

U. S. Coast Guard Marine Safety Laboratory



Sample Handling & Transmittal Guide

Version 7.0

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MSL Contact Information:

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About MSL

The Marine Safety Laboratory (MSL) is a Headquarters Unit under the Office of Investigations and Analysis (CG-5451) and is the Coast Guard's sole forensic laboratory for oil pollution investigations. Samples collected by field units are analyzed at MSL to determine if a relationship exists between the spilled oil sample(s) and suspected source samples. The ensuing report is then used in both helping to identify the responsible party and recovering costs.

MSL utilizes a process known as the Oil Identification System (OIS). The OIS was developed in the mid-1970's by the Coast Guard Research and Development Center (R&DC). Its purpose was, and still is, to determine the unique, intrinsic properties that would allow the matching of spilled oil with its correct source. The OIS draws upon three analytical chemical methods: gas chromatography (GC), gas chromatography-mass spectrometry (GC/MS), and infrared spectroscopy (IR). Each of these methods measures different chemical properties of an oil and has been shown to produce results independent of the others. The multi-method approach was chosen because no single technique gives unequivocal results in all cases. These methods have been formalized into ASTM-approved standard methods.

The laboratory uses these tests to characterize the unique "fingerprints" of petroleum oils. Thus, MSL provides chemical information that is used to affix oil pollution responsibility, assess penalties and help recover federal pollution cleanup funds expended during an incident.

All oil samples collected by Coast Guard Pollution Investigators are to be submitted to MSL, as per USCG Marine Safety Manual, Volume V, Part B, Chapter 8. The use of any other laboratory for the forensic analysis of oil samples is not authorized. Note: MSL does not analyze hazardous materials other than petroleum oil.

Sampling Guidelines

This guide, which augments the Marine Safety Manual, is designed to aid a Pollution Investigator in the field in the proper procedures involved in sampling of spilled oil and potential suspect sources. Numerous considerations should be taken into account prior to sampling. The sample strategy, equipment, safety, methodology, and procedures are detailed in subsequent sections.

Sampling Strategy

Samples can generally be placed into one of three categories: spill, source, or background.

Spilled oil is subject to weathering. For this reason, spill samples should be collected first. Ideally, at least three samples of the waterborne oil should be collected from various locations (center, leading edge, trailing edge) whenever possible to allow for slight differences in the oil and to allow determination if more than one spill may be present. Sample the oil where it appears to be the heaviest. A McGill sheen net is recommended for sampling a thin sheen. If a sheen net is not available, the sheen can be sampled by decanting.

The McGill sheen net is made of an oleophilic (“oil loving”) material which, due to its high surface area, is an excellent resource for the Pollution Investigator when sampling light sheens. The net almost always collects sufficient oil for analyses at MSL, whereas direct sampling of light sheens frequently may not. However, sheen net samples are highly susceptible to degradation so it is important to ship them to MSL as soon as possible after collection. A suggested source of supply for these nets can be found in Attachment 1.

Suspected source samples include, but are not limited to, any facility or vessel that had opportunity to cause the spill. All possible sources should be investigated. All tanks and bilges from any suspected source should be sampled. In all cases, the Pollution Investigator should exercise discretion in formulating a sample taking strategy. If time permits, calling MSL for sampling advice may be appropriate.

A clean water sample, also known as a background sample, should be obtained for all cases. This sample acts as a baseline measurement for conditions that exist in the area prior to the spill. If there is no selection on the Chain of Custody document for “background” sample, the clean water sample should be marked as a “spill” sample for comparison purposes. (Note: Within the CG Marine Information for Safety and Law Enforcement (MISLE) system, these samples should be listed as a “Background Sample.”)

Sampling Equipment

The following is MSL's suggestion for a basic field sampling kit:

- 1 Sampling Kit Carrier*
- 12 Jar Rings
- 4 McGill Net Kits
- 1 Box Nitrile Gloves
- 1 Roll Cotton Twine
- Hand Cleaner
- 1 Roll of Electrical Tape
- 12 4-oz Sample Jars
- 1 Sampling Extension Pole
- 6 Cardboard Mailing Tubes
- 1 Roll Adhesive Labels
- Absorbent Towels
- 6 Tongue Depressors
- Waterproof Markers

*Note: For sampling conducted during hot weather, samples may be placed in a small cooler until they can be transferred to the unit's sample refrigerator. This will help preserve samples during lengthy field investigations.

Suggested Sources of Supply for above listed items can be found in Attachment 1.

Sampling Safety

All standard safety procedures found in MSM Vol. 1, Chapter X, apply to oil spill sampling. Protective nitrile gloves and appropriate eye protection should be worn during sample collection. If non-petroleum hazardous chemicals are suspected, or safety considerations are unknown, it is best to wait for further information before taking samples.

Sampling Considerations

There are factors to consider during the investigation and sampling that are important to the overall effectiveness of the oil identification system. One critical factor is weathering. Evaporation, dissolution, oxidation, and biodegradation are some examples of the weathering processes that alter petroleum oil's fingerprint. A sample may not be useful for analysis if severe weathering has occurred. Rapid response to spills, proper sample storage, and prompt shipment of samples to MSL can greatly reduce the effects of weathering.

Contamination is another area of concern. Hazardous chemicals, sewage, and other substances in the environment can alter or interfere with the fingerprint. A note should be made on the Letter of Request (LOR) if the Pollution Investigator suspects such contamination may be present so the analyst can account for it during analysis.

Choice of sampling supplies is important to reduce the introduction of non-petroleum contamination to the samples by the investigator. Oil samples should not be in contact with plastic (e.g., the sample jar lid). A sheen net or tongue depressor should be used whenever feasible to collect swipe samples, as gloves and sorbent material contaminate the oil. A background sample of clean sorbent, or other sampling material, should be provided to the analyst when used in an investigation.

Because of their configuration, bilges will often have spaces where oil can become trapped. These spaces do not allow the oil to mix thoroughly with the rest of the bilge, and therefore, oil in one space may have a slightly different fingerprint than oil in another space. Every effort should be made to sample all such spaces and locations within a suspected source.

Sample Storage

Samples are subject to weathering even after they are collected so all samples should be sent to MSL as soon as possible for optimum results. Samples that cannot be sent to MSL just after collection should be stored in a cool, dark place to minimize any degradation of the samples due to sunlight, heat, or microbial activity. Coolers with cold packs may be used for temporary storage on-scene. Optimal conditions for storing oil samples at the unit are in an explosion-proof¹, lockable refrigerator maintained at 40–42 °F. Do not freeze the samples.

It is important to note that a flammable storage refrigerator may be used instead of an explosion-proof refrigerator if the conditions are appropriate. It is the unit's responsibility to consult applicable regulations² to determine whether the refrigerator in use for oil sample storage is compliant with safety standards.

¹ *Excerpt from ASTM Standard D3325: Standard Practice for the Preservation of Waterborne Oil Samples:*

5. Apparatus

5.3 Refrigerator, explosion proof at about 4 to 5 °C

² **29 CFR 1910.307, NFPA 45, and NFPA70** address electrical safety requirements in hazardous (classified) locations and storage of flammable/combustible liquids.

Labeling

The labels applied to each sample jar are very important in tracking the sample throughout the case. They also provide very useful information pertaining to the sample. Labels can be created on the CG standard

workstation or by using a locally procured rubber stamp and blank labels. A template for sample jar labels is available on the MSL website. The template is formatted for 1.3” x 4” label dimensions (Avery Style 5162) and can be printed directly on to pre-gummed, oil and water resistant sheets of blank labels.

To ensure the labels will stick, make sure the outside of the sample jar is clean and dry prior to application. Do not seal your jars using the label. Instead, MSL recommends using vinyl electrical tape.

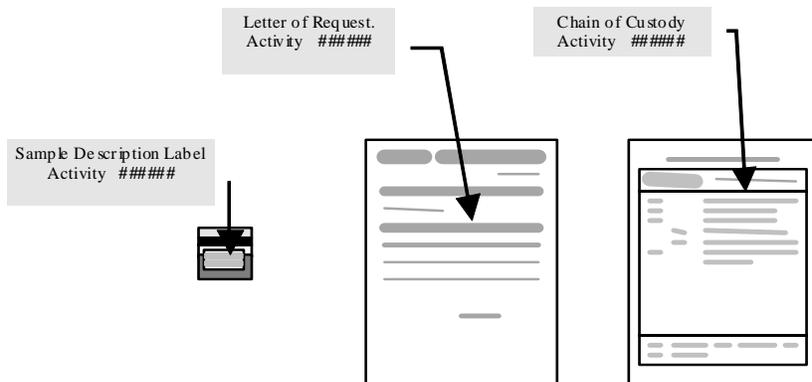
Suggested sample information label format (not to scale):

<u>Sample Information Label</u>	
Sample Number: _____	Date/Time: _____/_____/_____
<input type="checkbox"/> SPILL <input type="checkbox"/> SOURCE <input type="checkbox"/> BACKGROUND	
Description: _____ _____	
Sampler: _____	Witness: _____
Unit Name: _____	
MISLE Evidence Control Number (ECN): _____	

MSL does not require the use of “chain of custody” labels. However, MSL does suggest they are used whenever custody of a sample changes prior to generation of the Chain of Custody document, such as out in the field during an investigation. All information documented on the chain of custody label must be accurately transferred onto the Chain of Custody document.

Activity / Case Numbers

All cases sent to MSL shall have the MISLE Incident Investigation activity number for sample custody tracking purposes. This activity number must also be listed on the Letter of Request, Chain of Custody, and each sample jar label. The Incident Investigation activity number provides a link among the documents mailed with the samples. The **only exception** to this policy is for Coast Guard units assisting other Federal, state, or local agencies. In these cases, the agency’s case number may be used.



Notice of Violation (NOV) Activities

NOV activities do not typically require an analysis by MSL. However, circumstances associated with a specific case may lead to the need for analysis. Preservation of evidence can be critical in these situations.

If the NOV case contains especially sensitive samples, such as sheen nets or light sheens collected by decanting, the samples may be sent to MSL for PREP ONLY. Sample preparation preserves the samples and prevents further degradation. MSL will not analyze the oil samples unless directed to do so by the unit.

In the event the NOV activity is closed and/or paid, inform MSL of the status via letter (Attachment 2), and the samples will be disposed of. If analysis is necessary, inform MSL via letter (Attachment 2) and analysis will commence.

Chain of Custody (COC)

The COC record (Attachment 3) is the most important piece of paperwork related to samples sent to MSL. The COC is used to document the custody of the samples associated with the investigation from the moment the samples are taken to the time of their disposal. This record is considered a legal document and requires great attention to detail.

Errors in the COC may cause delays at MSL and questions of admissibility of evidence should a case go to court.

The person taking the samples should prepare the COC and be the first person listed on the document. The COC should be formatted to include all relevant unit information. It is important that the Incident Investigation activity number used on the sample jars be copied over to the COC. The description from the sample jars should be copied letter

for letter to the COC. Annotations to these descriptions can be made within parentheses. Hand-written COC records are acceptable, but it is important that they are written legibly. If errors in paperwork are found, cases may be placed on hold until discrepancies are corrected. Please keep in mind that if a case goes to court, these documents will accompany it.

When the sampler relinquishes custody of the samples to another person, both individuals are required to sign the COC. It is important that the time and date of this transfer are noted and correct. The original document must accompany the samples. If unit policy states that the watch stander has custody of samples in storage in your unit evidence refrigerator, the COC does not need to be signed each time the watch changes. Instead, the samples may be relinquished to the refrigerator. It is good practice to keep the transfer of samples to a minimum. When the sample custodian is ready to send the samples to MSL, the unit sample custodian must be sure to sign and date the COC, relinquishing the samples to MSL, before it is placed in the package with the samples.

Any deviation between the sample label information and the COC record information can cause confusion as to the identities of samples. This may lead to concerns about the admissibility of evidence.

A COC template can be downloaded from the MSL website.

Letter of Request (LOR)

The second important piece of paperwork to accompany samples to the lab will be the Letter of Request (LOR) for Analysis (Attachment 4). In most instances, the LOR serves as the first line of communication between the field units and MSL. The original letter should be generated via a unit memorandum in accordance with the CG Correspondence Manual (COMDTINST M5216.4 series), and forwarded to MSL with the samples.

LOR items of interest important to MSL include:

- Incident Investigation Activity number (or Non-CG agency case number)
- Number of samples being sent to MSL

- A unit point of contact, including phone and fax numbers, and an email address
- The enforcement type (civil or criminal)
- Federal Project Number, if applicable
- Analysis response time required by the unit
- Additional case information that the unit feels would assist MSL in their analysis (i.e. contaminants, site descriptions, soil seepage, etc.)
- Signature of a unit representative with “By Direction” authority

Again, this is an important piece of paperwork that will accompany your evidence not only to MSL, but also to court should it be required. Any errors in paperwork may delay the analysis until corrections are made.

An LOR template can be downloaded from the MSL website.

Response Time

One goal at MSL is to complete each analysis as efficiently as possible while maintaining high quality standards. The analysis time for each case is directly related to the number of samples submitted and the nature of the case. MSL will strive to meet the response time you require and have specified in the Letter of Request. “**Regular**” sample analysis is completed within **3-5 business days** after receipt of the case.

Some circumstances may require expedited analysis. A “**Priority**” analysis is justified if a large expenditure from the Oil Spill Liability Trust fund has been made or if a potential responsible party questions the extent of the spill. “**Priority**” analyses are completed within **1-3 business days**.

A “**RUSH**” analysis is justified if a vessel is detained or if extreme public interest/media coverage has been generated due to the spill. Results will be made **available as soon as possible** for a “**RUSH**” analysis, even if they are available outside of normal working hours.

Because “**RUSH**” analyses require special staffing arrangements, MSL should be contacted by the unit with the number of samples, case details, and a tracking number, prior to receiving the samples. It is imperative that the point of contact for a “**RUSH**” analysis provide a phone number to receive the results outside of business hours.

These are not the only reasons to request a “**RUSH**” or “**Priority**” analysis, but units should use discretion when making these requests.

MSL's normal business hours are Monday-Friday 0730-1600 Eastern Time. The duty watchstander is available 24/7 at (860) 912-8022.

Sample Shipment

Proper shipment of samples to the MSL is an important step in all pollution investigations. To maintain a proper Chain of Custody for your samples, MSL recommends that you ship by a method that assigns a unique, traceable number to the package of samples. Suggested methods of delivery include Federal Express, registered domestic mail, or other similar carriers that assign a specific airway bill and/or tracking number to a package. These carriers all ship using aircraft, and because oil spill samples are Dangerous Goods, the packaging and shipment of samples is regulated by 49 CFR. Most carriers belong to the International Civil Air Organization (ICAO), and regulate Dangerous Goods following the International Air Transport Association Dangerous Goods Regulations (IATA DGR). These guidelines are more stringent than those found in 49 CFR, and are allowed under 49 CFR 171.22.

Because most carriers will reference the IATA DGR when discussing Dangerous Goods, MSL's guidance on the shipment of oil spill samples will be in accordance with these regulations.

Always check current hazardous materials transportation regulations to ensure the package is in compliance with the current requirements.

Packaging Samples

There are many possibilities to consider when packaging samples for shipment to the MSL. This guidance is intended to cover only the most commonly packaged samples, and does not supersede or replace the regulations established in the IATA DGR. When shipping samples that do not meet the following criteria please refer to the IATA DGR for the proper method of packaging and shipment. This guidance is intended for:

- Samples containing strictly petroleum products and water. Sheen net and sorbent samples are covered by this guidance. Any other chemical contaminants will make the sample subject to different regulations.
- Samples in a 4-oz. or smaller glass sample jar, up to 8 jars per box.

Because of the unknown nature of most spills, it is best to ship samples as Petroleum Products, N.O.S, UN 1268, PGII. This covers the broadest spectrum of samples sent to the MSL, and is the preferred choice for a

N.O.S. shipping name (See Attachment 5). Many exceptions apply to samples shipped under this UN number, and in this quantity. For a complete list of regulations regarding the shipment of samples, see Attachment 5.

Inner Packaging Requirements

Samples should be shipped in 4-oz glass jars with sufficient space allowed for expansion of samples during shipment. No more than eight jars should be packed in a single box. Non-reactive cushioning must be used, as well as enough sorbent to absorb the contents of one sample jar should it break.

Inner Packaging Recommendations

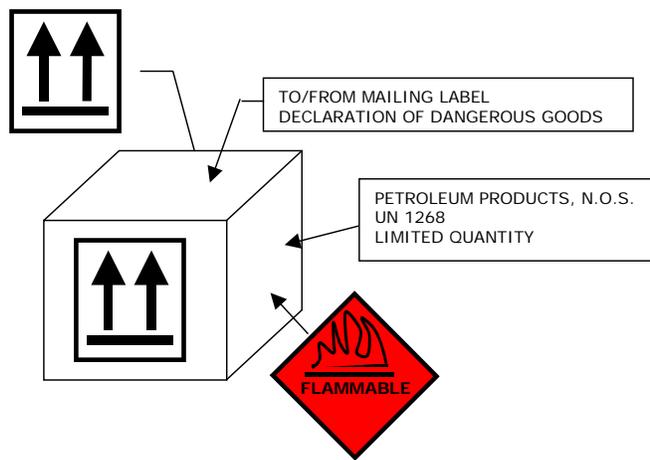
Jars should be sealed with vinyl electric tape and oriented within the package to prevent leakage.

Outer Packaging, Marking, and Labeling Requirements

Samples should be packaged in a fiberboard box with a gross weight of no more than 30 kg (66 lbs). The box should be marked with the To/From addresses, the proper shipping name, UN1268, and limited quantity marking (Ltd. Qty.). A Hazard Class 3 label should be applied to the box, along with a properly completed Declaration of Dangerous Goods.

Outer Packaging, Marking and Labeling Recommendations

Along with the required markings, apply Package Orientation labels to two opposite sides of the package and mark the top of the box “This End Up.”



Shipper's Declaration of Dangerous Goods (DODG)

As with the packaging guidance, this guidance is meant solely to cover the Declaration of Dangerous Goods for samples meeting the above guidelines. Shipping any other type of sample will require consulting the IATA DGR for proper regulations. In accordance with IATA 1.5, **unit personnel designated to sign the DODG must be properly trained and certified to ship the samples.**

Training and certification is available from several commercial sources. As an example, FEDEX offers a 3-day IATA course that provides training on the proper preparation and shipment of dangerous goods for air shipment. Once a member is properly trained, certification is provided by the training source. MSL recommends that the unit sample custodian be trained and certified to prepare shipments and sign the DODG.

The Shipper's DODG accompanies all shipments of Dangerous Goods. Some commercial carriers use a combination DODG and Air Waybill, which is only legal for domestic shipments.

A copy of the Shipper's Declaration of Dangerous Goods must be maintained at the originating unit for a period of 2 years (49 CFR 172.201(e)).

Attachment 6A is an example of a properly completed DODG.

Attachment 6B is an online interactive DODG from FEDEX that can be completed online and printed out in color.

Attachment 6C provides instructions for completing each block of the DODG.

The MSL Analysis Report

The report is composed of several sections. The sections are as follows:

- Title Page.
- Report Letter: A general introduction and overview of the Marine Safety Laboratory.
- Chemist’s Report on the Data: This section is the actual analysis of the case, including a comparison of the relationship between samples.
- Cost Recovery Sheet: An itemized account of costs incurred during analysis. Please note that units do not “pay” to have samples analyzed. These costs are provided for informational purposes. At unit discretion, these costs can later be added to total violation charges against the responsible party of the spill.
- Sample Check-In Log: The document used by MSL to assign a unique number to each case and every sample involved with the case. Included are the original sample number assigned to each sample by the unit, the original description of each sample from the sample jar, and the original date and time from the sample jar.
- Additional Documentation: Any additional information or documentation pertaining to the case requested by the field units.

The MSL Analysis Report is made available to the unit as an attachment in MISLE. Marine Safety Lab Analysis Reports are located within Standard Evidence. Detailed directions for obtaining the report are available within the "Finding the Analysis Report in MISLE" Power Point on the "Documents" tab of the MSL website.

The original report is retained at the laboratory. Hardcopies of the full report with data are available upon request.

Understanding the Chemist’s Report

Each petroleum oil has distinctive molecular characteristics that distinguish it from other oils. Known as a fingerprint, these characteristics are used by the chemist to determine the relationship between oil samples. When samples have similar fingerprints, they are described as being “derived from a common source” or match. Samples described as “not derived from a common source,” or non-match, do not show similarities in their respective fingerprints.

Samples that have insufficient similarities to be classified as a match, or too many to be ruled out as a non-match, can be described as “inconclusive.” An inconclusive report does not mean that the samples are not derived from a common source; it merely states that there is insufficient chemical evidence to support either a match or non-match.

Most samples received at MSL fall into one of the three categories listed above. Units are encouraged to contact MSL for explanations of samples not falling into one of the three listed categories.

The Marine Safety Lab Website

The MSL website offers many useful tools to Pollution Investigators and unit sample custodians. The site contains information on lab services and methodology. Within the “Documents” tab, unit personnel can find templates for sample case documentation, such as the COC, LOR, DODG, and sample labels. This tab also contains various PowerPoint presentations aimed at assisting units with sample preparation and shipment. The “Frequently Asked Questions” section offers answers to some of the most common unit questions, and also provides some examples of the most commonly noted discrepancies in case documentation.

Please visit our website at:

<http://www.uscg.mil/hq/cg5/msl/default.asp>

Suggested Sources of Supply

Attachment 1

Nitrile Gloves

New Pig
1-800-468-4647
Box (100)
Kimberly Clark
GLV107-(xs-xl sizes)

Government Scientific
1-800-248-8030
(references different sources of
companies which sell gloves)

Government Services
Administration (GSA)

Sample Jars

Lab Source
1-800-545-8823
Case (24)
Item#130-04C

EP Scientific Products
1-800-331-7425
Case (24)
Item#130-04C

Government Scientific Source
1-800-248-8030
Case (24)
Item#130-04C

General Oceanics
1-305-621-2882
Case (24)
Item#5080J1

Cardboard Mailing Tubes

General Oceanics
1-305-621-2882
Item#5080MT

Government Scientific
1-800-248-8030
Item#5080MT

Sampling Poles

General Oceanics
1-305-621-2882
Item#2030WN

Sampling Net Kit #1 (includes one 4” Teflon net with disposable ring/handle and two pairs of nitrile gloves)

General Oceanics
1-305-621-2882
Item# 5080-KIT

Sampling Net Kit II (includes above sampling net kit plus sample jar ring and one 4 oz. Sample jar)

General Oceanics
1-305-621-2882
Item#5080-KIT2

Jar rings for 4 oz. Sample Jar

General Oceanics
1-305-621-2882
Item#5080-JR

Sample Kit Carrier

Pelican Products
1-800-473-5422
Company Stock #1550 w/Padded
Divider

Miscellaneous

White Mailing Labels
(Self Adhesive) 1 1/3" x 4"

Cotton Twine
NSN 4020-00-233-5984

Sample Shipping Boxes/Kits

HazPlus provides boxes and kits needed to ship samples in Limited Quantities.
The company's website is: <http://www.hazplus.com/>

Click on "V-Packaging" to find these products:

2 x 250ml/8oz (or less) V-Pack
PART #30-1440

4 x 250ml/8oz (or less) V-Pack
PART #30-1441

6 x 250ml/8oz (or less) V-Pack
PART #30-1405

Sample Letter of Disposition for Notice of Violation Case

Attachment 2



UNIT INFORMATION

**ADDRESS
ADDRESS
PHONE #
FAX #**

**16482
DATE**

MEMORANDUM

From: **NAME
UNIT**

Reply to
Attn of:

To: Marine Safety Laboratory

Subj: DISPOSITION OF OIL SAMPLES FOR ACTIVITY **#####**

1. On **(date)** this office forwarded **(number of samples)** oil samples for sample **(preparation/analysis)** and subsequent storage at your facility for the activity number listed above.
2. This activity has been closed and authorization is granted to dispose of the samples in your custody.
3. If you have any questions, please contact **(unit point of contact)** at **(phone number)**.

OR

2. This activity remains open and we now request analysis on the samples associated with this activity.
3. Please forward a copy of the MSL case report to this office upon completion of analysis.
4. If you have any questions, please contact **(unit point of contact)** at **(phone number)**.

#

Sample Chain of Custody

Attachment 3

Please see Sample Chain of Custody from MSL webpage at this hyperlink:

[COC \(PDF Version\)](#)

[COC \(Word Document\)](#)

Sample Letter of Request

Attachment 4

Please see Sample Letter of Request from MSL webpage at this hyperlink:

[LOR \(Word Document\)](#)

**List of Regulations Regarding
Shipment of Oil Spill Samples**

Attachment 5

NOTE: Always check the current Hazardous Material regulations to ensure compliance with current carrier requirements.

Requirement	IATA DGR Reference	49 CFR Cite (ICAO Technical Instructions incorporate IATA, which can be used in accordance with 49 CFR 171.22)
Training Requirement		
Shippers must be properly trained and certified to prepare/ship Dangerous Goods, and to sign the DODG.	1.5	172.704(a)(2)(ii)
Identification		
Hazard Class 3	3.3.1.1(a)	173.120
Proper Shipping Name (Petroleum Products, N.O.S.)	4.1.6.2/ 4.1.0.2(d)/ 7.1.5.1	172.101(c)(12)(ii)
No Technical Name Required	4.1.0.2(d)	172.301(a)(1)
UN Number (UN 1268)	7.1.5.1	172.101(e)
Packing Group II	3.3.2	173.121
Packaging		
Limited Quantity (Ltd. Qty.)	2.8.1(b)/ 5.0.3.1/ 2.8.2.1(b)	173.150(b)
IATA Packing Instruction (Y305)	5.3	N/A
Inner Packaging (Glass Jar)	5.3.Y305	173.150(b)(2)
Quantity Per Jar (<0.5L)	5.3.Y305	173.27(f)
Total Net Quantity (<1L)	4.1.6.8	173.150(b)(2)
Allow Ullage	5.0.2.8	173.24(h)
Use Non-Reactive Cushioning	5.0.2.12.1	173.24(a)(3)
Enough Sorbent to Absorb One Jar	5.0.2.12.2/ Table 5.0.B	172.312(c)(3)
Fiberboard Box (No UN Certification)	5.0.3.1 or Packing Instruction Y305	173.150(b)(2)
Addresses (To/From)	7.1.5.1(b)	172.301(d)

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Proper Shipping Name Marking (Petroleum Products, N.O.S.)	7.1.5.1(a)/ 4.1.6.2	172.301(a)(1)
UN Number Marking Required	4.1.6.1/ 7.1.5.1(a)	172.301(a)(1)
Ltd Qty Marking	7.1.5.3	N/A
Hazard Class 3 Label	4.1.6.5/ 3.3.1.1(a)/ 7.2.2	172.101(g)
Orientation Arrows NOT Required (but recommended)	7.2.4.4	172.312
Total Gross Weight (<30 kg, 66 lbs.)	5.1.Y305	173.150(b)
Documentation		
Shipper's Declaration of Dangerous Goods	8.1	N/A
Signature (certified under subsection 1.5 of IATA regulations)	8.1.4.1	N/A
Emergency Response Telephone Numbers	USG-12	172.604(c)(1)

**Sample Shipper's Declaration
of Dangerous Goods**

Attachment 6A

Please see the example Shipper's Declaration of Dangerous Goods from the MSL website at this link:

<http://www.uscg.mil/hq/cg5/msl/docs/Example%20DoDG.pdf>

**Online Interactive Declaration
of Dangerous Goods**

Attachment 6B

Please see FedEx “Live Form” link on the MSL website. This DODG can be completed online and printed in color.

Note: Use the space bar to enter into the different columns under the “Nature and Quantity of Dangerous Goods” section on this form:

[Interactive DODG Form in Color](#)

Directions for Completing the Shipper's Declaration of Dangerous Goods

Attachment 6C

Heading	Proper Entry
Shipper	Full Name & Address of Shipper
Air Waybill No.	The Number of the Air Waybill # the DODG will be attached to (Normally Assigned by Carrier)
Page of Pages	Page # / # of Pages
Consignee	Manager U.S. Coast Guard Marine Safety Laboratory 1 Chelsea Street New London, CT 06320
Cargo Aircraft Only	Cross this Block Out
Airport of Departure	Full Name of the Airport, or City of Departure (Carrier can Amend this Section)
Airport of Destination	Full Name of the Airport, or City of Destination (Carrier can Amend this Section)
Radioactive	Cross this Block Out
Proper Shipping Name	Petroleum Products, N.O.S.
Class or Division	3
UN or ID No.	UN 1268
Packing Group	II
Quantity and type of packing	1 Fiberboard Box X (Gross Quantity of Jars in L, no more than 1)
Packing Inst.	Y305
Authorization	Ltd. Qty.
Additional Handling Information	N/A
Emergency Contact phone number	Not required for USCG (USG-12)
Name/Title of Signatory	Full Name and Title of person packaging shipment
Place and Date	City and Date DODG Prepared
Signature	Signature of person named in Block 17

MSL Contact Information:

U. S. Coast Guard Marine Safety Laboratory

1 Chelsea Street, New London, CT 06320-5500

Voice: 860-271-2704

FAX: 860-271-2641