

**RAYTHEON POLAR SERVICES COMPANY
SHIPPING INSTRUCTIONS
(FEMC)**

- 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 PROCUREMENT DEPARTMENT 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 Procurement 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 Count (NBVC)

Port Hueneme, CA 93043

Phone: (805) 985-6851

Fax: (805) 984-5432

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

- J. SAFETY AND HEALTH LAWS:** The supplier represents, by acceptance of this subcontract, 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 K can be applied to the criteria for justification of the Procurement award.

N. SHIPPING GENERAL INFORMATION:

1. General:

Materials provided by the Supplier shall be shipped via dedicated trucks to Port Hueneme, California.

RPSC Quality Assurance personnel [In-House Inspector] may be on site during the shipping phase to assist in the labeling, packing and shipping of the materials.

All members comprising this procurement shall be stamped with piece marks to identify the member. Piece Marks shall be located as specified in the shop drawings, and coordinate with the Erection drawing. In addition, all materials shall be clearly marked on two sides with the Purchase Order [PO] Number, identifying shop drawing numbers. If a component cannot be marked, the Supplier shall tag it with a weatherproof wire-on tag.

All materials and equipment pass through New Zealand to reach Antarctica. The New Zealand government has strict controls for clearance of all imports of timber and forest products with regard to quarantine requirements. All wooden or plywood packing cases, crates, pallets, wood packing blocks or dunnage SHALL BE COMPLETELY FREE OF BARK AND FROM ANY VISIBLE SIGNS OF INSECTS, WORMS OR FUNGI ATTACK.

Packing materials that are not easily degradable shall be avoided. These items include, but are not limited to, polystyrene cushioning materials [commonly known as 'packing peanuts'], polyurethane foam sheets, and silicone sponge sheets. **Note: Polystyrene packing peanuts are a banned substance under the Antarctic Conservation Act. Do not use these for packing material.**

2. Delivery to Port Hueneme:

Materials provided by the Supplier shall be shipped via truck to the following address:

Freight Address: NSF Contractor Representative
Building 471, North End
Naval Base Ventura Count (NBVC)
Port Hueneme, CA 93043
Attn.: Shipping and Receiving

Telephone: [805] 985-6851
FAX: [805] 984-5432

Mail: NSF Contractor Representative
PO Box 338
Port Hueneme, California 93401

3. Packaging Size and Weights:

From McMurdo Station, Antarctica to South Pole Station: RPSC transports cargo to the South Pole via ski equipped LC-130 aircraft. Cargo is secured to HCU-6/E cargo pallets. Pallet dimensions are 108 inches x 88 inches. This dimension represents a single pallet position. An LC-130 aircraft can accommodate five (5) pallet positions. The maximum inside dimensions for cargo in an LC-130 are 37 feet 3 inches long by 98 inches wide by 100 inches high. No individual component, including packaging material, shall exceed the LC-130 aircraft maximum dimensions, unless prior direction or approval is received from RPSC.

The Supplier shall include copies of itemized packing lists for each skid. A copy of the packing list shall also accompany the shipment. The Supplier shall notify RPSC one week prior to shipment and provide the following information:

- An identifying number for each component
- The name of the carrier
- The Bill-of-Lading number
- Any other pertinent information

Crates shall be constructed to withstand contact with sharp corners of other containers, crushing weights and shock sustained due to handling in the warehouse, aboard ship, and on station. Crates weighing more than 100 pounds shall have a skid constructed of 2X4s [minimum] on the bottom so that they may be easily handled by ship sling and/or forklift, approaching the long side. Skid dimension shall be in proportion to the package size and weight. All fasteners shall be packaged by size in five [5] gallon metal containers with sealing lids where appropriate. These containers may be packaged inside crates as described above.

Any deviations from these shipping instructions may cause delay and possible refusal to receive the shipment. The Supplier shall be responsible for shipping and to insure there are no delays.