

UC Davis Policy and Procedure Manual

Chapter 350, Supplies and Equipment

Section 45, Shipment of Goods

Date: 9/12/05

Supersedes: 8/2/99

Responsible Department: Materiel Management

Source Document: N/A

[Exhibit A. Hazardous Material Information Sheet](#)

I. Purpose

This section outlines policy and procedures for shipping outbound materials on commercial freight services. For information on sending items through Mail Services, see Section 310-15 of this manual or Section 3483 of the UCDHS Policies & Procedures Manual.

II. Policy

The Central Receiving and UCDHS Receiving Departments provide for the shipment of goods in connection with official University business only. No personal shipments shall be processed.

III. Procedures

Responsibility	Action
Department	<ol style="list-style-type: none">1. Packs materials for shipment. (Special Services will pack materials for a fee; UCDCM Stores will pack only if special packaging is required.)<ul style="list-style-type: none">• If material is being returned by campus departments to vendor for credit or claim adjustment, include signed Shipping Memo (Calcode 71461-143) and, if required, vendor's return authorization number; if material was covered by University transit risk insurance, departments should advise Risk Management of the return shipment. UCDHS departments should refer to UCDHS Policies & Procedures Manual Section 2265 for instructions for returning merchandise to vendors.• Show complete address on label. Use two labels on large packages, one on top and one on the side.• Live or perishable goods must be clearly labeled as such, and shipping instructions must note life span.• Hazardous materials must be packaged, marked, labeled, and certified to meet Federal regulations. To facilitate this requirement, a Hazardous Material Information Sheet (Exhibit A) must be filled out completely to accompany any shipment shipped off campus that contains hazardous materials. Moreover, a Material Safety Data Sheet must be supplied for each chemical being shipped (see Section 290-27). This information must be provided to Central Receiving 3 days prior to shipping. Contact Central Receiving or UCDHS Receiving

for instructions.

Note: The Federal Aviation Administration, Department of Transportation, and other agencies have the authority to assess penalties for shipments that fail to meet guidelines. Any resulting fine will be assessed to the department where the shipment originated. Department personnel must be certified to package or ship hazardous shipments. Contact Central Receiving for more information.

2. Completes campus Shipping Memo (Calcode 71461-143) or UCDCM Shipping Memo to accompany all shipments; includes the following information:
 - Name, street address (building, department, etc., when applicable), zip code or postal code, and area code and telephone number of intended recipient. The address cannot be a P.O. Box.
 - Number of packages, weight and size of each.
 - Detailed description of package contents, including the UN ID number and proper shipping name of any hazardous materials being shipped, e.g., dry ice. When dry ice is included, state how much dry ice (in pounds) is in the shipment.
 - Estimate of value.
 - Amount of insurance required, if any, when the shipment is not covered under the self-insurance fund (see Section 370-30). Specify the amount of insurance desired if applicable.
 - Name of department and account number to be charged for shipping costs.
 - Method of shipment preferred (e.g., air freight or water freight).
 - Authorized signature.
3. Delivers package to Central Receiving on the Davis campus or UCDCM Receiving and, before departing, obtains signature from appropriate staff member acknowledging receipt of outbound shipment; or calls to request pickup of non-hazardous goods.
 - Campus departments must hand-deliver express (overnight) shipments to the Central Receiving business office by 3:00 p.m., or 2:00 p.m. for shipments containing dry ice.

Note: Packages deposited inside of express collection boxes cannot contain hazardous goods.

Central Receiving or UCDHS Receiving	<ol style="list-style-type: none">4. Arranges for shipment of package.5. Prepares labels, air bills, commercial invoices, and hazardous material paperwork.6. Tracks outbound shipments as necessary.7. Processes carrier invoices; recharges originating departments for shipping costs and processing through Materiel Management's billing system or UCDHS General Accounting.
--------------------------------------	--

IV. References and Related Policies

- A. Business & Finance Bulletin BUS-28, Property Self-Insurance Program, 7/1/92.
- B. Proper Shipping Names and UN ID Numbers for Hazardous Materials (http://www.access.gpo.gov/nara/cfr/waisidx_04/49cfr172_04.html).
- C. UCD Policy & Procedure Manual (<http://manuals.ucdavis.edu/PPM/about.htm>):
 1. Section 290-27, Hazardous Substances Communication Program.
 2. Section 370-30, Property Insurance.