

Fermilab Shipping Procedures
As of August 9, 2001

The Fermilab Shipping Operations / Procedures may be found at: http://bss-support.fnal.gov/products/sup_book.nsf/wp/main . Pursuant to these procedures, FRA will:

1. Complete a Material Move Request Form.
2. Obtain authorization of the Material Move Request Form, including any necessary ES&H radiation checks and providing advance notification of any hazardous materials to be shipped.
3. Provide the authorized Material Move Request Form to the Fermilab Shipping Department.
4. Upon receipt and review of the Material Move Request Form, the Fermilab Shipping Department will issue a shipping order.
5. The Fermilab Shipping Department will then enter the shipment(s) in the computerized Shipping Order Log as follows:
 - (a) Date typed
 - (b) Shipping Order Number
 - (c) Purchase Order Number, if applicable
 - (d) Material Move Request Number
 - (e) Vendor's Name, if applicable
 - (f) Budget code or Task / Task Number
 - (g) Requisitioner
 - (h) Description
 - (i) Carrier
 - (j) Weight
 - (k) Date shipped
 - (l) Proper markings indicating whether the freight bill has been paid or not
 - (m) Proper marking indicating whether the shipment contains radioactive and/or hazardous materials
6. The Fermilab Shipping Department will schedule, in conjunction with the Requisitioner, the pickup of material for delivery by the Fermilab Shipping Department.
7. The Fermilab Shipping Department will take all necessary actions to properly pack and crate the shipment(s).
8. The Fermilab Shipping Department, in conjunction with the Fermilab Traffic Department, will select a carrier for the shipment(s).
9. The Fermilab Shipping Department will prepare a Bill of Lading or an Airway Bill, whichever is applicable, indicating the following:
 - (a) Consignee and address (For shipments to CTIO, the AURA Procedures will be used.)
 - (b) Routing
 - (c) Freight Charges – prepaid or collect
 - (d) Number of pieces
 - (e) Gross weight

- (f) Purchase Order Number, if applicable
 - (g) Shipping Order Number
 - (h) Date Shipped
 - (i) Complete description of all articles and quantities as indexed in the National Motor Freight Classification, the Department of Commerce Schedule B, and the IATA Commodities
10. The Fermilab Shipping Department will schedule the shipment with the appropriate carrier.
 11. Upon completion of shipment, the Fermilab Shipping Office will distribute copies of the Shipping Order, Material Move Request Form, and the Bill of Lading or Airway Bill as indicated in the Property Inventory Policies and Procedures.