited Quantity	“E0”- Not permitted as Excepted Quantity

Passenger/Cargo Aircraft	200 kg
Cargo Aircraft Only	200 kg
Special Provisions	A48 (packaging test not considered necessary); A151 (when used as a refrigerant for other than dangerous goods loaded in a unit load device or other type of pallet, the quantity limits per package...do not apply...); A805 (clarifies that dry ice may be placed directly within an overpack that meets the requirements of Packing Instruction 954)

### **PACKAGING – DRY ICE (Packing Instruction 954)**

Packing Instruction 954 references the general packaging requirements of IATA 5.0.2, meaning that the packaging must be of good quality; compatible with the contents; and sufficient size to accommodate required labeling. Requirements specific to dry ice include the following:

1. Packaging must be designed and constructed to permit the release of carbon dioxide gas. This usually means that the package is not completely sealed at all seams.
2. The package must be of sufficient size to allow for marking and labeling. No labels may fold over from one surface of the container to the next, or overlap.
3. Total net weight of dry ice in the package must be less than the maximum amount specified in the IATA Dangerous Goods Table.

### **MARKING & LABELING – DRY ICE**

General marking and labeling requirements must be observed, such as: all markings must be in English; all markings and labels must be durable and in the correct location, and; only relevant markings and label are allowed. The following marking and labeling is required on the outer package.

1. Proper shipping name: “Carbon dioxide, solid” or “Dry ice.” Either name can be used as a proper shipping name.
2. UN 1845
3. Full name and address of shipper (from) and consignee (to).
4. Net weight of dry ice in the package, expressed in kilograms (2.2 lbs = 1 Kg).
5. Class 9 label.

### **DOCUMENTATION – DRY ICE**

A Dangerous Goods Declaration is not required. However, the appropriate box must be checked to indicate that the shipment contains dangerous goods, and the following information must be provided on the Airway bill:

1. UN1845 (pre-printed on the FedEx Airway bill)
2. Proper Shipping Name, including Hazard Class “9” (pre-printed on the FedEx Airway bill)
3. Number of packages containing dry ice (fill in the blank provided on the Airway bill)
4. Net quantity of dry ice in the package (fill in the blank provided on the Airway bill)

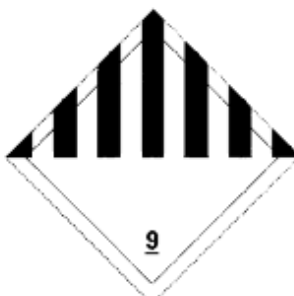
If the person who prepared the package for shipment is different from who is recorded as the shipper on the airway bill, print the name of the preparer in Section 2 of the airway bill. A copy of the airway bill must be retained by the shipper for at least 2 years.


# EXAMPLE PACKAGE AND AIRWAY BILL

Shipper: Ann Smith  
University of Nebraska – Lincoln,  
3630 E. Campus Loop  
Lincoln, NE 68583-0824

Ship to: Marge Harley  
MBD Inc. 6075 S. Spencer  
Las Vegas, NV 89109

UN1845, Carbon Dioxide, Solid, 2 Kg



		FedEx Tracking Number <b>8531 5774 6190</b>	Date <b>0200</b>	Sender's Copy						
<b>1 From</b> <small>As indicated elsewhere</small> Date <b>9-23-2005</b> Sender's FedEx Account Number <b>1234567890</b>		<b>4a Express Package Service</b> <small>Packages up to 150 lbs. **To most locations</small> <input checked="" type="checkbox"/> FedEx Priority Overnight <input type="checkbox"/> FedEx Standard Overnight <input type="checkbox"/> FedEx First Overnight <small>Before noon business day</small> <input type="checkbox"/> FedEx 2Day <input type="checkbox"/> FedEx Express Saver <small>FedEx Envelope (not available. Minimum charge. No accessories)</small>								
Sender's Name <b>Ann Smith</b> Phone <b>402-472-0000</b> Company <b>University of Nebraska-Lincoln EHS</b> Address <b>3630 E. Campus Loop</b> City <b>Lincoln</b> State <b>NE</b> ZIP <b>68583-0824</b>		<b>4b Express Freight Service</b> <small>Packages over 150 lbs. **To most locations</small> <input type="checkbox"/> FedEx 1 Day Freight <input type="checkbox"/> FedEx 2 Day Freight <input type="checkbox"/> FedEx 3 Day Freight <small>* Call for FedEx rules</small>								
<b>2 Your Internal Billing Reference</b> <i>Ann Smith</i>		<b>5 Packaging</b> <small>Other rates apply</small> <input type="checkbox"/> FedEx Envelope <input type="checkbox"/> FedEx Pak <input type="checkbox"/> FedEx Box <input type="checkbox"/> FedEx Tube <input type="checkbox"/> Other								
<b>3 To</b> Recipient's Name <b>Marge Harley</b> Phone <b>000 1 000-0000</b> Company <b>MBD Inc.</b> Recipient's Address <b>6075 S. Spencer</b> <small>We cannot deliver to P.O. boxes or P.O. ZIP codes.</small> Address City <b>Las Vegas</b> State <b>NV</b> ZIP <b>89109</b>		<b>6 Special Handling</b> <small>Includes FedEx address in Section 3.</small> <input type="checkbox"/> SATURDAY Delivery <input type="checkbox"/> HOLD Weekday <input type="checkbox"/> HOLD Saturday <small>Available ONLY for FedEx Priority Overnight and FedEx 2Day. FedEx 1 Day Freight and FedEx Freight do not have Saturday delivery. FedEx 2Day and FedEx Priority Overnight are available ONLY for FedEx Priority Overnight and FedEx 2Day. FedEx 1 Day Freight and FedEx Freight do not have Saturday delivery.</small> Does this shipment contain dangerous goods? <small>See how to label here</small> <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Dry Ice <small>See how to label here</small>								
Try online shipping at <a href="http://fedex.com">fedex.com</a> By using this Airbill you agree to the service conditions on the back of this Airbill and in our current Service Guide, including terms that limit our liability. Questions? Visit our Web site at <a href="http://fedex.com">fedex.com</a> or call 1.800.GoFedEx. 1.800.468.3333.		<b>7 Payment</b> <i>Bill to:</i> Enter FedEx Account No. or Credit Card No. below. <input type="checkbox"/> Sender <input type="checkbox"/> Recipient <input type="checkbox"/> Third Party <input type="checkbox"/> Credit Card <input type="checkbox"/> Cash/Check <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Total Packages</td> <td>Total Weight</td> <td>Total Declared Value*</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">4 lbs</td> <td style="text-align: center;">\$ 0.00</td> </tr> </table> * Our liability is limited to \$100 unless you declare a higher value. See back for details.			Total Packages	Total Weight	Total Declared Value*	1	4 lbs	\$ 0.00
Total Packages	Total Weight	Total Declared Value*								
1	4 lbs	\$ 0.00								
		<b>8 Sign to Authorize Delivery Without a Signature</b> I/We grant you authorization to deliver this shipment without our signature and agree to indemnify and hold us harmless from any resulting claims.								
		Signature Box: <b>467</b>								

(Created 2/03; Revised 5/05, 9/05, 8/08, 10/08, 10/09, 6/10, 12/10, 12/11, 12/12, 7/13)

UNL Environmental Health and Safety · (402) 472-4925 · <http://ehs.unl.edu>

## **SECURITY AWARENESS**

Hazmat employees must receive training relative to security. Following is a summary of the security awareness information included in the EHS IATA training program. Reduce the possibility of unauthorized access, possession, and use of hazardous materials by securing all hazardous materials, including dangerous goods. The following general guidelines represent minimum requirements:

- Packages containing dangerous goods must be kept in a secured area, or under the supervision of a designated shipper or other authorized employee(s) until picked up by the carrier. Limit access to areas where dangerous goods are prepared for shipment, received, stored, unpacked, or used. Report latches and locks on doors or other security devices that are damaged, sticky, or have been tampered to your supervisor and the Building Maintenance Reporter.
- Make sure the carrier picking up dangerous goods shipments has identification (e.g., company ID, uses a clearly identified company vehicle, wears a company uniform, etc.).
- Report suspicious individuals, behavior, stolen or missing hazardous materials and hazardous materials packages, and known or suspected unauthorized entry into secured areas to your supervisor and to the UNL Police Department 402-472-2222. Be aware of your surroundings; look for out-of-place vehicles and abandoned or out-of-place backpacks, bags, or other containers.
- Limit information concerning hazardous materials shipments to individuals who need to know. Do not share information on dangerous goods shipments with casual acquaintances or strangers.
- Be familiar with emergency procedures in place at UNL and know what to do if a package is leaking or damaged.