



## Purchasing & Shipping section

### Shipment of Cargo – AFI Projects – Field Season 2010/11

1. The British Antarctic Survey will undertake the packing of cargo on behalf of AFI Projects and shipment on BAS vessels.
2. BAS vessels normally sail in the Autumn of each year; the RRS *James Clark Ross* in early September and the RRS *Ernest Shackleton* in early October.
3. The deadline for the receipt of cargo for packing for shipment on BAS vessels is a **minimum of four weeks** prior to loading.
4. BAS vessels itineraries, and the timing of each project, determine the cargo route that will be adopted for each project and Station. **AFI project leaders must consult Kath Nicholson (BAS Shipping Section) no later than 28<sup>th</sup> May, to discuss the appropriate shipping route and determine the packing deadline.**
  - 4.1 Airfreight routes to the Falkland Islands or South America (for onward shipment on BAS vessels) are unreliable and should not be programmed into cargo planning.
  - 4.2 Hazardous materials must **not** be consigned via airfreight.
5. All cargo carried by BAS vessels must be substantially packed to withstand multiple handling and stowage in a cargo hold.
  - 5.1 Packing for shipment is carried out at BAS Cambridge.
  - 5.2 Principal Investigators of AFI-funded projects must ensure that all items for shipment on BAS vessels are received by the packing deadline.
6. Cargo consigned for packing:
  - 6.1 Must be accompanied by a completed BAS Cargo Packing Note. This must also be sent electronically to BAS Shipping Section. **Please ensure that, in ‘Section Ref’ of the Cargo Packing Note, you include your name, AFI Project Number and a unique numerical identifier.**
  - 6.2 Hazardous materials must be contained in the manufacturer’s packaging and accompanied by a hazard safety data sheet. An electronic version of the safety data sheet should accompany the electronic Cargo Packing Note. **Please consult with BAS Shipping Section prior to dispatching hazardous materials.**
  - 6.3 **Cool (+4°C) and frozen (-20°C) stow materials must be considered separately for both packing and shipment; please consult BAS Shipping Section.**
7. **Cargo returning to the UK** on BAS vessels normally reaches BAS Cambridge in May or June.
  - 7.1 Collection of cargo from BAS Cambridge will be the responsibility of AFI Principal Investigators.
  - 7.2 Returning plant material, live fish, animal pathogens and samples from endangered species requires an import licence. **BAS Shipping section must be consulted at the programme planning stage to enable the return of these specimens.**

8. BAS Shipping section will be pleased to discuss any packing or shipping requirements. Please direct enquiries to:

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                         e-mail: [kani@bas.ac.uk](mailto:kani@bas.ac.uk)