

SHIPPING INSTRUCTIONS FOR CSO VISITORS

All CSO visitors are responsible for shipping their own items to/from CSO. Listed below is a checklist to follow and make sure everything is completed before departing CSO.

_____ **Pack and label all of your boxes.**

If you need packing supplies or assistance, please inform the Day Crew or Diana.

_____ **Complete and sign appropriate airbills .**

Blank airbills (FedEx, Lynden, UPS, DHL) can be found at the CSO HP office in a big red binder labeled "Shipping Forms".

_____ **Notify Day Crew and Diana if and when you want your boxes brought down to the Hilo CSO office.**

Description of items being shipped: _____

_____ **Arrange pick up date / time with your freight carrier and inform Diana.**

.. Make sure you have the following information before calling for a pick up: 1. # of boxes, 2. approximate weight, 3.dimensions per box, 4. description of items and 5. pick up address. Contact Diana if you need assistance.

_____ **Insure your boxes with freight carrier or with your organization if necessary.**

_____ **Do any of your boxes contain hazardous materials?** This would include compressed gas, chemicals, mixture solutions, compounds (see note below **)

_____ NO, my shipment does not contain any hazardous materials

_____ **If yes,** Please note:

** Department of Transportation regulations require that "hazardous" materials be properly labeled, and packaged, by a specialty trained (certified) employee.

Research groups that directly arrange for the shipment of materials to and from remote observatories must be especially cautious with regard to shipping hazardous materials. For example, the helium reservoir of a cryo-compressor must be packaged and labeled as a "compressed gas" if the quantity of helium is over 12kg. In such cases, the originating party must be formally trained and certified. Please contact your safety officer or shipping department to be sure you follow the appropriate procedures and have someone within your group certified so he/she can complete and sign the necessary shipping forms before departure.

Signature

Date

Contact person in case we have questions

Phone number and email please