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# Dangerous goods manual

## Guidelines for shipping with Swiss Post

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# 1 Introduction

The transport of dangerous goods is subject to the national regulations of the SDR (Ordinance on the Carriage of Dangerous Goods by Road), and the international regulations of the ADR (Agreement concerning the International Carriage of Dangerous Goods by Road).

These regulations apply both to you as the sender and to Swiss Post as the carrier.

As the sender, you must ensure that only dangerous goods authorized for transport are handed over for transport, that the dangerous goods are correctly classified, labelled and packaged, that transport companies are informed about the type and quantity of dangerous goods and that any documents required are correctly issued and provided to the carrier.







An important aspect for the carriage of dangerous goods is also that staff responsible for the shipping of dangerous goods must be trained beforehand.

This manual provides essential information regarding the sending of dangerous goods by parcel post or letter mail. However, the information is not exhaustive. If you have any doubts or questions, contact us at [dangerous.goods@swisspost.ch](mailto:dangerous.goods@swisspost.ch).

## 2 Dangerous goods in the parcel channel

### 2.1 Permitted dangerous goods

In the national parcel channel, shipping is only permitted for those dangerous goods that – based on their classification, a special provision, or a maximum permissible quantity per package – are partially or fully exempt from the Agreement concerning the International Carriage of Dangerous Goods by Road (ADR).

Description	Labelling/ markings
Dangerous goods in limited quantities LQ (3.4 ADR)	
Biological substances category B	 BIOLOGICAL SUBSTANCE CATEGORY B
Medical laboratory samples	EXEMPT HUMAN SPECIMEN or EXEMPT ANIMAL SPECIMEN
Dry ice	DRY ICE or CARBON DIOXIDE, SOLID
Dry ice used as coolant	DRY ICE, AS COOLANT or CARBON DIOXIDE, SOLID AS COOLANT
Dangerous goods in excepted quantities (3.5 ADR)	
Lithium batteries according to special provision 188	
Cylinders according to special provision 653 3.3 ADR	
UN 1006, UN 1013, UN 1046, UN 1066	


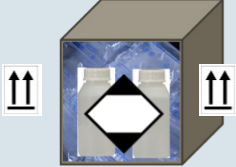
This list is not exhaustive. Ask us about special cases such as car batteries, lighters etc.

## 2.2 Packaging and labelling

See below for details on the main dangerous goods permitted in the national parcel channel and what packaging and labelling requirements must be met so that those goods may be handed over to Swiss Post for shipping.

### 2.2.1 Dangerous goods in limited quantities (LQ) as per 3.4 ADR

This exemption covers many everyday products such as spray cans, strong cleaning agents, solvents, disinfectants, car batteries, but also chemical substances and preparations.

Packaging
Composite packaging consisting of: <ul style="list-style-type: none"> <li>– Outer packaging (sturdy, padded)</li> <li>– Inner packaging (non-porous, mutual contact protection, opening upwards for liquids)</li> </ul>

Labelling
<ul style="list-style-type: none"> <li>– LQ diamond label: 100×100 mm (if the container is too small, can be reduced to 50×50 mm)</li> <li>– Orientation arrows on two opposite sides in the case of liquids</li> <li>– Gross weight</li> </ul>


### Quantity



- Maximum permissible quantity per inner packaging according to column 7a of the table below
- 0 = LQ shipping not permitted!
- Maximum permissible gross weight of the package: 30 kg

UN number	Designation and description	Class	Classification code	Packaging group	Hazard label	Special provisions	Limited and excepted quantities	
							3.4	3.5
(1)	(2)	(3a)	(3b)	(4)	(5)	(6)	(7a)	(7b)
2811	TOXIC SOLID, ORGANIC, N.O.S.	6.1	T2	I	6.1	274 614	0	E5
2811	TOXIC SOLID, ORGANIC, N.O.S.	6.1	T2	II	6.1	274 614	500 g	E4

Excerpt from table 3.2a, ADR

## 2.2.2 Dangerous goods in excepted quantities as per 3.5 ADR

This exemption covers the smallest quantities of dangerous goods, such as those shipped by chemical laboratories for testing purposes.

Packaging	
Triple-layer packaging, consisting of: <ul style="list-style-type: none"> <li>– Outer packaging (sturdy, padded)</li> <li>– Intermediate packaging (absorbent material between primary and intermediate packaging)</li> <li>– Primary packaging (non-porous, mutual contact protection, upward opening for liquids)</li> </ul>	
Labelling	
<ul style="list-style-type: none"> <li>– EQ label: 100×100 mm</li> <li>– * Enter main hazard according to table 3.2a, column 5 (only the first number!)</li> <li>– ** Sender or recipient on the EQ label or on the same surface of the outer packaging on which the EQ label is located</li> </ul>	

### Quantity

- Maximum permissible quantity per inner packaging according to the code in column 7b of the table below
- E0 = EQ shipping not permitted!
- For a breakdown of the codes, see sub-section 3.5.1.2 of the ADR
- For the maximum permissible gross weight of the package, see the table in sub-section 3.5.1.2 of the ADR

UN number	Designation and description	Class	Classification code	Packaging group	Hazard label	Special provisions	Limited and excepted quantities	
	3.1.2	2.2	2.2	2.1.1.3	5.2.2	3.3	3.4	3.5
(1)	(2)	(3a)	(3b)	(4)	(5)	(6)	(7a)	(7b)
1992	FLAMMABLE LIQUID, TOXIC, N.O.S.	3	FT1	I	3+6.1	274	0	E0
1992	FLAMMABLE LIQUID, TOXIC, N.O.S.	3	FT1	II	3+6.1	274	1 L	E2

Excerpt from table 3.2a, ADR

Code	Maximum net quantity per inner packaging (for solids in grams, for liquids and gases in ml)	Maximum net quantity per outer packaging (for solids in grams, for liquids and gases in ml, for compound packaging the sum of grams and ml)
E0	Not permitted as excepted quantity	
E1	30	1,000
E2	30	500
E3	30	300
E4	1	500
E5	1	300

Table 3.5.1.2a, ADR

### 2.2.3 Low-power lithium batteries and equipment containing lithium batteries

Lithium batteries listed under special provision 188 in section 3.3 of the ADR are covered by this exception.

This exemption also covers batteries for small devices such as cameras, laptops, consumer electronics, replacement batteries for small DIY devices such as cordless screwdrivers, small drills, small gardening tools, etc., regardless of whether only the battery is shipped or whether the battery is installed in the device.

<b>Composition</b>	Lithium metal	Lithium-ion/lithium-polymer
<b>Construction type</b>	Cell Battery	Cell Battery
<b>Rechargeable</b>	No	Yes
<b>Low-power cell/battery</b>	Cell ≤ 1 g lithium content Battery ≤ 2 g lithium content	Cell ≤ 20 Wh power Battery ≤ 100 Wh power
<b>Battery or cell allocated UN number</b>	UN 3090	UN 3480
<b>Battery or cell contained in equipment or shipped with equipment</b>	UN 3091	UN 3481

#### Packaging

##### Batteries

- Inner packaging, non-conductive, battery completely enclosed in the inner packaging
- Batteries protected against short circuit
- Resistant outer packaging
- The inner packaging must not have any room to move within the outer packaging



##### Batteries installed in devices

- Batteries protected against short circuit
- Device secured against unintentional start-up
- Resistant outer packaging
- Devices must not have any room to move within the outer packaging



#### Labelling

- Label for small, low-power lithium batteries: 100 × 100 mm (if the package is too small, minimum size of 100 mm wide × 70 mm high)
- Enter the corresponding UN number
- Enter a telephone number that can provide information on the battery



##### Exemption from labelling

When shipping a maximum of 2 batteries installed in devices in a single parcel, labelling may be waived if a maximum of 2 such parcels are shipped to a single recipient. For further details on this exemption, see ADR special provision 188 f.

#### Quantity

Maximum permissible gross weight of the package: 30 kg

## 2.2.4 UN3373, biological substance, category B

Biological substances that pose a risk of infection to healthy people are covered by this exemption. However, the course of the disease must be mild in healthy humans or animals and lead neither to permanent damage nor to death of the infected persons.

### Packaging

Triple-layer packaging, consisting of:

#### Outer packaging

- Resistant
- Rigid, if the inner packaging is not rigid
- The complete package must withstand a drop from a height of 1.2 m without the contents leaking out
- One of the surfaces must have a minimum size of 100×100 mm



#### Secondary packaging

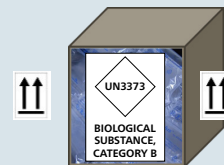
- Liquid-tight or dust-tight
- Absorbent material between primary and secondary packaging
- Rigid, if the outer packaging is not rigid

#### Primary receptacle

- Liquid-tight or dust-tight
- Padding or physical separation of the primary receptacles from each other

### Labelling

- UN3373 diamond label, at least 50×50 mm, text size at least 6 mm
- Official designation according to table 3.2 A ADR: "BIOLOGICAL SUBSTANCE, CATEGORY B", or in German "BIOLOGISCHER STOFF, KATEGORIE B" in capitals, text size at least 6 mm
- Orientation arrows on two opposite sides of the package in the case of liquids > 50 ml per primary packaging



### Quantity

Maximum gross weight of the package: 30 kg



## 2.2.5 Excepted medical samples

This exemption covers human or veterinary samples that have a minimal likelihood of containing pathogens.

### Packaging

Triple-layer packaging, consisting of:

#### Outer packaging

- Sufficiently rigid
- One of the surfaces must have a minimum size of 100×100 mm

#### Secondary receptacle

- Waterproof
- Absorbent material between primary and secondary packaging

#### Primary receptacle

- Waterproof
- Padding or physical separation of the primary receptacles from each other



### Labelling

Labelling of the package in capital letters: "EXEMPT HUMAN SPECIMEN" or "EXEMPT ANIMAL SPECIMEN" or in German "FREIGESTELLTE MEDIZINISCHE PROBE" oder "FREIGESTELLTE VETERINÄRMEDIZINISCHE PROBE"

### Quantity

Maximum gross weight of the package: 30 kg

## 2.2.6 Dry ice

Consignments cooled with dry ice are subject only to regulations regarding packaging and labelling.

### Packaging

#### Outer packaging

- Well isolated
- Gas-permeable (danger of bursting in gas-tight containers)
- Prevents the unintentional release of the dry ice

#### Inner packaging

Cold-resistant to minus 78 °C



### Labelling

Labelling of the package in capital letters:

- Variant 1: Shipping dry ice, labelling: "DRY ICE" or "CARBON DIOXIDE, SOLID"
- Variant 2: Shipping dry ice for refrigeration purposes, labelling: "DRY ICE, AS COOLANT" or "CARBON DIOXIDE, SOLID, AS COOLANT"

### Quantity

Maximum gross weight of the parcel upon handover: 30 kg

## 2.2.7 Small gas cylinders

Small gas cylinders of UN 1006 ARGON, COMPRESSED, UN 1013 CARBON DIOXIDE, UN 1046 HELIUM, COMPRESSED and UN 1066 NITROGEN, COMPRESSED, for which the product does not exceed the test pressure and capacity of 152 bar × litres may be transported in the parcel channel in an outer packaging with appropriate labelling.

### Packaging

#### Outer packaging

- Sturdy outer packaging
- Padded

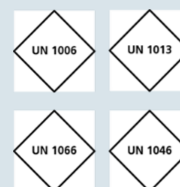
#### Inner packaging

The gas cylinders must comply with the general construction, testing and filling regulations.



### Labelling

Diamond label, minimum size of 100 × 100 mm with the corresponding UN number



### Quantity

Maximum gross weight of the parcel upon handover: 30 kg

# 3 Dangerous goods in the letter channel

## 3.1 Permitted dangerous goods

In the national letter channel, Swiss Post only carries the dangerous goods described below.

## 3.2 UN3373, biological substance, category B

Biological substances that pose a risk of infection to healthy people are covered by this exemption. However, the course of the disease must be mild in healthy humans or animals and lead neither to permanent damage nor to death of the infected persons.

### Packaging

Triple-layer packaging, consisting of:

#### Outer packaging

- Resistant
- Rigid, if the inner packaging is not rigid
- The complete package must withstand a drop from a height of 1.2 m without the contents leaking out
- One of the surfaces must have a minimum size of 100×100 mm

#### Secondary packaging

- Liquid-tight or dust-tight
- Absorbent material between primary and secondary packaging
- Rigid, if the outer packaging is not rigid

#### Primary receptacle

- Liquid-tight or dust-tight
- Padding or physical separation of the primary receptacles from each other



### Labelling

- UN3373 diamond label, at least 50×50 mm, text size at least 6 mm
- Official designation according to table 3.2 A ADR: "BIOLOGICAL SUBSTANCE, CATEGORY B", in capitals, text size at least 6 mm



### Quantity

Maximum gross weight of the letter:

- B5: 250 g
- B4: 1,000 g

Content maximum 50 ml per primary receptacle, as it is not possible to maintain the orientation of a package in letter mailing.

### 3.3 Excepted medical samples

This exemption covers human or veterinary samples that have a minimal likelihood of containing pathogens.

#### Packaging

Triple-layer packaging, consisting of:

##### Outer packaging

- Sufficiently rigid
- One of the surfaces must have a minimum size of 100×100 mm

##### Secondary receptacle

- Waterproof
- Absorbent material between primary and secondary packaging

##### Primary receptacle

- Waterproof
- Padding or physical separation of the primary receptacles from each other



#### Labelling

Labelling of the package in capital letters: "EXEMPT HUMAN SPECIMEN" or "EXEMPT ANIMAL SPECIMEN" or in German "FREIGESTELLTE MEDIZINISCHE PROBE" oder "FREIGESTELLTE VETERINÄRMEDIZINISCHE PROBE"

#### Quantity

- Maximum gross weight of the letter:
- B5: 250 g
  - B4: 1,000 g

## 4 Notes

Please follow Swiss Post's labelling requirements for letters (data matrix code and LAB) and parcels (value-added service barcode). See our website for more information.

# 5 Consignment exclusions

## 5.1 Parcel post

Parcel post may not carry dangerous goods that are not subject to exemptions relating to their classification or packed quantity.

The following are examples of dangerous goods that are not approved for transport in the parcel channel:

- Car batteries that are not secure from leakage and that are not appropriately packaged or secured
- Defective lithium batteries
- Bicycle batteries that are not installed on a bicycle
- Fireworks such as rockets, Bengal matches, table bombs, etc.
- Radioactive materials in excepted packages (UN 2910)

### 5.1.1 Swiss-Express “Innight”

The following are excluded from carriage as Swiss Express “Innight” consignments:

- Class 1 explosive substances and articles, as main or subsidiary hazards, except sub-class 1.4
- Class 4.1 temperature controlled substances
- Class 5.2 temperature controlled substances
- Class 7 radioactive materials, apart from excepted packages
- Dangerous goods which cannot be carried under the exemption relating to the quantity of dangerous goods per transport unit (transport category 0, 1.1.3.6 ADR)

## 5.2 Groupage service

The following dangerous goods are excluded from transport in our groupage service:

- Class 1 explosive substances and articles, as main or subsidiary hazards, except sub-class 1.4
- Class 4.1 temperature controlled substances
- Class 5.2 temperature controlled substances
- Class 7 radioactive materials, apart from excepted packages

## 5.3 Letter mail

Dangerous goods as defined by the Agreement concerning the International Carriage of Dangerous Goods by Road (ADR) may not be sent by letter mail. Exceptions: category B biological substances and excepted medical or veterinary laboratory samples.

## 6 Responsibilities of the sender

Regardless of whether you submit dangerous goods for carriage as a private individual or for a company, you are responsible for ensuring compliance with the provisions of the dangerous goods legislation:

- Only dangerous goods permitted for shipment may be submitted for carriage
- The carrier's consignment exclusions must be observed
- The dangerous goods must be packed in accordance with the regulations
- Packages containing dangerous goods must be correctly labelled
- Where necessary, the required documents must be correctly issued and submitted

Please contact [dangerous.goods@swisspost.ch](mailto:dangerous.goods@swisspost.ch) for detailed instructions on sending dangerous goods. We will be pleased to inform you in detail about the right shipping method for your consignment.

# 7 Liability

As the sender, you are responsible for ensuring that any dangerous goods that you submit to Swiss Post for carriage are only those permitted for consignment by letter mail or parcel post. You must also ensure that the dangerous goods are correctly classified, labelled and packaged in accordance with the Agreement concerning the International Carriage of Dangerous Goods by Road (ADR).

As the sender, you are liable for damage caused by failure to comply with our consignment exclusions, missing or incorrect labelling, inadequate packaging and incorrect classification of the dangerous goods.



Post CH Ltd  
Logistics Services  
Wankdorfallee 4  
3030 Bern

[www.swisspost.ch/dangerousgoods](http://www.swisspost.ch/dangerousgoods)  
Tel. +41 848 888 888  
[dangerous.goods@swisspost.ch](mailto:dangerous.goods@swisspost.ch)

