

ANNEX 9.10

TRAFFIC MANAGEMENT/PACKING AND SHIPPING

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9.10.1 General Information

9.10.1.1 Annex Description

This Annex describes the Contractor's duties and responsibilities for providing a complete Packing and Shipping Service. The Contractor is responsible for packing and shipping all Government equipment, materials, items, and other forms of Government property from the John C. Stennis Space Center (SSC). The Contractor shall make shipments to all domestic and international destinations as required by the Government. Actual shipping cost is not at Contractor's expense. The core duty hours for these services to be provided are Monday through Friday, 7:30 a.m. to 4:00 p.m. In addition to the core hour requirement, the Contractor shall provide skeleton service in the packing and shipping department until 5:00 p.m. to service late arriving shipment requirements.

9.10.1.2 Applicable Documents

The contractor shall comply with the following: Applicable Federal and Military Standards and Specifications; Department Of Transportation Hazardous Materials Regulations; Domestic and International Dangerous Goods Regulations; State and Local Statutes; and NASA/SSC Directives and Handbooks.

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9.10.2	Operate a Packing and Shipping Department	<p>The Contractor shall operate a packing and shipping service that includes, complete preparation of items and materials for shipment from SSC. The Contractor shall receive all equipment and materials for shipment from the customer. The Contractor shall inspect all equipment, materials, and items to ensure that all NASA Control Numbers, part numbers, serial numbers, and other identification numbers correspond with the shipping document such as the **DD 1149.** The Contractor shall select appropriate packaging for hardware, software, materials, and equipment to ensure safe delivery to the customer to its world-wide destination by all modes of transportation.</p> <p>Provide, assemble and utilize fiberboard boxes as required; fabricate and utilize wood/plywood boxes, crates, and pallets as necessary for machinery and delicate or sensitive items; provide and utilize pre-fabricated reusable containers as required. Ensure all packing, packaging, marking, labeling, and crating is consistent with Military and Federal standards and specifications, NASA Directives and Handbooks, Department of Transportation (DOT) regulations, Domestic and International Dangerous Goods Regulations; MIL-STD 129 Military Standard, Marking For Shipment and Storage; MIL-STD 2073, Military Standard, Department Of Defense (DOD) Material Procedure For Development and Application of Packaging Requirements; **NHB 6000.1, NASA Handbook, Requirements For Packaging,</p>	Nothing Additional	

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		<p>Handling, and Transportation**; and all applicable commercial standards. Label packages as appropriate (Fragile, Magnetic Tape, Handle With Care, etc.).</p> <p>Each shipment shall have a packing list prepared that includes a shipping document as appropriate. The packing list shall contain, the following: package number, type of package, voucher number, description, package dimensions, and weight.</p> <p>The Contractor shall load, secure when applicable, and obtain proper receipt of all shipments tendered to carriers shipped from SSC.</p> <p>The Contractor shall maintain an Outbound Shipment and Detention Log that shall include, the following data: date issued, date shipping document received, required due date if applicable, date processed, date shipped, carrier and mode, carrier arrival date and time, loading time started, load completion time, freight bill number, voucher number, Government Bill of Lading (GBL) number if applicable, number of pieces and weight of the shipment, shipment destination, detention, and reason for detention.</p> <p>The Contractor shall provide the log to the Government for review upon request.</p>		
9.10.2.1	Prepare Routine Shipments	The Contractor shall prepare all routine shipments of equipment and materials from SSC. Routine	5,700 shipments per year.	The Contractor shall properly package, prepare,

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		shipments are those shipments that do not have a date stated on the shipping document.		and ship all routine shipments within 2 workdays of receipt. Obtain the carrier's representative's signature on all bill of lading for all shipments.
9.10.2.2	Prepare Priority Shipments	The Contractor shall package and prepare priority shipments for the customer. The priority is determined by the "Date Required Destination" information on the shipping document.	7,000 shipments per year.	The Contractor shall properly package, prepare, and ship all priority shipments to ensure arrival at destination by the required due date. Obtain the carrier's representatives signature on all bill of lading for all shipments
9.10.2.3	Hazardous Shipments	The Contractor shall package and prepare hazardous materials for shipment. The Contractor shall ensure that all shipments containing hazardous materials are packaged, packed, marked, labeled, and documented in compliance with the DOT Hazardous Materials Regulations in Title 49, Code of Federal Regulations; the International Civil Aviation Organizations (ICAO) Technical Instructions For The Safe Transportation Of Dangerous Goods; the International Maritime Organizations (IMO) Dangerous Goods Code; and the International Air Transport Association (IATA)	200 shipments per year.	The Contractor shall properly package, prepare, and ship all routine hazardous shipments within 4 workdays of receipt. Ship all priority hazardous shipments to ensure arrival at destination by required due date. Obtain the carrier's

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		Dangerous Goods Regulations; as appropriate		representative's signature on all bill of lading for all shipments. No instance of improperly shipped hazardous material.
9.10.2.4	Pickup and Delivery of Shipments	The Contractor shall provide for the transport of shipments from the customers facility to the packing and shipping facility for processing.	7,000 pickups per year.	Contractor shall provide transport for the pickup of hardware, software, equipment, and materials, from the customer's facility. Contractor shall ensure appropriate protection during handling and transportation.
9.10.2.5	Hazardous Materials Packers/ Shippers	The Contractor shall provide qualified hazardous materials packers/shippers personnel to sign the shippers Certification or Shippers Declaration for all shipments containing hazardous materials. The Contractor shall ensure that shipments containing hazardous materials are prepared for shipment only by personnel who have been trained in accordance with Subpart H of Part 172 in Title 49, Code of Federal Regulations, (CFR).	Contractor Determined.	Current certification, or evidence of experience, is on hand for personnel performing duties. 2 years experience required for personnel performing hazardous materials packaging duties. Be able to show compliance with experience and training requirements.

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