



# 2019 Dangerous Goods Account Approval Request

\*\*Shippers are responsible for ensuring their dangerous goods shipments are prepared for air transport and will comply with any applicable regulations set forth by the States of origin, transit (to include the United States) and destination.\*\*

Date: \_\_\_\_\_

Export Account Number(s) \_\_\_\_\_

Import Account Number (s) \_\_\_\_\_ (95/96)

(Import accts cannot be approved for DG that requires a Shipper's Declaration)

**PLEASE PRINT LEGIBLY**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

Country \_\_\_\_\_

Shipping Dept Manager or EHS Manager Name \_\_\_\_\_

Email address \_\_\_\_\_

Phone Number \_\_\_\_\_

Emergency Contact Email & Phone: \_\_\_\_\_

## Dangerous Goods Account Approval Needed For:

Dangerous Goods in accordance with PAX and CAO quantities (requires a Shipper's Dec)

Lithium Batteries (Section IB, requires a Shipper's Declaration)

Lithium Batteries (Section II, except for PI965).

Dangerous Goods in "Excepted Quantities."

UN1845 Dry Ice / Carbon Dioxide, solid.

UN3373 Biological Substance, Category B.

UN3245 Genetically Modified Organisms or Micro-organisms.

Note Section II Lithium Batteries PI968 **Forbidden** on DHL Express network

Note Lithium Batteries **Section II, PI965** approvals are handled by the customer's sales rep in conjunction with COG (Customer Operations Group) after a basic DG account approval has been processed and approved by the Dangerous Goods Department at CVG.

FOR INTERNAL COMPANY USE ONLY:

NAME \_\_\_\_\_ ORIGIN STATION CODE \_\_\_\_\_

DATE RECEIVED \_\_\_\_\_ KNOWN SHIPPER? \_\_\_\_\_



**Training / Qualification Questions:**

\_\_\_ For Dangerous Goods which require a Shipper’s Declaration, I have the current IATA manual / software.

\_\_\_ For Dangerous Goods which require a Shipper’s Declaration, I have a written set of procedures (SOP) in regards to the packing, labeling, marking and documentation for DG.

\_\_\_ I am aware that I must use electronically created air waybills for my DG shipments.

\_\_\_ For import account approvals: I will monitor any customer using my import account for compliance with the IATA Dangerous Goods Regulations and when applicable, 49CFR.

\_\_\_ For Section II Lithium Battery approvals, I am aware and comply with IATA Lithium Battery Training requirements of IATA reference 1.6. Please review and check each:

- Classification of lithium batteries.
- Written work instructions for shipping.
- Instruction records, including date(s) for all employees.
- Refresher instructions provided at a minimum of every two years, or as the documented instructions are revised.
- Written work instructions for reverse logistics, when applicable.

**Dangerous Goods Expert:** *(Not applicable for Section II Lithium Batteries, Dry Ice or UN3373 Biological Substance, Category B)*

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone Number \_\_\_\_\_

What category of IATA Dangerous Goods Training do you have? \_\_\_\_\_

Expiration Date on your IATA Training Certificate \_\_\_\_\_

**Please note: A copy of your current IATA Training Certificate is required for our files**

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**\*\*Please return your Account Approval Request form and corresponding Authority Letter to [dangerousgoods@dhl.com](mailto:dangerousgoods@dhl.com) for processing.**

**PLEASE READ: Dangerous Goods Account Approval will take 2-5 business days after it has been determined all needed documentation has been received and (for US shippers) it has been confirmed the shipper is considered KNOWN to the TSA. PLEASE NOTE—ideally, DHL Sales should have already taken care of this first step.**

***Note: DHL Express does not transport Class 2.3, Class 6.2, Class 7, PI968 Section II Lithium Metal Batteries, or any product classified as “waste.”***