Shipping, Domestic and International

BRIEF

Policy Summary

Berkeley Lab requires that all domestic and international shipments have documentation and packaging that meet Laboratory Property Management, U.S. Department of Transportation, and International Air Transport Association (IATA) regulations and guidelines. In addition, material being shipped internationally must be processed per U.S. customs policy and Laboratory export-control guidelines.

Berkeley Lab allows Laboratory employees to ship printed material (documents) only. All other shipments must go through the Facilities Division's Shipping Department in Building 69. Shipping requests must be made through the Kewill Netship system by any Laboratory employee who has taken the required online user training at http://fac.lbl.gov/Facilities/SiteSvcs/shipping/training/create-shipment/player.html

Who Should Read This Policy

This policy applies to all Berkeley Lab personnel who need to ship material from the Laboratory by way of common carrier to either domestic or international destinations.

To Read the Full Policy, Go To:

The POLICY tab on this wiki page

Contact Information

Logistics Supervisor
Facilities Division

POLICY

A. Purpose

Material shipped from Lawrence Berkeley National Laboratory (Berkeley Lab) must be prepared according to specific transport guidelines. The Berkeley Lab Shipping Department must ensure that all material shipped from the Laboratory by common carrier is prepared in
accordance with Department of Transportation (DOT) 49 CFR regulations. Additionally, all air shipments must be prepared in accordance with International Air Transport Association (IATA) regulations and guidelines. Noncompliance can result in fines. All foreign shipments requiring U.S. customs involvement must follow the Berkeley Lab Export Control Manual. Berkeley Lab Shipping will ensure that:

- Shipments are prepared in accordance with DOT 49 CFR 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.
- The Department of Energy (DOE) bar-code tag will be removed when title to the asset no longer rests with DOE.
- The DOE bar-code number will be noted on the Shipping Document form if title of the asset will remain with DOE. (The Shipping Document form is available for purchase from the Creative Services Office.) Instructions for completing the form are available at http://fac.lbl.gov/Facilities/SiteSvcs/ShippingDocumentInstructions.pdf.
- No high-risk property will be shipped without written authorization from Property Management.
- Requesters will be notified regarding cost and estimated arrival date, if they ask for this service. See LBNL Property Management Procedure – High Risk.
- Questions regarding the status of a shipment will be answered by Shipping staff at ext. 5084.
- Shipments status can be found online in the Kewill Netship system.

B. Persons Affected

This policy applies to all personnel shipping material from Berkeley Lab by way of common carrier (e.g., FedEx, UPS, DHL) to both domestic and international destinations.

Laboratory employees are allowed to ship printed material (documents) only. All other shipments must go through Berkeley Lab Shipping. All domestic and international shipments require documentation and packaging that meet Laboratory Property Management, Department of Transportation (DOT), and International Air Transport Authority (IATA) regulations and guidelines. In addition, material going to foreign countries must be processed per U.S. customs policy and export control. Compliance with these guidelines will ensure controlled, safe, efficient, and cost-effective services.

C. Exceptions

None

D. Policy Statement

This policy applies to all areas of the Laboratory, regardless of physical location, and provides requirements for shipping both hazardous and nonhazardous materials, including chemicals, biological and infectious samples, and property. This policy outlines packaging and document requirements as well as line-management 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 under the Hazardous Materials section of the Facilities Division Procedure, Shipping – Domestic and International Shipments (available through the Facilities Web site under Shipping Policy & Procedures).

E.1 Roles and Responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berkeley Lab Requester/Staff</td>
<td>Authorized to ship only printed materials via:</td>
</tr>
<tr>
<td></td>
<td>• U.S. Postal Service via the Berkeley Lab Mail Room, including non-time-sensitive letters</td>
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<td></td>
<td>• Kewill Netship</td>
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<tr>
<td></td>
<td>• Local courier deliveries</td>
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<td></td>
<td>• FedEx</td>
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<tr>
<td></td>
<td>All other nonprinted material shipments must go through Berkeley Lab Central Shipping at Building 69, or an authorized Berkeley Lab shipping group listed in Section E.2, Authorized Berkeley Lab Shipping Groups for Nonprinted Materials.</td>
</tr>
</tbody>
</table>
Facilities Division Technical Supervisor

- Responsible for Building 69 Central Receiving
- Provides line management to the Shipping Material Specialist
- Ensures staff compliance with all Berkeley Lab, DOE, DOT 49 CFR, and IATA shipping requirements
- Conducts safety meetings and coordinates training for Shipping Material Specialist
- Works with Berkeley Lab Transportation staff to receive deliveries at the Building 69 Shipping Department

Facilities Division Shipping Department

The central point-of-contact for all outbound shipments from the Laboratory. This includes all packages containing hazardous materials and personal property. Shipping (ext. 5084) is part of the Facilities Division and is located in Building 69, Room 150.

Facilities Division Shipping Material Specialist

- Acts as prime point-of-contact for material shipped from Berkeley Lab (Shipping Department, ext. 5084)
- Prepares material for transport
- Ensures that all DOE laboratory equipment identified as high risk in Sunflower has received written approval from Berkeley Lab Property Management to be shipped off site
- Removes all government markings, including bar codes, in those cases where title to the asset will no longer rest with DOE
- Determines method of transport, and prepares required documentation
- Coordinates all shipment with outside couriers, freight forwarders, and U.S. customs brokers
- Provides guidance and direction to Berkeley Lab staff wishing to ship material from the Laboratory
- Ensures all shipments are prepared and sent out per DOT 49 CFR, IATA, and export-control requirements

E.2 Authorized Berkeley Lab Shipping Groups for Nonprinted Materials

The following Berkeley Lab groups are delegated specific limited authority to ship on behalf of the Laboratory. These groups must maintain documented procedures to ensure compliance with this policy.

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<tr>
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<tbody>
<tr>
<td>Berkeley Lab Shipping Department</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JGI Shipping</td>
<td>X</td>
<td></td>
<td>Domestic only</td>
<td></td>
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</tr>
<tr>
<td>ALS Shipping</td>
<td>X</td>
<td></td>
<td>Domestic only</td>
<td>X</td>
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<tr>
<td>Field locations (e.g., Projects Office)</td>
<td>X</td>
<td></td>
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<tr>
<td>Human and Animal Regulatory Committee (HARC)</td>
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<tr>
<td>EHSS Radiation Protection Group</td>
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<tr>
<td>EHSS Waste Management Group</td>
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<td>X</td>
</tr>
</tbody>
</table>

F. Definitions/Acronyms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
</table>

Lawrence Berkeley National Laboratory. The official or current version is located in the online LBNL Requirements and Policies Manual. Printed or exported versions are not official. Users are responsible for working with the latest approved revision.
<table>
<thead>
<tr>
<th>Carrier</th>
<th>Transportation company contracted (e.g., FedEx, UPS, DHL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courier</td>
<td>Company that provides door-to-door delivery services (e.g., Berkeley Lab contract courier, IDS Courier)</td>
</tr>
<tr>
<td>Hazardous Material</td>
<td>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.</td>
</tr>
<tr>
<td>Kewill Netship</td>
<td>Berkeley Lab's online shipping system</td>
</tr>
<tr>
<td>Property</td>
<td>Equipment, supplies, and materials owned by DOE in support of Berkeley Lab's mission-driven work</td>
</tr>
<tr>
<td>Requester</td>
<td>Individual who requires shipping services</td>
</tr>
<tr>
<td>Shipment</td>
<td>Laboratory property transported by commercial carrier or hand-delivered by a Laboratory employee to a domestic or foreign location for any purpose related to the execution of the Laboratory's mission as defined by Contract 31 with the Department of Energy</td>
</tr>
<tr>
<td>Shipper</td>
<td>Office or individual responsible for arranging transportation services, preparing transportation contract documents, and processing property for shipment</td>
</tr>
<tr>
<td>Shipping Document</td>
<td>Form that must accompany all material shipped from the Laboratory to domestic or international destinations via FedEx, UPS, or DHL</td>
</tr>
<tr>
<td>Traveler Document</td>
<td>A Kewill Netship–generated form that electronically captures the requester's shipping information and is printed and attached to the package being forwarded to the Shipping Department</td>
</tr>
<tr>
<td>Materials of Trade (MOT)</td>
<td>Instructions specifying packaging and transport requirements for small quantities of hazardous material for the purpose of conducting fieldwork outside the scope of normal Laboratory use or to transport the chemical constituent to another location</td>
</tr>
</tbody>
</table>

G. Recordkeeping Requirements

- Berkeley Lab/Kewill Netship system (auto-capture system)
- Berkeley Lab Central Shipping Department per DOT 49 CFR and IATA regulations (retains all relevant Shipping Document forms)
- All other Berkeley Lab approved shipping locations per DOT 49 CFR and IATA regulations (retains all relevant Shipping Document forms)

H. Implementing Documents

<table>
<thead>
<tr>
<th>Document Number</th>
<th>Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOGIS-007</td>
<td>Domestic and International Shipping Procedure</td>
<td>Procedure</td>
</tr>
<tr>
<td></td>
<td>Berkeley Lab Shipping Department home page</td>
<td>Web page</td>
</tr>
</tbody>
</table>

I. Contact Information

Logistics Supervisor
Facilities Division

J. Revision History
**Title:** Shipping, Domestic and International

**Publication date:** 3/3/2015

**Effective date:** 1/2/2012

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**PROCEDURE**

**A. Printed Material (Berkeley Lab Requester/Staff)**

Berkeley Lab employees are authorized to ship printed materials only via:

- U.S. Postal Service via the Berkeley Lab Mail Room
- Local courier
- Berkeley Lab Shipping
- Kewill Netship

Note: A valid Berkeley Lab Project ID number must be listed in the Netship "cost center" field. Only printed material may be dropped off at off-site FedEx locations. All other packages must be routed through Berkeley Lab Shipping.

**B. Nonprinted Material (Berkeley Lab Requester/Staff)**

Employees may hand-deliver nonhazardous and hazardous materials to Berkeley Lab Shipping using the Materials of Trade (MOT) guidelines, or request a Transportation pickup for nonhazardous materials. For hazardous materials not meeting MOT guidelines, contact Shipping to make arrangements for pickup or transport. (See the Berkeley Lab MOT policy in the *Chemical Hygiene and Safety Plan*, under *Transporting Small Quantities of Hazardous Materials by Laboratory Employees, Subcontractors, and Casual and Participating Guests*.

1. Access Sunflower database and determine whether property is identified as sensitive, equipment, or high risk.
2. Enter DOE tag number and justification/reason in Point and Ship for Property Management approval.
   a. Obtain written approval from Property Management if shipping any property identified in Sunflower as high risk outside of the Point and Ship system.
   b. If material is categorized as high risk, contact the Berkeley Lab Property Management Group for guidance before taking further action.
3. Prepare material for delivery to Building 69-100, Shipping.
4. Enter shipment in Kewill Netship, or complete the Shipping Document form for shipments other than FedEx, UPS, or DHL per instructions in *Section C.5* of this procedure.
5. Provide the value of the material and special handling instructions on the Shipping Document.
6. Ensure that the DOE bar-code number on all property-tagged assets is annotated in Kewill Netship with reason.
7. Contact Facilities Work Request Center (ext. 6274) if a specialized shipping crate is required.
8. Bring material to Building 69-100 or arrange for pickup by Berkeley Lab Transportation.
9. Alert Berkeley Lab Shipping if shipment requires special handling.
10. Ensure that a specific deliver-to address and contact name is noted in Point and Ship.
11. Drop off or arrange for delivery of material to Shipping, Building 69.
12. Ensure that a full description of any hazardous material is included in the Shipping Document.
13. Notify Berkeley Lab Shipping if the material requires carrier pickup from the requester's location.
14. Contact Berkeley Lab Shipping at ext. 5084 for all inquiries.
C. Printed and Nonprinted Material (Berkeley Lab Shipping Material Specialist)

1. Ship all material per DOT guidelines.
2. Ensure that the shipment has signed approval by an employee with account authorization.
3. Verify whether the property is identified as high risk in the Sunflower database and has been approved by Property Management in Kewill Netship.
4. Determine current and/or future property status of asset (e.g., return to vendor, repair, exchange).
   a. Remove DOE bar-code tag if/when title to the asset no longer rests with DOE.
   b. Affix removed bar-code tag to copy of airbill or Shipping Document and send to Property Management.
5. If not shipping via FedEx, UPS, or DHL, assign a Shipping Document "B" number generated from an electronic stamp machine.
6. If a shipment is categorized as hazardous, prepare and document per DOT/IATA guidelines.
7. If a shipment is associated with a purchase order, work with Berkeley Lab Purchasing and enter required information in Point and Ship.
8. If a shipment is associated with a loan number, Berkeley Lab Property Management approval is required.
9. Prepare ABF freight carriers bill of lading for large shipments (weighing more than 150 pounds).
10. Affix deliver-to address label to material.
11. If an alternate carrier is requested, use the generic bill of lading.
12. Notify the carrier if the declared value is greater than $50,000.
13. Provide a copy of the bill of lading to the driver.
14. Obtain the carrier/driver signature on the shipper's copy of the bill of lading.
15. Attach the bill of lading to the Shipping Document and place it in the "complete" file.
17. Prepare a Declaration of Dangerous Goods form for international hazardous-material shipments.
18. Contact Berkeley Lab's customs broker (Aeronet).
19. Stage the material in the specified area.
20. Retain a signed pickup receipt from the carrier.
21. Print and sign four copies of the bill of lading or commercial invoice.
   a. Attach three copies to the material(s).
   b. Attach one copy to the Shipping Document for filing non-FedEx, non-UPS, or non-DHL shipments.
22. Shipments processed through Kewill Netship are officially stored in the Kewill Netship system.
23. Place the completed Shipping Document and carrier receipts in the "complete" file.

D. Shipping Administrative Assistant – Forms Distribution

1. Enter Shipping Document information into the Shipping database.
2. File the Shipping Document by B-Number.
3. Send the accounting copy of the Shipping Document to Accounts Payable.
4. Send the purchasing copy to Procurement.
5. Send the accounting copy to Property Management if a DOE or loan number is indicated.
6. Send the requester copy to the original requester.
7. Ensure that data entry and filing is completed in one business day.

Document Information

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<tbody>
<tr>
<td>Title:</td>
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<tr>
<td>Revision number</td>
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<td>Publication date:</td>
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<td>Effective date:</td>
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<td>Next review date:</td>
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</tbody>
</table>
Policy Area: Shipping and Receiving
RPM Section (home) Facilities Management
RPM Section (cross-reference) none
Functional Division Facilities
Prior reference information (optional)

Source Requirements Documents

- Code of Federal Regulations Title 49, Transportation, Parts 100–1699, Other Regulations Relating to Transportation
- IATA Federal Air Dangerous Goods Transport Regulations

Implementing Documents

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