

**RAYTHEON POLAR SERVICES COMPANY
SHIPPING INSTRUCTIONS**

- A. PROCUREMENT AUTHORIZATION:** The RPSC ASG/Subcontracts Department using the purchasing document (purchase order, change order or subcontract) is the only authority that can obligate RPSC funds. If a Supplier ships an item or performs any work without a purchasing document, they do so at their own risk and at their own cost.
- B. SHIPPING INSTRUCTIONS:** Purchase Order/Subcontract number must be displayed on the outside of all shipping containers, boxes, etc. DO NOT combine orders, each purchase order/subcontract is to be packaged separately. Failure to comply can and will result in rejection of shipment.
- C. PACKING INSTRUCTIONS:** The United States Antarctic Conservation Act prohibits importing into Antarctica polystyrene packing materials (i.e. plastic chips, styrofoam, peanuts, shells, etc.). **DO NOT USE THESE FOR PACKING MATERIALS.** Alternatives such as paper, plastic bubble wrap or other recyclable materials must be used in their place. In addition, unnecessary packaging should be eliminated whenever possible to minimize waste generation in Antarctica. **This instruction must be strictly adhered to.**
- D. BACK ORDERS:** If back orders are necessary to meet a required date, supplier is to notify Procurement Personnel prior to shipment.
- E. SUBSTITUTIONS:** IF REQUESTED ITEMS ARE NO LONGER AVAILABLE, AUTHORIZATION MUST BE OBTAINED FROM RPSC PURCHASING PRIOR TO SHIPMENT. FAILURE TO OBTAIN AUTHORIZATION CAN AND WILL RESULT IN RETURN OF SHIPMENT AT SELLER'S EXPENSE.
- F. PART NUMBERS:** If part numbers are updated or changed for an item, please notify the RPSC Purchasing Department prior to shipment or preferably prior to order placement.
- G. TIMELY DELIVERIES:** Due to the nature of RPSC's business, it is imperative that all efforts be made to ensure items are received on or before the required delivery date. This is to preclude any possibility of order cancellation or additional freight charges. Additional freight charges may be billed back to the supplier as a result of late delivery.
- H. DROP SHIPMENTS:** RPSC will not accept third party drop shipments without prior approval and coordination.
- I. DESIGNATED POLLUTANTS/HAZARDOUS MATERIALS:** The offeror/supplier will provide a list of hazardous materials or substances as defined in the latest version of Federal Standard No. 313; information on the expected concentrations and volumes of these materials; and Material Safety Data Sheets (MSDS) for these materials. In addition, MSDS's are required to be included with the packing list or other suitable shipping document which accompanies each shipment (no exceptions).

Copies of the MSDS **must** be distributed as follows:

1 copy - In shipping container

1 copy - National Science Foundation

Attn: Manager – Port Hueneme Operations

Building 471, North End

Naval Base Ventura County (NBVC)

Port Hueneme, CA 93043

Phone: (805) 985-6851

Fax: (805) 984-5432

WHEN SENDING MSDS COPIES TO THE ABOVE ADDRESSES, PLEASE REFERENCE OUR PURCHASE ORDER NUMBER ON WHICH THE MATERIAL WAS PURCHASED.

- J. SAFETY AND HEALTH LAWS:** The supplier represents, by acceptance of this Purchase Order, that they are in compliance with all regulations and standards flowing from the Occupations Safety and Health Act of 1970 (P L. 91-596, 29 U.S.C. 651 et seq) and further that in event that hazardous material is involved, they will comply with Federal Standard No. 313 dated July 1971 (to latest change) entitled "Symbols for Packages and Containers or Hazardous Industrial Chemicals and Materials".
- K. FOR CALIFORNIA PURCHASES ONLY:** Seller is advised that for items and/or services purchased in the State of California, NO California State Sales or Use Tax is to be applied to the calculation of the final price and/or cost of the item and/or service in accordance with Regulation 1620 Interstate and Foreign Commerce as published by the State of California Board of Equalization. The packing sheet shall be proof of such purchases.

- L. FOR FOREIGN/INTERNATIONAL PURCHASES:** All Shipping and Transport must be pre-coordinated with:
National Science Foundation
Attn: Manager – Port Hueneme Operations
Building 471, North End
Naval Base Ventura County (NBVC)
Port Hueneme, CA 93043
Phone (805) 985-6851
Fax (805) 984-5432.
- M. NOTIFICATION TO SUPPLIER:** Consideration of the above items A through L can be applied to the criteria for justification of the Procurement award.