

# Dangerous goods

What you may and may not send via PostNord



## PostNord customer service

### Sweden

Phone: +46 771 33 33 10

#### Private

Monday to Friday, 08:00-19:00

#### Business

Monday-Friday, 08:00-17:00

### Denmark

Email: skrivpost@post.dk

#### Private

Monday to Friday, 09:00-18:00

Phone: +45 70 70 70 30

#### Business

Monday to Friday, 09:00-17:00

Phone: +45 70 11 12 30

### Norway

#### Private and business

Monday to Friday, 08:00-21:00

Phone:

09300 (domestic)

+47 23141300 (international)

### Finland

Monday to Friday, 07:00-22:00

#### Private

Email: customerservice.fi@postnord.com

Phone: +358 20 690 399

#### Business

Email: companies.fi@postnord.com

Phone: +358 10 572 8333

# Dangerous goods

- 04 Introduction - safe shipments
- 06 Laws and regulations
- 06 Transport - a definition
- 06 Dangerous Goods Safety Advisor (DGSA)
- 07 Prohibited goods
- 08 Classification of dangerous goods
  - 09 1. Explosives in solid or liquid form
  - 09 2. Flammable and non-flammable gases
  - 10 3. Flammable liquids
  - 10 4. Flammable solids
  - 11 5. Oxidizers and organic peroxides
  - 11 6. Toxic and infectious substances
  - 11 7. Radioactive material
  - 12 8. Corrosive substances
  - 12 9. Miscellaneous dangerous substances
- 12 Batteries
- 16 Shipping of dangerous goods
- 16 Packaging
- 16 Documentation
- 17 Security declaration
- 17 Safety data sheet
- 17 Marking and labelling
- 18 Examples of warning labels
- 19 Appendix A - International regulations
- 20 Appendix B - National transport authorities
- 21 Index



# Safe shipments

**The transport of dangerous goods** is central to the functioning of our modern society. So, it is essential that they can be moved in ways that won't be hazardous to health, property or the environment.

This may seem obvious, but adding to the complexity, normally safe objects or substances may turn into safety hazards under the wrong circumstances. During transport, this include vibrations, changes in temperature or pressure, or contact with certain other substances.

## **The consignor is always responsible**

The rules are unambiguous when it comes to transportation of dangerous goods. The consignor is always responsible for ensuring that the item of mail does not contain any dangerous or potentially hazardous goods.

The general rule is that you may not send goods and substances that are UN-classified as dangerous goods with PostNord. This is always the case for private persons. For business customers, special conditions apply. A limited quantity of parcels is allowed and can be found in the additional services: PostNord Parcel, MyPack Home, Pallet and Groupage (within the Nordic region). Pallets are allowed with full ADR documentation (see Appendix B, International regulations), or if they comply with the regulations for value-estimated amount.

## Do you need more information?

If you need further information regarding transportation of dangerous goods, please visit PostNord's local websites [www.postnord.se](http://www.postnord.se), [.dk](http://www.postnord.dk), [.no](http://www.postnord.no) and [.fi](http://www.postnord.fi). There, you can read about what may and may not be sent via PostNord in the terms of our various services and in the General Terms and Conditions that apply in each country.

Of course, you are always welcome to contact PostNord customer service. See the fact box on page 2 for contact information.

**Note!** The information in this booklet is only meant as general information. The rules vary depending on the type of goods, the quantity and the PostNord service used. There are also differences between the Nordic countries, between different modes of transport, and whether you send the goods domestically, between the Nordic countries or within the European Union, or to other international destinations.

# Laws and regulations

There are several laws and regulations surrounding the transport of dangerous goods, with national laws based on overriding international regulations. Basically, all global transportation regulations, for sea, aviation, road and rail, emanates from the United Nations so-called “Orange Book”, UN Recommendations on the Transport of Dangerous Goods.

UNECE (The United Nations Economic Committee for Europe) has developed mechanisms that harmonize hazard classification criteria and hazard communication tools (the Globally Harmonized System of Classification and Labelling of Chemicals, or GHS), and mechanisms for all modes of transport (Transport of Dangerous Goods, or TDG).

**Tip!** For more information about domestic and international laws and regulations, as well as the various modes of transport, you can always contact the national authorities in charge (see Appendix B).

## Transport - a definition

*Transport* is generally defined as the moving of goods by road, rail, sea and air, including loading, unloading, storage or other types of handling, from sender to receiver. It does **not** include the movement of the goods where they are produced, more permanently stored or consumed.

## Dangerous Goods Safety Advisor (DGSA)

Businesses that send dangerous goods for transport, or that transport dangerous goods themselves, are obliged to appoint at least one Dangerous Goods Safety Advisor (DGSA) to comply with the regulations.

This applies to all modes of transport, whether done by natural persons, legal entities or governmental authorities.

The DGSA's duties include:

- » monitoring compliance with the rules governing transport of dangerous goods
- » advising the business on correct transport of dangerous goods
- » identifying all dangerous goods that are to be transported
- » ensuring that the right documentation is prepared
- » training of staff in the correct transport of dangerous goods

# Prohibited articles

There are certain goods you are not permitted to send, either domestically or internationally. If you send such goods, they may be stopped by PostNord or national customs if sent outside the EU. This applies to parcels (i.e. packages), pallets, groupage or part loads.

The list below includes examples of goods that you are not allowed to send.

Furthermore, in case of international shipments, you are not allowed to send goods where import or export is forbidden or requires special permission in accordance with regulations of the respective country of dispatch or destination.

## Controlled narcotics and drugs and counterfeit items

Parcels whose contents, external appearance or shipment are against the law, including cannabis, cocaine, heroin, LSD, opium and amyl nitrate, and counterfeit items.

## Dead or living animals

Exception: unless otherwise agreed to.

General exceptions: bees, leeches, silkworms, fruit flies of the Drosophilidae family, and parasites and destroyers of insect pests being sent between officially recognized institutions.

## Hot or cold goods

Goods that need hot or cold storage to preserve their integrity.

Exception: goods packed in dry ice as per IATA's packing instructions.

## Human remains

Including body parts, organs and cremation urns.

Exception: unless otherwise agreed to.

## Valuable documents / Securities

Including money, credit cards, banknotes, telephone cards or similar certifications of value.

## Valuable items

Including precious metals, jewellery, gemstones, genuine pearls, furs, carpets, watches, antiques, works of art, vouchers and admission tickets with a value of more than €520 per item.

## **Weapons and weapon components, and copies of these**

Note: for national regulations defining weapons, businesses need to refer to the relevant authority

Exception: unless otherwise agreed to.

## **Others, unless otherwise agreed to**

Tobacco, alcoholic beverages, tyres, goods which require regulated temperature, plants and fresh foods.

# **Classification of dangerous goods**

In most countries, the classification of dangerous goods and substances is based on the United Nations Economic and Social Council's UN Recommendations on the Transport of Dangerous Goods, which divides dangerous goods into nine classes based on their characteristics and how dangerous they may be. Each class has its respective sub-classes.

All hazardous materials and articles can be identified by a four-digit UN number (for example, UN 1002 stands for compressed air). All UN-classified dangerous goods are prohibited, with the possible exception of dangerous goods in limited quantities, which may be allowed if in accordance with the terms & conditions of the specific service.

The following list contains examples of the various classes.

### **UN Dangerous Goods Classification**

- UN Class 1: Explosives in solid or liquid form
- UN Class 2: Flammable and non-flammable gases
- UN Class 3: Flammable liquids
- UN Class 4: Flammable solids
- UN Class 5: Oxidizers and organic peroxides
- UN Class 6: Toxic and infectious substances
- UN Class 7: Radioactive material
- UN Class 8: Corrosive substances
- UN Class 9: Miscellaneous dangerous substances





## UN Class 1

# Explosives in solid or liquid form

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- » ammunition
- » fuses
- » lighters
- » percussion caps for toy weapons
- » fireworks and sparklers
- » other pyrotechnic material



## UN Class 2

# Flammable and non-flammable gases

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- » aerosol products/spray cans
- » butane
- » diving tubes
- » gas lighters
- » fire extinguishers containing pressurized gas
- » welding gases

**Exception:** new and unused empty lighters.

**Packing guidelines:** must be sent in unopened, original retail packaging; the sender's name and return address must be clearly visible on the outer packaging.

**Exception:** personal grooming or medicinal aerosols may be sent domestically, but not internationally.

**Packing guidelines:**

- » protect valves with a cap or in some other way that will prevent the release of the contents during transport
- » aerosols must be packed tightly in strong outer packaging and secured or cushioned to prevent any damage
- » maximum volume 350ml
- » only two aerosols per package
- » apply ID8000 label on package
- » asthma inhalers are exempt under IATA Special Provision A98
- » for inhalers of 50ml or less, there are no quantity restrictions
- » the sender's name and return address must be clearly visible on the outer packaging.



## UN Class 3

# Flammable liquids

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- » alcoholic beverages (greater than 70% ABV)
- » certain perfumes
- » detergents
- » gasoline and other fuels
- » mineral spirits
- » nail varnish/polish
- » solvent-based paint
- » solvents

**Exception:** certain perfumes and aftershaves may be sent domestically.

**Packing guidelines:**

- » maximum volume per item is 150ml
- » in each package, a maximum of four perfumes or aftershaves is allowed
- » all must be inside the original retail packaging and with a protective outer packaging
- » pack, secure or cushion the inner packaging to prevent breakage or leakage
- » an ID8000 label
- » the sender's name and return address must be clearly visible on the outer packaging.

**Exception:** Nail varnish/polish

**Packing guidelines:**

- » maximum volume per item is 30ml
- » a maximum of four bottles of nail varnish is permitted per package
- » bottles must have a strong outer packaging and be packed, secured or cushioned to avoid breakage or leakage
- » an ID8000 and the sender's name and return address must be clearly visible on the outer packaging.



## UN Class 4

# Flammable solids

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- » cellulose nitrate film
- » materials that become dangerous in the presence of hydrogen
- » self-igniting substances, such as matches and metal powder
- » substances that produce gas upon contact with water, such as potassium and magnesium powder



UN Class 5

## Oxidizers and organic peroxides

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- » certain types of glue and adhesive
- » hair and textile dyes
- » poisons, medicines and toxins, including drugs
- » some bleaches and powders
- » substances that are highly flammable in the presence of oxygen



UN Class 6

## Toxic and infectious substances

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- » substances infectious to humans or animals
- » toxic substances, such as mercurial combinations and cyanides

**Exception:** Category B UN 3373 biological substances.

**Packing guidelines:** category B UN 3373 must be packed in accordance with ICAO-TI and IATA-DGR packing instruction PI 650.



UN Class 7

## Radioactive material

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- » certain measuring instruments and certain pacemakers
- » medical or research samples containing radioactive substances

**Exception:** materials that are permitted according to the latest edition of ICAO's regulations.

**Packaging guidelines:** surround with cushioning material, such as bubble wrap; the sender's name and return address must be clearly visible on the outer packaging.



## UN Class 8

# Corrosive substances

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- » corrosive paint and agents for the prevention or removal of rust
- » corrosive cleaning fluids
- » instruments containing mercury or battery fluids



## UN Class 9

# Miscellaneous dangerous substances

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- » asbestos
- » certain first aid kit products
- » materials that have soporific, toxic or other dangerous characteristics, and may cause significant discomfort in the event of a leak
- » power saws
- » strongly magnetic materials
- » vehicles

**Exception:** asbestos samples fixed within an inert material, for example, glue or resin.

**Packing guidelines:** use a cushioning material to surround the goods, for example, bubble wrap; the sender's name and return address must be clearly visible on the outer packaging.



## Batteries

Part of the UN Class 9, the correct shipment of batteries can be hard to overview due to differences between modes of transport and between various countries and regions. The regulations for aviation are especially strict. The latest editions of the ICAO Technical Instructions for the Safe Transport of Dangerous Goods (Technical Instructions) and the IATA Dangerous Goods Regulations (DGR) detail what kind of cells or batteries you may or may not send via air transport.

PostNord exclusively uses passenger aircrafts (PAX) and airmail aircrafts for shipping items of mail; for domestic as well as international shipments. Larger bulk or pallet shipments of batteries must be shipped by cargo aircrafts, which are not included in PostNord's services.

Below are some general rules for sending batteries and cells with PostNord:

**Domestically** - all Nordic countries can handle ADR SP188 compliant dangerous goods as parcels, since these are not put on airplanes. The same goods can generally also be handled as letters in Sweden (only the service Klimatekonomisk), Denmark and Norway.

**Between the Nordic countries** - ADR SP188 compliant dangerous goods can be handled as parcels when not put on airplanes. Letters can be sent between Sweden (only the service Klimatekonomisk), Denmark and Norway.

**For other international destinations** - ADR SP188 compliant goods can generally be handled as parcels to most countries within the European Union (within the DPD network). To destinations where goods are sent by air, there are limitations due to air security regulations.

**Alkaline metal, nickel metal hydride (NiMH) and nickel cadmium (NiCd)** batteries - including D, C, 9V, AA, AAA and AAAA alkaline batteries - may be sent if new and still in their original packaging.

Batteries that are classed as dangerous goods by the ICAO and IATA regulations are prohibited, including wet spillable lead acid and lead alkaline batteries (such as car batteries), used alkaline metal, nickel metal hydride (NiMH), nickel cadmium (NiCd), zinc-air batteries, and damaged batteries of any type.

**Packaging guidelines:** the batteries must be new and sent unopened in their original retail packaging; surround them with cushioning material, such as bubble wrap; the sender's name and return address must be clearly visible on the outer packaging.

**The IATA Lithium Battery Guidance Document** provides a comprehensive guide to shipping lithium batteries. While all lithium batteries are classified as hazardous materials/dangerous goods, there are exceptions.

The IATA document classifies lithium batteries as follows:

- » lithium metal batteries (UN 3090)  
Non-rechargeable; commonly used in e.g. cameras, watches and smoke detectors
- » lithium ion batteries (UN 3480)  
Rechargeable; very common in portable consumer electronics, such as laptops, mobile phones and cordless power tools

With the sub-classes:

- » lithium metal batteries contained in equipment (UN 3091)
- » lithium metal batteries packed with equipment (UN 3091). Not allowed with PostNord
- » lithium ion batteries contained in equipment (UN 3481)
- » lithium ion batteries packed with equipment (UN 3481). Not allowed with PostNord

**Lithium cells and batteries** sent in isolation are prohibited, as are cells or batteries that are defective for safety reasons, or that have been damaged in any way. Shipping of lithium batteries with PostNord is only allowed when contained in, or connected to electronic equipment and devices. Shipment must also comply with packaging, volume

and quantity restrictions. Lithium batteries not contained in or without equipment (UN3090) are allowed with Air Cargo companies.

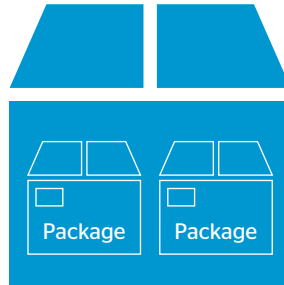
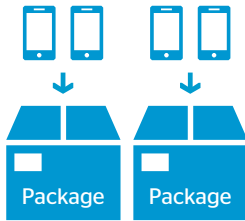
**Allowed in passenger aircrafts (PAX) and airmail aircrafts, packing guidelines:**

**Lithium metal/alloy batteries contained in or built into the equipment (UN3091), according to PI 970, section II:**

- » no more than four cells or two batteries per package, to a maximum net quantity of 5kg
- » the lithium content must not exceed 1g per cell or 2g per battery
- » cells and batteries must be protected against short circuit
- » the equipment containing the cells or batteries must be packed in strong, rigid packaging, be secured against movement within the outer packaging, and packed to prevent accidental activation
- » the sender's name and return address must be clearly visible on the outer packaging
- » the mail must be addressed to countries/regions without restrictions on importing lithium batteries.

**Lithium ion/polymer batteries contained in or built into the equipment (UN3481) according to PI 967, section II:**

- » no more than four cells or two batteries per package, with a maximum net quantity of cells or batteries of 5kg
- » the Watt-hour rating must not exceed 20Wh per cell or 100Wh per battery
- » cells and batteries must be protected against short circuit
- » the equipment containing the cells or batteries must be packed in strong, rigid packaging and secured against movement within the outer packaging to prevent accidental activation
- » the sender's name and return address must be clearly visible on the outer packaging
- » the mail must be addressed to countries/regions without restrictions on importing lithium batteries.



## Postal Item / Parcel

(according to IATA = PACKAGE)

Each package can not contain more than 4 cells (no more than 20 Wh each) or 2 batteries (no more than 100 Wh each) and Lithium Ion & Lithium Metal cells and batteries must be contained in the equipment. The maximum net weight is 5 kg of lithium batteries per package for passenger aircrafts.

## Consignment / Shipment

(according to IATA = OVERPACK)

**Multiple packages can be packed into a larger package (a.k.a. OVERPACK).**

“The quantity limits shown in the IATA packing instructions refer to the maximum net weight of lithium batteries in each package. Provided each package remains within the limit specified in the packing instruction, there are no limits specified for an overpack.”

# Shipping of dangerous goods

The United Nations' regulations go beyond the classification of dangerous goods, also covering packaging, marking and labelling of dangerous goods for all modes of transport.

It is always the sender that is responsible for the safety of the contents, and who ensures that the shipment complies with the regulations. Prohibited content risks being stopped by PostNord, or by Customs if you are sending letters and parcels outside the EU.

## Packaging

Packages containing dangerous goods are required by the regulations to meet the minimum type approval standards. Type-approved packages have a UN marking that provides basic information about the package.

The packaging requirements vary between different classes of dangerous goods and modes of transport. The package must be:

- » type-approved for dangerous goods
- » approved for the packing group in question
- » comprised of materials compatible with the goods
- » in good condition

### **UN number**

A four-digit code used to identify hazardous materials and articles, such as UN1114 for benzene.

## Documentation

All transport of hazardous objects and substances requires a dangerous goods declaration describing the goods being shipped, and which must accompany the goods throughout the transport. It should be provided and filled out by the sender.

While this documentation may vary depending on the mode of transport, the following information must be provided for all of them:

- » UN number
- » proper shipping name
- » UN Class and possible secondary risk
- » packing group, or PG (for some classes)
- » number of packages and packaging description
- » total amount of different kinds of dangerous goods
- » consignor's details



### **Packing group (PG)**

Some classes of dangerous goods are divided into sub-groups. Together with the UN class, the PG dictates how to package, label and carry dangerous goods.

I Great danger

II Medium danger

III Minor danger

## **Security declaration**

When you send goods within the EU, a security declaration must be enclosed with the shipment. This security declaration can be found at the bottom of the green customs declaration form CN 22.

## **Safety Data Sheet**

When shipping hazardous chemical substances and mixtures within the EU, you are required to present a Safety Data Sheet (SDS), which provides information for downstream handling and should be distributed before or at the time of the first delivery. In the US, a similar document is required, called a Material Safety Data Sheet (MSDS).

## **Marking and labelling**

Clear, correct and clearly visible marking and labelling of the packages are vital to ensure safe handling during transportation. For this purpose, labels indicating the dangerous goods UN Class and possible secondary risk should be used. Other labels that should be used to safeguard safe handling include the UN number, the proper shipping number and any environmental hazards, but also warnings and safety advice.

The packaging warning labels are international and the same for all modes of transport.

## Examples of warning labels

### UN Class 1:

Explosives in solid or liquid form



### UN Class 2:

Flammable and non-flammable gases



### UN Class 3:

Flammable liquids



### UN Class 4:

Flammable solids



### UN Class 5:

Oxidizers and organic peroxides



### UN Class 6:

Toxic and infectious substances



### UN Class 7:

Radioactive material



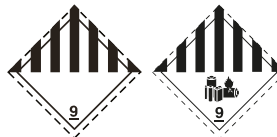
### UN Class 8:

Corrosive substances



### UN Class 9:

Miscellaneous dangerous substances



[Appendix A]

## International regulations

For international transport of dangerous goods, the following regulations apply. The national regulations are generally adaptations of these.

### Road transport

ADR (European Agreement Concerning the International Carriage of Dangerous Goods by Road)

Authority: UNECE ([unece.org](http://unece.org))

### Rail transport

RID (The Regulation concerning the International Carriage of Dangerous Goods by Rail)

Authority: OTIF ([otif.org](http://otif.org))

### Shipping

IMDG (International Maritime Dangerous Goods Code)

Authority: IMO ([www.imo.org](http://www.imo.org))

### Aviation

ICAO-TI (Technical Instructions for the Safe Transport of Dangerous Goods by Air)

Authority: ([www.icao.int](http://www.icao.int))

IATA-DGR (IATA Dangerous Goods Regulations)

Authority: IATA ([www.iata.org](http://www.iata.org))

[Appendix B]

## National transport authorities

### Sweden

The Swedish Transport Agency (Transportstyrelsen)

Website: [www.transportstyrelsen.se](http://www.transportstyrelsen.se)

Phone: 0771-503 503 (intl. +46 771 503 503)

Email: [Dangerous Goods Group dgrbyair@transportstyrelsen.se](mailto:Dangerous Goods Group dgrbyair@transportstyrelsen.se)

MSB – The Swedish Civil Contingencies Agency (Myndigheten för samhällsskydd och beredskap)

Website: [www.msb.se](http://www.msb.se)

Phone: 0771-240 240 (intl. +46 771 240 240)

Email: [registrator@msb.se](mailto:registrator@msb.se)

### Denmark

The Danish Transport, Construction and Housing Authority (Trafik-, Bygge- og Boligstyrelsen)

Website: [www.trafikstyrelsen.dk](http://www.trafikstyrelsen.dk)

Phone: 7221 8800

Email: [info@tbst.dk](mailto:info@tbst.dk)

DEMA – Danish Emergency Management Agency (Beredskapsstyrelsen)

Website: <http://brs.dk>

Phone: +45 45 90 60 00

Email: [brs@brs.dk](mailto:brs@brs.dk)

### Norway

Ministry of Transport and Communications (Samferdselsdepartementet)

Website: <https://www.regjeringen.no/no/dep/sd/id791/>

Phone: 22 24 90 90

Email: [postmottak@sd.dep.no](mailto:postmottak@sd.dep.no)

NPRA – The Norwegian Public Roads Administration (Statens vegvesen)

Website: <https://www.vegvesen.no>

Phone: +47 22 07 30 00

Email: [firmapost@vegvesen.no](mailto:firmapost@vegvesen.no)

## **Finland**

Finnish Transport Safety Agency (Trafi/Liikenteen turvallisuusvirasto)

Website: <https://www.trafi.fi>

Phone: +358 29 534 5000

Email: [kirjamo@trafi.fi](mailto:kirjamo@trafi.fi)

Ministry of Economic Affairs and Employment (Yritys-Soumi/Työ- ja elinkeinoministeriö)

Website: <https://www.yrityssuomi.fi>

# Index

- Aerosol products 9
- Alcoholic beverages 8, 10
- Alkaline metal batteries 13
- Ammunition 9
- Animals, dead or living 7
- Asbestos 12
- Bleaches 11
- Butane 9
- Cellulose nitrate film 10
- Cleaning fluids, corrosive 12
- Controlled narcotics and drugs 7
- Cold goods 7
- Counterfeit items 7
- Cyanides 11
- Detergents 10
- Diving tubes 9
- Dyes 11
- Fire extinguishers 9
- Fireworks and sparklers 9
- First aid kits 12
- Fresh foods 8
- Fuses 9
- Gas lighters 9
- Gasoline and other fuels 10
- Glues and adhesives 11
- Hot goods 7
- Human remains 7
- Instruments containing mercury  
or battery fluids 12
- Lighters 9
- Lithium batteries 13
- Magnesium powder 10
- Magnetic materials 12
- Matches 10
- Measuring instruments 11
- Medicines 11
- Mercurial combinations 11
- Metal powder 10
- Mineral spirits 10
- Nail varnish and polish 10
- Nickel cadmium (NiCd) batteries 13
- Nickel metal hydride (NiMH) batteries 13
- Pacemakers 11
- Paint, solvent-based 10
- Percussion caps for toy weapons 9
- Perfumes 10
- Plants 8
- Poisons 11
- Potassium 10
- Power saw 12
- Pyrotechnic material 9
- Rust prevention and removal,  
paints and agents 12
- Self-igniting substances 10
- Solvents 10
- Spray cans 9
- Tobacco 8
- Toxins 11
- Tyres 8
- Valuable documents / Securitie 7
- Valuable items 7
- Vehicles 12
- Weapons and weapon components 8
- Welding gases 9



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