

# **DEEPWAVE Project Shipping Guidelines**

**(updated 3 April 2014)**

## **OVERVIEW**

UCAR/NCAR is NOT RESPONSIBLE for shipping arrangements for anyone other than UCAR/NCAR Facilities. We offer these guidelines to assist you in making shipping arrangements.

**Per UCAR/NCAR policy, all international shipments MUST be done through UCAR Logistics Operations.** Contact: Kerry Slaven, 303-497-1151 office, 303-518-6420 cell, email: [slaven@ucar.edu](mailto:slaven@ucar.edu) or Joseph Lujan, 303-497-8523 office, 303-328-8830 cell, email: [jlujan@ucar.edu](mailto:jlujan@ucar.edu)

**It is the responsibility** of each non-NCAR organization to identify, hire and pay for the services of a freight forwarder who will handle arrangements of physically shipping equipment from your home institution to the end destination (and back home).

The shipper must prepare all needed documentation, such as Packing Lists, Commercial Invoices, etc.

**All shipments MUST be consigned to:**

### **NSF Contractor Rep**

**c/o PAENZ Ltd**

**Gate 1, Orchard Road,**

**Christchurch International Airport**

### **NEW ZEALAND**

**Notify: - Anglo Pacific International (API) – Airport Only**

### **PROJECT DEEPWAVE/NCAR**

When you ship your cargo email the US Antarctic Program CHC-Courier Notifications Group – Email: [CHC-CourierNotifications@usap.gov](mailto:CHC-CourierNotifications@usap.gov) and [API with dispatch details and AWB's](#) together with any special instructions.

## *Customs Broker*

The Customs Broker for DEEPWAVE is Anglo Pacific International (API) (listed below). API will complete all import documentation. All shipments that are for temporary entry and that will ultimately be returned to the U.S will be entered under temporary permit by API and will not be subject to bond, GST or duty. Expendables and any items not being re-exported will be subject to GST and Duty and must be identified to API at the time of export to New Zealand.

API

Email: [alan@angloPacific.co.nz](mailto:alan@angloPacific.co.nz) or [caroline@angloPacific.co.nz](mailto:caroline@angloPacific.co.nz)

36 Logistics Dr, Harewood 8051, Christchurch, Canterbury, New Zealand  
Tel: +64 3-358 8191

NOTE: If you are considering the use of a CARNET for shipments to/from the US, please contact Kerry Slaven for advice.

## *Express Shipping Services*

Participants are strongly cautioned regarding the use of express shipping (FedEx and similar companies) for foreign shipments. There are strict limitations on what can easily be shipped into foreign destinations.

### **PLEASE CONSIDER THE FOLLOWING:**

#### **1) GENERAL INSTRUCTIONS:**

- Before shipping, please compile an exact inventory of the equipment to be shipped and prepare a full description of the contents (Packing List) with a cost breakdown, model and serial numbers.
- Only use appropriate packing materials to box up equipment, specifically **DO NOT use any solid wood boxes or crates** (wood requires special heat treatment / fumigation).
- All hazardous materials packaging, marking, labeling, documents, and placarding must be prepared in accordance with 49CFR, IMDG and IATA regulations by certified personnel only. Be aware that you cannot simply put hazardous materials into a box.
- The shipping lists **MUST MATCH** the contents of each package or box, otherwise long delays in clearing the shipment can be expected.

- Attach your detailed shipping lists to the outside of each box and also add a copy to the inside.
- Clearly identify each box with the name of the field campaign, the shipper's name, the home institution, contact information, the destination and your expected arrival date.
- Distinctly number each box (e.g., 1 out of 9).
- DO NOT mix personal items (incl. food) with scientific equipment in any of the shipments.
- Expendable items must be listed separate from items that are being exported temporarily.
- DO NOT include any material that could be considered offensive to the nation you are shipping to (e.g., pornographic or religious material).
- Prepare your **return shipping labels** and shipping lists ahead of time to simplify the shipping process at the end of the project.
- Make sure you give yourself enough time for shipping

## 2) HAZARDOUS MATERIALS

- Determine whether you are shipping any of the following Hazardous Materials:

**Class 1** Explosives – example: Squibs for ejector seats

**Class 2** Gases - (flammable, non-flammable and toxic) - example: spray paint, canned air, propane, nitrogen, oxygen, carbon monoxide, nitric oxide, fire extinguishers

**Class 3** Flammable Liquids - example: acetone, ethanol, methanol, gasoline, diesel fuel

**Class 4** Flammable Solids, Spontaneous Combustibles, Dangerous When Wet Materials - example: potassium, sodium, magnesium

**Class 5** Oxidizers and Organic Peroxides - example: Clorox bleach, hydrogen peroxide

**Class 6** Toxic Materials and Infectious Substances - example: anti-freeze, bug spray, arsenic

**Class 7** Radioactive Materials - example: smoke alarms, sources for instrumentation

**Class 8** Corrosive Materials - example: sodium hydroxide, battery acid, naval jelly, or nitric acid

**Class 9** Miscellaneous Materials - example lithium batteries, dry ice, engines, life rafts, or magnets

- Have all hazmat shipments packaged, marked, labeled and documented by certified personnel, using approved UN Specification packaging ONLY.

- Make sure you add the appropriate Material Safety Data Sheets (MSDS) to your shipment

### **3) U.S. EXPORT REGULATIONS CONSIDERATIONS:**

Make sure that your shipments do not violate any Export Administration Regulations (EAR) 15 CFR §730 - 774, International Traffic in Arms Regulation (ITAR) 22 CFR §120 - 130, and the Foreign Trade Regulations 15 CFR §30. Export licensing and automated export information filing may be required.

#### **Questions to Consider:**

Do you have the ECCN (Export Commodity Control Number) from the manufacturer?

Do you have the technical specifications available?

Will any technology be shared, resent or re-exported to foreign (non U.S.) individuals or entities other than the recipient ?

(If YES, to whom and what nationality must be specified)

Is there any laser, or laser-related equipment to be included in your shipment?

Are there any radiation-hardened circuits or circuit boards?

Are there any optics or any fiber optic equipment?

Has any technology, hardware, or software been developed or modified with military funding, for military application or for military purposes? (Air Force, Army, etc)

Is there any encryption software?

Have you included all software on the packing list?

Are there any special handling, loading/unloading requirements?