Operational Guide

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Dangerous Goods & prohibited Items

landmark global
a bpost company

Index

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Introduction

This dangerous goods and prohibited items brochure contains the guidelines of Landmark Global regarding the items that can and cannot be shipped through the Landmark Global network.

What are dangerous goods and prohibited items?

'Dangerous goods' are articles or substances capable of posing a hazard to safety, health, property or the environment and includes items of common use, such as aerosols, perfumes, and paints. The Universal Postal Union Convention forbids the carriage of dangerous goods in mail.

The transportation of dangerous goods is controlled and governed by a variety of different regulatory regimes, operating at national and international levels. Prominent regulatory frameworks for the transportation of dangerous goods include the United Nations Recommendations on the Transport of Dangerous Goods, the ICAO Technical Instructions, the IATA Dangerous Goods Regulations, the IMO International Maritime Dangerous Goods Code and the ADR Agreement (Agreement Concerning the International Carriage of Dangerous Goods by Road). Collectively, these regulatory regimes mandate how dangerous goods must be classified, packed, marked, labelled, documented, and handled for transport.

Except as otherwise specified in this guide, Landmark Global does not accept any dangerous goods as defined in the above mentioned regulations or in any other national or international regulations related to the transport of dangerous goods. In addition to "dangerous goods", Landmark Global does not accept other goods, although not classified as dangerous goods, which may pose a safety or security issue. These items identified in this guide as " prohibited items" include but are not limited to:

- Drugs, narcotics and psychotropic substances;
- Objects covered by the penal code or penal stipulations against breaches of special laws;
- Objects whose shape, form, nature or packaging is likely to be dangerous to persons or damaging or dirtying other mail items, bpost equipment or third party property;
- Vegetation products;
- Live animals, parasites or animal products;
- Coins, bank notes, currency notes or bearer securities, traveler's cheques, securities and stocks, coupons, bank or credit cards, cheques;
- Platinum, gold or silver, manufactured or otherwise, gems, fine or cultured pearls, jewelry or other precious objects, such as fur, art objects and collections, similar precious objects of sentimental value;
- Software;
- Obscene or immoral objects;
- Objects, including writings or substance in general, that cannot be imported, exported, circulated, distributed, used or possessed by law;
- Arms, including knives, daggers and any other sharp or pointed objects.

Basic Principle

The Universal Postal Union (UPU) Convention forbids the carriage of dangerous goods in mail.

Exception 1: Lithium cells and batteries contained in equipment.

Limited quantities of lithium cells and lithium batteries in electronic devices sent in postal parcels may be accepted under certain conditions.

Definitions

What is the difference between a lithium cell and a lithium battery?

A **lithium cell** is a single encased electrochemical unit consisting of one positive and one negative electrode that exhibits a voltage differential across the two terminals.

A **lithium battery** is one or more cells electrically connected. A single cell battery is considered to be a cell and not a battery.

Conditions for transport

Lithium cells and batteries can be accepted by Landmark Global under the following conditions:

- Cells and batteries must always be installed (contained) in equipment. The equipment must be adequately packed to prevent accidental activation leading to heat, fire or short circuits during transport.
- Limitations on cells and batteries:
  - Each package must contain no more than four cells or two batteries installed in equipment;
  - For Lithium ion cells and batteries, the Watt-hour rating must not exceed 20Wh per cell or 100Wh per battery;
  - For Lithium metal or Lithium alloy cells and batteries, the Lithium content must not exceed 1 gram for a cell and 2 grams for a battery;
  - Each cell and battery must be of a type proven to meet the requirements of each test in the UN Manual of Tests and Criteria, Part III, section 38.3;
  - Cells or batteries that are defective for safety reasons, or that have been damaged are forbidden.
- Check destinations with Landmark Global: some destination countries might not accept equipment containing lithium batteries sent by the post. For example: currently Italy does not accept lithium

batteries.

Note: Some other types of batteries may be accepted for transport not packed in equipment. Examples: New alkali-manganese batteries l, nickel metal hydride (NiMh), nickel cadmium (NiCd) and Zinc-air batteries: (including D, C, 9V, AA, AAA and AAAA alkaline metal batteries) can be sent in their original unopened retail packaging, surrounded with cushioning material as for ex. bubble wrap.

Examples

Examples of electronic devices containing batteries which are in principle accepted.

Video camera, walkie talkies, GPS, radio-controlled toys, digital camera, scanner, mobile phone, MP3 player, Bluetooth headset, smart phone, laptop computer, shaver, power drill, tablet computer, portable DVD player, measuring equipment.

This is a representative list of common electronic equipment which is in compliance with the above-mentioned conditions.

Electronic devices containing batteries not accepted:

The following examples of equipment are not acceptable as the watt-hour rating of the lithium ion cells or batteries or the lithium content of the lithium metal cells and batteries exceed the limitations for acceptance or is not in compliance with another condition for acceptance by Landmark Global:

Electric bicycle, laptop with external battery, electrical wheelchair, small in-house power generator, battery not installed in handset, automatic external defibrillator (AED), power banks .

Exception 2: ADR Limited Quantities

Landmark Global is able to transport some dangerous goods, exclusively by road, under the provisions for Limited quantities as described in Chapter 3.4 of ADR (Agreement concerning the International Carriage of Dangerous Goods by Road).

How to apply for shipment

Process to apply for a permission to transport dangerous goods in accordance with the provisions for limited quantities.

Your Account Manager at Landmark Global will help you through the process.

- Download the "*Dangerous goods request form*" from the Client Portal or ask your Account Manager who can provide it for you.
- Complete the form and send it to your Account Manager with the relevant Safety Data Sheets (SDS) of the products you want to transport.
- Landmark Global will review if your request is acceptable.
- Landmark Global will request approval of the last mile partner(s), being it post offices or other partners.

If the review confirms the products are allowed to be transported under the provisions for limited quantities and the country of destination grants permission to accept the dangerous goods, a permission will be given by your Account Manager to transport the dangerous goods in compliance with the provisions for limited quantities.

How to prepare shipment

1. Packing Requirements

Dangerous goods must be packed fully in compliance with the provisions of limited quantities (Additional information can be found in ADR Chapter 3.4):

- Dangerous goods must be packed in good quality packagings which shall be strong enough to withstand the shocks and loadings normally encountered during carriage.
- Dangerous Goods must be packed in inner packagings with the exception of articles such as aerosols. Inner packagings must be compatible with the product.
- The **maximum net quantity** per inner packaging may not exceed the maximum allowed quantity authorized under the provisions for limited quantities.
- Sufficient ullage must be left when filling inner packagings with liquids.
- Inner packagings and articles must be packed in an outer packaging in such a way that under normal conditions of transport they cannot break, punctured or leak their contents into the outer packaging.
- Inner packagings containing liquids must be packed with their closures upward. This is not required for inner packagings each containing not more than 120 mL (e.g., Perfumery samples) under condition that absorbent material, sufficient to absorb the complete contents, is added between the inner and outer packagings. Fragile inner packaging must be secured within the outer packaging with cushioning material. In addition, suitable cushioning material must be used to fill empty spaces and to prevent movement within the outer packaging.

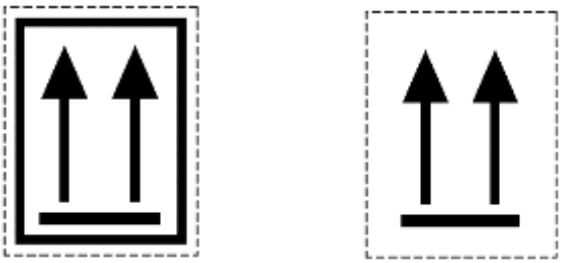
- The maximum allowed gross mass per package 30 kg.
- Packages must be well closed e.g., by means of strong tape.

2. Marking of each package

-
- Each package must bear the limited quantities mark:

The mark must be in the form of a square set at an angle of 45° (diamond-shaped). The minimum width of the line forming the diamond shall be 2 cM. If the size of the package so requires, the minimum outer dimensions shown may be reduced to be not less than 50 mM × 50 mM provided the mark remains clearly visible.

- Each package must also bear the **name and address of shipper and consignee**.
- Each package containing liquids must be marked with the package orientation arrows (meeting the specifications of ISO 780:1997) on opposite sides. This is not required for outer packagings containing inner packagings each containing not more than 120 mL under condition absorbent material sufficient to absorb the complete contents is added between the inner and outer packagings.



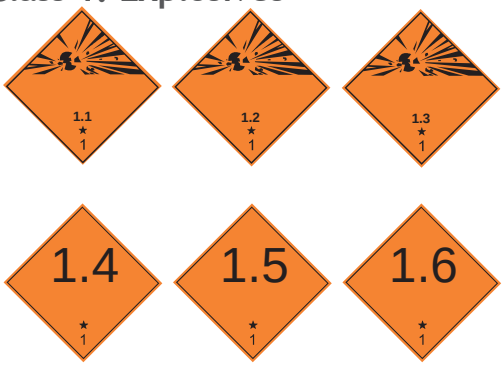
Absolutely not permitted in postal flow

Dangerous Goods pictograms

Dangerous goods are divided into nine hazard classes that cannot be shipped. Some pictograms and examples:

Classes and pictograms

Class 1: Explosives



Common examples

Fireworks, ammunition, gunpowder, flares, warning flares, air bag inflators

Class 2: Gases

1. Flammable gas: camping gas, butane gas, cigarette lighters , compressed hydrogen, sprays/aerosols
2. Non-flammable, non-toxic gases: fire extinguishers, liquefied nitrogen diving cylinders, neon
3. Toxic gases: carbon monoxide, ethylene oxide , chlorine

Class 3: Flammable liquids

Alcohols /alcoholic beverages (> 24%), benzene, cleaning compounds, gasoline, oil lighters, lighter fuels, paints/varnish, acetone solution
Nail varnish, thinners/solvents, adhesion bonds, flammable perfumes

Absolutely not permitted in postal flow

Class 4: Flammable solids; spontaneously combustible substances; substances dangerous when wet

Matches, cellulose nitrate, magnesium powder,

Phosphorus, sodium, calcium carbide

Class 5: Oxidizing substances; Organic peroxides

Bleaching powders, disinfectants, fertilizers, nitrates, hair Bleaching products, oxygen generator

Class 6: Toxic and infectious substances

Arsenic, pesticides/fungicides, rat poison, agricultural chemicals, mercury compounds, bacteria, viruses, blood samples for diagnosis, contaminated surgical blades and needles

Class 7: Radioactive material

Used for medical diagnosis and treatment :
Cobalt-60, Iodine-125, Molybdenum-99

Absolutely not permitted in postal flow

Class 8: Corrosives

Wet batteries, mercury, hydrochloric acid, corrosive cleaning liquids

Class 9: Miscellaneous dangerous goods

Magnetized goods, loudspeakers, engines, solid carbon dioxide (dry ice), lithium batteries (*)

Warnings and pictograms on some common household products

Products bearing the following markings are classified as dangerous goods and are forbidden in mail.

Dangerous Goods and Prohibited items list

A non-exhaustive list of items that are not permitted to be shipped by mail

Item	Hazard Class/Prohibited item
Acetylene	Class 2 – Flammable gas
Aerosols	Class 2 - Gases
Alcohol	Class 3 – Flammable liquids, except alcoholic beverages with an alcohol content below 24% Specific country dependent restrictions may apply!
Ammunition	Class 1 – Explosives
Animals, live	Prohibited
Arsenic	Class 6 – Toxic substances
Asbestos	Class 9 – Miscellaneous dangerous goods
Ashes and remains (human and animal)	Prohibited
Automobile parts, some	Class 9 – Magnetized materials
Bacteria	Class 6 – Infectious substances
Batteries, car	Class 8 – Corrosives
Benzene	Class 3 – Flammable liquids
Infectious substances including biological specimens	Prohibited by Landmark Global
Contaminated blades, surgical	Class 6 – Infectious substances
Blasting caps	Class 1 – Explosives
Bleaching agents, permanganate	Class 5 – Oxidizing agents
Blood samples	Class 6 – Infectious substances
Bromates	Class 5 – Oxidizing agents
Butane	Class 2 – Flammable gas
Camping material containing flammable gas	Class 2 – Flammable gas
Carbon dioxide and ethylene oxide mixtures	Class 2 – Toxic gas
Carbon dioxide, solid (dry ice)	Class 9 – Prohibited
Cellulose nitrate products	Class 4 – Flammable solids
Chlorates	Class 5 – Oxidizing agents
Chlorine	Class 2 – Toxic gas
Cigarette lighters containing flammable gas	Class 2 – Flammable gas
Cleaning compounds, flammable	Class 3 – Flammable liquids
Cleaning liquids, corrosive	Class 8 – Corrosives
Clinical waste	Class 6 – Infectious substances
Detonators	Class 1 – Explosives
Disinfectants, permanganate	Class 5 – Oxidizing agents
Engines, internal combustion	Class 9 – Miscellaneous
Fibreglass repair kits	Class 5 – Organic peroxides
Film, cellulose nitrate	Class 4 – Flammable solids
Fire extinguishers	Class 2 – Non-flammable, non-toxic gas
Firearms	Prohibited

Dangerous Goods and Prohibited items list

Item	Class
Fireworks	Class 1 – Explosives
First aid kits	Class 9 – Miscellaneous
Flares	Class 1 – Explosives
Fungicides	Class 6 – Toxic substances
Fuses	Class 1 – Explosives
Gasoline	Class 3 – Flammable liquids
Bleaching products	Class 5 – Organic peroxides
Hair spray , aerosol	Class 2 – Gases
Hair spray, pump action	Class 3 – Flammable liquids
Hydrogen cyanide	Class 6 – Toxic substances
Hydrogen, compressed	Class 2 – Flammable gas
Igniters	Class 1 – Explosives
Life-saving appliances (AED)	Class 9 – Miscellaneous
Magnesium powder	Class 4 – Flammable solids
Magnetized material	Class 9 – Miscellaneous
Matches	Class 4 – Flammable solids
Mercury, mercury compounds or mercury in manufactured items, such as thermometers	Class 8 – Corrosives
Nail varnish	Class 3 – Flammable liquids
Needles, surgical, used	Class 6 – Infectious substances
Neon	Class 2 – Non-flammable, non-toxic gas
Nitrates	Class 5 – Oxidizing agents
Nitric acid	Class 8 – Corrosives
Paint and paint removers, flammable	Class 3 – Flammable liquids
Paint or varnish removers	Class 8 – Corrosives
Parasites	Class 6 – Infectious substances
Perchlorates	Class 5 – Oxidizing agents
Perfumery products with flammable solvents	Class 3 – Flammable liquids
Permanganate	Class 5 – Oxidizing agents
Peroxides	Class 5 – Oxidizing agents
Pharmaceutical products, some	Class 5 – Organic peroxides Class 6 – Toxic substances
Plutonium	Class 7 – Radioactive materials
Polymeric beads	Class 9 – Miscellaneous
Potassium, metallic	Class 4 – Flammable solids
Pyrotechnic signal devices	Class 1 – Explosives
Radium	Class 7 – Radioactive materials
Rat poison	Class 6 – Toxic substances
Rocket motors (models)	Class 1 – Explosives
Rust removers or preventers	Class 8 – Corrosives
Sodium sulphide	Class 4 – Flammable solids

Dangerous Goods and Prohibited items list

Item	Class
Sodium, metallic	Class 4 – Flammable solids
Solvents, flammable	Class 3 – Flammable liquids
Surgical blades or needles, used	Class 6 – Infectious substances
Syringes, used	Class 6 – Infectious substances
Tear gas devices	Class 6 – Toxic substances
Thermometers, mercury	Class 8 – Corrosives
Thinners	Class 3 – Flammable liquids
Toilet articles, aerosol	Class 2 – Gases or Class 3
Varnish and varnish removers, flammable	Class 3 – Flammable liquids
Viruses	Class 6 – Infectious substances
Zinc powder	Class 4 – Flammable solids
Zirconium powder	Class 4 – Flammable solids

Responsibility

Sender's responsibility

The sender is responsible for the content of the shipment, packaging, correctness and completeness of any accompanying documents.

Failure to comply with the Landmark Global terms and conditions related to sending dangerous goods in the post, may have legal consequences for the sender.

If Landmark Global detects dangerous goods in your shipments, Landmark Global reserves the right to:

- refuse their deposit;
- suspend their handling;
- destroy them immediately if they represent a danger to people or things and/or;
- return them to the sender. The costs for return and storage and all other costs, as the case may be, are payable by the customer.

Disclaimer

Landmark Global has made every effort to ensure the accuracy of the contents of this Dangerous Goods and Prohibited Items Guide at the time of publication. Landmark Global makes no warranty or guarantee regarding the correctness, completeness, reliability, suitability or accuracy of this.

The information in this Dangerous Goods and Prohibited Items Guide may be revised at any time without notice. Landmark Global shall not be liable to any person for any loss or damage of any kind whatsoever arising from any errors or omissions in this Dangerous Goods and Prohibited Items Guide or from reliance placed upon all or any part of the contents of this Guide.

Appendix: Request Form Dangerous Goods

Request Form Dangerous Goods Packed in Limited Quantities

Download the *'Dangerous Goods Request form'* from the Client Portal or ask your Account Manager who can provide it for you.

Contact information

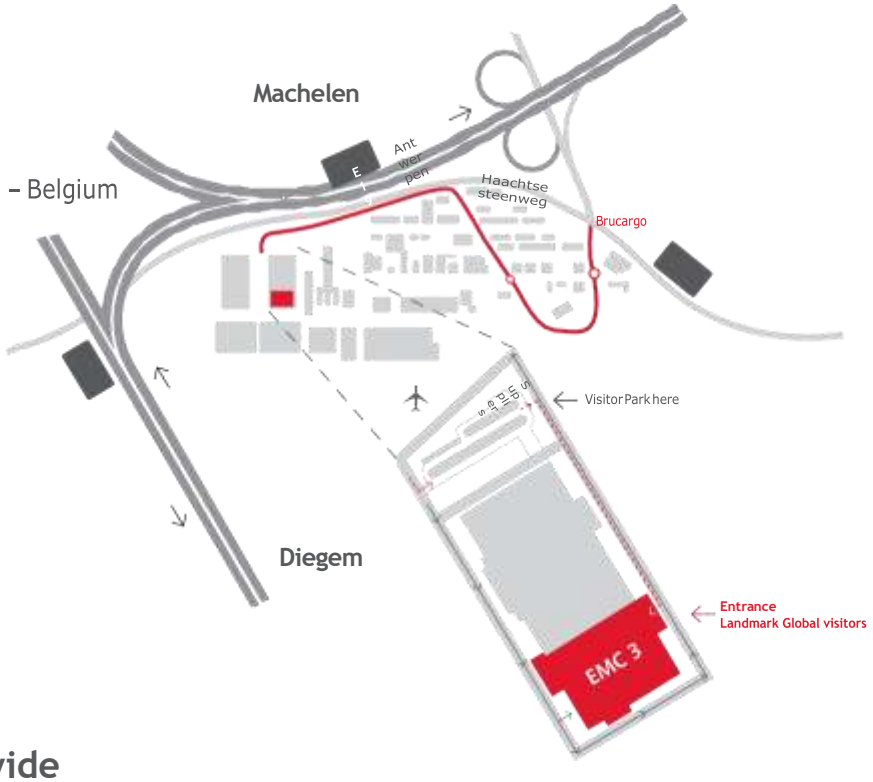
EMC (European Mail Centre)
Landmark Global headquarters
Corporate Office Belgium

Brucargo Building 829c
1931 Zaventem-Brucargo
Belgium

Customer Service Desk

clientserviceseu@landmarkglobal.com

+32 (0)2 276 22 90
from 9 am to 5 pm



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