



## **LBL Facilities Division – Procedure LOGIS-007**

### **Title: Shipping – Domestic and International Shipments**

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## **Application**

This procedure applies to all personnel shipping material from the Laboratory by way of common carrier to both domestic and international destinations. LBNL employees are only allowed to ship printed material (documents). All other shipments must go through LBNL Shipping. All domestic and international shipments require documentation and packaging that meets LBNL Property Management, Department of Transportation (DOT) and International Air Transport Authority (IATA) regulations and guidelines. In addition, material going to foreign countries is required to be processed per U.S. Customs policy and Export Control. Compliance with these guidelines will ensure controlled, safe, efficient and cost-effective services.

## **Purpose**

Material sent from the Laboratory must be prepared for shipment per specific transport guidelines. It is the responsibility of the LBNL Shipping function to ensure that all material being shipped from the Laboratory's by common carrier is prepared in accordance with Department of Transportation (DOT) 49CFR Regulations. Additionally, all air shipments must be prepared in accordance with the International Air Transport Association (IATA). Non-Compliance can result in fines > \$25K per incident. All foreign shipments requiring US Customs involvement must follow the LBNL standard practice (SP) Subject 47 guidelines and Export Controls. The LBNL Shipping function will ensure that:

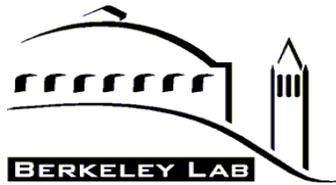
- Shipments will be prepared in accordance with DOT 49CFR and IATA requirements
- Equipment and supplies going to foreign countries comply with U.S. Customs regulations
- Each international shipment will be reviewed for Export Control
- DOE/LBNL barcode tag will be removed when title to asset no longer rests with DOE
- DOE/LBNL barcode number will be noted on Shipping Document if title of asset will remain with DOE
- No high risk property will be shipped without written authorization from Property Management
- Requesters will be contacted regarding cost and estimated arrival date upon request
- Questions regarding the status of a shipment will be answered by Shipping staff by calling extension 5084
- Shipment status can be found online in Point and Ship

## **Scope**

This policy is applicable to all areas of the Laboratory regardless of physical location, and provides requirements for shipping both hazardous and non-hazardous materials including chemicals, biological and infectious samples, and property. This policy outlines packaging and document requirements as well as line responsibility.

This policy covers, but does not prescribe specific procedures related to shipments of radioactive isotopes, live animals and hazardous waste. References to specific policies and procedures for handling these shipments are identified within the Hazardous Materials Section of this document.

The following LBNL groups are delegated specific limited authority to ship on behalf of LBNL. These groups must maintain documented procedures to assure compliance with this policy.



<i>Group</i>	<i>Standard Shipments</i>	<i>Dry Ice</i>	<i>Hazardous Materials</i>	<i>Radiological Materials</i>	<i>Live Animals</i>	<i>Rad, Mixed, Hazardous, Medical, Biohazard Waste</i>
LBNL Shipping	X	X	X			
JGI Shipping	X	domestic only				
ALS Shipping	X	domestic only	X			
Field Locations (e.g. Washington, D.C. Projects Office)	X					
Human and Animal Regulatory Committee (HARC)					X	
EH&S Radiation Protection Group				X		
EH&S Waste Management Group						X

**Definitions**

**Carrier** – Transportation Company contracted (e.g. FedEx, UPS).

**Courier** – Company that provides door-to-door delivery services (e.g. IDS).

**Hazardous Material** – Material regulated by the Department of Transportation (DOT) and the International Air Transport Association (IATA). Materials classified as hazardous can be chemicals, dry ice, radioactive materials, etc. Contact LBNL Shipping at x5084 for all HAZMAT shipments.

**LBNL Shipping Department** – Responsible for shipments leaving the Laboratory. Shipping is part of the Facilities Division and is located in building 69 Room 150.

**Point and Ship** – LBNL’s online shipping system.

**Property** – Equipment, supplies and materials owned by DOE in support of Lawrence Berkeley National Laboratory’s mission-driven work.

**Requester** – Individual who requires shipping services.

**Shipment** – The transport by commercial carrier or hand carrying to a domestic or foreign location of Laboratory property for any and all purposes related to the execution of the Laboratory’s mission as defined by Contract 31 with the Department of Energy.



**Shipper** – Office or individual responsible for arranging transportation services, preparation of transportation contract documents, and processing of property for shipment.

**Shipping Document** – Form required to accompany all material being shipped from the Laboratory to domestic or international destinations via FedEx, UPS, and DHL. The current multi-part form is available for purchase from the Creative Services Office B46-141 x6787. Directions for completing the form can be viewed at <http://fac.lbl.gov/Facilities/SiteSvcs/ShippingDocumentInstructions.pdf>

**Traveler** – Point and Ship document that accompanies shipments to Shipping.

### **General Shipping Information**

LBNL Shipping is open from 7:30am to 4:00pm. FedEx, UPS, and DHL shipments are handled online through Point and Ship. Same day shipments must be delivered to Shipping before 2:30pm to be processed. All shipments must have a traveler or completed Shipping Document attached. A copy of the LBNL Shipping Document and instructions are available at:

<http://fac.lbl.gov/Facilities/SiteSvcs/ship.htm>

Post Office Box numbers are not acceptable for domestic shipment destinations. Requester must send packages with PO Box addresses through the LBNL Mail System. PO Address numbers are acceptable for International shipments only if a destination contact number is provided.

### **International Shipments**

Export controls are designed to protect items and information important to the United States. They refer to government rules and regulations that govern the transfer of the following items to non-U.S. entities or individuals, regardless of where or how the transfer takes place:

- Goods (systems, components, equipment, or materials)
- Technologies (technical data, information, or assistance)
- Software/codes (commercial or custom)

The Laboratory's Export Control Program is designed to support Berkeley Lab's international activities by ensuring compliance with U.S. export laws and regulations in the context of our fundamental research mission. The Patent Department provides support and expertise on export-control matters.

For a license application or questions about the applicability of an exception to the requirement for an export control license, contact the Laboratory's Export Control Officer in the Patent Department x4672. Additional information regarding export law can be found at:

[http://www.lbl.gov/ehs/security/ufva/issm\\_exportmanual.shtm](http://www.lbl.gov/ehs/security/ufva/issm_exportmanual.shtm)



## Property

LBNL Property Department policy requires the DOE tag number to be entered into Point and Ship along with the reason/justification for the shipment and any required documentation for the shipment of DOE property to an offsite domestic or foreign location. The word "shipment" in this case means transport by commercial carrier.

Exceptions to this requirement are those instances when DOE property is hand carried from the Laboratory to (1) ones personal residence for official work at home, (2) an official training session when the property will be returned to the Laboratory at the conclusion of the training, and (3), a travel destination for official work purposes and the property will return to the Laboratory at the same time the traveler returns. These exceptions must be documented using a Property Pass. When shipping property refer to the Property website at: <http://www.lbl.gov/Workplace/CFO/pro/property/>

When shipping property for repair, return, or exchange, contact Procurement Buyer and LBNL Division Property Representative to ensure that all required documentation is provided. LBNL Shipping Department will remove DOE tag if required.

## Insurance

The Laboratory is self-insured and does not routinely request additional insurance through carriers. If additional insurance is needed beyond the standard limited liability of the carrier/courier, note the dollar value and a brief justification for increasing liability on the LBNL Shipping Document in the "Additional Information, Instructions, or Justification" section. The Project ID associated with the shipment will be charged for any additional coverage. Procurement Standard Practice 47.1 provides guidance on shipping insurance.

## After Hours and Off-Site Travel Shipments

When it is necessary to ship time sensitive materials after the close of regular business, on weekends or holidays, or while on official LBNL travel. Whenever these types of shipments are known in advance, the requester must call the LBNL Shipping Section to be granted extended shipping rights in Point and Ship.

For emergency shipments when LBNL Shipping is not open and extended shipping rights have not been set up in advance, procure the required service at a competitive rate. Pay for shipping services and retain receipt. Upon return to LBNL process a request for issuance of check for reimbursement of shipping charges.



## **Roles and Responsibilities**

### **Requester/Staff**

LBNL employees are authorized to ship only printed materials via:

- U.S. Postal Service via the LBNL Mail Room, including non-time sensitive letters.
- Local Courier deliveries
- FedEx

All other non-printed material shipments must go through LBNL Shipping or authorized LBNL Shipping locations.

### **LBNL Shipping Department**

The LBNL Shipping Department is the central point of contact for all outbound shipments from the Laboratory. This includes all packages containing hazardous materials and personal property.

### **Shipping Material Specialist**

- Acts as prime point of contact for material being shipped from LBNL (*extension 5084*)
- Prepares material for transport
- Determines if property being shipped is identified as Sensitive, Equipment or High Risk.
- Determines if property being shipped requires Export Control (Department of Commerce)
- Ensures that all DOE material identified as High Risk in Sunflower has LBNL Property Management written approval to ship off site
- Removes all Government markings including barcode in those cases where title to the asset will no longer rest with the DOE
- Determines method of transport and prepares required documentation
- Coordinates all shipment with outside couriers, freight forwarders and US Customs brokers
- Provides guidance and direction to LBNL staff wishing to ship material from LBNL
- Ensures that all shipments are prepared and sent out per DOT 49CFR, IATA, and International Export Control requirements

### **Technical Supervisor**

- Provides line management to the Shipping functions
- Ensures staff compliance with all LBNL, DOE and DOT shipping requirements
- Conducts safety meetings and coordinates training for Shipping Specialist
- Coordinates Transportation actions in support of the Shipping function



## Procedure

### **Printed Material (Requester)**

LBNL employees are authorized to ship only printed materials via:

- U.S. Postal Service via the LBNL Mail Room
- Local Courier
- LBNL Shipping
- Point and Ship
  - A valid LBNL Project ID number must be listed on the Point and Ship "cost center" field. Only printed material may be dropped off at off-site FedEx locations. All other packages must be routed through LBNL Shipping.

### **Non-Printed Material (Requester)**

Employees may hand deliver non-hazardous materials to LBNL Shipping, or request a Transportation pickup for non-hazardous materials online at <https://workrequest.lbl.gov>

- Access Sunflower database and determine if property is identified as Sensitive, Equipment or High Risk
- Enter DOE tag number and justification/reason in Point and Ship for Property Management Approval.
  - Obtain written approval from Property Management if shipping any property identified in Sunflower as High Risk outside of the Point and Ship system
  - If material categorized as "High Risk", contact Dave McFann in the core Property Group before taking further action
- Prepare material for delivery to Building 69-100 Shipping
- Enter shipment in Point and Ship or complete Shipping Document form for shipments other than FedEx, UPS or DHL, per instructions
- Provide value of material and special handling instructions on Shipping Document
- Ensure that the DOE/LBNL barcode number on all bar coded property is annotated in Point and Ship with reason
- Contact Facilities carpenters if specialized shipping crate required (ext. 6274)
- Bring material to Building 69-100 or arranges for pickup by LBNL Transportation
- Alert LBNL Shipping if shipment requires special handling
- Ensure that a specific deliver to address and contact name is noted in Point and Ship
- Drop off or arrange for delivery of material to Shipping, Building 69
- Ensure that a full description of any hazardous material is referenced on SD
- Notify LBNL Shipping if material requires carrier pickup from requester's location
- Contact LBNL Shipping for all inquires at extension 5084



## Printed and Non-Printed Material (LBNL Shipping Specialist)

- Ship all material per Department of Transportation Guidelines
- Ensure that shipment has signed approval by employee with account authorization
- Verify whether the property is identified as High Risk in Sunflower database and has been approved by Property Management in Point and Ship
- Determine current and/or future property status of asset (return to vendor, repair, exchange...)
  - Remove DOE/LBNL barcode tag if/when title to asset no longer rests with DOE
  - Affix removed barcode tag to copy of airbill or Shipping Document and send to Property Management
- Determine if property requires Export Control
  - Forward copy of traveler to Export Control officer for review
- If not shipping via FedEx, UPS or DHL, assign a Shipping Document "B" number generated from electronic stamp machine
- If shipment categorized as "hazardous" prepare and document per DOT/IATA guidelines
- If shipment is associated with a purchase orders, work with LBNL Purchasing and enter required information in Point and Ship
- If shipment is associated with a loan number, LBNL Property Mgmt. approval required
- Prepare ABF Bill of Lading for large > 150# shipments
- Affix "deliver to" address label to material
- If alternate carrier requested, use generic Bill of Lading
- Notify carrier if declared value > \$50K
- Provide copy of Bill of Lading to driver
- Obtain carrier/driver signature on shipper's copy of Bill of Lading
- Attach Bill of Lading to Shipping Document and place in "complete" file
- Prepare Commercial Invoice for International Shipments (printed matter excluded)
- *Prepare a Declaration of Dangerous Goods form for International hazardous shipments*
- Contact LBNL Custom Broker (Aeronet)
- Stage material in specified area
- Retain signed pickup receipt from carrier
- Print and sign 4 copies of Bill of Lading or Commercial Invoice
- Attach 3 copies to Material(s)
- Attach 1 copy to Shipping Document for filing non-FedEx, non-UPS and non-DHL shipments
- Shipments processed through Point and Ship are officially stored in the Point and Ship system
- Place completed Shipping Document and carrier receipts in "complete" file



## Shipping Administrative Assistant - Forms Distribution

- Enter Shipping Document information into Shipping database
- File Shipping Document by B-Number
- Send Accounting copy of Shipping Document to Accounts Payable
- Send Purchasing copy to Procurement
- Send Accounting copy to Property Management if a DOE or Loan Number notated
- Send Requester copy to original requester
- Ensure that data entry and filing is completed in a timely manner (1 business day)

## Hazardous Materials

Employees who are not certified are prohibited from transporting hazardous materials to Shipping by any means. Hazardous materials must only be transported to Shipping by LBNL Transportation or by the Radiation Protection Group. (The EH&S Waste Management Group will transport hazardous materials between labs but cannot deliver them to Shipping). All shipments of hazardous waste, radioactive waste, mixed waste, medical waste, and universal waste must be handled through the EH&S Waste Management Group.

LBNL Shipping will package and provide required documentation for the shipment of hazardous materials in accordance with DOT CFR49 regulations prior to pickup by LBNL Transportation. LBNL Transportation requires at least 24 hours notice for all pickups.

Requesters must make arrangements for the pickup of all shipments containing hazardous or infectious materials through LBNL Shipping. LBNL Shipping will coordinate shipments through LBNL Transportation. Hazardous materials shipments must contain the following to be transported to Shipping:

- printed Material Safety Data Sheet (MSDS) attached to the material
- DOT approved packaging
- Point and Ship traveler with:
  - detailed description of the item(s)
  - proper scientific name
  - quantity of material
  - recipient's phone number and address/contact information

## Biological and Infectious Materials

All shipments of biological and infectious materials must meet the requirements for packaging, labeling and handling.

With the exception of regulated Medical Waste shipments performed by the Waste Management Group, and blood samples prepared by Health Services, all shipments containing infectious or etiological substances must have the material packaged by LBNL Shipping. Contact LBNL Shipping for guidance and/or assistance.



## Radioactive Material (RAM)

With the exception of radioactive and mixed waste shipments performed by the Waste Management Group, the EH&S Division Radiation Protection Group must authorize and prepare all radioactive material shipments leaving the Laboratory. Contact the EH&S Radiation Protection Group to arrange for the packaging, transport and shipping of radioactive materials. Additional information is available in the PUB3000 at:

[http://www.lbl.gov/ehs/pub3000/CH21.html#\\_Toc407168422](http://www.lbl.gov/ehs/pub3000/CH21.html#_Toc407168422) Request to ship radioactive materials can be found at: <http://ehswprod.lbl.gov/rpg/assets/docs/Transportation2.pdf>

## Live Animals

Animals shipped from LBNL must be approved and shipped through the Human and Animal Regulatory Committee (HARC) office.

## Dry Ice

Dry ice shipments must be packaged in Styrofoam containers with proper inner and outer packaging and enough dry ice to last several days in case of delays during transit. For assistance with dry ice shipments contact Shipping.

When being shipped by air, dry ice is categorized as a "hazardous material." Dry Ice shipments not documented and/or packaged in accordance with DOT/IATA requirements may be delayed or returned to the Laboratory. Packages containing any amount of dry ice must be processed by LBNL Shipping.

Dry Ice can be purchased (and delivered if requested) via a transportation work request <https://workrequest.lbl.gov> or from Transportation at Building 69.

## References

LBNL Property Manual PUB 3032  
EH&S PUB 3000  
International Air Transport Association (IATA) Guidelines  
Department of Transportation 49CFR Guidelines, 172.0  
U.S. Department of Commerce Regulations (15 CFR 301)



## **Contacts**

Shipping information can be found online at <http://shipping.lbl.gov>  
Shipments can be tracked through Point and Ship.

<b>Title</b>	<b>Name</b>	<b>Extension</b>	<b>Email</b>
Shipping Material Specialist	Chuck Horton	5084	<i>CSHorton@lbl.gov</i>
Site Logistics Supervisor	Kevin Haugh	5404	<i>KTHaugh@lbl.gov</i>
Shipping Administration	Chris Debernardi	4935	<i>CMdebernardi@lbl.gov</i>
Property Management	David McFann	6769	<i>DJMcfann@lbl.gov</i>
EH&S RAM Specialist	Steve Sohner	6228	<i>SLSohner@lbl.gov</i>