

SAVANNAH RIVER REMEDIATION, LLC
PACKAGING, SHIPPING AND RECEIVING
INSTRUCTIONS

SAVANNAH RIVER SITE
AIKEN, SC 29808

THE FOLLOWING REQUIREMENTS APPLY TO ALL SAVANNAH RIVER REMEDIATION, LLC (SRR) 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 Eastern Standard 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 SRR Receiving address is:

U.S Department of Energy (DOE)
c/o SRR
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 personnel operating motor vehicles must have the following documents in their possession to gain entry to SRS:

- Valid driver’s license,
- Valid vehicle registration card, and
- Valid vehicle insurance card

Anyone not able to provide these documents at the perimeter barricade will be denied access to SRS and may be subject to citation. Effective July 14, 2010, individuals who cannot provide the required documentation will also be issued a Site Policy Violation Notice form from the WSI perimeter guard. The individual will be required to return with their copy of the form and provide proof of violation resolution at the affected barricade before gaining access to SRS.

C. Effective September 23, 2010, individuals are prohibited from using hand-held electronic devices such as cell phones, PDAs, BlackBerrys, Palm Pilots, personal computers, hand-held GPS devices, pagers, etc., while driving a vehicle on SRS roadways. WSI will enforce this policy by stopping offenders and issuing a Site Policy Violation.

D. All delivery vehicles shall access SRS at the Aiken Barricade, located on South Carolina State Highway 19 approximately one mile south of SC State 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 the following paragraph.

E. Unbadged Delivery Personnel

Unbadged drivers shall report to the SRS Badge Office located in Building 703-46A at SRS Road 1, approximately two miles east of SC Highway 125 in Jackson, SC, to obtain a Visitor badge (Ref. General Provisions/Terms and Conditions article titled “Badging Requirements”). The following is the point of entry (POE) process that will occur for access onto the SRS:

- Bill of Lading (including subcontract/purchase order number) shall be validated by SRR Badge Office personnel.
- SRS Badge Office personnel provide “Visitor/Vendor Safety Briefing”
- SRS Badge Office personnel issue Visitor badge
- After obtaining Visitor 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.
- After clearance by WSI, driver can proceed directly to delivery location.

F. Photo Badged Delivery Personnel

The following are 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.

8. Special Instructions that Apply to Delivery of Self-Propelled Medium or Heavy Equipment

Prior to performing any activity involving the loading, unloading, and transporting of self-propelled medium or heavy equipment on the Savannah River Site, the Seller shall read and complete the “Self-Propelled Equipment Loading, Unloading and Transport Checklist,” and provide a copy of the completed checklist to the Portable Equipment Commodity Management Center (PECMC) Representative upon delivery of the equipment to SRS. A copy of the checklist can be found on the SRR Internet Home Page at <http://www.srs.gov/general/busiops/SRR-Procurement/checklist.htm> , or a copy can be provided by the Buyer upon request.

9. Safety Instructions that Apply to Delivery of Materials Requiring Manual Labor

A. Sellers using their own vehicles to make material deliveries to areas on site (other than Central Receiving, 731-1N) that involve the performance of manual work by the Seller’s delivery personnel, must submit a SRS-specific WPP for review and acceptance by SRR’s Subcontract Safety Support (SSS) organization before any deliveries can occur.

(1) Seller’s SRS-Specific Worker Protection Plan (WPP)

The Seller shall include excerpts from your company Safety Plan that address tasks, hazards,

safeguards and controls for work to be performed at SRS. The excerpts must address, at a minimum, the following elements, which are not intended to be all inclusive and should be used as guidance only. If any of these elements are determined to be not applicable to the work processes required for delivery of the product, the Seller shall so indicate with their submittal. If the Seller does not have a company Safety Plan, the following elements, at a minimum, shall be communicated on company letterhead.

WPP 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 procedure that includes identification of Personal Protective Equipment (PPE) required while performing unloading operations. Include requirements relating to eye, foot, head, hand, face and hearing protection.
- Fitness for Duty that addresses the driver's 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 that includes reporting to SRR Subcontract Technical Representative, 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 or other personnel, or cause damage to SRS property.
- Hazard Communication Plan that includes a list of hazardous chemicals to be used at SRS and a Material Safety Data Sheet (MSDS) for each chemical, and methods/training used to inform employees of the hazards and precautions.
- Motor vehicle safety, to include vehicle maintenance, before use inspections, safe operation, and the use of safety devices such as mirrors, flagman, signals, etc.

In addition to the WPP, the Seller shall provide information for elements (2) through (4), listed below. Following their review, the SSS may request additional information.

(2) Focused Observation Checklists

Complete, sign and submit Focus Observation Checklist(s) applicable to the task/work that will be performed during unloading operations. Focused Observation Checklists are available from the SRS Internet Web Site at www.srs.gov/general/busiops/SRR-Procurement/checklist.htm

(3) Summary of Injuries/Incidents

Include a summary of all injuries/incidents involving similar delivery tasks performed by Seller over the past three years, to include corrective actions when appropriate.

(4) Point of Contact

Include the name of a point of contact (POC) who 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 delivery of the Seller's product.

If the Seller intends to use a third party carrier for the delivery of their material to SRS, the Seller shall provide the following information, with attachments, on company letterhead for review and acceptance by the SRR SSS organization before delivery can be initiated:

(1) A statement by the Seller that reads as follows:

"We (Seller) 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 we (Seller) use must share the same management values.

(2) Seller shall provide a brief summary of injuries or incidents their third party carrier experienced while delivering material to other customer sites during the past three years. The summary shall identify corrective actions that were implemented. Examples of injuries and incidents, along with their corrective actions, are available from the SRS Internet Web Site at <http://www.srs.gov/general/busiops/SRR-Procurement/index.htm> under Subcontractor Guidance.

(3) Seller shall attach a copy of the third party carrier's unloading plan/procedure that identifies the hazard, precautions, and required Personal Protective Equipment (PPE). At a minimum, PPE shall include eye, foot, head, hand, face and hearing protection.

(4) Seller must confirm to the SRR SSS organization that the third party carrier has been informed of the hazards associated with the materials being delivered to SRS. The Seller shall also confirm that the third party carrier has been informed of the Seller's WPP, and/or SRS requirements defined in Article 9A of this document. The driver of the third party carrier shall instruct the

Subcontract Technical Representative (STR) of any potential hazards to site personnel near or in close proximity to the loading or unloading activity before work begins. The driver also shall ensure appropriate controls and safeguards (within the driver's control) are implemented to reduce the potential for injury..

- (5) SRR may reject Seller's third party carrier based on its review of information submitted pursuant to Section 9.B.(1) – (4) above.