

INTEGRATED OCEAN DRILLING PROGRAM CUT OFF DATES

The following information includes cut off dates for **AIR FREIGHT** to **Wellington, NEW ZEALAND** for supplies/equipment destined for Expedition **318**.

- 3 Dec. 2009,**
3:00 PM
- ALL AIR INFORMATION** must be routed through the Logistics Coordinators Office (room A119), and received by Sandy in the shipping/receiving office for items being sent to the upcoming leg. Information should include description of the item, value, and any special handling requirements.
- 10 Dec. 2009,**
1:00 PM
- AIR HAZARDOUS** freight must be **in** the Shipping & Receiving Area. Information should include a description of the item, value, any special handling requirements, and whether or not the item is hazardous. (If the item is "Hazardous", please provide a copy of the MSDS, if one is not already on file.)
- 17 Dec. 2009,**
1:00 PM
- ALL OTHER AIR** freight must be in the Shipping & receiving Area. Final shipping papers will be printed for those items physically located in our area. No additions can be made once the shipping papers have been generated.

Sandy Dillard
Shipping Coordinator
Integrated Ocean Drilling Program
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NOTE: Air Freight will be early due to the holidays to make sure it arrives on time.