1975-76 FIELD SEASON (USARP 76)



INSTRUCTIONS ON PACKAGING AND SHIPPING

Your Shipping No. is 301
Your Shipping Code is MCM - Porter

NSF Contractor Representative
USN CBC - Bldg. 471, North End
Port Hueneme, California 93043

INSTRUCTIONS ON PACKAGING AND SHIPPING
1975-76 FIELD SEASON (USARP-76)

TABLE OF CONTENTS

		Page
I.	INTRODUCTION	1
II.	NATIONAL SCIENCE FOUNDATION OFFICE, PORT HUENEME, CALIFORNIA	1
	A. Contacts	2
	B. Address/Telephone Number	2
III.	METHODS OF CARGO SHIPMENT	2
	A. Methods	2
	(1) Kilo-Air	2
	(2) Air	2
	(3) Ship	2
	(4) Mail	10
	(5) Commercial to New Zealand	12
	(6) Personal Baggage	2
	B. Required Delivery Dates to Port Hueneme and Lead Time Requirements for Each Method of Preferred Shipment	3
	C. Assignation of Shipping Document Number	3
	(1) Importance of Use of Shipping Document Number	3
	(2) Explanation and Samples of Shipping Document Numbers	13
	D. Special Shipment Requests	3
IV.	CARGO IDENTIFYING ABBREVIATIONS AND PROJECT CODES FOR ANTARCTIC STATIONS	4
	A. Station Abbreviations	4

		Page
	B. Station Shipping Codes	4
	C. Examples of Package Marking Used for Shipment, Port Hueneme to Antarctica	4 16 14
V.	ADDRESSES FOR CARGO SHIPMENTS	5
	A. Port Hueneme, California	5
	B. Christchurch, New Zealand	12
	C. Transshipment and Segregation of Cargo Instructions	5
VI.	DOCUMENTATION	5
	A. Bills of Lading	5
	B. Packing Lists	5
	C. Transportation Control and Movement Documents (TCMD)	5 13
	D. Notification of Shipment By Mail, Grantee Responsibility	10
VII.	PACKING	6
	A. Types of Acceptable Containers	6
	B. Waterproof Sealing	6
	C. Acceptable Box Sizes	6
	D. Maximum Weights	6
	E. Maximum Cube	6
	F. Skid Requirements	6
	G. Rough Handling of Packages	1

H. Frozen Items 7

I. Packing Materials, Importation into New Zealand 7

(1) Wood 7
(2) Cable Drums 7

J. Packaging of Hazardous Materials 7

(1) Acid 7
(2) Chemicals 7
(3) Explosives 12
(4) Radioactive Materials 13

K. Packaging of Perishables, Delicate Materials 8

VIII. MARKING 8

A. Box Marking 9
16 (Diag.)

B. Color Coding 9
16 (Diag.)

C. Sizes of Markings 8

D. Importance of Markings 8

E. Handling Instruction Markings, i.e., "DO NOT FREEZE", "THIS SIDE UP", etc. 9

IX. SHIPMENTS ORIGINATING AT OTHER THAN GRANTEE'S INSTITUTION 9

X. SHIPMENTS FOR ANTARCTICA ORIGINATING OUTSIDE U. S. A. 10

A. Prepayment Requirement 10

B. Customs Regulations 10

C. Addresses for Shipping and Information 5
12

D. Consignation and Re-Export from Port Hueneme/ Point Mugu. 10

E. Shipment by Mail 10

F. Box Markings 16 (Diag.)

XI. COMMERCIAL SHIPMENTS TO NEW ZEALAND 12

XII. RETROGRADE 12-15

A. Interstation 12

B. To CONUS 13

C. To Ultimate Consignee 13

D. Retrograde of Government-Owned Material 15

Mr. Lewis E. Owen
NSF Contractor Representative
P. O. Box 43 H
Port Hueneme, California 93043

July 1975

MEMORANDUM

TO : Grantees Participating in the 1975-76 U. S. Antarctic Research Program (USARP 76)

FROM : NSF Contractor Representative, Port Hueneme

SUBJECT : INSTRUCTIONS ON PACKAGING AND SHIPPING OF SCIENTIFIC MATERIEL FOR THE 1975-76 U. S. ANTARCTIC RESEARCH PROGRAM

This memorandum contains instructions for packaging, marking, and shipping materiel to Antarctica and return, excluding Palmer Station and R/V Hero. Packing and shipping instructions for the Hero/Palmer Research System are in preparation and will be forwarded as a separate supplement.

Strict adherence to the following instructions is a requirement for the expeditious processing and shipping of cargo. Lack of documentation; improper documentation, packaging or labeling; or failure to meet the required delivery dates at Port Hueneme can result in delays which could seriously jeopardize your program.

All cargo receives the normal and generally rough treatment characteristic of stevedoring operations employing forklifts, cranes, movement of cargo by net, and discharge of cargo through loading doors of aircraft. Boxes with delicate contents are dropped frequently and, under normal shipment, shocks of four to eight G's are encountered. Special export packing and marking are essential to ensure safe arrival and to avoid costly airshipped replacement parts or possible loss of major equipment and subsequent project delays.

NATIONAL SCIENCE FOUNDATION OFFICE, PORT HUENEME, CA.

USARP cargo sent to Antarctica usually is processed at Port Hueneme, where it is entered into the military cargo system supporting the USARP. The exception to this procedure is cargo designated for the Hero/Palmer Research System and for specifically approved shipments

originating external to the U. S. which are forwarded by commercial or other military transportation directly to New Zealand.

Through contractual arrangements, the National Science Foundation maintains an office at Port Hueneme, California, where the NSF Contractor Representative, Mr. Lewis E. Owen, is the sole contact for all matters related to cargo processing. For any special problems related to your cargo processing not covered by these instructions, please contact him directly for further information. He may be reached at the following addresses:

Office: Mr. Lewis E. Owen
NSF Contractor Representative
US Naval Construction Battalion Center
Building 471 North End
Port Hueneme, California 93043

Mail: Mr. Lewis E. Owen
NSF Contractor Representative
P. O. Box 43 H
Port Hueneme, California 93043

Telephone: (805) 982-3284 (including FTS subscribers)

METHODS OF CARGO SHIPMENT

NEW ZEALAND-MCMURDO AIR CARGO: (KILO-AIR CARGO) — Cargo delivered to New Zealand via surface (commercial or military) vessel from Port Hueneme, California, in September 1975, for early season fly-in to McMurdo beginning in early October.

CONUS-MCMURDO AIR CARGO: (AIR CARGO) — Cargo of an emergency nature delivered from the continental United States (CONUS) to McMurdo via New Zealand by air transportation means.

SHIP CARGO: — Cargo shipped by vessel direct to McMurdo from Port Hueneme, California.

The appropriate method of shipment that is to apply for each piece of cargo per the above must be shown on each piece of cargo and on each packing list.

NEW ZEALAND-MCMURDO AIR CARGO will be limited to essential resupply items required for the continuation of station programs and equipment necessary to the early-season establishment of certain station and field programs. This cargo must be in Port Hueneme, California, NOT LATER THAN AUGUST 10, 1975. It will be delivered to New Zealand via surface (commercial or military) vessel in September for early season fly-in to McMurdo beginning in early October.

This cargo will be onwarded routed to McMurdo in accordance with NSF designated priorities, scheduling and availability of air cargo space.

Cargo for the later opening Pole and Siple stations, and field programs, will be scheduled to arrive during November and December.

SHIP CARGO must be in Port Hueneme NOT LATER THAN NOVEMBER 15, 1975. Shippers should not risk close connections since suppliers and carriers usually cannot meet anticipated schedules and cargo is often delayed in terminals en route. When shipping to Port Hueneme, it is advantageous to use a carrier licensed to operate in California for delivery to the Naval Base.

CONUS-MCMURDO AIR CARGO is occasionally airlifted from CONUS embarkation points to New Zealand on military flights. This cargo should not be confused with baggage taken to Antarctica in the accompaniment of personnel. While personal baggage is documented by standard baggage tags at the time of departure, CONUS-MCMURDO AIR CARGO must be processed at the embarkation point at least 10 working days in advance of the aircraft's departure. CONUS-MCMURDO AIR CARGO is the exception rather than the regular means of shipment and requests for such shipments must be submitted in writing to the NSF Contractor Representative at Port Hueneme (Mr. L. E. Owen) at least five weeks prior to the scheduled departure. Submission of requests does not constitute assurance that delivery will be made. Permission will be granted, in writing, if approved by the Port Hueneme office.

EACH PIECE OF CARGO APPROVED FOR CONUS-MCMURDO AIR SHIPMENT WILL BE ASSIGNED A 13 DIGIT SHIPPING DOCUMENT NUMBER BY THE PORT HUENEME OFFICE. THIS NUMBER WILL BE MARKED ON OR ATTACHED TO EACH ITEM BY MR. OWEN UPON RECEIPT AT PORT HUENEME.

This 13-digit shipping document number is extremely important. The Naval Air Traffic Coordination Officer (NATCO) at the embarkation point will use this document number on his movement records. Failure to timely acquire and utilize a USARP assigned number has caused much of the lost equipment problems encountered in past seasons.

THE NATCO AT THE POINT OF EMBARKATION WILL NOT ACCEPT ANY EMERGENCY AIR CARGO NOT IDENTIFIED WITH THE APPROVED USARP 13 DIGIT SHIPPING DOCUMENT NUMBER PREVIOUSLY ASSIGNED BY THE PORT HUENEME OFFICE.

Again, CONUS-MCMURDO AIR CARGO is of an emergency nature and is the exception rather than the regular means of shipment. Materiel required for the commencement of projects early in the field season must be sent as NEW ZEALAND-MCMURDO AIR CARGO on the September surface (commercial or military) vessel.

CARGO IDENTIFYING ABBREVIATIONS AND PROJECT CODES FOR ANTARCTIC STATIONS

Station	Station Abbreviation	Station Shipping Code
McMurdo Station	-MCM	DR-1
Palmer Station	-APN	DR-7
Siple Station	-SIPLE	DR-6
South Pole Station	-PLE	DR-3

Each container consigned for a particular Antarctic station must be identified with the following shipping information utilizing the above NSF approved abbreviations:

Station	Station Shipping Code	Method of Shipment (Preferred)
(MCM)	DR-1	Kilo-Air

Unauthorized station shipping codes or abbreviations MUST NOT be used.

ADDRESS FOR CARGO SHIPMENTS

The following forwarding address for cargo shipments should be stenciled on the boxes or typed on 3" x 5" white cards SECURELY GLUED AND STAPLED to the boxes:

EXAMPLE

NSF CONTRACTOR REPRESENTATIVE
BLDG. 471 - NORTH END
USN - CBC
PORT HUENEME, CALIFORNIA 93043
ATTN: USARP - (Station Abbreviation)-(Station Shipping Code)-(Grantee Name)-(Shipping Method)-Deep Freeze 76

Failure to indicate ATTENTION-USARP may cause delay or loss in naval warehouse systems.

The forwarding address should be located as shown on the diagram on Page 16.

DOCUMENTATION

Agencies making consignments of cargo to Port Hueneme must forward to Mr. Owen, at the time of shipment, copies of through bills of lading, showing the delivering carrier and two copies of detailed packing lists recording station shipping code, method of shipping (preferred), weight, cube, and complete contents of each individual numbered container, including model, serial and stock numbers wherever possible. Duplicate packing lists should be attached to the outside of each container. These lists will be used to make up the uniform shipping documents for all USARP materiel and these data will be reflected thereon. Project leaders are reminded that these shipping documents are of inestimable help to representatives, cargo handlers, and station personnel all along the line. Full identification of package contents, including the equipment or component to which spare parts and supplies belong, is necessary.

IN PAST SEASONS, PACKING LISTS HAVE SOMETIMES BEEN MISSING OR HAVE BEEN INCOMPLETE, RESULTING IN A MASSIVE EFFORT TO LOCATE A SINGLE ITEM.

Program changes sometimes make segregation of cargo necessary at some intermediate point. An inadequate packing list makes segregation of special priority cargo almost impossible at any cargo segregation point between Port Hueneme and the ultimate Antarctic destination.

PACKING

Utilize (to the maximum extent possible) reuseable containers having hinged, clamped, or screw fastened tops. This is particularly important if items are to be returned as retrograde cargo at season's end. Insulated containers may be appropriate if they are to be eventually used for retrograde that must be kept frozen. All cargo must be export packed in containers of sturdy material, well-fastened, securely braced and reinforced.

CARDBOARD BOXES ARE NOT ACCEPTABLE. Slatted crates are acceptable only in the case of very specialized heavy-lift, single unit shipments and are to be crated only after consultation with the NSF Contractor Representative, Port Hueneme. All boxes and containers must be banded with steel straps, the number of straps depending upon the size of the box. Each box should have a minimum of two straps.

Containers should be constructed to withstand contact with sharp corners of other containers, crushing weights, and shocks sustained in handling in transit, in the warehouse, aboard ship, and on the ice. Fragile items must not be packed with hardware, paper products, and other such nonfragile material. THE NECESSITY TO PACK FOR EXTREME ROUGH HANDLING IN THE FIELD CANNOT BE OVERSTRESSED.

Sufficient padding should be used around the contents of the containers to cushion them against shock. The contents should be packed securely, and vacant spaces should be filled to prevent the shifting of the contents. Moisture barrier wrapping, waterproof sealing and desiccants should be employed, where necessary, including ALL TYPES OF AIR CARGO. This materiel is likely to be watersoaked during outside storage in New Zealand or by melt water at the McMurdo ice runway.

Materiel should be packed in increments weighing no more than 200 pounds, where possible, because of initial processing requirements and the fact that the cargo will be manhandled at all stations and remote field camps. Consideration should also be given to the total cube of the box. A 125 cubic foot box is considered maximum size.

Heavy crates weighing more than 200 pounds should have 2" skids of 2" X 4" lumber so positioned on the bottom surface that they may be easily handled by ship sling and/or folklift approaching the long side.

$1\frac{1}{2} \times 6 = 36 \times 6 \; 2\frac{1}{6}$

$5 \times 5 \times 5 = 125$

Extremely small boxes (one cubic foot in size) present a problem equal to the oversized boxes in that they are difficult to account for in caches and in the holds of ships. EXTREMELY SMALL INDIVIDUAL BOXES SHOULD BE AVOIDED WHENEVER POSSIBLE. Small boxes should be grouped and overpacked together, thus eliminating some of the difficulty in accounting for small single units.

Other precautionary measures, such as shipping freezeable liquids in incompletely filled plastic bottles should be observed.

IMPORTATION OF WOOD PACKING MATERIALS INTO NEW ZEALAND

The New Zealand government has invoked strict controls on the importation of wood and bark boring insects inadvertently imported in packing woods.

Grantees and/or their packing agents should use wooden packing cases or boxes that are free of wood boring insects and worms.

Cable drums airlifted into or from New Zealand require special certification of freedom from attack by insects or fungi. Certification is not required for drums transported to Antarctica solely by ocean vessel. In the event that a cable reel must be transported by air or through New Zealand, Mr. Owen should be contacted for information on the required treatment and certification.

PACKAGING OF HAZARDOUS MATERIALS

Shiploading rules require that hazardous items be STOWED ON DECK AT SHIPPER'S RISK. HAZARDOUS MATERIAL MUST BE SEGREGATED BY LABEL TYPE AND PACKAGED SEPARATELY FROM OTHER CARGO in accordance with Interstate Commerce Commission and Coast Guard regulations and Defense Supply Agency Manual 4145.3. Pertinent information in DSAM 4145.3 will be provided as required by the NSF Contractor Representative, Port Hueneme. No two hazardous types can be packed together; separate shipping containers must be used for items covered by each I.C.C. hazard label. Acids must not be shipped in the same box with other material. The shipment of acid, in particular, is a serious problem. Acid must be bottled in incompletely filled jugs of not more than one gallon capacity. The jug preferably should be of plastic, if acid strength allows, and must be packed in neutral earth or vermiculite. Grantees planning shipments of hazardous

cargo should contact the NSF Contractor Representative, Port Hueneme, for assistance in preparing these shipments. In the case of shipments made by scientific supply houses, grantees should ensure that these firms are advised of all necessary precautions and packaging prior to shipment. Packing lists must describe all materials used in packing hazardous items.

NOTE: REGULATIONS FORBID THE SHIPMENT OF ACIDS, CHEMICALS, ETC., ON MAC AND/OR MAC CONTRACT AIRCRAFT CARRYING PASSENGERS, SO HAZARDOUS MATERIAL SHOULD NOT BE SUBMITTED FOR AIR MOVEMENT. IF YOU MUST HAVE THIS MATERIAL FOR YOUR RESEARCH, IT SHOULD BE SHIPPED TO PORT HUENEME IN TIME FOR SHIPMENT ON THE FIRST SURFACE (COMMERCIAL OR MILITARY) VESSEL DEPARTING SEPT. 1975).

MARKING

If used containers are employed, all previous marking must be obliterated by a neutral paint (beige or light gray). In addition to the Port Hueneme forwarding address which should appear on at least three sides of the container, the following should be stenciled in 1-1/2" letters in the upper left hand corner of all sides of each container, except the bottom (if 1-1/2" letters would fill the side of the box, use smaller stencils as room must be left for several marks to be applied in Port Hueneme):

EXAMPLE

USARP 76
(Station Abbreviation)
Wt. _____
Cu. _____
(Station Shipping Code)

Drums should have this information on the ends and sides. Bales and sacks may be marked with the same information on white canvas tags securely wired to the bales and sacks.

Accurate weights and cubes (to the nearest whole number) must be indicated on each container. Shippers should realize that inaccurate weights could cause a serious incident where the material is being transported by air.

Boxes containing delicate equipment or perishable supplies should

bear appropriate markings, e.g., "FRAGILE, "KEEP FROM FREEZING", "THIS SIDE UP", and "HANDLE WITH CARE". These markings should be clearly lettered on all sides of the container except the bottom.

The NSF Contractor Representative, Port Hueneme, will assign USARP transportation control numbers to each package according to station, discipline and priority, and will prepare identifying shipping documents which will be on file at Port Hueneme, Washington, Christchurch, McMurdo, and any station involved. In addition, a copy is sent to each investigator. The shipper's own box number will be retained in the USARP serial number only if it follows in the sequence for that station and discipline.

COLOR CODING OF CARGO

Each container must be color coded by its station destination. The color code will be applied by the shipper prior to the movement of cargo to Port Hueneme. Only definite, vivid tints should be used. See Page 11 for appropriate station color code. This color will be applied to all three faces of two diagonally opposed corners to a depth of not less than six inches. To distinguish USARP cargo, a PINK dot two inches in diameter will be centered adjacent to the station color code triangle on each face. Barrels, drums, and other cylindrical items will be painted with a SIX INCH colored stripe around the circumference at both ends, and a TWO INCH PINK stripe directly below the station color code.

For standout recognition and continuity within the system, "DO NOT FREEZE" cargo should be packed in black boxes and marked with the appropriate USARP markings described above.

SHIPMENTS ORIGINATING AT OTHER THAN GRANTEE's INSTITUTION

Grantees placing orders through purchasing or packing agents should delineate significant parts of these instructions, and forward a simplfied version to the agency to ensure adequate packaging and application of the proper markings. (See diagram on Page 11) This is extremely important to ensure that proper delivery is made. Shippers must be given detailed marking information exactly as you would mark the cargo in accordance with these instructions, if doing it yourself.

SHIPMENTS FOR ANTARCTICA ORIGINATING OUTSIDE U. S. A.

Foreign equipment shipped in transit through the U. S. to Antarctica (or elsewhere) must enter this country under U. S. Customs Transportation Entry (T&E) Form 7512 available for $. 75 per hundred from Customs Office, Department of Treasury, 2100 K Street, N. W., Washington, D. C. 20037. T&E class entry must be specified. All invoices must bear the legend, "TO BE FORWARDED IN BOND VIA T&E ENTRY, c/o COLLECTOR OF CUSTOMS, PORT HUENEME, CALIFORNIA 93043 (or other U. S. Port of Export.) CONTACT CUSTOMS AND DELIVER TO USARP, PORT HUENEME (or other local agent) FOR RE-EXPORT." Cargo consigned to USARP, Port Hueneme, will be re-exported from the U. S. Naval Construction Battalion Center, Port Hueneme, California 93043, or from the U. S. Naval Air Station, Pt. Mugu, California 93043, both of which are covered by U. S. Customs. T&E shipments should move early enough to allow for occasional short delay while the carrier arranges local delivery witnessed by Customs.

NOTE: All cargo shipments from foreign countries or nationals to to Port Hueneme, California for further shipment to Antarctica must be shipped prepaid from point of origin to Port Hueneme, California. All transportation charges including surface or air in the U. S.; freight forwarding and brokerage fees must be prepaid.

Bulky shipments mailed to Antarctica via the Fleet Post Office are discouraged due to heavy military airlift commitments in the Pacific area. Shipments via the regular U. S. mail are considered uneconomical and funds for this are not normally provided for in the grants. If shipments must be made by mail, they should include the following label giving data on the nature of the shipments.

EXAMPLE

FOR FURTHER SHIPMENT TO ANTARCTICA:
Station Abbreviation (MCM)
Station Shipping Code (DR-1)
Total Number of Boxes in Shipment (6)
Number of this Box (2)

In addition, the originator is advised to send a letter or teletype message to the intended recipient with a copy to the H&N Resident Manager at McMurdo Station, and to Mr. Owen, advising that the package was mailed. With

this notification, if the article is not received in reasonable time, the originator can be advised of the non-receipt status.

COMMERCIAL SHIPMENTS TO NEW ZEALAND

The Office of Polar Programs will not be responsible for any commercial shipments to Antarctica, (not applicable to the Hero/Palmer Research System), surface or air, until they enter the USARP system, usually at Christchurch, New Zealand, when destined for McMurdo or the inland stations. The commercial shipment address for cargo destined for New Zealand

NSF Representative, New Zealand
Christchurch International Airport
Christchurch, New Zealand
Telephone: 583-079

To avoid customs delays, it is imperative that the following transshipping instructions appear below this address:

EXAMPLE

FOR FURTHER SHIPMENT TO ANTARCTICA:
Station Abbreviation SIPLE
Station Shipping Code DR-6
Total Number of Boxes in Shipment (18)
Number of this Box (1)

Materiel shipped commercially to New Zealand should be accounted for by a series of consecutive box numbers for each shipment, e. g., Box 1 of 4, Box 2 of 4, etc.

Copies of all shipping documents should be forwarded by air mail to the Assistant to the NSF Representative, New Zealand and also to the Office of Polar Programs in Washington, D. C. Several critical program items have been lost in past seasons due to the failure of the shipper to notify the Assistant to the NSF Representative, New Zealand and the Office of Polar Programs of commercial shipments.

EXPLOSIVES

Due to inadequate magazine facilities at Port Hueneme, explosives cannot be handled there. Consult the NSF Contractor Representative, Port Hueneme, for detailed instructions which must be carried out BEFORE the cargo is marked, documented and shipped.

RADIOACTIVE MATERIALS

The principal investigator is responsible for the procurement, packaging and transport of NSF approved radioactive materials required for his particular research project. The principal investigator must direct his requirement through the Radiation Safety Officer of his institution to ensure compliance with State, National, and International regulations pertaining to the packaging and shipment of radioactive materials.

RETROGRADE AND INTERSTATION CARGO - GENERAL

Retrograde and interstation cargo require documentation, packaging, and marking comparable to that necessary when shipping to Antarctica. Poor documentation accounts for losses, delays, or damage. An example is the lack of document instructions when contents are to be kept chilled or frozen. The document used will be the standard military Transportation Control and Movement Document (TCMD).

A modified USARP document number system is now employed for all cargo originating in Antarctica. This series has a N64157 preceding the year designator and discipline code in the standard 13 digit transportation control number. The discipline codes are identical to those used when forwarding cargo to Antarctica. A complete listing of discipline codes is available at all stations.

Since the discipline code indicates the consignor of the cargo, the first letter of the last four digit spaces indicates the destination (CONUS, Christchurch, New Zealand, or another Antarctic station) by using alphabetical indicators. The last three digits indicate the box number(s), as do the CONUS cargo numbers.

The correct retrograde or interstation cargo documents number series are listed below:

N64157	-5(_ _ _)	-	COOO =	Christchurch, New Zealand
N64157	-5(_ _ _)	-	LOOO =	Ushuaia, Argentina
N64157	-5(_ _ _)	-	MOOO =	McMurdo Station
N64157	-5(_ _ _)	-	AOOO =	Palmer Station
N64157	-5(_ _ _)	-	POOO =	Pole Station
N64157	-5(_ _ _)	-	SOOO =	Siple Station
N64157	-5(_ _ _)	-	FOOO =	All Antarctic Field Parties
N64157	-5(_ _ _)	-	XOOO =	All CONUS Destinations

Note: (_ _ _) These three digits are for the appropriate shipping code.

-5 Indicates last digit of Julian year of shipping season. The number changes on Jan 1 of each year.

Example #1

The Berg Field Center at McMurdo is sending an initial box of supplies to Pole Station during USARP 76. The correct document and box number is N64157-5350-P001.

64157 - indicates Unit Identification Code (UIC)
5350 - (5) indicates 1975, and (015) indicates shipped by McMurdo General (discipline code)
POO1 - (P) indicates the destination is Pole Station and (OO1) indicates box number one.

Example #2

The 1975 geomag observer at Pole is shipping a third box of equipment to Siple Station during USARP-76. The correct document number is N64157-5065-SOO3.

64157 - indicates Unit Identification Code (UIC)
5065 - (5) indicates 1975, and (065) indicates Pole-geomag
SOO3 - (S) indicates the destination is Siple; (003) indicates it is the third box.

Retrograde/interstation cargo documents (TCMD's) are available at all stations and are to be used for each shipment.

PREPARATION OF USARP ANTARCTIC TO CONUS RETROGRADE CARGO

1. Each grantee must pack, mark, and document his own backload. The Station Scientific Leader (SSL), NSF Representative, or Contractor Representative, will have time to supervise only. Obtain stencils and other supplies, document forms, a sample document, and assigned package numbers from him.

2. Forwarding can be expedited if restenciling is not necessary at

the port of offloading. The following EXAMPLE indicates information which should appear in large letters on each of three sides of every container; (Precut stencils for retrograde will be available at each station where a stencil cutter is not available.)

FROM: J. BARCUS/AUR DENVER
VIA : USARP, BLDG 471, USNCBC, Port Hueneme, CA

TO : DR. JAMES BARCUS
DEPARTMENT OF PHYSICS
UNIVERSITY OF DENVER
DENVER, COLORADO 80201

PHONE NR. (213) 870-6200

WT : 125 CU : 12
BX : N64157-5006-X002

3. Allow plenty of lead time. Suitable containers and packing materials should be saved when unpacking cargo early in the season; cartons are not acceptable.

4. Keep accurate, numbered lists as your retrograde is packed. Complete description, nomenclature, and valuations are necessary in forwarding, and shippers in the U.S. require explicit information when insuring shipments.

5. Leave plenty of room if dry ice is to be inserted before forwarding from the port of offloading. Record temperature requirements, space left for dry ice, and other special information.

6. Cover all old marks with a neutral obliterating paint (beige or light gray). Two coats are usually needed to cover stencil ink. Painting the entire box is the best way to do this.

7. Apply Deep Freeze retrograde color codes as follows: White paint on all three faces of two diagonally opposed corners to a depth of not less than six inches; a pink dot two inches in diameter centered adjacent to that white triangle on each face.

8. Record an accurate weight if at all possible. Your cargo will be delayed if it must be weighed before forwarding from the port of

offloading. Then too, weight is a factor in determining the cost of forwarding.

9. Band the cargo with steel strapping if possible. Heavy wire can serve as a substitute.

10. Apply a different assigned package number to each box. If the boxes are packed into conex containers, furnish the SSL, NSF Representative, or Contractor Representative with a shipping document recording which boxes are in each conex.

11. Type your data on multipart Navy TCMD shipping forms obtainable from the SSL, NSF Representative or Contractor Representative. When the cargo is packed, marked, and documented properly, have it inspected by him or an assistant. Retain your copy of the shipping document, and distribute the other copies as required. On accepting the cargo for manifesting, the support contractor will execute the TCMD required for the Navy system.

12. A TCMD copy should be attached in a waterproof envelope fastened to each piece of cargo backloaded by air. This is necessary because mailings sometimes fail to precede or accompany such shipments. However, documents invite pilferage and never should be attached to materiel forwarded by ocean vessel if not in a conex container.

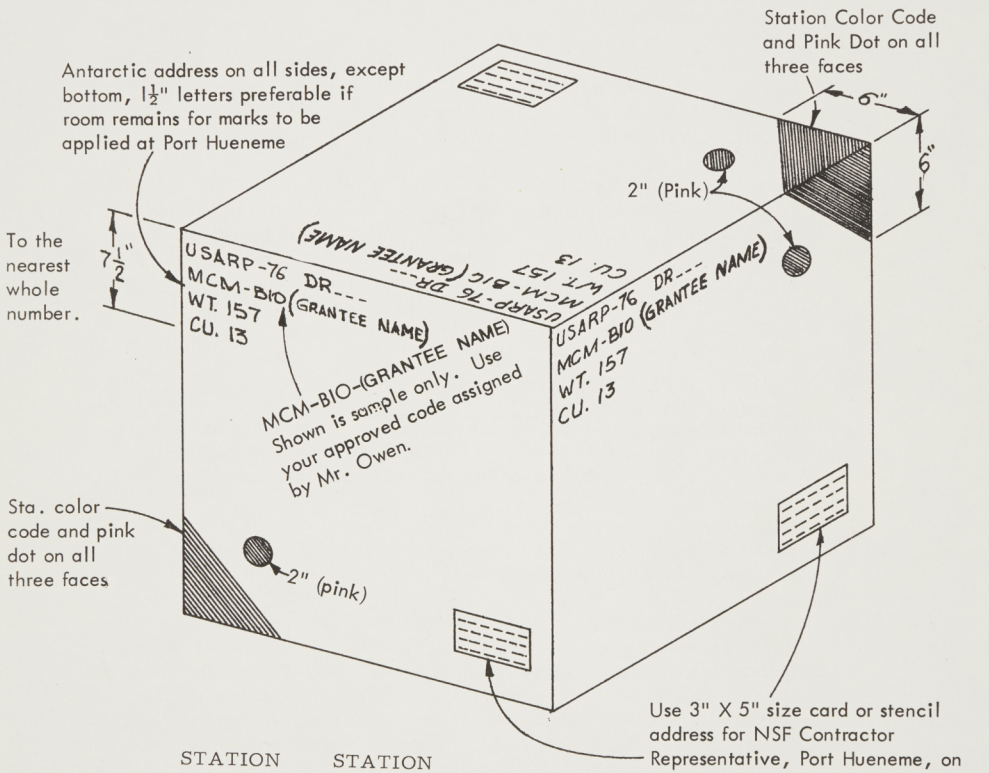
13. All costs for cargo processing and transportation from point of disembarkation CONUS to Grantee-designated recipient address are borne by the Grantee, unless otherwise advised.

14. Do not retrograde government owned materiel without the express permission from an authorized representative of the Office of Polar Programs. Station library books, USARP clothing, and other items have been taken (and later discovered) in the past. All shipments are subject to inspection by CNSFA, Terminal Operations Department, as the government shipping representative, for conformance to customs regulations and insurance that unauthorized government equipment is not being shipped.

Honesty is the only policy!

BOX MARKINGS, USARP 76

Port Hueneme, California, to Antarctica



DESTINATION	STATION ABBR.	STATION COLOR CODE
Christchurch	(CHCH)	Green
McMurdo	(MCM)	Yellow
Pole	(PLE)	Brown
Siple	(SIPLE)	Orange