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TWP Shipping Procedure

I. Purpose and Overview:

This procedure describes the process to ship TWP items overseas and how TWPO, LANL Customs, SGP, PNNL, and Interconex (shipper) interact (see Attachment 9: TWP Shipping Flow Chart). Instrument spares and equipment will generally be shipped from the Southern Great Plains site (SGP) in Billings, Oklahoma, by SGP Shipping Coordinator to Interconex in California. Shipping within the U.S.A. will be coordinated and tracked by TWP Shipping Director. Shipping outside the U.S.A. will be coordinated and tracked by Interconex in conjunction with the TWP Shipping Director. Customs issues will be coordinated by LANL Customs in conjunction with Interconex.

II. Cautions and Hazards:

- Hazardous materials and packaging must be properly labeled and shipped to sites **only via ground**.

III. Requirements:

- This procedure is required for all LANL-owned equipment.
- This procedure **is not** required for non-LANL-owned equipment, but the Customs and Disposition Team in the Property Management Group (SUP-2) will participate in the export of this equipment to avoid problems of trying to get other Laboratory property owners to respond to enable timely exporting and importing. See Attachment 6: LANL Customs Alert for detailed guidelines.

- All email notices of **Shipments**:

- 1) Fill out Shipping Form (Excel file, see Attachment 1: TWP Shipping Form sample).

⇒ Save Shipping Form (Excel file) with file name as shown below:

Shipment_[site shipped from]_[short description of material]_[site shipped to]_[date (DDMMYY)].xls

Example:

Shipment_SGP_AERI Filter_Manus_05Aug03.xls

- 2) Compose each email with subject line:

Shipment, [Site shipped from], [Date shipped], [FedEx tracking no. or Airwaybill no. (where applicable)], [Main item(s) shipped], [Site shipped to], [No. of boxes]

Example:

Shipment, SGP 20Apr01, FedEx 123456789, PSPs to Manus, 2 boxes

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- 3) Send email with Shipping Form attached to receivals@lanl.gov.
 ⇒ In the body of email, copy the Shipment subject line and also write: **“Please see the attached.”** (Note: This is done because some recipients cannot view the entire subject line on the initial receipt of email.)

- All email notices of **Receivals**:

- 1) Compose each email with subject line:
 Receival, Site received at, Date received, FedEx tracking no. or Airwaybill no.(where applicable), Main item(s) received, Site received from, No. of boxes

Example:

Receival, SGP 28Apr01, AWB 987654321, PSPs from Manus, 2 boxes

- 2) Open Shipping Form (Excel file) attached to shipping email, and enter name of person receiving shipment, date, and number of boxes received (see example below).

Example:

System	ECCN NO.	QTY.	DESCRIPTION (if HD incl. Color and Letter)	MFG. NAME	Model No.	Serial No.	Prop. No.	Prop	Value
other		1	power supply	Globtek	n/a	004217 49/02			60

- 3) Send email with Shipping Form revised in step b) above to receivals@lanl.gov
 ⇒ In the body of email, copy the Receival subject line and also write: **“Please see the attached.”** (Note: This is necessary because some recipients cannot view the entire subject line on the original email.)

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IV. Procedure:

A. Shipping Instruction:

1. Pack equipment carefully using TWP Shipping Boxes and packing material.
2. Fill out TWP Shipping Form. This form is initially used as a shipping form, and then when the shipment arrives at the final destination, it is used as a receipt form.
 - Go to www.twppo.lanl.gov and at lower left hand of page select "Shipping and Receiving Process Forms etc," then select "shipform.zip".
3. Click on "Box 1" located on tabs at bottom of spreadsheet
4. Fill out all information on form:
 - "Ship To" (see "Observers Responsibilities" below for additional information).
 - "From"
 - "Final Destination"
 - "Date"
 - "Box ___ of ___" (Example: "Box 1 of 3")
 - "Weight" (of each box)
 - "Dimensions" (of each box – L x W x H)
 - "Mode of Shipment" (i.e., DHL, FedEx, Vessel, etc.)
 - "Waybill Number"
 - "Total Shipment Value" (total value for all items in all boxes)
 - Fill in "System" name (i.e., PSP, MPL, MFRSR, WSI, etc.). For a full list of Systems and ECCN, go to www.twppo.lanl.gov, select "Shipping and Receiving Process Forms, etc.", then select "TWP System and ECCN Classification." ECCN stands for Export Commodity Control Number.
 - Fill in "ECCN Classification." (This only needs to be filled in when the shipment will be going to a location outside the U.S.A.)
 - "Quantity"
 - "Description" (Brief, but explanatory as to what it is). All software (installed or not) must be listed by manufacturer name and version. (See Attachment 12)

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- “Mfg Name” (Manufacturer’s name of item shipped)
 - “Model No.” (model or part number)
 - “Serial No.” (very important if there is one)
 - “Prop No.” (property number – PNNL or other)
 - “LANL Prop No.” (LANL’s property number if available)
 - “Value” (total value of items on that line).
5. If more than 1 box is shipped, select the tab labeled “Box 2” at bottom of spreadsheet and fill in the same as above. Continue the same with each box.
 6. When finished entering information for all boxes, save the TWP Shipping Form using the following file naming convention:
Shipment_[site shipped from]_[short description of material]_[site shipped to]_[date (DDMMYY)].xls

Example:

Shipment_Manus_PSPs_SGP_05Aug03.xls

7. Compose email with “Subject Line” formatted as shown below:
Shipment: [Site shipped from], [date shipped], [FedEx tracking no. or Airwaybill no. (where applicable)], [main item(s) shipped], [site shipped to], [no. of boxes]
Example:
Shipment: Manus, 05Aug03, DHL 123456789, PSPs to SGP, 1 box
8. Attach the Excel file to the email.
9. Address the email (with attached file) to receivals@lanl.gov.
10. In the body of email, copy the “Subject Line” contents and also write **“Please see the attached.”** (Note: This is necessary because some recipients cannot view the entire subject line on the initial receipt of email.)
11. Send the email.
12. Make copies of completed TWP Shipping Form and insert in each box shipped (put box 1 form in box 1, put box 2 form in box 2 and so forth).

B. Shipping Directly to Interconex (bypassing SGP):

(for shipments sent to the Pacific TWP sites from the U.S.A.)

1. Contact TWP Shipping Director
2. Follow steps 1-12 in “Shipping Instruction” above.

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3. All software must be listed by manufacturer name and version. (See Attachment 12)
4. Fill out a Shippers Security Endorsement (Attachment 8) and fax it to Interconex.
5. If shipping documents, videos, or diskettes via DHL from LANL please see LANL Customs Alert (Attachment 6).

C. Hand-carrying Equipment to TWP Sites:

1. Fill out TWP Handcarry Form completely.
 - Go to www.twppo.lanl.gov, select "Operations," and on left side of page, select "handcarryform.zip".
2. On page 1 of Handcarry form, enter items to be hand-carried and left on Site.
3. On page 2 of Handcarry form, enter items to be hand-carried to Site, but returning with the traveler after the trip.
4. When finished entering information, save the TWP Handcarry form using the following file naming convention:

Handcarry_[site handcarried from]_[short description of material]_[site handcarried to]_[date (DDMMYY)].xls

Example:

Handcarry_Darwin_PSPs_Manus_05Aug03.xls

5. Compose email with "Subject Line" formatted as follows:
Handcarry: [site handcarried from], [date handcarried], [main item(s) handcarried], [site handcarried to]

Example:

Handcarry: Darwin, 05Aug03, PSP, to Manus

6. Attach the Excel file to the email.
7. Address the email to receivals@lanl.gov
8. In the body of email, copy the "Subject Line" contents and also write "**Please see the attached.**" This is done because some recipients cannot view the entire subject line on the initial receipt of email.
9. Send the email.

D. Receiving Instruction:

1. Open original email notification of shipment.
2. Open the attached TWP Shipping Form (Excel file).
3. In the TWP Shipping Form, enter name of person receiving shipment, date shipment was received, and number of boxes received.

Example:

The screenshot shows an Excel spreadsheet titled "TWP SHIPPING FORM". The form is divided into several sections:

- Ship To:** DARWIN (ARCS-3)
- Final Destination:** DARWIN (ARCS-3)
- Date:** 8/19/2003
- Contact:** Rex Pearson
- Company:** BOM
- Address:** METEOROLOGY OFFICE (NEW), BUREAU OF METEOROLOGY, STUART HIGHWAY, YVNNELLIE, NORTHERN TERRITORY, AUSTRALIA
- Phone:** 618-8947-3815
- From:** NAURU (ARCS-2)
- Name:** ARCS-2 Nauru Observer
- Address:** ARM, TROPICAL WESTERN PACIFIC CLIMATE RESEARCH STATION, 1000 OCEAN DRIVE, REPUBLIC OF NAURU, CENTRAL PACIFIC
- Phone:** 674-444-3276
- Waybill No.:** 345 0386 345
- Total Shipment Value \$:** 1,115.00

A red circle highlights the following fields in the "If receiving this shipment, please enter information in the 3 fields below" section:

- Name:** J M Glowacki
- Date:** 4-Sep-03
- How Many Boxes Rec'd.:** 1

Below the form is a table with columns: System, ECCN NO., QTY., DESCRIPTION, MFG. NAME, Model No., Serial No., Prop. No., LANL Prop, Value.

System	ECCN NO.	QTY.	DESCRIPTION	MFG. NAME	Model No.	Serial No.	Prop. No.	LANL Prop	Value
other		1	power supply	Globtek	n/a	004217 49/02			60
"		1	power supply	Globtek	n/a	005374 49/02			60
"		1	120 Transient volt surge						
"			suppressor	SL WABER	n/a	E60255			75
"		4	faulty Ethernet Media Conv	Allied Telecom	n/a	n/a			300

4. Save the TWP Shipping Form with the revised information by clicking on "Save."
5. Close the TWP Shipping Form and go back to the original email shipping notice.
6. Click on "Forward" and address the email to receivals@lanl.gov.
7. Change the email "Subject Line" to the format as follows:

Receival: [site received at], [date received], [FedEx tracking no. or Airwaybill no.(where applicable)], [main item(s) received], [site received from], [no. of boxes]

Example:

Receival: Manus, 28Apr01, AWB 987654321, PSPs, from SGP, 2 boxes

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8. In the body of email, copy the subject line and also write: “**Please see the attached.**” (Note: This is necessary because some recipients cannot view the entire subject line on the initial receipt of email.)
9. Send the email with the updated TWP Shipping Form attached.

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V. Personnel Responsibilities:

A. Observer Responsibilities (Manus, Nauru, Darwin):

1. All EQUIPMENT shipped to the U.S.A. must be sent to Interconex first.
 - Fill out TWP Shipping Form ("Ship To" address is Interconex. "Final Destination" address is SGP).
 - Follow the steps 1-12 in "Shipping Instruction" (page 4), but also attach a pre-addressed label to the outside of each box.
2. All DATA SHIPMENTS to the U.S.A. are shipped directly to PNNL (they need not go through Interconex).
 - "Ship To" address is PNNL. "Final Destination" address is PNNL.
 - Pack data media (with TWP Shipping Form) in black box and in cardboard box.
 - Follow the steps 1-12 in "Shipping Instruction" (page 4), but also attach a pre-addressed label to the outside of each box.
3. To receive equipment or data, follow the steps 1-9 in "Receiving Instruction" (page 7), and notify others by email that the shipment has arrived at your site.
4. Darwin personnel to follow "Shipping Instruction" (page 4), and also send shipment notification email to Manus (ARCS-1 email address, Robert Thompson, and Dick Pearse) or Nauru (ARCS-2 email address) depending on the site to which the shipment is sent.

B. SGP Shipping Coordinator Responsibilities:

1. Under direction of TWP Shipping Director, make shipments to TWP Sites, vendors, or repair shops.
2. Follow "Shipping Instruction" (page 4) when sending out any shipment.
3. When a shipment is destined for one of the TWP Sites, send the box(es) to Interconex.
 - Fill out a Shippers Security Endorsement (Attachment 8) and fax it to Interconex if the shipment is going outside the U.S.A.
4. All software must be listed by manufacturer name and version. (See Attachment 12)
5. Send original calibration records to TWPO. Send copies to each Site.
6. Send original manuals to TWPO.
7. When a shipment is to be made to another DOE lab, vendor, or repair shop, make shipment directly to that location.

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8. If receiving equipment not preceded by a shipping notice, fill out a TWP Receiving Form.
 - Go to www.twppo.lanl.gov and at bottom left hand of page select “Shipping and Receiving Process Forms etc”, then select “receiveform.zip”.
 - Send a receiving notice via email to “receiving@lanl.gov with the attached TWP Receiving Form.

C. TWPO Responsibilities – Foreign Shipments from LANL to Pacific Sites via Interconex:

1. Obtain the material you will be shipping.
2. Pack equipment carefully using TWP Shipping Boxes and packing material unless otherwise directed not to pack items.
3. Fill out TWP Shipping Form **for each box that is being shipped**. This form is initially used as a shipping form and then, when the shipment arrives at the final destination, is used as a receiving form.
 - Go to www.twppo.lanl.gov, and at bottom left hand of page select “Shipping and Receiving Process Forms etc” then select “shipform.zip”.
4. Click on “Box 1” located on tabs at bottom of spreadsheet
5. Fill out all information on form:
 - “Ship To” (From the pull down menu, choose “Interconex”).
 - “From” (From the pull down menu, choose “TWPO (LANL)”).
 - “Final Destination” (Choose final destination from pull down menu).
 - “Date”
 - “Box ___ of ___” (Example: “Box 1 of 1”)
 - “Weight” (of each box) – Not needed if items are left for LANL Shipping to pack
 - “Dimensions” (of box – L x W x H) – Not needed if items are left for LANL Shipping to pack
 - “Mode of Shipment” (i.e., FedEx, DHL, etc.) – Leave blank until you find out
 - “Waybill Number” (also known as airwaybill or tracking number) – Leave blank until you find out from LANL Shipping what the waybill number is
 - “Total Shipment Value” (total value per box)

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- Fill in “System” name (i.e., PSP, MPL, MFRSR, WSI, etc.). For a full list of Systems and ECCN Classification, go to www.twpo.lanl.gov, select “Shipping and Receiving Process Forms etc.,” and then select “TWP System and ECCN Classification”. ECCN stands for Export Commodity Control Number.
 - Fill in the “ECCN Classification.” Ask TWP Shipping Director if you are not sure what the number is.
 - “Quantity”
 - “Description” (Brief, but explanatory as to what it is)
 - “Mfg Name” (Manufacturer’s name of item shipped) – This must be filled in
 - “Model No” (Model or part number)
 - “Serial No” (Very important if there is one)
 - “Prop No” (Property number – PNNL or other)
 - “LANL Prop No” (LANL’s property number if present)
 - “Value” (Total value of items on that line)
6. When finished entering information, save the TWP Shipping Form(s) using the following file naming convention:
- Shipment_[site shipped from]_[short description of material]_[site shipped to]_[date (DDMMYY)].xls
- Example:**
- Shipment_LANL_Cal Equipment_Manus_05Aug03.xls**
7. Make copies of completed TWP Shipping Form, and **insert in each box being shipped**. The copies you place in each box will not have the shipment mode or airwaybill number.
8. Fill out a LANL Shipping Request form **for each box being shipped**. This can be found on the LANL Home Page:
<http://enterprise.lanl.gov/ship.htm>.
- Fill out Form 1768.
 - Include all necessary information.
 - When filling out the areas that require information about where the equipment is going to, **give the information for the Final Destination, not Interconex**.
 - Fill in cost code information using the Cost Code list (page 13).
 - Use your Z number and your name on Form 1768.

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9. Send a fax to Crystal or Joy at the LANL Customs Office at 667-3195:
 - Fax the completed LANL Shipping Request(s) and TWP Shipping Form(s) to the Customs Office. Save the original(s).
 - When you fax the form(s), send a TWPO fax sheet cover saying: "Attached is a shipping request to a foreign site. Pick up at TA-51, Bldg. 82, Room 105. Please call me with the waybill number(s) when available."
 - Be sure you have both the LANL and TWP Shipping Form ready and placed with the equipment you are shipping.
10. Fax a copy of the TWP Shipping Form and a Shippers Security Endorsement (see Attachment 8) to Mae Chu at Interconex **for each box shipped**.
 - Fill out only the top part of the Shippers Security Endorsement with your name and signature and the date.
 - Fill out a TWP cover fax sheet and write a message informing Interconex of the shipment. For example: A shipment was sent out from TWPO today. Final destination is Manus. See attached forms.
 - If the Customs office has already called you with the FedEx tracking number(s), include this as well in the fax cover sheet.
 - You must fax this information to Interconex within 24 hours of the shipment.
11. Send out a Shipping Notification by email when you obtain the FedEx waybill number(s), but no later than 24 hours after the package(s) is shipped.
 - Compose email with "Subject Line" formatted as follows:
Shipment: Site shipped from, Date shipped, FedEx tracking no., Main item(s) shipped, Site shipped to, No. of boxes"
Example:
Shipment: LANL, 5Aug03, FedEx 123456789, Cal Equipment to Manus, 3 boxes
 - If the Customs personnel have not called you with the FedEx waybill number by 3:00 of the afternoon of pickup/drop off, call them for it. Be sure you have the ID number (found at the top right-hand corner of the LANL shipping form) ready.
 - Attach the electronic file to the TWP Shipping Form(s) you previously filled out. However, before you do, go back and fill in the FedEx number you got from Customs.

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- Address the email with attached file(s) to receivals@lanl.gov.
 - In body of the email, copy the “Subject Line” contents and also write “Please see the attached”. This is done because some recipients cannot view the entire subject line on the initial receipt of email.
 - Send the email.
12. File your copies of the TWP Shipping Form(s) and LANL Shipping Request(s).
 13. TWPO Cost Codes
 - Domestic Shipments: 8G0200-SL21-2000-0000
 - Darwin Shipments: 8G0200-SL21-83TR-0000
 - Nauru Shipments: 8G0200-SL21-82TR-0000
 - Manus Shipments: 8G0200-SL21-81TR-0000
 14. Useful Numbers
 - LANL Mailroom: 667-0996 (phone), 667-9124 (fax)
 - Joy and Crystal: 665-2194 (phone), 667-3195 (fax)
 - Interconex: 562-404-9610 (fax)
 - Monty Apple: 970-731-9462
 - George Sawyer 580-388-4053

D. TWPO Responsibilities – Domestic Shipments from LANL

1. Obtain the material you will be shipping.
2. Pack equipment carefully using TWP Shipping Boxes and packing material unless otherwise directed not to pack items.
3. Fill out TWP Shipping Form **for each box that is being shipped**. This form is initially used as a shipping form and then when the shipment arrives at the final destination, is used as a receipt form.
 - Go to www.twppo.lanl.gov and at bottom left hand of page select “Shipping and Receiving Process Forms etc” then select “shipform.zip”.
4. Click on “Box 1” located on tabs at bottom of spreadsheet
5. Fill out all information on form:
 - “Ship To” (From the pull down menu, choose SGP”).
 - “From” (From the pull down menu, choose “TWPO (LANL)”.
 - “Final Destination” (Choose final destination from pull down menu).
 - “Date”

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- “Box ___ of ____” (Example “Box 1 of 1”)
 - “Weight” (of each box) (not needed if items are left for LANL Shipping to pack).
 - “Dimensions” (of box – L x W x H) (not needed if items are left for LANL Shipping to pack).
 - “Mode of Shipment” (usually FedEx) (leave blank until you find out).
 - “Waybill Number” (also known as airwaybill or tracking number - leave blank until you find out from LANL Shipping what the waybill number is).
 - “Total Shipment Value” (total value for all items in all boxes)
 - Fill in “System” name (ie, PSP, MPL, MFRSR, WSI, etc). For a full list of Systems and ECCN, go to www.twpo.lanl.gov , select “Shipping and Receiving Process Forms etc”, then select “TWP System and ECCN Classification.” ECCN stands for Export Commodity Control Number.
 - Fill in the “ECCN Classification” Ask if you are not sure what the number is.
 - “Quantity”
 - “Description” (Brief, but explanatory as to what it is).
 - “Mfg Name” (Manufacturers name - of item shipped. This must be filled in).
 - “Model No” (Model or part number).
 - “Serial No” (very important if there is one).
 - “Prop No” (Property number – PNNL or other)
 - “LANL Prop No” (LANL’s property number, if present).
 - “Value” (total value of items on that line).
6. When finished entering information, save the TWP Shipping Form(s) using the following file naming convention:
- Shipment_[site shipped from]_[short description of material]_[site shipped to]_[date (DDMMYY)].xls
- Example:**
- Shipment_LANL_Cal Equipment_SGP_05Aug03.xls**
7. Make copies of completed TWP Shipping Form and **insert in each box shipped**. The copies you place in each box will not have the shipment mode or airwaybill number.

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8. Fill out a LANL Shipping Request form **for each box shipped**. This can be found on the LANL Home Page: <http://enterprise.lanl.gov/ship.htm>
 - Fill out form number 1768
 - Include all necessary information
 - Fill in cost code information using the Cost Code list (attached).
 - Use your Z number and your name on the form.
9. Call the Mailroom to request that somebody pick up the equipment to be shipped.
 - Fax the completed LANL Shipping Request(s) and TWP Shipping Form(s) to the Mailroom by 9:00 am to enable plenty of time for pick up. Save the original(s).
 - When you fax the form(s), send a TWPO cover fax sheet saying: "Attached is a shipping request. Please pick up at TA-51, Bldg. 82, Room 105. Please call me with the waybill number(s) when available."
 - Be sure you have both the LANL and TWP Shipping Form ready and placed with the equipment you are shipping. Make sure a copy of the corresponding TWP Shipping Form is sent inside each box.
 - If the Shipment is Urgent and you want to make sure it is shipped out immediately, hand carry your package to the Mail Room by 12:00 noon for "next day" delivery.
10. Send out a Shipping Notification by email when you obtain the FedEx waybill number(s), but no later than 24 hours after the package(s) is shipped.
 - Compose the email with "Subject Line" formatted as follows:
Shipment: [site shipped from], [date shipped], [FedEx tracking no.], [main item(s) shipped], [site shipped to], [no. of boxes]
 - **Example:**
Shipment: LANL, 5Aug03, FedEx 123456789, Cal Equipment to SPG, 3 boxes
 - If the Mailroom personnel have not called you with the FedEx waybill number by 3:00 of the afternoon of pickup/drop off, call them for it. Be sure you have the ID number (found at the top right-hand corner of the LANL shipping form) ready.
 - Attach the electronic file to the TWP Shipping Form(s) you previously filled out. However, before you do, go back and fill in the FedEx number you got from Customs.

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- Address email with attached file(s) to receivals@lanl.gov
 - In body of email, copy the “Subject Line” contents and also write “Please see the attached”. This is done because some recipients cannot view the entire subject line on the initial receipt of email.
 - Send email.
11. File your copies of the TWP Shipping Form(s) and LANL Shipping Request(s).

E. LANL Customs Responsibilities:

1. LANL Customs at SUP-2 receives email notification of shipment to Pacific and reviews manifest ECCNs. Customs then sends out an email with required documents as follows:
 - Total of all attachments per email limited to 1 MB in size.
 - PDF formatted file to include Commercial Invoice, Shippers Letter of Instruction, and SED. The PDF file should include all documents except the TWP Shipping Form.
 - TWP Shipping Form should be attached as an Excel File.
 - To the following individuals only:
 - Mae Chu – mae.chu@interconex.com
 - Monty Apple – apple@lanl.gov
 - Amon Haruta – amon@lanl.gov
2. TWPO has provided LANL Customs with a default listing of all LANL equipment that COULD POSSIBLY be exported to TWP sites. (LANL Customs is interested in the main equipment, not spare parts and accessories.) This list contains the following equipment description:
 - Manufacturer
 - Model number (or NA)
 - Quantity
 - Value
 - ECCN recommendation
3. LANL Customs has reviewed this list along with TWPO personnel and an ECCN has been determined for each item. Technical help from TWPO may be needed to determine the ECCN on new items not listed. Based on the ECCN, LANL Customs determines if an export license would be required or not to Pacific sites.

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- The equipment on this list (that has been pre-approved by the LANL Customs) can be exported between foreign countries and the TWP sites without prior notification to LANL Customs.
 - Before any shipment leaves the U.S.A., LANL customs must provide applicable shipping documents to Interconex.
4. LANL Customs will make every effort to accommodate last minute requests. LANL Customs office hours are from 7:00 am to 5:30 pm and are not closed during the lunch hour. Also, email using "customs@lanl.gov will go to everyone in this office. LANL Customs will respond. If LANL Customs is needed during non-business hours, contact Crystal Johnson at home at (505) 662-2527. If she's not there, leave a message on the answering machine, and she will return the call as soon as possible.

F. Interconex Responsibilities (for Pacific shipments):

1. Inform TWP Shipping Director if a shipment arrives without a shipment notification, TWP Shipping Form (see Attachment 1), or LANL Customs documents.
2. Ship equipment to Pacific only after documents are received from LANL Customs.
3. Email an update of the original shipment notification to receivals@lanl.gov and to the specific site it is going to. It should include:
 - The new AWB number, scanned in using JPEG format
 - Shipment departure and arrival details
 - Attachments from LANL Customs.
 - Total size of all the attachments should not exceed 1MB.
 - If shipment is going to Manus, send above email to:
 - Manus Observers – arcs1@daltron.com.pg
 - Robert Thompson – rthomas@pngmet.gov.pg,
facilities@pngmet.gov.pg
 - Dick Pearse – twpdp@daltron.com.pg
 - If shipment is going to Nauru, send above email to: arcs2nrweb.cenpac.net.nr and to arcs2nru@hotmail.com
4. Provide LANL Customs with a LANL "FOREIGN FLAG CARRIER CERTIFICATE" for each leg of the shipment if Interconex does not use a U.S. Flag carrier.

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5. Will not receive power-of-attorney from LANL to submit SEDs electronically on their behalf for now.
6. Forward equipment from the TWP Pacific sites to SGP and notify receivals@lanl.gov of the new AWB the shipment is forwarded under.

G. Database Entry Specialist Responsibilities:

1. Enter inventory moves in the TWP Inventory Database.
2. Notify TWP Shipping Director of any discrepancies found in shipments/inventory.
3. Copy and log manuals and calibration records in TWP OMS as applicable.

H. TWP Shipping Director Responsibilities:

1. Direct shipments to be made to or from TWP Sites.
2. Ensure that all shipments move in a timely fashion to all locations.
3. Maintain Shipping Procedure.
4. Work with Database Entry Specialist to maintain accurate records in the TWP Inventory Database.
5. Work with Customs Officials when shipments are hung up.

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VI. References:

1. ADaM Removeable HD Mgmt System
2. Shippers Security Endorsement (LANL), FM(TWPO)-002
3. Shippers Security Endorsement (SGP), FM(TWPO)-004
4. Shippers Security Endorsement (template), FM(TWPO)-005

VII. Attachments:

1. TWP Shipping Form Example
2. TWP Receival Form Example
3. TWP Handcarry Form Example
4. Shipping Addresses
5. ECCN Classification
6. LANL Customs Alert
7. HD Shipping Overview
8. Shippers Security Endorsement
9. TWP Shipping Process Overview
10. TWP Shipping Tracking Flow Chart
11. TWP Receival Tracking Flow Chart
12. Guideline for Deriving ECCN Classification for Custom Software

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Attachment 4: Shipping Addresses

SHIPPING ADDRESSES

INTERCONEX

Name: Mae Chu
Address: Interconex, Inc.
17120 Valley View Avenue
La Mirada, CA 90638-5828
U.S.A.
Phone: 1-800-522-6639 or 562-921-0939

MANUS (ARCS-1)

Name: Francis Anuma / Dick Pearse
Address: ARCS-1/PNG National Weather Service
Momote Airport
Manus Island
Papua New Guinea
Phone: 675-470-9193 or VOIP 580-388-4081

NAURU (ARCS-2)

Name: Nicholas Duburiya
Address: ARM, Tropical Western Pacific
Climate Research Station
1000 Ocean Drive
Republic of Nauru, Central Pacific
Phone: 872-76-322-2789 or VOIP 580-388-4082

DARWIN (ARCS-3)

Name: Rex Pearson
Address: Meterology Office (Darwin Airport)
Bureau of Meteorology
Stuart Highway
Winnellie, Northern Territory
Australia
Phone: 613-9669-4993, 618-8947-3815, or VOIP 580-388-4082

SGP

Name: George Sawyer
Address: ARM SGP
309600 EW 28
Billings, OK 74630-2045
U.S.A.
Phone: 580-388-4053

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PNNL (DMF)

Name: Karen Creel
Address: ARCS DMF
Pacific Northwest National Laboratory
3350 Q. Street
ISB 1, Room 521, MS K7-28 3350 Q Street
Richland, WA 99352
U.S.A.
Phone: 509-375-2428

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Attachment 5: ECCN Calcification:

TWP SYSTEMS and ECCN CLASSIFICATION (as of October 2003)

Parent System	Components	ECCN Classification
AC Power	No components	EAR99
ACCESS (Sam/Race/H&S)	Controller	EAR99
	GE Analogue Block	EAR99
	GE Fanuc Genius Analogue Block	EAR99
	GE Fanuc Genius Digital Block	EAR99
	Genius Bus	EAR99
	GOES Transmitter	5A991
	Inmarsat B (Outfitters)	5A991
	Laptop (shares with H&S system)	4A994
	Modem	EAR99
	PLC (Primary Logic Controls)	EAR99
	Power Track	EAR99
	Terminal Server	EAR99
	SAM Laptop UPS	EAR99
AERI (Atmospheric Emitted Radiance Interferometer)	AERI Computer (FEP) - could be laptop	4A994
	AERI Interferometer	EAR99
	Black Body Temperature Controller	EAR99
	Hatch Assembly	EAR99
	Hatch UPS	EAR99
	I-van AERI MADS Computer	EAR99
	I-van PSS Tape Drive	EAR99
	PSS Tape Drive	EAR99
	Signal Conditioning Electronics Unit	EAR99
	Sterling Cooler Electronics Unit	EAR99
	Tapes (with Data)	4A994
	UPS for AERI Hatch	
	UPS for AERI Computer (Electronics)	EAR99
AWS (Automatic Weather Station)	Automatic Weather Computer	4A994
	Anemometer	EAR99
	IBM Laptop for AWS	4A994
	Tipping Bucket Rain Gage	EAR99
	Cables - various	EAR99
	AWIB	EAR99
	4 Port Splitter	EAR99
	Temperature Probe	EAR99
	Barometer	EAR99
	Fiber Optic Converter	EAR99

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Parent System	Components	ECCN Classification
	Voltage Reducer	EAR99
	Lightning Protector	EAR99
	Thrane & Thrane Satellite Phone	5A991
B&W (Black & White Radiometer)	Black & White 848	EAR99
	Ventilator	EAR99
BAR (Barometer)	Barometer in SMET Logger	EAR99
BBSS (Balloon Borne Sounding System)	DCP	EAR99
	Digicora	5A991
	GPS Antenna	5A991
	Laptop	4A994
	UPS	EAR99
CAL (Calibration)	All Calibration Equipment	EAR99
	PSION Palm Top PC, model 3A258K	4A994
Cavity Radiometer	Cavity Radiometer	EAR99
	Laptop for Cavity Radiometer	4A994
CEIL (Ceilometer)	Ceilometer Sensor Assembly	EAR99
	Laptop for Ceilometer	4A994
	Stand	EAR99
	UPS for Ceilometer Laptop, shared with MWR laptop	EAR99
CIMEL (Sun Photometer)	Control Box or Electronique Unit	EAR99
	GOES Antenna	5A991
	Optical Head - Or Sensor - looks like short shotgun barrel	EAR99
	Robot Arm	EAR99
	Solar Panel	EAR99
	Vitel VX2004 Unit (GOES Transmitter)	EAR99
COMM (Communications)	Fax Machine	EAR99
	Laptop (Observers)	4A994
	PSION Palm Top	4A994
	Satellite Phone	5A991
	Walkie Talkie	EAR99
DAQC (Data logger)	Zeno Logger, Calibration	EAR99
DAQG	Zeno Logger, Ground Rad	EAR99
DAQM	Zeno Logger, Met Instruments	EAR99
DAQR	Zeno Logger, Rad logger	EAR99
DAQS	Zeno Logger, Spare	EAR99
DC Power	No components	EAR99
DS (Data System)	Previously "ADaM" system	EAR99
	4 Channel Packet Voice/Fax DSP Module, Cisco model PVDM-256K-4	5A991
	16 Port Switch	EAR99
	ADaM Four Hard Drive (HD) Bays	EAR99

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Parent System	Components	ECCN Classification
	ADaM Monitor	EAR 99
	APC Master Switch	EAR99
	Artecon	EAR99
	DTE Cable, Cisco model CAB-530MT	5A991
	Eve Four Hard Drive (HD) Bays	EAR99
	Eve Monitor	EAR99
	File Server Monitor	EAR99
	IP/Firewall/Voice Plus IPSec (version 12.1.5) by CISCO	5D002
	Network File Server (NFS)	EAR99
	Router, Cisco model 1751-V	5A991
	RS-530 Cable,DTE Male to Smart Serial, Cisco model CAB-SS-530MT	5A991
	RS-530A Cable,DTE Male to Smart Serial, Cisco model CAB-SS-530 AMT	5A991
	SCSI Controller for Dell Power Vault Storage Array	EAR99
	Serial Interface, Cisco model WIC 2T	5A991
	Switch, Cisco model WS2950C-24	5A991
	Two Port Voice Interface Card, Cisco model VIC-2FXS	5A991
	Terminal Server	EAR99
	Ultra 10 Workstation by Solar System	EAR99
	UPS	5A991
	V.35 Cable, Cisco model CAB-SS-V35MT	5A991
EMWIN (Emergency Managers Weather Information Network)	Computer	4A994
	EMWIN	EAR99
	GOES Antenna	5A991
EMWIN	QFAX	EAR99
	QFAX Antenna	EAR99
	UPS	EAR99
ES&H (Environment Safety & Health)	AED (Automatic External Defibrillator	EAR99
	Fire Extinguishers	EAR99
	Combination CO/Fire, Smoke Detector	EAR99
GENSET	Engine	EAR99
	Exerciser Board/Cat Transfer Switch	EAR99
	Fuel Tank	EAR99
	Generator	EAR99
	NIES Diesel Genset - Portable	EAR99
GOES	No components - see Access	EAR99
H2 GEN (Hydrogen Generator)	H2 Generator	EAR99
HRPT (High Resolution Picture Transmission - Port Moresby only)	Antenna Receiver	EAR99
	Color Printer	EAR99

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Parent System	Components	ECCN Classification
	Computer	4A994
HVAC (Heating Ventilation Air Conditioning)	Air conditioners	EAR99
	Dehumidifiers	EAR99
IRT (Infrared Thermometer)	Gold Mirror	EAR99
	IRT Sensor	EAR99
ISS (NOAA's International Space Station Support)	Van	EAR99
Laptop Spares/Un-deployed	Laptop	4A994
	Network Card, PCMCIA	4A994
	I/O Card PCMCIA	4A994
MEDIA	Removable Hard Drives for mailing (old ADaM/Eve system)	4A944
	Tapes	4A994
	Compact Disks	4A994
MFRSR (Multifilter Rotating Shadow Band Radiometer)	MFRSR Sensor Head	EAR99
	Logger Board/ Logger Box	EAR99
	Rotating Arm/Motor	EAR99
	Stand	EAR99
MMCR (Millimeter Cloud Radar)	ABC Switch - Black Box	3A991E
	ADC (Analog Digital Converter)	3A991E
	Antenna	3A991E
	Attenuator	3A991E
	Backplane	3A991E
	Circulator	3A991E
	Coherent Up & Down Converter	3A991E
	Converter	3A991E
	DBS Microwave	3A991E
	DMS Computer	3A991E
	Interface	3A991E
	MMCR Monitor	3A991E
	Mux (Multiplexer)	3A991E
	Oscilloscope	3A991E
	Pulse Controller	3A991E
	Radar Computer	3A991E
	Raydome Antenna	3A991E
	Receiver/Modulator	3A991E
	RTD	3A991E
	Tapes (with Data)	4A994
Tilt Meter	3A991E	
TWT Amplifier	3A991E	

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Parent System	Components	ECCN Classification
	UPS	EAR99
MPLHR (MicroPulsed Lidar High Resolution)	CPU - Computer - Rack mount or Laptop	4A994
	Laser Diode Supply - (with handset) made by Spectra Physics or Lite Cycles	EAR99
	Lidar/Scaler Control - Gray rack mount box manufactured by SESI	EAR99
	Optical Transceiver - Telescope and attached optics (Incorporates the "APD" Avalanche Photo-Diode, or Photon Detector and the Laser Head)	EAR99
	Shutter/Compressor Assembly	EAR99
MTI (Multi Thermal Imaging)	Sensors	EAR99
MWR (MicroWave Radiometer)	Blower Assembly (Fan/Heater)	EAR99
	Laptop	4A994
	MWR (Microwave Radiometer) Sensor	EAR99
	Stand	EAR99
	UPS	EAR99
NETWORK	Cable, RS-530, DTE to Smart Serial (made by CISCO)	5A991
	Cable, RS-530A, DTE to Smart Serial (made by CISCO)	5A991
	Cable, V.35 (made by CISCO)	5A991
	Cable, DTE (made by CISCO)	5A991
	Fiber	EAR99
	GOES Antenna	5A991
	Hubs	EAR99
	Inmarsat B Antenna	5A991
	Inmarsat B Transceiver	5A991
	Inmarsat C Antenna	5A991
	Inmarsat C Transceiver	5A991
	Routers (not made by CISCO)	EAR99
	Routers (made by CISCO)	5A991
	Switches (not made by CISCO)	EAR99
	Switches (made by CISCO)	5A991
	Terminal Server	EAR99
NIP (Normal Incidence Pyrheliometer)	NIP Sensor	EAR99
ORG (Optical Rain Gage)	ORG Sensor	TBD
OTHER	Oscilloscopes	EAR99
	Other components	EAR99
PIR (Precision Infrared Radiometer - Pyrgeometer)	PIR	EAR99
	Ventilator	EAR99

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Parent System	Components	ECCN Classification
PSP (Precision Spectral Pyranometer)	PSP	EAR99
	Ventilator	EAR99
RBL (Remote Balloon Launcher)	Remote Balloon Launcher Assembly	EAR99
Software	Non - Public Domain (ie; software that is copyrighted)	Contact author to obtain EAR #
	Public Domain (ie; software that is not copyrighted)	EAR99
	Customer Communication Module (CCM) Software version 1.5 for windows, Caterpillar model JERC 2162	EAR99
	Eudora Pro- International Version	5D992
	Eudora Pro- Domestic Version	5D002
	Eudora Pro- Version 5.1	5D002
	Linux Red Hat 7.2 version Kernal 2.4.3-12	5D002
	Microsoft Office versions: please go to http://www.microsoft.com/exporting/matrix w.htm in order to select proper ECCN	See web site table
	Microsoft Windows operating system versions: please go to http://www.microsoft.com/exporting/matrix w.htm in order to select proper ECCN	See table web site
	MMCR custom software to analyze and process the data from the ARM Millimeter Cloud Radar. Installed on MMCR DMS Computer	3A991E
Multilink software for Liebert brand Uninterruptible Power Supply model GXT2-3000RT120	EAR99	
OS/2 WARP	EAR99	
PSI WIN for Psion Palm Top model 3 A258K	5D992	
Solaris 9.0 Operating System by Sun Microsystems (installed on MMCR DMS computer)	5D992	
Solaris Operating System –Other versions –go to- http://www.sun.com/sales/its/software/software.html#Table S	See web site table	
TKR (Tracker - Solar)	Solar Tracker	EAR99
TRH (Temperature Relative Humidity) on SMET	Arm Assembly	EAR99
	Aspirator Fan	EAR99
	Aspirator Housing	EAR99
	Probe unit	EAR99
	Sensor chip	EAR99
TSI (Total Sky Imager)	Camera	EAR99
	Computer	EAR99
	UPS	EAR99
	Sensor Head - Gun	EAR99
UPS (Uninterrupted Power Supply)	UPS units in Vans (Clary brand)	EAR99

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Parent System	Components	ECCN Classification
UVB (Ultraviolet B Pyranometer)	UVB Sensor	EAR99
VAN	D, E, I, U-van	EAR99
VSAT	3.8m Reflector C FS Az/EL PSNR	EAR99
	3.8m C LH Circ Pol Fd Assy	EAR99
	3.8m Feed stabilization kit	EAR99
	Step-down Autoformer	EAR99
	5W C-Band BUC	EAR99
	C-Band Ext PLL LNB	EAR99
	UPS	EAR99
	Modem - Radyne Comstream	EAR99
WND (Wind) on SMET	Anemometer (2 per stand)	EAR99
WSI (Whole Sky Imager)	Air Conditioner - White Box	EAR99
	Air Conditioner - Blue Box	EAR99
	ARC Drive (in Field)	EAR99
	Assembly - Complete WSI with all components	EAR99
	Blue Box (in I-van)	EAR99
	Camera (in Field)	EAR99
	Camera Card (in Field)	EAR99
	Computer (in I-van)	EAR99
	Computer Chasis	EAR99
	Cooler	EAR99
	Cooler Pump	EAR99
	Cooler Switch	EAR99
	Drive Bay	EAR99
	GPS (in I-van) If a Garmin unit	7A994
	Monitor (in I-van)	EAR99
	Occultor ACP (in I-van)	EAR99
	Sensor ACP (in I-van)	EAR99
	White Box (in Field)	EAR99

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Attachment 6: LANL Customs Alert (updated January 2002)

If you have a package containing documents, videos, or diskettes that must go out via DHL Express, a telephone number for the consignee is required. DHL will not accept the package without a telephone number.

Please do not include anything but documentation, diskettes, or videos for international shipments going through the LANL Mailroom. If you have anything other than what is mentioned above, including samples, they must go through the LANL SUP-2 Customs and Disposition.

1. If you have a diskette or video in a package that will be sent by the LANL Mailroom, please write "video or diskette" on the outer envelope of the package that will be sent.
2. The letters TSPA (Technology and Software Publicly Available) should be placed on the lower left-hand corner of the envelope for mail to foreign countries, or at the end of the subject line for email and faxes. TSPA is a designation assigned by the U.S. Department of Commerce (DOC) that shows the information contained is outside the scope of the regulations, and requires no license. The Laboratory purpose for requiring this marking is to show that the sender has considered the export requirements for technical data and takes responsibility for the contents meeting the requirement for being publicly available or fundamental research data relating to a commodity controlled by DOC.
3. Transmissions that contain only administrative information, and no technical data, should have the word "Correspondence" placed in the same location, for the same reason. Contact LANL S-7 Classification Office for export approval if you have technical data that is not publicly available.
4. Note: Laboratory policy requires Division-level approval for export of publicly available technical data to certain embargoed/sanctioned countries. See the BUS-6 Customs Team homepage <http://businternal.lanl.gov/sup2/customs/country.htm> for the current list and <http://enterprise.lanl.gov/forms/1667.pdf> for the required form.

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Attachment 7: HD Shipping Overview (notes from Monty Apple)

Operationally, here is how the disks move for TWP Sites:

1. Full data disks are shipped directly from TWP sites to PNNL for downloading of data at DMF. Disks are then reformatted (data removed).
2. The empty disks are sent from PNNL to SGP for return to TWP sites. This is done for several reasons:
 - a) One central point for shipments to TWP sites where all pertinent shipping/inventory information is obtained and it is in this process that LANL Customs and Property personnel get involved.
 - b) Consolidation saves on shipping costs. Small items are consolidated with other small items and are fit into a larger box.
 - c) Equipment protection & packaging size. Equipment is packed in our properly sized and cushioned shipping boxes. Eliminates oversized boxes and improper packing.

We need to ship out all equipment leaving the country through our forwarding agent who then communicates the Airwaybill, LANL Customs papers, and shipment cover letter to the proper authorities in each country. This procedure is very important and it begins at SGP.

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Attachment 8: Shippers Security Endorsement Form, FM(TWPO)-005

SHIPPERS SECURITY ENDORSEMENT

AS PER FAA REGULATIONS, THE PERSON TENDERING THE CARGO WILL PROVIDE HIS OR HER ORIGINAL SIGNATURE AND EVIDENCE OF IDENTIFICATION INCLUDING A MINIMUM OF TWO FORMS OF IDENTIFICATION, ONE OF WHICH WILL INCLUDE AN OFFICIALLY ISSUED PHOTOGRAPH. THE CARRIER MUST OBTAIN THE SHIPPERS SIGNATURE AND THE INFORMATION INDICATED BELOW.

SECTION ONE
(SHIPPER TO COMPLETE)

SHIPPERS COMPANY NAME: _____

COMPANY ADDRESS: _____

I CERTIFY THAT THIS SHIPMENT DOES NOT CONTAIN ANY UNAUTHORIZED EXPLOSIVES, DESTRUCTIVE DEVICES, OR HAZARDOUS MATERIALS. I CONSENT TO A SEARCH OF THIS SHIPMENT. I AM AWARE THAT THIS ENDORSEMENT AND ORIGINAL SIGNATURE, ALONG WITH OTHER SHIPPING DOCUMENTS, WILL BE RETAINED ON FILE UNTIL THE SHIPMENT IS DELIVERED.

SHIPPERS SIGNATURE: _____

DATE: _____

SHIPPERS PRINTED NAME: _____

SECTION TWO
(CARRIER AGENT (DRIVER) TO COMPLETE)

TYPE OF FIRST PERSONAL IDENTIFICATION REVIEWED: _____

NUMBER APPEARING ON ID: _____

TYPE OF SECOND PERSONAL IDENTIFICATION REVIEWED: _____

MATCHING PHOTO ON ID? INDICATE "YES" OR "NO": _____

NUMBER APPEARING ON ID: _____

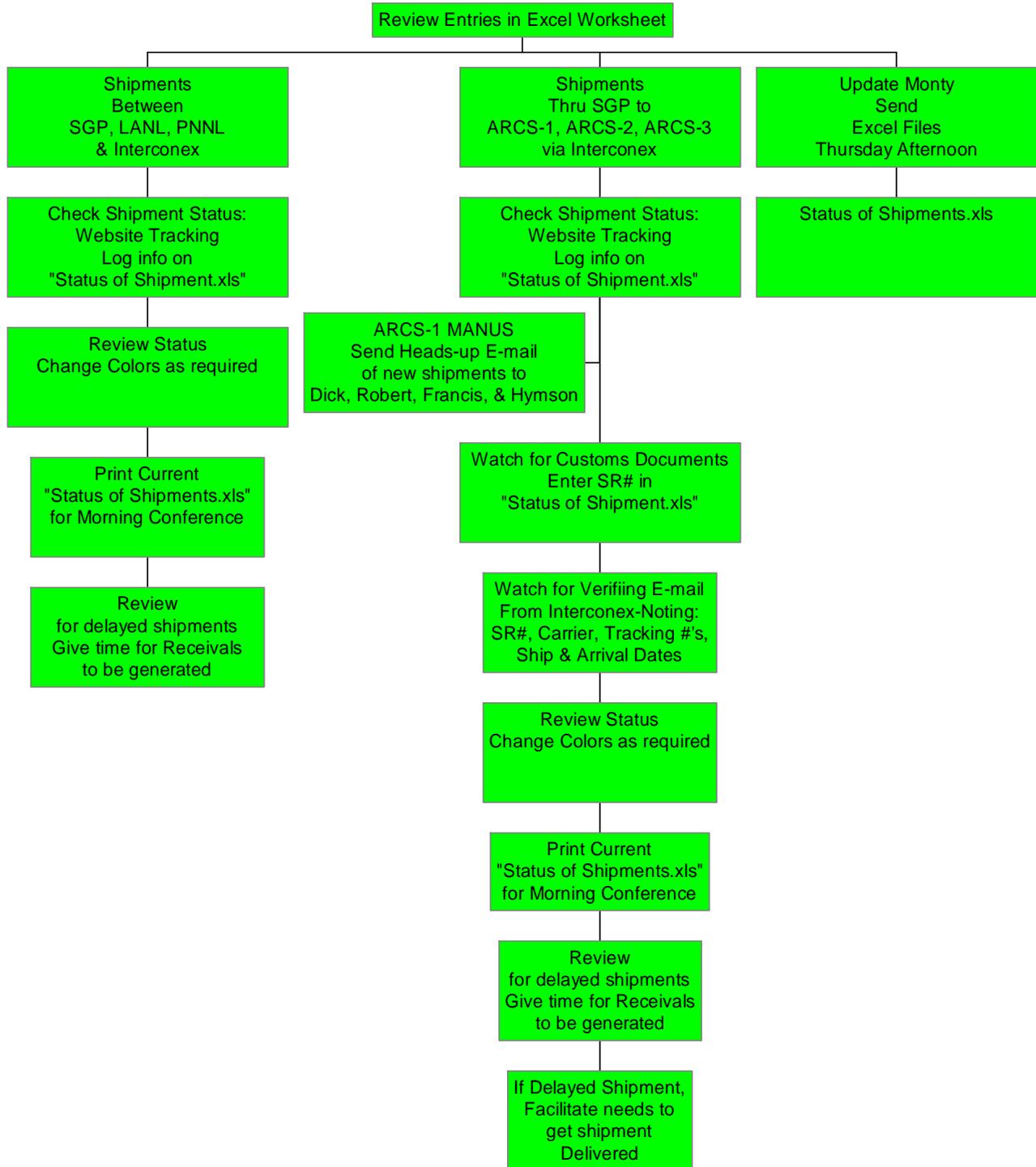
SECTION THREE
(FOR AIR CARRIER USE)

AIRWAY BILL NUMBER: _____

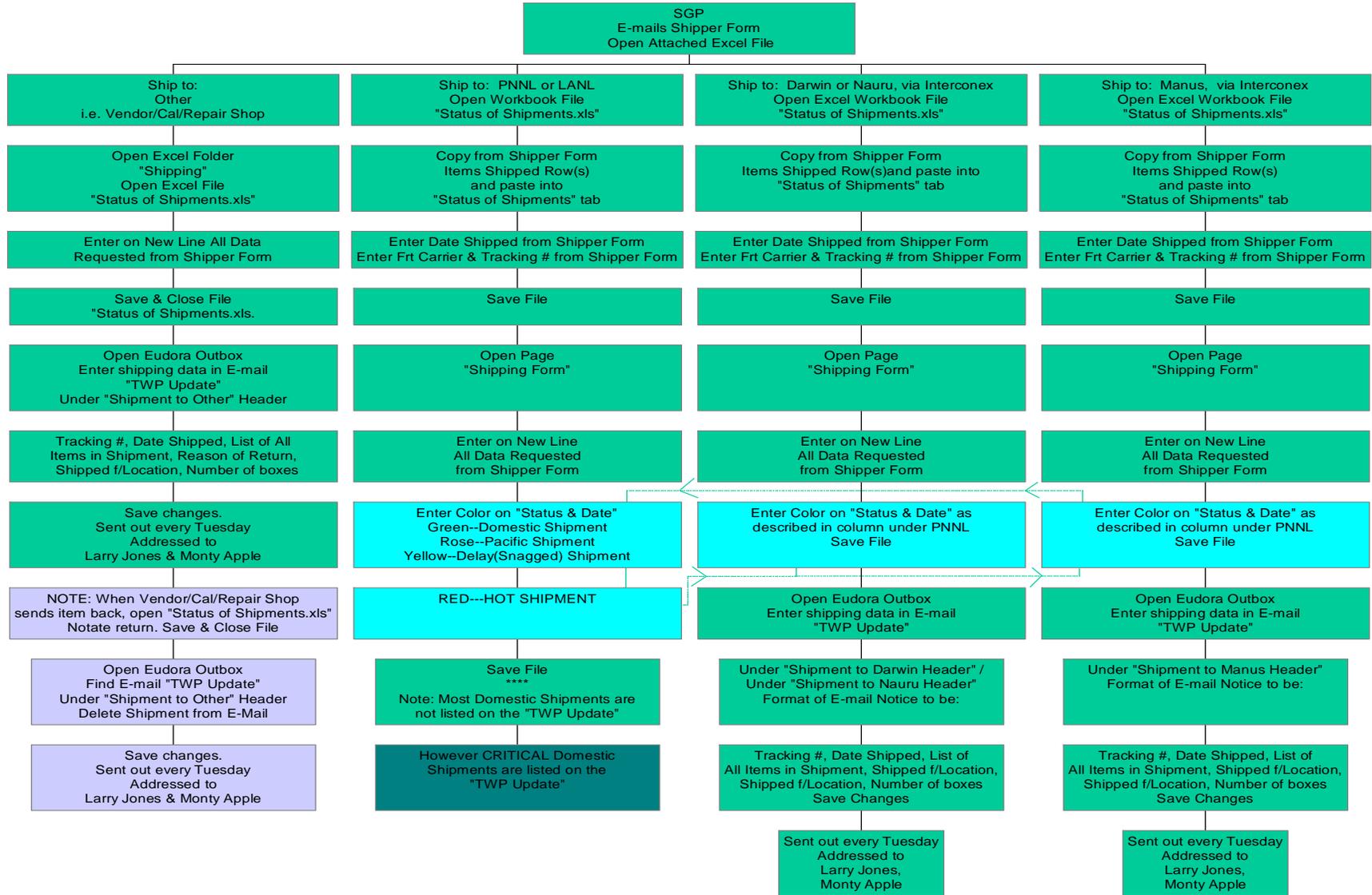
DESTINATION: _____

AIRLINE SIGNATURE: _____

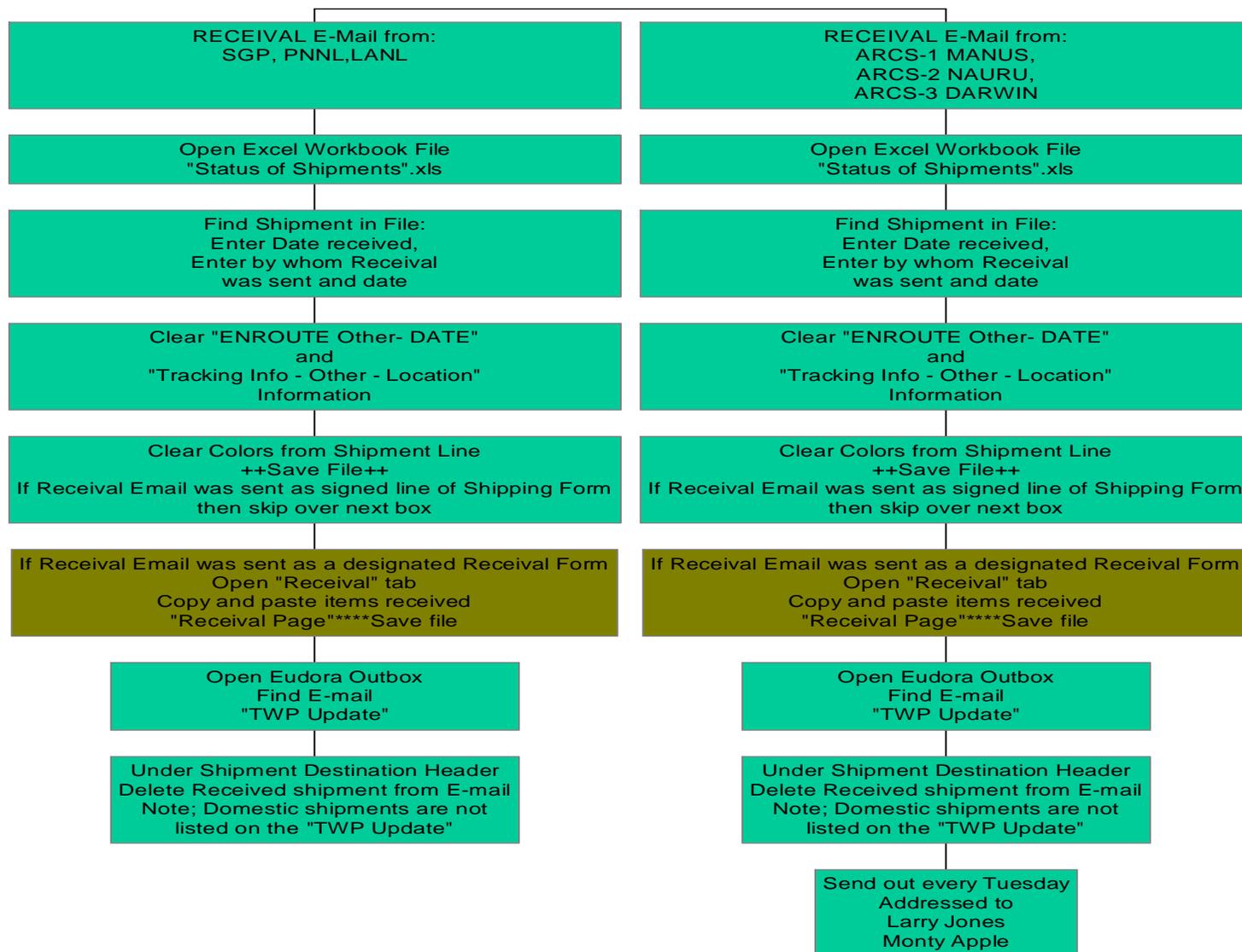
Attachment 9: TWP Shipping Process Overview



Attachment 10: TWP Shipping Tracking Flow Chart



Attachment 11: TWP Receival Tracking Flow Chart



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Attachment 12: Guideline for Deriving ECCN Classification for Custom Software

If the custom software is LANL-developed software, it must be submitted to S-7 Classification Office. S-7 will determine and provide an ECCN.

If the custom software is developed outside of LANL, the author must review the commerce control list and decide on an ECCN. However, the general guideline for custom software that controls an existing instrument is that the ECCN of the instrument can be provided to LANL Customs (SUP-2), and they can provide an ECCN for the software.