

Transportation and Logistics Cargo In-Brief

This work instruction is a condensed version of the *Packing and Shipping Instructions* (TL-MAN-0002). It contains the procedures for documenting, packaging, marking, and shipping materials to and from all United States Antarctic Program (USAP) locations and research vessels. You are still responsible for reviewing the basic manual. 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. Planning is critical.

Preparing Cargo

Proper packaging can help ensure your shipment arrives at its destination safely and on time. 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.

The *USAP Proforma/Invoice* (TL-FRM-0005) is an itemized list describing the contents of each package in a shipment. It is used to determine the value, total weight, and volume of a shipment. Customs authorities use the proforma during the clearance and inspection procedures. Participants must send a completed proforma for all cargo to PH-CargoOPS@usap.gov.

Marking and Labeling

Mark all boxes and crates distinctively and visibly. Using a stencil or a permanent marker, make the markings bold and clear. Use consecutive numbers for more than one box in the same shipment; for example, "Box 1 of 4." Make sure the marking is impervious to water and weather. If boxes or crates are reused from previous seasons in Antarctica or other locations, remove any old labels, barcodes, and markings to prevent delays or misdirection.

Special Handling

All applicable special handling instructions must be marked on the outside of the container. Appropriate and bold labels or stencils should provide cargo handlers with instructions. Common examples include but are not limited to, the following:

- Do Not Freeze
- Do Not Xray
- Fragile
- Keep Dry
- Keep Upright
- Do Not Expose to Magnetic Field
- Do Not Drop



Insurance and Customs

Participants are responsible for insurance on their shipments. The insured value should be as high as the current replacement value of the material. Except for military transport, items may be insured at any point during transit. It is solely the shipper's responsibility to accurately describe the contents and declare the value of shipments. The Antarctic Support Contract cannot and will not make this declaration.

Import/Export Licensing

Participants are responsible for compliance with all relevant US and foreign government export and import authorities and for obtaining any required export or import permits, licenses, or other authorizations. Please refer to the cognizant agency or agencies to confirm whether cargo requires a special authorization for exportation to or importation from Antarctica. Relevant US government agencies may include, but are not limited to, the following:

- US Department of Commerce (www.bis.doc.gov)
- US Department of State (www.pmddtc.state.gov)
- Nuclear Regulatory Commission (www.nrc.gov)
- Bureau of Alcohol, Tobacco, Firearms, and Explosives (www.atf.gov)
- US Food and Drug Administration (www.fda.gov)
- US Drug Enforcement Administration (www.justice.gov/dea)
- US Fish and Wildlife Service (www.fws.gov/international)
- US Department of Agriculture (www.usda.gov)
- USDA Animal and Plant Health Inspection Service (www.aphis.usda.gov)

Shipping to Port Hueneme

Use the following address and information for cargo shipments to Port Hueneme. Label each box with the following information. Ensure this information is clear and legible. Table 1 provides station abbreviations and project codes.

National Science Foundation
c/o Antarctic Support Contract

Naval Base Ventura County
5020 Stethem Road
Building 471, North End, NBVC
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.



Priority Number

Delays may occur when shipping cargo to Christchurch, New Zealand, or Punta Arenas, Chile. Identifying a priority for your shipment will help ensure the most critical items with the same required on site date (ROS) ship first. Label each piece of cargo with the appropriate priority number.

- Priority 1 – Life/Health/Safety-Critical (must go)
- Priority 2 – Mission Essential (should go)
- Priority 3 – Mission Optional (can go)

When sending multiple pieces, ship priority one (1) cargo separately from two (2) and three (3).

Example address (from a fictitious project):

National Science Foundation
c/o Antarctic Support Contract

Naval Base Ventura County
5020 Stethem Road
Building 471, North End, NBVC
Port Hueneme, CA 93043
ATTN: USAP - NPX
DR3
R. Amundsen
A-404-S
0319

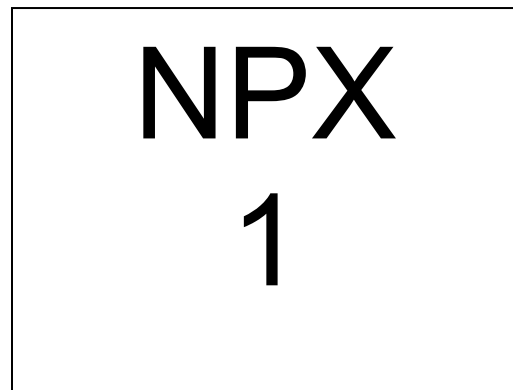


Table 1: Station Abbreviations and Station Project Codes

| 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 to Port Hueneme

Contact Port Hueneme Operations before shipping anything large or unusually heavy, any odd-sized cargo, loaded intermodal containers, and any unique or extremely valuable cargo. If intending to send a large volume of cargo, contact Port Hueneme Operations before the commencement of shipment. Port Hueneme has several options and services to offer in USAP support. Be aware that they may need advance notice for support of special cargo. They may be able to contact specialized carriers in your area.



Contacting Port Hueneme Operations before directly shipping cargo will help them locate and track the cargo during shipment. Providing advanced notice also helps them prepare for receiving the cargo, in case any special handling is needed.

New Zealand

For shipments to New Zealand, please email CHC-CourierNotifications@usap.gov for advice and assistance. Forward the original paperwork for shipments to New Zealand to:

- Email: CHC-CourierNotifications@usap.gov
- Fax: +64-3-358-1479

Send to the attention of the **Terminal Operations Manager**.

Please ensure that a commercial invoice is included with the bill of lading, which outlines specific contents and dollar values. The appropriate paperwork must be received before the arrival of the cargo.

The following information must be identified 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

Ensure a commercial invoice, which outlines specific contents and dollar values, is included with the bill of lading. The appropriate paperwork must be received prior to the arrival of the cargo. The following information must be identified 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\$

Email a copy of the bill of lading to Damco Chile, at PA-PuntaArenasAll@usap.gov, with a copy forwarded sent to Palmer.Logistics@usap.gov.

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 Dates

Advanced planning can help to reduce USAP transportation costs and ensure timely delivery to Antarctica.

Please note that the material cut-off schedule changes as the vessel schedules are adjusted. Before shipping materials to Port Hueneme, please confirm the required material cut-off dates with the appropriate Science Planning Support manager or other POC.

Commercial Air

Commercial Air (COMAIR) shipments average a 21 day processing and transit time from Port Hueneme to McMurdo Station. South Pole Station may need an additional 24 days. Hazardous materials and oversized items require more time, up to 60 days.

Cargo not within certain size limits or that is designated cargo aircraft only (CAO) will move by truck from Auckland to Christchurch, adding four-five days to the transit time.

Commercial Surface

Commercial Surface (COMSUR) shipping is cargo on a commercial vessel other than the regular USAP contracted resupply vessel to McMurdo Station. Oversized material that is late but still required may be sent via 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.

Table 2: General Dates

| Destination | Approximate time |
|---|------------------|
| McMurdo Station | 52 days |
| South Pole Station | 67 days |
| Hazardous material to New Zealand (en route to McMurdo Station, South Pole Station, and Research Vessels) | 67 days |
| Research Vessels (to New Zealand) | 52 days |



| | |
|---|--------------------------|
| Southern ports (Chile) and Palmer Station | 97 days |
| Hazardous material to Southern ports (Chile) and Palmer Station | 112 days (3 ½ months) |

Required Delivery Date (RDD), Continental Area

The required on site (ROS) date determines when the required delivery date (RDD) to Port Hueneme is to arrive in Antarctica on time. Schedule a ROS date, whether McMurdo Station, South Pole Station, Palmer Station, and onboard the vessels. The ROS date determines when the RDD to Port Hueneme is to arrive in Antarctica on time.

Note Cargo may not meet its prescribed ROS date if the RDD is not met.

Table 2 shows the ROS dates and RDD for cargo shipments during the 2020/2021 field season. Cargo that does not arrive within these prescribed guidelines may require COMAIR shipment. Shipping COMAIR is expensive and requires NSF approval.

Table 3: Required Delivery Date (RDD) Continental Area

| Required Delivery Date (RDD) to Port Hueneme | ROS date | ROS number |
|--|----------|--------------------|
| October 3, 2020 | 0277 | August 12, 2020 |
| October 10, 2020 | 0284 | August 19, 2020 |
| October 17, 2020 | 0291 | August 26, 2020 |
| October 24, 2020 | 0298 | September 2, 2020 |
| October 31, 2020 | 0305 | September 9, 2020 |
| November 7, 2020 | 0312 | September 16, 2020 |
| November 14, 2020 | 0319 | September 23, 2020 |
| November 21, 2020 | 0326 | September 30, 2020 |
| November 28, 2020 | 0333 | October 7, 2020 |
| December 5, 2020 | 0340 | October 14, 2020 |
| December 12, 2020 | 0347 | October 21, 2020 |
| December 19, 2020 | 0354 | October 28, 2020 |
| December 26, 2020 | 0361 | November 4, 2020 |
| January 2, 2021 | 1002 | November 11, 2020 |
| January 9, 2021 | 1009 | November 18, 2020 |
| January 16, 2021 | 1016 | November 25, 2020 |
| January 23, 2021 | 1023 | December 2, 2020 |
| January 30, 2021 | 1030 | December 9, 2020 |
| February 6, 2021 | 1037 | December 16, 2020 |
| February 13, 2021 | 1044 | December 23, 2020 |



Cargo Contacts

If you have further questions regarding cargo, contact the following:

McMurdo Station

- USAP Cargo Supervisor, (720) 568-2035 or Troy.Juniel.Contractor@usap.gov
- Hazardous Cargo Supervisor (720) 568-2035 or Tanner.Russell.Contractor@usap.gov

South Pole Station

- South Pole Logistics Supervisor, (720) 568-2362 or Denise.Walters.Contractor@usap.gov

Palmer Station

- Peninsula Logistics Supervisor, (720) 568-2318 Brian.Catrell.Contractor@usap.gov
- Peninsula Logistics Manager, (720) 568-2316 or Palmer.Logistics@usap.gov
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In the US, contact:

Port Hueneme Operations

805-985-6851

800-688-8606 x33615

PH-CargoOps@usap.gov

