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
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.
## RECEIVING & SHIPPING

**Section:** 524-4  
**Exhibit A**  
**Effective:** 12/01/1992  
**Supersedes:** 04/05/1979  
**Review Date:** TBD  
**Issuance Date:** 12/01/1992  
**Issuing Office:** Material Support Services

---

### EXHIBIT A  
**UCSD SHIPPING MEMO**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHIP VIA</td>
<td>Air</td>
</tr>
<tr>
<td></td>
<td>Truck</td>
</tr>
<tr>
<td></td>
<td>UPS</td>
</tr>
<tr>
<td></td>
<td>U.S. Mail</td>
</tr>
<tr>
<td></td>
<td>Ocean</td>
</tr>
<tr>
<td>INDEX NO</td>
<td>(Enter appropriate index number)</td>
</tr>
<tr>
<td>SHIP TO</td>
<td>(Enter recipient's information)</td>
</tr>
<tr>
<td>ATTENTION</td>
<td>(Enter recipient's attention)</td>
</tr>
<tr>
<td>REQUIRED DELIVERY DATE</td>
<td>(Enter required delivery date)</td>
</tr>
<tr>
<td>AMOUNT OF INSURANCE REQUIRED</td>
<td>(Enter amount of insurance)</td>
</tr>
<tr>
<td>TO RETURN DAMAGED OR INCORRECT MERCHANDISE</td>
<td></td>
</tr>
<tr>
<td>CHECK ONE</td>
<td>RETURNED FOR REPLACEMENT</td>
</tr>
<tr>
<td></td>
<td>RETURNED FOR CREDIT</td>
</tr>
<tr>
<td></td>
<td>OTHER (PLEASE SPECIFY)</td>
</tr>
<tr>
<td>QUANTITY SHIPPED (Cartons, Boxes, etc.)</td>
<td>(Enter quantity)</td>
</tr>
<tr>
<td>DESCRIPTION OF CONTENTS</td>
<td>(Enter description)</td>
</tr>
<tr>
<td>ITEM VALUE</td>
<td>(Enter item value)</td>
</tr>
<tr>
<td>VENDOR RETURN GOODS NUMBER</td>
<td>(Enter vendor's return goods number)</td>
</tr>
<tr>
<td>CHECK ONE</td>
<td>UNIVERSITY PROPERTY BEING SHIPPED ON OFFICIAL BUSINESS</td>
</tr>
<tr>
<td></td>
<td>GOVERNMENT PROPERTY BEING SHIPPED ON OFFICIAL BUSINESS</td>
</tr>
<tr>
<td></td>
<td>PERSONAL PROPERTY BEING SHIPPED ON OFFICIAL BUSINESS</td>
</tr>
<tr>
<td>SHIPMENT AUTHORIZED BY</td>
<td>(Print name and sign)</td>
</tr>
<tr>
<td>TEL NO</td>
<td>(Enter telephone number)</td>
</tr>
<tr>
<td>MAIL CODE</td>
<td>(Enter mail code)</td>
</tr>
<tr>
<td>BELOW TO BE COMPLETED BY SHIPPING</td>
<td></td>
</tr>
<tr>
<td>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</td>
<td></td>
</tr>
<tr>
<td>SHIPPED VIA</td>
<td>(Enter shipping method)</td>
</tr>
<tr>
<td>BILL NO</td>
<td>(Enter bill number)</td>
</tr>
<tr>
<td>DATE</td>
<td>(Enter date)</td>
</tr>
<tr>
<td>ACCOUNTING</td>
<td>(Enter accounting information)</td>
</tr>
</tbody>
</table>

---

Page 5 of 8
RECEIVING & SHIPPING
Section: 524-4 Exhibit B
Effective: 12/01/1992
Supersedes: 04/05/1979
Review Date: TBD
Issuance Date: 12/01/1992
Issuing Office: Material Support Services

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/carryer, 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)
RECEIVING & SHIPPING
Section: 524-4 Exhibit C
Effective: 12/01/1992
Supersedes: 04/05/1979
Review Date: TBD
Issuance Date: 12/01/1992
Issuing Office: Material Support Services

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)
**EXHIBIT D**  
SHIPPER'S DECLARATION FOR DANGEROUS GOODS

![Declaration Form Image]

---

**Transport Details**

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>This shipment is within the United States</td>
<td>applies to dangerous goods.</td>
</tr>
</tbody>
</table>

**Nature and Quantity of Dangerous Goods**

![Dangerous Goods Identification Table]

---

**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**

(see warning above)