

**SPECIAL PROVISIONS - GENERAL TRANSPORTATION  
INSTRUCTIONS, SP-13 REV. 1 4/6/11**

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**1.0 PREAMBLE**

- A. These Special Provisions are requirements of any contract in which this Special Provision document is incorporated. These Special Provisions are applicable in their entirety unless specifically deleted or amended in the Contract and are in addition to the General Provisions and other Special Provisions that apply to this Contract. In the event of a conflict between these Special Provisions and the General Provisions, these Special Provisions shall take precedence.
- B. Additional provisions may be applicable to shipments of radioactive materials (RAM), or special nuclear materials (SNM).
- C. Transportation expenditures are subject to Government audit. Compliance with instructions and requirements are essential. If transportation instructions are not adhered to the Contractor may be charged back any difference in freight costs.

**2.0 GENERAL REQUIREMENTS**

- A. All packages must be clearly marked with the Buyer, Contract number, and line item number.
- B. Bills of lading, and packing lists must be identified by the Contract number and line item with one (1) copy being forwarded to the Buyer.
- C. Invoices that include two (2) copies of the paid transportation bill must accompany all freight charges.
- D. A separate transportation invoice itemizing the basis for the transportation charges must substantiate invoices on all contracts, which include transportation expenditures as a result of a Contractor using his own vehicle.
- E. For third party billing instructions contact the Buyer
- F. All paperwork required by the Contract, such as test reports, certifications and data sheets, must accompany the shipments to Buyer, unless otherwise specified in the Contract. If the document package is not obviously displayed, the exterior markings must indicate location of the paperwork.
- G. Add to the Bill of Lading for collect shipments, the following notation: "Transportation charges herein are for the U.S. Government and the actual transportation cost paid to the carrier(s) by the shipper or consignee is to be reimbursed by the U.S. Government."

When shipping to Buyer use the following as the ship to address:

U.S. Department of Energy c/o (Contractor)  
2355 Stevens Drive  
Richland, Washington 99352

### **3.0 VALUE AND INSURANCE**

It is the policy of the U.S. Department Of Energy and Buyer not to pay for insurance against loss, damage or destruction. Where Buyer will bear the cost of transportation, and freight rates are based upon released value, shipments must be released at the maximum value pertaining to the lowest freight rate.

Contractors shall not under any circumstances charge back insurance costs to Buyer.

### **4.0 SPECIAL INSTRUCTIONS FOR VARIOUS METHODS OF TRANSPORTATION**

NOTE: Where the mode of transportation is not indicated on the face of the Contract, the Contractor shall not effect shipment without contacting the Buyer. The following is generally the preferred method.

### **5.0 SURFACE TRANSPORTATION**

- A. Packages up to 150 lbs each from any place in the Continental U.S.A., ship via United Parcel Service (UPS) surface or FedEx Ground and declare no value. (Do not insure.)
- B. Packages exceeding 150 lbs each, or several packages exceeding a total of 150 lbs but less than 1,000 lbs, ship collect via motor freight. If no specific motor freight routing is shown call the Buyer.
- C. Shipments exceeding 1,000 lbs or any truckload quantity or over dimensional contact the Buyer prior to shipment.
- D. For rail from all points to the Hanford Site, route to Richland, Washington, via either the Union Pacific (UP) Railroad; or the Burlington Northern Santa Fe (BNSF) Railroad. Final routing for delivery locations on the Hanford Site we will performed by the Tri City Railroad (TCRR). Under no circumstances should carload shipments be forwarded via rail without specific authorization from the buyers transportation-logistics department.

### **6.0 PREMIUM TRANSPORTATION RESTRICTION**

- A. Do not ship via premium transportation unless the Contract specifically states to do so, or without specific authorization from the Buyer.
- B. The Buyer is the only individual authorized to approve the use of premium transportation. Premium transportation includes the following: airfreight, air express services, airfreight forwarder, exclusive use truck or the use of household goods carriers.

### **7.0 AIR FREIGHT/AIR EXPRESS SERVICES/EXCLUSIVE USE TRUCK**

- A. Air Express Services
  - 1. Type of shipment – For packages up to 150 Lb each, where a Contract specifies airfreight or air express ship via Federal Express priority or standard overnight service collect.
  - 2. For packages over 150 Lb each, ship collect.

3. Type of shipment – For packages exceeding 250 Lb in actual or dimensional weight, call for specific routing instructions prior to shipment. Note: dimensional formula in inches (length x width x height divided by 194).
- B. Exclusive use truck or electronic/padded van service. Do not use without Buyer's approval.

## **8.0 GENERAL NOTES AND RESTRICTIONS**

- A. UPS size and weight restrictions are 130 in. length and girth combined, and 150 lb total weight per package.
- B. Contractors shall follow routing instructions specified in the Contract
- C. Contractor shall ship materials routed via UPS as UPS prepay-and-bill, fob destination, unless otherwise authorized by the Buyer.
- D. All air and surface routings, as specifically authorized by the Buyer, shall be shipped freight-collect. General services administration schedule materials are exempt from this instruction and will be shipped in accordance with applicable schedule terms and conditions. Freight costs resulting from failure to comply with these instructions are the responsibility of the Contractor.
- E. Immediately following each premium shipment, Contractor shall advise Buyer of the date of shipment, complete routing, and carriers pro number or airbill number.
- F. Any hazardous materials shipped under this contract shall be properly packaged, marked, labeled and certified to the carrier that the shipment is in proper condition for transportation according to the regulations of the Department of Transportation CFR 49 parts 171-178 or the IATA air regulations.
- G. Notify the Buyer a minimum of 24 hours in advance of the following incoming shipments:
  1. Firearms, ammunition, and DOT class 1 explosives
  2. Hazardous or chemical products that requires special handling or transportation precautions or considerations (e.g. toxic or flammable)
  3. Oversized or products that require special handling for unloading or movement such as cranes, pilot cars or specialized handling equipment.