

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

1. Delivery Location

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

2. Delivery Hours

All deliveries must arrive at Brookhaven National Laboratory (BNL) between the hours of 8:00 am and 11:30 am or from 12:30 pm to 4:00 pm EST, Monday through Friday. Exceptions must contact the Traffic Office (see contact information below).

3. Special Notification of Delivery

Items which have unusual weight, size, and/or volume parameters, or items requiring special material handling/rigging by BSA personnel require advance notice and must contact the Traffic Office (see contact information below) within 48 hours of delivery. Failure to contact BNL will result in delays during delivery and demurrage will be at the supplier's/ shipper's expense.

Additionally all items that are deemed:

“Perishable or Radiological or Nuclear Hazard”

Will be identified to BNL's Traffic Department, via E-mail to:

Matt White at: mwhite@bnl.gov

Please include the following information in the e-mail:

**Purchase Order Number, Delivery Date,
Method of Transportation, Tracking Number.**

4. Labeling Requirements

Please note that you must flow down these requirements for all drop shipments and all shipments from your Third Party Suppliers. Failure to do so may result in delayed payments.

Labels must be placed on the upper left portion of the container when possible.

A Purchase Orders (PO)

Label must contain:

Brookhaven's Address

Brookhaven's Purchase Order number – a minimum font size of 12 or greater

Box Number/Number of boxes

B Credit Card Orders (CC)

Label must contain:

Name of recipient

Building number of destination

“cc” in the “to” field, denoting a credit card order

5. Packing List Requirements

Every shipping container must include a packing list. The packing list must be clearly and appropriately marked/identified and affixed to a side of the shipping container. At a minimum, the packing list should contain the following information:

- a. Ship from: The shipper's name and return address;
- b. Ship to: The address, as instructed by the purchasing agent;
- c. Sales person or contact: Supplier contact name;
- d. Telephone number: Supplier telephone number;
- f. Purchase order number: Brookhaven's purchase order number
- i. Purchase order line number: Parts should be listed in order as noted on the purchase order;
- j. Description: What is being shipped, part numbers if applicable;
- k. Quantity: The number of items being shipped, the unit of measure;

6. Protection of Material and Equipment

The Supplier shall employ procedures, which assure adequate protection of material and equipment during shipment and while in storage. Such protection shall include special environmental packaging as necessary. All items shipped (originally packaged or repackaged) to BNL or other locations cited in the purchase order or contract, shall comply with the requirements for preservation, packaging and marking as stated in the latest revision of ASTM Standard D 3951-10 Standard Practice for Commercial Packaging

7. 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.

8. 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 UPS Ground collect (first choice), using the BNL account or FedEx 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 freight lines are listed in order of the best discounted

Government rates:

Company Tender Number Telephone (Local) Telephone (District)

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

9. Ocean Shipments:

Foreign shipments transported via ocean freight must use the 10-2

REQUIREMENTS Form located at

http://www.bnl.gov/ppm/linkable_files/pdf/TenTwoForm.pdf. The form must be completed by the supplier 72 hours before departure of the vessel. This form can be faxed to Interfreight Harmonized Logistics, Inc. at 516-371-6880 or emailed to tom@interfreight.net. A copy should be emailed to PPMTraffic@BNL.gov . Once the form is submitted to customs, an acceptance number will be provided. Freight will not be loaded onto a vessel without an acceptance number.

Shipping Receiving Contact Information:

General inquiries: PPMTraffic@bnl.gov

Specific inquiries:

Matt White
Traffic Supervisor
631 344 2300
mwhite@bnl.gov

Eva Callister
Senior Clerk
631 344 4336
eve@bnl.gov