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WORKING PAPER

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**DANGEROUS GOODS PANEL (DGP)
WORKING GROUP OF THE WHOLE ON LITHIUM BATTERIES**

FIRST MEETING

Montréal, 6 to 10 February 2012

Agenda Item 5: Lithium batteries in the post

**PROPOSED AMENDMENT TO THE TECHNICAL INSTRUCTIONS AND THE
SUPPLEMENT TO ALLOW LITHIUM BATTERIES CONTAINED IN EQUIPMENT IN THE
POST**

(Presented by the DGP/UPU Ad Hoc Working Group on
Lithium Batteries in the Post)

REVISION NO. 1

SUMMARY

This paper presents proposed amendments to the Technical Instructions and the Supplement in order to allow lithium batteries contained in equipment in the international post.

The DGP-WG/LB is invited to consider these amendments.

APPENDIX A

PROPOSED AMENDMENTS TO THE TECHNICAL INSTRUCTIONS

Part 1

GENERAL

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Chapter 2

LIMITATION OF DANGEROUS GOODS ON AIRCRAFT

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2.3 TRANSPORT OF DANGEROUS GOODS BY POST

2.3.1 In accordance with the Universal Postal Union (UPU) Convention, dangerous goods as defined in these Instructions, with the exception of those listed below, are not permitted in mail. Appropriate national authorities should ensure that the provisions are complied with in relation to the transport of dangerous goods by air.

2.3.2 The following dangerous goods may be acceptable in mail for air carriage subject to the provisions of the appropriate national authorities concerned and these Instructions which relate to such material:

- a) patient specimens as defined in 2;6.3.1.4 provided that they are classified, packed and marked as required by 2;6.3.2.3.6;
- b) infectious substances assigned to category B (UN 3373) only, when packed in accordance with the requirements of Packing Instruction 650, and solid carbon dioxide (dry ice) when used as a refrigerant for UN 3373; ~~and~~
- c) radioactive material, the activity of which does not exceed one-tenth of that listed in Table 2-15;

d) lithium ion batteries contained in equipment (UN 3481) meeting the provisions of Section II of Packing Instruction 967. No more than four cells or two batteries may be mailed in any single package; and

e) lithium metal batteries contained in equipment (UN 3091) meeting the provisions of Section II of Packing Instruction 970. No more than four cells or two batteries may be mailed in any single package.

2.3.3 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.

2.3.4 Before a designated postal operator can introduce the acceptance of lithium batteries as identified in 2.3.2 d) and e), they must have received specific approval from the civil aviation authority.

Note 1.— Designated postal authorities may accept the dangerous goods identified in 2.3.2 a), b) and c) without receiving specific approval from the civil aviation authority.

Note 2.— Guidelines for appropriate national authorities and civil aviation authorities are contained in the Supplement to these Instructions (Part S-1;3).

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Chapter 3

GENERAL INFORMATION

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3.1 DEFINITIONS

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Designated postal operator. Any governmental or non-governmental entity officially designated by the member State to operate postal services and to fulfill the related obligations arising from the acts of the Universal Postal Union (UPU) Convention on its territory.

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Chapter 4

TRAINING

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4.1 ESTABLISHMENT OF TRAINING PROGRAMMES

4.1.1 Initial and recurrent dangerous goods training programmes must be established and maintained by or on behalf of:

- a) shippers of dangerous goods, including packers and persons or organizations undertaking the responsibilities of the shipper;
- b) operators;
- c) ground handling agencies which perform, on behalf of the operator, the act of accepting, handling, loading, unloading, transferring or other processing of cargo, mail or stores;
- d) ground handling agencies located at an airport which perform, on behalf of the operator, the act of processing passengers;
- e) agencies, not located at an airport, which perform, on behalf of the operator, the act of checking in passengers;
- f) freight forwarders;~~and~~
- g) agencies engaged in the security screening of passengers and their baggage and/or cargo, mail or stores; and
- h) designated postal operators.

4.1.2 Dangerous goods training programmes required by 4.1.1 b) must be subjected to review and approval by the appropriate national authority of the State of the Operator. Dangerous goods training programmes required by 4.1.1 h) must be subjected to review and approval by the civil aviation authority of the State where the mail was accepted by the designated postal operator. Dangerous goods training programmes required by other than 4.1.1 b) and h) should be subjected to review and approval as determined by the appropriate national authority.

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4.2 TRAINING CURRICULA

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4.2.2 Personnel identified in the categories specified in Table 1-4 ~~of~~ 1-5 or 1-6 must be trained or training must be verified prior to the person performing any duty specified in Table 1-4 ~~of~~ 1-5 or 1-6.

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4.2.7 Staff of designated postal operators must be trained commensurate with their responsibilities. The subject matter to which their various categories of staff should be familiar with is indicated in Table 1-6.

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Table 1-46. Content of training courses for staff of designated postal operators

<i>Aspects of transport of dangerous goods by air with which they should be familiar, as a minimum</i>	<u>Designated postal operators</u>		
	A	B	C
General philosophy	X	X	X
Limitations	X	X	X
General requirements for shippers	X		
Classification	X		
List of dangerous goods	X		
Packing requirements	X		
Labelling and marking	X	X	X
Dangerous goods transport document and other relevant documentation	X	X	
Acceptance procedures	X		
Recognition of undeclared dangerous goods	X	X	X
Storage and loading procedures			X
Provisions for passengers and crew	X	X	X
Emergency procedures	X	X	X

KEY

- A — Staff of designated postal operators involved in accepting mail containing dangerous goods
 B — Staff of designated postal operators involved in processing mail (other than dangerous goods)
 C — Staff of designated postal operators involved in the handling, storage and loading of mail

Note.— Guidance on the aspects of training to be covered by staff of designated postal operators can be found in Part S-1:3.

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APPENDIX B

PROPOSED AMENDMENTS TO THE SUPPLEMENT

Part S-1

GENERAL

(ADDITIONAL INFORMATION
FOR PART 1 OF THE
TECHNICAL INSTRUCTIONS)

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Chapter 3

GUIDANCE TO STATES ON TRANSPORT OF DANGEROUS GOODS BY POST

3.1 INTRODUCTION

3.1.1 Annex 18 to the Chicago Convention, *The Safe Transport of Dangerous Goods by Air*, requires States, inter alia, to establish procedures with a view to controlling the introduction of dangerous goods into air transport through its designated postal operators. These procedures must be approved by the civil aviation authority of a State where mail containing dangerous goods is to be accepted by a designated postal operator, prior to the introduction of dangerous goods into air transport through the designated postal operator. The following guidance is offered to assist civil aviation authorities to assess and approve the procedures established by designated postal operators in their State.

3.1.2 Part 1.2.3 of the Technical Instructions outlines those dangerous that may be acceptable in mail for carriage by air subject to the provisions of appropriate national authorities, including civil aviation authorities, and the Technical Instructions.

3.2 ASSESSMENT OF PROCEDURES

3.2.1 The aim of the assessment is to ensure the suitability of the procedures established by the designated postal operators that control the introduction of dangerous goods into air transport.

3.2.2 The assessment should ensure that designated postal operators have established the following procedures:

a) training of staff in accordance with Part 1:4 of the Technical Instructions;

b) reporting of dangerous goods accidents and incidents to civil aviation authorities;

c) reporting of hidden and undeclared dangerous goods to civil aviation authorities;

d) provision of information to customers at acceptance points (e.g. street post boxes, post offices, agencies, web sites);

e) provision of information to account customers regarding dangerous goods;

f) inclusion of clauses in contracts with account customers regarding dangerous goods not permitted in the mail;

- g) emergency procedures;
- h) retention of documents (e.g. dry ice acceptance checklist);
- i) documented acceptance procedures for staff regarding the dangerous goods allowed by Part 1;2.3 of the Technical Instructions.
- j) procedures for requiring the senders name, address and signature on packages containing dangerous goods;
- k) procedures for ensuring that any State or Operator variations in Attachment 3 of the Technical Instructions are complied with;
- l) procedures for ensuring that any changes to the Technical Instructions are incorporated into existing procedures; and
- m) procedures for the handling of packages rejected from transport.

3.3 TRAINING

3.3.1 The staff of a designated postal operator are required to be trained in the requirements commensurate with their responsibilities.

3.3.2 Depending on the responsibilities of the person, the aspects of training to be covered may vary from those shown in Table 1-6. Therefore, in respect to the acceptance of the dangerous goods permitted by 1;2.3.2, staff of designated postal operators need only be trained in the requirements specific to those items into mail and not the acceptance of all classes of dangerous goods.

3.3.3 The categories of personnel identified in Table 1-6 are not all encompassing. For example, staff of a designated postal operator who have responsibilities that only involve the handling of letters, correspondence or printed materials that are not capable of containing dangerous goods do not require training.

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