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| INSTRUCTIONS PREPARED BY: | Klaus Mann | ORGANIZATION OR COMPANY AFFILIATION: | Avaya DIV\_OPS\_1 |
| Instructions Compliant With | For Ground Transport: No UN# (ADR & DOT) - DOT Special Provision 130 (except Ni-Metal Hydride under ADRs which has a UN# 3496 / Not Subject to ADR)For Air Transport: ICAO TIs (2017-2018) / IATA DGR (59th Ed.) – No UN# - Special Provision A123 (except Ni-Metal Hydride under IATA which has a UN# 3496 / Special Provision A199)  |

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| **Section A.****Conditions For Use Of This Shipping Instruction:** | 1. Battery must be in good condition (undamaged and not known or suspected to have previously failed).
2. No training-certification requirements are imposed under the ‘Exception Provisions’; however, persons involved with shipment must be familiar with this document.
3. Battery-content information for Avaya Products can be found at:

<http://downloads.avaya.com/css/P8/documents/101011187> |
| **Section B.****Packaging Requirements** | UN-Specification Packaging is not required.Packaging used must be of good quality and sturdiness to withstand the rigors and shocks normally encountered in transport and capable of securely containing the weight of material within it. Overpacks used with these packages must meet these same requirements. |
| **Section C.****Packing Requirements***NOTE:**Operations where packages are received, stored & pulled for shipment without ever opening the original supplier’s package are not required to ensure compliance with the requirements specified in Section C.*  |  1. Batteries capable of ‘operating the entire unit’ must either be disconnected from the unit (with appropriate insulating material protecting the battery terminals from contact) or the unit’s activation switch must be secured and protected to prevent accidental activation during transit.
2. Each Dry Cell Battery, if shipped by themselves or packed with equipment, must have its terminals protected from contact with any other batteries and the equipment itself; it is also recommended to place such battery(ies) in its own totally enclosed package within the equipment unit package.
3. Equipment must be packed in a manner that prevents its movement and shifting during transport. This requirement also applies to packages in an overpack.
4. All packages and overpacks must be securely closed (or otherwise secured) to prevent the accidental loss of contents during conditions normally encountered in transport (movement, handling, vibration, temperature, pressure, and humidity).
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| **Section D.****Labeling and Marking Requirements** | Dry Cells Not restricted SP-A123 orUN3496 not restricted SP-A199 (for NIMH batteries) |  |
| **Labeling and Marking Exceptions** | NA |

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| **Section E.****Shipping Paperwork /****Non-Regulated**(Commercial Invoices (CI), Shipper’s Letter of Instruction (SLI), etc.) | For packages containing Dry Cell Batteries, the following information should be included on the line or lines immediately following the item description and product id:**(contains Dry Cell / No UN# Not Restricted SP-A123)**(except Ni-Metal Hydride)**(contains Dry Cell *(NIMH)* Battery / UN 3496 “Not Restricted” SP-A199)** |
| **Section F.****Shipping Paperwork /****Regulatory-Required**Bill of Lading (BOL) or Air Waybill (AWB) – Straight or Dangerous Goods Type*NOTE:**This section is ‘Not Applicable’ for packages that are not required to be labeled with the Lithium Battery Handling label as allowed in Section D (Labeling and Marking Exceptions).* | 1. A Dangerous Goods BOL/AWB is not required for Dry Cell Batteries shipped under the Exception Provisions designated in this Shipping Instruction. Therefore, a Straight BOL/AWB or similar type document may be utilized for the required shipping paperwork.
2. Where a BOL/AWB is required (one is always required for International shipments), the following must be included on the line item(s) containing Dry Cell Batteries:

(For Ground Transport only)

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| DG/HM | Basic Description / Nature and Quantity of (Dangerous) Goods |
|  | **CONTAINS DRY CELL / BATTERIES NOT RESTRICTED SP-130;**  |

 (For Air Transport, including any ground transport to and from the freight forwarder/carrier/airport)

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| --- | --- |
| DG/HM | Basic Description / Nature and Quantity of (Dangerous) Goods |
|  | **CONTAINS DRY CELL NOT RESTRICTED SP- A123**  |
| **or** | **CONTAINS NI-MH BATTERY UN 3496 NOT RESTRICTED SP- A199** |

1. The following must be contained in the BOL/AWB “Additional Handling Information” section or otherwise attached to such document:

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|  None Required. |

1. The following 24-Hour Emergency Phone # must be designated on the BOL/AWB\*:

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| None Required. |

1. The following Emergency Response Guide # must be designated on the BOL/AWB\*:

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| None Required. |
| \* IF THERE ARE NO SPECIFIC SECTIONS DESIGNATED FOR THIS INFORMATION, INFO. SHOULD BE INPUT UNDER  THE ‘ADDITIONAL HANDLING INFORMATION’ SECTION OF THE BOL/AWB. |

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| **Section G.****Placard Requirements** | None Required. |  |
| **Section H.****Additional Information / Instructions** |  None. |