

**IDS Terms and Conditions Guide**  
**Section C**

**Clause Number: C302S**  
**Effective: 04/01/2004**  
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**SPECIAL PACKAGING INSTRUCTIONS**

**General Instructions:**

Packaging specified or referenced in this contract must be adhered to unless written deviation is authorized by Buyer. Non-conforming packaging is subject to rejection or repackaging at Seller's expense. Questions concerning these packaging instructions are to be directed to the Buyer Procurement Agent.

**Part Packaging Instructions:**

1. Commercial packaging is normally acceptable for shipment to buyer. Seller is responsible for selecting packaging methods and materials which provide adequate protection at minimum cost and meet the requirements specified herein. Seller should select packaging methods and materials that consider, as a minimum, fragility, part composition, surface finish, size, weight and transportation mode. It is acceptable for parts being procured under multiple contract line items to be packed in the same shipping container if they are being delivered to the same building address with the same dock number address. However, each contract line item's parts must be packaged and identified separately.

2. Two or more shipping containers and/or a total weight exceeding 150 pounds must be combined into a unitized load. The limit size of unitized loads is 50" overall height, 42" x 48" pallet (double deck construction) and a maximum 4" overhang on any side. Unit loads must be properly stacked and bound (i.e., efficient stacking pattern) and bound by stretch wrap. Containers over 150 lbs. and/or 60" or greater foot print, must integrate 4-way entry skid permitting the use of standard material handling equipment. Also, each contract line item's parts that exceed twenty-seven (27) cubic inches in volume shall be packaged individually. Some containers are subject to receiving inspection. Therefore, all shipping containers shall provide a recloseable feature.

3. Primary packaging of parts shall consist of the following unless a more specific requirement is incorporated in this contract by another special condition:

- a) Pack each contract line item's part(s) in a four (4) mil or greater clear plastic bag or vacuum-packed bag so that the part number is visible and quantity can be verified.
- b) Cushioning between bags of parts, when required, shall be of sufficient density and thickness to adequately protect the part, and shall be positioned outside of the plastic bag so that the part number is still visible;
- c) Interleaving between parts, or reusable cushioned bags is preferred. For painted parts, interleaving with foam or paper wrap is acceptable and encouraged where possible. If interleaving is not possible, cushioning shall be secured in such a manner as to minimize damage to the package if opened for inspection or use at Buyer's facility.
- d) In all cases, care should be taken to prevent damage to parts.

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- e) When wooden containers are used the preferred method of closure, in order, is:  
KLIMP fasteners with banding; container construction and banding to prevent opening; screws; and nailing.

Note, when using screws or nailing, spacing should be no closer than six (6) inches. The number of fasteners and distance should be adequate enough to prevent accidental opening. Additionally, the use of staples for closure of wooden containers is prohibited.

4. For housekeeping reasons the following items are prohibited: staples used for closing bagged parts; loose fill packaging material, i.e. plastic peanuts, unless contained in a polyethylene bag or similar method.

**Packaging Identification Instructions:**

Seller shall provide adequate and proper identification for all packaged contract items and shipping containers. This identification shall be provided by: (1) packing sheets or (2) a combination of a packing sheet and bar coded shipping labels. See Clause C400 for bar coded shipping label identification and placement requirements. Packing sheets shall be supplied for each shipping container and contain the following information: Shipping address to include building number; shipping container's total weight; number of boxes; date shipped; shipper number; each contract number and contract line item number; each part number; and each part name; each quantity shipped. When applicable, the packing sheet must also include the appropriate control numbers, (i.e., serial, lot, batch, roll, heat lot, heat treat, etc.) and cure/manufacturing date.

All other associated paperwork, (i.e., certifications, test reports, MRD's etc.) must be located within the shipping containers.

If Clause C400 is incorporated in this PC, Seller shall submit a single copy of the packing sheet attached to the exterior of the shipping container in such a way to permit easy removal.

If this PC does not incorporate Clause C400, Seller shall submit two copies of the packing sheet as follows: one copy loose packed in the shipping container and one copy of the packing sheet attached to the exterior of the shipping container in such a way to permit easy removal.

**Packaging variances for Parts Delivered by a Local Conveyance:**

This variance applies to packaging and identification for those parts that are delivered by Seller-owned conveyance or by a local cartage company. The above requirements shall be followed except as noted in this section.

1. A recloseable feature for shipping containers is optional.
2. Containers are permitted to be open, but parts must be secured to prevent damage or loss during transit.

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3. Each contract line item's parts that exceed sixty-four (64) cubic inches in volume or one (1) pound in weight shall be packaged individually. If such part is less than 64 cubic inches and less than 1 pound they may be packaged in multiples in one plastic bag or shipping container.