

## MANIFESTING CONTAINERS

### 1st Check

#### ALP

Verify new ULD has an "A" Airworthy Status  
Load Restriction Code & Dry Ice should be blank  
Orig/ Orig Sort= 4009D(2DA)/ 4009N (1DA)  
Dest/ Dest Sort should match manifest  
Verify the Disposition Code for service levels  
3DA= C, International= I or Postal= P  
Verify ULD has no discrepancies

#### HMMS

Verify new ULD contains no dangerous goods= "container does not exist" message

Compare manifest to ALP, GSS scanner & ULD #

### 2nd Check

Close ULD on GSS scanner

Manifest - Fill out percent , piece count & sealed by name

Verify manifest matches ALP ( percent, piece count, comments & SLIC)

International Manifest and DG Load Tag **MUST** be accompanied with a U.S. Customs sticker



## INTERNATIONAL BELT

Not all countries accept hazardous materials. You need to verify your country accepts hazmats through the Approved Countries List found on the Hazardous Materials website through the Air Region Portal. All hazmats and dry ice **REQUIRE** an acceptance audit & a Class 9 diamond label.

U.S. Customs stickers will need to be added to all manifest.

## EHUB/ALP

### Comments MUST be added

2DA Loads=	Load Name
International	Load Name
Loads =	Seal Control #
Postal (USPS)=	Load Name
Postal T =	Due Date
Friday S =	Today's Date
3DA Loads =	Saturday's Date
	Load Name
	Due & Delivery Date

## HOLDOVER

**Postal**= **NEVER** Load Postal into a 4079N/M/A holdover container

**Hazmat**= Process hazmats and print the Load Tag from HMMS(4079N/A) only

**Accessible Hazmat**=For Holdover, make sure to check Accessible Box in HMMS before printing

## PRINT DRY ICE TRACKING FORM AND/OR DG VALIDATION FORM

1. Go to Air Region Portal Site
2. Click Air Region Websites
3. In the search box, type "Worldport Training"
4. On the left side of the page, click ADG- Air Dangerous Goods (SALT Logs)
5. Under ADG Job Aids, you will find DG Validation Form & Dry Ice Tracking Form

## HAZMAT/DRY ICE

1. Monitor eHUB for hazmat icon/ Watch for DI packages
2. Check and process hazmats immediately
3. Update/ View HMMS, eHub & ALP after processing DI and Hazmats
4. An envelope **MUST** be present on the ULD when processing DI and hazmats
5. DI tracking form with ULD# and DI amount is required
6. Verify all info on ULD Summary with Validation Sheet
7. Print Load Tag and fill out correct container information
8. Print 3 copies of the ULD Summary & have the loader sign first initial & last name on all 3 copies
9. Place 2 ULD Summaries (2 shipper declarations for Canada) behind Load Tag in envelope & verify ULD# when placing paperwork on ULD
10. Supervisor **MUST** initial and verify accurate DG paperwork
11. After verifying information on Load Tag, close container in GSS scanner
12. Complete second check by viewing all info in ALP

## DRY ICE REQUIREMENTS

- \* All International Dry Ice **MUST** have an audit
- \* Domestic Dry Ice over 5.5 pounds have an audit
- \* All Dry Ice **MUST** state what it is cooling and how much
- \* Dry Ice stating "For Medical Purposes" does **NOT** need an audit unless it is more than 150 pounds



## TRANSPORTATION MANAGEMENT SYSTEM (TMS)

- \* To edit a trailer or bay, select **Update Trailer/ Bay Info** located in the top left section of the TMS Dashboard
- \* Use the search box on the left side of the screen to input bay or trailer number
- \* To view multiple bays, input Bay Range.(ex:1300-1310)
- \* Select the card displayed for the bay or trailer

**Verifying Feeder Setup**

- \* **Update Sort to Day/ Night**
- \* Verify that **Load Destination** and **Service Level** have correctly populated
- \* Confirm **Create Date** is current Sort Date
- \* If **Load Destination** is incorrect, manually Input load information
- \* If there are multiple trailers for the same load, change **Sequence #** to next number available (Count up from 1)
- \* **Always leave Due Date blank**, it will auto populate.
- \* Add load name in **Trailer Comments** box
- \* Update Piece Count and Percent.

**Adding a New Secondary Load:**

- \* Click on **New Secondary Load**
- \* Manually input information for secondary load.
- \* **Remember**: Always leave Due Date blank, it will auto populate.

**Emptying Feeder:**

- \* If feeder is not used, use **Empty Trailer** button after physically confirming feeder is empty.

**Monitoring:**

- \* Click **Update**, located at the bottom of window, anytime changes have been made.
- \* To undo any changes made to trailer, select **Cancel** at the bottom of the window.
- \* Piece Count and Percent should be updated hourly.
- \* TMS should be consistently monitored throughout the sort.

## IMPORTANT PHONE NUMBERS

HELP Line: 359-4357  
 Technical Support: 359-6380 #4  
 ADG Auditor/ PSC: 359-6380 #3

**Calling for an Auditor:** Give your Name & Where you are located: EX- Wing B, Posi-3S Chute3

### AUDIT QUESTIONS

**Q1- How do you ensure all loaders of a ULD are printed on the manifest?**

A1- Admin should explain his/her process of documenting all loaders in Ehub and on the manifest

**Q2 - How do you ensure all dry ice shipments are documented in HMMS?**

A2- Admin should reference the dry ice tracking form for each container

**Q3 - How do you verify all hazmats have been documented in HMMS?**

A3- Admin should demonstrate using the validation sheet against the ULD summary

**Q4- How do you check for discrepancies?**

A4- Admin should show how to view discrepancies in ALP

## CONTAINER TYPES

Prefix	ULD Type	Dry Ice
AAY	A2	
AAD	A1	
AAX	Open FaceD A1	
AMJ	AMJ	
AAZ	L9	100 LBS
AMP	L9	100 LBS
AAP	L90	100 LBS
ALP	LD11	50 LBS
AFA	AFA or M1	
AMX	Open Faced AMJ	
AMD	AMD/M1H	

## GROUND ONLY



### LITHIUM BATTERIES

UN3480 / UN3090

**ALWAYS HAZMATS** (needs a Class 9 diamond label, CARGO AIRCRAFT ONLY label & hazmat shipping papers with Auditor's Initials, Date & SLIC

Remember: If it ends in a zero

**"OH NO, DON'T LOAD"**

