

Transportation & Logistics

Cargo In-Brief

This work instruction contains the procedures for documenting, packaging, marking, and shipping materials to and from all USAP locations and research vessels. This is a condensed version, containing the most pertinent details of ASC manual TL-MAN-0002, *Packing and Shipping Instructions*. You are still responsible for reviewing the basic manual. However, these instructions are published to assist USAP participants in preparing and forwarding their supplies and equipment to Antarctica, and later their equipment, data, and specimens from Antarctica, in the most efficient manner. The logistics channels to and from Antarctica are some of the longest and most difficult in the world. The distance, the few transportation modes, customs inspections through several countries, frequency of delivery, and volume limitations all contribute to difficulties in planning and meeting on-time delivery of materials. Advance planning is critical.

Preparing Cargo

Containers must be able to withstand contact with the sharp corners of other containers, crushing weights, and shocks sustained while in transit, in the warehouse, aboard ship, and on the Ice. Use extra padding around the contents of the containers to cushion them against impact. Pack securely and fill any voids or extra space. We cannot emphasize enough your need to pack for extremely rough handling and exposure to various weather conditions.

Specific contents and dollar values must be provided with the cargo documentation. Due to compliance regulations, the level of detail for the packing list has been increased. Information on the contents must include a detailed description of each item, including manufacturer's part number, manufacturer, country of origin, U.S. dollar amount (US\$) per item, and total cost for all items. Please be as specific as possible to prevent any problems. This information is required for each item you are shipping within each box, crate, pallet, tote, or other container. It is used by USAP personnel to create the proforma invoice required by U.S. Customs for export. All shipments are subject to inspection by various government agencies. In the event that information is missing from the packing list, cargo may be delayed until the information is obtained.

Form TL-FRM-0004 (Grantee Packing List) serves as a template for this information. All science groups and contractors must use it for cargo bound for Antarctica.

Marking and Labels

All shipments must follow international regulations and meet international requirements. Labeling is determined by the contents, the container, and transit points during shipment.

There are many common labeling requirements.

- Remove or cover all old marks, barcodes and labels.
- Use cargo straps or banding on all boxes.
- Boxes containing delicate equipment or perishables must include appropriate markings: FRAGILE, DNF, ORIENTATION ARROWS, etc.

Details are covered in *Packing and Shipping Instructions*. You can find the link to this document on the usap.gov Logistics web page: <http://www.usap.gov/usapgov/logistics/index.cfm?m=4>

Shipping to Port Hueneme

Use the following address and information for cargo shipments to Port Hueneme. The information should be labeled on each box or item. Make sure this information is clear and legible.

National Science Foundation
c/o Antarctic Support Contract
Building 471, North End
Naval Base Ventura County
Port Hueneme, CA 93043
ATTN: USAP <station abbreviation>
<Station code>
<Grantee>
<Event number> or <Project code>
<ROS>

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

Example address (from a fictitious project):

National Science Foundation
c/o Antarctic Support Contract
Building 471, North End
Naval Base Ventura County
Port Hueneme, CA 93043
ATTN: USAP - NPX
DR3
M. DAVIS
A-404-S
4319

Table 1: Station Abbreviations and Station Project Codes

Antarctic Station	Station Abbreviation	Station Code for Science cargo	Station Code for ASC Cargo
McMurdo Station	ZCM	DR1	DW1
South Pole Station	NPX	DR3	DW3
Punta Arenas, Chile	PUQ	DR4	DW4
Palmer Station & Peninsula	PAL	DR7	DW7
Christchurch, New Zealand	CHC	DR9	DW9
RV/IB Nathaniel B. Palmer	NBP	NBP	NBP
AR/SV Laurence M. Gould	LMG	LMG	LMG

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.

Port Hueneme Operations must be contacted before you ship anything very large or unusually heavy, any odd-sized cargo, any loaded intermodal containers, and any unique or extremely valuable cargo. If you have a large volume of cargo, contact Port Hueneme Operations before you begin shipping. Port Hueneme has several options and expert services to offer in support of the USAP. They may need advance notice for your special cargo and may be able to coordinate with specialized carriers in your area.

This will help them locate and track the cargo during shipment, and it will help them prepare for receiving the cargo, in case any special handling is needed. It also helps process items that may need transshipment to the final destination.

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 Port Hueneme Operations for advice and to coordinate delivery.

Note Neither the NSF nor ASC (LMCO) can be responsible for commercial shipments sent directly to these destinations.

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

FOR FURTHER SHIPMENT TO ANTARCTICA

<Name>

<Station abbreviation>

<Station code>

<Grantee>

<Event number> or <Project code>

<ROS>

<Box of number-of-boxes> (for example, “Box 1 of 4”)

Preparing material for direct commercial shipping is the same as preparing for transport through the USAP supply chain — refer to other sections in *Packing and Shipping Instructions* for additional guidance.

Be sure to inform USAP representatives at the destination that you have shipped material to the addresses listed below. Be sure to include a commercial invoice that lists specific contents and dollar values with your Bill of Lading. The paperwork must be received before the cargo arrives. The following information must be included on all correspondence:

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

It is strongly recommended that you 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 the same email address or to Fax# +64-3-358-1479.

Please ensure that a commercial invoice, which outlines specific contents and dollar values, is included with your Bill of Lading. The paperwork must be received before the cargo arrives. Mark the documents “ATTN: Terminal Operations Manager.” Include the following information on all correspondence:

- Master Airway Bill (MAWB) Number (if applicable)
- 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 PAE (New Zealand) Limited
Gate 1, Orchard Road North
Christchurch International Airport
Christchurch, New Zealand
Tel: +64-3-358-8139
FAX: +64-3-358-1479

All direct shipments must be sent Duty Delivery Paid (DDP).

Chile

For surface shipments, you are required to email a copy of the Bill of Lading to Damco Chile at PA-puntaarenasall@usap.gov.

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

- Master Airway Bill (MAWB) number (if applicable)
- 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:

Master R/V NATHANIEL B PALMER or R/V LAURENCE M. GOULD or
PALMER STATION
c/o Damco Chile SA
Avenida Bernardo O'Higgins NBR. 1385
Muelle Arturo Prat
Punta Arenas, Chile

Shipping Schedules

Pre-shipment planning is essential to ensure timely material delivery in Antarctica. Advanced planning can help reduce USAP transportation costs while improving the probability of on-time delivery.

Required Delivery Date (RDD)

The RDD is the cut-off date by which your material must arrive at Port Hueneme to ensure its timely delivery to your Antarctic research station or vessel. Cargo destined for the Antarctic Peninsula Area may require long lead times. The Antarctic Peninsula Area includes Palmer Station, Peninsula field camps, and USAP vessels (when operating in the Peninsula Area). Cut-off dates to meet vessel cruise schedules can be located on the following websites:

Vessel Schedules

RV/IB *Nathaniel B. Palmer*

http://www.usap.gov/vesselScienceAndOperations/documents/nbp_sched.pdf

ARSV *Laurence M. Gould*

http://www.usap.gov/vesselScienceAndOperations/documents/lmg_sched.pdf

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

You can find the ship cut-off charts on the usap.gov Logistics web page:

<http://www.usap.gov/usapgov/logistics/index.cfm?m=4>

Cut-Off Dates for ARSV *Laurence M. Gould*

You can find the ship cut-off charts on the usap.gov Logistics web page:

<http://www.usap.gov/usapgov/logistics/index.cfm?m=4>

When you meet the RDD, your material can be shipped by the most cost effective means available. Materials that do not meet the RDD may need to be sent via COMAIR. This is the most expensive method and therefore requires approval from the NSF.

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, special events, or national holidays in other countries. Oversized cargo must arrive in Port Hueneme in time for COMSUR transportation, based on published RDD schedules. This is necessary in case there is no opportunity to fly the oversized cargo even part of the way.

Required-On-Site (ROS) Date

You need to identify an ROS date, whether the material is destined for McMurdo Station, South Pole Station, Palmer Station, or for the vessels. That ROS date determines which RDD

to Port Hueneme must be met to ensure your material arrives in Antarctica on time. Cargo may not meet its prescribed ROS date if the RDD is not met.

Table 1 shows the RDD and ROS dates for cargo shipments to McMurdo Station during the 2014-2015 field season. Cargo that does not arrive within these prescribed guidelines may require commercial air (COMAIR) shipment, which is expensive and requires NSF approval.

Table 2: RDD Continental Area

RDD to Port Hueneme	ROS date	ROS number
9 July 2014	23 August 2014	4235
20 August 2014	4 October 2014	4277
27 August 2014	11 October 2014	4284
3 September 2014	18 October 2014	4291
10 September 2014	25 October 2014	4298
17 September 2014	1 November 2014	4305
24 September 2014	8 November 2014	4312
1 October 2014	15 November 2014	4319
8 October 2014	22 November 2014	4326
15 October 2014	29 November 2014	4333
22 October 2014	6 December 2014	4340
29 October 2014	13 December 2014	4347
5 November 2014	20 December 2014	4354
12 November 2014	27 December 2014	4361
19 November 2014	4 January 2015	5003
26 November 2014	11 January 2015	5010
3 December 2014	18 January 2015	5017
10 December 2014	25 January 2015	5024
17 December 2014	1 February 2015	5031
24 December 2014	8 February 2015	5038
31 December 2014	15 February 2015	5045

COMAIR Shipping

COMAIR shipments may require up to 21 days to process from Port Hueneme to McMurdo Station. Remember to allow for processing time as much as shipping time. Cargo destined for South Pole Station may need up to 45 days. Hazardous and oversized cargo needs more time for inspections and clearance, sometimes up to 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

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

COMSUR. Cargo and supplies going to the Peninsula Area and Palmer Station may be sent COMSUR at any time during the calendar year. It travels to Punta Arenas, Chile, and is transferred to one of the research vessels for final transport to Palmer Station.

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 this many days for shipping:

Table 3: Shipping time allowances

Destination	Approximate time
McMurdo Station	35 days
South Pole Station	50 days
Hazardous material to New Zealand (en route to McMurdo Station, South Pole & Research Vessels)	65 days
Research Vessels (to New Zealand)	50 days
Southern ports (Chile) & Palmer Station	90 days
Hazardous material to Southern ports (Chile) & Palmer Station	105 days (3 ½ months)

Cargo Contacts

If you have further questions regarding cargo, contact:

- McMurdo Station
USAP Cargo Supervisor - 720-568-2075 or email Michael.Davis.Contractor@usap.gov
- South Pole Station
South Pole Logistics Supervisor – 720-568-2205 or email
Tony.Welterlen.Contractor@usap.gov
- Palmer Station
Peninsula Logistics Supervisor - 720-568-2318
Peninsula Logistics Manager - 720-568-2316 or email PAL-LogisticsForwardees@usap.gov

In the U.S.:

- Port Hueneme Operations
805.985.6851
805.984.5432
- Port Hueneme Receiving Supervisor
805.982.5921
e-Mail: PH-CargoOps@usap.gov