

INTEGRATED OCEAN DRILLING PROGRAM USIO SHIPPING GUIDELINES

April 12, 2004

Introduction: Freight costs continue to escalate especially in the last few years. A major portion of this freight and the \$450,000 associated cost consists of airfreight charges for items sent to the vessel. Airfreight typically costs \$3.00 to \$6.00 per pound and hazardous airfreight can exceed \$200 per pound. In order to reduce the operational and fiscal demands of IODP, the following shipping guidelines have been drafted. This document is divided into two sections “**To Ship**” and “**From Ship**”. The Supervisor of Material Support must approve any requested exceptions to these guidelines.

To Ship

Deadlines: the Shipping Coordinator posts deadlines for the port call shipping in a email program-wide as soon as the date is finalized. Deadlines are set to ensure that surface freight shipments arrive two weeks prior to the ship’s arrival and one week prior for airfreight. We request that these deadlines be adhered to.

Two weeks prior to the shipment deadline, section supervisors and their delegates will be sent an email from the Shipping Coordinator requesting a list of items to be sent. A response within three working days is expected.

Note: If you have a long lead-time items and the shipping dates are not yet posted for that expedition, please contact the Shipping Coordinator for approximate dates to provide sufficient lead-time for delivery from the vendor.

Missed Deadlines: Non-critical items missing the deadline, will be shipped to the following expedition. Critical items (necessary to ensure the success of the mission) that miss the deadline, still may be shipped with the understanding that they are not guaranteed to make the port call or may result in substantial extra shipping expense. Special cases involving large courier service costs will require approval of the Manager of Science Operations.

Surface Freight: Surface freight will be the primary method for shipping both drilling and scientific supplies. Depending on the transit time to the remote port, this may also apply to personal effects and computer electronics. If items are to be shipped other than surface, approval from the sender's department manager is required (except as noted below).

Note: Electronics and Personal Boxes may be moved to the airfreight shipment if the contents or conditions in the surface container pose a risk to these items. The Shipping Coordinator will make this decision.

Airfreight: Airfreight will be used only for expedition critical items that missed the surface shipment or are inappropriate for the surface freight. All other items must have the approval of the sender's department manager to go into the air shipment.

Personal Effects: Personal effects contents will be on an expedition-by-expedition basis, however, the following are the general rules.

1. People will be limited to one personal box for most expeditions or two personal boxes for mobilization, high latitude expeditions, Christmas and demobilization. Note: New hires will be allowed one extra box.
2. Food items will be limited to sealed coffee, tea, & candy. Even these items may need to be excluded from a personal box depending on the country regulations. Please plan accordingly and/or inquire with the Shipping Coordinator.
3. Personal effects will now be sent surface with some exceptions, as determined by the sender's department manager and/or the Shipping Coordinator (see note above).
4. The maximum size box allowed is IODP's personal box (currently 18 in x 12 in x 6 in). To guarantee delivery, boxes must be received by IODP Material Services (1000 Discovery Drive, College Station, Texas 77845-9547 USA, 979-845-5780) by the scheduled deadline. If a box is being sent to IODP (e.g., by someone ASPP), allow enough time prior to the cutoff to ensure delivery prior to the deadline.

Data Box: In general, personnel will be limited to one data box (IODP's personal box size). These boxes cannot contain personal materials. Expedition Project Managers and Operations Superintendents may ship additional data boxes. Other personnel wishing to ship more than one data box will require approval of the Supervisor of Material Support.

Hazardous Materials: National and International shipping regulations governing hazardous materials require more documentation and therefore longer lead-times than non-hazardous items. In the deadline email, the Shipping Coordinator will post a separate Hazardous Shipping Deadline. If there is a need to send a hazardous item, please inform the Shipping Coordinator as soon as possible.

Hazardous items are sent separately from the main shipments so that if there is a problem they will not hold up the main shipment. As such, these items might not make port if held by customs or otherwise delayed.

Note: Be aware that certain ports will not allow all types of hazardous materials to be shipped. These items will be deferred to a later port or will have to be bought locally in port, if possible.

Operations with Other organizations:

General: IODP encourages all investigators to incorporate their equipment and materials into the IODP shipments by staging them at IODP. This practice reduces shipping costs to the investigator and ensures timely delivery. In order to incorporate equipment and materials into IODP shipments, the sender must provide a description, serial number, **country of manufacture**, size, weight, and the value of all items to be included in the shipment. **Any** chemicals (lab supplies, cleaning materials, photographic

chemicals, etc.) must be accompanied by the appropriate **Material Safety Data Sheet(s)** (MSDS). For airfreight, we also need a piece count in addition to the above information.

LDEO: The LDEO Shipping coordinator will inform the Marine Logistics Coordinator (MLC) and Shipping Coordinator of all shipments that will be consolidated with IODPs' shipment. In addition, LDEO will inform the MLC of any special tools or radioactive sources requested by LDEO and shipped by the supplier (e.g. Schlumberger) directly to the port. However, the shipment information must be provided by LDEO to the MLC.

Third Party materials and equipment to the vessel: The Expedition Project Manager of each expedition is responsible for forwarding deadlines or informing all participants regarding shipping. As soon as a request is received, the Logistics Coordinators and Shipping Coordinator will be informed.

Shipping directly to port: Items intended for the ship should not be sent directly to our port agent except in special circumstances. Direct shipments **MUST** be pre-approved and coordinated with the Expedition Project Manager and the Supervisor of Material Support. Direct shipments will be opened for inspection prior to loading on the ship, and must be accompanied by the appropriate MSDS.

Note: By law the Ship Captain has the authority to refuse to load any substance considered hazardous from a health or safety point of view.

From Ship

General: The Assistant Lab Officer (ALO) prepares the expedition shipment of items returning from the ship. The MLC is responsible for expediting that shipment once the ship reaches port. IODP will ship all items given to it or at least will help facilitate shipments as long as they adhere to the following stipulations.

Shipping samples from the vessel: Samples will be shipped by a courier service or airfreight. A complete address is required and post office box number cannot be used. The recipient must ensure that correct phone numbers and a **contact person** are available on the receiving end, since express courier shipments often arrive at the destination before the returning scientist.

Non-U.S. Shipments: Samples and personal items sent to non-U.S. destinations are consolidated and normally dispatched via express courier. For non-US shipments, participants will be responsible for clearing customs in the arriving country(ies) and for any associated costs. It is important to provide the name of the closest international airport and if possible the airport code. This information will be requested by the ALO aboard ship. If there is a potential address change for whatever reason, inform the ALO immediately.

U.S. Shipments: Samples and personal items sent to U.S. destinations may be either sent via airfreight or surface freight, depending on the transit times. To simplify customs clearance, these typically go airfreight en masse from foreign ports to IODP in College Station. Individual boxes are then sent out UPS from IODP. Personal items are usually

sent separately from samples going into the US due to custom regulations, and should follow the personal box guidelines in the “**to ship**” section, with the substitution of ALO for shipping coordinator. The US participant must complete a US Customs Form 3299 for their personal box when shipping from a foreign port. The ALO will provide forms to all US participants as needed. The ALO will obtain all pertinent information to complete the Form 3299 and then get the sender's signature on the form. For US participants, electronics, CDs, tapes, perishable items and foreign purchases are not allowed in your personal box. Complete addresses are required and post office boxes cannot be used. The sender must ensure that correct phone numbers and a **contact person** are available on the receiving end. In the case of shipments from domestic ports, a courier service will probably be used for consolidated samples and personal shipments. In this case a Form 3299 might not be required. The ALO should find out the necessity of the Form 3299 for domestic ports from the MLC.

Frozen & refrigerated samples: These shipments are sent to all destinations via express courier services, usually World Courier which has the capability of monitoring and replenishing the dry or wet ice as needed along the shipping route. Chilled or frozen samples are packed with a temperature recording monitor whose record will be furnished to the receiving scientist when the instrument is returned to IODP. Since cold shipments often arrive before the returning scientist, participants must ensure that the receiving party is aware of the incoming cold shipment. World Courier will not be responsible after the shipment has been accepted.

LDEO: The IODP Marine Logistics Coordinators will assist with the return of radioactive logging tool sources for LDEO. Our personnel have the required certifications for authorizing the shipping of radioactive sources. However, all pertinent information should be given to the ALO upon arrival at the vessel.