

**UNIVERSITY OF CALIFORNIA, MERCED  
FACILITIES MANAGEMENT  
SHIPPING PROCEDURES**

RESPONSIBLE OFFICIAL: Assistant Vice Chancellor, Facilities Management  
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**REFERENCES AND RESOURCES:**

**UCOP BUS-43, Materials Management, Part 3.  
CFR 49 Parts 100 to 185.**

**SUMMARY OF POLICY:**

*Shipping & Receiving* provides assistance in the shipment of packaged goods for domestic, international and hazardous materials via commercial freight carriers, in connection with official University business only. No personal shipments will be processed. UC Merced conforms to strict government regulation when processing and shipping hazardous materials.

**DEFINITION(S):**

**Carriers:**

Companies that deliver or ship packages or freight to or from the Shipping/Receiving dock. This can include UPS, Federal Express, DHL and other small package delivery companies; less than truckload (LTL) companies; dedicated truck companies and local vendor deliveries.

**CFR:**

Code of Federal Regulations.

**Commercial Invoice:**

Form used by customs agents at ports of entry to assess duties and fees associated with importing the items to the destination country. Commercial invoices are obtained by the carrier.

**Dangerous Goods Declaration:**

Document(s) prepared by a shipper to certify that the dangerous goods being transported have been packaged, labeled, and declared in accordance with federal and international shipping regulations (see exhibit B).

**Dangerous Goods:**

Articles or substances which are capable of posing a risk to health, safety, property or the environment and which are shown in the list of dangerous goods in CFR 49 regulations or which are classified according to those regulations.

**FAU:**

Full accounting unit number.

**Freight Bill:**

Air bill, or bill of lading form, that the Carrier uses to define the Department of Transportation freight classification number and other information necessary to transport goods and for billing purposes.

**Hazardous material**

A substance or material that the Secretary of Transportation has determined is capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and has designated as hazardous under section 5103 of Federal hazardous materials transportation law (49 U.S.C. 5103).

**Incoterms:**

International sales terms published by the international chamber of commerce that divide transaction costs and responsibilities between seller and buyer (shipper and recipient).

**Shipping Memo:**

Documentation describing the request to authorize shipment with required information to complete the shipment. Contact Shipping for documentation requirements.

**Policy:**

The shipping procedure to use is dependent upon the type of shipment made. Identify the type of shipment(s) being made and follow the procedure in that section.

- A. Shipment of Non Hazardous Material to Domestic Address**
- B. Shipment of Non Hazardous Material to International Address**
- C. Shipment of Dangerous Goods / Hazardous Materials**
- D. Shipment of Vendor Returns**

In all cases:

- A Shipping Memo is required. Contact Shipping & Receiving for requirements.
- Shipping will provide the individual who authorized the shipment a copy of the Shipping Memo and tracking number upon shipment of the package.
- The originator is responsible for applicable expenses.
- Shipping does not provide insurance. Contact UC Merced Risk Management about the availability of insurance, if required.
- Cash On Delivery (COD) will only be accepted if a check is on hand in Shipping.

## **A. Shipment of Non Hazardous Material to Domestic Addresses**

Item(s) should be packaged, ready for shipment, prior to delivery to Shipping. Shipping provides minimal packaging services. Contact Shipping if packaging services are required.

Deliver Shipping Memo and package to Shipping. Shipments are usually processed within 24 business hours after verification of packages and Shipping Memo.

## **B. Shipment of Non Hazardous Material to International Address**

The requestor needs to determine the import requirements of the specific recipient country. UC Merced Shipping & Receiving will assist with the process where possible, but will not be able to provide all the requirements for every country.

Originator needs to provide export documentation, such as, validated export licenses, carnets, NAFTA certificate of origin, shippers export declaration, etc. Contact Purchasing to determine if there is a contract with a broker to provide international shipping service.

Describe the items to be shipped to international locations in detail on the Shipping Memo. Include the number of pieces, country of origin (manufacture), model number, serial number, if applicable, and value.

The material to be shipped must also include a completed Commercial Invoice. The form and instructions are provided for by the carrier. Contact Shipping & Receiving for information on available carriers.

The originating department must clearly state if their department or the recipient will pay for any duties, taxes or fees necessary to clear customs. Items should be packaged, ready for shipment, prior to delivery to Shipping. Shipping provides minimal packaging services. Contact Shipping if packaging services are required.

Deliver completed Shipping Memo, export documentation, Carrier Invoice and package to Shipping & Receiving for shipment.

## **C. Shipment of Dangerous Goods / Hazardous Materials**

UC Merced conforms to strict government regulations when transporting hazardous materials. All outgoing shipments of any infectious substance, diagnostic specimen, dry ice or other hazardous material must:

- Be processed and packed by a certified packer following the requirements of CFR 49 100 to 139.
- Arrive at the destination in good condition

- Present no hazard during shipment

EH&S will coordinate all Dangerous Goods / Hazardous Materials and authorize shipment.

Shipping does not process shipments of controlled substances, gas / pressurized cylinders or explosives.

The originating department must fill out a Shipping Memo to accompany the package(s) being shipped. Shipping will make arrangements to label the package(s) and prepare the shipping papers and the hazardous materials paperwork.

Shipping will contact the originating department with the shipment tracking number and track the outbound shipment as necessary.

#### **D. Shipment of Vendor Returns**

The initiating department must have documented, vendor approval prior to shipment request to avoid refusal of shipment. If a return is refused, the initiating department will be billed for the return freight costs as well as shipping costs.

All material being returned must be accompanied by a Shipping Memo, a copy of the original packing slip and a Return Goods Authorization number if given (and any additional paperwork required by the vendor).

##### **D.1 Scientific Equipment**

Scientific equipment being returned shall be certified clean and have a completed Environmental, Health and Services (EH&S) green clearance tag unless the equipment is unused and in an un-opened box from the vendor. All other items must be clean and in leak free condition.

Scientific equipment that is contaminated with hazardous material will need to be reviewed by Shipping & Receiving to determine how it will need to be shipped. Contact UC Merced Shipping to determine the appropriate method of handling.

For items being picked up by the vendor, the initiating department must contact the vendor and arrange for pick up at the shipping office. Vendor pick up items must be accompanied by a Shipping Memo. Items not picked up after five working days will be returned to the initiating department.

Call Tag return items are picked up at the shipping office by the carriers. Call Tag and material must be accompanied by a Shipping Memo.