

**WASHINGTON SAVANNAH RIVER COMPANY  
 PACKAGING, SHIPPING AND RECEIVING  
 INSTRUCTIONS**

**WASHINGTON SAVANNAH RIVER CO., LLC  
 SAVANNAH RIVER SITE  
 AIKEN, SC 29808**

**THE FOLLOWING REQUIREMENTS APPLY TO ALL  
 WASHINGTON SAVANNAH RIVER COMPANY (WSRC)  
 PURCHASE ORDERS. READ AND IMPLEMENT  
 THESE INSTRUCTIONS BEFORE SHIPMENT.  
 FAILURE TO DO SO MAY RESULT IN PAYMENT  
 DELAYS OR RETURN OF MATERIAL.**

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**1. Identification Requirements**

- A. Seller must clearly show the Purchase Order and Purchase Order Item number(s) on the outside of every box.
- 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 Purchase Order. (i.e., do not describe the material using a part number when the Purchase Order describes the material by description.) The part number on the packing list must match the part number on the Purchase Order and the material in the box. Also, list the same number of units on the packing slip as are listed on the Purchase Order.
- D. Packing lists must include Purchase Order and Purchase Order item numbers.

- E. Seller must not over ship. Overages will be returned at Seller's expense.
- F. Packing lists must not include multiple Purchase Order numbers for material shipped.
- G. Seller must package and group together materials with the same Purchase Order number.

**2. Receiving Instructions**

- A. Normal receiving hours are Monday through Friday, 9AM – 3PM SRS local time. Trucks arriving after 3PM will be turned away unless prior arrangements have been made.
- B. Safety and production related materials may require receipt inspection as specified in the Purchase Order.
- C. Documentation submittals as specified in the Purchase Order must be included with the respective material shipment.
- D. Failure to pass receipt inspection may result in material being returned to Seller.
- E. Unless stated differently in the Purchase Order, the WSRC Receiving address is:

U.S Department of Energy (DOE)  
 c/o WSRC  
 Building 731-1N  
 Att. Receiving Operations PO# \_\_\_\_\_  
 Aiken, SC 29808

**3. Traceability**

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

**4. Packaging Instructions**

*(The following instructions apply in addition to special packaging instructions included in the Purchase 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. Pallets must include at least 3 wooden 2" x 4" support runners. Material must not be stacked over 48" high.

**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 Purchase Order.

**6. Purchase Order Description and Item(s) Shipped**

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

**7. Security & Access Requirements**

- A. All delivery personnel must be United States Citizens to gain access to the Savannah River Site. Delays and/or costs associated with the use of non U.S. Citizen drivers will be born by the Seller.
- B. All delivery vehicles shall access SRS at the Aiken Barricade located on South Carolina State Highway 19, located approximately one mile south of SC Highway 278. Sellers are cautioned that delivery vehicles must be at the Aiken Barricade for site access during the receiving hours stated in Article 2.A, unless prior arrangements have been made. Allowance must be made for badging of unbadged drivers as set forth in paragraph.
- C. Unbadged delivery personnel. Unbadged drivers shall report to the WSRC 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 article titled “Badging Requirements”). Following are the events and point of entry (POE) process that will occur for access onto the SRS:
  - Bill of Lading (include subcontract/purchase order number) shall be validated by WSRC Representative at the Badging Office.
  - WSRC Representative provides “Visitor/Vendor Safety Briefing”
  - WSRC issues temporary (Maroon) badge
  - After obtaining temporary badge, driver can proceed to the Aiken Barricade for site access.
  - Wackenhut Services International (WSI) 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.
  - WSI calls for Area Escort (WSRC Assigned Competent Person (ACP)), or provides escort to the delivery location.
  - ACP briefs driver on any applicable focused observation checklist(s) and obtains signature.
  - After delivery is completed, the assigned escort will escort Seller back to Aiken Barricade
- D. Photo Badged delivery personnel. Following are the events that will occur if delivery personnel have a current SRS photo badge.

- Delivery vehicles can go directly to the Aiken Barricade for site access.
- WSI 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.
- After clearance by WSI, driver can proceed directly to delivery location. If escort is required, WSI calls for Area Escort (WSRC Assigned Competent Person (ACP)), or provides escort to the delivery location.

**8. Special Instructions that apply 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, 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 found on the WSRC Internet Home Page at [http://www.srs.gov/general/busiops/PMMD/general\\_provisions.htm](http://www.srs.gov/general/busiops/PMMD/general_provisions.htm), or a copy can be provided by the buyer on request.

**9. Delivery of Bulk Materials (Safety Requirements)**

- A. For Sellers making material deliveries to areas on site other than Central Receiving (731-1N), that involve the performance of manual work by the Seller delivery personnel, the following safety documentation must be submitted for review and acceptance by WSRC’s Subcontractor Safety Support (SSS) before any deliveries can occur. This is necessary for deliveries in which the Seller is using their own vehicles/trucks to make the delivery.
  - (1) Seller’s Worker’s Protection Plan (WPP)  
Include a copy of your company’s WPP that addresses tasks hazards, safeguards and controls. The WPP should address, at a minimum, the following elements:
    - Acknowledgement that all drivers have been informed of the WPP requirements to include expectations and controls to ensure compliance when working at SRS.
    - Unloading Procedures.
    - Fitness for Duty – Ability to perform assigned tasks free of impairments.
    - Fall protection, prevention and precautions while on elevated surfaces.
    - Proper lifting techniques.

- Heat stress signs/symptoms and prevention.
- Incident/injury protocol – i.e. reporting to WSRC, follow-up and medical treatment when appropriate.
- Authority for 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 SRS property.
- Personal Protection Equipment (PPE) required in performing unloading operations. Include requirements relating to eye, foot, head, hand, face and hearing protection.
- Hazardous communications to include Material Safety Data Sheets (MSDS) on each chemical and a list of hazardous chemicals, methods and training used to inform employees of the hazards and the precautionary methods.
- Motor vehicle safety to include vehicle maintenance, before use inspections, safe operation programs and the use of safety devices such as mirrors, flagman, signals, etc.

If the Seller does have a formalized WPP, the Seller shall include, at a minimum, the elements identified above on their letterhead. The SSS upon their review may request additional information.

The above are the minimum safety and health program elements that WSRC expects Sellers to address in their WPP. They are not intended to be all inclusive and should be used as guidance only. If any of these elements are determined to not be applicable to the work processes required for delivery of the product, the Seller shall indicate this with their WPP submittal. In addition to the WPP, the Seller shall provide information for the elements listed in (2) thru (4) below:

- (2) Focused Observation Safety 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 are available for review by downloading from the SRS Internet Homepage at [www.srs.gov/general/busiops/PMMD/general\\_provisions.htm](http://www.srs.gov/general/busiops/PMMD/general_provisions.htm)
- (3) Statement of Injuries/Incidents  
Include a summary of all injuries/incidents involving similar delivery tasks over the last

three years to include corrective action when appropriate.

(4) Point of Contact

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: 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 the delivery of their material to SRS, the Seller shall:

(1) Denote on their letterhead the following:

“We understand that driver safety, employee safety and the use of safe equipment remains top priority at the Savannah River Site (SRS). As such, any carrier(s) that the Seller uses must share the same management values by maintaining at a minimum, a safety rating of “Satisfactory”. We have reviewed (...insert the carrier’s name) safety rating from the *Federal Motor Carrier Safety Administration (FMCSA)* and *Safety and Fitness Electronic Records (SAFER)* located at the following Internet address:

<http://www.safersys.org/CompanySnapshot.aspx>

**The carrier has a “Satisfactory” safety rating with a score <75 in the Safety Evaluation Areas.”**

- (2) If a carrier is not listed in the system, the Seller must confirm in the letter that the carrier has indicated that they have not had a noncompliance cited by the DOT/FMCSA or a driver injured during delivery operations in the past three years.
- (3) Seller must also confirm with the carrier that their drivers have been informed of the hazards associated with the delivery including any potential hazards to personnel near or in close proximity to such activities and that appropriate controls and safe guards (within the driver’s control) will be implemented and used by the driver.