

Advisory Circular

PROCEDURES FOR CONTROLLING THE INTRODUCTION OF DANGEROUS GOODS IN AIR MAIL

General	1
Purpose	1
Applicability	1
Cancellation	1
Effective dates	1
References	1
Background	1
Contents of Procedures	2
Submission of Application	3
Contact Person and Information	3

1. **GENERAL.** Pursuant to paragraph 88B of the Air Navigation Order, the Director General of the Civil Aviation Authority of Singapore (DGCA) may, from time to time, issue advisory circulars (ACs) on any aspect of safety in civil aviation. This AC contains information about standards, practices and procedures acceptable to CAAS. The revision number of the AC is indicated in parenthesis in the suffix of the AC number.
2. **PURPOSE.** This AC provides guidance and information related to the application for approval of a public postal operator's procedures for controlling the introduction of dangerous goods in air mail.
3. **APPLICABILITY.** This AC applies to a public postal operator that intends to accept dangerous goods permitted under the ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air in mail and to offer them to air operators for transportation by air from Singapore.
4. **CANCELLATION.** Not applicable.
5. **EFFECTIVE DATE.** This AC is effective from 9 April 2020.
6. **REFERENCES.**
 - Air Navigation Order (ANO); and
 - ICAO Technical Instructions (TI) for the Safe Transport of Dangerous Goods by Air (Doc 9284) including its Supplement.
7. **BACKGROUND.**
 - 7.1 A public postal operator may, in accordance with an approval by the DGCA under paragraph 50DB(3) of the ANO, accept for delivery as air mail the following dangerous goods:
 - a. patient specimens as defined in the ICAO TI and classified, packed and marked in accordance with its requirements;
 - b. infectious substances assigned to Category B of UN3373 only, when packed in accordance with the requirements of Packing Instruction 650, and solid carbon dioxide (dry ice) when used as a refrigerant for UN3373;

- c. radioactive material in an excepted package identified in UN2910 and UN2911 only, the activity of which does not exceed one-tenth of the activity limits applicable to radioactive materials in an excepted package;
 - d. lithium ion batteries contained in equipment identified in UN3481 and meeting the provisions of Section II of Packing Instruction 967. No more than four cells or two batteries may be mailed in any single package; and
 - e. lithium metal batteries contained in equipment identified in UN3091 and meeting the provisions of Section II of Packing Instruction 970. No more than four cells or two batteries may be mailed in any single package.
- 7.2 Paragraph 50DB(3)(a) of the ANO requires a public postal operator that intends to accept any dangerous goods in air mail to establish procedures for controlling the introduction of such goods in air transport. These procedures have to be submitted to the DGCA for review and approval prior to offering any dangerous goods for transport in air mail.
- 7.3 In addition, where the dangerous goods are those described in sub-paragraph 7.1d and e, the public postal operator must obtain specific prior approval from the DGCA according to Paragraph 50DB(3)(c) of the ANO. In such instance, the public postal operator's procedures for controlling the introduction of such goods in air transport should include the acceptance and handling of lithium ion batteries or lithium metal batteries contained in equipment.

8. CONTENTS OF PROCEDURES

- 8.1 A public postal operator's procedures for controlling the introduction of dangerous goods in air transport should consist of the following contents:
- a. training for all staff identified in Categories A, B and C in accordance with ICAO TI Part 1;4;
 - b. reporting the discovery of hidden, undeclared or misdeclared dangerous good in air mail and dangerous goods accidents or incidents to CAAS with reference to CAAS Advisory Circular AC DGR-3;
 - c. provision of information about the types of dangerous goods permitted or prohibited in air mail to the general public at air mail acceptance points (e.g. street post boxes, post offices, agencies, websites etc.). Such information should also include lithium ion batteries or lithium metal batteries contained in equipment if a public postal operator also wishes to accept such dangerous goods;
 - d. provision of information about the types of dangerous goods permitted or prohibited in air mail to account customers regarding acceptance of dangerous goods in air mail. Such information should also include lithium ion batteries or lithium metal batteries contained in equipment if a public postal operator also wishes to accept such dangerous goods;
 - e. inclusion of clauses in contracts with account customers regarding dangerous goods not permitted in the air mail;
 - f. emergency procedures to handle occurrences involving (but not limited to) the leakage or combustion of dangerous goods or the inhalation, ingestion or exposure of personnel to dangerous goods substances that may affect their health;
 - g. retention of dangerous goods related documents (e.g. dry ice acceptance checklist);
 - h. procedures for staff regarding the acceptance of dangerous goods permitted to be transported in air mail including lithium ion batteries or lithium metal batteries contained in equipment if a public postal operator also wish to accept such dangerous goods;
 - i. procedures for requiring the sender's name, address and signature on packages containing dangerous goods;
 - j. procedures for ensuring that any State or Operator variations published in the ICAO TI are complied with;

- k. procedures for ensuring that any changes to the ICAO TI are incorporated into existing procedures; and
- l. procedures for the handling of packages containing dangerous goods rejected by air operators from transport.

9 SUBMISSION OF APPLICATION

- 9.1 A public postal operator may submit its application, at least 30 calendar days prior to offering any dangerous goods in air mail, by writing in to

Director (Flight Standards)
Civil Aviation Authority of Singapore
Singapore Changi Airport
PO Box 1
Singapore 918141

10 CONTACT PERSON AND INFORMATION.

- 10.1 Should you have any queries relating to the contents of this advisory circular, please e-mail to us at CAAS_Dangerousgoods@caas.gov.sg.