



DANGEROUS GOODS PANEL (DGP) WORKING GROUP MEETING (DGP-WG/15)

Montreal, 27 April to 1 May 2015

Agenda Item 7: Other business

EFFORTS ADDRESSING DANGEROUS GOODS IN THE POST

(Presented by Universal Postal Union (UPU))

SUMMARY

This information paper is presented for information and discussion, in the developments by the UPU to assist designated operators in updating and enhancing the controls for preventing the introduction of dangerous goods into postal networks and air transport.

1. INTRODUCTION

1.1 It will be recalled the ICAO Council, at its session on 14 March 2012, approved the UPU proposal to transport equipment containing admissible lithium batteries by the post. This approval came after many discussions between the ICAO and UPU Secretariats as well as meetings with the ICAO Dangerous Goods Panel (DGP) members.

1.2 The results of these discussions were that the relevant provision of the Technical Instructions and its Supplements were amended. These amendments not only allowed for the transport of lithium batteries contained in equipment, but also called for specific actions by national civil aviation authorities and designated operators. The UPU also committed to do its part to ensure that the safety of air transport. This has resulted in the development of several projects that have been completed and made available to all UPU members.

1.3 The UPU in cooperation with the ICAO Secretariat, DGP Members, IATA, and dangerous goods experts from the posts developed a baseline Dangerous Goods Training Program, which was developed in compliance with the technical instructions. This training program has been provide to all 193 member countries and is available for download from the UPU website. <http://www.upu.int/en/activities/postal-security/dangerous-goods/training-material.html>

1.4 The UPU developed guidance material, titled “Controlling the introduction of dangerous into postal networks”. This guidance material was created using UPU member countries best practices and the guidelines that are contained in the Supplement to the Technical Instructions (S-1;3). The French version of this guidance material is attached as annex 1, it will also be made available on the UPU website in all UPU languages.

1.5 In order to raise awareness with the public the UPU initiated a dangerous goods awareness campaign, in cooperation and co-branded with ICAO, IATA and WCO. The campaign slogan is “Keep me safe to get me there faster”. The website contains additional information on transporting dangerous goods in the post and videos. This campaign is currently available in English, French and Spanish. However, due to the response from UPU members we are currently exploring the possibility of making it available in all UPU languages. <http://news.upu.int/outreach/keep-me-safe-to-get-me-there-faster/>

1.6 The UPU committed to providing a centralized location for posts to report incidents involving dangerous goods in UPU mail. The UPU created a reporting format and provides an email address for the information to be sent. This information is disseminated to the operators involved and the ICAO Secretariat is notified. The UPU Secretariat reviews this information for potential systemic problems and also uses it as a learning tool. <http://www.upu.int/en/activities/postal-security/dangerous-goods.html>

1.7 The UPU also committed to maintaining a current list of designated operators who have been approved by their civil aviation authority to accept and ship equipment containing admissible lithium batteries. This is designed to give civil aviation authorities, airlines and other entities of the supply chain a central location to determine whether a designated operator is permitted to accept and ship these items. <http://www.upu.int/fileadmin/documentsFiles/activities/postalSecurity/listAuthorizedDOsLithiumBatteriesEn.pdf>

2. DISCUSSION

2.1 The DGP-WG is invited to take note of the developments by the UPU and its member countries to control the introduction of dangerous goods into postal networks and to educate customers and employees of the post.

APPENDIX

**CONTROLLING THE INTRODUCTION OF DANGEROUS GOODS
INTO POSTAL NETWORKS**

Controlling the introduction of dangerous goods into postal networks

Guidance material





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Controlling the introduction of dangerous goods into postal networks

Guidance material

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Introduction

This document is the work of the UPU Postal Security Group's dangerous goods working group. The information is provided to assist member countries and their designated operators (DOs) in protecting their postal networks from the introduction into the mail of inadmissible or undeclared dangerous goods. This is particularly important in the context of air transport, the primary transport mode of international mail.

Annex 18 (Safe Transport of Dangerous Goods by Air) of the International Civil Aviation Organization (ICAO) Convention states that:

"11.4 Dangerous goods by mail

Recommendation. – Each Contracting State should establish procedures with a view to controlling the introduction of dangerous goods into air transport through its postal services.

Note. – International procedures for controlling the introduction of dangerous goods into air transport through the postal services have been established by the Universal Postal Union."

While ICAO is concerned specifically with the transport of mail by air, these procedures are put in place to protect all modes of transportation, employees, customers, and all others who move mail as part of the global supply chain. The purpose of this manual is to provide guidance to designated operators for putting procedures in place to control dangerous goods, emphasize the new requirements contained in the ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air, and provide guidance to designated postal operators when meeting with their local civil aviation authorities.

The Posts have a long history of transporting certain dangerous goods such as admissible patient specimens, admissible infectious substances, and admissible radioactive substances. DOs the world over have individual dangerous goods training programmes in place. The UPU's Postal Security Group has also worked for more than 15 years to raise awareness about dangerous goods among UPU member countries, and has distributed various training materials to this end.

New technologies are emerging continuously, and these sometimes pose risks for air transport. Many recently developed electronic devices, for example, may not be activated during flight because of the dangers that they pose. Flammable substances like aerosols cannot be transported by airmail. Moreover, as new technologies make new products available, the risk posed by the air transport of these products multiplies. As the prices of these products come down and e-commerce grows, the demand for shipping of these products by air grows as well. This demand growth increases the risk of accidents occurring due to the inadvertent non-observation of shipping regulations. The world's Posts taken together constitute a global logistics chain that must work in close collaboration with the aviation sector. Today's aviation safety environment is more complex than in the past. If aviation safety is to be assured, Posts, too, must conform to the relevant regulations, procedures and training standards observed by other comparable logistics providers.

Given the increasingly complex aviation safety environment and the increased likelihood of accidents stemming from the inadvertent non-observance of packaging and admissibility regulations across an ever-growing volume of potential dangerous goods, more systematic and structured efforts are called for to reduce the possibility of inadvertent introduction of non-permissible dangerous goods into airmail. There is a need to strengthen, adapt and standardize existing dangerous goods training programmes and procedures to control the introduction of dangerous goods into the mail.

Despite the long relationship Posts have with air transport, there has traditionally been very little interaction between designated operators and their respective civil aviation authorities (CAAs). Over the years, DOs have developed individual procedures and training programmes to keep dangerous goods out of the mail. Now, however, given the more complex aviation safety environment, it is believed that more formal and structured methodologies to keep dangerous goods out of the mail have become necessary.

Reflecting this need for more formal and structured methodologies, new text in section 2.4.3 of chapter 2 of the 2013–2014 version of the ICAO Technical Instructions (TIs) states the following:

"The procedures of designated postal operators for controlling the introduction of dangerous goods in mail into air transport are subject to review and approval by the civil aviation authority of the State where the mail is accepted."

Similarly, section 4.1 of chapter 4 of the same TIs states that initial and recurrent dangerous goods training programmes must be established and maintained by, or on behalf of, designated postal operators, and that dangerous goods training programmes must be subject to review and approval by the civil aviation authority of the State where the mail was accepted by the designated postal operator. Having procedures and training programmes in place are requirements applicable to all DOs. These requirements in the Technical Instructions are not new – they are effectively a restatement of long-standing text in chapters 10 and 11 of Annex 18 to the ICAO Convention. It is important that DOs and their national CAAs come together to discuss the business model of the Posts and to review and update existing procedures for controlling the introduction of dangerous goods and the related training programmes.

The material in this manual helps to provide guidance for the Dangerous Goods Training Programme developed in conjunction with ICAO, the International Air Transport Association (IATA), civil aviation authorities and PSG members. This manual will also serve as guidance material to assist DOs with the assessment by the CAA of their procedures for controlling the introduction of dangerous goods into air transport.

1 Controlling the introduction of dangerous goods into postal networks

Part 1, chapter 2, section 2.3, of the ICAO Technical Instructions, article RL 131 of the UPU Letter Post Regulations and article RC 119 of the Parcel Post Regulations list the dangerous goods that may be acceptable in international mail for transport by air, subject to the provisions of the appropriate national authorities, the technical instructions and UPU Regulations.

All DOs must have procedures in place for controlling the introduction of dangerous goods into the postal system and into air transport. Even if a DO chooses not to accept those dangerous goods allowed in the mail, it must still have procedures to prevent undeclared or hidden dangerous goods from entering the mail system. The Technical Instructions require the CAA to assess these procedures in cooperation with the DO.

ICAO Doc 9284, Supplement to the Technical Instructions, provides guidance material to assist states in assessing the DO's procedures for controlling the introduction of dangerous goods. It aims to help DOs meet the requirements of their respective CAAs. The ICAO guidance document lists the following procedures that the DOs should have in place in order to control the introduction of dangerous goods into air transport:

1.1 *Dangerous goods training for staff*

As stated earlier, the ICAO Technical Instructions now require that dangerous goods training programmes be subject to review and approval by the CAA of the state where the mail is accepted by the designated postal operator. The new instructions also state that staff of designated postal operators must be trained in line with their responsibilities. To that end, the UPU has developed a dangerous goods training programme reflecting the content of training courses outlined in table 1–6 of the Technical Instructions.

This training is a baseline programme, and the DO should meet with its local CAA to discuss the training programme. The local CAA may require more or less training depending on national legislation and the DO's operational needs.

The DO should maintain training records for its employees. The training records must be retained by the employer for a minimum period of 36 months from the most recent training completion month, and must be made available upon request to the appropriate national authority. There should be a process for refresher training every 24 months or as needed.

The training is entitled International Mailing of Dangerous Goods by Air, and the current material can be downloaded from the UPU website: www.upu.int/en/activities/postal-security/dangerous-goods/training-material.html

The training is divided into three separate programmes which follow the recommendations in table 1–6:

- a Dangerous goods training for staff accepting mail.
- b Dangerous goods training for staff processing mail.
- c Dangerous goods training for staff handling, storing and loading mail.

Depending on the responsibilities associated with the employee's position, the number of modules differs from category to category.

Examples of possible methods for delivering training include, but are not limited to:

- Classroom training.
- Interactive video conferencing.
- Web-based training.
- Online training, local office training, etc.
- Employee meetings for security and safety of mail.

1.2 Reporting and tracking of dangerous goods accidents and incidents to civil aviation authorities and/or other national authorities

On 11 February 2013, the UPU issued letter No. 4293(DOT.PSP)1013, which provided a process for reporting dangerous goods accidents and incidents to the UPU, which would then be shared with ICAO. The country's CAA or other national authority may also have a procedure for reporting these incidents at the national level.

1.3 Reporting of hidden and undeclared dangerous goods to civil aviation authorities

The UPU's letter No. 4293(DOT.PSP)1013 provided a process for reporting discovered hidden and undeclared dangerous goods to the UPU, which would then be shared with ICAO. The country's CAA or other national authority may also have a procedure for reporting the discovery of hidden and undeclared dangerous goods at the national level.

1.4 Methods to inform postal customers of what is admissible in mail at acceptance points

DOs should have measures in place to inform the public of mailing regulations. This should include information on which dangerous goods are acceptable in mail. The information should be available at all locations where mail is deposited (i.e. post offices, street/collection boxes, contract postal units). It should be made available to customers even if a DO chooses not to accept dangerous goods. There are several different examples provided as attachments to this document. These examples are taken from other Posts, and should be adapted to the rules and regulations of the country's particular Post and national laws.

Examples:

- Warning posters about dangerous goods allowed in mail at postal facilities (official and contracted offices).
- Customer briefings by postal representatives.
- Warning information to customers on DO websites.
- Other types of notices to customers, such as mailed warnings, advertisements, etc.

1.5 Methods to inform account customers of the restrictions and regulations regarding dangerous goods

The DO should be able to show how information regarding dangerous goods in the mail is communicated to customers. This information may be provided through the DO website, direct e-mail, mailed communications, postings in external publications, or personal interactions by DO account representatives.

Examples of possible compliance measures include, but are not limited to:

- Providing information pamphlets or brochures on dangerous goods to customers on a periodic basis.
- Ongoing training efforts by the DO to inform each customer of acceptable or prohibited dangerous goods.
- Information regarding penalties for account holders who improperly ship dangerous goods.

1.6 Inclusion of clauses in contracts with account customers regarding dangerous goods not permitted in the mail

The DO account representative should provide material to the account customer about what can and cannot be mailed internationally.

The information provided to account customers should reference specific sections of the DO's mailing requirements or regulations. It could also reference other documentation which outlines the specific references to dangerous goods and prohibited items. These documents should be updated regularly by the DO to reflect the current regulations.

Example of contract language:

MAILABILITY AND IMPORTABILITY

All items mailed under this Agreement must conform to the mailability requirements of the designated postal operator as detailed in regulations and conform to the importation restrictions of the destination countries. The Mailer is solely responsible for the importation status of the products mailed under this Agreement.

COMPLIANCE

1 The Mailer must comply with all applicable regulations, orders and demands, and all other applicable laws.

2 All items mailed under this Agreement must conform to the mailability requirements of the DO and conform to the importation requirements of the destination countries. The Mailer is solely responsible for the importation status of the products mailed under this Agreement.

3 The Mailer must provide any necessary documentation, including data provided in electronic format, in connection with each mailing, in the form and at the time specified by the DO, customs agencies, local civil aviation authority, a destination country foreign government, or other authority. The Mailer further understands that the failure to provide any such required documentation may result in refusal at acceptance, delay in processing, involuntary seizure by authorities, and/or return of mail to sender.

4 The Mailer must comply with any regulation or order promulgated by the DO, customs agencies, civil aviation authorities, a destination country foreign government, or other governmental unit with jurisdiction over mail, to facilitate the customs processing of its mail, according to any requirements specified by those authorities.

5 This Agreement may be terminated immediately for cause based on the Mailer's failure to comply with all regulations, orders, and demands and all other applicable laws.

Examples of possible compliance measures could include:

- Standard contract language included in each business contract.
- Providing information pamphlets or brochures on dangerous goods to customers on a periodic basis.
- Ongoing training efforts by the DO to inform each customer what dangerous goods are acceptable or prohibited in the mail.
- Contractual penalty clauses for account holders who improperly ship dangerous goods.

1.7 *Emergency procedures*

The DO should have in place written standard operating procedures for emergency response to incidents and accidents involving declared and undeclared dangerous goods. These procedures may already be incorporated into existing safety and security procedures. For example, a package leaking an unknown substance may be addressed as a hazardous spill.

It is important that security and safety procedures are communicated to the employees. The method may vary and can include formal training, team briefing, verbal and written instructions, leaflets, etc. The level of information/instruction required would depend on the risks that may be encountered at your workplace.

1.8 *Retention of documents*

The DO should have in place a written policy for the retention of documents relating to dangerous goods. In accordance with the Technical Instructions, any required documentation for the transport of dangerous goods by air must be retained for a minimum of three months after the flight on which the dangerous goods were transported.

1.9 Documented acceptance procedures

If a Post has chosen to accept any of the dangerous goods admitted exceptionally as described in article RL 131 of the Letter Post Regulations, article RC 119 of the Parcel Post Regulations, and chapter 2, section 2.3, of the ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air (Doc 9284), it must have documented acceptance procedures in place. There should be training provided on these acceptance procedures, and they should be readily accessible at acceptance locations.

As described in section 1.1, the training will be commensurate with ICAO Annex 18 and the ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air (Doc 9284), or the national authority.

1.10 Procedures for requiring sender information

As part of the DO's acceptance procedures, the acceptance personnel should be trained to check that names, addresses and signatures are legible on all packages. This requirement is also covered in section 1.1 on dangerous goods training for staff.

1.11 Procedures for complying with state or operator variations and changes to the Technical Instructions

The DO should have in place a procedure or responsible party for ensuring that any state or operator variations or changes to the Technical Instructions are incorporated into existing procedures and updated.

1.12 Procedures for handling rejected packages

The DO should have in place written standard operating procedures for handling packages that are rejected from air transport. These procedures may already be incorporated into existing safety and security procedures. For example, a package may contain an item that cannot be transported by air, but that could be transported by other transport modes. The package would be marked as not permitted for transport by air.

It is important that security and safety procedures be communicated to employees. The methods may vary, and can include formal training, team briefing, verbal and written instructions, leaflets, etc. The level of information/instruction required will depend on the risks that may be encountered at the workplace.

2 Conclusion

Each DO should meet with its respective CAA at the earliest possible opportunity. This will give the DO the opportunity to explain the operations and business model of the Post. This information can then be considered by both parties when discussing the way forward for dangerous goods training and procedures for preventing the introduction of dangerous goods into mail and air transport.

It is important to remember that all DOs, irrespective of whether or not they wish to transport equipment containing lithium batteries or other admissible items outlined in article 16, should have in place procedures for controlling the introduction of dangerous goods into their postal networks in order to keep the mail safe and secure.



ITEMS UNACCEPTABLE FOR INTERNATIONAL MAIL

CHECK BEFORE MAILING!

ITEMS ACCEPTABLE FOR INTERNATIONAL MAIL

Examples of lithium batteries exceeding allowable power limits and uninstalled lithium batteries – **NOT** acceptable

Examples of small lithium batteries installed in the equipment they operate

Uninstalled laptop battery



Electric bicycle



Electric wheelchair



Small generator

For details, go to <http://usps.com/ship/can-you-ship-it.htm>



The dangerous goods shown below are not permitted in international mail

 Class 1: Explosives	 Class 2: Gases	 Class 3: Flammable Liquids
 Class 4: Flammable Solids	 Class 5: Oxidizers and Organic Peroxides	 Class 6: Toxic Materials and Infectious Substances
 Class 7: Radioactive Materials*	 Class 8: Corrosives	 Class 9: Miscellaneous Hazardous Materials*



For details, go to <http://usps.com/ship/can-you-ship-it.htm>

For details, go to <http://usps.com/ship/can-you-ship-it.htm>
*Limited Exceptions apply

Dangerous goods

Dangerous goods are prohibited from the mail. Many everyday items, such as those shown, may be dangerous goods and could cause serious accidents when mailed.

It is your responsibility to ensure your parcel does not contain dangerous goods. **With your cooperation, accidents can be prevented.**

As dangerous goods are prohibited from the mail you could be held responsible should an accident occur.

For more information, call customer service at **1 800 267-1177**.

NOTE: The samples shown are common examples of prohibited items and do not represent an exhaustive list of dangerous goods. If you wish to clarify whether you can mail a specific item, please call Customer Service.

For more information, call customer service at:

Toll Free: 1 800 267-1177
TTY/TDD: 1 800 267-2797

Lithium batteries

Although Lithium Batteries are safe when carried on your person, there are serious risks when shipping them as a parcel (this includes small lithium batteries such as the ones used to power cell phones and laptops).

If a battery overheats or short circuits during transport the results could be devastating. Canada Post accepts lithium batteries under certain conditions. Please ensure to verify Canada Post's Lithium Battery acceptance criteria by consulting our *Postal Guide's ABCs of Mailing* at www.canadapost.ca/postalguide

Our *Postal Guide's ABCs of Mailing* will describe what we accept for domestic versus International Mailings and will provide you with up to date information.

Dangerous Goods

What not to mail

What not to mail

1 Explosives

- Flares
- Fireworks
- Flash powder
- Grenades
- Rocket motors
- Ammunition/Cartridges
- Toys and starting pistol caps
- Explosive fuses and igniters

2 Gases

- Aerosol products
- Fire extinguishers
- Bear/dog spray
- Cigarette lighters
- Cryogenic liquids (nitrogen, helium, etc.)
- Gas cylinders or cartridges (oxygen, air, acetylene, propane, butane, carbon dioxide, etc.)

3 Flammable Liquids

- Fuel
- Acetone
- Aftershave
- Perfumes
- Adhesives (glues)
- Paint, thinners and solvents
- Gasoline and gasoline additives
- Alcohols (butanol, methanol, ethanol, etc.)

4 Flammable Substances

- Charcoal
- Phosphorus
- Oil-impregnated fabrics or cotton
- Fire starters, matches and fuel tablets
- Calcium metal, magnesium metal, sodium metal, etc.

5 Oxidizers and Organic Peroxides

- Fertilizers
- Peroxides
- Pool chemicals
- Epoxy resin kits

6 Toxic and Infectious Substances

- Poisons
- Pesticides
- Wood preservatives
- Bacteria and viruses
- Drugs and medicines
- Photographic chemicals
- Infectious blood and biological products

7 Radioactive Materials

- Smoke detectors
- Medical isotopes
- Measuring instruments

8 Corrosives

- Dyes
- Acids
- Mercury
- Battery acid
- Drain openers
- Bases/Caustics (household bleach, lye ammonia solution, etc.)
- Disinfectants and cleaning products

9 Miscellaneous

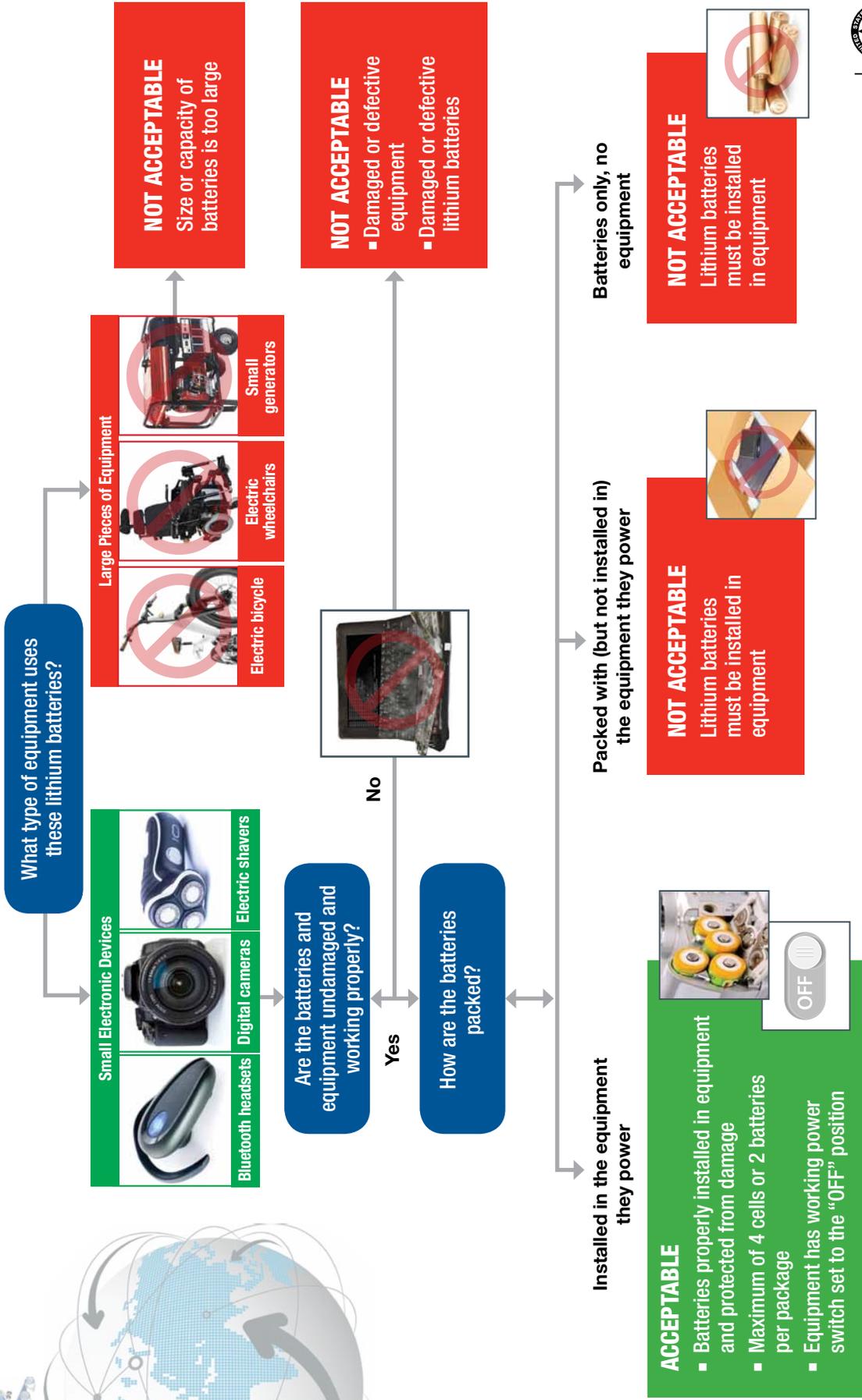
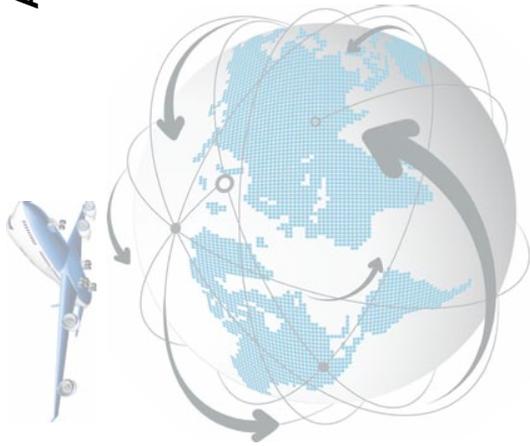
- Dry ice
- Asbestos
- Strong magnets
- Lithium batteries
- Self-inflating devices (life preservers, air bags, etc.)
- Gas-filled shock absorbers

It is your responsibility to ensure your parcel does not contain dangerous goods. With your cooperation, accidents can be prevented.
www.canadapost.ca/dangerousgoods

Toll Free: 1 800 267-1177
TTY/TDD: 1 800 267-2797

INTERNATIONAL and APO/FPO/DPO MAIL ONLY

ACCEPTANCE PROCESS FOR PACKAGES CONTAINING LITHIUM BATTERIES



IS YOUR PACKAGE SAFE TO MAIL?

You could be mailing hazardous materials and not even know it.



Did you know that many common household items are dangerous to ship and are not permitted in the mail? Even items that are permitted in the mail can present a hazard if improperly packaged, due to vibration, temperature changes and variations in atmospheric pressure.

USPS® is committed to keeping your mail safe. Log on and see if the item you wish to mail is permitted and learn more about how to prepare this type of mail safely.

WARNING: Persons who knowingly mail items or materials that are dangerous or injurious to life, health, or property in violation of 39 USC § 3018 may be liable for a civil penalty of at least \$250, but not more than \$100,000 for each violation; the costs of any cleanup associated with each violation; and damages.

Visit usps.com/aviationsecurity for more information.



Check for lithium batteries

Electronic equipment containing lithium batteries

If the postal item contains lithium batteries confirm with the sender that the followings conditions are fulfilled:

A. The equipment is acceptable electronic equipment, such as:

Video camera	Walkie-talkie	GPS	Radio-controlled toy
			
Digital camera	Scanner	Mobile phone	MP3 player
			
Bluetooth headset	Smart phone	Laptop computer	Shaver
			
Power drill	Tablet computer	Portable DVD player	Measuring equipment
			

Note:

- This is a representative listing of common electronic equipment containing four or fewer lithium cells or two or fewer lithium batteries, therefore complying with postal requirements. Acceptance for posting is not exclusive to these items.
- Check that the lithium cells/batteries are installed in the electronic equipment and have not been removed and packaged separately within the outer package.
- Conduct a visual inspection of the outer packaging for damage and check that the packaging used will protect the declared equipment from any damage in the course of operations and air transport.

B. In general, the following equipment is not acceptable since it uses lithium batteries exceeding the watt-hour rating or lithium content, or does not meet the conditions for acceptance by the Post:

Electric bicycle	Laptop with external battery	Electric wheel chair	Small in-house power generator
			
Battery not installed in handset	160 watt-hour lithium ion loose or installed in equipment	Loose 3.0 watt-hour battery not installed in equipment	Automated external defibrillator (AED)
			

Note: Lithium batteries packed alone or those packed with equipment are not acceptable in postal items transported by air.

What You Can Do to Help

Ask Before You Mail

Many common, everyday items are classified as hazardous materials. Determining the mailability of hazardous materials requires the consideration of a number of factors and can be very challenging. Please check with your local U.S. Postal Service® officials before attempting to mail any items that could be considered hazardous. Improper mailing of hazardous materials may subject you to civil and/or criminal liability.

Full responsibility rests with the mailer to comply with all postal and nonpostal laws and regulations regarding the mailing of hazardous materials.

Mailers are responsible for the following:

- Knowing the physical characteristics of the hazardous materials they wish to mail.
 - Ensuring that no hazardous material is mailed unless it is permitted under Postal Service™ mailing standards in *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 601.10 and the *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM®).
 - Ensuring that all Postal Service regulations are followed regarding the packaging, markings, labeling, and declaration of hazardous materials placed in the mail.
- Further guidance on the packaging, marking, and mailability of hazardous materials is available from the following sources:
- Aviation Mail Security Web site; <http://www.usps.com/ship/can-you-ship-it.htm>.
 - DMM 601.10; http://pe.usps.com/text/dmm300/dmm300_landing.htm.
 - Publication 52, *Hazardous, Restricted, and Perishable Mail*; <http://pe.usps.com/text/pub52/welcome.htm>.
 - IMM (for mailings to foreign addresses); <http://pe.usps.com/text/imm/welcome.htm>.

Reused Packaging

Reused packaging and boxes are only acceptable when all markings and labels are removed or completely marked out so that they cannot be read. Regardless of what is actually inside your package, markings or labels for hazardous or restricted materials may prevent your package from being delivered. Refer to DMM 601.5.1 for more information.



Incorrect



Correct

Laws That Keep Us Safe

With certain limited exceptions, the federal law in Title 18 United States Code 1716 (18 U.S.C. 1716) declares it a crime to mail anything that may kill or injure persons or harm property. Persons violating the statute may be subject to fines, imprisonment, or other severe penalties.

The Postal Service has established rules prescribing preparation and packaging conditions under which certain hazardous materials, which are not "outwardly of their own force dangerous or injurious to life, health, or property," may be mailed. Because these rules are very limited, most hazardous materials are prohibited from mailing.

Hazard Classes

For purposes of transportation and shipping, each hazardous material is assigned to a hazard class. The list that follows provides examples of items that are subject to mailing restrictions or prohibitions.

Hazard Classes

Examples

Class 1: Explosives

Fireworks, ammunition, fuses, model rocket engines, automobile air bags

Class 2: Gases

Aerosols, hairspray, scuba tanks, compressed gas containers, lighters, butane, propane

Class 3: Flammable Liquids

Fuels (gasoline), items that contain or used to contain fuel (lighters, propane cylinders, used gasoline tanks), some paints and inks, furniture varnishes, perfumes

Class 4: Flammable Solids

Matches, signal flares

Class 5: Oxidizers and Organic Peroxides

Oxidizing liquids, swimming pool chemicals, peroxides

Class 6: Toxic Materials and Infectious Substances

Insecticides, pesticides, pepper spray, infectious substances, sharps, patient specimens

Class 7: Radioactive Materials

Scientific instruments, products requiring a radioactive warning label

Class 8: Corrosives

Bleach, ammonia, batteries, drain cleaners, mercury, oven cleaners

Class 9: Miscellaneous Hazardous Materials

Magnets, dry ice, self-inflating lifesaving devices, lithium and lithium-ion batteries

Just because an item is NOT on this list does not mean that the item is mailable — be sure to ask before mailing any items that could be considered hazardous.



Check first!

Check that the postal item contains **no dangerous goods** such as those in this list

Examples of dangerous goods prohibited for air transport

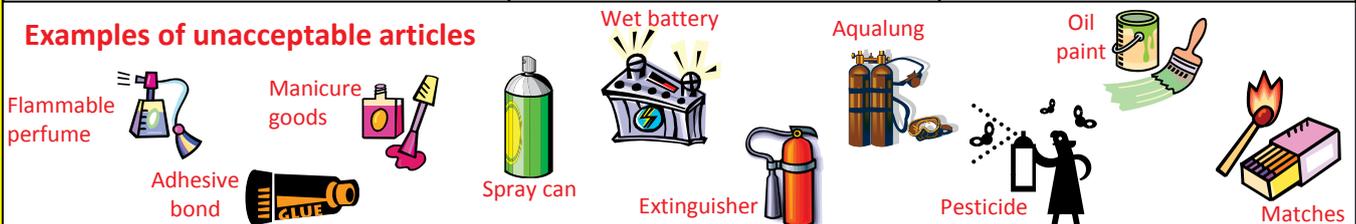
1 Explosives Fireworks Crackers Ammunition Gunpowder Flares Warning flares 	2 Compressed gases Butane lighter fuel Diving tanks Camping gas Butane gas Sprays Extinguishers 	3 Flammable liquids Oil lighters Lighter fuels Oil paints Adhesion bonds Flammable perfumes 
4 Flammable substances Matches Charcoals 	5 Oxidizing substances Oxygen generator chemicals Peroxides/bleaching powders 	6 Toxic and infectious substances Pesticides Agricultural chemicals Mercury compounds Bacteria Viruses * Note 
7 Radioactive materials * Note 	8 Corrosives Wet batteries Mercury Hydrochloric acid 	9 Miscellaneous dangerous goods Magnetized goods Engines Solid carbon dioxide (dry ice) Lithium batteries * Note 

* Note: Except those that are admissible under the provisions of the UPU Acts.

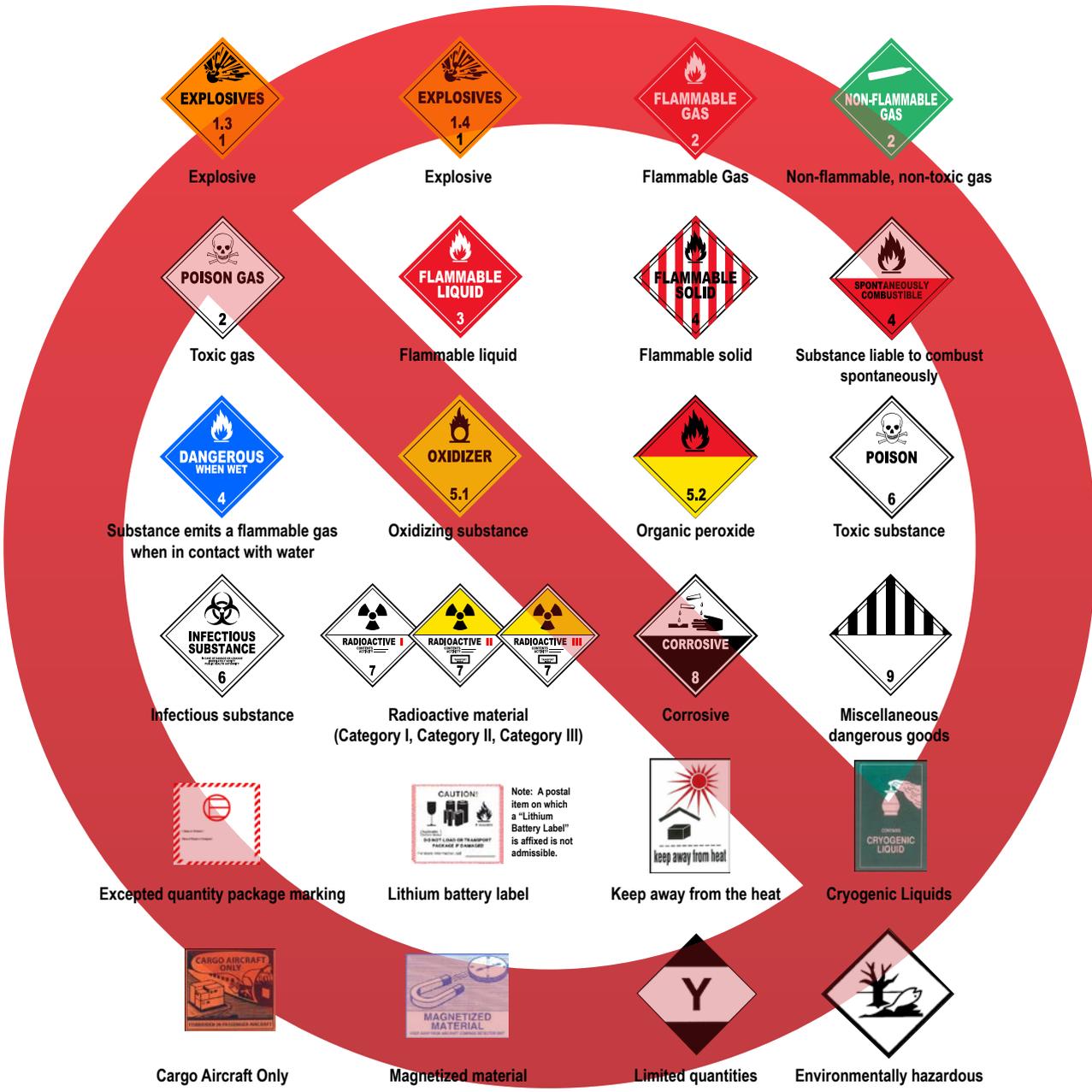
A postal item can be accepted only if the description of the contents makes it clear that the item does not contain dangerous goods

Examples of descriptions with which postal items cannot be accepted	Reason why unacceptable	Examples of descriptions with which postal items can be accepted
No description or vague description such as "miscellaneous goods", "daily commodity", or "precision instruments". Product serial numbers instead of descriptions.	Contents are unknown	Wallets, compact discs
Household goods	May contain spray can or compressed gas cylinder	Food, cloth
Sporting goods	May contain aerosol	Racket, ball, shoes
Camping goods	May contain gas cylinder	Tent, sleeping bag
Diving goods	May contain a tank	Wet suit, hydroscope, snorkel
Medical drugs	May contain medical alcohol	Cold medicine, digestive medicine
Cosmetics	May contain flammable perfume, manicure goods, nail-polish remover	Soap, lipstick
Automobile components	May contain flammable fuel additives, aerosols, compressed gas	Mirror, seat cover
Toys	May contain batteries	Toy building blocks

Examples of unacceptable articles



DANGEROUS GOODS WARNING LABELS PROHIBITED IN INTERNATIONAL MAIL



Potentially Mailable to International Destinations (under certain conditions)



Infectious substance



Radioactive substance, excepted package

Mailpieces containing specific types of infectious substances (Class 6, Category B) are acceptable in international mail subject to the provisions of DMM 601.10.17 and IMM 135

Mailpieces containing Class 7 radioactive materials are acceptable in international mail subject to the provisions of DMM 601; Publication 52, Hazardous, Restricted, and Perishable Mail; and IMM 135.

Dangerous goods are prohibited in international postal services

Dangerous goods covered by the UN Recommendations on the Transport of Dangerous Goods, the ICAO Technical Instructions, and IATA's Dangerous Goods Regulations are in general prohibited for transport through the post (surface, S.A.L., air and EMS).

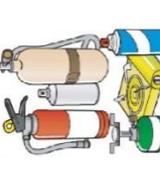
Examples of dangerous goods prohibited for air transport:

1 Explosives



- Fireworks
- Crackers
- Ammunition
- Gunpowder
- Flares
- Warning flares

2 Compressed gases



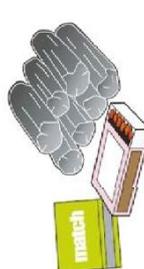
- Butane lighter fuel
- Diving tanks
- Camping gas
- Butane gas
- Sprays
- Extinguishers

3 Flammable liquids



- Oil lighters
- Lighter fuels
- Oil paints
- Adhesion bonds
- Flammable perfumes

4 Flammable substances



- Matches
- Charcoals

5 Oxidizing substances



- Oxygen generator chemicals
- Peroxides/bleaching powders

6 Toxic and infectious substances



- Pesticides
- Agricultural chemicals
- Mercury compounds
- Bacteria
- Viruses

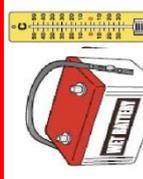
* Note

7 Radioactive materials



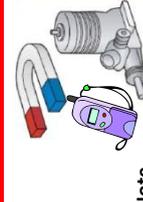
- * Note

8 Corrosives



- Wet batteries
- Mercury
- Hydrochloric acid

9 Miscellaneous dangerous goods



- Magnetized goods
- Engines
- Solid carbon dioxide (dry ice)
- Lithium batteries

* Note

* Note: Except those that are admissible under the provisions of the UPU Acts.

A postal item can be accepted ONLY if the description of the contents makes it clear that the item does not contain dangerous goods

Examples of descriptions with which postal items cannot be accepted	Reason why unacceptable	Examples of descriptions with which postal items can be accepted
No description or vague description such as "miscellaneous goods", "daily commodity", or "precision instruments". Product serial numbers instead of descriptions.	Contents are unknown	Wallets, compact discs
Household goods	May contain spray can or compressed gas cylinder	Food, cloth
Sporting goods	May contain aerosol	Racket, ball, shoes
Camping goods	May contain gas cylinder	Tent, sleeping bag
Diving goods	May contain a tank	Wet suit, hydroscope, snorkel
Medical drugs	May contain medical alcohol	Cold medicine, digestive medicine
Cosmetics	May contain flammable perfume, manicure goods, nail-polish remover	Soap, lipstick
Automobile components	May contain flammable fuel additives, aerosols, compressed gas	Mirror, seat cover
Toys	May contain batteries	Toy building blocks

Examples of unacceptable articles



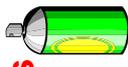
Flammable perfume



Adhesive bond



Manicure goods



Spray can



Wet battery



Extinguisher



Aqualung



Pesticide



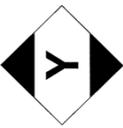
Oil paint



Matches

No package having any of the following labels or markings may be sent through the international post unless it has been confirmed that no dangerous goods are contained, and that the labels/markings have been deleted (with certain exceptions).

Dangerous goods labels and markings		
<p>Explosive</p>  <p>Minimum dimensions: 100 x 100 mm</p>	<p>Explosive</p>  <p>Minimum dimensions: 100 x 100 mm</p>	<p>Flammable gas</p>  <p>Minimum dimensions: 100 x 100 mm</p>
<p>Non-flammable, non-toxic gas</p>  <p>Minimum dimensions: 100 x 100 mm</p>	<p>Toxic gas</p>  <p>Minimum dimensions: 100 x 100 mm</p>	<p>Flammable liquid</p>  <p>Minimum dimensions: 100 x 100 mm</p>
<p>Flammable solid</p>  <p>Minimum dimensions: 100 x 100 mm</p>	<p>Substance liable to combust spontaneously</p>  <p>Minimum dimensions: 100 x 100 mm</p>	<p>Substance that emits a flammable gas when in contact with water</p>  <p>Minimum dimensions: 100 x 100 mm</p>
<p>Oxidizing substance</p>  <p>Minimum dimensions: 100 x 100 mm</p>	<p>Organic peroxide</p>  <p>Minimum dimensions: 100 x 100 mm</p>	<p>Toxic substance</p>  <p>Minimum dimensions: 100 x 100 mm</p>
<p>Infectious substance</p>  <p>Minimum dimensions: 100 x 100 mm For small packages: 50 x 50 mm</p>	<p>Radioactive material (Category I, Category II, Category III)</p>  <p>Minimum dimensions: 100 x 100 mm</p>	<p>Corrosive</p>  <p>Minimum dimensions: 100 x 100 mm</p>
<p>Excepted quantity package marking</p>  <p>Minimum dimensions: 100 x 100 mm</p>	<p>Lithium battery label</p>  <p>Note: A postal item on which a lithium battery label is affixed is not admissible. Minimum dimensions: 120 x 110 mm</p>	<p>Miscellaneous dangerous good</p>  <p>Minimum dimensions: 100 x 100 mm</p>

<p>Admissible by the Post only under certain conditions</p>	<p style="text-align: center;">Keep away from heat</p>  <p style="text-align: center;">Minimum dimensions: 74 x 105 mm</p>	<p style="text-align: center;">Cryogenic liquids</p>  <p style="text-align: center;">Minimum dimensions: 75 x 105 mm</p>	<p style="text-align: center;">Cargo aircraft only</p>  <p style="text-align: center;">Minimum dimensions: 120 x 110 mm</p>
	<p style="text-align: center;">Infectious substance (Note 1)</p>  <p style="text-align: center;">Minimum dimensions: 50 x 50 mm</p> <p>Note 1. This illustrated mark must be displayed on the external surface of the outer packaging containing an infectious substance, as stipulated in article RL 130 of the Letter Post Regulations. If this mark is displayed on an item not containing an admissible infectious substance, the sender must black the mark out before posting the item.</p>	<p style="text-align: center;">Miscellaneous dangerous good (Note 2)</p>  <p style="text-align: center;">Minimum dimensions: 100 x 100 mm</p> <p>Note 2. If solid carbon dioxide (dry ice) is used as a refrigerant for an infectious substance, this marking must be displayed on the external surface of the package. If this mark is displayed on an item not containing dry ice for that purpose, the sender must black the mark out before posting the item.</p>	<p style="text-align: center;">Radioactive substance, excepted package (Note 3)</p>  <p style="text-align: center;">Minimum dimensions: 74 x 105 mm</p> <p>Note 3. This label must be attached to an item containing radioactive material, as stipulated in article RL 131 of the Letter Post Regulations. If this label is attached to an item not containing a radioactive material, the sender must black the label out before posting the item.</p>
	<p style="text-align: center;">Magnetized material</p>  <p style="text-align: center;">Minimum dimensions: 110 x 90 mm</p>	<p style="text-align: center;">Limited quantities</p>  <p style="text-align: center;">Minimum dimensions: 100 x 100 mm For small packages: 50 x 50 mm</p>	<p style="text-align: center;">Environmentally hazardous</p>  <p style="text-align: center;">Minimum dimensions: 100 x 100 mm</p>

Forsendelse af Lithium Batterier

Elektronisk udstyr, der indeholder lithium batterier

Hvis forsendelsen indeholder lithium batterier, må den indeholde: Maximum 2 batterier eller 4 celler, der er **installeret** i udstyret.

A. Nedenfor er der eksempler på sådant udstyr ;

Videokamera	Walkie talkies	GPS	Radiostyret legetøj
			
Digital kamera	Scanner	Mobiltelefon	MP3 afspiller
			
Bluetooth headset	Smartphone	Bærbar computer	Barbermaskine
			
Boremaskine	Tablet	Bærbar DVD afspiller	Måleinstrument
			

Note:

- Denne oversigt indeholder almindeligt elektronisk udstyr, som indeholder 4 eller færre lithiumceller eller 2 eller færre lithium batterier og derfor kan sendes med post.
- Lithiumcellerne/batterierne er installeret i det elektroniske udstyr og ikke placeret ved siden af udstyret.
- Indpakningen skal være fri for skader, og den skal være tilstrækkelig til at kunne tåle normal posthåndtering og transport.

B. Følgende udstyr ikke accepteres, eftersom det skal forsynes med lithium batterier, som ikke opfylder bestemmelserne for at kunne transporteres i postforsendelser.

Elektrisk cykel	Computer med ekstra batteri	Elektrisk rullestol	Elektrisk generator
			
Batteri som ikke er installeret i headset	160 watt-timers lithium ion batteri selv om batteriet er installeret i udstyret	Løst 3.0 watt-timers batteri, som ikke er installeret i udstyr	Automatisk extern defibrillator (AED)
			

Note: Lithiumbatterier, som er pakket ved siden af udstyret, eller forsendelser som alene indeholder lithiumbatterier, kan ikke sendes som postforsendelser.



Farligt gods!



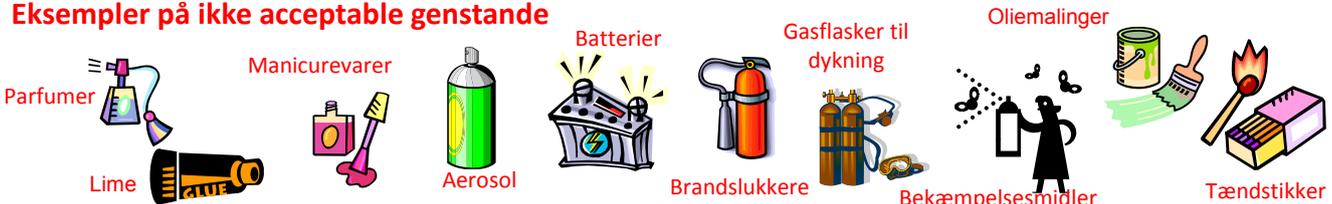
Eksempel på farligt gods, som er forbudt i postforsendelser:

1. Explosiver Fyrværkeri Knaldperler Ammunition Krudt Romerlys Nødblus 	2. Komprimerede gasser Butangas Gaslightere Campinggas Trykbeholdere Spraydåser Brandslukkere 	3. Brandfarlige væsker Benzin Opløsningsmidler Maling Rengøringsmidler Parfume 
4. Brandfarlige faste emner Tændstikker Trækul Stjernekastere 	5. Oxiderende emner Emner, som let antændes af syre Blegemidler Hår og tekstilfarver 	6. Giftige og smittefarlige emner Gifte Kemikalier Kviksølvholdige væsker Bakterier Virus * Note 
7. Radioaktive emner * Note 	8. Ætsende emner Vådbatterier Kviksølv Syrer 	9. Øvrige farlige emner Magnetiske emner Tøris (dry ice) * Note Lithium batterier * Note 

* Note: Undtaget, det som er tilladt ifølge bestemmelserne i Post Danmarks Forretningsbetingelser

Forsendelser kan ikke accepteres hvis det ikke klart fremgår af indholdsbeskrivelsen, at de ikke indeholder farligt gods		
Eksempler på beskrivelser, som ikke kan accepteres	Årsag	Eksempel på beskrivelser, som er acceptable
Ingen, eller vag beskrivelse, som f.eks "blandede varer", "dagligvarer", og "Instrument". Produktets serienummer istedet for beskrivelse.	Indholdet er ukendt	Kalender accessories, CD, DVD
Husholdningsartikel	Kan indeholde aerosoldåse eller komprimeret gasflaske	Madvarer, piskeris
Sportsudrustning	Kan indeholde aerosoldåse.	Tennisketscher, bold, sko
Campingudstyr	Kan indeholde gascylinder	Telt, sovepose
Dykkerudstyr	Kan indeholde iltflaske	Våddragt, snorkel
Medicin	Kan indeholde medicinsk alkohol	Forkølelsesmedicin, Mavesårsmedicin
Kosmetik	Kan indeholde parfume, neglelak, Neglelakfjerner	Sæbe, læbestift
Bildele	Kan indeholde benzin, kemiske tilsætningsmidler, aerosoler, komprimeret gas	Spejl, sædeovertræk
Legetøj	Kan indeholde batterier	Legoklodser

Eksempler på ikke acceptable genstande



Parfumer
Lime
Manicurevarer
Aerosol
Batterier
Brandslukkere
Gasflasker til dykning
Oliemalinger
Bekæmpelsesmidler
Tændstikker

Dangerous Goods Symbols

DOMESTIC MAIL

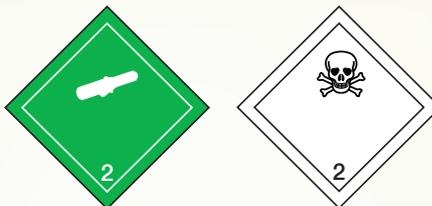
If you encounter a package labelled with a label similar to the examples below, notify your supervisor.

THESE ITEMS ARE NON-MAILABLE!
Items showing a label similar to any of the following depicted below

CLASS 1
Explosives



CLASS 2
Compressed Gas | Gases



CLASS 3
Flammable Liquids



CLASS 4
Dangerous When Wet
Flammable solids



CLASS 5
Oxidizers and
Organic Peroxides



CLASS 6
Toxic and Infectious
Substances



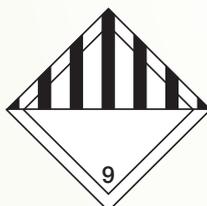
CLASS 7
Radioactive
Substances



CLASS 8
Corrosives
Substances

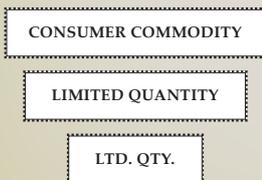


CLASS 9
Miscellaneous Dangerous Goods



EXCEPTIONS

Items with the labels shown below are mailable!
Packages with these labels are acceptable FOR SURFACE ONLY. DO NOT SHIP BY AIR MAIL.



FOR SURFACE ONLY. DO NOT SHIP BY AIR MAIL.



INTERNATIONAL MAIL



If you encounter a package labelled with a label similar to the examples below, notify your supervisor.



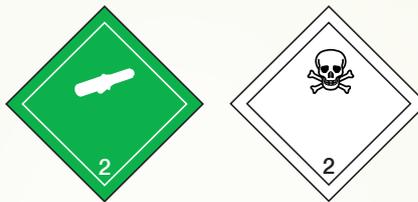
THESE ITEMS ARE NON-MAILABLE!

Items showing a label similar to any of the following depicted below

CLASS 1
Explosives



CLASS 2
Compressed Gas | Gases



CLASS 3
Flammable Liquids



CLASS 4
*Dangerous When Wet
Flammable Solids*



CLASS 5
*Oxidizers and
Organic Peroxides*



CLASS 6
*Toxic and Infectious
Substances*



CLASS 7
*Radioactive
Substances*



CLASS 8
*Corrosives
Substances*



CLASS 9
Miscellaneous Dangerous Goods

