

**GENERAL PROVISIONS
FOR
PACKAGING, SHIPPING, AND RECEIVING
INSTRUCTIONS FOR ALL BSRA ORDERS
UNDER
U.S. DEPARTMENT OF ENERGY
PRIME CONTRACT NO. 89303321-CEM-00080
BATTELLE SAVANNAH RIVER ALLIANCE LLC,
SAVANNAH RIVER SITE
AIKEN, SC 29808**

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1.1. **IDENTIFICATION REQUIREMENTS**

- A. Seller must clearly show the order and order item number(s) on the outside of every box. Radiological and nuclear purchase order numbers will begin with "RAD" and "NUC" respectively. Failure to list the Order Number and all necessary information on the outside of the package or container may result in the material being returned to the seller. All shipments to BSRA that have a PO/SUBCONTRACT number that contain a "RAD" or "NUC" prefix must be shipped segregated from NON-RAD/NUC materials. At no time should they be sent in palletized with non RAD/NUC items. If the PO is for radiological or nuclear material, confirm with the Procurement Specialist an understanding of the above requirements before shipment.
- B. A packing list identifying each item in the box must be accessible on the outside of packages.
- C. Packing list must describe quantities and material exactly as they are described on the Order. (i.e., do not describe the material using a part number when the Order describes the material by description.) The part number on the packing list must match the part number on the Order and the material in the box. Also, list the same number of units on the packing slip as are listed on the Order.
- D. Packing lists must include Order and Order item numbers.
- E. Seller must not over ship. Overages will be returned at seller's expense.
- F. Packing lists must not include multiple Order numbers for material shipped.
- G. Seller must package and group together materials with the same Order number.

1.2. **RECEIVING INSTRUCTIONS**

- A. Normal receiving hours for the BSRA delivery warehouse (Building 731-1N) are Monday through Thursday, 9AM-3PM, SRNL local time. Delivery vehicles attempting to deliver BSRA procured material or equipment outside of the normal receiving hours will be delayed or turned away unless prior arrangements have been made. No Friday deliveries will be accepted at the 731-1N receiving location.
- B. Safety and production-related materials may require receipt inspection as specified in the Order.
- C. Documentation submittals as specified in the Order must be submitted in PDF format to QA-Electronic-Documents@srs.gov
- D. Failure to pass receipt inspection may result in material being returned to Seller.
- E. Unless stated differently in the Order, the SRNL Receiving address is:

U.S. DEPARTMENT OF ENERGY (DOE)
C/O BSRA, LLC
Att. Receiving Operations PO#
Aiken, SC 29808

1.3. **TRACEABILITY**

Certain items may require certifications necessary to satisfy traceability requirements as stated in the Order. Failure to supply the required certifications may result in material being returned to the Seller.

1.4. **PACKAGING INSTRUCTIONS**

(The following instructions apply in addition to special packaging instructions included in the Order)

- A. Items should be packaged in sturdy containers to prevent damage during shipment, and to withstand multiple handling.
- B. Seller shall limit the amount of packaging materials needed for reasonable protection of items during shipment. Seller shall utilize environmentally favorable (i.e., biodegradable, recyclable, etc.) materials whenever and wherever practical.
- C. Items, which can be palletized, should be shipped on sturdy 4' x 4' wooden pallets which are not broken or missing boards and must be of appropriate strength and construction for the material it carries. Pallets must include at least 3 wooden 2"x4" support runners. Material must not be stacked over 48" high. Palletized material on broken or weak pallets may be rejected.

1.5. **SHELF LIFE**

If shelf life is a performance criterion for any specific item, the Seller must provide documentation of compliance with the shelf-life requirement in the Order and ship with the items.

1.6. **ORDER DESCRIPTION AND ITEM(S) SHIPPED**

Seller is cautioned that the item(s) shipped must conform exactly to the description contained in the Order. Seller will be responsible to correct any discrepancy between the item descriptions as identified on the Order and the actual items shipped, to include the shipment of items with revised part numbers or items shipped as substitutes.

1.7. **SECURITY & ACCESS REQUIREMENTS**

- A. All delivery personnel must be United States Citizens to gain access to the Savannah River Site and/or the Savannah River National Laboratory. Delays and/or costs associated with the use of non-U.S. Citizen drivers will be borne by the Seller.
- B. All delivery vehicles shall access SRS at the Aiken Barricade located on South Carolina State Highway 278. Sellers are cautioned that delivery vehicles must be at the Aiken Barricade for site access during the receiving hours stated in Section (2)(A.), unless prior arrangements have been made. Allowance must be made for badging of unbadged drivers as set forth in Paragraph C.
- C. Unbadged Delivery Personnel – Unbadged drivers shall report to the SRNS Badging Office located in Building 703-46A at SRS Road 1, approximately two miles east of SC Highway 125 in Jackson, SC to obtain a temporary badge (Ref. General Provisions/Terms and Conditions section titled, “Badging Requirements”). Following are the events and point of entry (POE) process that will occur for access onto the SRS site and/or SRNL.
- (1.) Bill of Lading (include Subcontract/Order Number) shall be validated by SRS Representative at the Badging Office.
 - (2.) SRS Representative provides “Visitor/Safety Briefing”
 - (3.) SRS issues temporary badge (FORM OSR-142)
 - (4.) After obtaining temporary badge (FORM OSR-142) driver can proceed to the Aiken Barricade for site access.
 - (5.) Centerra Group, LLC (Centerra) perimeter guard performs security inspection. Delivery personnel must have access to all compartments of the delivery vehicle and allow security personnel to search the vehicle. Delivery personnel must maintain a valid Driver’s License, current registration, and proof of insurance at all times while on site at SRS and must be able to produce the aforementioned documentation upon request by Centerra.
- D. Photo Badged Delivery Personnel – The following are events that will occur if delivery personnel have a current SRS Photo badge.
- (1.) Delivery vehicles can go directly to the Aiken Barricade for site access.
 - (2.) Centerra perimeter guard performs security inspection. Delivery personnel must have access to all compartments of the delivery vehicle and allow security personnel to search the vehicle. Delivery personnel must maintain a valid driver’s license, current registration, and proof of insurance at all times while on site at SRS and must be able to produce the documentation upon request by Centerra.
 - (3.) After clearance by Centerra, driver can proceed directly to delivery location. If escort is required, Centerra calls for Area Escort (SRNL Assigned Competent Person (ACP)), or provides escort to the delivery location.
 - (4.) The Subcontractor shall ensure that any/all SRS-issued site security badges are returned to the Badge Office (703-46A) within ten (10) calendar days after badge expiration date (or subcontract/subcontractor employee termination date, whichever occurs first). Failure to do so may result in withholding of invoice payments until such time that the badge(s) is/are returned.

1.8. **SPECIAL INSTRUCTIONS**

(Applicable to Delivery of Self-Propelled Medium or Heavy Construction Equipment)

Prior to performing any activity involving the loading, unloading, and transporting of self-propelled medium or heavy construction equipment on the Savannah River Site and/or the Savannah River National Laboratory, the Seller shall read and complete the “Self-Propelled Equipment Loading, Unloading and Transport Safety Review Checklist”, and provide a copy of the completed checklist to the Portable Equipment Commodity Management Center (PECMC) Representative on delivery of the equipment to SRS. A copy of the checklist can be provided by the Procurement Specialist on request.

1.9. **DELIVERY OF BULK MATERIALS (SAFETY REQUIREMENTS)**

- A. Sellers making deliveries using their own vehicles/trucks to area on site other than Central Receiving (731-1N), that involve the performance of manual work by the Seller's delivery personnel, shall submit to SRNL's Procurement Specialist and STR/SSR their latest revision of the Seller's (WPP) Workers Protection Plan and Certificate of Insurance which also includes an Endorsement Page. At minimum the seller shall address in their WPP or on their Letterhead the following safety elements listed below. The safety documents submitted by the Seller shall be reviewed and accepted by SRNL's Health & Safety Programs before deliveries can be made. In addition, the Certificate of Insurance and the Endorsement page shall be on file before deliveries can be made.

SAFETY ELEMENTS

- (1.) Acknowledgement that all drivers have been informed of the safety requirements to include expectations and controls to ensure compliance.
 - (2.) Unloading procedures that address specific precautions and personal protective equipment to include eye, foot, head, hand, face and hearing protection.
 - (3.) Fitness for duty that address driver's health, substance abuse and the ability to perform assigned tasks free of impairment.
 - (4.) Fall protection, prevention, and precautions while climbing/working from a ladder or on elevated surfaces.
 - (5.) Proper lifting techniques that address how to lift safely to avoid injuries.
 - (6.) Heat stress that address signs/symptoms and prevention.
 - (7.) Incident/injury protocol that address reporting to SRNL Subcontract Technical Representative (STR) / End-User, preserving the scene, follow-up and medical treatment when appropriate and participating in the investigation when requested.
 - (8.) Authority for driver/employees to call a "TIME OUT – STOP WORK" when unsafe conditions are observed and/or employee actions are likely to cause injury to themselves, other personnel or cause damage to Government property.
 - (9.) Hazardous Communications to include Safety Data Sheets (SDS) on each chemical, methods and training used to inform employees of the hazards and the precautionary methods.
 - (10.) Motor vehicle/related equipment (i.e., forklift) safety to include vehicle maintenance, before use inspections, safe operation and the use of safety devices such as mirrors, flagman and signals.
 - (11.) Focused Observation Checklists – Identify, complete, sign and submit Focus Observation Checklist(s) applicable to the task/work that will be performed during the unloading operations. Focused Observation Checklists can be provided by the BSRA Procurement Specialist.
 - (12.) Statement of Injuries/Incidents – include a name of a point of contact (POC) – An individual that will be responsible for addressing injuries/incidents or safety issues that may arise.
- B. Third Party Carrier – "Third Party Carrier" is defined as a vehicle not owned by the Seller and is subcontracted by the Seller to another entity for the delivery of the Seller's product. If the Seller intends to utilize a third-party carrier for delivery of their material to SRNL, to a location other than 731-1N and the delivery has been determined to be manual by SRNL safety, the Seller shall:
- (1.) Confirm in writing flow down of the Seller's safety requirements and SRNL requirements as defined in Section (9)(A.) of this document to the Third-Party Carrier. The Seller will also confirm in writing that the Third-Party Carrier meets or exceeds the safety performance of the Department of Transportation/ Federal Motor Carrier Safety Association (DOT/FMCSA). The Seller shall confirm in writing that the Seller is satisfied with the Third-Party Carrier Safety Performance. The Seller may create a template that provides the required information:
 - (a.) Seller Company Letterhead to BSRA Procurement Specialist and STR
 - (b.) *"We (Seller) understand that driver safety, employee safety and the use of safe equipment remains top priority at the Savannah River National Laboratory. As such any carrier(s) that the Seller uses must share the same management values. "*
 - (c.) *"We confirm that flowdown of safety requirements identified in section (9).(A.) of the Packaging, Shipping, and Receiving Instructions have been communicated and implemented by the selected carrier. A review of (third party carrier's name) safety Performance indicates [redacted] (has or has not had a serious/non-compliant incident cited by the DOT/FMCSA in the past three years based on the*

local or regional performance. As a result of this review, we are satisfied with (third party's name) safety performance."

- (d.) Note – Some examples of serious/non-compliance are:
 - (i.) Fatalities
 - (ii.) Crashes- where driver and/or company are cited
 - (iii.) Faulty equipment such as leaks or poor vehicle maintenance.
- (2.) Attach a copy of the third-party carrier's unloading plan/procedure that identifies the hazards, precautions and required personal protective equipment. This document shall be reviewed and accepted by SRNL's Health and Safety Program's Representative before delivery can be authorized. Once this document has been accepted, BSRA's Procurement Specialist shall submit to the STR/SSR; and have the responsibility to have informed the Third-Party Carrier(s) of the associated hazards involving the materials that the carrier is delivering to SRNL.
- (3.) The driver of the third-party carrier shall instruct the STR of any potential hazards to site personnel near or in proximity involving their Loading/Unloading activities before work begins and the driver shall ensure appropriate controls and safeguards (within the driver's control) will be implemented to reduce the potential for injury.