



Safety first

Electronic tools and solutions for your Dangerous Goods and Hazardous Materials related activities



DGOffice provides an overview of products, documents, labels and much more - all in one system. You can retrieve relevant information about handling of chemicals, including recommendations on storage and usage. This creates a vantage point and offers a structure that simplifies management of chemicals. Safety data sheets, workplace instructions, dangerous goods and chemicals management; with DGOffice you combine, present and distribute your documents in the easiest and most efficient way. In one system you get a powerful set of tools that makes it easy to adapt languages, regulations and the many inevitable updates. When information is edited in one place, the system automatically implements those changes at all relevant places.

In the management of dangerous goods and hazardous materials, a top priority is to reduce or minimize risk. DGOffice supports you in that, all the way. DGOffice in short:

- Allows you to concentrate on what you need or want to do with your dangerous goods;
- Provides insight in what is allowed and obligatory in trade, transportation, handling, storage and production;
- Fulfills all the required documentation and labeling needs;
- Let's you stay on top of what is happening;
- Ensures you stay compliant with legislation;
- Keeps the risk at a minimum against affordable costs.

Table of contents

DG General	4
DG Transport	5
Air	5
Sea	6
Road	7
Rail	9
Inland waterways	9
Norwegian inland ferries	9
DG Handling	10
NOTOC	10
Acceptance	11
DG Storage	12
SEVESO	12
DG Production	13
SDS	13
Chemicals labeling	16
DG Support Tools	17
Product shipping labels	17
Own articles	17
Document archive	17
Document management	17
Transfer documents	17
Statistics and reports	17
Communication	18
Synchronization	18
Safety and security courses	18
DG E-freight	19

Information about integration of automated dangerous goods management solutions and maintenance of data can be found in our brochure named 'Services'.

Elements of the DGOffice suite

DGOffice offers a complete set of tools to support organizations in all aspects of the management of dangerous goods and hazardous materials. The modular design ensures that only the software modules required are used. When your needs change, expand at the mere click of a button. Apart from the basics covered in the core application, DG General, each module offers a comprehensive set of functions, developed for a specific business or industry segment. All of them share the same promise: provision of adequate, error-free and up-to-date information and documentation against the smallest time-investment imaginable.

DG general

Provides basic information and includes all basic functions, enabling the implementation, use and maintenance of DGOffice.

DG transport

Covers all requirements for transportation by air, sea, road, rail, inland waterways and Norwegian inland ferries.

DG handling

Simplifies handling dangerous goods. There are separate modules for NOTification TO Captain (NOTOC) and acceptance of goods.

DG storage

Presents the required information and documentation, including detailed instructions on how to store and handle dangerous goods.

DG production

Tools needed in the production process of goods with a hazard risk, like SDS creation, workplace instructions and GHS labeling.

DG support tools

A comprehensive set of tools for a variety of tasks; from creating and printing your own shipping labels to building and maintaining your own substance database.

DG -freight

Streamlines everything concerned with your shipping documents and airway bills.

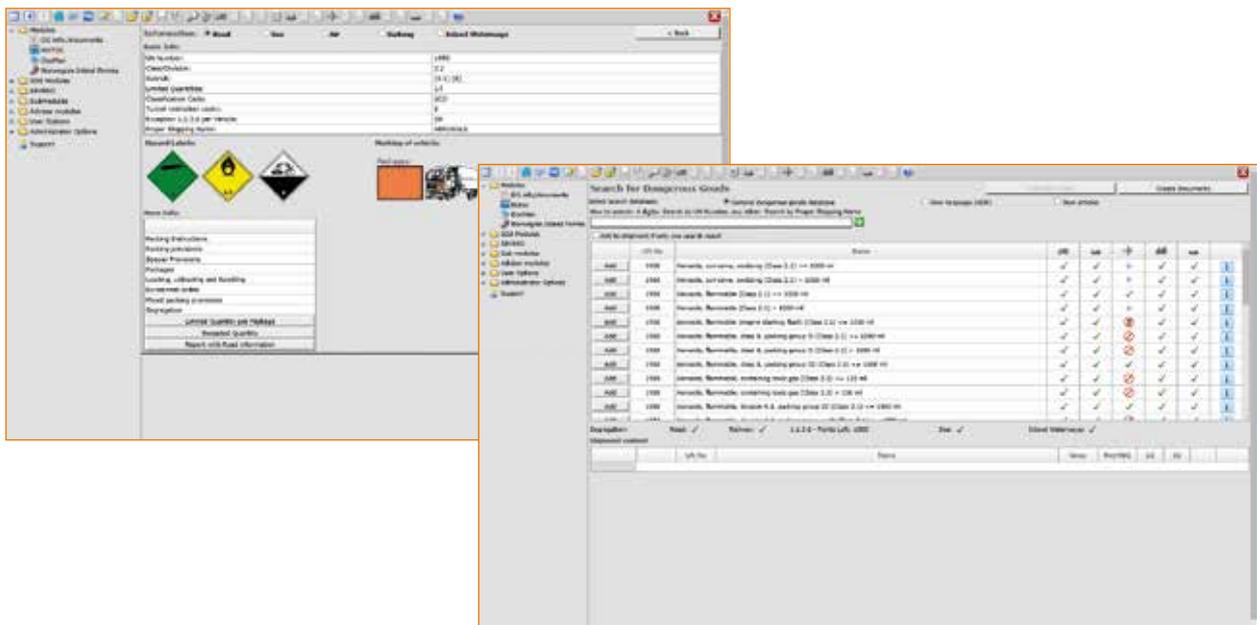
The clear choice in Dangerous Goods Management

DG General; the core component that offers all the primary tools and functions to implement, run and manage our software solutions. With DGOOffice you save time and thus money, because the system handles all the necessary paperwork, from required printed forms and documents to self-adhesive materials. Furthermore, DGOOffice offers the latest regulatory information at the touch of a button. You do not have to find it out yourself, or maintain separate files to stay up-to-date.

DGOOffice was fully developed as an online application, meaning you can access it anytime from anywhere in the world. Ultimately, it can be installed within your own network environment, such as Intranet or on stand-alone computers.

DG General contains:

- **Dangerous goods information:** Includes the databases with information on substances as well as regulatory information;
- **Administration of business relations:** This database contains all details of a. o. shippers, consignees, transport companies, customers, and suppliers, which can only be viewed and edited by authorized users;
- **Administration of clients/users:** Registration and maintenance of users, user IDs, passwords, modules and roles for your Company ID;
- **Ordering and license renewal:** Provides an overview of which modules you have ordered and how many licenses you have purchased and for whom. It allows you to add users and renew licenses, as well as to order new modules;
- **Company administration and information:** Your company details are maintained in this section. Here you can select your preferred support agent.



Air | Care for safe flights

Since air transportation of dangerous goods involves many strict rules and regulations, the Air Module offers everything to comply with all applicable rules and regulations. It simply enables to transport the goods in the correct way accompanied by accurate and compliant documentation. Non-compliance with these rules and regulations means long delays and high fines!

Regulatory information

DGOffice provides all necessary regulatory information to prepare your shipment. The packing instructions are formatted per UN number and information regarding special provisions, state & operator variations, excepted quantities, and labels & marks can be viewed on screen or can be printed for each individual substance. The printed document is formatted according to the IATA standard.

This module also supports the ESG-01 state variation, which requires the use of a Spanish/English document, and the Chinese IATA declaration.

SHIPPER'S DECLARATION FOR DANGEROUS GOODS						
Shipper: DGM Software Development Group A/S København SE NETHERLANDS		Air Waybill No. #WB09/2345678		Page 1 of 1 Pages		
Consignee: DGM Software Development Group A/S København SE NETHERLANDS		Shipper's Reference Number DGOffice		Shipper's Reference Number (optional)		
This document and agreed copies of this declaration must be handed to the operator		WARNING		Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.		
TRANSPORT DETAILS		This shipment is within the limitations prescribed for: PASSENGER AND CARGO AIRCRAFT		Airport of Departure: AMS		
Airport of Destination: BLL		Shipper's Declaration (IATA 604-APPENDIX)		NON-RADIOACTIVE		
NATURE AND QUANTITY OF DANGEROUS GOODS						
Dangerous goods identification						
UN or ID No.	Proper Shipping Name	Class or Division (Subsidiary Risk)	Packing Group	Quantity and type of packing	Packing Inst.	Authorization
UN 1908	AEROSOLS, FLAMMABLE	2.1		1 Aluminum box 4 kg	103	



Documentation

Documentation is crucial for shipping dangerous goods by air. Therefore, preparation of the Shipper's Declaration and other information requirements, such as approvals and authorizations, are highly automated in DGOffice. This dramatically reduces the time and error rate to a minimum.

Packing

Each UN number is listed per packing group to be able to determine the packing instruction and by that the allowed packaging types. DGOffice supports multiple substances in one package and has built-in segregation rules for each substance to determine if it can be packed together. Moreover, the Q-value is automatically calculated.

Radioactive materials and explosives have their own special requirements. DGOffice supports both by guiding you through different information requests.

Road | Stay on track

Road transport of dangerous goods and hazardous materials is subject to many rules and regulations. The Road Module is a highly efficient and accurate tool that helps plan your transportation, optimizes mixed loading and calculates maximum permissible masses. It contains comprehensive information on European ADR, USA 49 CFR, Canadian TDG, and Australian ADG regulations. The software provides all information and documentation at the push of a button. It guarantees cost-effective planning and operation as well as safe and secure transportation.

If goods are not compatible for combined transport, the software warns the user and provides suggestions to solve this issue. DGOOffice helps to be compliant and avoid expensive and time consuming errors and omissions.

DG Transport Road quickly produces the transport documents you need. This ensures accurate communication, avoids misunderstanding and reduces waiting time.



Driver's Checklist	
DANGEROUS GOODS LOADED ON TRANSPORT UNIT:	
Lead: UN 1950	Labeling of packages:
Mass: 5	
Loaded on: Vehicle	
EXEMPTIONS 1.1.3.6:	
	LOAD DOES NOT EXCEED THE EXEMPTIONS IN 1.1.3.6. Some provisions take effect. Calculated value: 15
CARRIAGE IN PACKAGES:	
	Applies to: All Ref 7.2.2 Packagings made of materials sensitive to moisture shall be loaded on to closed or sheathed vehicles or containers.
LOADING, UNLOADING AND HANDLING:	
	Ref: 7.5.2 Mixed loading prohibition Applies to: UN 1950 Ref 7.5.2.1 Not allowed together with label Nos.: 1, 1.4 (except for compatibility group S), 1.5, 1.6. (UN 0593 + UN 3268 OK; UN 1942, 2067 + UN 0561, 0062, 0084, 0241, 0331, 0332 OK)
	Ref: 7.5.11 Additional provisions Applies to: UN 1950 Ref 7.5.11 (CV9) Packages shall not be thrown or subject to impact. Receptacles shall be so stowed in the vehicle or container that they cannot overturn or fall.

Driver's check lists

The module gives you a complete and practical driver's check list. This list provides detailed information on how to carry out a particular transport of dangerous goods. It contains information about required equipment on board, instructions for loading and stowage, as well as handling directions and other helpful tips to stay compliant with the rules and regulations.

ADR

Often, the ADR regulation requires documentation in different languages the moment a transport crosses borders. DGOOffice takes care of this requirement automatically. The country settings of the shipper and consignee determine the languages used.

In case the transport vehicle used is not fully ADR equipped or if there is no ADR certified driver available, limits are set to carrying the goods. The Road Module facilitates to stay within these limits. Furthermore, the 1000 points check is calculated automatically.



Instructions in Writing

Emergency instructions to the driver, known as Instructions in Writing, contain all information needed in case of incidents and accidents involving dangerous goods. With this module, the instructions are available in at least 33 languages. It is fully compatible with the requirements specified in the ADR regulations.

49CFR and TDG

A bill of lading is quickly produced, can be personalized, and includes emergency response guides (ERG). For Canada, the bill of lading is in English and French. The module guides you through specific information requirements, like the Reportable Quantities (RQ) in US 49CFR, or the Emergency Response Assistance Plan (ERAP) for TDG.

ADG – Emergency procedure guide

Besides the declaration of dangerous goods, the system produces applicable emergency procedure guides (EPG) as well, while following the ADG regulations.

To determine if placardable load is transported, the module offers a calculation method which indicates if you are exceeding the limits or not.

INSTRUCTIONS IN WRITING ACCORDING TO ADR
<p><u>Actions in the event of an accident or emergency</u></p> <p>In the event of an accident or emergency that may occur or arise during carriage, the members of the vehicle crew shall take the following actions where safe and practicable to do so:</p> <ul style="list-style-type: none">- Apply the braking system, stop the engine and isolate the battery by activating the master switch where available;- Avoid sources of ignition, in particular, do not smoke, use electronic cigarettes or similar devices or switch on any electrical equipment;- Inform the appropriate emergency services, giving as much information about the incident or accident and substances involved as possible;- Put on the warning vest and place the self-standing warning signs as appropriate;- Keep the transport documents readily available for responders on arrival;- Do not walk into or touch spilled substances and avoid inhalation of fumes, smoke, dusts and vapours by staying up wind;- Where appropriate and safe to do so, use the fire extinguishers to put out small/initial fires in tyres, brakes and engine compartments;- Fires in load compartments shall not be tackled by members of the vehicle crew;



Rail | Rail Away

Based on the European RID regulation, this module contains the regulatory data like the dangerous goods list, the packing instructions, variations and provisions which allow you to manage your shipments via rail. The 'piggyback' option as well as connections to the multimodal options on road and sea transport are included.



Inland waterways | Follow the stream

The ADN regulation is the basis for this module and it contains tables A and B from the list of dangerous goods, as well as table C, which is dedicated to transport in tank vessels. Like with the other transport modules in DGOOffice, regulatory data is available for information to the user and to generate all the necessary paperwork for transporting dangerous goods on inland waterways in both packaging and bulk.

Norwegian inland ferries | Stay afloat

Norway consists of many islands, which make ferries a valuable mode of transport. Since it involves not only the ferry as transport unit, but road transport units as well, both ADR and IMDG are involved. Other important factors are the type of ferry and the number of passengers allowed on the ferry. This module informs if it is allowed to transport dangerous goods while taking these influentials into consideration.



NOTOC | NOTification TO Captain

Air-freight involves strict rules and regulations as well as severe safety precautions. In case of dangerous goods, the captain of the aircraft has to be notified of the placement of these shipments in the aircraft.

The NOTOC (NOTification TO Captain) module produces the proper notification to the pilot in command. With the import function for complete Shippers' Declarations the whole process does not take longer than just a few minutes. The entire Shipper's Declaration is made in e-freight XML standard or via manual entry with help of the wizard.



The wizard

The wizard completes proper shipping names and other details by itself to ensure that the correct details are entered. Next to this, 'All Packed in Ones' and 'Overpacks' can be created in the NOTOC module. Needless to say that calculation of the Q-value is taken care of as well. This is a real time-saver, since the majority of data is loaded from the internal database. Even more time and efficiency is gained when sharing the NOTOCs directly online with your counterparts using DGOoffice or by sending an exported copy in PDF or XML.

Key features of the NOTOC Module:

- History of your NOTOCs can be kept in accordance with the regulatory requirements;
- Complete software program with ready solutions for adequate management and control of NOTOCs;
- Complete database of dangerous goods;
- Easy production of NOTOCs
- Create your own technical/chemical name database;
- Import option for Shippers' Declarations;
- Export to other DGOoffice users and as PDF or XML;
- User friendly interface;
- Display your company logo on NOTOC;
- Additional information sheets and emergency procedures printed automatically.

SPECIAL LOAD - NOTIFICATION TO CAPTAIN											
Flight Number	Date	Carrier Registration	Registered To								
101	10 August 2014	DGOffice 1	ATW								
HAZARDOUS GOODS											
UN Number	Proper Shipping Name	Class or Division	Packaging	Net wt. or Gross wt.							
1225	Flammable Gas	2.1	UN 1A1	1000	1000	1000	1000	1000	1000	1000	1000
There is no evidence that any damaged or leaking packages containing dangerous goods have been loaded on this aircraft. (See pages and balance documentation)											
OTHER SPECIAL LOAD											
UN Number	Proper Shipping Name	Class or Division	Packaging	Net wt. or Gross wt.							
Other Information:											
Special Test:											

Acceptance | Proper clearance of goods

An important part of the entire air transport process is the acceptance of shipments by the ground handling agent or airline.

Collection list and checklist

The Acceptance Module is a great tool in filling in the required data and making sure the shipment is accompanied by all required documents. It adds significant options to the NOTOC Module. First of all, it allows you to activate the collection list. This is an overview of all incoming dangerous goods and other special loads shipments in your warehouse. You 'receive' all offered shipments in your warehouse without the need to immediately add them to a flight NOTOC.

Secondly, during the entry procedures of the shipments in the collection list, you can immediately check the content of the document. The wizard shows you the information to be reproduced on the Shipper's Declaration based on UN number, packing group and type of aircraft. It supports 'All Packed in Ones', 'Overpacks' and Q-value calculations.

Moreover, after the entry of the declaration lines you can activate and print a warehouse acceptance checklist to see if the delivered cargo matches the information given on the declaration. When correct, the lines can be marked as accepted in DGOffice. Finally, these lines are available to fill Unit Loading Devices (ULDs) by using the ULD wizard.

ULD

In the ULD wizard you can select lines from the checked cargo list only and load them into a ULD. The whole line or just part of it can be loaded. After the ULDs have been

created or loaded into DGOffice, they can be assigned to a flight by placing them on the flight NOTOC and assigning a position onboard the aircraft. Automatic checks will prevent loading multiple ULDs at one position.

Inside the module there are different options and settings, as well as reporting functions to tailor the module to your needs and to enhance the efficiency of your cargo warehouse procedures. The system prevents loading unchecked cargo in ULDs or assignment of tasks by unauthorized staff.

Package Checklist
DANGEROUS GOODS CHECKLIST FOR A RADIOACTIVE SHIPMENT

Overpack Ref Number: RA-01
Airway Bill Number: 121.211212
Number of packages: 1

↑↑
For combination packages and overpacks with liquid, on two opposite sides

OVERPACK
RADIOACTIVE MATERIAL, TYPE A PACKAGE, SPECIAL FORM,
FISILE
UN 3333

	Yes	No	N/A		Yes	No	N/A
PACKAGE(S) AND OVERPACKS				41. For fissile materials, has correctly completed Criticality Safety Index (CSI) labels on the same surface as the hazard labels [10.7.3.3.4, 10.7.4.3.1]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Same number and type of packages and overpacks delivered as shown on DGD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	42. All digitized labels correctly affixed and indelible marks and labels removed [10.7.3.1, 10.7.3.5, 10.7.4]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Utilizes transportation seal [10.8.2.4.1.2] and package in proper condition for carriage [9.1.3, 9.1.4]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For Overpacks			
Markings				43. Packaging markings as required must be clearly visible or reproduced on the outside of the overpack [10.7.1.4.2]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. The ULD Number [10.7.1.3.1]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	44. If more than one overpack is used, identification marks shown [10.7.1.4.2]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. The Proper Shipping Name [10.7.1.3.1]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	45. Hazard labels reflect total for overpack [10.7.3.4]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. The full Name and Address of the Shipper and Consignee [10.7.1.3.1]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GENERAL			
34. The permissible gross weight if it exceeds 50 kg [10.7.1.3.1]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	46. State and Operator variations complied with [2.2]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Type A packages, marked as per 10.7.1.3.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	47. Cargo Aircraft Only shipments, a cargo aircraft operates on all sectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Type B packages, marked as per 10.7.1.3.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	48. Packages containing Carbon dioxide solid dry ice, the marking, labelling and documentary requirements complied with [Packing Instruction 954, 7.1.5.1 (a), 7.2.3.8]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. Type C packages, Industrial Packages and packages containing Flammable material marked as per 10.7.3.3.6, 10.7.1.3.2 or 10.7.1.3.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Labeling			
38. Two correctly completed Radioactive Hazard labels on opposite sides [10.7.3.3, 10.7.4.3.1]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	39. Applicable labels identifying the Subsidiary [10.7.3.2, 10.7.4.3]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Applicable labels identifying the Subsidiary [10.7.3.2, 10.7.4.3]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40. Two Cargo Aircraft Only labels, if required, on the same surface near the required labels [10.7.4.2.4, 10.7.4.3.1, 10.7.4.4.1]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Two Cargo Aircraft Only labels, if required, on the same surface near the required labels [10.7.4.2.4, 10.7.4.3.1, 10.7.4.4.1]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copyright © 1993 - 2018 DGOffice A/S, www.DGOffice.net			

SEVESO | Protect people and the environment

The Seveso Module has been added to DGOOffice as the total documentation and information solution for warehousing and handling dangerous goods and chemicals. It simplifies implementation and helps to comply with the criteria stated in the Seveso III Directive. Required information and documentation is provided, based on CLP classifications, including detailed instructions on how to store and handle dangerous goods. Withal, the module confirms whether your products are considered dangerous according to the directive.

Compliance is imminent

To ensure better protection to people and the environment, the directive applies to all types of business, not only to those in the chemical sector. Our Seveso software helps to become compliant within a few easy steps.

The Seveso Module is designed to provide the operator with basic reports a Seveso establishment may need, in order to demonstrate compliance to the directive's requirements.

Seveso check

Based on the input of the substances' CAS, EC or index number, the system confirms if the entered substances in your chemical inventory are classified as dangerous or not according to the directive. Multiple items can be added manually or imported via a template at once, thus saving a lot of time, resources and costs.

Seveso calculation

Here, CLP classification, quantities and the products' physical status (e.g. liquid or gas) have to be entered. In case you have the SDS modules activated in your account, you can select the information from the SDSs. The system will present the Seveso classification at that moment.

Safety report

The module provides a report that follows the Seveso III Directive reporting guidelines. This report contains information about the products that fall under the scope of the Seveso Directive, if the quantity of any of the products is Upper-tier or Lower-tier, if the establishment is either an Upper-tier or Lower-tier establishment, and the applicable regulations.

SEVESO



SDS | Safety Data Sheet

The Safety Data Sheets (SDS) Module is the indispensable tool that helps implement all information prerequisites and comply with the Globally Harmonized System of classification and labeling of chemicals (GHS) requirements in an easy manner. This module is seamlessly integrated with the Chemicals Labeling Module (CLM) as well as the Own Articles Module of the DGOOffice suite. When generating an SDS in the Basic or Editor Module, all required information for the label is collected from CLM.

Essential and industry broad functionality

For chemical production plants, third party warehouses, importers and (international) trading organizations this module is a must have. It comprises two key elements:

- **Basic Module:** enables users to connect SDSs provided by their suppliers to their product inventory, and offers the core SDS functionality. From this submodule you can distribute the chemical information inside your organization and grant users access based on their group rights. Optionally, substitute management can be added.
- **Editor Module:** allows users to create SDSs from scratch.

SDSs can be made in the regulation of choice, including CLP for European countries and HazCom for the USA. In one system you get a tool which makes it easy to adapt language, regulation and many necessary updates.

Substance and information database

At the heart of the SDS Module is the substance database. It contains a large phrase library with standard phrases in all common languages. Besides that, standard phrases for editing purposes can be copied to suit individual needs or, alternatively, create your own phrases in the languages required.



User and group management

Not all users are chemists and not all users should have access to all available data. For that purpose, the SDS Module comes with extensive administration tools. Group Management is one of them. Organizational user groups can be defined utilizing location management, functional limitations and tailored access rights for each individual. A user can be simply assigned to a group profile, resulting in instant propagation of all assigned rights and limitations to that user.

Location tree

Countries, organizations and departments are easily created with exactly the user access required. Each individual only has access to information relevant to him/her, without compromising the advantages of a highly automated large-scale operation. The powerful search function makes it easy and fast to find exactly the information you are looking for.

Work Place Instructions and Action Cards

Occupational Health and Safety (OHS) regulations are applicable to almost every activity where chemicals are involved. The OHS related modules in DGOOffice enable to comply by creating different forms and reports based on your SDSs, like an Action Card or Work Place Instruction (WPI). By using clear symbols and location related

instructions, employees are equipped with effective information on how to handle chemicals and how to respond to accidents and incidents in their work environment. All of this should result in enhanced safety for everyone involved.

Archive

In the archive, all earlier published versions of an SDS are saved. Archived documents cannot be reactivated or removed.

Risk matrix

The risk matrix shows the risk of using a certain product whereby the user's exposure is considered. The module provides a standard advice for each single R and H phrase, but it can be overwritten manually. There are three types of risk displayed in the matrix: health, safety and environment.

Calculation Module

The recipe functionality provides collections of substances and/or premixes, constituting a finished product, which can be transferred to SDSs. Recipes are primarily used to calculate an overall CLP for an SDS. Premixes are collections of one or more substances and/or premixes with additional information. Where a recipe is bound to the SDS, premixes can act like a 'new attached SDS' allowing reuse of the same collection of substances/premixes over many recipes.

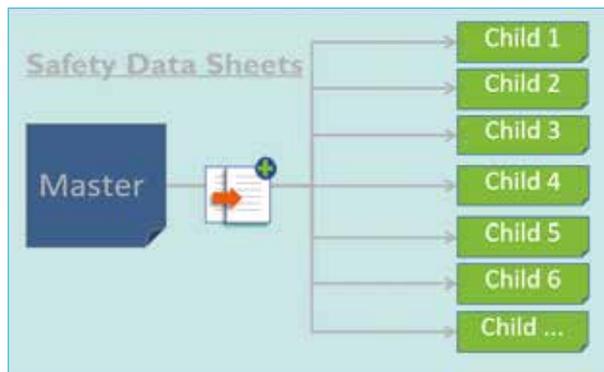
With the SDS CLP Calculation Module you are able to make automatic CLP calculations based on the data you entered in the Recipe Module. It uses the percentage of each component in the recipe, together with the entered threshold values, physical state and other characteristics of each substance, to determine the calculated classification of the total mixture of components in the

The screenshot shows a Safety Data Sheet (SDS) with the following visible content:

- Product Identifier:**
 - Trade name: UNSAFE CLEANER: 100 ML
 - Article no:
- Recommended uses:**
 - Cleaning agent
- Classification of the substance or mixture:**
 - CLP classification: H302 (H332) (H314) (H315) (H317) (H318) (H334) (H335) (H336) (H410) (H411) (H412) (H413) (H414) (H415) (H416) (H417) (H418) (H419) (H420) (H421) (H422) (H423) (H424) (H425) (H426) (H427) (H428) (H429) (H430) (H431) (H432) (H433) (H434) (H435) (H436) (H437) (H438) (H439) (H440) (H441) (H442) (H443) (H444) (H445) (H446) (H447) (H448) (H449) (H450) (H451) (H452) (H453) (H454) (H455) (H456) (H457) (H458) (H459) (H460) (H461) (H462) (H463) (H464) (H465) (H466) (H467) (H468) (H469) (H470) (H471) (H472) (H473) (H474) (H475) (H476) (H477) (H478) (H479) (H480) (H481) (H482) (H483) (H484) (H485) (H486) (H487) (H488) (H489) (H490) (H491) (H492) (H493) (H494) (H495) (H496) (H497) (H498) (H499) (H500) (H501) (H502) (H503) (H504) (H505) (H506) (H507) (H508) (H509) (H510) (H511) (H512) (H513) (H514) (H515) (H516) (H517) (H518) (H519) (H520) (H521) (H522) (H523) (H524) (H525) (H526) (H527) (H528) (H529) (H530) (H531) (H532) (H533) (H534) (H535) (H536) (H537) (H538) (H539) (H540) 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Master SDS

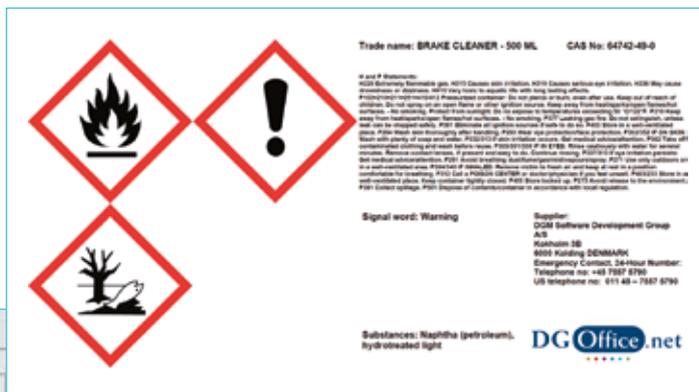
Create a standardized/Master SDS for certain products, and link it to other SDSs of products that are almost exactly the same, e.g. paint in different colors. Use the Master SDS to create a new child SDS, and all details will be automatically copied from the Master SDS. If the Master SDS is changed, all linked child SDSs will be updated via the system as well.



CLM | Chemicals Labeling Module

Implementing GHS made easy

It is prohibited to distribute chemicals without properly identified labels. The Chemicals Labeling Module (CLM) is the indispensable tool that helps to comply with the Globally Harmonized System of classification and labeling of chemicals (GHS) requirements in an easy manner. Standard label



organizations. Functionality includes pictograms, signal words, hazard statements, precautionary statements and supplier identification.

Where needed, the software provides translations in all common languages. Labels are translated automatically when changing the country of distribution.

designs are available, or own layouts can be created via the design wizard. This module is seamlessly integrated with the Safety Datasheets Module (SDSM) as well as the Own Articles Module. For example, when used in combination with SDS Basic and SDS Editor, label details are taken directly from the SDSs.

Fundamental component

CLM includes all features and data to generate the required labeling according the DPD, DSD, CLP, HazCom 2012 and GHS regulations. It is a must have for chemical production plants, third party warehouses, importers and (international) trading



The easy way to stay compliant

DGOffice has several supporting modules available to tailor the software to your needs.



Product shipping labels

The Product Labels Module connects to the shipping information from the declarations and prints the shipping labels required per packaging. This includes shipper and consignee details, UN number and proper shipping name. It also prints additional required information, such as net weight and gross weight, ID numbers and text like “Overpack”.

Own articles

The Own Articles Module creates a personalized database of substances. Classify your own products and use your own product names or article numbers to create documents or view regulatory information. Also, the specification of packaging and content can be given on article level if known. For radioactive materials, specification of radionuclides, category and activity is possible. If all required information is specified on article level, simply select the article and the number of packaging to complete a declaration.

Document archive

Keep records of your shipments and documents, for instance, to comply with regulatory requirements, via the Document Archive Module. Also, templates for your regular shipments can be created. Move records to or

from your history archive, and view only your own documents or all company documents. Advanced search options make it easy to find the desired shipment.

Document management

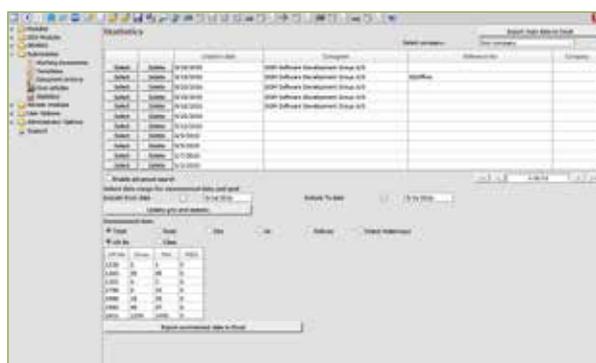
In combination with the DocMan Module, documents can be connected to your articles. It enables to link documents to your articles that are outside of your DGOffice environment. For each document you can set whether it is a version controlled document or if it is to be printed with each shipment. For example, this module ensures that your customers have the latest version of the belonging SDS or handling instructions.

Transfer documents

Publish any created document in DGOffice, such as an SDS, on your website or anywhere else you want it to be visible. This module allows you to share your documents without the need to sign in to a system. For example, if you want to add an SDS, which you created in DGOffice, to the product information on your website, visitors can click on an embedded link published on your website, and view the SDS directly.

Statistics and reports

The additional Statistics Module provides valuable insights in all your dangerous goods activities. It enables you to



generate reports, for example to complete the yearly Dangerous Goods Safety Advisor (DGSA) report. Also management information can be extracted from the system and if desired, export your full shipment history details or just select a desired period.

Communication

Certain documents created or saved in DGOOffice have to be shared with external parties. Today, it is common to share the documents digitally instead of hard copy. This can be done via many different steps, which is very sensitive for failures. Namely, the document has to be exported from the system to a pdf file, saved, added to an email message and sent. Then the receiver has to open and download the file from the email, save it and upload it to its own software management system. The communication option simplifies this process if the receiver has a DGOOffice account as well. The sender can directly send the documents via DGOOffice to the account of the receiver. No need anymore to download, upload, attach, save, etc.

Synchronization

DGOOffice is accessible via internet, but internet is not always available or can be very slow. In that case, DGOOffice can be installed locally, on a personal computer or another device, so that all work can be done and saved offline. Once internet can be accessed, the offline version will be synchronized with the online version.

Safety and security courses

In this module, the training status of users can be monitored. Manage access to certain modules by connecting the training status to module access. Course schemas and training moments can be defined, system modules can be attached to a course and users can be connected to the training moments.

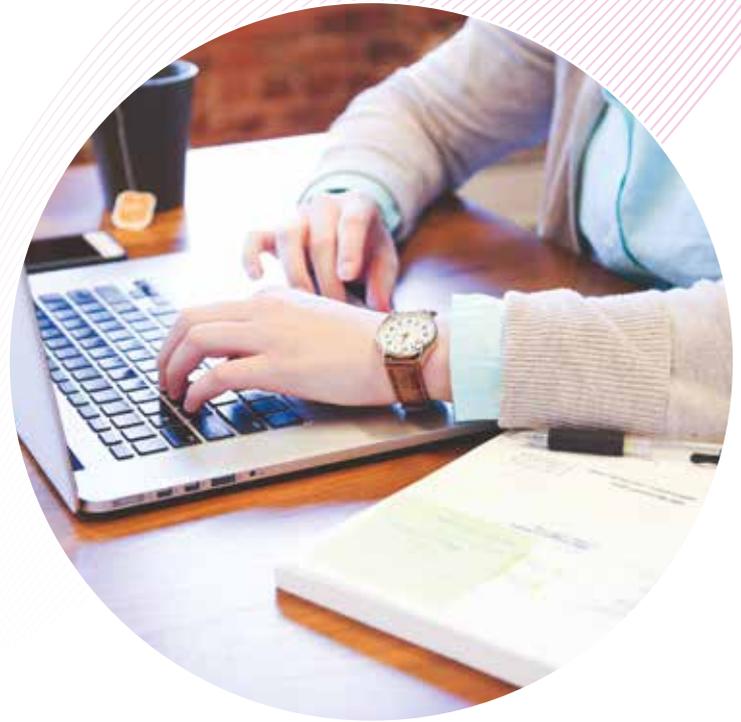


Electronic streamlining

Electronic messaging and e-freight replace hard copy documents by electronic versions of documentation, from the creation point to the receiving point in a logistics chain. To accomplish this, a message has to be generated, which contains all document details structured in a standard way so it can be reused in other computer systems. The content of the message must follow the requirements of many national and international regulations for the transport of dangerous goods, all providing detailed instructions on how to classify, handle, document etc. these goods. In general, all information has to be entered manually into different systems, but the use of e-freight reduces this to a minimum. To conclude, e-freight saves time and reduces the chance of errors and costs.

Message standard

Regulations change regularly and ad-hoc amendments occur periodically. Therefore, a flexible messaging standard is developed in DGOoffice. It only incorporates the basic dangerous goods information and detailed packaging and marking information for each shipment. This standard serves as basis for DGOoffice, capable of converting the content of the message to comply with different dangerous goods transportation regulations involved in a specific shipment.



This specialized software system can be used by shippers to enter all shipment details and generate required electronic transport documents. Based on that information, the system generates the standard message which can be used again in the same or another similar system on e.g. the airport to generate a Shipper's Declaration, checklist and NOTOC. This procedure continues on the receiving side, where the receiver can use the content of the electronic standard message, for example, to create a bill of lading.



DGOffice.net is the online software solution that contains everything to manage all your dangerous goods related activities. It saves time, money and reduces failure because it takes care of all the necessary paperwork. Its modular design allows you to pick just the software modules you require. When your needs change, expand at the mere click of a button. DGOffice is designed to operate together with the most common administrative computer systems and can be integrated within your own network environment. To continuously comply with the applicable rules and regulations, DGOffice is updated constantly.

DGM Software Development Group is the electronic solutions provider of the International Dangerous Goods Management Support Group. Its development offices are located in the Netherlands, Denmark and Norway, while sales and support offices and representatives can be found throughout the world. All activities are performed in accordance with the global quality and safety standards. Across the globe thousands of users benefit from DGOffice, supporting their transportation, handling, storage, production and trading of dangerous goods and hazardous materials.