

SOP: Dispatch and Dispatch of Dangerous Cargo

Dispatch:

1. Request the dispatch of any parcels or the packing and dispatch of any goods on form WHO 161.
2. Provide on the form a detailed description of the contents or articles to be packed, no matter what method of dispatch is proposed.
3. If the goods to be consigned need to be packed, send them accompanied by form WHO 161 through the distribution service to the mailing unit.

Dispatch of Dangerous Cargo:

4. For dispatch of dangerous cargo parcels, complete form WHO 161 in triplicate, and insert the words 'Dangerous cargo' under 'Nature of goods', followed by an indication of the type of danger to be expected, e.g. inflammable, poisonous, etc.
5. Attach a *Material Safety Data Sheet* (MSDS) to form WHO 161. The contents of the parcel should be described in detail and the preferred method of dispatch specified. Form WHO 161 should then be sent with the goods to the mailing unit.