

REGULATIONS ON THE CARRIAGE OF DANGEROUS SUBSTANCES AND ARTICLES

Part 2: DHL Paket and letter-like shipments, national

1. GENERAL INFORMATION / SCOPE

This Part 2 of the Dangerous Goods Regulations applies to the domestic shipping of dangerous goods with DHL PAKET and letter-like shipments (DHL PÄCKCHEN M, DHL INFOPOST, BÜCHER- UND WARENSENDUNG, POSTAKTUELL/POSTWURFSPEZIAL), DIALOGPOST and DHL EXPRESSEASY NATIONAL.

The following parts apply to the domestic carriage of dangerous goods in other shipment types: Part 1 applies to specific infectious substances in letter mail (except for DIALOGPOST) Part 3 applies to DHL EXPRESS shipments (DOMESTIC, except for DHL EXPRESSEASY national) Unless otherwise specified, the following apply:

- The German Carriage of Dangerous Goods Act (Gesetz über die Beförderung gefährlicher Güter – GGBefG).
- The German Ordinance on the Transport of Dangerous Goods by Road, Rail and Inland Waterways (Gefahrgutverordnung Straße, Eisenbahn und Binnenschifffahrt – GGVSEB) and
- The "Agreement concerning the International Carriage of Dangerous Goods by Road" (ADR). The designations and classifications used below conform to the ADR.
- The transitional provisions pursuant to 1.6.1.29 and 1.6.2.11 ADR apply.

Dangerous substances and articles are accepted if the following exemptions are applicable to them:

- Pursuant to ADR 1.1.3.2 f) and g), 1.1.3.10 b) and d) and 1.1.3.4)
- **Dangerous goods to which exemptions apply on the basis of special provisions (ADR Chapter 3.3)**, with the exception of those excluded under No. 2.
- **Dangerous goods packed in limited quantities (ADR Chapter 3.4)**, with the exception of those excluded under No. 2.
- The designations and classifications used below conform to the ADR.

2. EXCLUDED AND PERMITTED SUBSTANCES AND ARTICLES

1. The following substances and articles are excluded from carriage:

- Those listed in 2.2 ADR as being excluded from carriage
- Those with the entry "CARRIAGE PROHIBITED" in Table A in 3.2 ADR
- all Items Class 1 substances and articles (explosive substances and articles), such as ammunition, UN Nos. 0012, 0014 and 0055; all types of sparklers and fireworks, UN Nos. 0333, 0334, 0335, 0336, 0337 or safety devices, pyrotechnic (airbags, including built-in ones), UN 0503
- Class 2 substances and articles (gases), Gas cylinders (empty, full, partially empty), such as gas lighters or lighter refills, UN 1057, refrigerated liquefied gases with classification code 3A used for cooling and air-conditioning purposes or fertilizer ammoniating solution with free ammonia, UN 1043
- Class 6.2 substances and articles (infectious substances) of category A and B; UN Nos. 2814 or 2900 and 3373 (also biological products, medical or clinical waste, food and feeds made from animals, medical products and medical equipment that fall under these categories), medical or clinical waste, UN 3291 or infected living animals, except for those designated as permitted in the table below.
- UN Nos. 3334 or 3335 aviation regulated substances are prohibited (for example, durian)
- all Items Class 7 substances and articles (radioactive material), such as ionizing smoke alarms, UN Nos. 2910 or 2911
- Class 8 substances and articles (corrosive substances), such as batteries that are not leak-proof, UN Nos. 2794 and 2795
- Class 9 substances and articles (miscellaneous dangerous substances and articles), UN 1845 carbon dioxide, solid (dry ice) for cooling and air-conditioning purposes, devices with wet or sodium batteries, such as battery-operated vehicles
- Substances and articles with the entry "0" in column 7a of Table A in 3.2 ADR; Exception: Carriage of substances and articles of UN Nos. 1070, 2857, 2990, 3072, 3090, 3091, 3245, 3316, 3358, 3480, 3481, 3499, 3508, 3528, 3529 and 3530 under the conditions described in these regulations.
- Goods packed in excepted quantities pursuant to Chapter 3.5 ADR
- Substances and articles are also excluded where special provisions (SP) pursuant to 3.3 ADR and other provisions must be complied with in addition to quantity limitations for each inner packaging and concentration (in particular SP 168 1st sentence, 201, 225, 235, 241, 271, 280, 289, 290, 307, 319, 327, 364, 368, 369, 373, 375, 376, 377, 378, 379, 389, 390, 392, 395, 396, 565, 592, 593, 598, 636, 645, 650, 658, 663 and 667 b(ii)+c, 670, 672 (2st sentence without outer packaging)).

2. In the above mentioned shipment types, substances and articles are only permitted if

- They can be transported as dangerous goods packed in "limited quantities" pursuant to 3.4 ADR
- They can be transported as excepted quantities (smallest quantities) pursuant to 3.5.1.4 ADR
- They are not subject to the ADR regulations due to:
 - exemptions in accordance with 1.1.3.2. f) and g) and 1.1.3.10. b) and d) ADR
 - exemptions in accordance with 1.1.3.4.1 ADR in conjunction with special provisions pursuant to 3.3 ADR, provided that the application of these special provisions is not excluded under point 1.
 - exemptions in the provisions governing classification pursuant to 2.2 ADR for which there is an entry in Table A in 3.2 ADR
 - Carriage according to 5.5.4.1 ADR is permitted

3. PACKAGING AND SHIPPING

General provisions:

- All substances and articles permitted in accordance with these regulations must be packaged safely. Unpackaged shipments are not permitted. The packaging must provide adequate protection against the usual static and dynamic stresses that inevitably arise during carriage. In particular, the possibility of packaging tearing, bursting open or being punctured must be excluded and the packaging used must also not lead to any disruptions in mail and parcel processing activities, regardless of whether these are performed manually or by machines (in sorting and distribution facilities). If it must be ensured that objects, machines, devices or facilities with liquid dangerous goods remain in their intended orientation, they must be declared as bulky goods.
- In principle, type-tested packaging in accordance with 6.1 and 6.2 ADR is considered to provide sufficient protection, provided that the conditions of the applicable packaging regulations have been complied with.
- If dangerous goods are being shipped in "limited quantities" pursuant to 3.4 ADR, the packaging provisions contained in 3.4.1, 3.4.2, 3.4.4 and 3.4.11 ADR must be complied with and combination packaging pursuant to 6.1.4.21 ADR must be used. In particular, the water resistance requirements pursuant to 6.1.4.12.1 ADR must be complied with.
- For all other dangerous goods permissible under Section 2, the general packaging provisions in 4.1.1 without 4.1.1.3.1 ADR must be complied with. In particular, stable outer box shaped packaging or overpacks must be used that comply with the provisions pursuant to 6.1.4 ADR; with regard to cardboard boxes (4G), the water resistance requirements pursuant to 6.1.4.12.1 ADR need not be met.
- Trays that are shrink-wrapped or stretch-wrapped, letter envelopes, bubble wrap envelopes and foil bags/pouches may not be used as outer packaging, but can be used as inner or intermediate packaging.
- Screw caps of inner packaging containing liquids (such as bottles, barrels and canisters) must be checked for tightness before shipment and, if necessary, be tightened with the torque specified by the manufacturer.
- Spray nozzles must be replaced by screw caps and can be packed loose. Alternatively, spray nozzles can be protected using a suitable and sufficiently thick cushioning material.
- Caps and closures with integrated release devices (such as flip caps) must be equipped with an additional safety material (adhesive tape, for example) in order to exclude the possibility of leakage.
- If used as closing material,
 - spreader clips
 - must have ends that are horizontal to one another,
 - must be placed in all of the punched holes in the closure flap, which must be at least double-folded, and
 - must be flush on the top side;
 - paper clips must be attached in a way that ensures they do not stick out on the surface;
 - resealable closures (such as flaps with self-adhesive strips, slide locks and drawstring fasteners or certain types of cable seals) must continue to function properly even after being opened and closed several times, and closure flaps must not stick out;
 - tuck-in flaps
 - must be latched in punch-outs or slots,
 - locked in place using counter straps or
 - secured using adhesive tape.
- Inner packaging that is breakable or easily punctured (such as containers made from glass, porcelain, stoneware or some plastics) must be inserted into suitable intermediate packaging that satisfies the requirements of 4.1.1.1, 4.1.1.2, 4.1.1.4 to 4.1.1.8 ADR and the packaging provisions pursuant to 6.1.4 ADR.
- Pursuant to 4.1.1.11 ADR, empty packaging that has contained a dangerous substance is subject to the same requirements as filled packaging, unless suitable measures have been taken (such as cleaning, neutralization, disinfection) in order to eliminate any risk. The provisions governing discarded, empty, uncleaned packaging, UN 3509, do not apply.
- The substances and articles listed in Section 2 of this Part 2 of the regulations may be packed together with other permitted dangerous goods (with the exception of gases, which are transported in accordance with special provision 653), subject to the restrictions in 4.1.1.6 ADR and in conjunction with 4.1.10.1 ADR, provided that no dangerous reaction will occur in the event of leakage.
- The gross weight of packages must not exceed 30 kilograms (in the case of matches, strike anywhere, UN 1331, in cardboard boxes: maximum 27 kilograms pursuant to 4.1.10.4 ADR, MP 12).
- If dangerous goods are being shipped in "limited quantities" pursuant to 3.4 ADR, the sender must, prior to carriage,
 - provide information on the gross weight of each package in verifiable form (for example, by means of a clearly visible, durable note on the package, or in written or digital form).
 - use labeling to draw attention to the fact that the packages in question contain dangerous goods.

Special requirements:

- If gases with UN Nos. 1006, 1013, 1046 and 1066 are transported in accordance with special provision 653 ADR, they must not be packed together with other dangerous goods.
- Fire extinguishers with UN N1044 must be provided with effective protection against accidental activation (for example, a seal made of metal wire, pin with safety splint, plastic cable tie). A suitable and sufficiently thick cushioning material must also be placed around the trigger mechanism (push button, hand lever or similar mechanisms).
- Aerosols with UN 1950 must be provided with protection against accidental emptying, pursuant to special provision 190 ADR (1st sentence). If aerosols have parts that project laterally, effective separating material must be placed between them.
- Packaging for substances and articles with UN Nos. 1372, 1387, 1856 and 1857 and for animal substances (with the exception of animal-based feed) must consist of at least three components:
 - a) one or more primary receptacle(s): a plastic film sack with a minimum thickness of 100 µm (0.1 millimeter), sealed tight in each case and placed in
 - b) one or more secondary package(s): a plastic film sack with a minimum thickness of 100 µm (0.1 millimeter), sealed tight in each case, with a sufficient quantity of absorbent material provided for liquid contents and placed in
 - c) suitably sized, stable outer packaging (such as a box made of double wall corrugated cardboard).

These substances and articles, as well as animal-based feed, must be packaged in a way that ensures that any liquid contained therein cannot leak out and that other shipment content is not impaired or damaged. Overpacks are permitted.

- In the case of exempted patient specimens and uncleaned medical instruments and devices, only packaging in conformance with the provisions in 2.2.62.1.5.8 and 2.2.62.1.5.9 ADR may be used. The outer packaging must be in the form of a box.
- Class 8 liquid substances, packaging group II, in glass, porcelain or stoneware inner packaging must be enclosed in compatible and rigid intermediate packaging.
- Magnetized materials with UN 2807 must be packed in such a way that
 - the packages cannot stick to metallic surfaces in the parcel distribution facilities and
 - no damage or impairment to other shipment contents (such as magnetic data storage media) occurs.

This can be achieved, for example, by means of suitable shielding of the magnetic field or by using packaging of a suitable size.

- Genetically modified microorganisms (GMMOs) and genetically modified organisms (GMOs), UN 3245, must be packed according to 4.1.4.1 ADR, packing instruction P 904.
- Articles with UN Nos. 3166, 3363, 3528, 3529 and 3530 must be placed in liquid-tight packaging. All other dangerous substances contained in the articles must be emptied before packing (to the extent that this is technically possible). Any openings present must be sealed so that they are leakproof. A sufficient quantity of absorbent material must be packed in with liquid contents.
- Packages that contain substances and articles transported in accordance with 3.5.1.4 ADR (smallest quantities) must be packaged in accordance with 3.5.2 ADR and inspected in accordance with 3.5.3 ADR.

4. LABELING

Packages that contain "limited quantities", as defined in 3.4 ADR, of the substances and articles permitted under Section 2 of this Part 2 of the regulations must be clearly and durably labeled with the following mark in accordance with 3.4.7 ADR (ideally on the inscription side):



The upper and lower regions and the edge line of this mark must be black. The area in the middle must be white or a color which provides an adequate contrast to the background and must not contain any additional writing (for example, UN No., designation or description). The minimum dimensions are 100 x 100 millimeters, and the minimum width of the diamond outline is 2 millimeters.

Where necessitated by the size of a package, this mark may be reduced in size to no smaller than 50 x 50 millimeters, and the width of the outline may be reduced to 1 millimeter, so long as it remains clearly visible. The length of the sides of the diamond must be selected such that the mark appears as large as possible on the package.

An arbitrary reduction in size is not permissible.

Packages bearing a mark pursuant to 3.4.8 ADR (diamond shape containing a "Y") are permitted according to 3.4.9 ADR.



Overpacks must be marked in accordance with 3.4.11 ADR.

Packages that display additional information beyond the marks described above (such as UN No. and designation) will not encounter any problems.

Packages containing specific dangerous goods that are transported according to special provisions pursuant to 3.3 ADR must be marked as follows:

- GMOs or GMMOs pursuant to special provision 219 ADR and packing instruction P 904 with "3245" preceded by the letters "UN" inside a diamond (minimum dimensions 50 x 50 millimeters, minimum character height 6 millimeters)



- Substances pursuant to special provision 653 ADR with the relevant UN number of the gas and preceded by the letters "UN" inside a diamond (minimum dimensions 100 x 100 millimeters, minimum character height 6 millimeters)



- Lithium batteries with UN Nos. 3090, 3091, 3480 and 3481 must, in accordance with special provision 188 ADR, bear the mark pursuant to 5.2.1.9 ADR.



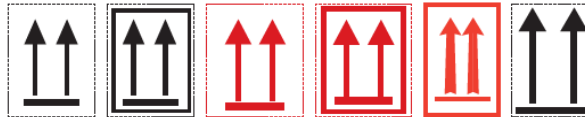
* Space for the UN number(s)

This provision does not apply to packages which

- contain only button-cell batteries installed in equipment (including circuit boards),
- contain no more than four cells installed in equipment, or
- contain two batteries installed in equipment, so long as the consignment contains no more than two of such packages.

- Packages containing batteries, nickel-metal hydride, UN 3496, must be marked with "NICKEL-METAL HYDRIDE BATTERIES" when being sent to islands that are only accessibly by sea
- Packages containing exempted patient specimens and uncleaned medical instruments and devices must be labeled as follows:
 - "EXEMPT HUMAN SPECIMEN" or "EXEMPT ANIMAL SPECIMEN"
 - "USED MEDICAL INSTRUMENT" or "USED MEDICAL DEVICE"
- Packages containing fire extinguishers, UN 1044, transported in accordance with special provision 594 must be labeled "FIRE EXTINGUISHER" (minimum letter height 12 millimeters). Packages containing polymeric beads, expandable, evolving flammable vapor, UN 2211, must be labeled "KEEP AWAY FROM SOURCES OF IGNITION".

Orientation arrows must be applied in accordance with 5.2.1.10 ADR (this also applies to packages containing articles with UN Nos. 1044, 2857, 3166, 3358, 3363, 3528, 3529 and 3530).



Package orientation marks according to Figures 7.4.D and 7.4.E of the IATA DGR are permitted. The labels and markings will not be supplied or made available by Deutsche Post or DHL Paket.

5. SPECIAL NOTES

The additional specifications set forth in the most recent versions of the following must also be complied with for all packages:

- the "General Terms and Conditions of DHL for the (Domestic) Parcel/Express Service" (GT&Cs Paket/Express National)
- the "Terms and Conditions of Dispatch for DHL Domestic and International Parcel Services" (Versandbedingungen DHL Paket national und international);
- the "Services and Prices" (Leistungen und Preise) directory (in particular minimum and maximum dimensions and maximum permitted gross weights)
- product-specific service descriptions and brochures

In cases of doubt regarding the permissibility of a substance or article for carriage, inquiries may be made using the contact details provided in the "Services and Prices" (Leistungen und Preise) directory or at **dhl.de/kontakt**.

In the event of non-compliance with

- classification, packaging and labeling provisions,
 - the provisions of these regulations and
 - other postal regulations,
- the sender shall be liable for the legal liability consequences of any damage occurring during shipping.

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