

BROOKHAVEN SCIENCE ASSOCIATES, LLC
SHIPPING INSTRUCTIONS
FOR ALL DELIVERIES TO
BROOKHAVEN NATIONAL LABORATORY

1. Delivery Location

All deliveries shall be to 98 Rochester Street, Upton, New York 11973 unless otherwise noted on the Purchase Order/Contract.

2. Delivery Hours

All deliveries must arrive at Brookhaven National Laboratory (BNL), at the above address, Building 98 between the hours of 8:00 am to 11:45 am or from 12:30 pm to 4:00 pm EST, Monday through Friday. Any delivery outside normal delivery hours will NOT be accepted unless advanced notification was provided and arrangements were made through Receiving (631-344-2310, 631-344-4336 or 631-344-2300 or via email at: PPMTraffic@BNL.gov).

3. Special Notification of Delivery

Advanced Notice, within 72 hours of expected delivery to BNL, shall be provided by the supplier or shipper to BNL's Receiving department either by telephone at: 631-344-2310, 631-344-4336 or 631-344-2300 OR via email at: PPMTraffic@BNL.gov due to weight, size, and/or volume parameters of the end item(s) requiring special material handling/rigging by BSA personnel. **Failure to contact BNL will result in delays during delivery and demurrage will be at the supplier's/ shipper's expense.**

4. Package Labeling Requirements

All packages delivered to BNL must be labeled with the complete Purchase Order/Contract Number as a minimum. Note: Procurement Card orders do not require a Purchase Order Number but must be labeled as a Procurement Card Purchase and include the Card Holders Name and Building Number on the label.

Each shipping container (transport package) with a gross weight equal to or greater than 400 pounds (180 kilograms) must be marked with the center of gravity and gross weight on at least one side, or end panel in addition to meeting the requirements of the latest revision of ASTM Standard D 3951-98, Standard Practice for Commercial Packaging. This applies to any item shipped (originally packaged or repackaged) to BNL or other locations cited in the purchase order or contract.

5. Shipment Destination Other than BNL:

The material ordered is to be shipped to other than the Buyer's facilities. Copies of the data required in accordance with the procurement documentation shall accompany the

shipment; in addition, one copy of such data shall be mailed to the Buyer on the same day that shipment is made.

6. Requirements when BSA is Paying Freight Charges

Note: Do not ship with any additional insurance as BNL is self-insured and additional insurance charges will be deemed unallowable.

- a. A copy of the freight bill must accompany the Seller's invoice when charges are in the account of Brookhaven and in excess of \$100.00.
- b. All Regular Shipments Totaling 150 Pounds or Less:
Use FedEx Ground collect (first choice), using the BNL account or UPS Ground collect (second choice) using the BNL account.
- c. All Regular Shipments Totaling 150 Pounds or More:
 1. Local shipments within a 100 mile radius or in the Tri State area (PA, NJ, CT) use our local trucking company, South Shore Delivery (516) 810-0081.
 2. Shipments beyond a 100 mile radius use YRC, Inc.
 3. All other shipments outside New York State use one of the following lines, listed in order of the best discounted government rates:

<u>Company</u>	<u>Tender Number</u>	<u>Telephone (Local)</u>	<u>Telephone (District)</u>
YRC Inc.	2914	631-242-5201	800-830-6952
ABF	1560-G	631-243-0800	800-610-5544

- d. All Urgent Air Shipments:
 1. Use FedEx Priority Collect, using BNL account or UPS Air Collect using BNL account. Use the necessary degree of urgency: Overnight, Two Day or Three Day Express Saver options are available.
 2. If shipment exceeds 150 pounds, contact the BNL Traffic Dept. at (631) 344-2300 or (631) 344-4336 for shipping instructions.

Note: Do not ship with any additional insurance as BNL is self-insured and additional insurance charges will be deemed unallowable

7. Ocean Shipments:

For foreign shipments that will be transported via ocean freight the 10-2 REQUIREMENTS Form located at

http://www.bnl.gov/ppm/linkable_files/pdf/TenTwoForm.pdf must be completed by the supplier 72 hours before departure of the vessel. The form can either be faxed to Interfreight Harmonized Logistics, Inc. at 516-371-6880 or emailed to tom@interfreight.net. A copy should also be emailed to PPMTraffic@BNL.gov. Once the form is submitted to customs an acceptance number will be given. No freight will be loaded on a vessel without this acceptance number.

If there are any questions, call Patricia Jencius at 631-344-2300.