



Washington Metropolitan Area Transit Authority

**DEPARTMENT OF TRANSIT INFRASTRUCTURE  
& ENGINEERING SERVICES**

**Administrative Procedure**

<b>CATEGORY</b> Organization and Administration		<b>TOPIC</b> Supplier Shipping and Delivery Requirements	
<b>PROCEDURE NO.</b> 113-19	<b>TITLE</b> Supplier Shipping and Delivery Requirements		
<b>LATEST REVISION NO.</b> REV.0	<b>LATEST REVISION DATE</b> 6/19/2012		
<b>PROCEDURE APPLIES TO</b> Department of Transit Infrastructure and Engineering Services			
<b>OFFICE/INDIVIDUAL OF PRIMARY RESPONSIBILITY</b> QAAW / Director of Quality Assurance and Warranty			
<b>DISTRIBUTION</b>  Transit Infrastructure & Engineering Services Offices (TIES)		<b>Approved By:</b> PRMT: <i>Heather A. O'Connell</i> Date: 4/21/12 CENV: <i>[Signature]</i> Date: 6/19/12	
<b>Approved By:</b> Director of Quality Assurance and Warranty (QAAW)  <i>[Signature]</i> 6/19/2012		<b>Approved By:</b> AGM/Transit Infrastructure and Engineering Services (TIES)  <i>Adm R. Tr</i> 6/19/2012	



### Revision History

Date Released	Revision	Author	Section Changed	Description of Change
6/19/2012	0	C. Fisher		Initial Release



## 1. PURPOSE

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The purpose of this procedure is to establish the requirements for packaging, packing, identification, handling and delivery of items to the Washington Metropolitan Area Transportation Authority (WMATA).

This document shall serve as the primary source for definition in this area, unless specifically directed otherwise on the purchase order.

These requirements shall be made available to all WMATA suppliers.

## 2. SCOPE

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Use of this document shall ensure cost effective, safe, efficient damage free packaging as well as defining handling, storage, marking/labeling, documentation and transportation/delivery requirements for suppliers who provide raw materials, parts and assemblies to WMATA.

## 3. RESPONSIBILITIES

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### 3.1 Authorities

All questions shall be directed to the WMATA designated Contracting Officer (CO), Contract Administrator (CA) or Purchasing Agent (PA).

Packaging, Handling, Storage, and Transportation quality issues shall be directed to the WMATA Quality Assurance and Warranty (QAAW) Department through the WMATA CO, CA or PA.

Suppliers shall be diligent in enforcing the elimination of paper debris, metal shavings, dirt, etc. within new and reusable shipping containers.

Packaging, Packing Changes or Questions affecting preservation and packing shall be forwarded to the WMATA CO, CA or PA for disposition through the QAAW department.

### 3.2 Product Preservation

Packaging, packing, and shipping requirements for materials, parts, and assemblies shall meet, at a minimum, best commercial practice in accordance with ASTM D 3951-Standard Practice for Commercial Packaging.

All materials, parts, and assemblies shall be able to be stored in an enclosed facility for a minimum period of one (1) year without damage or degradation to the item.



Preservation and packaging factors shall include, but not be limited to:

- Fragile/Non-Fragile
- Sensitive to vibration or shock (electronic components, gauges, test equipment, etc.)
- Hazardous material
- Temperature sensitive (Sealers, Adhesives, Paints, Rubber products, etc.)
- Light sensitive (Rubber, Fabrics, Foams, etc.)
- Shelf Life (Batteries, Compressed Gases, Decals, Foams, Paints, Sealers/Adhesives, Rubber, Seat Belts and Webbing, Tapes, Tires, etc.)
  - Shelf Life items are to be marked with the Date of Manufacture (DOM), Date of Expiration (DOE) and Manufacturer's suggested shelf life for product.
  - Rubber products shall include, but not be limited to, all types of seals and gaskets. This material shall not be kinked when packaged and/or packed for shipment. Cure dates and/or shelf life dates shall be marked on the unit, any intermediate packaging, and shipping containers.
- Special orientation requirements, i.e. directional vertical/horizontal marking on the container.
- Sensitive to electrostatic discharge, electromagnetic, magnetic, or radioactive fields
- Special storage or clean environment
- Special handling equipment, handling techniques, stacking, blocking devices, or engineered containers

Other considerations shall include evaluation of industrial (commercial) packaging compared to International Specifications to ensure all required levels of protection.

**Cleanliness** - Items shall be free of dirt and other contaminants which would require cleaning by WMATA prior to use. Coatings and preservatives to the item for protection are not considered contaminants.

**Preservation** - Items susceptible to moisture, corrosion or deterioration shall be provided protection such as preservative coatings, volatile corrosion inhibitors (VCI) or desiccant unit packs in accordance with best commercial practice.

**Major Assemblies** - Shall be double-wrapped with 4-mil (minimum) polyethylene sheeting and all seams shall be entirely sealed with waterproof tape. Major assemblies shall be protected from moisture with MIL-D-3464 Desiccant or equivalent. (Desiccant shall not be positioned directly against assembly surface).

**Wrapping/Cushioning** - Items requiring protection from physical and mechanical damage, or which are fragile by nature shall be protected by wrapping, cushioning, compartmentalization, or other means to mitigate shock and vibration during shipment and storage.

**Packing Materials** - Kraft paper, plastic sheeting, bags or sleeves, bubble wrap, polyethylene foam, polyurethane foam-in-place, nylon netting (for tubes, cylinders, etc.), plastic, tubing (bolt thread protection), and plastic caps/plugs are acceptable types of packaging materials.



Loose polystyrene material (i.e., peanuts, chips), shredded paper and starch materials (i.e. edible popcorn) shall not be used as packaging materials.

Loose materials for hazardous packaging (i.e., vermiculate) are acceptable only when shipping hazardous materials.

**Plastic Bag Closure** - Plastic bags used for inner packaging shall be closed by heat sealing, zip-loc, fold and fasten (tape), or tie (zip-ties, string). Use of staples is not permitted. The closure shall be adequate to retain items within the bag and prevent intrusion of contaminants or foreign objects. The bag closure shall be adequate to prevent escape of any contained liquids.

Plastic bags shall not be used for preserved (greased or oil) items. Bags fabricated from wax-coated to heavy duty kraft paper are an acceptable alternative to plastic bags.

### **3.3 Packaging; Unit and Intermediate**

**Unit Package** - The unit package shall provide protection from shock, vibration, and other hazards during transportation, storage and handling.

**Unit Package Quantity** – All items shall be suitable for redistribution without additional repackaging or marking unless otherwise specified. The standard unit package quantity shall be one (1) each part, set, kit or assembly. Exceptions are small lightweight items, such as industrial hardware, which shall be unit packaged in quantities that are standard, as listed below. Bulk packaging is specifically excluded unless specified in the contract or purchase order. If bulk is specified in the contract or purchase order, maximum weight per bulk unit container (industrial hardware items) is five pounds (5lb).

**Intermediate Package** - The use of an intermediate package/container (bag, fiberboard carton) is encouraged particularly when such use enhances handling and transportation.

Intermediate package/container standard increments shall be 10, 25, 50 and 100 Maximum. (Size and weight of the unit package shall be considered when determining quantity)

The Maximum load for a fiberboard carton shall be 50 pounds.

### **3.4 Packing**

**Packing** - Unit and intermediate packages not meeting the requirements for a shipping container shall be packed in shipping containers.

**Kits** – Packaging and packing shall be in accordance with best commercial practice. Each kit having unlike items, but identified by a single part number (kit number) shall have a packaging list identifying and detailing each item within the kit.



**Shipping Containers** - The shipping container (including any necessary blocking, bracing, cushioning, or waterproofing) shall comply with the regulations of the carrier used and shall provide safe delivery to the destination. It shall be capable of multiple handling and storage under favorable conditions for a minimum of one (1) year.

**Fiberboard Cartons** - Corrugated fiberboard cartons, meeting ASTM D 5118-Standard Practice for Fabrication of Fiberboard Shipping Boxes requirements, are the preferred shipping container. The maximum weight limit for fiberboard shall be 50 pounds (for ease of handling, safety, and to minimize crushing due to stacking during transport).

**Wood-Cleated Panelboard Shipping Crate** - These types of crates may be used as intermediate packaging/containers as well as standalone unit containers. These crates shall meet ASTM D 6251-Standard Specification for Wood-Cleated Panelboard Shipping Boxes or equivalent.

**Weather-Resistant Containers** - A weather-resistant container (wood, metal, fiberglass or fiberboard) shall be used for shipping items subject to moisture damage.

**Major Assembly Containers** - Major assembly containers, requiring load bearing capabilities, shall comply with ASTM D 6256 or equivalent. Contour blocking and bracing and/or Foam-In-Place cushioning (.5 pound minimum) are an acceptable means of packing.

All containers shall have a fork lift access on sides and ends.

Metal banding (.5"-75"), meeting ASTM 3953-Standard Specification for Strapping, Flat Steel and Seals or equivalent, is required around the circumference (to side, bottom, side) of all wood containers.

Major assembly containers shall be over-packed (placed inside) in a land-sea container to protect from outside elements for transportation to WMATA in accordance with this procedure.

The supplier shall specify the preferred mode of transport depending upon schedule and circumstance. Contingent to WMATA approval.

### **3.5 Containerization Weight and Size Limitations**

**Raw Stock-Skid** - Bundled, or palletized raw stock material shall not exceed 4,000 pounds per unit of pack and no pallet height to exceed six (6) feet.

**Purchase Parts** - Properly protected parts containerized onto a skid, bundle, or palletized loads shall not exceed 2,000 lbs. per unit of pack and no pallet height shall exceed four (4) feet.

### **3.6 Marking, Labeling and Documentation**

**Box or Package Marking** - Remove or obliterate the "old" markings from reusable shipping cartons, crates and containers.



**EXCEPTION:** Special handling markings (i.e., “Fragile”, “UP”, “Do Not Drop”, “ESD”, “Hazardous markings”, etc.) and ISPM-15 markings are required. These markings may remain on reusable shipping containers so long as they are verified as being applicable to the product and are accurate and legible prior to re-shipment.

**First Article Inspection** - All shipments containing First Article Inspections (FAI) shall be marked with a FAI identification label. If there are several orders in the shipment, each order containing a FAI shall be marked with a FAI identification label. Place the label(s) on the identification side of the package only. Do not place on the top or bottom of the item(s).

**Source Inspection Items** - All shipments containing Source Inspected items shall be marked with Source Inspected identification label. If there are several orders in the shipment, each containing Source Inspected items, each order shall be marked with a Source Inspected identification label. Place the label(s) on the identification side of the package only. Do not place on the top or bottom of the item(s).

**Documentation** - When Certificates of Compliance, tests, and/or reports are specified as a requirement on the purchase order these documents shall be placed in a plastic sealed bag and be affixed on the same side as, and near the shipping label.

**Tests and Reports** - When specified in the Contract or Purchase Order, the Seller shall furnish WMATA QAAW with all test results, certificates, chemical and physical test reports and any and all required documentation.

Test reports and/or certification for materials supplied under this contract or purchase order shall be retained by the Seller for a period not less than five (5) years after shipment of materials.

Use of the English language is required for all tests and reports.

The Seller agrees to furnish written reports regarding schedule compliance upon the CO, CA or PA’s request.

Only original or copies of original documents shall be supplied for the item(s). Transcribed data onto supplier documentation shall not be accepted.

Required Documents may be:

- Attached to the delivered item(s) in accordance with this procedure
- Supplied to the CO, CA or PA by e-mail, fax, hand delivered or US Mail



### **Packing Sheet Requirements:**

- Name and Address of the Supplier
- WMATA Purchase Order Number
- WMATA Part Number as it appears on the Purchase Order
- The Manufactures Part Number
- Quantity Shipped and Unit of Measure
- Other product specific information as applicable to each shipment.

This information shall include, but not be limited to:

- Rejection tag number
- Variation Request number
- Condition of Supply Authorization, etc.

### **Bill of Lading Requirements:**

- Supplier Name and Address
- Carrier Routing
- Description of freight according to the applicable freight classification (North American Freight Classification Guide)
- WMATA Purchase Order Number
- Number and Type of Containers
- Total Weight of Shipment

### **3.7 Bar-Coding**

**Requirement** - In addition to other required markings and labels, each shipment shall be identified with a barcode utilizing the WMATA eProcurement website.

**Software and Hardware Operating Requirements** - Barcodes are to be created using the Advanced Shipment Notification (ASN) process through the WMATA eProcurement website.

Requirement for Use:

- Internet Access
- Personal Computer
- Inkjet or Laser Printer

**Electrostatic Sensitive Device (ESD)** - Intermediate and exterior packs are to be identified with sensitive electronic device caution labels. All ESD items shall be handled in accordance with WMATA QAAW procedure 113-25, ESD Control.





### 3.8 Hazardous Materials

**Compliance** - Hazardous materials shipped to WMATA shall be compliant with all applicable DOT 49 CFR Regulations and as allowed by 49 CFR 171.22, the IATA/ICAO Regulations (Air Transportation), IMDG (Vessel), and UN Model Regulations.

**Regulatory Organizations:**

- DOT-Department of Transportation
- IATA-International Air Transportation Association
- ICAO-International Civil Aviation Organization
- IMDG-International Maritime Dangerous Goods
- UN Model Regulations-Recommendations on the Transport of Dangerous Goods

Hazardous Chemicals shall be labeled, tagged or marked with the identity of the material and appropriate hazard warning per (29 CFR 1910.1200 Appendix E, A.-Labels and Other Forms of Warning).

### 3.9 Hazard Materials Marking and Labeling

**Identification Requirements** - As regulated by the 49 CFR 172 Hazardous Material Table:

- Proper Shipping Name (Assigned)
- Hazard Class (1-9)
- Identification Number (UN, ID, NA)
- Packing Group (I, II, III, or None)

**Communication Requirements** - As regulated by 49 CFR 172 subpart D and E.

Mark and Label Package with:

- Proper Shipping Name
- Identification Number
- Orientation markings or other applicable markings
  - Diamond-shaped handling labels (cargo aircraft only, etc.)
- Rectangular-shaped handling labels (cargo aircraft only, etc.)

**Describe the shipment on Shipping Papers** - As regulated by 49 CFR 172 subpart C:

- Proper Shipping Name
- Hazard Class
- Identification Number
- Packing Group (when applicable)
- In addition to the basic description there may be other required information such as:
  - DOT-Exemption
  - EX Numbers
  - Warning Indications



**Material Safety Data Sheets (MSDS)** - As entitled by 29 CFR 1910.1200 Appendix E (B), WMATA requires all shipments that meet the definition of a hazardous material per OSHA or DOT regulations shall include the most current MSDS with each shipment.

**HAZMAT Packaging** - All hazardous material packages shall meet or exceed the required specifications of 49-CFR 173-Shippers-General Requirements for Shipments and Packaging.

**Bulk Chemicals, Compressed Gases, and Petroleum Products** - The delivery of bulk chemicals and petroleum products (e.g., fuel oil, gasoline, etc.) into above or below ground tanks at a WMATA facility shall be supervised by an authorized WMATA employee to minimize the potential for release of hazardous substances during delivery, except the delivery of bulk compressed gases. All deliveries, including compressed gases, shall be accepted only during normal working hours, or as specified within the contract or purchase order.

**Packaging of Cylinders** - Shall meet all requirements of compressed gases in accordance to 49 CFR 178; Specification for packaging; Subpart C-Specifications for cylinders. Filling of cylinders and re-qualification requirements shall also meet the detail of 49 CFR 173.300 Subpart G; Gases; Preparation and Packaging or their equivalents.

**NOTE:** Compressed Gas containers shall display a Recertification date as well as the Service Life Date of the Cylinder.

**Bulk** is defined as a product delivered in a transport container and transferred at WMATA to a storage container.

#### WMATA ENVIRONMENTAL HEALTH AND SAFETY CONTACT INFORMATION:

- Questions and/or comments regarding packaging, packing or transportation of hazardous materials (HAZMAT) shall be forwarded to WMATA Environmental Engineering for disposition through the Supplier Quality department.

### 3.10 Customs and Foreign Suppliers

**Marking Requirements** - Follow shipping instructions as printed on the contract or purchase order.

#### **Special Marking Requirements for Imported Merchandise:**

Seller shall comply with U.S. Customs and Border Protections (US CBP) marking requirements by marking either the article and/or its container with the Country of Origin (Country of Manufacturer); in accordance with 19 CFR 134.11-Country of origin marking required.

Imported shipping containers fabricated from solid wood lumber (including interior blocking and bracing shall be fabricated and marked in accordance with ISPM-15-International Standards of Phytosanitary Measures (Guidelines in Regulating Wood Packaging Measures in International Trade)



The Packing slip shall reference the purchase order number, part(s) shipped, country of origin and a copy of the commercial invoice shall be located on the outside of the container. Non-compliance to this requirement may result in rejection of a shipment and return of that shipment at the seller's expense. This action shall be at WMATA's sole discretion.

The Seller shall be responsible, in the full amount, for any fines or penalties levied against WMATA by US CBP for failure to comply with US CBP regulations.

## 4 SUPPORTING DOCUMENTATION

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### **Federal:**

- 19 CFR 134.11, Country of Origin Marking Required
- 29 CFR 1910.1200, Appendix E, A Labels and Other Forms of Warning
- 29 CFR 1910.1200, Appendix E, B Material Safety Data Sheet (MSDS)
- 49 CFR Title 49, Code of Federal Regulations (Transportation; Parts 100 to 180)
- 49 CFR 171.22, Authorization and Requirements for the Use of International Transport Standards and Regulations
- 49 CFR 172, Hazardous Material Table
- 49 CFR 172, Subpart C Shipping Papers
- 49 CFR 172, Subpart D Marking
- 49 CFR 172, Subpart E Labeling
- 49 CFR 173, Shippers-General Requirements for Shipments and Packaging's
- 49 CFR 173.300 (301), Subpart G Gases; Preparation and Packaging

### **Commercial and Industry:**

- ASTM D 3951, Standard Practices for Commercial Packaging
- ASTM D 3953, Standard Specification for Strapping, Flat Steel and Seals
- ASTM D 5118, Standard Practice for Fabrication of Fiberboard Shipping Boxes
- ASTM D 6251, Standard Specification for Wood-Cleated Panelboard Shipping Boxes
- ASTM D 6256, Wood-Cleated Shipping Boxes with Skidded, Load-Bearing Bases
- International Standards of Phytosanitary Measures (Guidelines in Regulating Wood Packaging Measures in International Trade)
- JEDEC JESD 625-A, Requirements for Handling Electrostatic Discharge Sensitive (ESDS) Devices



**WMATA Standards:**

- QAAW procedure #113-05, Receiving and Inspection
- QAAW procedure #113-06, First Article
- QAAW procedure #113-07, Control of NonConforming Material
- QAAW procedure #113-15, Material Review Board
- QAAW procedure #113-25, ESD Control