Table of Contents

Overview .................................................................................................................. 2

Installing the Hazardous Materials Software ....................................................... 3
  Pre-Installation Requirements ........................................................................... 3
  Existing HAZMAT Database .............................................................................. 4
  Automatic Export ............................................................................................... 5

Frequent Chemical Table Editor .......................................................................... 6

Shipment History ..................................................................................................... 10
  49CFR Shipments .............................................................................................. 11
    Printing the UPS Hazardous Materials Shipping Papers/
    UPS Cross Border Ground Dangerous Goods Shipping Papers ................. 11
  IATA Shipments ................................................................................................. 12
    Printing the Shipper’s Declaration for
    Dangerous Goods for IATA Shipments ........................................................ 12
  TDG Shipments ................................................................................................. 13
    Printing the UPS Cross Border Ground Dangerous Goods Shipping Papers/
    UPS Canada Dangerous Goods Ground Shipping Papers ...................... 13

Generate a Manifest ................................................................................................. 14

Recent History ......................................................................................................... 15

Uninstall the UPS Hazardous Materials Software .............................................. 16
Overview

UPS Hazardous Materials Software (HMS) is a stand-alone application intended for use by contracted UPS hazardous materials/dangerous goods shippers to print hazardous materials documentation required by the U.S. Department of Transportation hazmat shipping regulations.

This tool includes hazardous materials documentation templates that can be easily populated with the required information needed for all hazardous materials shipments. It also enables the printing of these documents. In conjunction with UPS WorldShip™, this software facilitates the electronic transmission of required data.

The UPS Hazardous Materials Software User Guide is a convenient, step-by-step reference guide that provides a brief overview of how to set up and manage HMS.

If you have any questions or require additional information, please contact your UPS Account Representative, or call the UPS Hazardous Materials Support Center at 800-554-9964 (U.S. Only) for questions about shipping hazardous materials with UPS. For questions about the UPS Hazardous Materials Software, call 800-635-9913 (U.S. Only).

For more information on the UPS Hazardous Materials Program, go to UPS.com® (Click on the Resources tab, under Preparing Your Package).
Installing the Hazardous Materials Software

Pre-Installation Requirements

The HMS program will first check to see if the WorldShip™ application is installed. If it is not detected, the installation stops and displays the following message:

![Screenshot showing the message: The Hazardous Materials Software (HMS) cannot find WorldShip on your computer. HMS will now exit the installation.]

If the WorldShip application is running during the installation, the installation stops and displays the following message:

![Screenshot showing the message: The UPS Hazardous Materials Software (HMS) has detected that WorldShip is currently running on your computer. HMS cannot reinstall or uninstall when WorldShip is running. You must exit WorldShip and begin the HMS install or uninstall process again.]

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Installing the Hazardous Materials Software (cont.)

Existing HAZMAT Database

The installation also checks to see whether a HAZMAT Third Party Vendor or private application database is being used by WorldShip™. If one is in use, the following message is displayed:

Clicking NO:

Allows you to continue to use the HAZMAT Third Party Vendor or private application database to import HAZMAT data; however, the Frequent Chemical Table Editor provided with the UPS Hazardous Materials Software will be unavailable.

If any changes have to be made to the HAZMAT import data file for the third-party vendor or private application, you must first make those changes on your current system, and then the information will be automatically written into the HAZMAT database, which is configured through an ODBC connection.

Clicking YES:

Disconnects your current HAZMAT Third Party Vendor or private application database from WorldShip. The software will be reconfigured for use with the Frequent Chemical Table (UPSFCT.mdb). The Frequent Chemical Table will not contain any data until new records are entered via the HMS Frequent Chemical Table Editor.

Reconfiguring:

If you want to reconfigure to use the HAZMAT Third Party Vendor or private application database (ODBC DSN), you will have to manually reconfigure the connection using the steps below:

1. Click on Start, select Settings, then Control Panel, and then 32-bit ODBC Administrator (These steps may be different depending on the operating system.)
2. Select the System tab.
3. Highlight the HAZMAT DSN.
4. Click the Configure button and then click Select to locate the HAZMAT Third Party Vendor or private application database.
5. Click OK until you exit the Control Panel.

Note: HMS installs a directory under the following application path:
— WorldShip: install drive is \UPS\WSTD\DGS

UPS WorldShip checks for the DGS directory upon every startup.
Installing the Hazardous Materials Software (cont.)

Automatic Export

When the DGS directory is installed on the WorldShip™ system, you must turn the Automatic Export of HAZMAT/DG After Processing Shipment On by selecting the UPS OnLine Connect menu. If the DGS directory is missing, the “On/Off” option will be disabled.

Note: WorldShip automatically exports the Hazmat data to the UPSDGS.CSV file.

The following documents, with their respective print quantities, is the default setting:

- UPS Hazardous Materials Shipping Papers (49CFR) — 1
- UPS Cross Border Ground Dangerous Goods Shipping Paper (49CFR/TDG) — 1
- UPS Canada Dangerous Goods Ground Shipping Paper (TDG) — 1
- UPS Hazardous Materials Manifest (49CFR) — 2
- Shippers Declaration for Dangerous Goods (IATA) — 3

Note: If you choose to reprint any of these documents, only one copy will be generated.
Frequent Chemical Table Editor

The Frequent Chemical Table Editor (FCTE) tab allows you to manually enter hazardous materials information into the Frequent Chemical Table used by WorldShip™.

Prior to the Frequent Chemical Table Editor being displayed, you see the following message:

The first time you use the HMS software, the Frequent Chemical Table is empty. Once you have entered the appropriate information in the fields located on the FCTE, the record(s) will appear in the drop-down list. You have the option to Add, Delete, Update or Clear these records for future shipments.

When the HAZMAT/DG option is selected in WorldShip, the information you enter will be listed by the associated HAZMAT/DG Reference Number (located top left of the FCTE tab). The information can be sorted in ascending or descending order by Reference Number, Proper Shipping Name or ID Number. To change the sort order of these fields, click on the dropdown arrow and choose from the list.

As a shipper, you are required to enter all information required by regulations and UPS for specific hazardous materials to be shipped.

Note: In many cases, we refer to the UPS Chemical Table to help you find specific information. The domestic UPS Chemical Table can be found in the UPS Guide for Shipping Ground and Air Hazardous Materials on UPS.com. Also on UPS.com, the international UPS Accepted Table can be found in the UPS Guide to Shipping International Dangerous Goods.

Following is an explanation of each of the fields in the Frequent Chemical Table Editor.
**Reference Number:** This number is unique to each hazardous materials package. You can assign any combination of 15 alpha numeric characters.

**Regulation Set:** Select the set of regulations (49CFR, IATA or TDG) used to classify and prepare the information for the hazardous materials.

UPS requires all U.S. Domestic hazardous materials to be prepared according to U.S. Department of Transportation regulations found in Title 49 of the Code of Federal Regulations (49CFR). International air shipments of Dangerous Goods must be prepared in accordance with International Air Transportation Association Regulations (IATA).

UPS requires all Canada Domestic Standard Service Dangerous Goods to be prepared according to the Transportation of Dangerous Goods (TDG) regulation set. Canada Domestic and International air shipments of Dangerous Goods must be prepared in accordance with IATA.

**Reportable Quantity:** Enter RQ in the field only if the material to be shipped meets the definition of a Hazardous Substance and will be shipped in a quantity that meets or exceeds the “reportable quantity” limit found in the hazardous substance listing in 49CFR, IATA or TDG.
Frequent Chemical Table Editor (cont.)

**Proper Shipping Name:** Enter the proper shipping name for the hazardous materials. This information can be found in column 1 of the UPS Chemical Table.

**Technical Name:** Enter the technical name if the proper shipping name entered in the field above requires a technical name (i.e., Flammable Liquid N.O.S.).

**Class:** Enter the hazard class that corresponds to the proper shipping name. The hazard class is found in column 2 of the UPS Chemical Table.

**Subrisk Class:** Enter the class if the material has a corresponding subrisk(s) class(es).

**ID Number:** Enter the corresponding identification number including the prefix (UN, NA or ID). The identification number is found in column 3 of the UPS Chemical Table.

**Packing Group:** Enter the corresponding packing group. The packing group is found in column 4 of the UPS Chemical Table.

**Additional Description:** Some hazardous materials require additional descriptive information to be associated with the basic description (i.e., Limited Quantity, DOT Exemptions, etc.). Any additional descriptive information must be entered in this field.

**Quantity:** Enter the numeric value corresponding to the amount of material that will be contained in the outer packaging. For example, if the box contains four one-liter bottles, you would enter “4” in this field.

**Units:** Enter the name of the unit of measure for the quantity of material contained in the outer package. For example, if the box contains four one-liter bottles and you entered “4” in the quantity, you would enter Liters in this field. Industry recognized abbreviations may be used (i.e., “L” for Liters). For IATA or TDG, the unit of measure must be metric.

**Package Type:**

- **International Shipments:** A description of the outer package (i.e., One Fiberboard Box) is required.
- **U.S. Shipments:** A description is not currently required but is allowed.

**Note:** A description will be required in the future for U.S. Domestic Shipments. You are encouraged to begin adding this description to ensure compliance with future regulatory requirements.
Frequent Chemical Table Editor (cont.)

Packing Instructions:

**International Shipments:** See the IATA Dangerous Goods Regulations for information regarding the content of this field. This field is required for international shipments of dangerous goods.

**U.S. Shipments:** This information is not required for U.S. domestic shipments of hazardous materials.

Transportation Mode:

**Air:** Select *Passenger Aircraft* from the drop-down menu for most U.S. domestic air shipments and most International Dangerous Goods shipments. *(Only make this selection if you are certain your package is in conformance with passenger aircraft restrictions.)*

**Ground:** For domestic ground shipments, select *Ground* in the transportation mode field.

*Note:* Air shipments (UPS Next Day Air®, UPS 2nd Day Air® and UPS 3 Day SelectSM) of hazardous materials must be prepared in accordance with passenger aircraft restrictions. 49CFR requires the shipper to specifically identify these shipments. Cargo Aircraft only: UPS allows only Class 9 materials to be shipped as Cargo Aircraft only.

**Label Required:** Enter the name of the hazard warning label placed on the outside of the package. This field is not required.

**Emergency Phone Number:** Enter an emergency phone number, including area code, in this field.

*Note:* Some hazardous materials require an emergency phone number also be entered on the shipping paper. The phone number must be staffed 24 hours a day while the material is in transit.

**Add Button:** Once you have entered all of the necessary information for your package, click the *Add* button.

**Delete Button:** If you want to remove a material from your Frequent Chemical Table, search for the material by selecting the reference number or proper shipping name from the corresponding drop-down list. Once you have selected the record to be updated, click the *Delete* button.

**Update Button:** If you need to update or correct an entry in your Frequent Chemical Table, search for the material by selecting the reference number or proper shipping name from the corresponding drop-down list. Once you have selected the record to be updated, make the necessary changes and click the *Update* button.

**Clear Button:** Removes all information populated on the Frequent Chemical Table Editor screen.
Shipment History

The Shipment History tab generates the documentation needed to ship hazardous materials such as the Hazardous Material Shipping Papers, Hazardous Materials Manifest and Shipper’s Declaration for Dangerous Goods.

All hazardous materials shipments that have been processed in WorldShip™ are displayed on the Shipment History tab by the corresponding Regulation Set. In order to view the shipments, you must expand the 49CFR Shipments, IATA Shipments or TDG Shipments trees by double-clicking on the respective Regulation Set (see below).
Shipment History (cont.)

49CFR Shipments

49CFR Shipments are for U.S. to U.S. shipments and U.S. to Canada ground shipments. The Open folder contains hazardous materials shipments that have not had the Hazardous Materials Manifest printed.

To view shipments in the Open folder, double-click on the word Open. The shipments will be displayed by date.

To view individual tracking numbers for shipments processed, double-click on the date. Packages that have not had a corresponding shipping paper printed are identified by an exclamation point in a yellow triangle over the printer icon that precedes the tracking number. In addition, the status bar at the bottom right corner of the screen will indicate whether or not the documentation was printed for the highlighted shipment.

Printing the UPS Hazardous Materials Shipping Papers/
UPS Cross Border Ground Dangerous Goods Shipping Papers

To print the UPS Hazardous Materials Shipping Papers/UPS Cross Border Ground Dangerous Goods Shipping Papers for a shipment:

- Select the Shipment History tab, double-click on 49CFR Shipments, then select the Open folder, and click the date.
- Highlight the tracking number of the package/shipment.
- Click the Print button on the menu bar
  — You can also print by selecting the Print option from the File menu.

Note: Only one copy of the shipping paper will print at a time.
Shipments History (cont.)

IATA Shipments

IATA shipments are for International and Intra-air shipments. The only documentation printed is the Shipper’s Declaration for Dangerous Goods. IATA shipments are not included on the Hazardous Materials Manifest.

To view shipments made under IATA (International), double-click IATA Shipments. The shipments will be displayed by date.

To view individual tracking numbers for shipments processed, double-click on the date. Packages that have not had a corresponding shipper’s declaration printed are identified by an exclamation point in a yellow triangle over the printer icon that precedes the tracking number. In addition, the status bar at the bottom right corner of the screen will indicate whether or not the documentation was printed for the highlighted shipment.

Printing the Shipper’s Declaration for Dangerous Goods for IATA Shipments

To print the Shipper’s Declaration for Dangerous Goods for a shipment:

- Select the Shipment History tab, double-click IATA Shipments, and click the date.
- Highlight the tracking number of the package/shipment.
- Click the Print button on the menu bar
  — You can also print by selecting the Print option from the File menu.

*Note:* Three copies of the shipper’s declaration will print at a time.
Shipment History (cont.)

TDG Shipments

TDG shipments are for Canada to Canada ground and Canada to U.S. ground. The only documentation printed is the Shipper’s Declaration for Dangerous Goods. TDG shipments are not included on the Hazardous Materials Manifest.

To view shipments made under TDG (International), double-click TDG Shipments. The shipments will be displayed by date.

To view individual tracking numbers for shipments processed, double-click on the date. Packages that have not had a corresponding shipper’s declaration printed are identified by an exclamation point in a yellow triangle over the printer icon that precedes the tracking number. In addition, the status bar at the bottom right corner of the screen will indicate whether or not the documentation was printed for the highlighted shipment.

Printing the UPS Cross Border Dangerous Grounds Shipping Papers / UPS Canada Dangerous Goods Ground Shipping Papers

To print the UPS Cross Border Dangerous grounds Shipping Papers / UPS Canada Dangerous Goods Ground Shipping Papers for a shipment:

- Select the Shipment History tab, double-click on TDG Shipments, then select the Open folder, and click the date.
- Highlight the tracking number of the package/shipment.
- Click the Print button on the menu bar
  — You can also print by selecting the Print option from the File menu.

Note: Only one copy of the shipping paper will print at a time.
Generate a Manifest

The UPS Hazardous Materials Manifest is a compilation of all hazardous materials packages shipped and must be printed at the end of the day. The manifest is only required to be generated for 49CFR shipment(s). All shipments in the Open folder will be listed in the window.

To print the UPS Hazardous Materials Manifest for shipment(s):

- Click the Generate Manifest button on the menu bar
  - The UPS Hazardous Materials Manifest window will appear.

- Selecting Shipments
  - Click the Select All button to choose all the shipments in the Open folder.
  - To manually select multiple shipments, highlight the tracking number(s) you wish to print by using the CTRL or Shift keys.

- Click the Print Manifest button.

Note: Two copies of the report will print at a time.

Once the manifest has been printed, the shipment data is automatically moved to the Closed folder, regardless if the HMS paper has been printed for a shipment.
Recent History

Recent History displays the last four hazardous materials documents that were printed using HMS. This is located under the File menu.

Selecting a document will allow you to reprint one copy of the document at a time.

All shipments that are 30 days old are automatically deleted from HMS. Therefore, if you attempt to print an item from the Recent History and if the selected document is no longer available, the user will see the following message:
Uninstall the UPS Hazardous Materials Software

Either of the following two methods can be used to uninstall HMS:

■ Run the uninstall.exe program located in the \UPS\WSTD\DGS directory.

Or

■ Close HMS and WorldShip™. Select Start, then Programs, UPS, UPS Hazardous Materials Software Uninstall.

Note: If WorldShip is running when you attempt to uninstall HMS, the following message will appear.