

**PACKAGING, SHIPPING, AND
 RECEIVING INSTRUCTIONS UNDER
 U. S. DEPARTMENT OF ENERGY PRIME
 CONTRACT NO. DE-AC09-09SR22505
 SAVANNAH RIVER REMEDIATION LLC
 SAVANNAH RIVER SITE
 AIKEN, SC 29808**

**THE FOLLOWING REQUIREMENTS
 APPLY TO ALL SAVANNAH RIVER
 REMEDIATION LLC (SRR) PURCHASE
 ORDERS IN WHICH DELIVERY TO THE
 SAVANNAH RIVER SITE BY A VENDOR,
 SUPPLIER, OR SUBCONTRACTOR OR
 ITS AGENTS OR THIRD-PARTY
 CARRIER IS PART OF THE
 SUBCONTRACT WORK SCOPE. READ
 AND IMPLEMENT THESE
 INSTRUCTIONS BEFORE SHIPMENT.
 FAILURE TO DO SO MAY RESULT IN
 PAYMENT DELAYS OR RETURN OF
 MATERIAL OR SUPPLIES.**

*Change Bar indicates new article, a change
 in application, or that text of Article has
 changed.*

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1.	<u>Identification Requirements</u>
A.	<u>Seller must clearly show the Purchase Order/Subcontract number and Item</u>

- B. number(s) on the outside of every box or container.
A packing list identifying each item in the box must be accessible on the outside of packages.
- C. Packing lists must describe quantities and material exactly as they are described on the Purchase Order/Subcontract. (i.e., do not describe the material using a part number or other descriptor when the Purchase Order/Subcontract describes the material by description.) The part number on the packing list must match the part number on the Purchase Order or Subcontract and the material in the box. Also, list the same number of units on the packing slip as are listed on the Purchase Order/Subcontract.
- D. Packing lists must include Purchase Order/Subcontract number and Item number(s).
- 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/Subcontract number.

2. Receiving Instructions

- A. Normal receiving hours are Monday through Thursday, 9AM–3PM Eastern 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/Subcontract.
- C. Documentation submittals as specified in the Purchase Order/Subcontract 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/Subcontract, the SRR Receiving address is:
 U.S. Department of Energy (DOE)
 c/o Savannah River Remediation LLC
 Building 731-1N
 Attn: Purchase Order/Subcontract no.
 Aiken, South Carolina 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, or the Jackson Barricade located on South Carolina Highway 125. Sellers are cautioned that delivery vehicles must be at the Aiken or Jackson Barricade for site access during the hours stated in Article 7.C unless prior arrangements have been made. Allowance must be made for badging of unbadged drivers as set forth in paragraph D.
- C. Vendors are prohibited from entering the site's New Ellenton Barricade from 4:30AM-7AM and the Jackson Barricade from 4:30AM-8AM to allow employee entrance to SRS.
- D. Unbadged delivery personnel. Unbadged drivers shall report to the SRS 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 (Visitor) badge (Ref. General Provisions/Terms and Conditions article titled "Badging Requirements"). What follows are the events and point of entry (POE) process that apply for access onto SRS property:
 - Bill of Lading (include Purchase Order/Subcontract number) shall be validated by SRS Representative at the Badging Office.
 - SRS Representative provides "Visitor/Vendor Safety Briefing".
 - SRS issues temporary (Maroon) badge.
 - After obtaining temporary badge, driver can proceed to the Aiken or Jackson Barricade for site access.
 - Wackenhut Services International (WSI) perimeter guard performs security inspection. Delivery personnel must have in their possession a valid driver's license, proof of vehicle insurance and proof of vehicle registration. Drivers also must have access to all compartments of the delivery vehicle and allow security personnel to search the vehicle.
 - WSI calls for Area Escort (SRR Assigned Competent Person or

“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, ACP will escort Seller back to Aiken or Jackson Barricade.

E. Photo badged delivery personnel. What follows are the events that will occur if delivery personnel have a current SRS photo badge:

- Delivery vehicles can go directly to the Aiken or Jackson Barricade for site access.
- Delivery personnel must have in their possession a valid driver’s license, proof of vehicle insurance and proof of vehicle registration. Drivers also 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 SRR Area Escort (ACP), or provides escort to the delivery location.

8. Special Instructions Applicable 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 SRS property, 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 SRR buyer and Subcontract Technical Representative (STR) upon delivery of the equipment to SRS. A copy of the checklist can be found on the SRS Internet Home Page at the following Internet address: <http://www.srs.gov/general/busiops/SRR-Procurement/index.htm>, or a copy can be provided by the buyer on request.

9. Delivery of Bulk Materials (Safety Requirements)

A. Sellers making material deliveries using their own vehicles/trucks to areas on site other than Building 731-1N, that involve the performance of manual work by the Seller’s delivery personnel,

shall submit to the SRR’s Buyer their latest revisions of the Seller’s WPP (Worker Protection Plan) that states applicability to the current subcontract, and a Certificate of Insurance, which also includes an Endorsement Page naming SRR and DOE as additional insureds. At a minimum the seller shall address in their WPP or on their Letterhead the following safety elements listed below. The Safety documents submitted by the Seller shall be reviewed and accepted by SRR’s Health and Safety Programs before deliveries can be made to SRS. In addition, the Certificate of Insurance and the Endorsement page shall be on file before deliveries can be made to

B. Safety Elements

- Fall protection, prevention and precautions while climbing and working from a ladder or on elevated surfaces.
- Proper lifting techniques that address how to lift safely to avoid injuries.
- Heat stress training that addresses signs/symptoms and prevention.
- Incident/injury protocol that addresses accident reporting to the SRR STR, preserving the scene, follow-up, and medical treatment, when appropriate, and participating in the investigation when requested.
- Authority for driver/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.
- Hazard Communications Program to include Material Safety Data Sheets (MSDS) on each chemical, methods and training used to inform employees of the hazards and the precautionary methods.
- Motor vehicle/related equipment (e.g., forklift) safety to include vehicle maintenance, before use inspections, safe operation and the use of safety devices such as mirrors, flagman and signals.
- 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 the following Internet address:

<http://www.srs.gov/general/busiops/SR-R-Procurement/index.htm>

- Statement of Injuries/Incidents:- Include a summary of all injuries/incidents involving similar delivery tasks over the last three years to include brief description and corrective action plan to prevent reoccurrence.
- 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.
- Acknowledgement that all drivers have been informed of the safety requirements, which must include expectations and controls to ensure compliance when working at SRS.
- Unloading procedures that address specific precautions and personal protective equipment to include eye, foot, head, hand, face and hearing protection.
- Fitness for Duty that addresses drivers' health, substance abuse, and abilities to perform assigned tasks free of impairments.

BC. Third Party Carrier. Defined as a vehicle not owned by the Seller when transport 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, to a location other than Building 731-1N and the delivery has been deemed manual by SRS safety, the Seller shall certify the following in correspondence on their letterhead:

We (the 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 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/Company>

Snapshot.aspx. The carrier has a Safety Rating of _____.

- If the Seller's third party carrier is not listed in the internet system identified in the previous paragraph or has no rating identified, the Seller shall confirm that this third party carrier has not had a noncompliance cited by the DOT/FMCSA or a driver injured during delivery operations in the past three years. This action shall be denoted on the Seller's letterhead and sent to SRS for review and acceptance before delivery can be initiated.
- Seller shall attach a copy of the third party carrier's unloading plan/procedure that identifies the hazards, precautions and required personal protective equipment. This document shall be reviewed and accepted by SRS's Health and Safety Program's representative before delivery can be authorized.
- It shall be the Seller's responsibility to have informed the third party carrier(s) of the associated hazards involving the materials that the carrier is delivering to SRS. The Seller has the responsibility to inform the carrier of the Seller's WPP and/or SRS's requirements as defined in Article 9.A. of this document. The driver of the third party carrier shall instruct the STR of any potential hazards to site personnel near or in close proximity involving their loading/unloading activities before work begins and the driver shall ensure appropriate controls and safeguards (within the driver's control) will be implemented to reduce the potential for injury. Whenever a significant change or addition is made to the WPP, it shall be re-submitted to SRR for review and acceptance. Examples of significant changes include any requirement deletions, additional scope added, total

re-write or major revision. Additionally, the Seller must submit annually to SRR buyer either an updated WPP for acceptance by SRR's Health & Safety Programs or a letter stating that no changes were necessary in the current subcontract's accepted WPP.