



UC San Diego

Policy & Procedure Manual

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RECEIVING & SHIPPING

Section: 524-4

Effective: 12/01/1992

Supersedes: 04/05/1979

Review Date: TBD

Issuance Date: 12/01/1992

Issuing Office: [Material Support Services](#)

SHIPPING PROCEDURES

I. POLICY

Provides campus users with a daily service for the movement of material destined for domestic and foreign locations. Shipping recharges departments \$2.00 for every domestic shipment and \$2.25 for every foreign shipment.

II. PROCEDURES

A. Domestic Shipping

1. Documentation

Material shipped must be accompanied by a completed UCSD Shipping Memo, Exhibit A. Type of service can be indicated by requesting departments.

2. Packing and Crating

Shipping provides a small packaging service on a minimal recharge basis. UCSD Storehouse provides for the sale of packaging material.

3. Contract Carriers

Selected common carriers are contracted to transport material and equipment at a reduced rate. This reduced rate applies only to direct points serviced by the carriers. The shipping coordinator utilizes these carriers to the benefit of departments whenever possible.

4. Transit Risk Insurance- DOMESTIC SHIPMENTS

a. INSURANCE UNDER \$100,000

Notate the amount of insurance coverage on the UCSD Shipping Memo (FO#2089), in the "Amount of Insurance Required" section. Domestic shipments valued under \$100,000 are automatically covered under the Basic Property Program (BUS 28) with a \$250 deductible per occurrence.

b. INSURANCE AT OR GREATER THAN \$100,000

Domestic shipments valued at or greater than \$100,000 must have prior approval from the Business Office before the shipment can be processed. A one week notice is required in order for the Office of the President Risk Management office to approve or disapprove the shipment and allow for alternate choices if necessary. A prior approval

form entitled, Domestic Transit Risk Program, Exhibit B, must be filled out completely and sent/FAXED to the Business Office.

- c. Notate on the UCSD Shipping Memo (FO#2089), in the "Amount of Insurance Required" section that PRIOR approval for insurance coverage has been received to ensure no duplicate charges are made.

5. Restricted Material

All material of a restricted nature must be properly identified on the Shipping Memo form by generic name, chemical name and hazard class so that a Shipper's Declaration for Dangerous Goods form, Exhibit D, can be prepared by Shipping. All shipments of hazardous goods must be reviewed by the Shipping Coordinator prior to shipment of goods from UCSD.

- a. Radioactive Material

All shipments of radioactive material are cleared through the Radiation Safety Officer for packaging, certification and documentation.

- b. Drugs

To make arrangements to return controlled substances to the supplier/vendor, the Purchasing division must be contacted for instructions.

Outgoing shipments of drugs pass through Environment, Health, and Safety Office for packaging, certification and documentation prior to tendering to the Shipping Department.

- c. Chemicals

Gas cylinders are properly labeled and marked with certificate of contents as required by Title 49 prior to being tendered to the common or air carrier.

- d. Explosives

Shipping explosives require special handling, packing, marking and certification. Class C explosives are readily handled by the Shipping Department. In the case of Class A or B, information can be obtained from the Shipping Coordinator.

6. Vendor Returns

- a. The initiating Department must request a "Return Goods Authorization" number from the vendor prior to returning goods. Enter this number in the space provided on the UCSD Shipping Memo. Not all vendors use Return Goods Authorization numbers, however, approval from the vendor should be obtained to avoid refusal of shipment.
- b. All material being returned must be accompanied by a UCSD Shipping Memo, a copy of the packing slip and a Return Goods Authorization number if given.
- c. For vendor pick up items, the initiating Department must contact the vendor and arrange for pick up at the Shipping Division location. (Normally, vendors do not pick up directly from Department locations.)

- d. Collect or C.O.D. return shipments must have prior vendor approval. If prior approval is not obtained the items will be refused and returned at the Department's expense.
- e. UPS "Call Tag" return items are picked up at the Shipping Division by United Parcel Service (UPS). Call Tag material should be accompanied by a UCSD Shipping Memo provided by the originating Department.

B. Foreign Shipping

1. Documentation

Describe shipments of material destined for foreign countries in detail on the UCSD Shipping Memo. The number of pieces, articles, country of origin (mfg), model, serial and UCSD numbers and values are required.

2. Packing and Crating

A small packaging service is provided by Shipping. The Shipping Coordinator makes special arrangements for large and delicate shipments of material that require crating and packing from an outside service. Departments will be recharged for this service.

3. University Broker

The University Broker provides a documentation check and processes foreign shipments by surface and air. The cost of transportation and brokerage fees are invoiced to the Accounting Department via Material Distribution. The Material Distribution office maintains documentation of all foreign shipments.

4. Restricted Material

Material of a restricted nature must be clearly documented on the UCSD Shipping Memo so that a Shipper's Declaration for Dangerous Goods form, Exhibit D, can be prepared by Shipping. The Shipping Coordinator will furnish proper packing for restricted material. Special packaging will be charged to the initiating department.

a. Radioactive Material

All shipments of radioactive material are cleared through the Radiation Safety Officer for packaging, certification and documentation.

b. Drugs

To make arrangements to return controlled substances to the supplier/vendor, the Purchasing Division must be contacted for instructions.

Outgoing shipments of drugs pass through Environment, Health, and Safety Office for packaging, certification and documentation prior to tendering to the Shipping Department.

c. Chemicals

Gas cylinders are properly labeled and marked with certificate of contents as required by Title 49 prior to being tendered to the common or air carrier.

d. Explosives

Shipping explosives require special handling, packing, marking and certification. Class C explosives are readily handled by the Shipping Department. In the case of Class A or B, information can be obtained from the Shipping Coordinator.

5. Transit Risk Insurance- FOREIGN SHIPMENTS

a. Insurance UNDER \$1,000,000

All foreign shipments requiring insurance under \$1,000,000 must have prior approval from the Business Office in order for foreign transit insurance to become effective. A prior approval form entitled, Foreign Shipment Insurance, Exhibit C, must be filled out completely and sent/FAXED to the Business office at least 24 hours in advance. (Call the Business Office for FAX number)

b. Insurance AT or GREATER THAN \$1,000,000

All foreign shipments requiring insurance at or greater than \$1,000,000 must have prior approval from the Business Office. The prior approval form entitled, Foreign Shipment Insurance, Exhibit C, must be filled out completely and sent/FAXED to the Business Office at least three weeks before the shipment is required to be sent out.

c. Please notate on the UCSD Shipping Memo, in the section that states, "Amount of Insurance Required" that PRIOR approval for insurance has been obtained to ensure no duplicate charges are made.



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EXHIBIT A

UCSD SHIPPING MEMO

SHIPPING MEMO UNIVERSITY OF CALIFORNIA, SAN DIEGO 8655 Production Ave. San Diego, CA 92121 (619) 536-3248		SM REQUEST # 200620 DATE _____ INDEX # _____
Ship To: _____ Attention: PH () _____ Reason for shipment _____	Ship Via: _____ Air <input type="checkbox"/> Urgent <input type="checkbox"/> Truck <input type="checkbox"/> Prepaid <input type="checkbox"/> UPS <input type="checkbox"/> Collect <input type="checkbox"/> U.S. Mail <input type="checkbox"/> Routine <input type="checkbox"/> Ocean <input type="checkbox"/> Vendor Pickup <input type="checkbox"/>	
TO RETURN DAMAGED OR INCORRECT MERCHANDISE:		CHECK ONE <input type="checkbox"/> RETURNED FOR REPLACEMENT <input type="checkbox"/> RETURNED FOR CREDIT <input type="checkbox"/> OTHER _____ (PLEASE EXPLAIN)
PURCHASE ORDER NO. [_____] PO. ITEM NO. _____	Amount of Insurance required: _____	
QUANTITY SHIPPED <small>(Cartons, Boxes, Etc.)</small>	DESCRIPTION OF CONTENTS DRY ICE <input type="checkbox"/> _____ LBS	ITEM VALUE
VENDOR RETURN GOODS NUMBER _____		
CHECK ONE: _____ University property being shipped on official business. _____ Government property being shipped on official business. _____ Personal property being shipped on official business. <small>(If checked, explain briefly on the reverse side.)</small>		SHIPMENT AUTHORIZED BY <small>(PRINT NAME AND SIGN)</small> _____ Tele No. () _____ Mail Code: _____
BELOW TO BE COMPLETED BY SHIPPING. The right is reserved to examine all outgoing and incoming shipments on which the University of California, San Diego, has paid or will be billed for the freight charges.		
Shipped Via: _____ Bill No. _____ Date _____		
PD 2088 (REV. 6/82)	SHIPPING DIVISION ACCOUNTING	



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EXHIBIT B

DOMESTIC TRANSIT RISK PROGRAM

Prior Approval Form (One week notice)

To be used for Domestic Shipments over \$100,000

Date of Request: _____ Campus: SAN DIEGO

P.O./Shipping Request #: _____ B/L or Air Bill #: _____

Merchandise: _____

Shipping/Sail Date: _____ Name of Ship: _____

Shipping Weight: _____ Value/Amount: _____

Shipment From: _____ To: _____

Name of Common Carrier: _____

Packed By: _____ No. of Containers: _____

Highest Value of Any One Container: \$ _____ Equipment (new or used): _____

INDEX/FUND/ORG #: _____

Description of Property-provide breakdown of values/attach listing or P.O. if possible. If being shipped on more than one vehicle/carrier, please describe: _____

Requested By: _____
(Contact) (Phone) (Mail Code)

Approved By: _____
Risk Manager

TO BE COMPLETED BY BROKER OR OFFICE OF THE PRESIDENT, RISK MANAGEMENT

Requirements/Conditions of Approval: _____

Approved By: _____ Date: _____

Rate Applied: \$ _____ Total Amount Insured: \$ _____

PREMIUM CALCULATION: _____

(Revised 7-31-92)



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EXHIBIT C

FOREIGN SHIPMENT INSURANCE (Shipments over \$1,000,000 require three week notice)

CAMPUS: SAN DIEGO

Date of Request: _____

P.O., Shipping Request, B/L, or Air Bill #: _____

Merchandise: _____

(Provide breakdown values if possible)

Date of Shipment: _____

From: _____ To: _____

(City, State, Country)

(City, State, Country)

Shipping Weight: _____ Name of Ship (if sea bound): _____

Value Insured: _____

Amount of Invoice plus 10% of invoice plus shipping and freight cost

Name of Common Carrier: _____

Packed By: _____

Number of Containers: _____

Equipment: _____ (New or Used)

Highest Value of Any One Container: _____

Index: _____ Fund: _____ Org: _____

Requested by: _____ Phone: _____

Approved: _____
Risk Manager

(Revised 7-31-92)



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EXHIBIT D SHIPPER'S DECLARATION FOR DANGEROUS GOODS

(Provide at least two copies to the airline.)

SHIPPER'S DECLARATION FOR DANGEROUS GOODS									
Shipper	Air Waybill No.								
Consignee	Page of Pages Shipper's Reference Number <small>(optional)</small>								
<i>Two completed and signed copies of this Declaration must be handed to the operator</i>	WARNING Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties. This Declaration must not, in any circumstances, be completed and/or signed by a consolidator, a forwarder or an IATA cargo agent.								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="padding: 2px;">TRANSPORT DETAILS</td> </tr> <tr> <td style="padding: 2px;"><small>This shipment is within the limitations prescribed for: (delete non-applicable)</small></td> <td style="padding: 2px;">Airport of Departure</td> </tr> <tr> <td style="padding: 2px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px; text-align: center;">PASSENGER AND CARGO AIRCRAFT</td> <td style="padding: 2px; text-align: center;">CARGO AIRCRAFT ONLY</td> </tr> </table> </td> <td style="padding: 2px;">Airport of Destination:</td> </tr> </table>	TRANSPORT DETAILS		<small>This shipment is within the limitations prescribed for: (delete non-applicable)</small>	Airport of Departure	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px; text-align: center;">PASSENGER AND CARGO AIRCRAFT</td> <td style="padding: 2px; text-align: center;">CARGO AIRCRAFT ONLY</td> </tr> </table>	PASSENGER AND CARGO AIRCRAFT	CARGO AIRCRAFT ONLY	Airport of Destination:	<small>Shipment type: (delete non-applicable)</small> <input type="checkbox"/> NON-RADIOACTIVE <input type="checkbox"/> RADIOACTIVE
TRANSPORT DETAILS									
<small>This shipment is within the limitations prescribed for: (delete non-applicable)</small>	Airport of Departure								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px; text-align: center;">PASSENGER AND CARGO AIRCRAFT</td> <td style="padding: 2px; text-align: center;">CARGO AIRCRAFT ONLY</td> </tr> </table>	PASSENGER AND CARGO AIRCRAFT	CARGO AIRCRAFT ONLY	Airport of Destination:						
PASSENGER AND CARGO AIRCRAFT	CARGO AIRCRAFT ONLY								
NATURE AND QUANTITY OF DANGEROUS GOODS (See Sub-Section 8.1 of IATA Dangerous Goods Regulations)									
Dangerous Goods Identification									
Proper Shipping Name	Class or Division	UN or ID No.	Subsidiary Risk	Quantity and type of packing	Packing Inst.	Authorization			
Additional Handling Information									
I hereby declare that the contents of this consignment are fully and accurately described above by proper shipping name and are classified, packed, marked and labelled, and are in all respects in the proper condition for transport by air according to the applicable International and National Government Regulations.					Name/Title of Signatory Place and Date Signature <small>(see warning above)</small>				
<small>STYLE F83 LABELMASTER, Div. of AMERICAN LABELMARK CO., CHICAGO, IL 60646</small>									