

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

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

**THE FOLLOWING REQUIREMENTS APPLY TO ALL  
 WESTINGHOUSE 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 overship. 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:

WSRC  
 Building 731-1N  
 Att. Receiving Operations PO# \_\_\_\_\_  
 Aiken, SC 29808

**3. Traceability**

- A. 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.
- 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.

**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 must be at the S.C. State Highway 19 Aiken/New Ellenton SRS security entrance barricade for site access during the receiving hours stated in para 2.1 unless prior arrangements have been made.
- C. Delivery personnel must have access to all compartments of the delivery vehicle and allow security personnel to search the vehicle.

**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 Supplier 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/prod1.htm>, or a copy can be provided by the buyer on request.