

**PACKAGING, SHIPPING AND RECEIVING INSTRUCTIONS  
UNDER U.S. DEPARTMENT OF ENERGY PRIME CONTRACT NO. 89303322DEM000068  
SAVANNAH RIVER MISSION COMPLETION, LLC  
SAVANNAH RIVER SITE, AIKEN SOUTH CAROLINA 29808**

THE FOLLOWING REQUIREMENTS APPLY TO ALL SAVANNAH RIVER MISSION COMPLETION, LLC (SRMC) PURCHASE ORDERS IN WHICH DELIVERY TO THE SAVANNAH RIVER SITE BY A VENDOR, SUPPLIER, OR SUBCONTRACTOR OR ITS AGENTS OR THIRD-PARTY CARRIER IS PART OF THE SUBCONTRACT WORK SCOPE.

READ AND IMPLEMENT THESE INSTRUCTIONS BEFORE SHIPMENT.  
FAILURE TO DO SO MAY RESULT IN PAYMENT DELAYS OR RETURN OF MATERIAL OR SUPPLIES.

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**1. Advance Notification of Shipment Requirements**

- A. It is the sole responsibility of the Supplier to notify SRMC four (4) weeks prior to the shipment of Equipment and/or Materials that meets any of the following criteria. Additionally, any special lifting and/or handling requirements shall also be provided at this time to SRMC to ensure successful off-loading at Savannah River Site :
  - Equipment and/or Material is in excess of 10,000 lbs.
  - Equipment and/or Material has an abnormal center of gravity
  - Equipment and/or Material has special lifting instructions that require rigging equipment other than a lift truck/forklift

- B. The Supplier is responsible for the adequacy of design and strength of any lifting lug or device which is part of, or attached to any object, and of any and all rigging and lifting apparatus failures or defects including the negligent use or negligent supervision of use by Supplier of rigging or lifting apparatus supplied by SRMC. The Supplier is responsible for determining the weight of any object to be lifted by the Equipment and for all failures and claims arising out of or related thereto. The Supplier warrants that the weights given to SRMC and/or operating personnel supplied by SRMC will be true and accurate and agrees to accept all responsibility and liability for any actions and operations performed by SRMC and operating personnel for the weights given. Supplier is solely responsible for providing recommended method of rigging for the load.
- C. Supplier shall ensure this requirement is flowed down to third-party carriers.
- D. SRMC reserves the right to refuse any delivery of Equipment and/or Material that does not meet the requirements listed herein. Failure of the Supplier to comply with the conditions listed in this Article may result in the Supplier acceptance of responsibility, liability, cost and or associated damages.

**2. Identification Requirements**

- A. Seller must clearly show the Purchase Order/Subcontract number and Item number(s) on the outside of every box or container.
- B. A packing list identifying each item in the box must be accessible on the outside of packages.
- C. Packing lists must describe quantities and material exactly as they are described on the Purchase Order/Subcontract (i.e. do not describe the material using a part number or other descriptor when the Purchase Order/Subcontract describes the material by description.) The part number on the packing list must match the part number of the Purchase Order/Subcontract and the material in the box. Also, list the same number of units on the packing slip as are listed on the Purchase Order/Subcontract.
- D. Packing lists must include Purchase Order/Subcontract number and item number(s).
- E. Seller must not over ship. Overages will be returned at Seller's expense.
- F. Packing lists must not include multiple Purchase Order numbers for material shipped.
- G. Seller must package and group together materials with the same Purchase Order/Subcontract number.

**3. Receiving Instructions**

- H. Normal receiving hours are Monday through Thursday 9AM-3PM Eastern time. Trucks arriving after 3PM will be turned away unless prior arrangements have been made.
- I. Safety and production related materials may require receipt inspection as specified in the Purchase Order/Subcontract.
- J. Documentation submittals as specified in the Purchase Order/Subcontract must be included with the respective material shipment.
- K. Failure to pass receipt inspection may result in material being returned to Seller.
- L. Unless stated differently in the Purchase Order/Subcontract, the SRMC Receiving address is:  
U.S. Department of Energy (DOE)  
c/o Savannah River Mission Completion, LLC  
Building 731-1N  
Attn: Purchase Order/Subcontract No \_\_\_\_\_  
Aiken, South Carolina 29808

**4. Traceability**

Certain items may require certifications necessary to satisfy traceability requirements as stated in the Purchase Order. Failure to supply the required certifications may result in material being returned to the Seller

## 5. **Packaging Instructions**

(The following instructions apply in addition to any other special packing instructions included in the Purchase Order).

- A. Items should be packaged in sturdy containers to prevent damage during shipment and to withstand multiple handling.
- B. Seller shall limit the amount of packaging materials needed for reasonable protection of items during shipment. Seller shall utilize environmentally favorable (i.e. biodegradable, recyclable etc.) materials whenever practical.
- C. Items which can be palletized should be shipped on sturdy 4' x 4' wooden pallets. Pallets must include at least three wooden 2" x 4" support runners. Material must not be stacked over 48" high.

## 6. **Shelf Life**

If shelf life is a performance criterion for any specific item, the Seller must provide documentation of compliance with the shelf life requirements in the Purchase Order.

## 7. **Purchase Order Description and Item(s) Shipped**

Seller is cautioned that the item(s) shipped must conform exactly to the description contained in the Purchase Order. Seller will be responsible to correct any discrepancy between the item description as identified on the Purchase Order and the actual item shipped, to include the shipment of items with revised part numbers or items shipped as substitutes.

## 8. **Security and Access Requirements**

- A. All delivery personnel must be United States Citizens to gain access to the Savannah River Site. Delays and/or costs associated with the use of non-US Citizen drivers will be borne by the Seller.
- B. All delivery vehicles shall access SRS at the Aiken Barricade located on South Carolina State Highway 19, located approximately one mile south of South Carolina Highway 278, or the Jackson Barricade located on South Carolina Highway 125. Sellers are cautioned that delivery vehicles must be at the Aiken or Jackson Barricade for site access during the hours stated in Article 7C unless prior arrangements have been made. Allowance must be made for badging of unbadged drivers as set forth in paragraph D.
- C. Vendors are prohibited from entering the site's New Ellenton Barricade from 4:30AM – 7:00AM and the Jackson Barricade from 4:30AM – 8:00AM to allow employee entrance to SRS.
- D. Unbadged delivery personnel shall report to the SRS badging office located in Building 703-46A at SRS Road 1, approximately two miles east of SC Highway 125 in Jackson, SC to obtain temporary (visitor) badge. (Reference General Provisions/Terms and Conditions article entitled "Badging Requirements"). What follows are the events and point of entry (POE) process that apply for access onto SRS property.
  - Bill of Lading (include Purchase Order/Subcontract number) shall be validated by SRS Representative at the Badging Office.
  - SRS Representative provides "Visitor/Vendor Safety Briefing".
  - SRS issues temporary (maroon) badge.
  - After obtaining temporary badge, driver can proceed to the Aiken or Jackson Barricade for site access.
  - Site Security Services Contractor perimeter guard performs security inspection. Delivery personnel must have in their possession a valid driver's license, proof of vehicle insurance and proof of vehicle registration. Drivers also must have access to all compartments of the delivery vehicle and allow security personnel to search the vehicle.
  - Site Security Services Contractor calls for Area Escort (SRMC Assigned Competent Person 'ACP') or provides escort to the delivery location.
  - ACP briefs driver on any applicable focused observation checklist(s) and obtains signature.
  - After delivery is completed, ACP will escort Seller back to Aiken or Jackson Barricade.
- E. Photo badged delivery personnel – what follows are the events that will occur if delivery personnel have a current SRS photo badge.
  - Delivery vehicles can go directly to the Aiken or Jackson Barricade for site access.
  - Delivery personnel must have in their possession a valid driver's license, proof of vehicle insurance and proof of vehicle registration. Drivers also must have access to all compartments of the delivery vehicle and allow security personnel to search the vehicle. After clearance by Site Security Services, driver can proceed directly

to the delivery location. If escort is required, Site Security Services calls for SRMC Area Escort or ACP or provides escort to the delivery location.

**9. Special Instructions Applicable to Delivery of Self-Propelled Medium or Heavy Construction Equipment**

Prior to performing any activity involving the loading, unloading and transporting of self-propelled medium or heavy construction equipment on SRS property, Seller shall read and complete the “Self-Propelled Equipment Loading, Unloading and Transport Safety Review checklist” and provide a copy of the completed checklist to the SRMC buyer and Subcontract Technical Representative (STR) upon delivery of the equipment to SRS. A copy of the checklist can be found on the SRS Internet Home Page at the following Internet Address: <http://www.srsimcc.com/> under Procurement, or a copy can be provided by the buyer on request.

**10. Delivery of Bulk Materials (Safety Requirement)**

A. Sellers making material deliveries using their own vehicles/trucks to areas on site other than building 731-1N, that involve the performance of Manual work by the Seller’s delivery personnel, Seller shall submit to the SRMC Buyer their latest revision of the Seller’s Worker Protection Plan (WPP) that states applicability to the current subcontract and a Certificate of Insurance which also includes an Endorsement Page naming SRMC and DOE as additional insureds. At a minimum, the seller shall address in their WPP or on their letterhead the following safety elements listed below. The safety documents submitted by the Seller shall be reviewed and accepted by SRMC’s health and Safety programs before deliveries can be made to SRS. In addition, the Certificate of Insurance and the Endorsement page shall be on file before deliveries can be made to SRS.

B. Safety Elements

- Fall protection, prevention and precautions while climbing and working from a ladder or on elevated surfaces.
- Proper lifting techniques that address how to lift safely to avoid injuries.
- Heat stress training that addresses signs/symptoms and prevention.
- Incident/injury protocol that addresses accident reporting to the SRMC STR, preserving the scene, follow-up, and medical treatment, when appropriate, and participating in the investigation when requested.
- Authority for driver/employees to call a “Time Out - Stop Work” when unsafe conditions are observed and/or employee actions are likely to cause injury to themselves, other personnel or cause damage to SRS property.
- Hazard Communications Program to include Material Safety Data Sheets (MSDS) on each chemical, methods and training used to inform employees of the hazards and the precautionary methods.
- Motor vehicle/related equipment (e.g., forklift) safety to include vehicle maintenance, before use inspections, safe operation and the use of safety devices such as mirrors, flagman and signals.
- Focused Observation Safety Checklists: Identify, complete, sign and submit Focus Observation Checklist(s) applicable to the task/work that will be performed during the unloading operations. Focused Observation Checklist are available for review by downloading from the SRS Internet homepage at: [srremediation.com](http://srremediation.com) under Procurement.
- Statement of Injuries/Incidents: - Include a summary of all injuries/incidents involving similar delivery tasks over the last three years to include brief description and corrective action plan to prevent reoccurrence.
- Point of Contact: Include a name of a point of contact (POC) - An individual that will be responsible for addressing injuries/incidents or safety issues that may arise.
- Acknowledgement that all drivers have been informed of the safety requirements, which must include expectations and controls to ensure compliance when working at SRS.
- Unloading procedures that address specific precautions and personal protective equipment to include eye, foot, head, hand, face and hearing protection.
- Fitness for Duty that addresses drivers’ health, substance abuse, and abilities to perform assigned tasks free of impairments.

- C. *Third-Party Carrier.* Defined as a vehicle not owned by the Seller when transport is subcontracted by the Seller to another entity for the delivery of the Seller's product. If the Seller intends to utilize a third party carrier for the delivery of their material to SRS, to a location other than Building 731-1N and the delivery has been deemed manual by SRS safety, the Seller shall certify the following in correspondence on their letterhead:

We (Seller) understand that driver safety, employee safety and the use of safe equipment remains top priority at the Savannah River Site (SRS). As such, any carrier(s) that the Seller uses must share the same management values by maintaining at a minimum, a safety rating of "Satisfactory". We have reviewed (insert Carrier's name) safety rating from the Federal Motor Carrier Safety Administration (FMCSA) and Safety and Fitness Electronic Records (SAFER) located at the following internet address: [safer.fmcsa.dot.gov](http://safer.fmcsa.dot.gov).

The carrier has a Safety Rating of : \_\_\_\_\_.

- If the Seller's third party carrier is not listed in the internet system identified in the previous paragraph or has no rating identified, the Seller shall confirm that this third party carrier has not had a noncompliance cited by the DOT/FMCSA or a driver injured during delivery operations in the past three years. This action shall be denoted on the Seller's letterhead and sent to SRS for review and acceptance before delivery can be initiated.
- Seller shall attach a copy of the third-party carrier's unloading plan/procedure that identifies the hazards, precautions and required personal protective equipment. This document shall be reviewed and accepted by SRS's Health and Safety Program's representative before delivery can be authorized.
- It shall be the Seller's responsibility to have informed the third-party carrier(s) of the associated hazards involving the materials that the carrier is delivering to SRS. The Seller has the responsibility to inform the carrier of the Seller's WPP and/or SRS's requirements as defined in Article 9.A. of this document. The driver of the third party carrier shall instruct the STR of any potential hazards to site personnel near or in close proximity involving their loading/unloading activities before work begins and the driver shall ensure appropriate controls and safeguards (within the driver's control) will be implemented to reduce the potential for injury. Whenever a significant change or addition is made to the WPP, it shall be re-submitted to SRMC for review and acceptance. Examples of significant changes include any requirement deletions, additional scope added, total re-write or major revision. Additionally, the Seller must submit annually to SRMC Buyer either an updated WPP for acceptance by SRMC's Health and Safety Programs or a letter stating that no changes were necessary in the current subcontract's accepted WPP.