

## DDT – TRANSPORT DOCUMENTATION

For senders not subject to invoicing (e.g. private individuals), this document can be used to carry out a shipment in Italy.

In the case of A.D.R. goods, the document must contain the requirements laid down by the ADR itself.

The following information is therefore absolutely necessary in any case:

1. ONU identification number preceded by the letters UN
2. An appropriate shipping name (proper shipping name) i.e. the name that the ADR associates to each UN number.
3. Identifying model number of danger label
4. Packing Group
5. Restriction Code for transit through the tunnel
6. Number and description of packages
7. The total amount of each dangerous goods characterised by a different ONU.
8. Name and address of consignor
9. Name and address of the recipient

In case of total exemption from the A.D.R. application, the indication of total gross weight of the goods in limited quantity must be reported as follows: “total gross weight LQ ADR kg ....”

In case of a partial exemption from the A.D.R. application, there is no longer any need to integrate transport with the following: “transport does not exceed the exemption limits prescribed in 1.1.3.6.” It is however recommended to maintain this indication.

## COMMERCIAL INVOICE or PRO-FORMA

Shipments of goods to countries that do not belong to the European Community, must be accompanied by a commercial invoice or by a pro-forma invoice.

Which documents are required for customs practices extra EEC?

## ADR

ADR (formally, the European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR)) is a 1957 United Nations treaty that governs transnational transport of hazardous materials.

Class 1 Explosive substances and articles

Class 2 Gases, including compressed, liquefied, and dissolved under pressure gases and vapors

Flammable gases (e.g. butane, propane, acetylene)

Non-flammable and non-toxic, likely to cause asphyxiation (e.g. nitrogen, CO<sub>2</sub>) or oxidizers (e.g. oxygen)

Toxic (e.g. Chlorine, Phosgene)

Class 3 Flammable liquids

Class 4.1 Flammable solids, self-reactive substances, and solid desensitized explosives

Class 4.2 Substances liable to spontaneous combustion

Class 4.3 Substances which, in contact with water, emit flammable gases

Class 5.1 Oxidizing substances

Class 5.2 Organic peroxides

Class 6.1 Toxic substances

Class 6.2 Infectious substances

Class 7 Radioactive material

Class 8 Corrosive substances

Class 9 Miscellaneous dangerous substances and articles

Within each class, secondary danger chemical characteristics are defined by a classification code and a level of danger:

Packaging Group 1 – Very Dangerous

Packaging Group 2 – Medium Danger

Packaging Group 3 – Low Danger

Each field is then uniquely identified by a 4 digit code called “ONU number or UN number“. Each UN number corresponds to one and only one product (or family) and vice versa.

The aim of the ADR Agreement is the promotion of safety when moving dangerous goods, avoiding “accidents”, or limiting the negative effects if the accidents have taken place. To do this the ADR identifies the operators involved in the transport processes, attributing to each one specific obligations and responsibilities.

## INCOTERMS

The Incoterms rules or International Commercial Terms are a series of pre-defined commercial terms published by the International Chamber of Commerce (ICC) relating to international commercial law. They are widely used in International commercial transactions or procurement processes as the use in international sales is encouraged by trade councils, courts and international lawyers.

A series of three-letter trade terms related to common contractual sales practices, the Incoterms rules are intended primarily to clearly communicate the tasks, costs, and risks associated with the transportation and delivery of goods. Incoterms inform sales contract defining respective obligations, costs, and risks involved in the delivery of goods from the seller to the buyer.

## HOW TO PACK

- It is recommended to use rigid, resistant, high-quality cartons.
- It is recommended to avoid boxes too large relative to their content. Include padding inside the packaging to prevent motion.
- Use a resistant customised adhesive tape, suitable to seal the top and bottom of the box.
- If the packaging has already been used it is necessary to remove any previous addresses and labels.
- The address of the sender and the recipient must be indicated on each package, in a clear and legible form.
- Place packages on the pallet overlapping them in order to have a stable and durable structure, taking care to position the heaviest packages at the bottom.
- Packages must perfectly fit the pallet, without protrusions.
- A flat surface makes the structure compact, durable and stackable (overlapping goods shall not be subject to a surcharge).
- For greater stability it is advisable to shrinkwrap the packages to hold them in position on the pallet, also incorporating the same pallet.
- The label must be affixed to the side and not on the top of the pallet.

## HOW TO LABEL

Correct labelling helps your shipment to arrive at its destination, and ensures that it is handled in a proper manner during transport.

- Never apply new labels above the old ones - too many labels can create confusion.
- It is better to use adhesive paper, but if you use plain paper, put it in a document envelope.
- It is recommended to insert a copy of the shipping documents inside the box, before closing.

## RECEIPT OF THE GOODS

- The carrier is responsible for the goods from the moment of receipt to final delivery.
- The recipient is responsible for examining the shipment on receipt and noting any complaints before affixing the "signature without reservation", which by definition permanently terminates the delivery and releases the shipper from their responsibilities.
- Examination of the exterior status of the goods and making complaints is a requirement in accordance with Art. 1698 of the Civil Code.
- In the event of APPARENT DAMAGES, i.e. visible at the time of delivery to goods and/or the packing, reservations should be made on the transport documents and/or delivery note.
- These reserves must specify, summarily, type and extent of the shortage or damage.
- It is a good rule to follow up with a registered letter of reserve to the carrier holding them responsible for any damages and/or shortages.

In the presence of UNSEEN DAMAGES, i.e. not detectable at the time of delivery, a registered letter should be sent to the carrier within

- 8 days from receipt of goods for national transport (D.L. 286/2005)
- 7 days for international transport (CMR Convention)

If goods are damaged in whole or in part and the packaging is damaged, even if minimal, a transit damage has occurred. The carrier is responsible for these damages and is obliged to respond within the limits provided for by the regulations in force.

If the goods are missing or damaged in whole or in part and the packaging is intact then, dependant on the circumstances, this may be attributed to a packing or quantity error by the sender or mishandling by the carrier.

## HOW TO PREPARE GOODS FOR FAIRS

Below are some technical reports :

- The material must be carefully packed and labelled;
- Goods such as computers, printers, etc., must be packaged securely and advised separately for suitable handling.
- Food or beverages must be packed separately and will be forwarded separately to avoid contact with or possible contamination of the collections.

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