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Pages:	1 af 6

Guideline for transporting dangerous goods (chemicals and gas) in Aarhus University vehicles or using external transporter

In case an employee at Aarhus University needs to transport dangerous goods using university vehicles or using external transporter, the following must be done:

1. Contact the person responsible for waste removal (page 6) or one of the safety advisors (mentioned below).
2. Please provide the following information:
 - a. The name of the substance
 - b. The amount (weight or volume)
 - c. Concentration
3. If the substance constitutes dangerous goods, the Safety Advisor needs more information in order to complete the required documents: Fill out the form on page 2 "User manual for transportation by road (ADR), transportation by air (ATA) and transportation by ship (IMDG)".
4. All required documents will then be provided by the Safety Advisor, see the section "Feedback from the Safety Advisor" page 3.

Safety Advisors at Aarhus University:

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- Egon Frandsen erf@dmu.dk Ph. 89 20 14 36
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It is not permitted to send dangerous goods by mail

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User manual for transportation by road (ADR), transportation by air (ATA) and transportation by ship (IMDG)

Guideline for packing and shipping dangerous goods – in general

Provide the Safety Advisor with following information prior to shipping

When you are preparing a consignment of dangerous goods, AU's safety advisors must always be involved prior to shipping. For this, the Safety Advisor needs the following information to complete the various documents:

Please fill the sections below		
Sender: Name: Institution: Address: Country: Denmark Contact person's phone number: Email:		Sender's contact person: (person packing the consignment and who delivers it to the transport company): Name: Phone number: E-mail:
Receiver: Name: Institution: Address: Country: Contact person's phone number: E-mail:		Receiver's contact person (person who physically receives the shipment) – if different than receiver: Name: Phone number: E-mail:
Collection: Where should the consignment be collected from E.g.: Building number., entrance number, goods delivery etc.:		
Containers : Quantity: Volume: Material (glass, plastic etc.):	Description – What does the consignment consist of: Chemical substance – e.g. concentration, biological material etc. E.g.: 10 glasses each containing 50 ml 70% ethanol	Total amount: E.g. 500 ml 70% ethanol
Additional information – specific precautions: E.g. Must be refrigerated etc. Is there a delivery deadline? – Must is be delivered by a certain date?		

Wait for feedback from the Safety Advisor!

Feedback from the Safety Advisor: See next page...

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Feedback from the Safety Advisor

1. Packing requirements:

Depending on what substance or material you are shipping, different packing requirements must be met. The Safety Advisor will let you know which outer packaging to use.

2. Limitations and permitted amount:

There is a limit as to how much may be packed in each outer packaging. The Safety Advisor will inform you about the permitted amounts for you shipment.

3. Packing the consignment:

• Packing liquids in general:

- The outer packaging must have an inner polyethylene bag (100µm).
- Vermiculite must be filled in plastic bags with a base that is at least 3 cm thick.
- Each container (filled with substance or material) should be placed on the base, which must have at least 3 cm vermiculite on all sides, also between each container). In case there is more than one layer, ensure 3 cm vermiculite between each layer. Finally, ensure 3 cm vermiculite above the containers. If there is extra space, fill the container completely with vermiculite. All in all, the amount of vermiculite should be at least 3 x the amount of liquid in the wrapping.
- If the outer container is cardboard, the box must be closed using armoured tape from the company Farusa.

• Packing solid substances in general:

- Containers with the substances must be placed in vermiculite in such a way that they are placed firmly and cannot collide or tip.
- In case there is extra space, fill the container with vermiculite.
- If the outer container is cardboard, the box must be closed using armoured tape from the company Farusa.

4. Marking the consignment:

- The shipping form (which you will receive from the Safety Advisor) must be placed on top of the consignment.
- Place the label with the UN number on the side of the consignment (Make a self-adhesive A5 label stating the UN number – must be water resistant – see example below). UN number will be provided by the Safety Advisor.
- Place warning labels next to the UN number according to the information provided by the Safety Advisor. Warning labels can be purchased through the company Chemtox-Trotters. See example below.
- Place directional arrows pointing upwards next to the UN number and warning labels. Directional arrows can be purchased through Chemtox-Trotters or can be printed on self-adhesive A5 water resistant labels (2 arrows, 12-13 cm each). See example below.

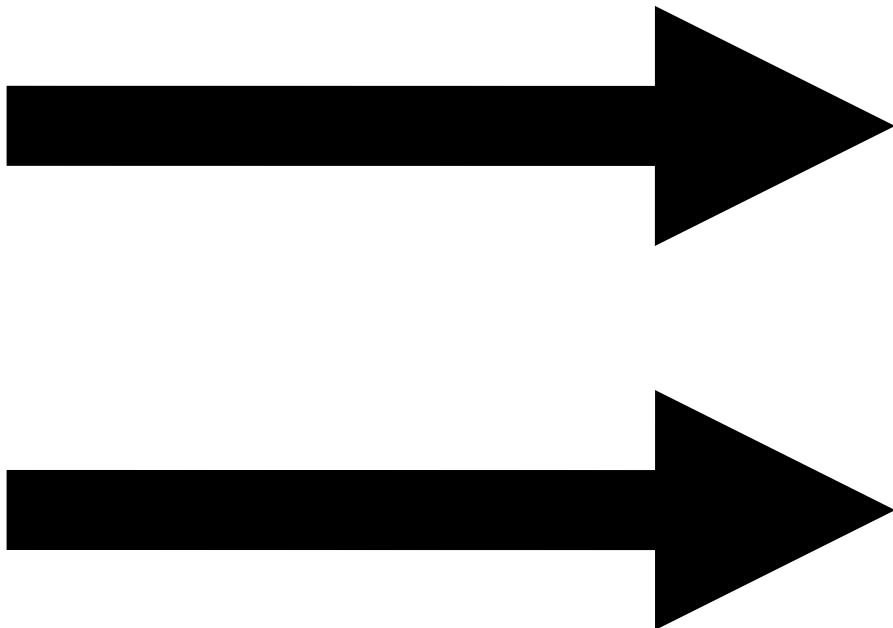
Dispatching the consignment

- Place the consignment at the agreed upon pick-up point well in advance of the pick-up time.
- Enclose the transport document and pro forma invoice. Also enclose any information re. the biological material, necessary for customs clearance in the receiving country (not provided by the Safety Advisor).
- When the consignment is picked up, the sender must ensure that it is placed and fixed securely by the courier.
- Once it has been decided to send a consignment e.g. by ship, this CANNOT be changed to another mode of transportation, e.g. air, without consulting the Safety Advisor, as there may be different rules re. packaging etc.



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Example of a danger label – See the list of danger labels in the yellow folder: “Sorting waste”
The Safety Advisor will inform you as to which danger label to use for your specific consignment.

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