

# **PASE BULLETIN**

## **Transportation of RAF and PI's Equipment to Christmas Island**

A Military C-17 cargo plane will be used to transport RAF and PI equipment to Christmas Island. All PI's are required to send their equipment/materials to JeffCO, **No later than July 1, 2007**. All PI's must provide a comprehensive shipping list of all items included in the package/container/crate. Please note that no personal items will be allowed in the C-17 cargo flight. Failure to adhere to the shipping deadline will mean that NCAR/RAF/EOL/FPS will not be responsible to deliver your equipment to Christmas Island. For full shipping instructions, please see below or visit the PASE website ([www.eol.ucar.edu/projects/pase](http://www.eol.ucar.edu/projects/pase)).

Please read carefully from 1 through 7. Any questions, please e-mail [vidal@ucar.edu](mailto:vidal@ucar.edu)

### **1. Contact Information for shipping arrangements**

All PI equipment should be received in JeffCO **NO LATER THAN July 1, 2007**. Please ship all items to:

Attn: Allen Schanot  
NCAR Research Aviation Facility  
10802 Airport Court  
Broomfield, Co 80021  
Phone: (303) 497-1030  
Fax: (303) 497-1092  
Email: [schanot@ucar.edu](mailto:schanot@ucar.edu)

EOL/RAF/FPS will handle shipping to Christmas Island on the C-17 Military cargo plane. Please note that **NO PERSONAL** items will be allowed.

If you are an investigator who would like to ship personal items to Christmas Island, you may make shipping and billing arrangements directly with Sea-Jet, or with another forwarder of your choice. If you wish to work with Sea-Jet, please contact:

Michael Caseley  
SeaJet Express, Inc.  
10 Summit Ave., Ste. 3  
Berkeley Heights, NJ 07322  
Tel: (1) 908-508-0740  
Fax: (1) 908-508-1217  
E-mail: [mc@seajet.com](mailto:mc@seajet.com)

### **2. All PI's who are shipping equipment are responsible of:**

- A. Notify RAF/FPS immediately of dangerous goods to be shipped;
- B. Pack their equipment and label correctly for shipment to the project site;
- C. Submit all required documentation by requested date;
- D. Pack and label their equipment for return from the project site

Please contact RAF/FPS ([vidal@ucar.edu](mailto:vidal@ucar.edu)) immediately if you plan to ship corrosives, flammables, batteries, radioactive materials, paints, etc. We will work with UCAR's Shipping Division staff to determine what is classified dangerous, and to notify you of special packing and documentation requirements. Some chemicals and/or gasses may be classified as dangerous; if you intend to ship chemicals or gasses, please send RAF/FPS a detailed list of what will be shipped.

### **3. Packing instructions**

All packing, unpacking, and repacking of equipment is the responsibility of individual participants.

Do NOT assume that assistance will be available at the field site in the form of labor, tools, packing material, boxes, tape, etc.

Do NOT ship personal goods with scientific equipment. No personal goods will be allowed.

Do NOT pack dangerous goods with other items. Prepare separate packing lists for dangerous goods.

Items should be packed in a sturdy shipping containers with sufficient packing and padding material to protect the contents from rain, rough roads, etc., during transport. Unless contents are expendable, the container must be of a type that will be reusable for the return trip.

Whenever possible, pack expendables and nonexpendables in separate containers.

Keep in mind that loading, unloading, and moving containers may be accomplished by manpower in Christmas Island. Attached handles will facilitate moving containers weighing several hundred pounds or more. The weight of individual containers should be limited to 300 lbs.

### **4. Packing lists**

A packing list must be prepared for each box/container; the form is available in the website ([www.eol.ucar.edu/projects/pase](http://www.eol.ucar.edu/projects/pase)). The list must be accurate - the description and serial numbers are important categories for customs inspections. The weight and outside dimensions of shipping containers are important categories for freight forwarders. To

allow time for planning, please distribute copies of your final packing lists as soon as possible prior to the actual shipping date.

## **5. In Christmas Island**

Keep the original packing material with each container. A storage area for all equipment/materials will be designated at the Christmas Island Airport.

After unpacking equipment, replace the packing list in the shipping container so it will be readily available for the return shipment.

## **6. Inbound Shipments (At the end of the project)**

At the end of the project, pack your equipment in its original shipping container. Be sure to correct and verify packing lists, container markings, addresses, etc. Usually, there are only slight changes to the contents, hence to the packing list; these are easier to note than rewriting the complete list. Either add or delete items, as appropriate. If you are making changes on a hard copy, deletion can be done by drawing a "visible" line through an item. Please make sure your line is drawn through every column so the deletion is clear to a Customs Agent.

## **7. Documentation**

NOTE: Please type or print clearly so there is no misunderstanding regarding contents listed on a packing list.

A packing list form must be completed - one for each container. Place a completed packing list inside and affix one to the outside of each box/container. The form on the outside should be placed in a clear plastic shipping envelope and taped or stapled to the container.

A packing list form can be found in [www.eol.ucar.edu/projects/pase](http://www.eol.ucar.edu/projects/pase). The value of items should be listed as actual (if new) or depreciated value (if used). The packing list form will be examined during customs clearances. All containers may be opened and inspected both on the outbound and inbound shipments.

To the extent possible, note the contents of one container on one page. Nuts, bolts, and screws may be described as "assorted hardware," and electronic parts like resistors and capacitors may be described as "assorted electronic parts."

Identify expendable (X) and return (R) items in the appropriate column to alleviate any problems with customs clearance for the return shipment.

Dangerous goods must be packed separately, according to specified procedures and noted in the proper place on the packing list for their container.

Please ensure accuracy of the return packing list. If not properly documented, items can be confiscated by Customs for misdeclaration.

After you verify the correctness of your return packing lists, place a copy of each packing list inside and outside the appropriate container. E-mail or give a copy of your lists to the Program Manager at the Ops Center.