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Polar Services

Packing & Shipping Instructions

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Revision Change History

Rev	Date	Section	Author	Change Details
8.0	2006	ALL	USAP Cargo, Supr.	Annual Update. Revise definitions. Revise grantee responsibilities. Notification of hand-carried samples. Changes to TSA air shipment policy.
9.0	1 June 2007	ALL	USAP Cargo, Supr.	Update vessel ROS dates, for South Pole. Clarify Direct Commercial Shipping procedure. Revise Radioactive Consignment (NZ) and direct shipping address.
10.0	11 July 2008	ALL	USAP Cargo, Supr. with PMO (DTW)	Convert to current document format; add Mandate & Authority . Revise shipping dates for upcoming season. Incorporate <i>Direct Commercial Shipping</i> . Update phytosanitary requirements with IPPC requirements which replace APHIS standard. Expand details on hazardous materials, clarify hand-carried samples & refrigerant, and travel by COMAIR in retrograde with science samples. Clarify source material for exports under U.S. Dept. of Commerce. Incorporate changes for MOCA at McMurdo Sta. (delete form LO-M-193). Excess baggage waiver. Specify weights & metric equivalents; list related documents; expanded <i>Glossary</i> .

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Introduction

This manual contains instructions for documenting, packaging, marking, and shipping materials to-and-from all USAP locations, and research vessels. These instructions are published to assist USAP participants in preparing and forwarding their supplies and equipment to, and later their equipment, data, and specimens from, Antarctica in the most efficient manner. The logistic streams to Antarctica are some of the longest and most difficult cargo distribution routes in the world. The distance, the few transportation modes, customs inspections, frequency of delivery, and volume limitations, all contribute to difficulties with on-time delivery of needed materials.

Because of these transportation difficulties, advance planning is critical for timely delivery.

Your actions are the first of many in a long logistics pipeline. Improper documentation, poor packaging or labeling, failure to meet the required delivery dates — whether at Port Hueneme, CA, Punta Arenas, Chile, or directly to Christchurch, New Zealand — all can result in delay, which could jeopardize the accomplishment of planned work.

All cargo receives normal handling, which is generally rough treatment characteristic of stevedoring and transportation aboard ocean going vessels. Cranes and forklifts are used for loading and unloading. To ensure safe arrival, all material should be packaged anticipating the rigors associated with transport by land, sea, and air over several continents. Pack with greater care and mark all containers to indicate contents which may be sensitive to impact, temperature, moisture, orientation (e.g., “This End Up”), etc.

All shipping costs for processing and transport between point of origin and Port Hueneme, CA, will be borne by the Principal Investigator's grant. The USAP contractor pays for shipping costs between Antarctica and the Continental United States (CONUS). If you must exceed weight allowances preapproved in the Support Information Packet (SIP), you will need prior authorization from the National Science Foundation (NSF).

These are the typical methods for shipping to Antarctica, in order of most cost efficient:

- resupply vessel from Pt. Hueneme, CA to New Zealand, McMurdo Station, South Pole Station
- Commercial Surface (COMSUR)
- Commercial Air (COMAIR)

Note Refer to *USAP Transportation Costs and Planning Factors* for additional planning information.

Mandate

The mandate for handling cargo comes from the Prime Contract PRSS 0000373, section C3.2.2 *Logistics*:

Contract management responsibility to move program participants to and from Antarctica; transport the supplies and equipment needed to operate the stations, camps and vessels; control inventories at the stations; and operate and maintain staging areas in California, New Zealand, and Chile.

Logistics support is central to the success of the USAP. Everything required to sustain life in Antarctica must be imported while any planned activity on the continent or onboard a research vessel is totally dependent on a logistics network.

That same source includes mandate for the following services:

- C7.2.1 Logistics Management
- C7.2.6 Port Hueneme Operations
 - C7.2.6.2. Freight Carriers
 - C7.2.6.3 Air Cargo Operations
 - C7.2.6.6 Hazardous Cargo
 - C7.2.6.7 Retrograde Operations
- C7.2.7 New Zealand Operations
- C7.2.7.9 Port Operations
- C7.2.8 South America Operations

Note PRSS 0000373 section C6 refers to CTS, PTS, and ORT. This manual covers packaging and shipment of material reported in those systems. Further details on operating those systems are included in other manuals.

The NSF is required by the Office of Management and Budget (OMB) Circular A-123 *Management's Responsibility for Internal Control*, to maintain an effective and efficient internal control environment over its property, plant and equipment. This procedure helps provide for reporting to maintain those controls by following General Accounting Office (GAO) *Standards for Internal Control in the Federal Government*. Also refer to Federal Acquisition Regulations (FAR) Part 44, *Government Property*, which applies to reporting and record keeping requirements of Government owned property.

Note Any commercial procurement action shall meet the applicable FAR.

The prime contract PRS 0000373 section F-8 *Management Manuals* expects procedural manuals of this kind to support all facilities and operations throughout the Program. This manual meets that requirement.

Authority

The NSF contract PRSS 0000373 provides requirements for USAP operations, to include the South Pole Station. These are summarized as citations, under *Standards & Regulations*, section C4.3 of the contract.

Further, information presented here is mandated by ISO 9001:2000:

- 4.2.2 Quality Manuals
- 4.2.4 Control of Records
- 5.5.1 Responsibility & Authority
- 6.2.2 Competence, Awareness & Training
- 7.5.4 Customer Property

This manual provides a consolidated information source for the USAP Logistics process.

Port Hueneme, CA

Through contractual arrangements with Raytheon Polar Services (RPS), the Manager, Port Hueneme Operations, is responsible for the receipt and movement of all USAP cargo shipments going to or returning from Antarctica. Material going to Antarctica is first processed at Port Hueneme where it is entered into the USAP transportation system.

The Manager, Port Hueneme Operations, is the point of contact (POC) for all matters related to processing outgoing cargo, and can be reached at this address:

Freight:

National Science Foundation
c/o Raytheon Polar Services, Port Hueneme Operations
Naval Base Ventura County – Port Hueneme
Building 471, North End
Port Hueneme, CA 93043

Correspondence:

National Science Foundation
c/o Raytheon Polar Services, Port Hueneme Operations
P.O. Box 338
Port Hueneme, California 93041

Telephone:

805-985-6851
800-688-8606, x33608

Fax:

805-984-5432

e-Mail:

PH-CargoOps@usap.gov

Indirect Air Carrier Program Change

Federal Aviation Administration (FAA) regulations require the Manager, Port Hueneme Operations, to sign a *Shipper's Security Endorsement* for all commercial air shipments. The endorsement states that the shipment does not contain any unauthorized explosives, destructive devices, or hazardous materials. The Manager, Port Hueneme Operations, is responsible for preventing the unauthorized addition of explosives or hazardous materials to contents. The unauthorized shipment of hazardous materials via air carriers subjects the shipper to a personal liability of \$25,000, five years in jail, or both. This penalty applies to the individual who certified the shipment for air transport along with the shipper's employer.

Therefore, each container arriving at the Port Hueneme facility must be opened and inspected before it can be forwarded via air transportation. Containers shipped with locking devices, such as padlocks, will also be inspected. Cargo will not be forwarded if the container cannot be opened. Materials found to be unacceptable for commercial air transportation will be diverted to commercial surface carriers, and take longer to reach their destination. Similar restrictions apply to retrograde shipment *from* Antarctica.

CAUTION All cargo will be inspected before following the USAP Cargo stream. Finding undeclared hazardous materials may result in delayed shipment or penalties.

South Bound Cargo Shipping

All USAP participants should use the NSF Port Hueneme facility for cargo shipments southbound to Antarctica. It is the most reliable method for delivery, and for tracking shipments to Antarctic research sites. Cargo entering the USAP Cargo stream at Port Hueneme is assigned a Transportation Control Number (TCN). The TCN is used to ship cargo and material with all due priority for the science season. The TCN can also be used for tracking, and identify the location of items in the cargo stream.

Address For Cargo Shipments

Use the following address and information for cargo shipments to Port Hueneme. The information should be stenciled on each box, all items to be shipped. Alternately, the address may be typed onto 3"x5" white cards and the cards secured to each box or item. Make sure this information is clear and legible:

NATIONAL SCIENCE FOUNDATION

c/o Raytheon Polar Services, Port Hueneme Operations
Bldg 471 — North End
Naval Base Ventura County — Port Hueneme
Port Hueneme, CA 93043

ATTN: USAP <station abbreviation>
<project code>
<Grantee>
<Event number> or <Project code>
<ROS>

Note Everything in brackets (above) will be specific to your project or deployment.

Example Address

This is merely an example of an address, from a fictitious project:

National Science Foundation
c/o Raytheon Polar Services, Port Hueneme Operations
Bldg 471 — North End
Naval Base Ventura County — Port Hueneme
Port Hueneme, CA 93043

ATTN: USAP — NPX
DR3
E. Rutherford
S-404-q
9359

Station Abbreviations and Station Project Codes

Table 1: Station Abbreviations & Station Project Codes

Antarctic Station	Station Abbreviation	Science Station Code	RPS Station Code
McMurdo Station	ZCM	DR1	DW1
South Pole Station	NPX	DR3	DW3
Punta Arenas, Chile	PUQ	DR4	DW4
Palmer Station & Peninsula	PAL	DR7	DW7
<i>RV/IB Nathaniel B. Palmer</i>	NBP	NBP	NBP
<i>AR/SV Laurence M. Gould</i>	LMG	LMG	LMG

Shipping cargo to an Antarctic gateway such as Christchurch, New Zealand, or Punta Arenas, Chile, may encounter delays in customs inspections, or other unforeseen reasons. These are beyond USAP control. The NSF and RPS have instituted shipping procedures in order to reduce or eliminate delays in shipping materials to Antarctic research sites.

If shipping directly to a gateway destination is unavoidable, be sure to explain that to your Science Planning and Support Manager point-of-contact (POC). Follow their direction. They may advise you to contact the Manager, Port Hueneme Operations, for further instruction.

Shipping to Port Hueneme From Foreign Locations

Equipment shipped from a foreign country, then through the U.S. to Antarctica, is still entering the U.S. as imported material. When entering the United States, complete *U.S. Customs Transportation Entry (T&E) form 7512*. For a small fee, the form is available from U.S. Customs:

U.S. Customs Office
Treasury Department
2100 K Street, N.W.
Washington, D.C. 20037

When shipping foreign goods through the United States, use a recognized customs broker to prepare the required documentation and forward these shipments. You must make prior contact with the Manager, Port Hueneme Operations, to facilitate processing through U.S. Customs, and shipment onward to Antarctica.

Cargo consigned to the USAP at Port Hueneme, CA, will be re-exported from the Naval Base Ventura County, Port Hueneme, California (NBVC), or from the U.S. Naval Air Weapons Station at Pt. Mugu, CA. Both are covered by U.S. Customs. Start T&E shipments early enough to allow for occasional short delays, while the carrier arranges local delivery witnessed by U.S. Customs officials.

All cargo shipments from foreign countries to Port Hueneme, CA, must be shipped prepaid from point of origin. All transportation charges including surface or air cargo in the U.S., freight-forwarding fees, and brokerage commissions must be prepaid.

Register Foreign Manufactured Articles

To avoid being subject to U.S. Customs payments, or delay re-entry into the United States, all foreign manufactured articles leaving the U.S. should be registered with U.S. Customs. Obtain and complete a *Certificate of Registration of Foreign Manufactured Item*, U.S. Customs form 4455. Forward the completed form to the Manager, Port Hueneme Operations, with the shipment of the materials. On that form, be sure to include complete descriptions, model numbers, and serial numbers. Also, provide the country of origin for each item shipped.

These forms will be maintained on file at Port Hueneme, to be used for re-entry into the United States.

Importing Technical Equipment to New Zealand

Participants traveling through New Zealand planning to hand carry high-value technical equipment need to complete a New Zealand Customs form #33.

Note Copies of New Zealand Customs form #33 are available from the Deployment Specialists Group (DSG). Be sure to have form 33 completed before departure.

- The form is non-transferable. New Zealand requires the individual whose name appears on form 33 be the same person to clear the item through Customs.
 - If in possession of high-value technical equipment without form 33, the individual (not the USAP) may be charged with import duties, fines, or that equipment may be seized.
- If you plan to have one individual carry equipment down during deployment and another carry it back on redeployment, you need two forms. A form must be issued for each carrier.
- Employees and contractors who carry equipment from DHQ also need a *Temporary Property Hand Receipt* (FI-A-017) in addition to New Zealand Customs form #33. These are also nontransferable.
 - Return the equipment with the *Hand Receipt* to DHQ.
 - If the equipment will stay in Antarctica, notify property management on station by e-mail, so they can transfer the equipment to station inventory. Route the *Hand Receipt* to Property Admin as attachment to property records.

Note Laptop computers are generally exempt from this classification. Check with the DSG.

Direct Commercial Shipping

All USAP participants should use the NSF Port Hueneme facility for cargo shipments southbound to Antarctica. It is the most reliable method for delivery, and for tracking shipments to Antarctic research sites. However, you may ship directly overseas.

In some situations it may be more practical for cargo originating outside the United States to be shipped directly to New Zealand or South America. In these cases please consult with the Manager, Port Hueneme Operations, for advice and to coordinate delivery.

Note Neither the NSF nor RPS can be responsible for any commercial shipments sent directly to these destinations.

Recent changes in Transportation Security Administration (TSA) security policy may affect your direct cargo shipments. Please consult the TSA website to determine if additional information or measures are required for you to ship your cargo outside of the USAP Logistics stream. For more information please refer to the *Air Cargo Security Changes* letter issued by the TSA:P

http://www.tsa.gov/what_we_do/layers/aircargo/07102006_changes.shtm

To avoid Customs delays, put these instructions below the address:

FOR FURTHER SHIPMENT TO ANTARCTICA

<name>

<station abbreviation>

<project code>

<Grantee>

<Event number> or <Project code>

<ROS>

<box of number-of-boxes> for instance, “Box 1 of 4”

Preparing material for direct commercial shipping is the same as preparing for shipment in the USAP Logistics stream — refer to other sections in this manual.

Be sure to notify the USAP representatives at the destination that you have shipped material to the addresses listed below. Ensure that the commercial invoice is included with your Bill of Lading, which outlines specific contents and dollar values. The appropriate paperwork must be received prior to the arrival of the cargo. The following information must be identified on all correspondence:

- Master Airway Bill Number (MAWB)
- flight number
- departure dates
- Bill of Lading numbers (COMSUR)
- number of boxes
- contents of each box
- commercial value in US\$

It is strongly recommended that the shipper confirm receipt of all communications with the transportation terminals listed below.

New Zealand

For shipments to New Zealand, please e-mail CHC-CourierNotifications@usap.gov for advice and assistance.

You must forward the original paperwork for shipments to New Zealand:

e-mail: CHC-CourierNotifications@usap.gov

FAX: +64-3-358-1479

To the attention of the Manager, New Zealand Operations.

Please ensure that a commercial invoice is included with your Bill of Lading, which outlines specific contents and dollar values. The appropriate paperwork must be received prior to the arrival of the cargo. The following information must be identified on all correspondence:

- Master Airway Bill Number (MAWB)
- flight number
- departure dates
- Bill of Lading numbers (COMSUR)
- number of boxes
- contents of each box
- commercial value in US\$

Note Some companies, such as *Federal Express* in New Zealand, do not operate 24 hours a day, and are closed on weekends — which may affect how quickly items can be delivered to our Christchurch cargo operation.

Use this address for shipping directly to New Zealand:

National Science Foundation
c/o Raytheon Polar Services (NZ) Limited
Gate 1, Orchard Road North
Christchurch International Airport
Christchurch, New Zealand

Tel: +64-3-358-8139

FAX: +64-3-358-1479

Chile

For surface shipments, a first original copy of the Bill of Lading is required as FAX to the South American agent, AGUNSA.

Please ensure that a commercial invoice is included with your Bill of Lading, which outlines specific contents and dollar values. The appropriate paperwork must be received

prior to the arrival of the cargo. The following information must be identified on all correspondence:

- Master Airway Bill Number (MAWB)
- flight number
- departure dates
- Bill of Lading numbers (COMSUR)
- number of boxes
- contents of each box
- commercial value in US\$

Use this address for shipping directly to Punta Arenas, Chile:

Manager, Punta Arenas Operations
AGUNSA c/o Palmer Station
Deposito Franco Zona Antartica
Agencias Universales S.A.
Punta Arenas, Chile

Tel: +56-61-247-503

FAX: +56-61-226-095

Research Vessels

Material for the research vessels is also shipped to AGUNSA in Chile:

NBP

Manager, Punta Arenas Operations
AGUNSA c/o Palmer Station
Master RV/IB Nathaniel B. Palmer
Deposito Franco Zona Antartica
Agencias Universales S.A.
Punta Arenas, Chile

Tel: +56-61-247-503

FAX: +56-61-226-095

LMG

Manager, Punta Arenas Operations
AGUNSA c/o Palmer Station
Master AR/SV Laurence M. Gould
Deposito Franco Zona Antartica
Agencias Universales S.A.
Punta Arenas, Chile

Tel: +56-61-247-503

FAX: +56-61-226-095

Preparing Cargo for Shipment

During the shipping process, your equipment and material will receive treatment characteristic of stevedoring operations. Delicate or sensitive equipment must be well packed and protected by means of the packaging used. Grantees and their packing agents should not only give consideration for providing additional packing, but should also consider the type of materials utilized for shock-absorbent packing.

Packing Material

Avoid using materials that are not easily degradable. That includes most plastics, especially polystyrene cushioning materials (common packing peanuts).

CAUTION Polystyrene packing peanuts are banned under the *Antarctic Conservation Act*.
Do not use any polystyrene packing material.

Do not use polystyrene, polyurethane foam, or silicone sponge. Suitable alternatives are bubble wrap, shredded paper, corrugated cardboard, burlap, and packing tissue. Paper products are more easily recycled, and therefore, more suitable for shipping material to Antarctica. There are other restrictions on other packing material.

Some cargo shipments have been delayed on entry to both New Zealand and Chile, due to the condition of the packing crates, when the outside material failed inspection. Wooden packaging material (WPM) like pallets, crates & boxes are often reused to return material to the United States, who has some of the most strict requirements.

Wood Packing Material, New Zealand

The New Zealand government has strict controls and diligent inspections for importing any wood products. They require clearance for imported timber, and forest products of any kind — sometimes with quarantine restrictions.

Inspections are conducted by the Ministry of Agriculture & Forestry (MAF) to prevent accidentally introducing any insects or fungi that could damage New Zealand forests and timber industry. These inspections include all wooden and plywood packing cases: crates, pallets, wood packing blocks, and dunnage. All wood products must be free of bark and visible signs of insects, worms, or fungi.

Note Particleboard is not an acceptable packing material, because it hides surfaces which may show possible contamination.

Wood products which can not be verified as being free of contaminants will be stopped at the port of entry and dealt with as directed by an MAF Inspector. Grantees and their shipping agents should ensure all packing material conforms to New Zealand regulations:

1. Wood packaging must comply with the import requirements.
2. MAF will *risk profile* the whole shipment and select a subset for inspection.
3. Any untreated or uncertified wood packaging found will be refused entry, or treated as required, or destroyed — regardless of whether pests are found.

4. A notice of non-compliance will be issued for any untreated or uncertified wood packaging.
5. Information from these non-compliances will feedback in to the risk profiling system — meaning that importers who develop a history of non-compliance will be selected for inspection more frequently; further delaying cargo.

For more information on the standard, please refer to the MAF website at <http://www.biosecurity.govt.nz>

Wood Packing Material, Chile

The government of Chile has strict controls on importing wood products.

Grantees should be sure that all wooden crates used for shipping through Chile, to Palmer Station and the Antarctic Peninsula area, are in good condition without stains or signs of fungi. An agriculture stamp indicating the wood is free of contamination will help expedite clearance through Customs.

Wood Packing Material, United States

The following regulations have been put in place by the U.S. Department of Agriculture (USDA) on all wood packing materials entering the United States. Please be aware that wood packaging materials used to ship cargo to Antarctic field sites must comply with these regulations in order to be returned to the United States, as repackaging material or recycled material — all material in retrograde movement from Antarctica.

Wooden packaging material (WPM) like pallets, crates & boxes entering the U.S. must be treated or fumigated with methyl bromide and marked with the International Plant Protection Convention (IPPC) logo. Effective 16 September 2005, the same requirements apply to regulated WPM arriving in the U.S. Also refer to WPM guidelines published by USDA Animal and Plant Health Inspection Service (APHIS): <http://www.aphis.usda.gov/>

Wood packing materials destined for the U.S. must comply with this statement:

“The wood packaging materials used in this shipment are in compliance with the International Standards for Phytosanitary Measures, Publication 15, March 2002 (ISPM 15). The material used consists of processed wood material and solid sawn wood subjected to the approved heat treatment. Those packages that use heat treated wood have been certified as being compliant with ISPM 15 and the Internal National Plant Protection Convention (IPPC) and are so marked by an approved and inspected agent (Number US-4522) of the American Lumber Standard Committee.”

Packing Containers

As often as possible, pack reusable containers with hinged, clamped, or screw-fastened tops. This is important if items are to be returned or reused in retrograde.

Containers should be made to withstand hard contact sharp corners, crushing weight, and shock sustained by rough handling in transit; in the warehouse, aboard ship, and on station. Use sturdy material, well fastened, securely braced and reinforced. All boxes and containers should be banded with steel straps. The number of straps depends on the size of the box, but at least two straps per box.

CAUTION All participants must be aware of the very rough conditions which may be encountered by material, cargo, and even passenger movement to Antarctica.

Some plastic containers may not be suitable for use in extreme cold where they become brittle. Plastic containers may crack or break. Remember Antarctica when choosing a container, and the environmental conditions which may be found. It is a harsh continent.

Conditions

Insulated containers may be appropriate if they will eventually be used for retrograde material that must be kept frozen (KF) or keep chilled (KC).

Material is often exposed to excessive moisture and temperature extremes during storage and transportation. Also, it is common for condensation to build up inside boxes during shipment, especially retrograde from South Pole Station to McMurdo Station, or to Palmer Station on vessels.

Primary shipment to Antarctica is on-board ocean going vessels, subject to ocean conditions in transit, which can not be predicted. Therefore, it is necessary to pack for extremely rough handling and various weather conditions.

Weight & Volume

Crates weighing over 100 pounds must have 4" x 4" skids on the bottom for better cargo handling — in a sling or forklift approaching the long side. Do not pack crates weighing more than 200 pounds.

Also consider the total volume of the box, and do not pack anything over 125 cubic feet (5x5x5 feet). Crates larger and heavier may restrict handling and cause materials to be delayed.

Extremely small boxes may also pose a problem. They are difficult to account for in a cargo cache, or the cargo hold of ship. Avoid boxes smaller than 12 inches on a side. Many small boxes can be packed together and *that* shipped more readily.

Marking and Labeling

Mark all boxes and crates in distinctive and obvious manner. Use a stencil or permanent marker, bold and clear. Make sure the marking is impervious to water and weather.

Use consecutive numbers or more than one box in the same shipment; i.e. “Box 1 of 4.”

A detailed packing list should be created and attached to the outside of each box. Be sure to include the event number, Antarctic station abbreviation, and ROS date.

Details of the contents must include model and serial numbers for any valuable or durable equipment, and the U.S. dollar amount (US\$) for all items. Please be as specific as possible to prevent any problems.

Note “Scientific Equipment” is not an acceptable description for a packing list, and may result in delays clearing Customs.

Required Documentation

Provide the Manager, Port Hueneme Operations, with a copy of your shipping information by e-mail (PH-CargoOps@usap.gov) or fax. You may send a Bill of Lading or an Air Waybill. Make sure that the information is clear and concise. You must indicate the delivering carrier, shipment number, piece count, date departed, scheduled delivery date, and total weight. In addition, forward copies of the detailed packing lists which outline the contents in each package, which were attached to each box.

Special Handling

Some items will require specific treatment. We must prevent some contents from freezing, and other contents which must not thaw. Boxes will need to be kept upright, or protected from energy sources.

Special handling instructions must be marked outside the box. Appropriate and bold labels or stencils should provide cargo handlers with instructions. Common examples include the following:

FRAGILE	DO NOT DROP
DO NOT X-RAY	KEEP DRY
KEEP FROZEN	DO NOT FREEZE

Do Not Freeze

Some materials become very brittle when they get cold. Certain cargo can not tolerate constriction or shrinkage which occurs at freezing temperatures. Some food stuffs or computer equipment will spoil or be ruined if allowed to freeze. For ready identification and continuity throughout the USAP Cargo system, mark these items as DO NOT FREEZE.

Mark DNF cargo in boxes painted black on all four sides (not on top or bottom). In large white letters mark DO NOT FREEZE on all four sides. Include all the other cargo markings and required documentation.

There are size restrictions on DNF cargo:

48" x 45" x 40" (L x W x H) 120 cm – 115 cm – 102 cm

This is roughly the size of a standard tri-wall container used in the USAP Airlift. Larger DNF items may be shipped through the USAP Cargo system, but only with significant business justification or science need provided in advance. With that, further arrangements need to be made with the Manager, Port Hueneme Operations.

In addition to size restrictions, the NSF has mandated that under no circumstances shall DNF cargo be mixed in the same box with non-DNF cargo. There is very limited heated storage in Antarctica, and mixing cargo may stage DNF material outside. While that would not be a problem in Port Hueneme, it would be a significant failure at the South Pole.

All DNF cargo may be inspected at any point in the cargo system. Items will be segregated up front, at the start of the logistics train in Port Hueneme, to prevent repacking items once on the Ice.

Hazardous Material

Shippers are responsible for accurately describing dangerous goods, accurately marking containers with dangerous goods, and providing full disclosure to USAP cargo personnel accepting the shipment. Failure to identify hazardous cargo puts logistics personnel at risk, and creates a danger to all craft and vessels throughout the system. Failure to identify hazardous material violates federal law with penalties up to \$250,000 and 10 years in jail. Identify and label all material being shipped, hazardous and otherwise.

Note Many common items you use every day are considered hazardous material for shipment by aircraft and vessel. When in doubt, ask. Contact USAP Cargo for clarification.

Montreal Protocol

New Zealand is a signatory nation to the *Montreal Protocol on Substances that Deplete the Ozone Layer* and is committed to an international effort to reduce and eventually eliminate the use of ozone depleting substances. To achieve this objective, New Zealand has banned the following substances:

CFCs, HCFCs, HBCFs, Halons (BCF),
Methyl Chloroform, Carbon Tetrachloride and Methyl Bromide.

Trade names for CFCs include the following:

Arklone, Arcton, Freon, Forane, Isotron, Racdan,
Frigen, Genetian, Geneslov, Isceon Kaltron.

There are some exemptions under the *Montreal Protocol*. Grantees should consult with the Manager, Port Hueneme Operations, before planning or shipping any of these substances to Antarctica, especially through New Zealand. For shipping the substances off the Antarctic continent, grantees should contact the regulatory specialist.

Note Prior planning is critical for a safe and timely shipment.

Packaging

Hazardous material must be segregated by class and packaged separately from other cargo. There are many varied categories of hazardous materials: gases, flammable liquids, flammable solids, oxidizers, poisons, radioactive material, corrosives, and many regulated materials. Transporting hazardous material for USAP Cargo meets regulations from the following sources:

- Code of Federal Regulations, Title 49
- USAF Joint Manual (AFJMAN) 24-204 *Regulations for Transporting Hazardous Material (HazMat) on Military Aircraft*; the *International Maritime Dangerous Goods Code*
- International Air Transport Association (IATA) *Dangerous Goods Regulations*,

Together, these documents define responsibilities for USAP Cargo, Science Cargo, Antarctic Terminal Operations (ATO), and Station Management.

Grantees planning shipments of hazardous cargo should consult the Code of Federal Regulations, Title 49, to determine packing requirements applicable to their shipments. Hazardous cargo should usually be prepared in accordance with the restrictions applicable to passenger aircraft.

Note With the exception of some medicinal and toilet articles for personal use, hazardous materials may never be carried in baggage.

Grantees requiring assistance in preparing their shipments may contact the Manager, Port Hueneme Operations, or secure the services of a professional packer.

Grantees are responsible for the packaging of materials for their project or deployment. Shipments made by a third party are still the responsibility of that grant. Researchers should make sure that any third party is also aware of precautions and labeling requirements for hazardous material.

Note Packing lists must describe all materials used in packing hazardous items.

Shipping

Department of Transportation (DOT) regulations restrict hazardous materials. We also have the complicating factor of shipment through a foreign country (New Zealand, Chile). These materials may move slowly through the system. In order to ensure timely arrival of hazardous material, send them to Port Hueneme Operations as early as possible. Follow the dates for *Commercial Surface* as specified on the materials cut-off schedule, later in this manual: *Required Delivery Dates to Port Hueneme*

Waivers

Hazardous materials requiring waivers for air shipment should be identified as soon as possible, so that USAP Cargo can start the **45-day process**. The U.S. Air Force Material Command (AFMC) requires 30 days to process a waiver request, and USAP Cargo needs at least 15 days to research the hazardous material and its packaging, before submitting the request for waiver to AFMC.

Shippers are required to provide to USAP Cargo all pertinent specifications concerning the hazardous material shipment.

In the case of cryogenic vessels which do not meet DOT specifications because of size, (i.e. too small to require a DOT specification number) the shipper is required to provide documentation. The documents will indicate that the cryogenic vessel has undergone testing, and that the testing verifies the container meets DOT requirements for like containers of larger capacities.

MSDS

Grantees must assure that Material Safety Data Sheets (MSDS) are included with whatever hazardous materials they submit through the USAP Cargo system. These are commonly available from U.S. manufacturers. The MSDSs contain detailed information on each material, from generic name to specific chemical properties, and emergency first

aid procedures. Grantees must ensure this information is included with their shipment of hazardous material.

This may difficult with custom materials which are purified or mixed at their home institution, but the MSDS is still required. Also, grantees should keep a copy of each MSDS shipped, in case the original is not be delivered to Port Hueneme Operations by the shipping agent.

Grantees will be required to provide to USAP Cargo all specifications concerning the packaging materials (i.e. type of container, packaging material, etc.) with DOT numbers and UN specifications, if any. If a container does not meet DOT or UN specifications but the manufacturer of the container states that it will provide the required specification and protection, the grantee must provide USAP Cargo with testing documentation from the manufacturer that will support the claim. In addition, grantees will then have to provide the type, net quantity, and weight of the material, and how it can be repackaged if needed.

Examples of Hazardous Substances

Many common items used every day are considered hazardous material for shipment by aircraft and vessel. Other grantees may be so familiar with handling some substances they seem commonplace, and be unaware they are hazardous materials in shipment. When in doubt, ask. Contact USAP Cargo for clarification.

Table 2: Examples of Hazardous Substances

Hazardous Goods		Hazardous Chemicals	
Aerosols and any compressed gas cylinders	paint, spray paint, butane (propellant)	Acetone, benzene	hydrochloric acid, nitric acid, sulfuric acid
fire extinguishers	SCUBA cylinders	formaldehyde	glutaraldehyde
automobile batteries	Lithium batteries	Methanol, ethanol, isopropyl alcohol	kerosene, gasoline,
NH ₃ , NaHCl in any form	some cleaning solvents	ether, chloroform	carbon tetrachloride
cigarette lighters, lighter fluid, explosives, charcoal	pyrotechnics, glue, and some adhesives	Compressed liquefied gases: air, liquid oxygen (LOx), liquid nitrogen (LN ₂), hydrogen gas, Dewars, or other containers	

These are not comprehensive lists and are not intended to offer complete details — these are merely examples. Use this as a guide trying to identify if a material is hazardous or not. Many common household substances and laboratory materials are considered hazardous during transport.

Note Contact the Regulatory Specialist at 800-688-8606 ext. 32261; or the Manager, Port Hueneme Operations, for help to identify and classify any hazardous material.

Dry Ice

Dry ice is regulated as a dangerous good by IATA. When shipped as *cargo* dry ice is subject to a maximum of 200 kg (440 pounds) per package. Because dry ice is a dangerous good, delays in transportation via commercial airlines may occur. Dangerous goods are always subject to refusal for flight by the airline or pilot.

Liquid Nitrogen Dewars

Liquid nitrogen Dewars are containers designed to store and dispense liquid nitrogen (LN₂) or preserve and store science samples. Liquid nitrogen Dewars are used when extremely low temperatures are required to preserve the integrity of science samples for long periods during transit.

WARNING Liquid nitrogen can destroy human tissue on contact.

Liquid nitrogen is a dangerous good regulated by IATA. Liquid nitrogen Dewars may not be hand-carried or checked as baggage — they must be sent as cargo. The maximum amount of LN₂ allowed per package on passenger aircraft is 50 kg (110 pounds). Because LN₂ is a dangerous material, delays on commercial airlines are common. Upon receipt at the grantee's home institution, the Dewar should be returned to the Manager, Port Hueneme Operations.

Shipping LN₂ Dewars as a means of transporting samples is discouraged by the USAP. Therefore, suitable justification and equipment must be received at least 15 days prior to shipping. All other means for shipping samples must be justified and eliminated before a Dewar will be approved.

Note Some Dewars are designed for transit; however, most containers designed for sample storage are generally not certified for shipment.

Explosives

Extremely dangerous and an obvious hazard, explosives may still be transported to Antarctica. However, prior planning is essential, because state regulations may vary, in addition to federal regulations. Because we may need to check international law and military regulations, prior planning is necessary before explosives are purchased.

Shipments of explosive should be coordinated with RPS Logistics personnel far in advance. Some explosive shipments need 12 months lead time, or more. Please contact the Regulatory Specialist at 720-568-2261, toll free 1-800-688-8606 ext. 32261, or ask the Manager, Port Hueneme Operations, for more information.

Radioactive Materials, New Zealand

Shipment and use of radioactive materials in Antarctica requires strict adherence to a Memo of Understanding between the NSF and the Nuclear Regulatory Commission (NRC) for U.S. Antarctic policies and procedures to avoid contaminating the Antarctic environment and to ensure safety. Approval by the NSF/OPP to use any type of radioisotopes in the Antarctic must be obtained in advance, before any radioactive material is shipped south. The approval process will be described in your SIP. Also, contact your Science Planning Support Manager with the information, or other Raytheon POC for further information on this process. A hardcopy of the NSF/OPP *Radioisotope Authorization* (NSF form 1368) should accompany all radioactive material shipments to and from Antarctica.

Note Grantees are responsible for procurement, packaging, transport and retrograde movement of all radioactive materials and radioisotopes required for their research.

The Radiation Safety Officer (RSO) for your institution can specify the requirements for your radioisotope, radioactive substance, or radioactive emissions to ensure compliance with state, national, and international regulations pertaining to packaging and shipping. For further information, your RSO may consult with the Hazardous Material (HazMat) Specialist, Christchurch, New Zealand, by e-mail (hazmat@iac.org.nz) or FAX (+64-3-358-1479), for shipments to and through New Zealand. When shipping radioactive materials, or having them consigned from a vendor, please ensure that material is packaged within category Yellow-II does not exceed a transport index of 1.0; and that, any Yellow-III packages do not exceed a transport index of 3.0.

Note It is against the law to hand carry radioactive materials into New Zealand.

Radioactive isotopes cannot be shipped to New Zealand without completing the *Certificate of Authorization to Import Radioactive Materials*. The HazMat Specialist, Christchurch, New Zealand, must receive import documents five (5) business days before radioisotopes are received in New Zealand, whether being shipped to the country, or transshipped through to Antarctica. Accordingly, if vendors are planning to ship radioisotopes directly to New Zealand, then all orders must be marked by the vendor:

National Science Foundation
c/o Raytheon Polar Services (NZ), Limited
Gate 1, Orchard Road North
Christchurch International Airport
Christchurch, New Zealand

The project number or event number, and Principal Investigator (PI) name, must be included in the shipping instructions so that the HazMat Specialist in Christchurch will know to whom to consign the shipment in Antarctica.

After the order is placed with the vendor, you *must* notify the HazMat Specialist in Christchurch. Notification in writing may be an e-mail (hazmat@iac.org.nz) or fax (+64-3-358-1479) with the following information:

Unsealed

Radioactive items which are not an integral part of equipment:

1. Radioactivity per item.
2. Number of items.
3. Description of radioactive material.
4. Country of origin.
5. Expected departure date from country of origin.
Include country name (e.g., United States)
6. Arrival in New Zealand

Sealed

Radioactive items which are an integral part of the instrument or equipment:

1. Radionuclide
2. Activity per item
3. Number of items
4. Year of manufacture (if known)
5. Serial number (if known)
6. Instrument type
(if part of an instrument or other equipment)
7. Model
8. Country of origin
9. Expected departure date from country of origin (include country name)
10. Arrival in New Zealand

In addition, you are required to follow up with written confirmation for any radioactive compounds or radioisotopes being shipped. The Airway Bill (bill of lading), flight numbers, and any special handling instructions need to be provided as soon as the shipment is confirmed. Include any special handling; like KEEP FROZEN (KF) or DO NOT FREEZE (DNF).

When received in Christchurch, the HazMat Specialist consigns the shipment to the PI on station or research vessel. You may contact the HazMat Specialist in New Zealand with any questions:

USAP Cargo — Hazardous Coordinator
Raytheon Polar Services (NZ) Limited
Tel: +64-3-358-1417
FAX: +64-3-358-1479
cell: 027-4357731
e-mail: mike.skevington@iac.org.nz

Radioactive Materials, Chile

Note The local shipping agent in Chile is *Agencias Universales por Sud America*
aka: Universal Agencies for South America — AGUNSA.

Shipment and use of radioactive materials in Antarctica follows strict guidelines between the NSF and the NRC for safety, and to avoid contaminating the Antarctic environment. Prior approval is required for use of any type of radioisotopes in the Antarctic, before any such material can be shipped south. The approval process will be described in your SIP. Your Science Planning Support Manager (POC) can help with this process. A hardcopy of the NSF/OPP *Radioisotope Authorization* (NSF form 1368) should accompany all radioactive material shipments to and from Antarctica.

Note Grantees are responsible for procurement, packaging, transport and retrograde movement of all radioactive materials and radioisotopes required for their research project. Shipment can occur only with prior approval from the NSF.

The RSO for your institution can specify the requirements for your radioisotope, radioactive substance, or radioactive emissions to ensure compliance with state, national, and international regulations pertaining to packaging and shipping. Grantees must direct requirements through the RSO at their institution or consult the Manager, Port Hueneme Operations, for shipments to or through Chile.

There are two ways to ship radioisotopes through Chile:

1. The vendor ships directly to AGUNSA, Punta Arenas, Chile.
2. The parent organization ships directly to AGUNSA.

Whether you are planning to have the vendor ship directly, or send it from your parent organization, you *must* follow these instructions:

1. Make arrangements with your local RSO to assure compliance with state, national, and international regulations for packing and shipping radioactive materials.
2. Ship to the address given below.
3. Material Safety Data Sheet (MSDS) must accompany all shipments.
4. the PI is responsible for contacting the Supervisor, Peninsula Logistics, and Science Planning Support Mgr at the time of shipment

Note Peninsula Logistics should be informed of any special storage requirements for the radioisotopes; like, KEEP FROZEN (KF) or DO NOT FREEZE (DNF). This is most important since the radioisotopes may be stored for weeks in Chile, before being forwarded to Palmer Station.

Radioisotopes should arrive in Punta Arenas at least two weeks before the scheduled vessel departure. Check with your POC for the latest vessel schedule. Send radioisotopes directly to Chile:

AGUNSA
c/o Palmer Station,
Deposito Franco Zona Antartica
Agencias Universales S.A.
Punta Arenas, Chile
Tel: +56-61-247-503
FAX: +56-61-226-095

When arriving in Punta Arenas, Chile, AGUNSA facilitates clearance through Chilean Customs. The radioisotopes are stored in a warehouse at Punta Arenas until such time as they can be turned over to the MPC. The MPC will deliver the package to the grantee, when all required safeguards have been verified. For isotopes to be used at Palmer Station, the MPC will deliver the package to the Palmer Lab Supervisor.

Cargo Damage, Insurance, & Customs Inspections

Neither the NSF nor RPS are responsible for lost or damaged scientific equipment and general cargo in the following categories:

- shipped between point of origin and Antarctica
- shipped between destination and Antarctica
- while in Antarctica
- while being transported via USAP transportation (research vessels, annual resupply vessel, or aircraft)

Note Claims for lost or damaged shipments will be considered if RPS is found to be grossly negligent during handling and shipping.

All participants are highly recommended to acquire their own insurance.

Reporting Damage or Loss

Report cargo damage as soon as found. Make reports directly to the Logistics work center on station (USAP Cargo). For vessels, report to the Marine Project Coordinator (MPC). Collect digital images when ever possible; the MPC often has a digital camera you might borrow. Send an e-mail with attached digipics to the USAP Cargo Supervisor on station, or MPC on vessels. Material or cargo which never arrives (lost), or which is not available as scheduled, should also be reported in an e-mail.

Note Refer to *Cargo Disposition Reporting* (LO-A-108) for more complete details.

Each report of damage or loss is investigated to determine the extent of damage, the cause of damage, and if possible, the location where the damage occurred. Completed reports are forwarded to the Manager, USAP Logistics. Summary reports of damage and loss are compiled for the NSF. The objective is to identify process and performance which may be corrected to prevent future damage.

Insurance & Customs

Participants are responsible for insuring their own shipments. The insured value should be as high as the current replacement value of the material. Except for military transport, items may be insured at any point during transit. It is solely the shipper's responsibility to accurately describe the contents and declare the value of shipments. **Raytheon Polar Services cannot and will not make this declaration.**

Customs Value

The insured value is not the same as the Customs value. The declared Customs value should be the actual market value. That is, the value of the item in its present condition and current age — the blue-book value.

Provide the actual market value on Customs forms for Chile and New Zealand. This is the same value reported when using *Cargo Disposition Report* (LO-A-108a). It is the shipper's responsibility to accurately describe contents and declare value.

Note Refer to *Shipping Retrograde Science Cargo* (LO-A-109) for more complete details.

The U.S. Customs Office will scrutinize high-dollar value shipments more closely than less expensive cargo. When the cargo value reaches a certain dollar threshold, Customs personnel give the shipment more attention and ask more questions. That takes more time so, using the replacement cost (typically more expensive), rather than the current market value may delay clearing Customs. The same is true for retrograde return of equipment. When U.S. Customs identifies incoming shipments of highly technical equipment, they may specify a need for an import license. While the actual incidence is low in the USAP, proper identification and declaration is very important.

Dept. of Commerce

Check with the U.S. Dept. of Commerce, <http://www.commerce.gov/>, and the <http://www.export.gov/> page there, to verify if your technical equipment needs an import/export license when being shipped to Antarctica.

Padlocks

Some shippers send cargo to Antarctica in locked containers. Both U.S. and Foreign Customs agents can and do cut off padlocks to inspect the contents. Serialized seals are recommended in lieu of padlocks.

Shipping Dates

Prior planning is essential, to meet the shipping dates for arrival in Antarctica. Nothing shipped on spur-of-the-moment can be guaranteed to arrive on time. While USAP Cargo can expedite deliveries and fill rush orders, there is no guarantee without prior planning to follow the schedule.

Note Allow an additional 15 days lead time for hazardous or oversized materials, to make each Required Delivery Date (RDD).

Please note that the material cut-off schedule changes as the vessel schedules are adjusted. Before shipping your materials to Port Hueneme, please confirm the required material cut-off dates with your Science Planning Support Mgr. or other POC. Cargo *en route* might be checked through Port Hueneme Operations.

RDD, Peninsula Area

The Required Delivery Date (RDD) for shipments bound for the Antarctic Peninsula area include Palmer Station, field camps, and vessel operations.

Cut-off dates to meet the Peninsula area cruise schedule can be located on the website:

Vessel Schedules

RV/IB *Nathaniel B. Palmer*

<http://www.usap.gov/vesselScienceAndOperations/documents/nbpsched.pdf>

AR/SV *Laurence M. Gould*

<http://www.usap.gov/vesselScienceAndOperations/documents/lmgsched.pdf>

Cut-Off Dates for RV/IB *Nathaniel B. Palmer*

All schedules can be found on the web site:

<http://www.usap.gov/USAPgov/logistics/documents/LO-CDHMNP-400a.pdf>

Cut-Off Dates for AR/SV *Laurence M. Gould*

All schedules can be found on the web site:

<http://www.usap.gov/USAPgov/logistics/documents/LO-DHPL-400b.pdf>

When you meet the RDD noted at these sites (above), it allows your material to be shipped by the preferred, most cost effective means available. Materials which cannot meet the RDD will need to be sent via COMAIR. Shipping COMAIR is the most expensive method, and requires approval from the NSF before shipping.

Oversized cargo shipments destined for Peninsula sites can be delayed 14 days or more by the lack of scheduled cargo aircraft to Punta Arenas, labor strikes, or national holidays in other countries. Oversized cargo must arrive in Port Hueneme first. It must arrive in time for COMSUR transportation based on published cut-off schedules, to afford adequate *planning* and transportation for AGUNSA delivery, in case there is no opportunity to fly the oversized cargo even part of the way.

RDD, Continental Area

You also need to schedule a Required On Station (ROS) date, whether McMurdo Station, South Pole Station, even Palmer Station and on board the vessels (above). That ROS date determines when you have to meet the RDD in Port Hueneme to arrive in Antarctica on time for your research.

Note Cargo may not meet its prescribed ROS date if the RDD is not met.

This list shows the ROS dates and RDD for cargo shipments during the 2008-2009 field season. Cargo that does not arrive within these prescribed guidelines may require COMAIR shipment. Shipping COMAIR is expensive and requires NSF approval.

Table 3: RDD Continental Area

Required Delivery Date (RDD) to Port Hueneme	ROS date	ROS number
23 July 08	6 September 08	8250
20 August 08	4 October 08	8278
27 August 08	11 October 08	8285
3 September 08	18 October 08	8292
10 September 08	25 October 08	8299
17 September 08	1 November 08	8306
24 September 08	8 November 08	8313
1 October 08	15 November 08	8320
8 October 08	22 November 08	8327
15 October 08	29 November 08	8334
22 October 08	6 December 08	8341
29 October 08	13 December 08	8348
5 November 08	20 December 08	8355
12 November 08	27 December 08	8362
19 November 08	3 January 2009	9003
26 November 08	10 January 2009	9010
3 December 08	17 January 2009	9017
10 December 08	24 January 2009	9024
17 December 08	31 January 2009	9031
24 December 08	7 February 2009	9038
31 December 08	14 February 2009	9045
7 January 2009	21 February 2009	9052

Note Airlift between Christchurch & McMurdo Station is limited from 6 DEC 08 thru 17 JAN 09. Please consult with the Manager, Port Hueneme Operations, before planning cargo shipments into 2009. Check with USAP Cargo, on station.

Many priorities determine when cargo is shipped from Christchurch to McMurdo Station, and on to South Pole Station. Generally, your cargo is not on the same flight with you. Cargo delivery is scheduled to support research or support work.

COMAIR Shipping

Commercial air cargo (COMAIR) shipments require at least 30 days to process from Port Hueneme to McMurdo Station. Allow at least 45 days going to the South Pole Station. Hazardous and oversized cargo needs 60 days.

COMAIR cargo can be subjected to unforeseen delays including labor strikes, national holidays in foreign countries, staging for cargo-only aircraft, and Customs clearance. This is the most expensive cargo transport and therefore requires NSF approval.

COMSUR Shipping

Commercial surface (COMSUR) shipping is cargo on an ocean vessel other than the regular USAP container vessel each year to McMurdo Station. Oversized material which is late but still required may be sent COMSUR.

The table shows shipping times from Port Hueneme to various USAP destinations frequented. If you want to ensure oversized cargo arrives on time, plan ahead and schedule for COMSUR. However, any cargo can be subject to unforeseen delays including labor strikes, holidays in foreign countries, and Customs clearance.

In general, allow for at least these many days for shipping:

Table 4: General Dates

Destination	Approximate time
McMurdo Station	30 days
South Pole Station	45 days
Hazardous material to New Zealand (<i>en route</i> to McMurdo Station & South Pole)	60 days
Research Vessels (to New Zealand)	50 days
Hazardous material to Research Vessels (in New Zealand)	65 days
Southern ports (Chile) & Palmer Station	90 days
Hazardous material to Southern ports (Chile) & Palmer Station	105 days (3 ½ months)

Baggage

Frequently confused, baggage is distinctly different from USAP Cargo. Baggage is material that travels on the same plane with you.

The NSF does not authorize reimbursement for excess baggage costs. Participants are responsible for all commercial airline baggage costs. The Deployment Specialists Group (DSG) suggests you ship excess baggage via the USAP Cargo System. Contact the DSG directly, for any oversize or overweight items which must be sent through USAP Cargo. Refer to the *Participant Guide* (NSF 06-52), and *Excess Baggage Request* (DS-A-100c).

Note Participants who self ticket are not eligible for excess baggage allowances.

Regardless of the baggage allowance on regular commercial airlines, standard checked baggage on flights from Christchurch to Antarctica is 34 kg (75 lbs) of personal luggage in a summer deployment, and 66 kg (145 lbs.) for winter participants. The total includes your luggage, any personal equipment, and the ECW gear issued.

Note You must be wearing boots, bibs, parka, goggles, and gloves on all military flights, to-and-from Antarctica as well as throughout the continent.

Any baggage or personal luggage over the limits here must be approved by the NSF. Weight limits are strictly enforced from Christchurch to McMurdo Station; even more diligently on flights to the South Pole Station. Any additional baggage must be requested in advance and authorized by the NSF.

Excess Baggage Allowance

Participants are responsible for their own baggage fees on commercial air carriers. However, if you can identify specific need for extra bags, to carry special equipment for instance, you can request approval for the extra bags through the NSF. Use the *Excess Baggage Request* form (DS-A-100c), and contact the DSG. The NSF does not authorize reimbursement for excess baggage costs, unless you receive prior approval.

Approved excess baggage will be included with your travel packet. Approvals are nontransferable. Those authorized excess baggage for deployment do not automatically receive excess baggage for redeployment. You must submit another request form and receive approval for return travel to your point of origin.

Hazardous Material

Hazardous materials and restricted substances are strictly forbidden in baggage. Many chemicals used by USAP grantees are hazardous for transportation and may not be carried in checked baggage or carry-on luggage.

Military flights and PAX travel are no exception. Typically, if you can carry it on a commercial airline in the U.S., you can carry it on the flight to Antarctica.

Retrograde Movement

Retrograde movement is any material moving from Antarctica to other destinations. Supplies may be returned, special equipment coming back at the end-of-season, samples or product moving back, is all in retrograde movement. While PAX may be referred to as redeployment, it is also retrograde movement.

Retrograde cargo consists of those specimens, equipment, and personal gear which are being returned from Antarctic research sites. Grantees and participants must package and mark their own retrograde cargo. Materials for packaging retrograde cargo, including boxes, stenciling tools, and labels, can be obtained from cargo personnel on the Ice.

In general, USAP Cargo will coordinate all cargo delivery, including retrograde. Be advised that international shipping charges beyond the port of entry are the responsibility of the PI and that science group. **Each science group is responsible for their own cargo and transportation costs from Port Hueneme to final destination.**

Note Shipments from Christchurch, New Zealand, to destinations other than Port Hueneme, payment arrangements need to be handled in advance with the Manager, New Zealand Operations.

Each science group is responsible for getting their own permits. Refer to the earlier section on Customs and Inspections. Then refer to the same government web sites for returning gear, or *importing* high-value technical equipment. This is especially important for cargo and samples shipping to countries other than New Zealand or the United States. Consult with Customs agents of the destination country to determine if additional permits or documentation are required for your shipment.

Note Science samples are under the same requirements as any other material being imported.

Once cargo is packed, it must be inspected and manifested by cargo personnel on the Ice before being shipped.

Keep accurate and numbered lists as your retrograde is packed. To process through Customs, you will need complete descriptions, nomenclatures, manufacturers, countries of origin and declared value. Specific contents and dollar value must be provided with documentation for all retrograde cargo. This information is required by U.S. and foreign Customs inspections. Failure to comply with Customs regulations could result in substantial delays in delivery.

Note Scientific specimens should be listed as having "No Commercial Value."

The Mgr., Port Hueneme Operations will receive all cargo, as port of entry for USAP Cargo. Once cleared, cargo is forwarded to individual consignees on a freight collect basis (C.O.D.) in accordance with the shipper's instructions. To expedite shipment, you should provide a FedEx or UPS account number (or other shipping agent) when cargo is first submitted. Please contact the Manager, Port Hueneme Operations, for a list of commonly utilized shipping agents. You may arrange for your own cargo transport, if you notify the Mgr., Port Hueneme Operations, at least two weeks in advance.

Note Make certain you specify any special handling requirements and the desired method of shipment on the retrograde cargo form.

Government Owned Equipment

Do not retrograde government owned material without specific written permission from an authorized representative of the NSF Office of Polar Programs (OPP). All shipments are subject to inspection by various government agencies.

Hazardous Material

Hazardous materials intended for retrograde movement must be presented to USAP Cargo personnel at least five (5) days in advance of your departure. Hazardous material specialists must check packaging and research the labeling requirements for your cargo.

CAUTION All hazardous or potentially hazardous materials must be disclosed. Provide complete information to USAP Cargo personnel, in order to forward hazardous material to your destination.

Hazardous materials cannot be packed in baggage or carry-on luggage. Check with Logistics or laboratory personnel for what chemicals and materials may be hand-carried on airplanes. Once in the commercial system, hazardous material will be confiscated, and may include fines and other penalties.

Packing for Retrograde

Cargo should be presented for shipping in sturdy containers or packed into suitable boxes. Remove old shipping labels and stickers. Cover old marks with a neutral paint or heavy permanent marker. Two coats are usually needed to cover stencil ink.

Several small boxes being shipped to the same destination may be boxed together, or palletized and banded to make a single unit. Use steel straps to band cargo where possible. Plastic strapping or heavy wire may serve as a substitute. Assign a different TCN to each box or pallet of banded cargo.

Use sufficient padding to cushion contents. It is better to pack tight, than to leave spaces. Fill any vacant spaces or voids with more packing material to prevent contents from shifting. Boxes are often exposed to weather and rain during transit, or stored outside. Use waterproof sealing, and water-proof or wrapping with a moisture barrier.

Apply special handling labels as appropriate on at least two sides, and secure with staples or adhesive.

McMurdo Station & the South Pole

Cargo to be retrograded from McMurdo Station and South Pole Station must be packed and labeled by the persons generating the cargo — grantees, contractors, or employees. A unique TCN must be assigned to each piece of cargo. TCNs are only assigned by cargo personnel on station. Be sure to save a list of your own TCNs, with the list of contents as your equipment is packed.

Note Biological samples presented as cargo through New Zealand, must have a copy of the permit from the New Zealand Ministry of Agriculture and Fisheries (MAF). Be sure to note this in MOCA.

You must have an MAF permit for COMAIR and any shipments moving through New Zealand. Samples which require USDA permission, or any other permits to clear U.S. Customs must have a copy of those permits attached.

From McMurdo Station and the South Pole, all cargo being retrograded to the U.S. should move via the annual resupply vessel. Loaded in a freight container reduces the risk of damage during shipment. The vessel moves from McMurdo Station in February, to Port Hueneme in March.

Note Retrograde on COMAIR must have NSF approval before it moves. Moving by COMAIR also involves increased handling, increasing risk for cargo damage.

Palmer Station & Peninsula

Cargo to be retrograded from Palmer Station or the research vessels must be packed and labeled by the persons generating the cargo — grantees, contractors, or employees. A unique TCN must be assigned to each piece of cargo. TCNs are only assigned by cargo personnel. Be sure to save a list of your own TCNs, with the list of contents as your equipment is packed.

Make sure the following information is included on the outside, at least two sides of your container:

BX:
WT:
CU:
FROM:
VIA:
TO:

Example

BX: 499129-6999-X001
(TCN provided by USAP Cargo)
WT: 125
(pounds for McMurdo Station & South Pole, **kg** for all other locations)
CU: 12
(feet³ for McMurdo Station & South Pole, meter³ for other locations)
FROM: B-238-P
VIA: NATIONAL SCIENCE FOUNDATION
C/O Raytheon Polar Services, Port Hueneme OPS
Naval Base Ventura County – Port Hueneme
BLDG 471, North End
Port Hueneme, CA 93043
TO: Dr. Ernest Rutherford
Dept. Physics
McGill University
Denver CO 80201
PH: 303-790-8606

Develop packing lists while packing containers throughout the season. They should be accurate and complete. Identify returning articles of foreign manufacture. Include on the packing list the following statement:

Science equipment was used in Antarctica to conduct research for the United States Antarctic Program, National Science Foundation.

Staff with USAP Cargo, or the MPC, is available to help preparing retrograde cargo and documentation. However, each grantee is responsible for packing, for labels, and for documenting their own containers.

Note Single items on a single Airway Bill need a U.S. Customs form 3299.

Retrograde cargo offloaded from a research vessel at McMurdo Station is sent via the resupply vessel in February. Retrograde cargo sent COMAIR must have NSF approval. Retrograde cargo on research vessels is turned over to the MPC at least 48 hours before arrival at McMurdo Station.

Science Samples

Science samples enter the cargo stream using a Sample Shipment Worksheet. All samples presented for shipping must have the following:

- all applicable permits
- complete sample worksheet
- at least one alternate contact authorized to receive the shipment
 - name and phone number
 - e-mail address
 - date when available for accepting delivery of the sample
- contact number for institutes, facilities, or receiving departments where applicable
- submitted to cargo personnel 72 hours before leaving the station or research vessel

Geological

The term “Geological Samples” is insufficient for clearing Customs.

Be specific when describing geological samples. Provide type and origin; like, “freshwater un-consolidated rock.” Vague terms for geological samples often alert Customs authorities to x-ray or microwave samples, which can compromise samples during shipment.

Biological

Shipments described as "Biological Specimens" must be accompanied by a letter, on university letterhead, which addresses the following points:

- source of the product (animal, plant, synthetic)
 - animal, describe type and origin

- if the product contains any animal by-products

Further, add this information when shipping birds (alive or dead):

- both common and scientific names
- migratory birds
 - confirm registration with U.S. Department of Agriculture to receive birds imported to the U.S.

For shipments of biological specimens, you must provide a letter to the U.S. Department of Agriculture (USDA). Use the following format for content — letters should be on letterhead from your home university or parent organization. The format and content has been created for inspectors with the Department of Homeland Security (DHS), to standardize letters from USAP participants and ease clearance through U.S. Customs.

Samples Through Chile

Science samples must be accompanied by complete documentation. Copies must be provided for Palmer Station Logistics, or the Marine Science Tech on vessels. That documentation is forwarded to AGUNSA, who submits formal letters for government permissions to transport samples through Chile.

SERNAPESCA

Servicio Nacional de Pesca
National Fisheries Service

Governmental regulatory body in Chile, with oversight to the transportation of oceanographic, marine, and seawater samples.

SAG

Servicio Agrícola y Ganadero
Agriculture & Ranching Service

Governmental service for farming and ranching in Chile, which oversees transportation of plant & animal samples.

Approval from these bodies is required for clearance through Customs in Chile. Requests must be submitted four (4) weeks in advance for samples gathered **outside** Chile; requests must be submitted two (2) weeks in advance for samples gathered *inside* Chilean territory.

Seawater Samples

Water samples being shipped through Chile require the following documentation included with the packing list:

- A letter *To Whom It May Concern*, which indicates
 - science sample originates from a U.S. research program in Antarctica (U.S. National Science Foundation, Office of Polar Programs)
 - seawater is for scientific research only

Oceanographic Samples

Oceanographic samples being shipped through Chile require the following documentation included with the packing list:

- letter on institution letterhead
 - science sample originates from a U.S. research program in Antarctica (U.S. National Science Foundation, Office of Polar Programs)
 - where and when the sample was collected
 - genus and species
(if genus unknown use “Genus spp”)
 - quantity of sample
(if sample is microbial, use volume)
- copy of CITES permit from country of origin, if required

Agricultural Samples

Agricultural samples being shipped through Chile require the following documentation included with the packing list:

- letter on institution letterhead
 - science sample originates from a U.S. research program in Antarctica (U.S. National Science Foundation, Office of Polar Programs)
 - where and when the sample was collected
 - genus and species
(if genus unknown use “Genus spp”)
 - quantity of sample
(if sample is microbial, use volume)
- copy of CITES permit from country of origin, if required
- copy of U.S. Dept. of Agriculture permit (or equivalent)

Note If a CITES permit is required, AGUNSA must have all necessary documentation in time to clear Customs at least two (2) weeks before shipping the sample. If a CITES permit is not required, the request must be submitted one (1) week before shipping.



23 October 2008
Department of Homeland Security
US Department of Agriculture
Customs Authorization

Dear Inspector:

The biological material in this shipment originated from a federally-sponsored research program in Antarctica, National Science Foundation, Office of Polar Programs.

Source of Biological material:

Animal

Type & Origin:

RNA, DNA and proteins were extracted from sea urchins collected in McMurdo Sound, Antarctica. These extracts are non-infectious, non-bioactive and non-toxic. In total, there are less than 5 milligrams of RNA, DNA and protein.

Byproducts:

These samples do not contain any animal by-products. The RNA, DNA and protein extracts were collected only for academic research purposes and will only be used at the marine laboratory of the University of Delaware.

Respectfully,

Dr. I. M. Compliant, Ph.D.
Professor
Biochemistry

Temperature Sensitive Shipping

Temperature sensitive cargo and science samples in retrograde must be clearly marked.

- Keep Chilled
- Keep Frozen

Temperature sensitive cargo and science samples from McMurdo Station and the South Pole should be shipped on the resupply vessel in February.

The most reliable method of temperature control is in refrigerated containers on the vessel. Temperature sensitive shipments using these containers have very few temperature variations during transport:

Keep Frozen: -22°C (-7°F)
Keep Chilled: +4°C (+39°F)

You must tell USAP Cargo about temperature dependant cargo and containers. You must tell cargo personnel about ultra-low temperature requirements, or time sensitive samples, before submitting the samples for shipping.

Note Sample shipments which require temperatures colder than -22°C (-7°F) or those which degrade within 30 days should be shipped via COMAIR using methods described below.

If storage is required at Port Hueneme, you must state the temperature at which samples are to be stored. be sure to enter all this information in the McMurdo Operations Cargo Applications (MOCA) database while on station.

Note All temperature sensitive science samples not hand carried will be packed by USAP Cargo for transport.

COMAIR

All cargo or science samples shipped via COMAIR require prior NSF approval. Remember, COMAIR is the most expensive mode of transport, and costs will be transferred accordingly.

Even using COMAIR for frozen samples routinely takes from 10 to 15 days. Grantees are responsible for getting clearances through U.S. Customs and Dept. of Agriculture (USDA). Once cleared the samples can be forwarded to your institution . Grantees must make arrangements to have science samples received at the far-end within this time frame in order to avoid delays which could compromise or damage the samples.

Keep Chilled

For McMurdo Station, South Pole station, and New Zealand cargo, the resupply vessel is the only opportunity to truly maintain KEEP CHILLED temperatures for material shipments. The alternative is COMAIR, using eutectic ice. But that is still not able to keep a constant temperature for KEEP CHILLED shipments — the temperature may vary $\pm 2^{\circ}\text{C}$ to 10°C degrees.

Note Any KEEP CHILLED samples on COMAIR should have a back up sample on the vessel.

Hand-Carry

You must ask for refrigerant in order to have it replenished when returning from Antarctica. From McMurdo Station you can hand carry containers for dry ice or eutectic ice, and liquid nitrogen (LN₂) when returning with KEEP FROZEN samples as baggage. Specific arrangements for replenishing ice can be made, but you must make those arrangements three days before leaving station.

Note Make sure your need is identified in the MOCA database.

The International Air Transport Association (IATA), USAF, and Federal regulations state that only 2 kg (4.4 pounds) of dry ice per passenger is allowed onboard the aircraft.

Note Only 2 kg dry ice is allowed total per passenger.
You can *not* have 2 kg in checked baggage and carry-on another 2 kg.

Dry ice in baggage requires advance approval from the airline. Grantees and researchers are responsible for getting their own permissions from the airline. The weight limit is per passenger; you can not consolidate individual dry ice allowances into one package. Individuals who exceed the weight limit are required to ship the excess as cargo. You can enter the USAP cargo stream only from station, not later at the air port.

Dry ice must be packed in porous containers. Law prohibits non-porous containers such as hard plastic Coleman™ coolers. Redeploying personnel must allow a minimum of three hours between commercial flights in order to schedule a dry ice transfer at port of entry — U.S. Customs at Los Angeles. If you do not have three hours scheduled, you must rearrange your flight plans to include three hours, so that you can meet with the contract representative who can resupply your dry ice.

KEEP FROZEN samples hand carried to Christchurch can **not** be placed into the cargo stream in New Zealand. Christchurch does not have the materials or personnel to package temperature controlled samples for COMAIR shipment. You must submit material for COMAIR shipment to USAP Cargo at McMurdo Station, or to the Marine Science Tech (MST) on board your research vessel. Hand carried samples are non-transferable; they must travel with the same person to the final destination.

Dry Shippers

Hand carried dry shippers risk receiving your science samples late, or not at all.

To hand carry a dry shipper, grantees must follow all regulations and guidelines. From IATA, Section 2, paragraph 2.3.4, the dry shipper is permitted on aircraft as checked or carry-on baggage only with operator approval. IATA Section 9, Paragraph 9.0, states that the operator has the right to decline a dry shipper or impose more restrictions to ensure the safety of the aircraft.

It is possible that one airline may accept the dry shipper, while another airline declines to carry that onboard the aircraft. For example, one might board an airline in Christchurch, fly to Los Angeles, then be denied on another airline — not as checked baggage or otherwise. The dry shipper could be stranded at port of entry, or any other change of plane.

Further, failure to meet any of the following requirements is a direct violation of ICAO, IATA, and DOT regulations. Not only risking the loss of your sample, but violations include severe penalties and fines:

- civil penalty up to \$100,000.00
- criminal prosecution: maximum fine of \$250,000 and up to 10 years

Grantees and all participants are responsible for their own penalties and fines. To help prevent any violation, have USAP Cargo personnel inspect the dry shipper before leaving:

- Assure the integrity of the dry shipper, that it meets packaging requirements. IATA *Packaging Instructions 202*. Ref. 49 CFR 173.320 (c).
- Notify the airline and receive approval (from the airline) for dry shipper before attempting to board the aircraft. IATA, section 2; table 2.3.A
- Inspect dry shipper and verify no free liquid is present in container.

WARNING Liquid nitrogen (LN₂) can destroy human tissue on contact.

- Mark and label dry shipper with arrows pointing up:
KEEP UPRIGHT, DO NOT DROP, and NON-REGULATED SUBSTANCE

Recommended additional marking and documentation for dry shippers:

- Label dry shipper with your name and destination address.
- Include a hardcopy of IATA documentation (Section 5, *Packaging Instructions 202*) attached to the package, and another carried with you.
- Indicate weight and cubage of package on outside of container.

Keep Chilled

When hand-carrying KEEP CHILLED samples, you are responsible for the temperature; to check it and keep it chilled while in transit. With advance notice, contract representatives working for USAP Cargo may be able to help you get more ice in Christchurch and Los Angeles. If resupply will be necessary at any port of entry, contact USAP Cargo no less than three (3) days before leaving. They have to know what refrigerant you need: dry ice, blue ice or green ice.

KEEP CHILLED samples hand carried to Christchurch can **not** be placed in the cargo stream in Christchurch. They do not have the material or personnel to package temperature controlled samples for COMAIR shipment. Material requiring COMAIR shipment should be submitted to USAP Cargo at McMurdo Station, or the MST aboard your research vessel. Hand carried samples are non-transferable; they must travel with the same person to the final destination.

When using eutectic ice for KEEP CHILLED samples (blue ice or green ice), science samples may be exposed to temperature change, warming, perhaps to ambient temperature by the time you arrive. To stay chilled, you must keep an insulating layer of plastic bubble wrap between the samples and the eutectic ice. This prevents actual freezing, and helps assure samples stay chilled for the duration of your flight.

Palmer & Peninsula

From Palmer Station and the Peninsula Area, KEEP FROZEN samples should be shipped as cargo. Frozen cargo is shipped through regular retrograde procedures and does not accompany the grantee. For KEEP FROZEN samples, request shipping through the Palmer Logistics Supervisor or MPC at least two weeks before departure. In that request, give the volume and weight for your *sample* — they determine the best container and packaging. The vessel MPC will coordinate with the Manager, Punta Arenas Operations, and arrange for COMAIR transport.

Allow space for the coolant, whether dry ice or blue ice. Packaged samples should not exceed one-third of the inner volume. Provide all the information you can, for shipping:

- the environment the sample shipment requires
- temperature for storage at Port Hueneme, before forwarding
- requested arrival date
- container type
the container with your sample in it
- shipping address
- alternate contact on arrival

Feedback & Contacts

In order for us to better serve you, we encourage feedback about our logistics system. Positive feedback tells us what satisfies our customers and meets their needs. Constructive critique highlights problem areas that may require action and improve grantee support. We ask for both.

Points of contact (POCs) concerning any issues are the Manager of Logistics; Manager Antarctic Terminal Operations (ATO); or USAP Cargo Supervisor.

We all wish you the best in your Antarctic research.

Note These are contacts for shipping cargo and equipment.
For postal mailing addresses, refer to the *Participants Guide* (NSF 06-52).

Port Hueneme

Freight:

National Science Foundation
c/o Raytheon Polar Services, Port Hueneme Operations
Naval Base Ventura County – Port Hueneme
Building 471, North End
Port Hueneme, CA 93043

Correspondence:

National Science Foundation
c/o Raytheon Polar Services, Port Hueneme Operations
P.O. Box 338
Port Hueneme, California 93041

Telephone:

805-985-6851
800-688-8606
x33608, x33619, x33601

FAX:

805-984-5432

e-Mail:

PH-CargoOps@usap.gov

U.S. Customs

U.S. Customs Office
Treasury Department
2100 K Street, N.W.
Washington, D.C. 20037

Radioactive Shipments — New Zealand

National Science Foundation
c/o Raytheon Polar Services (NZ) Limited
Gate 1, Orchard Road North
Christchurch International Airport
Christchurch
New Zealand

Tel: +64-3-358-8139
FAX: +64-3-358-1479

Radioactive Shipments — Chile

AGUNSA
c/o Palmer Station
Deposito Franco Zona Antartica
Agencias Universales S.A.
Punta Arenas, Chile

Tel: +56-61-247-503
FAX: +56-61-226-095

Research Vessels

AGUNSA
c/o Master RV/IB *Nathaniel B. Palmer*
Deposito Franco Zona Antartica
Agencias Universales S.A.
Punta Arenas, Chile

AGUNSA
c/o Master AR/SV *Laurence M. Gould*
Deposito Franco Zona Antartica
Agencias Universales S.A.
Punta Arenas, Chile

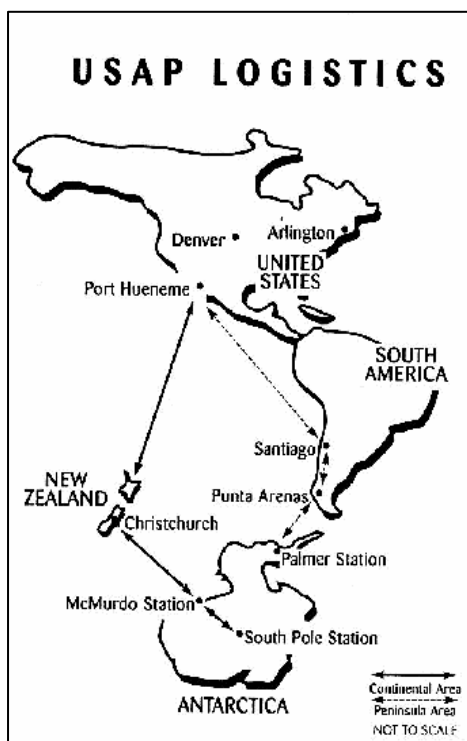
Appendix 1: Methods for Shipping Cargo

Unless otherwise directed by the NSF, RPS will determine the mode of transport based on when the cargo is received, and what is available at the time. To meet the Port Hueneme cargo cut-off dates, consider the shipping mode and transit time.

Resupply Vessel

The USAP charts one container ship each year to move cargo between Port Hueneme and McMurdo Station. That often includes a stop at Port Lyttelton, New Zealand. Often referred to as “The Vessel,” it leaves from Port Hueneme, CA, and arrives at McMurdo Station in February. Considering all methods of transport to Antarctica, the annual resupply vessel is most cost effective.

The vessel returns to Port Hueneme for retrograde offload in mid-March. The onward shipment of scientific materials and samples is first priority. Shipping via the resupply vessel should be the first option considered, for cost *and* the ability to support temperature sensitive cargo.



Commercial Shipping

Commercial surface shipping (COMSUR) moves cargo via ocean going surface vessel. Cargo that arrives at Port Hueneme by the RDD is containerized and shipped COMSUR to New Zealand. This is the primary and most cost effective transportation for shipping to New Zealand, McMurdo Station, and the South Pole. There are two major commercial surface shipments from Port Hueneme each year, in August and September.

Cargo that cannot arrive at Port Hueneme by the RDD must be flown to New Zealand by commercial air (COMAIR), if that is the only way to meet the ROS date. Shipping COMAIR is costly, and not recommended. It requires prior approval from the NSF.

USAP Airlift

Special Assignment Airlift Mission (SAAM) flights are USAF cargo planes chartered by the USAP to transport oversized or perishable cargo, like helicopters and liquid helium. SAAM flights typically start at the beginning of the austral summer. Special coordination is required for all SAAM flights, and they are expensive. Do not plan to send cargo by SAAM; there is no guarantee a SAAM flight will be available.

Appendix 2: Transportation Costs and Planning

Acquisition planning schedules provide timelines for moving cargo to Antarctica. Plan ahead and use the lowest cost options as shown in the table. Contact the Manager, Port Hueneme Operations, with any questions about lead times for special handling.

Table 5: Costs & Planning

Transport Mode	TO:	Transit Time	Cost	Lead Time	Advantage
COMSUR Container ship. Break-bulk cargo too large for containers.	Christchurch, New Zealand	25 Days	US\$ 0.78 per pound	35 days Due in Pt. Hueneme 35 days before ROS date.	Cost is less than other modes. Still more expensive than the Resupply vessel.
	Punta Arenas, Chile	45 Days		65 Days Due in Pt. Hueneme 65 days before ROS date.	Schedule based on vessel cut-off dates. Oversized cargo can be delayed in Santiago, Chile, up to 14 days.
COMAIR Commercial airline Cargo moved by freight handler, or as freight on regular flights.	Christchurch, New Zealand	2 to 6 days	US\$ 3.40 per pound	7 to 10 days Due Pt. Hueneme 7 to 10 days before CHCH.	Most expensive shipping. Quickest delivery. Provides goods on short notice. Outsized items sometimes go thru Chicago, and can take weeks as air freight. Hazardous cargo can only move as air freight.
	Punta Arenas, Chile	27 days		30 days Due to Pt. Hueneme 30 days	
Resupply Vessel Chartered vessel moving from Pt. Hueneme, CA to Lyttelton, NZ, to McMurdo Sta. South Pole cargo moved later from McMurdo Sta. (airlift or overland)	Pt. Lyttelton, New Zealand	17 days	US\$ 0.13 per pound	ALL DUE Pt. Hueneme 1 December	Most cost effective shipment. Move containers & bulk cargo at same time. Move oversized & overweight cargo at no added cost.
	McMurdo Sta. South Pole Sta.	5 to 6 days (23 days, to McMurdo Sta) Movement to South Pole by air or land, next season.			
Vessel offloads cargo at McMurdo, loads retrograde and recycle for return trip.	Retrograde to Pt. Lyttelton	6 to 10 days depending on reload	US\$ 0.13 per pound	ALL DUE McMurdo Sta. 31 January	Most cost effective return shipment. Most assured for temperature controlled samples. Most secure for containers & bulk samples on return.
	Retrograde to Pt. Hueneme	17 days			

Transport Mode	TO:	Transit Time	Cost	Lead Time	Advantage
USAP Airlift Contract airlift NZ to McMurdo then to South Pole and deep field camps	McMurdo Station	6 – 8 hrs depending on aircraft	N/A USAP subcontract	7 Days Due in CHCH 7 to 10 days before ROS date McMurdo.	Move passengers (PAX) and cargo between CHCH and McMurdo Station.
	South Pole Station	3 to 4 hrs depending on weather		10 Days Due in CHCH 10 to 14 days before ROS at South Pole.	Move PAX and cargo between McMurdo Station and South Pole Station.
Retrograde and Redeployment	Christchurch, New Zealand	6 – 8 hrs depending on aircraft		7 Days Due in McMurdo 7 to 10 days before flight to CHCH	Move PAX and cargo back to NZ, end of season.

The least expensive mode for the continental area (McMurdo Station and South Pole) is the resupply vessel. The least expensive mode for the Peninsula Area it is COMSUR. Both modes require extra lead-time for delivery because of longer transport times.

As a general rule Port Hueneme serves as worldwide shipping hub for the USAP, and all cargo moving to-and-from Antarctica. Hazardous materials may require an additional 15 days transit time. Similarly, oversized cargo may also be delayed *en route*.

Appendix 3: Vessel Required Delivery Dates

Please refer to the *RDD for Port Hueneme* to determine the date when cargo must be received at Port Hueneme for on-time delivery via COMSUR. Refer to the table below for resupply vessel RDDs. to McMurdo Station.

Table 6: Vessel Delivery Dates

	RDD Pt. Hueneme	Required On Site	ROS
Resupply Requisition	1 September	1 February	9032
Food Requisitions	5 November	1 February	9032
Construction Projects	1 December	1 February	9032

Table 7: Vessel Delivery Priority

	RDD Pt. Hueneme	Required On Site by PRIORITY	ROS
Life, Health, Safety Critical	1 September	PRIORITY 1	9121
Food Requisitions	3 November	PRIORITY 1	9121
Mission Critical	1 September	PRIORITY 2	9122
Mission Essential	1 September	PRIORITY 3	9123
Mission Important	1 September	PRIORITY 4	9124

References

List source material or supporting documents, if any.

Supporting Documents

You may also refer to these documents when completing these instructions.

- *Antarctic Conservation Act*
- a *Certificate of Registration of Foreign Manufactured Item*,
U.S. Customs form 4455
- *U.S. Customs Transportation Entry (T&E)*
U.S. Customs form 7512
- New Zealand Customs Form #33
- *Shipper's Security Endorsement*
- NSF 06-52 *Participant Guide*
- NSF form 1368 *Radioisotope Authorization*
- USAF Joint Manual (AFJMAN) 24-204
Regulations for Transporting Hazardous Material (HazMat) on Military Aircraft

- DS-A-100c *Excess Baggage Request*
- LO-A-108 *Cargo Disposition Reporting*
- LO-A-109 *Shipping Retrograde Science Cargo*

Glossary

Refer also to the list of approved terms posted to the Intranet:

<http://denverhq.usap.gov/EmpResources/documents/Glossary.pdf>

AFJMAN

USAF Joint Manual

AFMC

USAF Material Command

AGUNSA

Agencias Universales de Sud America
The South American logistics support agent contracted by USAP.

APHIS

Animal and Plant Health Inspection Service
of the U.S. Department of Agriculture

AR/SV

Antarctic Research & Supply Vessel

ATO

Antarctic Terminal Operations

Cargo Resupply Vessel

A chartered vessel hired to move cargo between Port Hueneme and McMurdo Station. It generally includes a port call at Port Lyttelton, New Zealand. Often referred to as "the Vessel," it is the most cost efficient transport for moving material to McMurdo Station. That cargo is often moved on to inland camps and the South Pole Station.

CFC

chlorofluorocarbon
An organic compound damaging to the ozone layer.

CFR

Code of Federal Regulations

CHC

CHCH

Cheech
Slang for Christchurch, New Zealand.

Chilean Territory

Generally the area around the country of Chile. May also refer to the area between 50° and 90° East latitude.

CITES

Convention on the International Trade in Endangered Species
<http://www.cites.org/>

COMAIR

Commercial Air
Material or supplies transported via commercial aircraft, rather than USAP subcontractor (ANG, Kenn Bork, etc.).

This is the most expensive shipping method for the USAP. Please avoid whenever possible. Advance authorization from the NSF is required for all COMAIR shipments.

COMSUR

Commercial Surface
Cargo transported by a commercial shipping line, usually an ocean-going vessel.

Continental Site

Any USAP site throughout the Antarctic continent. Typically transit through Christchurch, NZ, to McMurdo Station. From there, transit to the South Pole Station, or Inland field camps.

CONUS

Continental United States

CTS

Cargo Tracking System

DHS

Department of Homeland Security

DHQ

Denver Headquarters

DNF

DO NOT FREEZE

DOT

U.S. Dept of Transportation

DSG

Deployment Specialists Group

ECW

Extreme Cold Weather gear issued for deployment.

eutectic ice

The solid formed when a mixture of 76% water and 23% salt (by weight) is frozen. It melts at -21°C (-5°F), with about three times the refrigerant effect of dry ice.

FAA

Federal Aviation Administration

FAR

Federal Acquisition Regulation

FAX

document Facsimile transmission

GAO

General Accountability Office

HBCF

Hydrobromochlorofluorocarbon
An organic compound damaging to the ozone layer.

HCFC

Hydrochlorofluorocarbon
An organic compound damaging to the ozone layer.

IATA

International Air Transport Association
These regulations on dangerous goods govern commercial hazardous material transport.

ICAO

International Civil Aviation Organization

IPPC

International Plant Protection Convention

ISPM

International Standards for Phytosanitary Measures

LMG

AR/SV Laurence M. Gould

MAF

Ministry of Agriculture & Forestry, in New Zealand

Mainbody

Large movement, the period of majority transport to Antarctica for season opening.
Same movement occurs in retrograde at station closing.

MAWB

Master Airway Bill

MOCA

McMurdo Operations Cargo Applications
Online tool to submit science samples for retrograde shipping.

MPC

Marine Project Coordinator

MSDS

Material Safety Data Sheets

MST

Marine Science Technician

NBP

RV/IB Nathaniel B. Palmer

NBVC

Naval Base Ventura County
Port Hueneme, California

NPX

National Weather Service airfield designator for South Pole Station.

NRC

Nuclear Regulatory Commission

NSF

National Science Foundation

OHS

go to DHS

OMB

Office of Management & Budget

OPP

Office of Polar Programs

ORT

Online Requisition Tracking

Oversized cargo

Oversized cargo is cargo that cannot be flown on passenger aircraft, or that which exceeds the capabilities of the aircraft available for the proposed route.

Peninsula:

Cargo which is more than 57" L, 43" W, 31" H, with total weight over 265 pounds.

Continental:

Cargo which is more than 124" L, 96" W, 62" H. No specific weight limit. However, very heavy items may be moved overland from Auckland to Christchurch without an expedite fee.

PAX

Passengers
Walking cargo.

Peninsula Site

Any USAP site around the Palmer Peninsula, which typically transports through Punta Arenas, Chile. Palmer Station and surrounding field sites fall into this category.

PI

Principle Investigator

POC

Point Of Contact

The individual or office used to centralize input and exercise control over a project. For most events, this will be the Science Planning Manager.

PRSS

Polar Research Support Section

PUQ

Punta Arenas, Chile

RDD

Required Delivery Date

The deadline for cargo intended to arrive at Port Hueneme, in order to be further shipped via USAP resources.

Please refer to *Required Delivery Dates to Port Hueneme* in this document, to determine the date which cargo needs to be received in Port Hueneme.

ROS

Required On Station

Date which the item included is required on station, whether McMurdo Station, South Pole Station, Palmer Station, or on board the vessels.

For tracking the large amount of cargo transported to Continental research sites, RPS uses the first Saturday following the requested date referred to as the "ROS" and cargo will be manifested to reach its site by that Saturday. That date is then converted into a 4-digit number representing the year and Julian date.

RPS

Raytheon Polar Services

RSO

Radiation Safety Officer

RV/IB

Research Vessel, Ice Breaker

SAAC

South American Air Cargo

This is COMAIR cargo moving to Punta Arenas, Chile, for deployment to Palmer Station or USAP research vessels.

SAAM

Special Assignment Airlift Mission

SAG

Servicio Agrícola y Ganadero

Agriculture & Ranching Service

Governmental service for farming and ranching in Chile, which oversees transportation of plant & animal samples.

<http://www.sag.gob.cl/portal/>

SAV

South American Vessel cargo

This is COMSUR cargo traveling to Punta Arenas for deployment to Palmer Station or USAP research vessels.

SCUBA

Self Contained Underwater Breathing Apparatus

SERNAPESCA

Servicio Nacional de Pesca

Governmental regulatory body in Chile, with oversight to the transportation of oceanographic, marine, and seawater samples.

<http://www.sernapesca.cl/index.php>

SIP

Support Information Package

TCN

Transportation Control Number

Shipping code, an automated bar code, for shipping and receiving cargo and supplies through Port Hueneme and cargo staging areas, CONUS and on Station. A new TCN is created each time a piece of cargo enters the shipping system.

T&E

Transportation Entry

A shipping form: *U.S. Customs Transportation Entry* form 7512

Temperature Sensitive Cargo

Material which must be kept frozen, chilled, or prevented from freezing.

For shipping:

Keep Frozen =	-70°C to -20°C	-94°F to -4°F
Keep Chilled =	2°C to 10°C	35°F to 50°F

TSA

Transportation Security Administration

UN

United Nations

UPS

United Parcel Service

USAF

United States Air Force

USAP

United States Antarctic Program

USAP Airlift

This term refers to the scheduled movement of cargo and passengers (PAX) from Christchurch, NZ, to McMurdo Station via aircraft certified to operate in Antarctica.

USDA

United States Department of Agriculture

WinFly

Winter Fly-in

Deploying essential personnel and supplies to McMurdo Station before Mainbody. Arriving in late August, these people serve as an advance party for the start of each season.

WPM

Wooden Packaging Material

ZCM

National Weather Service airfield designator for McMurdo Station