

## Guidance on Shipping Ambient Air Protocol Gas Cylinders by Ground with UPS

Some monitoring organization may have UPS accounts but have not needed to use this account for shipping the ambient air protocol gas cylinders to the Region 2 or 7 laboratories. There are some extra steps that you must go through to ship the gas cylinders with UPS. Here are a few helpful hints to make your shipping with UPS go a little smoother

1. **Visit the UPS Guide for Shipping Ground and Air Hazardous Materials at <http://www.ups.com/content/us/en/resources/ship/hazardous/index.html>** . Many of your questions can be answered. All hazardous materials shippers must process their shipments using a UPS compliant shipping solution in conjunction with hazardous materials shipment preparation software. You may utilize UPS-provided WorldShip<sup>®</sup> 2010 version 12.0, purchase approved third-party software, or use a comparable system that will provide UPS with the necessary electronic information.
2. **Have the DOT hazardous materials training and certification.** DOT states that no person may offer or accept a hazardous material for transportation in commerce unless that person is trained in conformance with 49 CFR and the hazardous material is properly classed (see # 3 below), described, packaged, marked, labeled, and in condition for shipment as required or authorized by applicable requirements of 49 CFR. You may have received certification through other courses but EPA has paid for a course tailored to the shipping of our gas cylinders. Instruction for taking the course are found on AMTIC at: <http://www.epa.gov/ttn/amtic/aapgv.html>
3. **Start the process with UPS a few weeks early-** At least the first time, UPS will need to visit your site to go over the paperwork requirement, see if you are capable of taking on the “shipper responsibility”, that you have the correct labels and placards needed and sign the Dangerous Goods Agreement.
4. **Know what you are shipping-** all the ambient air protocol gasses for the program are not "forbidden" nor "prohibited" from transportation. They are **non-flammable Compressed Gas N.O.S with a UN of 1956 and a class of 2.2** which UPS can handle.
5. **Sign a UPS Dangerous Goods Agreement-** This is a one page agreement between the shipper and UPS that is signed once a year.
6. **Try to get new or like new boxes for shipping.** If your gas producers send the cylinder in a new box that's great and they probably can be used again. It will have the necessary labeling. Cylinders that are sent without a box sometimes have old labels that can be confusing. It's much better for UPS if the cylinder is in a cardboard box with one set of correct labeling.
7. **Use of UPS Multi-part shipping paper-** This document must be computer generated and the following information must appear as indicated (numbers below correspond to number in Figure 1):
  1. Your UPS shipper number
  2. The 24-hour emergency telephone number in conjunction with the ER Registrant information (when required) §172.604
  3. The shipper name, city and state; or the package tracking number; or a reference number that refers back to the shipper. (This field may be handwritten.)

4. The basic description including the following information in sequence separated by commas, semicolons, or multiple spaces:
  - Identification number (when assigned) §172.202(a)(1)
  - Proper shipping name §172.202(a)(2)
  - Technical name(s) for N.O.S. or generic materials in parenthesis (if required)
  - Hazard Class or division number §172.202(a)(3)
  - Subsidiary hazard class or division number in parentheses (if assigned) §172.202(a)(3)
  - Packing group number (when assigned) §172.202(a)(4)
  - Additional description(s) required §172.203
  - Other regulatory information, such as "Limited Quantity" or "LTD QTY," DOT exemption/special permit number, and EX numbers - Number and type of packages (mandatory October 1, 2007) §172.202(a)(7)
  - Quantity of material §172.202(a)(5)

**Fig 1. Multipart Shipping Paper**

Account Number <b>123456</b>	<b>1</b>	Emergency Contact Number <b>1-800-456-789</b>	<b>2</b>	For Air Service UN 1956 Compressed Gas	<b>4</b>
Handwritten Number <b>4816</b>	<b>3</b>	Contract # <b>124</b>	Passenger Aircraft	Cargo Aircraft Only	
<b>UN 1956</b> <b>Compressed Gas N.O.S</b> <b>(carbon monoxide 5000 ppm nitrogen balance,)</b> <b>2.2, aluminum cylinder</b> <b>1 fiberboard box X 9 kg</b>				<b>5</b>	
For Air Shipments, "I declare that all of the applicable requirements of our Government" I hereby declare that the contents of this shipment are fully and accurately described above by the proper shipping name and hazard class (classes), packaging instructions and labels (labels) on this form, all reports of or for incident for transport conforming to applicable international and national professional regulations.			<b>Carrier Use Only</b> Title N/C Date		
Signature of shipper or authorized representative of shipper 			<b>6</b>	Date <b>02/2010</b>	
Page 1 of 1			1 Package		