

**DECENTRALIZED BLANKET
PURCHASE AGREEMENTS
(DBPAs)**

VENDOR REFERENCE BROCHURE



DELIVERING GLOBAL LOGISTICS SUPPORT

OCTOBER 2004

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Point of Contact (POCs)

CONTRACTING OFFICE:

DSCP/MQAA

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Philadelphia, PA 19111-5092
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FAX: (215) 737-2079/4113
E-mail: Martha.McCloskey@dla.mil

DSCP/MQAA

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AFMSA VASS

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Ft Detrick, MD 21702-5006
PHONE: (301) 619-7553
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MILITARY SERVICE POCs

AIR FORCE:

AFMSA/SGSLC

ATTN: Charlotte Christian
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FAX: (301) 619-6842 or 6844
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ARMY:

MCMR/MMO-S

ATTN: Cheryl Watts
1423 Sultan Drive, Suite 100
Ft. Detrick, MD 21702-5001
PHONE: (301) 619-4426
FAX: (301) 619-2938
E-mail: cheryl.watts@det.amedd.army.mil

NAVY:

CODE 03

Commanding Officer
Navy Medical Logistics Command
ATTN: Marketing & Customer Support
Bldg 830
Ft. Detrick, MD 21702-5015
PHONE: (301) 619-3086/7117/3009
FAX: (301) 619-3087

DSCP MEDICAL PACKAGING OFFICE

Defense Supply Center Philadelphia

ATTN: DSCP-MSBA-P (Loretta Connors)
700 Robbins Avenue
Philadelphia, PA 19111-5092
PHONE: (215) 737-4189
FAX: (215) 737-8139 or 8150
E-mail: Loretta.Connors@dla.mil

WEBSITES OF INTEREST:

DSCP <http://www.dmmonline.com>
AFMSA <https://afml.ft-detrick.af.mil/AFMLO/index.cfm>
ARMY <http://www.usamma.army.mil/>
NAVY <http://www.nmlc.med.navy.mil/>
VANAC <http://www1.va.gov/oamm/nac/fsss/index.htm>
GSA <http://www.gsa.gov>
DFAS <http://www.dfas.mil>
DLIS <http://www.dlis.dla.mil/>
DLA <http://www.dscc.dla.mil/Offices/Packaging>
FEDEX: <http://www.fedex.com>
DHL: <http://www.DHL.com>
UPS: <http://www.UPS.com>

Reference Brochure for DBPA Vendors

Blanket Purchase Agreements (BPAs) are authorized in Federal Procurement Regulations to establish a type of "charge" with various vendors. A BPA is vehicle for streamlining the ordering process, while at the same time satisfying recurring requirements for supplies and services. BPAs have been proven to reduce order/delivery time. They also allow individual facilities to have direct contact for follow-up with vendors and vice versa. This eliminates considerable time when a problem or question arises concerning an order.

DBPAs are established by the Defense Supply Center Philadelphia (DSCP) and the Air Force Medical Support Agency (AFMSA), Veterans Affairs Special Services (VASS) Contracting Offices. In addition, Base Contracting Offices can establish local BPAs. Basically, BPAs can be viewed as centralized management with decentralized ordering. "Decentralizing" a BPA allows its use by persons outside of the responsible Contracting Office.

The Contracting Office that awards the DBPA will provide vendors with a list of authorized approving officials for DBPAs. Approving officials sign the DBPA purchase order. Questions concerning positions, name, addresses, or telephone numbers included on the listing should be directed to the corresponding military service Point of Contact (POC). These individuals have been appointed by DSCP to serve as the POC for the service designated.

DBPAs are written for use against Federal Supply Schedule (FSS) price lists and/or open market price lists. Medical items and incidental repair services to these medical items can be purchased under the DBPA if a when requested by the contracting officer (or an authorized representative of the contracting officer). DBPAs negotiated by the AFMSA VASS are written specifically against an existing contract. If open market items are authorized, they will be listed in the DBPA. Individual calls/orders for items purchased under an existing FSS contract will be subject to the terms and conditions of the

basic contract, rather than the terms and conditions set forth in the DBPA. In other words, the FSS takes precedence over the DBPA. The DBPA requires that a list of individuals authorized to place calls under the agreement, be identified by organizational component, titles and the dollar limitation per call for each individual, and furnished separately to the supplier by each activity authorized to place calls. The list will include those individuals authorized to use the Government wide Commercial Purchase Card and any limitations (e.g., dollar limitation) imposed on them by the purchasing activity.

Pricing can be established at the same time the DBPA is established or at the time the order is placed. It is very important that you provide each military hospital's medical supply addressee with a copy of your price list(s). If a price list is not provided to the medical ordering activity, they will have to contact you for a "price quote" before placing a call against the DBPA. **NOTE:** **Facilities cannot use a DBPA for which they do not have pricing on file.**

The Defense Logistics Information Service (DLIS) in cooperation with the Defense Medical Logistics Standard Support (DMLSS) has developed the **Universal Data Repository (UDR)** Medical Catalog. The UDR serves as the single source for receipt and distribution of medical cataloging data. Copies of DBPAs, applicable modifications and/or vendor's DBPA product/price list can be published in the UDR. If vendors would like to have their products advertised free of charge in the UDR, they should provide their price list in the format shown in **Atch #1**. Vendors who provide their price lists in this electronic format will not be required to provide hard copies of their price lists to their customers, provided pricing is kept current. The UDR is made available to all medical ordering activities and their corresponding payment offices. This product is restricted to DoD use only.

Each call placed under the DBPA will be identified by the agreement number shown in block 1 of the DD Form 1155 or block 2 of the SF 1449 and a four digit serial call number. For example, a complete DBPA purchase order

number would look like SP0200-04-A-8600 Call 0001. Please note the seventh and eighth positions of the DBPA number shown in block 1 of the DD Form 1155 or block 2 of the SF 1449 will be automatically be adjusted on the first day of October of each year to reflect the current fiscal year, i.e. SP0200-04-A-8600 will be changed to SP0200-05-A-8600 on the first day of October 2004. Your invoice should also reflect a complete DBPA purchase order number/call number.

The Air Force Medical Support Agency (AFMSA), the US Army Medical Materiel Agency (USAMMA), and the Navy Medical Logistics Command (NMLC) POCs are located at Fort Detrick, Frederick, MD. If there are problems or questions regarding ordering, billing, or transportation issues with DBPAs, please feel free to contact the military service POC.

DEFENSE TRANSPORTATION SYSTEM

The Defense Transportation Regulation (DTR), Part II, Cargo Movement (DOD 4500.9-R) provides procedures and instructions concerning the transportation and movement of materiel. The DTR furnishes formats, codes, forms, rules, and procedures required for the movement of materiel in the Defense Transportation System. (DTS). Medical Marking Standard No. 1 (MMS No. 1) consolidates the marking & labeling requirements for all contractor-originated shipments of medical materiel to military supply depots and to medical ordering facilities. A copy of this standard can be found in **Atch #4**. Note that MMS No. 1 is currently undergoing revision to bring it in line with the latest requirements of MIL-STD-129P. Continue to use the Atch #4 edition of MMS No. 1 until further notice. Additional copies of the current MMS No. 1 and information regarding the status of the revised edition can be obtained from the DSCP Medical Packaging Office.

Examples of completed shipment labels can be found in **Atch 2**. In addition, vendors must supply a **packing list** with each shipment of

medical materiel. At least one copy shall be placed inside each exterior (shipping) container. One copy shall be sealed in a suitable water-resistant envelope and shall be affixed to the outside of container no.1. Exterior packing lists are required on all contractor-originated shipments of medical materiel, except for most shipments of protected cargo.

This is a valuable informative book for DBPA shipments, particularly for overseas final destinations. The DTR applies to all DTS shipments. The following instructions and samples are provided as excerpts from these regulations and in coordination with the military Consolidation Containerization Points (CCPs) and aerial ports.

"STATESIDE SHIPMENTS"

Stateside shipments are normally shipped directly to the medical ordering facility UPS or some other traceable means. Vendors should ship directly to the medical ordering facility address listed on the Authorized Ordering Officials List. NOTE: If transportation is F.O.B. destination, transportation costs are paid by the vendor. If transportation costs are F.O.B. origin, they are prepaid by the vendor and shown as a separate line item on the invoice.

"OVERSEAS SHIPMENTS"

The use of parcel post and other classes of mail shall be confined to deliveries of mailable matter, which meets the size, weight, and distance limitations prescribed by the Post Office Department. If shipment is mail eligible, usually less than 70 lbs, medical ordering facilities will generally consider mail as their first option. Shipments not sent by parcel post, and **when authorized by the medical ordering facility**, may be sent to a stateside Consolidation Containerization Point (CCP)/transshipment point (i.e. New Cumberland, PA or Tracy, CA), or aerial port. However, DBPA shipments first sent to a stateside transportation office and destined for an **OVERSEAS** facility will require:

- (1) **Transportation Control Number (TCN)**
- (2) **Transportation Priority (TP)**
- (3) **Required Delivery Date (RDD)**
- (4) **Transportation Account Code (TAC)**
- (5) **“Ship To” Address**
- (6) **“Mark For” Address**
- (7) **Military Shipment Label (MSL)**
- (8) **Bar Codes**

Transportation Control Numbers (TCNs) are assigned by the medical ordering activity and are used to identify, control and/or trace an overseas shipment from origin to ultimate consignee. If the medical ordering facility did not provide you with a TCN, please contact the facility and request one. *Do not ship to a stateside transshipment point or aerial port without a TCN.* The TCN should appear on the outside of the package on a military shipment label, the packing slip and the inner package. See example below.

EXAMPLE: TCN: FM442541770008XXX

The first six characters of a TCN represent the Department of Defense Activity Address Code (DoDAAC). For example, “FM” would be an Air Force shipment and “4425” identifies the base or Stock Record Account Number (SRAN). **Please note there are no dashes in the TCN.**

Army codes start with W - i.e. WK4FV1
 Navy codes start with N plus 5 digits - i.e. N00255
 Air Force codes start with FM - i.e. FM4425

The next four numbers in the example, 4177, contain the Julian date the order was placed - i.e., 4= 2004, 177 day = 25 June 2004. The last four numbers in the TCN, 0008, are a unique document serial number assigned by the ordering facility.

SUFFIXES:

A complete order being sent in one shipment should have a TCN number suffixed by “XXX”. i.e., FM442541770008XXX.

Orders with two or more partial shipments, TCNs would be suffixed as follows: (i.e., 4 shipments)

- FM442541770008XAX - 1st partial shipment
- FM442541770008XBX - 2nd partial shipment
- FM442541770008XCX - 3rd partial shipment
- FM442541770008XZX - 4th & final shipment

The last shipment of any multiple shipment should always be “XZX” to indicate the final shipment of a multiple shipment order.

NOTE: The TCN information is important to the tracking of these orders once they have been received at the stateside facility (Port of Embarkation). **If a TCN is missing, shipment may be delayed in getting to its final overseas destination** (Port of Debarkation) or end up as frustrated cargo. If problem is not resolved in a timely manner, property may be returned to the shipper or disposed of at the transshipment point.

Transportation Priority (TP): TP1 indicates to the stateside military shipping facility that the shipment is needed by the Required Delivery Date (RDD or 999 - life or death) and should be sent to the ultimate consignee address via military airlift. Only TP1 and TP2 coded shipments with a valid Required Delivery Date (RDD) is air eligible. TP3 indicate shipment can be made via military sea vessel. Separate from the TP is a Priority of Order. This will be included on each order. Orders will contain an “order priority” and are not exactly the same as a “transportation priority”. The following will help you determine the conversion from “order priority” to “transportation priority”.

Order priorities 1-3 should have labels marked as TP1. Order priorities 4-8 should reflect TP2 labeling, and order priorities 9-15 should reflect TP3. If TP1 shipments are too heavy or too large to fit in an aircraft, they may be diverted to sealift. This determination is made by the Air Mobility Command (AMC). AMC is authorized to approve TP changes or upgrade if the priority becomes a life/death requirement. Assign TP1 to shipments that have 7 days or less remaining on the RDD at the time shipment is offered for airlift. Assign TP2 to shipments with a RDD of more than 7 days but less than 22 days at the time shipment is offered for airlift.

Required Delivery Date (RDD): This is the date that the medical supplies are needed by the

medical ordering facility. This date will determine the mode of transportation used. SHIPMENTS WITH A BLANK RDD WILL AUTOMATICALLY BE DIVERTED TO SURFACE MOVEMENT. If an OCONUS medical facility's RDD is 21 days or less from date in the TCN, shipment may be eligible for air.

Transportation Account Code (TAC): This code determines what government agency will be charged for the cost of the transportation. This code is provided by the medical ordering facility so that the vendor can place it on the DD Form 1384 or military shipment label. If this code is missing, stateside shipping facilities may return the shipment to the vendor. For DBPA shipments, use the TAC F7MD for the Air Force, A2DR for the Army, and N908 for the Navy. NOTE: For DBPA shipments paid with the Government Purchase Card (GPC), AFI 64-117 requires Air Force medical activities to apply for a separate TAC to pay for transportation charges. In those cases, the Air Force medical activity should request a unit TAC at: <http://www.pats.wpafb.af.mil/tac/Index.cfm>.

"Ship To" Address: This address is the address of the transshipment point (i.e. New Cumberland, PA or Tracy, CA) where shipments are repalletized before going overseas. The TCN that was provided to you by the medical ordering activity will be used in the last line of the address. If shipments are going by parcel post, then this address would be the overseas medical ordering activity.

"Mark For" Address: This is the address of the medical ordering activity.

The Air Force does not use the CCP for air shipments, only for containerizing sealift shipments. Therefore, vendors should not be sending "life or death", 999, or other high priority shipments to any CCP for Air Force consignees. Those shipments should be directed to the appropriate aerial port in CONUS for overseas airlift. The Army does use the CCPs to create Air Lines of Communication (ALOC) air pallets, but the Air Force does not. Before sending a

shipment to the CCP, vendors should contact the appropriate truck appointment scheduling center:

DDSP New Cumberland 1-800-307-8496

DDJC Tracy 209-839-4518

Military Shipping Label (MSL) is required on each exterior (shipping) container and/or unitized load. Complete technical requirements for the military shipment label are contained in MIL-STD-129P, paras. 4.2 through 4.2.3, as applicable. MIL-STD-129P is available at <http://assist.daps.dla.mil/quicksearch/>. Bar codes (both linear and 2D) are required on the military shipping label, as specified in the contract/purchase order. See attachment #3 for locations and samples of required bar codes.

Linear bar codes. Each linear bar code on the military shipping label shall be one-half inch high and accompanied by the Human Readable Interpretation (HRI). Linear bar codes shall include the following:

1st bar code: TCN (in the absence of a TCN, the contract/purchase order number)

2nd bar code: Piece number - **Do not left zero-fill.**

3rd bar code: DoDAAC for the ultimate consignee/mark for consignee

2D bar codes. Complete technical requirements for 2D bar codes are contained in MIL-STD-129P, para 4.2 through 4.2.3 and Table IV, Technical Details for 2-Dimensional (2D PDF417 Symbology) as applicable. The 2D bar code elements shall include document number and suffix (in absence of document number, the contract/purchase order number), NSN (or in absence of NSN, the CAGE and PN), S9M is DSCP and will be the Routing Identifier Code, 2-position unit of issue, 5-position left zero-filled quantity, condition code (shown as "A" unless otherwise specified) 2-position left-zero-filled distribution code and 6-position left zero-filled unit price.

Packing List: A complete packing list (either DD Form 250 or a suitable commercial alternate)

will be supplied with each shipment. Linear bar codes (Code 39) shall also be supplied on each packing slip. Bar codes may be printed directly on the packing list, or as an alternate, they may be printed on a pressure-sensitive label which is securely affixed to the packing list. Bar codes shall be in accordance with ISO/IEC-16388:1999 (Information Technology - Automatic Identification and Data Capture Techniques - Bar Code Symbology Specification - Code 39), which is available from Global Engineering Documents, URL: <http://global.ihs.com/>. Bar-coded data shall include the document number and suffix, NSN, S9M, unit of issue, quantity, condition code, distribution code and unit price. This data shall be provided on the packing list in three separate bar codes, together with the corresponding Human Readable Interpretation (HRI), as follows:

First Bar Code: Document Number and Suffix (in absence of document number, use the contract number)

Second Bar Code: National Stock Number (NSN) (In the absence of the NSN, use the CAGE and Part Number)

Third Bar Code: S9M, 2-position unit of issue, 5-position left zero-filled quantity, condition code (shown as "A" unless otherwise specified) 2-position left-zero filled distribution code and 6-position left zero-filled unit price.

Example:



FM123400001234



6530001234567



S9MPG00001A0000145

Civilian Air Shipments Going by MEDEX

MEDEX- Medical Express is mode of shipment for transportation of medical supplies going to Army activities overseas. Shipments go through a civilian contractor rather than through military air channels, so advanced air clearance is not required. Only controlled substances are restricted from MEDEX. Equipment may have to go by surface or military air. For hazardous cargo, contact the CCP. Shipments go out daily. The medical ordering facility must authorize shipment by MEDEX. If you are shipping items that require refrigeration, call the CCP in advance and let them know. Anything being shipped by MEDEX must have a TCN number on the outside of the package. The TCN should be on the outside of the package, the packing slip and the inner package. **Air Force shipments are no longer authorized to ship via MEDEX.**

Some DBPA holders use third party vendors to fill and ship their orders. The same marking/labeling procedures must still be followed. The DBPA holder is responsible for giving complete shipping & labeling instructions to the vendor preparing the shipment. Failure to provide adequate and complete shipping instructions may result in the transshipment point frustrating the cargo, and possibly disposing of property at the transshipment point. Shipments destined for a military activity in the United States Air Force Europe (USAFE) will go to the New Cumberland CCP. Shipments destined for a military activity in the Pacific Air Force (PACAF) will go to the Tracy CCP.

USAFE Shipments:

Shipments to Germany, England, Italy and Turkey. Medical shipments should be sent to the address listed below. Normal delivery time is approximately four days. If you need to follow-up on a shipment, contact the Defense Distribution Call Center located at the Defense Distribution Center, New Cumberland, PA, toll free on (877)352-2255, or commercial (269)961-7766 or FAX: (717)770-4134 or send an e-mail:

ddccallcenter@ddc.dla.mil. Do not send any shipment to the CCP without a TCN.

NORMAL CARGO OVER 70 LBS

SHIP TO:

Defense Distribution Depot Susquehanna Site East
Bldg 2001 Mission Drive
CCP Doors 135-168
New Cumberland, PA 17070-5000
TCN:

MARK FOR:

(Address provided by the medical ordering facility)

HAZARDOUS CARGO

SHIP TO:

Defense Distribution Depot Susquehanna Site East
Bldg 87 Mission Drive
New Cumberland, PA 17070-5000
TCN:

MARK FOR:

(Address provided by the medical ordering facility)

**REFRIGERATED/CONTROLLED
SUBSTANCES**

SHIP TO:

Defense Distribution Depot Susquehanna Site West
Bldg 12
5450 Carlisle Pike
Mechanicsburg, PA 17055-0789
TCN:

MARK FOR:

(Address provided by the medical ordering facility)

PACAF Shipments:

Shipments to Guam, Hawaii, Alaska, Korea-the Pacific area. To follow-up on shipments sent to Tracy, call the Defense Distribution Call Center located at the Defense Distribution Center, New Cumberland, PA, toll free on (877)352-2255, or commercial (269)961-7766 or FAX: (717)770-4134 or send an e-mail: ddccallcenter@ddc.dla.mil. Do not send a shipment to the CCP without a TCN. If shipment is too large or weighs too much for MEDEX, it may have to go by surface (Sharpe Depot). If

shipment is restricted from MEDEX (i.e. controlled substances), it could be diverted to Travis.

NORMAL CARGO OVER 70 LBS

SHIP TO:

Defense Distribution Depot San Joaquin
Warehouse 30
25600 S. Chrisman Road
Tracy, CA 95296
TCN:

MARK FOR:

(Address provided by the medical ordering facility)

HAZARDOUS CARGO

SHIP TO:

Defense Distribution Depot San Joaquin
Warehouse 28
25600 S. Chrisman Rd
Tracy, CA 95376
TCN:

MARK FOR:

(Address provided by the medical ordering facility)

REFRIGERATED CARGO

SHIP TO:

Defense Distribution Depot San Joaquin
West Coast MEDEX, Warehouse 17-5
25600 S. Chrisman Rd
Tracy, CA 95376
TCN:

MARK FOR:

(Address provided by the medical ordering facility)

CONTROLLED SUBSTANCES

SHIP TO:

Defense Distribution Depot San Joaquin
Warehouse 19-3
25600 S. Chrisman Rd
Tracy, CA 95376
TCN

MARK FOR:

(Address provided by the medical ordering facility)

Worldwide Express (WWX)

Worldwide Express (WWX) is another option for OCONUS DBPA shipments, instead of going to the CCPs. WWX provides global express shipment of packages up to 150 lbs from CONUS to overseas, overseas to CONUS, and overseas to overseas. DoD is a mandatory user of WWX. Before a vendor can ship by WWX, the medical facility must have an account established with the WWX carrier, and have authorized this mode of shipment. The WWX approved carriers are FEDEX, DHL, and UPS.

Medical Air Bridge (MAB)

DSCP's Medical Air Bridge (MAB) is only available to USAFE customers. MAB is a name given to a contract between DSCP and Owens & Minor (O&M) to provide shipment consolidation and transportation services for CONUS procured assets to the United States Army Medical Materiel Center – Europe (USAMMCE) in Pirmasens, Germany. The MAB uses an internet application that allows users to enter and track orders for medical materiel that is shipped to a cross-dock area in Savage, Maryland for consolidation and subsequent shipment to USAMMCE via commercial air. Upon arrival at USAMMCE, shipments are cross-docked and delivered to Air Force medical facilities in USAFE using their established delivery schedules. There are restrictions on refrigerated and hazardous shipments. These types of shipments are normally sent to the depot or CCP.

O&M is not required to handle or ship any controlled substances or pharmaceuticals listed on DEA schedules I through V or HAZMATs requiring surface transport. Only hazardous materiel that is air transportable can be accepted.

The following items **are not eligible** for MAB:

Explosives
Toxic/Flammable Substance
Poison (Toxic Gas)
Etiologic Agents or Infectious Substance
Hazardous Waste

DEA Schedules I through V
Dry Ice Shipments – must send to depot
(Mechanicsburg)

Military Air Shipments

All shipments intended for military air transportation (AMC transportation) must be cleared for movement by the appropriate Air Clearance Authority (ACA) at least 24 hours prior to shipment. If authorized by the medical ordering activity to ship military air, vendors must call Ms. Loretta Bingham, DSCP Distribution and Readiness Division, (215) 737-5173, and provide the TCN, date of shipment, mode and number of days enroute, number and type of containers, weight and cube, and special handling instructions (e.g., perishable, hazardous, etc.). DSCP will then e-mail or fax the vendor a Transportation Control and Movement Document (TCMD), DD Form 1384. When calling for clearance, provide information from the TCMD. You must have clearance and complete a TCMD before you can ship to an aerial port (Point of Embarkation). The medical ordering activity or vendor would call the following activity for **air clearance authority**:

Air Force Wright-Patterson

PH: (937)257-4946

For online clearance:

<http://www.pats.wpafb.af.mil/atcmd/>

In addition to creating and/or submitting an ATCMD from this website, the vendor can also use the ATCMD information to create a bar-coded shipping label from the information provided.

Army Redstone Arsenal, AL

PH: (256)955-9764

Navy Norfolk, VA

PH: (757)443-5434

<http://www.navtrans.navy.mil/facts/pmo.html>

(A USERID & password are required)

Vendors must (1) obtain proper air clearance for shipments going by military air (2) have completed a DD Form 1384, Transportation Control and Movement Document, and (3) have completed a DD Form 1387, Military Shipment

Label(s), and placed on the outside of each package. We recommend that a label be placed on the inside of the package along with your packing slip in case the outside label gets covered up by another carrier's label or becomes lost. **The TCN number should be placed on the packing slip, the DD Form 1384, and the DD Form 1387.** The ACA will authorize air clearance by loading the cargo as "advance" into their computer system.

If authorized by the medical ordering facility, DBPA vendors can complete military air clearance online through the web. Instructions will be provided by the medical activity. Any priority 2 shipment offered for airlift thru the web must have an RDD in order to qualify for air. It is part of the air eligibility and challenge criteria that any priority 2 shipment which does not have an RDD will automatically be challenged. Only TP-1 shipments are eligible for airlift with a blank RDD. Also shipments that exceed 250 lbs or 25 cube, unless it is RDD 999, will probably be challenged

HAZARDOUS CARGO: For all hazardous materiel acquisitions, a current Material Safety Data Sheet (MSDS) shall be submitted to DSCP-MSBA-P. The MSDS shall be annotated with the National Stock Number and item description. In addition, a copy of the MSDS shall accompany each shipment of hazardous materiel. Packaging, labeling and marking of hazardous items shall comply with applicable regulations, i.e., 49 CFR, International Civil Aviation Organization (ICAO) Technical Instructions (excluding para. 1.4 of Chapters 1 and 3), and International Maritime Dangerous Goods Code (IMDG), as applicable. In addition, packaging, labeling and marking of hazardous materiel destined for shipment through a military aerial port via military aircraft shall comply with AFJMAN 24-204(I)/DLAI 4145.3 (Joint). Each shipment shall be accompanied by a completed standard commercial "Shippers Declaration for Dangerous Goods" form. You can get this form from Label Master in Chicago, IL at (800) 621-5808.

PERISHABLE MATERIEL: For shipments of perishable medical materiel requiring one of the

labels, DD Form 1502, DD Form 1502-1 or DD Form 1502-2, there are corresponding local forms which are inserted into each shipping container, as appropriate. The current forms are DSCP Form 2770 (Perishable - Keep Frozen), DSCP Form 2770-1 (Perishable - Keep Chilled), and DSCP Form 2770-2 (Perishable). These forms contain instructions to be followed if a shipment shows signs of improper refrigeration/freezing, etc. during shipment. Copies can be found in Atch #4 of the Medical Marking Standard No. 1. **NOTE:** DD Form 1502-2 and DSCP Form 2770-2 are used for limited unrefrigerated (i.e., specific time out of refrigeration permitted) shipments. Copies of the local forms are available from the DSCP Medical Packaging Office.

For "**Medical Emergency and Life or Death**" shipments, the customer service section at the point of Embarkation must be notified 24 hours prior to the actual shipment date. The doctor's name must also be provided to the Air Clearance Authority. The following are *Customer Service* points of contact (the letters in parentheses are military embarkation codes):

- Charleston SC (CHS) (843) 963-3187/3188
- Dover DE (DOV) (302) 677-4264/4273
- McGuire NJ (WRI) (609) 754-3108/2995
- McChord WA (TCM) (253) 982-2651/2652
- Norfolk VA (NGU) (757) 444-2017/4997
- Travis CA (SUU) (707) 424-2682/4518

CHARLESTON, SC

Shipments go to South American and Caribbean region, as well as selected contingency locations. To follow-up on a shipment, contact Customer Service or FAX to: (843) 963-3191.

*Officer in Charge
Air Freight Terminal
113 South Bates Street, Bldg 178
Charleston, SC 29404
Mark for "Export" (and show export
address)*

DOVER, DE

Shipments go to Ramstein AB, Germany or Mildenhall, England. From there, cargo is transshipped to Italy, Turkey, Saudi Arabia,

Norway, Egypt, Israel or Germany. Cargo is sent to the following address:

436 APS
505 Atlantic Street
Dover AFB, DE 19902

Mark for "Export" (and show export address)

If you need to follow-up on a shipment sent to Dover and you know the TCN, call (302) 677-4264/4265/4268 and they can trace the shipment. You could also send a FAX to Dover at (302) 677-2910. If you don't know the TCN, then call customer service at (302) 677-4273.

McGuire, NJ

Cargo leaves out of McGuire for destination to Thule, Greenland or Lajes Field, Azores. Cargo should be addressed as:

Traffic Management Office
Bldg 1702
Vandenberg Avenue, Bay 2
McGuire AFB, NJ 08641

If you need to follow-up on a shipment sent to McGuire, call the customer service number listed above or FAX request to (609)754-2977.

McChord, WA

This aerial port ships primarily to Alaska. Cargo should be addressed as indicated below. If you want to follow-up on a shipment, call the customer service number listed above or FAX to (253)982-2654.

Traffic Management Office
62nd APS/TRTF
1422 Union Avenue
McChord AFB, WA 98438-1003

Norfolk, VA

Shipments going out of Norfolk naval aerial port go to Guantanamo Bay, Cuba; Keflavik, Iceland; Bermuda; Puerto Rico; Rota, Spain; and Sigonella, Italy. Cargo should be addressed as indicated below. To follow-up

on a shipment, call customer service indicated above or FAX requests to (757) 444-2086.

Naval Air Terminal Norfolk
8449 Air Cargo Road
Bldg LP-205
Norfolk, VA 23511-4997

Travis, CA

Shipments go to the Pacific area: Korea, Japan, etc. To follow-up on a shipment, call (707) 424-4518 or 2682 or FAX (707) 424-2772. Address cargo going to Travis aerial port as follows:

Traffic Management Office
Bldg 977
90 Ragsdale Street
Travis AFB, CA 94535-5000

Military Surface Shipments

Shipments intended for an overseas military facility and expected to be shipped by a military sea vessel from the states should contain a TCN, TP, RDD, number of pieces, weight, cube and ultimate consignee address information (i.e. "Mark For" Address) on the outside of package. All Air Force shipments sent to a CCP will go surface.

Mailing to Army/Air Force Post Offices

Parcel post shipments to overseas destinations will be mailed by the contractor at its local Post Office and not be forwarded by any other means to the Army Post Office (APO) or the Fleet Post Office (FPO). The post office has conditions that are applied to mail addressed to Military Post Offices overseas. These conditions apply mainly to customs declarations for other countries. You may obtain a copy of the regulation as well as required forms from your local post office. Because you are mailing directly to the overseas facility, a DD Form 1384, TCN number, etc. is not required.

Certification Requirement for Solid Wood Packing Material (SWPM)

Effective October 1, 2001, the European Union (EU) implemented restrictions on the importation of new and used coniferous (needle bearing trees), solid wood packaging/materials. The EU imposed emergency protective measures to prevent the importation of destructive pests such as the pinewood nematode. This requirement applied to non-manufactured wood products such as pallets, boxes, crates, and skids made from coniferous trees such as pine and fir, but excluded wooden dunnage.

On March 15, 2002, the United Nations International Plant Protection Convention (IPPC) published International Standards for Phytosanitary Measures (ISPM) #15, Guidelines for Regulating Wood Packaging Material in International Trade. ISPM #15 Guidelines is a standard that describes the measures needed to reduce the risk of introduction and/or spread of quarantine pests associated with wood packing materials made of both coniferous and non-coniferous raw wood. Wood packing material must be heat treated and then marked with an approved international mark that certifies the wood was treated. This latest guidance on SWPM includes both soft and hard woods and no longer excludes wood dunnage. Information regarding SWPM requirements, including frequently asked questions, may also be found on the DLA Packaging website at: <http://www.dscc.dla.mil/Offices/Packaging/NMWPMnotice.html#AM>.

Shipments of material packed in NMWPM may not be made to members of the EU unless the wood has been processed in accordance with the EU Commission Decision (2001/219/EC) dated March 12, 2001. For all DoD shipments, this means that the SWPM must be heat-treated per the American Lumber Standard Committee (ALSC) policy, and must display an ALSC Heat Treatment (HT) certification stamp. The material must be marked with an approved pest-free certification stamp from the manufacturer and contain the following information:

Trademark: The identifying symbol, logo, or name of the accredited agency

Mill Identification: Product manufacturer name, brand or assigned mill number

Heat Treated (HT) mark

Country Code: The two-letter ISO country abbreviation

Approved International Symbol for compliant non-manufactured wood packaging

This action became effective throughout the member states of the United Nations (UN) on April 1, 2003. All commercial/Government OCONUS shipments where SWPM may be used to ship material to U.S. Forces and Foreign Military Sales customers in Europe, whether direct or to the customer or delivered through a Defense depot or other consolidation point, will be affected by this action. This includes shipments moving through the Container Consolidation Points (CCPs) at the Defense Distribution Depots in Susquehanna, PA and San Joaquin, CA, the Container Freight Station in Norfolk, VA, Army Prepositioned Ship (APS 3) Upload Site in Charleston, SC (DoDAAC: W81X89 and W81YUK), and the Marine Corps Blount Island Command in Jacksonville, FL 32226-3404, and the aerial ports of embarkation at Dover, DE; Travis Air Force Base, CA; Naval Air Station, Norfolk, VA; and Charleston Air Force Base, SC to the affected countries.

Without a certification stamp, the shipment will more than likely become frustrated at the consolidation point, but definitely will not be permitted in Europe." All other SWPM such as crates and packing boxes that will be shipped to OCONUS must also comply with this policy. The ALSC website provides information on heat treatment processes and marking at: http://www.alsc.org/WPM_summary_mod.htm. Copies of the ALSC Policy and Enforcement Regulations can be obtained from DSCP-MSBA, Loretta Connors, Packaging Specialist, DSN 444-4189, (215) 737-4189, or email Loretta.Connors@dla.mil. The National Wood Pallet and Container Association (NWPCA) also

provide information on the fumigation and heat treatment processes and certification marking which can be found on their website at: <http://www.palletcentral.com/ExportTreatment/ExportTreatmentProg.htm>. The following websites also offer heat treated/stamped wood products:

<http://www.wvpa.org/heattreat.htm>

<http://www.connerindustries.com/products.html>

ORDER SUBMISSIONS

Medical facilities are permitted to submit orders and modifications to DBPA vendors through the following means:

DD1155's (Department of Defense Standard Order Form)

SF30 (Standard Form for modifications)

Phone orders (with confirmation if required). Phone orders should be complete & properly documented. Vendors have the right to refuse orders by any of these means when included as a term of the agreement. However, they should advise all medical supply facilities of their approved means of order acceptance.

FAX orders

Computer print-out orders

EDI if capability exists

INVOICES

Invoices should reflect items line for line exactly as listed on the purchase document to alleviate payment problems. Modifications from the ordering office should be requested for items having price correction requirements or item description changes before the order is shipped. Defense Finance and Accounting Service (DFAS) payment offices are authorized to make payments only for the dollar amount ordered. Any company name changes should be

coordinated for modification through DSCP or the AFMSA/VASS contracting office. Again, DFAS will pay only the DBPA holder and only the amount indicated on the original order. Vendors should ensure that their Electronic Funds Transfer (EFT) data is correct in the Central Contractor Registration (CCR). EFT payments will be sent to the "remit to" address listed in the CCR. Vendors should help ensure that the original DBPA DD Form 1155 contains correct "remit to" address information. **Please advise the Contracting Office and AFMSA (see page 1) of any changes that occur throughout the life of your agreement.**

Since **DFAS** payment offices support several medical accounts, we recommend that you include the DoDAAC (i.e. FMXXXX for Air Force, WXXXXX for Army, or NXXXXX) on your invoice so that the DFAS office knows which medical materiel account is being invoiced. If you have a question about an invoice, vendors can e-mail any DFAS office by going to the DFAS website: www.dfas.mil. Click on Vendor Pay Inquiry System (under Commercial Pay). Next under Non-MOCAS System, click on Send an Inquiry or Feedback about the Vendor Pay Inquiry System. Complete mandatory fields and scroll down the pick list under Paying Location. Find the DFAS location to send the e-mail. Then enter comments or assistance required as instructed. When finished, click on "Send Now" to send an e-mail to DFAS. When making an inquiry to DFAS, vendors must give complete information, i.e., contract #, call number, invoice #, state the problem or question, along with a POC and phone number.

Electronic Funds Transfer (EFT) is now mandatory for all contracts. By registering your financial institution information in the DoD CCR database, payment funds can be electronically transferred into your account. This avoids check printing and mailing delays. All payment offices have been instructed to return invoices to vendors who have not provided EFT information and have not registered in the CCR.

Central Contractor Registration (CCR) The Debt Collection Improvement Act of 1996

required that all vendors be paid using Electronic Funds Transfer (EFT). The DoD has decided that a more efficient way to comply with the Debt Collection Improvement Act of 1996 is to store all vendors EFT account data in one DoD database known as the CCR database. The CCR database would then be used to verify contractor data and EFT capability for receiving payments. This method of storing EFT account data in one central location will save time for vendors because they would be required to maintain current EFT account data at one site/database, instead of registering with several DFAS offices. All vendors are required to register in the CCR. This registration will be a condition precedent to award a DoD contract. If the vendor's EFT information in the CCR database is incorrect, then the Government need not make payment to the vendor under an existing contract until correct EFT information is entered into the CCR database; and any invoice or contract financing request shall be deemed not to be a proper invoice for the purpose of prompt payment under this contract.

A vendor can register three ways in the CCR database. (1) The easiest way to register is through the Internet at the CCR website: <https://www.bpn.gov/CCR/scripts/index.html> (2) If you have arranged for Electronic Data Interchange (EDI) capability through a Value Added Network (VAN) that deals with the Government, they can help you register through an electronic transaction known as an 838 Trading Partner Profile. This is the quickest and easiest method for EDI capable firms. (3) Or call the DLA Customer Contact Center at (888) 352-9333, Press 3 for Central Contractor Registration or send e-mail to: ccr@dlis.dla.mil.

If vendors want to find out more information about the CCR, go to the CCR website: <https://www.bpn.gov/CCR/scripts/index.html> & click on Registration Assistance. Information about its use can be found in the CCR Handbook. Vendors are required to provide information in the CCR only once, update this information anytime that it changes, and certify its validity annually. The accuracy of the information contained in the CCR is the responsibility of the

vendor. To update or renew registration in the CCR, go to the CCR website.

Before you can register, there is some information that you will need to enable you to complete a successful registration. You cannot register in the CCR without a Data Universal Numbering System (DUNS) number. This number is a unique, nine-character company identification number and is a mandatory data element for registering in the CCR. If you do not have a DUNS number, contact Dun & Bradstreet at (800) 333-0505. The process to request a DUNS number takes about 10 minutes and is free of charge. This number can be issued to you in three working days. Be prepared to provide an address, telephone number, business start date, and type of business. If you have Internet access, submit your request for a DUNS number through D&B's web site address: <http://www.dnb.com>. Choose your country from the pick list, i.e. United States. Next under "Your Company & D&B", look for the bullet, Not Listed with D&B? Click on "obtain a free D&B D-U-N-S Number" for your company.

The CCR registration process will also verify existing Commercial and Government Entity (CAGE) codes for all applicants. The CAGE code is a five-character vendor ID number used exclusively within the DoD. DLIS assigns all CAGE codes. If your CCR request does not contain a CAGE code, one will automatically be assigned. The CCR registration process will also verify existing CAGE codes for all applicants. To speed up the process, you should make every effort to use a current CAGE code in your application. You can verify your CAGE code by contacting the DLA Customer Contact Center at (888) 352-9333, or FAX (616) 691-5305 or e-mail: dlis_support@dlis.dla.mil.

The Debt Collection Improvement Act also requires all agencies to have a Taxpayer ID Number (TIN) or its equivalent for all payees. Your TIN is the Employer ID Number issued by the Internal Revenue Service. If you do not know your TIN, you can check with your accounting and payroll personnel or contact the IRS at 800-829-1040. If you are operating as an individual/sole proprietorship, your social

security number will suffice. If your taxes are paid by a parent company, then indicate the parent company's TIN. Disclosure of your TIN is voluntary; however, failure to furnish will disallow registration as a Federal Contractor.

You must obtain banking numbers and information on EFT services from your bank in order to complete your registration application. The DFAS paying offices have chosen the Corporate Trade Exchange (CTX) format for EFT. The CTX format allows electronic transmission of one payment to cover multiple invoices and associated remittance information. Be sure that your bank can handle these EFT payments. If you wish to have EDI remittance advices (820 transaction sets) sent to you through a VAN rather than together with payment to your bank, then you must complete the EDI Parameters for Financial Service Provider Screen. This information identifies the party to receive the 820 Remittance Advice. It is the vendor's responsibility to check out the capabilities of the bank and to find out the associated costs from that financial institution.

Another important part of the registration process involves providing a Standard Industrial Classification (SIC) code. SIC codes are a numbering system that identify the type of products and/or services your company provides. The business reference section of your local library may have manuals describing these codes in detail. If you want to do a search by key words, go to <http://www.osha.gov/oshstats/sicser.html>. When searching for applicable SIC codes, be sure to consider all the different types of products and service your company offers.

Upon successful registration in the CCR, you will receive your Trading Partner Identification Number (TPIN) by mail. This TPIN is your confidential number (11 characters in length) that must be used each time you change, renew, or cancel any existing CCR information. Receiving your TPIN means that you have registered within CCR and are validated to do business with the Federal Government. It is similar to a bank PIN in that it restricts access to your financial information. CCR will validate your TPIN within 90 days of receipt. Validate your trading

partner profile through the CCR website: <https://www.bpn.gov/CCR/scripts/index.html>. To update your CCR Trading Partner Profile, use a Confirmation Number, or TPIN number. Confirmation Numbers are used prior to acceptance of the Trading Partner Profile into the CCR. Upon acceptance, a TPIN is issued.

Do not forget that **vendors must renew their registration in the CCR annually**, starting one year from the date of origin. The Federal Government accepts your initial registration by issuing a Form 838C (Trading Partner Profile Confirmation) and your TPIN, and every year thereafter. If you forget to renew your registration, the CCR database system will cancel your registration automatically and notify you and all Federal Government agencies of your cancelled registration.

DFAS VENDOR PAY INQUIRY SYSTEM (VPIS)

Vendors who can access the DFAS website: <http://www.dfas.mil/> may now check status on all open contracts, plus any payments made within the last 90 days. Once at the DFAS website, under the category Commercial Pay, click on **Vendor Pay Inquiry System (VPIS)**. Next under Non-MOCAS System, click on Vendor Pay Inquiry System Help. You can query the system in five different ways (see below). The VPIS provides information on invoices submitted against DoD contracts that DFAS is responsible for paying. VPIS does not contain information on contracts paid through the Mechanization of Contract Administration Services (MOCAS) system in Columbus, OH or Defense Accounting Offices (DAOs) that have not consolidated. After your initial query has been processed, you may also request additional follow-up action by selecting the e-mail assistance link, Help/Ask DFAS from the options at the bottom of the screen. Here you can e-mail your question to DFAS. Complete the required fields, (name, e-mail, mailing address). Under the Subject of Your Question, scroll down to select Contractor/Vendor. Enter your question or

comments in the Message field. Click on Submit to e-mail your message to DFAS.

You can query the system in five different ways:

Contract number (or contract number along with call/delivery number and/or invoice number);
Check number
Funds Transfer Trace Number and Date
DUNS Number
CAGE Code

For example to query by Contract Number:

- When located at the URL for the VPIS website (i.e., www.dfas.mil/money/vendor/), scroll down toward the middle of the page and select "Query by Contract Number" by clicking once on this hypertext link.
- Click once in the Contract Number field, omitting all special characters (i.e., dashes and slashes). Enter the contract number and if applicable, Delivery Order/Call Number or Invoice Number that you wish to query. The first six characters of the DBPA contract number (SP0200, VA0200) are replaced with the medical ordering account's DODAAC.
- Scroll down to the bottom left side of the page and click once on the "Find Payment" button to start the query. If a security warning message appears, click once on the "Continue" button to proceed. If no payment information exists at that time for the given contract, the message on the screen will read "No Records returned".

EXAMPLE: FM460104A92000014

FM4601 DODAAC for XYZ Base
04 Represents the Fiscal Year
A9200 The last 5 digits of the DBPA P.O. #

For more information on DFAS's VPIS Help Assistance, visit the DFAS website.

Electronic Document Management (EDM)

Electronic Document Management (EDM) allows DFAS to receive and process documents

electronically for Air Force sites. EDM will convert a paper document into an electronic image, which gives DFAS an opportunity to automate processing of that document. Medical facilities and DBPA vendors serviced by the DFAS sites listed below should fax their DBPA documents/ invoices to the EDM fax number. All documents faxed to DFAS should contain complete information such as the contract number, call number, etc., with a POC and phone number should DFAS need to contact you. Invoices missing a contract/call number will be returned to the vendor.

DFAS Omaha (DFAS-OM)
EDM FAX # 800-554-0527

DFAS Limestone (DFAS-LI)
EDM FAX 317-510-1147 OR 866-392-7091

DFAS Dayton (DFAS-DY)
EDM FAX # DSN 869-0808 OR 614-693-0808

NOTE: DFAS Japan/Korea and DFAS Honolulu do not have EDM capability. Vendors should continue to mail invoices to the address provided by the medical ordering activity.

GSA SmartPay

In 1998, GSA implemented a new credit card program called the **GSA SmartPay** Program. Instead of a single provider of card based services, GSA awarded five contracts that provide Federal agencies a new way to pay for commercial goods and services. Cards are now issued by Bank of America, Bank One, Citibank, Mellon Bank and U.S. Bank. In the DoD, with the exception of the Navy, U.S. Bank is the card issuer for the Purchase Card. Navy cards are issued by Citibank. GSA SmartPay cardholders may carry the following cards: Visa, MasterCard, and Voyager. Voyager cards may only be used for fleet-related purchases. If you accept these cards from the commercial sector, you have no additional work to do. If you do not currently accept these cards, you may want to contact your own bank or one of the GSA

SmartPay contractors to establish a merchant account. The government commercial purchasing card results in both savings and benefits. A savings for the medical facility because there is no administrative cost for processing the purchase order. This payment method is preferred by vendors because they receive payment at the time the goods or services are delivered. To learn more about GSA SmartPay contractors, refer to "Business Interests" at the GSA website: <http://pub.fss.gsa.gov/services/gsa-smartpay> or contact one of their customer service representatives at (703) 305-6522.

Proof of Delivery. A Proof of Delivery (POD) is a paper or electronic record maintained by the carrier which establishes when a specific shipment was offered for delivery at destination and when it was accepted for delivery as authenticated by signature of the consignee TO or representative. A POD must be attached to the vendor's invoice whenever freight costs exceed \$100 and the FOB terms read FOB origin. Sometimes the medical ordering activity must request a POD for proof that a government representative signed for a shipment, before DFAS can make payment to a vendor.

Proof of Shipment. A Proof of Shipment is a paper or electronic carrier record provided by the carrier at time of shipment and signed by the origin TO or representative. The signed copy of the proof of shipment provides the shipper with evidence a specific shipment was tendered to a carrier for transportation.

Proof of Acceptance. A Proof of Acceptance is the Receiving Report from the medical ordering facility. Generally, an invoice will not be paid until a Receiving Report or receipt transactions by the ordering activity are processed. Most vendors invoice at the time of shipment. If your invoice arrives at finance before the medical account has processed their Receiving Report, DFAS will send a follow-up for the Receiving Report to the medical account every 5 days, until received.

COMMON PROBLEMS THAT DELAY INVOICES

(1) Transportation charges not authorized on the purchase order. Transportation charges must be authorized and estimated on the purchase order. Transportation charges should be prepaid and invoiced as a separate line item on the invoice. Failure of the medical ordering facility to authorize transportation charges on the purchase order could result in DFAS not reimbursing the vendor. Receipts for transportation costs over \$100 must be attached to the invoice.

(2) Additional charges on invoices which were not authorized on the purchase order (i.e. special packaging fees, premium transportation, etc.). Medical ordering facilities must authorize these charges on the purchase order before DFAS will pay them.

(3) Orders placed with a DBPA vendor but invoicing was received from another company. Products can be obtained from several sources, but invoicing must come only from the DBPA holder.

(4) Vendors must be correctly registered in the CCR. Whenever your name, address, DUNS, CAGE, or payment terms changes, you should notify DSCP or the AFMSA/VASS Contracting Office so that they can modify the basic Agreement.

(5) Invoices were not paid as "Fast Pay." All DBPAs incorporate "Fast Pay" when all criteria have been met in accordance with FAR Part 13. Please note that all conditions in paragraphs (a) through (f) of Paragraph 13.402 must be present before the fast payment procedure can be used. Medical accounts must authorize "fast pay" on their purchase document.

Routinely asked QUESTIONS

HELP - Who do I call when?

... I need to change company order accepting or remittance collecting addresses?

Any changes effecting the main agreement should be brought to the attention of the contracting office. See Page 1 for the Point of Contact. A copy of the modification will be published in the UDR.

...Invoices are not paid on time?

- Ensure payment information is correct in the CCR.
- Check the DFAS website for payment status.
- E-mail DFAS
- Notify DFAS in writing and include a copy of the invoice(s).
- Contact the appropriate service POC listed on Page 1 of this brochure.

...I am not paid for premium transportation for an order to an overseas activity?

A proof of payment for transportation charges must be provided with the invoice. If you have done this, the activity probably failed to include a separate fund cite for transportation. First, contact the ordering activity to verify the reason for non-payment. If required, they will provide the DFAS paying office with appropriate paperwork. If this fails, call the service's point of contact for assistance.

...An item cannot be shipped direct to an APO address and the order does not provide a TCN, "SHIP TO" and "MARK FOR" address?

First, try to contact the medical ordering facility. If this cannot be accomplished, then call the appropriate DBPA POC listed on Page 1.

...I need a special label and one was not provided with the order?

First, call the ordering facility. If they cannot provide special labels, contact the DSCP Medical Packaging Office.

...I need to refer to a Federal Acquisition Regulation (FAR)?

A copy of the FAR clause may be obtained from DSCP/MQAA (215) 737-2193.

...I need to advise facilities of our company name and address change to the original DBPA?

Contact the contracting office that awarded your DBPA so they can modify the original agreement as soon as possible. They will distribute copies of these modifications to all service POCs. Also update the CCR to reflect the new company name. Payment of invoices may be delayed if your invoice does not match information contained in the DBPA and CCR.

...I need verification or modification to an individual order?

Contact the individual ordering office and point of contact listed on the purchase document. If you are unable to contact them, or cannot obtain required information, contact the service POC.

...We shipped to a transshipment point (New Cumberland, PA or Tracy, CA), but the medical ordering activity has informed us they never received the shipment?

The medical activity will need a "proof of delivery" to the transshipment point. They can then trace the shipment from that point.

...We have been awarded a Disbursement and Pricing Agreement (DAPA), do we still need to have a DBPA?

Yes. Medical ordering facilities are required to order items that are available on a DAPA first before seeking other sources. However, not all items may be available under a DAPA and many items are available only in certain quantities. A DBPA, therefore, serves a back-up source for a DAPA.

.....We are having difficulty collecting the excise tax on our immunizations? How can we collect this tax?

You may want to remind the medical activity that they are being billed for excise tax at the time the DBPA call is placed. The price of the item must include the excise tax. The medical activity will process their receipt to add the cost of the excise tax in with the unit cost of the item. If you receive a hard copy of the purchase order and it

did not include the excise tax, contact the medical activity so they can modify the call to include this tax. DFAS cannot pay the tax unless it is authorized on the purchase order document.

...How can I track my electronic payments back to a specific purchase order?

Each payment made by DFAS is accompanied by a remittance advice. If you are EDI capable, your remittance would go to your VAN or your bank depending upon which you selected. If you are not EDI-capable, and you have made arrangements for EFT, your remittance will go to your bank. In this case, if you are not seeing the tracking information, you may need to discuss the problem with your bank or DFAS payment office. If you are receiving a check, the remittance advice should accompany the payment. If you are having problems, contact the appropriate payment office.

...Am I required to renew my registration in CCR?

Yes. You need to renew your registration annually, starting one year from the date of origin. If you do not renew your registration, the CCR database system will cancel your registration automatically and notify you and all Federal Government agencies of your cancelled registration.

"SAMPLE" - DBPA ELECTRONIC PRICE LIST FORMAT

ATCH #1

Decentralized Blanket Purchase Agreement	National Stock Number	National Drug Code	Company Catalog/Part No.	Generic Name	Trade Name Brand Name	Package Size	Unit Price	Show FSS No. or Open Market	Start Date	Stop Date
LENGTH 16	16	13	32	45	45	8	10	12	8	8
SP0200-04-A-9001	6505-00-128-8035	00009-0750-02		Ibuprofen tablets	Motrin	500/btl	7.38	Open Market	01/01/04	12/31/04
SP0200-04-A-9001			374456	Sutures		100/pkg	20.00	V797P-3360K	01/01/04	12/31/04
SP0200-04-A-9001			6479-H-1800	Pipettes	Winpette	100/bx		Open Market		
SP0200-04-A-9001			20251	Undersheave, Black, Small		each	18.00	Open Market	01/06/04	
SP0200-04-A-9001			74120	Lens Clamp Cylinder		each	57.00	Open Market		
or										
VA0200-04-A-9001	6505-00-128-8035	00009-0750-02		Ibuprofen tablets	Motrin	500/btl	7.38	Open Market	01/15/04	07/15/04

E-mail or mail your electronic price list to AFMSA/SGSLC in EXCEL format.
 Your electronic price list must be in this format to be compatible for the Universal Data Repository.
 If the medical ordering activity must call for a price quote, leave the **Unit Price** Field Blank.
 Use dashes for the **DBPA** number, **NSN** and **NDC** if applicable.
 The **Start & Stop** dates on the Federal Supply Schedule (FSS) or "Open Market" price must be formatted **MM/DD/YY**.
 If any of the data fields is not applicable, please leave blank.
 Do not exceed the specified length of any field

The UDR is updated monthly. All updated price lists should arrive at AFMSA no later than the 1st of each month.
 Please mail you disk to the address indicated below or you can e-mail your electronic price list to the DBPA POC.
 Mailing address is:

AFMSA/SGSLC
 Attn: Charlotte Christian
 1423 Sultan Drive, Suite 200
 Ft. Detrick, MD 21702-5006
charlotte.christian@ft-detrick.af.mil

POINT OF CONTACT:
 DBPAs: Ms. Charlotte Christian (301)619-4164 charlotte.christian@ft-detrick.af.mil
 Electronic Format: Mr. Mark Napier (301)619-4129 mark.napier@ft-detrick.af.mil

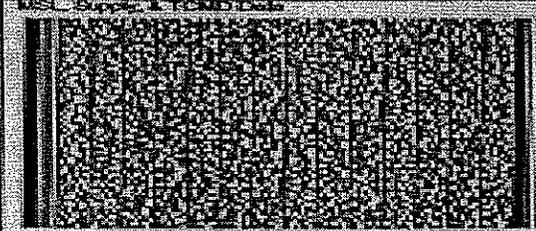
MILITARY SHIPMENT LABEL		FORM APPROVED. OMB NO 0704-0188
1. TRANSPORTATION CONTROL NUMBER LIST THE DODAAC OF THE ORDERING ACTIVITY AND THE TCN. THE TCN IS MANDATORY ON ALL SHIPPING LABELS AND WILL BE FURNISHED BY DSCP-OMR FOR MILITARY AIR SHIPMENTS. (TCN, DOCUMENT NO. AND REQUISITION NO. ARE ONE AND THE SAME; EXAMPLE: FM5294-7297-0001; WK4FWO-7297-0001; N6892-7297-0001.)		2. POSTAGE DATA LEAVE BLANK
3. FROM YOUR COMPANY NAME AND ADDRESS		4. TYPE SERVICE LEAVE BLANK
5. SHIP TO/POE INSERT THE APPROPRIATE TRANSSHIPMENT POINT ADDRESS THE TRANSSHIPMENT POINT WILL BE FURNISHED BY THE ORDERING ACTIVITY.		6. TRANS PRIORITY TP-1
7. PQD LEAVE BLANK		8. PROJECT LEAVE BLANK
9. ULTIMATE CONSIGNEE OR MAKR FOR INSERT THE "MARK FOR" ADDRESS. LIST THE DODAAC AND THE NAME OF THE MEDICAL ORDERING FACILITY. THE MARK FOR INFORMATION WILL BE FURNISHED BY THE ORDERING ACTIVITY.	10. WT. <i>(This piece)</i> REQUIRED	11. RDD LEAVE BLANK
	12. CUBE <i>(This piece)</i> REQUIRED	13. CHARGES REQUIRED
	14. DATE SHIPPED REQUIRED	15. FMS CASE NUMBER LEAVE BLANK
	16. PIECE NUMBER REQUIRED	
	17. TOTAL PIECES REQUIRED	

DD FORM 1387, NOV 86 (EG)

Previous editions are obsolete.

Perform (DLA)

Military Shipment Label:

TCN SW81238350D001XXX			
From SW8123 #1 Line Max. 35 Character Per Line XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		DOD Type Service / Postage FBWR Frt. / TL	
Piece 1 Of 1	Weight (lb.) 7760	Date Shipped 1000	RDD 299
	Quantity 385	Project 9BU	1
Ship To / POE DOV #1 Line Max. 35 Character Per Line Accounting Information / Partner / Mark XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		MSL Supp. & TEND Data	
POD RMS			
FMS Code CKM			
DDA Data ABD77ZR			
Dest: 300135			
CO: Spur			
W55XGJ		Unusable Consignee / Mark For Consignee #1 Line / Mark For Consignee Address #1 Line Max. 35 Character Per Line Accounting Information / Partner / Mark XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	

Linear bar codes:

TCN	FM123400001234
	
Piece No.	1
	
DoDAAC	W55XGJ
	

NOTE: OCONUS shipments going to a CCP/transshipment point must have a bar-coded shipping label.

ATCH #4

MEDICAL MARKING STANDARD NO. 1



19 July 1999

***DIRECTORATE OF MEDICAL MATERIEL
DEFENSE SUPPLY CENTER PHILADELPHIA
ATTN: DSCP-MSCBP
700 ROBBINS AVENUE
PHILADELPHIA, PA 19111-5092***

IMPORTANT NOTICE

This marking standard is *not applicable* to the Medical Prime Vendor Program. Marking requirements for prime vendor shipments shall be as specified in the prime vendor contract.

However, **ALL** prime vendor shipments of hazardous materiel shall comply with *all marking and labeling requirements of the applicable domestic and international transportation regulations.*

INTRODUCTION

This standard contains marking requirements for all contractor-originated shipments of medical materiel to military supply depots and to medical treatment facilities (MTFs), and is applicable to both military and commercial packaging. This document replaces MIL-STD-129-2, Marking for Shipment and Storage – Medical Material, which has been canceled.

There are several significant changes:

- a. CAGE and complete item identification have been eliminated from the identification markings.
- b. Bar-coded NSN is no longer required on the intermediate package.
- c. Two bar codes (CAGE and CLIN) have been eliminated from the exterior (shipping) container and unitized load markings.
- d. MIL-STD-2073-1C military preservation method number and date of preservation (i.e., “M10-4/99”) will now be used for military preservation.
- e. The term “COMM’L” and date of preservation (i.e., “COMM’L 4/99”) will now be used for commercially preserved and packed materiel.

Several requirements have been clarified:

- a. Specific marking requirements, i.e., shelf life, storage legends, etc., for each NSN shall be as stated in the applicable contract or purchase order.
- b. For all hazardous materiel acquisitions, a copy of the MSDS shall be submitted to Defense Supply Center Philadelphia, ATTN: DSCP-MSCBP. In addition, a copy of the MSDS shall accompany each shipment of hazardous materiel.
- c. All DVD shipments shall be marked as specified in the purchase order. However, marking of ALL hazardous materiel shipments shall comply with all marking and labeling requirements of the applicable domestic and international transportation regulations, including requirement for submission of the MSDS.
- d. Marking of all hazardous materiel destined for shipment through a military aerial port via military aircraft shall comply with DLAI 4145.3.

Any questions, comments, requests for assistance/clarification, etc., may be directed to the point of contact listed in para. VI of this document.

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I. SCOPE.

This document provides the minimum marking requirements for contractor-originated shipments of medical materiel, and is applicable to both military and commercial packaging.

This document shall be used for marking medical materiel in lieu of MIL-STD-129N and MIL-HDBK-129.

II. APPLICABLE DOCUMENTS AND PUBLICATIONS.

The following documents and publications form a part of this document to the extent specified herein. Unless otherwise specified in the contract or purchase order, the document in effect on the issue date of the contract or purchase order shall apply.

A. GOVERNMENT DOCUMENTS

REGULATIONS

CODE OF FEDERAL REGULATIONS (CFR) - Title 49 CFR Transportation

DEFENSE FEDERAL ACQUISITION REGULATION (DFAR) SUPPLEMENT

(Copies may be obtained from Superintendent of Documents, U. S. Government Printing Office, Washington, DC 20402.)

JOINT MILITARY PUBLICATION

AFJMAN 24-204/TM 38-250/NAVSUP - Preparing Hazardous Materials for Military
PUB 505/MCO 4030.19/DLAI 4145.3 Air Shipments

(Copies may be obtained from Defense Logistics Agency, ATTN: DASC-W, 8725 John J. Kingman Road, FT Belvoir, VA 22060-6221.)

MILITARY STANDARD

MIL-STD-2073-1C - Standard Practice for Military Packaging

(Copies may be obtained from Defense Printing Service Detachment Office, Bldg 4D (NPM-DODSSP), 700 Robbins Avenue, Philadelphia, PA 19111-5094.)

B. NON-GOVERNMENT DOCUMENTS

AUTOMATIC IDENTIFICATION MANUFACTURERS (AIM)

ANSI/AIM BC1 - Uniform Symbology Specification Code 39 (DoD Adopted)

(Copies may be obtained from Automatic Identification Manufacturers (AIM USA), 634 Alpha Drive, Pittsburgh, PA 15238-2802.)

ASTM

ASTM D 996 - Standard Terminology of Packaging and Distribution Environments (DoD Adopted)

ASTM D 5445 - Standard Practice for Pictorial Markings for Handling of Goods (DoD Adopted)

(Copies may be obtained from ASTM, 100 Barr Harbor Drive, West Conshohocken, PA 19428-2959.)

INTERNATIONAL AIR TRANSPORT ASSOCIATION (IATA)

Dangerous Goods Regulations

(Copies may be obtained from International Air Transport Association, 2000 Peel Street, Montreal, Quebec H3A 2R4, CANADA.)

INTERNATIONAL CIVIL AVIATION ORGANIZATION (ICAO)

Technical Instructions for the Safe Transportation of Dangerous Goods by Air

(Copies may be obtained from International Regulations Publishing and Distributing Organization, P. O. Box 60105, Chicago, IL 60660.)

INTERNATIONAL MARITIME ORGANIZATION (IMO)

International Maritime Dangerous Goods (IMDG) Code

(Copies may be obtained from International Maritime Organization, 4 Albert Embankment, London SE1 7SR, England.)

Non-Government documents and publications are normally available from the organizations that prepare or distribute them. They may also be available through libraries or other informational services.

In the event of a conflict between the text of this document and the references cited herein, the text of this document takes precedence. Nothing in this document, however, supersedes applicable laws and regulations unless a specific exemption has been obtained.

III. TERMINOLOGY.

General packaging definitions may be found in ASTM D 996, as well as other referenced documents. Hazardous material definitions are listed in Title 49 CFR, part 171, and other related publications. The following may also apply:

A. Abbreviations/Acronyms.

AIM	-	Automatic Identification Manufacturers
ASTM	-	American Society for Testing and Materials
APO	-	Air Post Office
BT	-	Bottle
BX	-	Box
C	-	Celsius
CAGE	-	Commercial and Government Entity
CASKO	-	Component, Assembly, Set, Kit or Outfit
CFR	-	Code of Federal Regulations
CN	-	Can
CO	-	Container
CONUS	-	Continental United States
CS	-	Case
CU	-	Cube
DEPMEDS	-	Deployable Medical System
DDC	-	Defense Distribution Center
DDJC	-	Defense Distribution Depot, San Joaquin, CA
DDSP	-	Defense Distribution Depot, Susquehanna, PA
DLA	-	Defense Logistics Agency
DoD	-	Department of Defense
DoDAAC	-	Department of Defense Activity Address Code
DoDISS	-	Department of Defense Index of Specifications and Standards
DoT	-	Department of Transportation
DR	-	Drum
DSCP	-	Defense Supply Center Philadelphia
DTS	-	Defense Transportation System
DVD	-	Direct Vendor Delivery
DZ	-	Dozen
EA	-	Each
EDI	-	Electronic Data Interchange
EXP	-	Expiration
FMS	-	Foreign Military Sales
FPO	-	Fleet Post Office
FSC	-	Federal Supply Class
GSA	-	General Services Administration
HRI	-	Human Readable Interpretation
HAZMAT	-	Hazardous Materials
IATA	-	International Air Transport Association
IAW	-	In Accordance With
ICAO	-	International Civil Aviation Organization
IMDG	-	International Maritime Dangerous Codes
IMO	-	International Maritime Organization
INSP	-	Inspection
KT	-	Kit
MFD	-	Manufactured
NA	-	North American
NATO	-	North Atlantic Treaty Organization
NDC	-	National Drug Code
NIIN	-	National Item Identification Number

NSN	-	National Stock Number
OCONUS	-	Outside Continental United States
OCR	-	Optical Character Reader
OSHA	-	Occupational Safety and Health Administration
PIIN	-	Procurement Instrument Identification Number
PN or P/N	-	Product/Part Number
PR	-	Pair
PSN	-	Proper Shipping Name
QTY	-	Quantity
QUP	-	Quantity per Unit Pack
RDD	-	Required Delivery Date
RL	-	Reel
RO	-	Roll
SAMMS	-	Standard Automated Materiel Management System
SDR	-	Supply Discrepancy Report
SE	-	Set
SER NO	-	Serial Number
SF	-	Standard Form
SKO	-	Set, Kit or Outfit
SPEDE	-	SAMMS Procurement by Electronic Data Exchange
STANAG	-	Standardization Agreement
TCN	-	Transportation Control Number
TP	-	Transportation Priority
UI or U/I	-	Unit of Issue
UN	-	United Nations
UPC	-	Universal Product Code
UPN	-	Universal Product Number
USPS	-	United States Postal Service
WT	-	Weight

B. Definitions.

1. **Bar code.** Array of rectangular bars and spaces in a predetermined pattern representing coded elements of data that can be automatically read and interpreted by automatic bar code reading devices.

2. **Cognizant activity.** Activity having responsibility for a contract or jurisdiction over it. At a contractor's facility, the cognizant activity is the procuring contracting officer or the administrative contracting officer.

3. **Commercial and Government Entity (CAGE) code.** Five-position alphanumeric code which identifies each supplier of items to the Federal Government. The CAGE code may be found on the first page of the contract or purchase order in the same block as the awardee's name and address. The prefix "CAGE" shall be used to identify this number.

4. **Consignee (receiver).** Party to whom materiel is shipped and whose name and address appear in the "ULTIMATE CONSIGNEE" or "MARK FOR" block of the shipping label.

5. **Consignor (shipper).** Party who ships materiel and whose name and address appear in the "FROM" block of the shipping label.

6. **Contract or purchase order number.** Identification number assigned to the contract or purchase order. When applicable, the contract number may include a four-digit delivery order number. Also referred to as the procurement instrument identification number (PIIN). *NOTE: The third position of the PIIN is a numeric "zero", i.e., SP0200-99-M-ALFC, SP0200-99-D-BLFC-0001, etc.*

7. **Contract data markings.** Portion of required markings which includes the contract or order number and contractor's name and address.

8. **Controlled items.** Items which require additional control and security in accordance with published regulations and statutes, i.e., narcotics, drug abuse items, etc.

9. **Cube.** Total cube of the exterior (shipping) container or unitized load being marked. The cube shall be stated in cubic feet, in decimals rounded up to the nearest tenth of a cubic foot, and preceded by "CU". For unitized loads, the cube shall include the pallet or container base.

10. **Cytotoxic (antineoplastic) drug.** Drug that is highly toxic, mutagenic, teratogenic, and carcinogenic; used for cancer chemotherapy.

11. **Date manufactured.** Date the item was fabricated, processed, produced, or formed for use. For drugs, chemicals and biologicals, the date of manufacture shall conform to the definition established by the Food and Drug Administration, or other regulatory agencies. The date of manufacture shall not be shown for items having an expiration date.

12. **Date preserved.** Month and year that the product was packaged in the unit container, regardless of the date of exterior (shipping) container packing. When applicable, the military method shall precede the date preserved, i.e., "M41-4/99"; the letter "M" indicates that a military preservation method has been used; "41" is the MIL-STD-2073-1C method number; "4/99" indicates the date of preservation. For commercially preserved and packed material, the date preserved shall be shown as "COMM'L 4/99".

13. **Deployable medical system (DEPMEDS).** Hospital equipment system that is capable of being located in a desired or required area of operation during a contingency, war, or national emergency. The system includes all medical supplies and equipment and selected non-medical equipment such as electrical generators, environmental control equipment, dolly sets, rigid and fabric shelters, and power distribution systems.

14. **Expiration date.** Date beyond which non-extendible shelf life items (Type I) should be suspended from continued issue or use.

15. **Exterior (shipping) container.** Container which meets carrier regulations and is capable of protecting the contents from damage during shipment, handling, and storage. Depending on the item being supplied, an exterior (shipping) container may contain one or more units and/or intermediate packages.

16. **Gross weight.** Total weight of the exterior (shipping) container or unitized load being marked. The gross weight shall be stated in pounds, rounded up to the nearest pound, and shall be preceded by "WT". For unitized loads, the gross weight shall include the weight of the pallet or container base.

17. **Hazardous material (HAZMAT).** Substance or material which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property

when transported in commerce, and which has been so designated in Title 49 CFR or in other hazardous materials publications, effective on the date of shipment.

18. **Hazardous materials packaging.** Packaging having the ability to perform to a specific level of integrity when subjected to performance tests.

19. **Human-readable interpretation (HRI).** Exact interpretation of the encoded bar code data presented in a human-readable font.

20. **Identification markings.** Portion of required markings which includes the NSN, P/N, quantity and unit of issue, levels of protection and weight and cube.

21. **Inspection/test date.** Date by which all extendible shelf life items (Type II) should be subjected to testing or inspection.

22. **Immediate container.** First wrap when the unit contains a specific quantity of individually-wrapped items; also referred to as the primary container.

23. **Intermediate package.** Package containing two or more unit containers of identical items.

24. **Kit.** Packed unit or group of items normally used in modification, installation or survival.

25. **Levels of protection.** Extent of preservation and packing required to prevent deterioration of or damage to supplies and equipment due to hazards to which they may be exposed during shipment, handling and storage. Military levels of protection are specified in the contract or purchase order, and may be either level A or level B. Level A provides maximum protection to meet the most severe worldwide shipment, handling, and storage conditions; level B provides protection to meet moderate worldwide shipment, handling, and storage conditions. Levels of protection are not applicable for commercially preserved and packed materiel.

26. **Lot (control) number.** Series of numbers and/or letters established to record production and control of the product.

27. **Manufacturer.** Owner/operator of a factory or establishment that produces, on the premises, materials, supplies, articles, or equipment required under the contract or purchase order.

28. **Military preservation.** Preservation designed to protect an item during shipment, handling, indeterminate storage, and distribution to consignees worldwide. Military preservation methods and procedures are defined in MIL-STD-2073-1C. When applicable, military methods of preservation shall be as specified in the contract or purchase order.

29. **National stock number (NSN).** Thirteen-digit number divided into two parts, the first 4 digits represent the Federal Supply Class (FSC) and the last 9 digits represent the National Item Identification Number (NIIN). The NSN shall include appropriate spaces or dashes. The prefix "NSN" shall not appear in any markings.

30. **Perishable item.** Item that normally requires some type of environmental control, such as refrigeration or freezing during shipment and storage.

31. **Pilferable items.** Materiel having a ready resale value and is especially subject to theft.
32. **Preservation.** Application of protective measures, including cleaning, drying, preservative materials, barrier materials, cushioning, and containers, when necessary.
33. **Product/part number (PN or P/N).** Number assigned to the item by the supplier/manufacturer; i.e., catalog number, National Drug Code (NDC), etc. The prefix "PN" or "P/N" shall be used to identify this number. If no product/part number has been assigned to the item, this entry may be omitted.
34. **Project code.** Three-position alphanumeric code that identifies plans, programs, and exercises. When applicable, the project code will be stated in the contract or purchase order.
35. **Proper shipping name (PSN).** Name of a hazardous item shown in Roman print (not italics) in part 172 of Title 49 CFR and in other hazardous materials related publications.
36. **Protected cargo.** Items required to be secured, accounted for, identified, segregated or handled in order to insure their integrity. Protected cargo includes controlled, classified, sensitive, and pilferable items; i.e., narcotics, drug abuse items (needles, etc.), alcohol, precious metal alloys, selected medical clothing and textile items, etc.
37. **Quantity.** Number of units of issue in a unit container, intermediate package, exterior (shipping) container, and unitized load. The quantity is always listed together with the Government unit of issue designation, i.e., 1 BT, 12 PG, 144 EA, etc.
38. **Quantity per unit pack (QUP).** Quantity of individual items in a unit container. For most medical NSNs, the QUP is one.
39. **Required delivery date (RDD).** Date when materiel is required by the consignee.
40. **Semi-perishable item.** Item that does not normally require refrigeration or freezing during shipment and storage.
41. **Serial number.** Number on the item assigned by the manufacturer or the Government for identification or control.
42. **Set.** Unit and its assemblies, subassemblies, and parts, which together perform an operational function.
43. **Shelf life.** Total period of time that an item is suitable for issue and use.
44. **Shelf life item.** Item of supply that possesses unstable or deteriorative characteristics to the degree that a storage time period must be assigned to insure that the item will perform satisfactorily in service. There are two types of shelf life items: type I items have a definite non-extendible period of shelf life; type II items have an assigned shelf life period which may be extended after the completion of prescribed inspection/test/restorative actions.
45. **Transportation control number (TCN).** Seventeen-position, alphanumeric data element assigned to control a shipment through the transportation pipeline. When applicable, the TCN will be specified in the contract or purchase order.

46. **United Nations (UN) identification number.** Serial number assigned to a hazardous item under the UN classification system.

47. **Unitization.** Assembly of a quantity of containers in a single load for ease in shipping, handling, and storage. With prior approval from the procuring activity, unitization may be accomplished by any suitable commercial means.

48. **Unit of issue (UI or U/I).** Standard designation assigned to each item. The applicable UI (U/I) is indicated in the contract or purchase order, i.e., EA, BT, PG, etc.

49. **Warranty markings.** Markings that apply when a shipment contains items with a service life defined in a specific amount of hours, a specific end date, or a specific operating time. When applicable, the requirement for warranty markings will be stated in the contract or purchase order.

IV. ENGLISH-METRIC CONVERSION.

The following tables are provided for information purposes. For convenience in calculation, Metric equivalents are expressed to two decimal places (nearest hundredth), wherever practical.

TABLE I	
STANDARD ENGLISH-METRIC EQUIVALENTS	
Volume:	
1 fluid ounce	= 29.57 milliliters
1 pint	= 0.47 liter
1 quart	= 0.95 liter
1 gallon	= 3.79 liters
Weight:	
1 ounce (avoirdupois)	= 28.35 grams
1 pound (avoirdupois)	= 453.59 grams or 0.454 kilogram
Length:	
1 inch	= 2.54 centimeters
1 foot	= 30.48 centimeters or 0.305 meter
39.37 inches	= 1 meter (3.28 feet = 1 meter)

TABLE II

MEDICAL MARKING STANDARD - ENGLISH METRIC CONVERSIONS

Volume (Liquids):

Gallons = Liters

1	3.79
5	18.95
50	89.50
55	208.45

Weight:

Ounces = Grams

1	29.35
10	283.50

(1000 grams = 1 kilogram)

Volume (Solids):

Cubic feet = Cubic meters

1.0	0.030
1.2	0.036
1.3	0.039
2.0	0.060
2.5	0.075
3.0	0.090
4.1	0.123
4.7	0.141
5.3	0.160

Cubic feet = Cubic meters

6.0	0.180
6.5	0.195
8.4	0.250
9.0	0.270
10.0	0.300
12.0	0.360
30.0	0.900
60.0	1.800
66.5	1.995

Pounds = Kilograms

1.0	0.45
2.2	1.00
10.0	4.54
11.0	4.99
50.0	22.70
52.0	23.61
65.0	29.51
75.0	34.05

Pounds = Kilograms

100.0	45.40
125.0	56.75
144.0	65.37
150.0	68.10
200.0	90.80
500.0	227.00
1000.0	454.00
1700.0	771.80

TABLE II (Continued)

Inches	=	Centimeters	Inches	=	Centimeters
0.0258		0.07	1.0		2.54
0.03		0.08	1.5		3.81
0.0625		0.16	2.0		5.08
0.095 (3/32)		0.24	2.5		6.35
0.10		0.25	3.0		7.62
0.125 (1/8)		0.32	4.0		10.16
0.188 (3/16)		0.48	5.0		12.70
0.375 (3/8)		0.95	10.0		25.40
0.50		1.27	50.0		27.00
0.875 (7/8)		2.22	100.0		54.00
0.90		2.29	144.0		65.76

NOTE: 10 millimeters equals 1 centimeter

Feet	=	Meters
1.00		0.305
3.28		1.000
25.00		7.620
50.00		15.240
150.00		45.730

Temperature Conversion:

To change degrees Celsius (C) to degrees Fahrenheit (F), multiply temperature by 1.8 and add 32.

To change degrees Fahrenheit (F) to degrees Celsius (C), subtract 32 from the temperature and divide by 1.8.

Degrees Fahrenheit	=	Degrees Celsius
0		-18
32		0
35		2
46		8
100		38
212		100

V. GENERAL REQUIREMENTS.

A. **Abbreviations.** The correct unit of issue for marking purposes is the unit of issue as listed in the contract or purchase order. Periods shall not be used with abbreviations.

B. **Marking requirements.** Medical materiel shall be marked in English as specified herein and in the applicable contract or purchase order. Identification and contract data markings, bar codes, and address labels shall be supplied, as applicable. Additional markings, i.e., shelf life, storage legends, special markings for perishable items, controlled items, hazardous items, etc., shall be supplied when applicable. Exact placement of markings may vary slightly from the examples. In addition, *for all items except DEPMEDS and hazardous items*, order of markings may vary slightly. Markings include, but are not limited to, the following:

1. **Unit.** In addition to any commercial markings, the following markings shall be supplied on each unit, as applicable (see para. V.E.2.d.):

a. **Commercial (see figures 1 and 2).**

NSN

Government quantity and unit of issue (i.e., 1 BT, 1 PG, 1 EA, etc.)

b. **Military (see figure 3).**

NSN

Manufacturer's Part number (preceded by "P/N" or "PN")

Government quantity and unit of issue (i.e., 1 BT, 1 PG, 1 EA, etc.)

Contract/purchase order number (including 4-digit delivery order number when applicable)

Military method and date of unit preservation

2. **Intermediate package.** The following markings shall be supplied on each intermediate package, as well as any additional markings as specified in the contract or purchase order (see figure 4):

NSN

Manufacturer's Part Number (preceded by "P/N" or "PN")

Government quantity and unit of issue (total number of units of issue in intermediate package)

Contract/purchase order number (including 4-digit delivery order number when applicable)

Type and date of unit preservation (either Military method and date preserved or "COMM'L" and date preserved, as applicable)

3. **Exterior (shipping) container.** The following markings shall be supplied on the side of the exterior (shipping) container having the largest marking surface, as well as any additional markings as specified in the contract or purchase order (see figures 5 and 6):

a. Identification/contract data.

NSN

Manufacturer's Part Number (preceded by "P/N" or "PN")

Government quantity and unit of issue (total number of units of issue in intermediate package)

Type and date of unit preservation (either Military method and date preserved or "COMM'L" and date preserved, as applicable)

Weight

Cube

Contract/purchase order number (including 4-digit delivery order number when applicable)

Complete name and address of contractor (as listed in contract/purchase order)

b. Bar codes (see figure 8).

NSN

Contract or purchase order number (including 4-digit delivery order number when applicable)

c. Destination address label. Destination address label shall be supplied on each exterior (shipping) container; however, when palletization is required, the destination address label is only required on each unitized load. See figures 24 and 25 for sample labels.

4. Unitized load. The following markings shall be supplied on two adjacent sides of the unitized load, as well as any additional markings as specified in the contract or purchase order (see figure 7):

a. Identification/contract data.

NSN

Manufacturer's Part Number (preceded by "P/N" or "PN")

Government quantity and unit of issue (total number of units of issue)

Type and date of unit preservation (either Military method and date preserved or "COMM'L" and date preserved, as applicable)

Weight (total weight of load, including the pallet – preceded by "WT")

Cube (total cube of load, including the pallet – preceded by "CU")

Contract or purchase order number (including 4-digit delivery order number when applicable)

Complete name and address of contractor (as listed in contract/purchase order)

b. Bar codes.

NSN

Contract or purchase order number (including 4-digit delivery order number when applicable)

c. Destination address label. Destination address label shall be supplied on one marked side of the unitized load. See para. IV.E.14 and figures 24 and 25.

C. Marking methods.

1. All surfaces to be marked shall be clean, dry and free of contaminants. All markings shall be clear, legible, durable, nonfading, and permanent. Unless otherwise specified in the contract or purchase order, all markings shall be black or dark blue, except when applied to a surface on which they are not legible. In this case, markings shall be supplied in a color that provides a definite contrast, i.e., white or yellow markings on an olive drab surface. Prior approval is required from the procuring activity if any color other than black or dark blue is used for markings.

2. Marking may be accomplished by any suitable means, i.e., stenciling, ink jet printing, machine printing, laser printing, silk screen printing, labeling, etc. Labels may be used to supply required markings on commercially-marked containers, provided all markings that may be required by applicable regulations are not obliterated. Markings may be supplied on one label or on multiple labels (i.e., one label for each set of required markings). When labels are used, they shall be weather-resistant, remain securely affixed and have a finish capable of withstanding normal handling during shipment and storage.

3. Hand printing is not acceptable on the unit container. Hand printing may be used on the intermediate package, exterior (shipping) container and unitized load only for marking of the serial number, piece number, total pieces, and gross weight and cube. Hand printing shall be either black or navy blue and shall be clear, legible, and permanent.

4. Markings on the unitized load may be placed on a marking board by using a label or by direct stenciling. For loads with smooth, flat surfaces, markings may be applied directly to two adjacent sides of the load, either by using a label or by direct stenciling; markings shall extend from one container to another.

5. If not inherently waterproofed, all markings on the exterior (shipping) container and unitized load shall be waterproofed by any suitable means, i.e., varnish, acrylic coating compound, label adhesive, clear transparent pressure-sensitive tape, etc.

D. Marking size.

1. Markings on all sizes of containers shall be in capital letters of equal height and shall be proportionate to the available marking space on the unit, intermediate package, exterior (shipping) container and unitized load.

2. For intermediate packages and exterior (shipping) containers, stenciled or printed lettering for identification, contract data, and special markings shall be not less than 1/4 inch nor more than 1-1/4 inch in height. When labels are used, lettering shall be not less than 3/32 inch in height. Label size shall not exceed the available marking surface area of the container.

3. For unitized loads, stenciled or printed lettering for identification, contract data, and special markings shall be proportionate to the overall size of the unitized load; however, markings shall be not less than 3/4 of an inch in height.

4. Each ANSI/AIM BC1 Code 39 bar code shall be not less than 1/4 inch nor more than 1-1/4 inch in height.

E. Marking placement. Required markings shall be placed on each container as follows:

1. **Immediate container (individual package).** When supplied, immediate containers (individual packages) shall be marked in accordance with commercial practice and as specified in the contract or purchase order. Markings may be supplied in any suitable location. NOTE: The immediate container may also be referred to as "primary container".

2. **Unit.**

a. Markings specified in the contract or purchase order shall be supplied on the unit container in any suitable location, provided all commercial markings required by applicable regulations are not obliterated.

b. When the unit container is wrapped in a transparent film wrap, markings shall be applied to the container, in lieu of the outside wrap. When the immediate container (bottle, tube, ampul, vial, etc.) is packaged in a unit carton, required markings need only be supplied on the unit carton, unless otherwise specified in the contract or purchase order. When a bottle is supplied without a unit carton, specified markings may be supplied in any suitable location, except on the cap or the bottom of the bottle.

c. For items that do not have a unit container, i.e., stainless steel pails, etc., unit markings may be supplied on a tag that is securely fastened to the unit.

d. When the contract or purchase order specifies military preservation and Level A or Level B packing, complete identification and contract data markings on the unit may be required in the contract or purchase order. When the contract or purchase order specifies commercial packaging, commercial markings shall be supplied on the unit, together with the NSN for FSCs 6505/6508 and the NSN and quantity and unit of issue for all other FSCs.

e. ANSI/AIM BC1 Code 39 bar codes are not required on the unit unless it is also the exterior (shipping) container.

e. See figures 1-3 for sample unit markings.

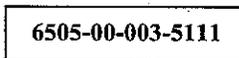


Figure 1. Commercial Materiel
FSC 6505

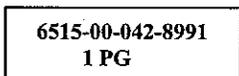


Figure 2. Commercial Materiel
All Other FSCs

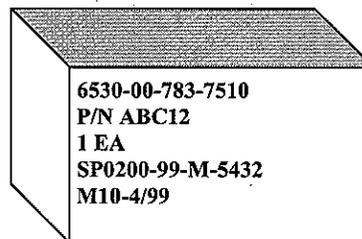


Figure 3. Military Materiel
All FSCs

3. Intermediate package.

a. Identification, contract data, and other markings specified in the contract or purchase order shall be supplied on the package in a location that permits markings to be easily read while materiel is in storage. ANSI/AIM BC1 Code 39 bar codes are not required on the intermediate package.

b. See figure 4 for sample intermediate package markings. Markings as shown in figure 4 are required on all intermediate packages. When the contract or purchase order calls for military preservation, the intermediate package shall be marked with the method preservation and date of pack, i.e., M10-4/99.

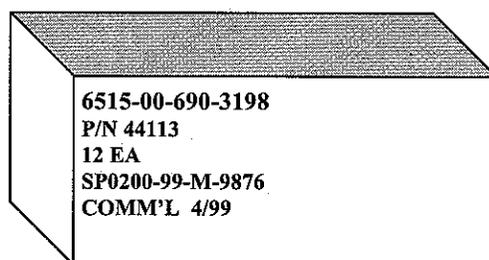


Figure 4. Intermediate package
All FSCs

4. Exterior (shipping) container. Markings on the exterior (shipping) container shall include identification, contract data, other markings as specified in the contract or purchase order, bar codes, and destination address, as follows:

a. Identification and contract data markings specified in the contract or purchase order shall be supplied in the upper left corner of the side of the exterior (shipping) container having the largest marking surface. In addition, when an exterior (shipping) container is 10 cubic feet or larger, identification and contract data markings shall also be supplied on the end of the container that is to the left of the identification-marked side.

b. Other markings specified in the contract or purchase order may include shelf life and storage legend(s). The preferred location for the lot (control) number is on same line the contract or purchase order number, with the shelf life and storage legend(s) on the lines immediately following the weight and cube.

c. Bar code markings shall be supplied on the exterior (shipping) container. The preferred location is the upper right corner opposite the identification and contract data markings; optionally, bar codes may be supplied in the lower right corner.

d. Destination address markings shall be supplied on the exterior (shipping) container when unitization is not required.

e. In rare instances, insufficient space may be available on the identification-marked side of the exterior (shipping) container for proper application of the bar code and/or destination address markings. In those instances, these markings may be applied to the opposed or an adjacent side of the container.

f. See figures 5 and 6 for sample exterior (shipping) container identification/contract data, and bar code markings, and location of destination address label. See figure 24 for sample address markings for sample address markings for contractor shipments for depot stock.

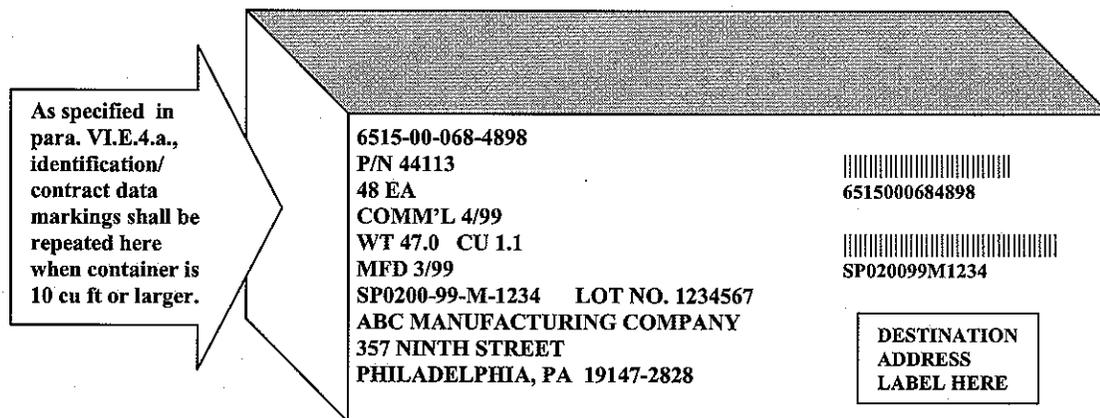


Figure 5. Exterior (Shipping) Container
All FSCs
Preferred Bar Code Placement

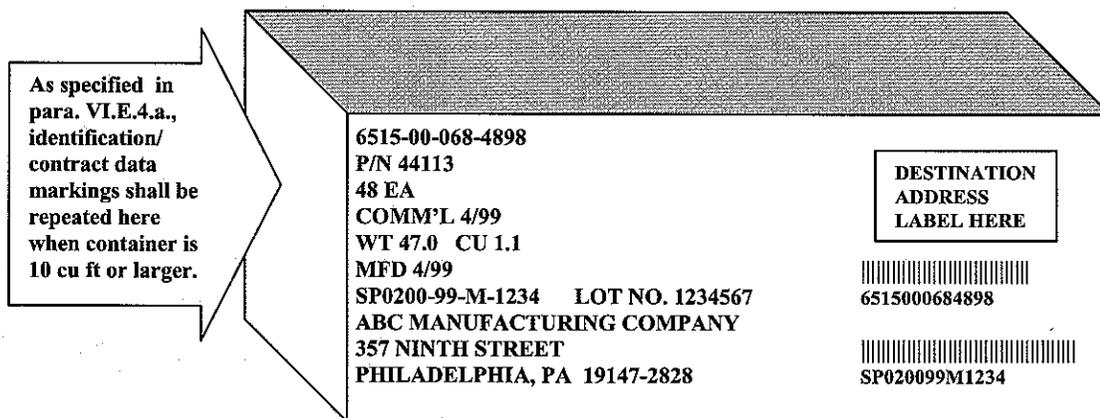


Figure 6. Exterior (Shipping) Container
All FSCs
Optional Bar Code Placement

f. See paragraph IV.E.7. for identification and contract data markings applicable to exterior (shipping) containers for DEPMEDS items. See para. IV.E.10. for marking requirements applicable to hazardous medical materiel.

5. Unitized load.

a. Markings on the unitized load shall include identification, contract data, other markings as specified in the contract or purchase order, bar codes, and destination address. When the bar codes on the exterior (shipping) containers comprising the unitized load are scannable, no additional bar codes are required. Markings shall be supplied on two adjacent sides of the load. All markings as specified in the contract or purchase order, including identification, contract data,

bar codes, and destination address, shall be supplied on one side; identification markings only shall be supplied on an adjacent side. In addition, when the load is wrapped with shrink or stretch wrap, markings may not be clearly visible through the wrap. Therefore, pressure-sensitive labels containing required markings may be placed on the outermost layer of wrap on either marked side of the load.

b. See figure 7 for sample unitized load markings. See figure 24 for sample address markings for contractor shipments for depot stock.

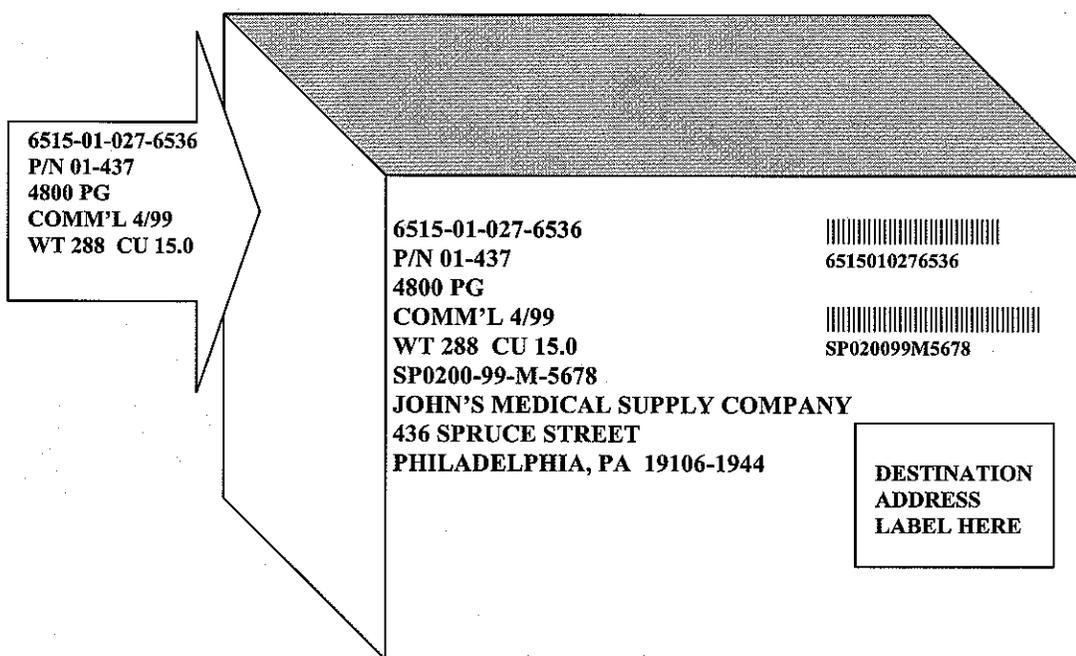


Figure 7. Unitized Load
All FSCs

6. Bar codes.

a. ANSI/AIM BC1 Code 39 bar codes are required on the exterior (shipping) container and unitized load, as specified herein and in the contract or purchase order. Standard bar code density range shall be from 3.0 to 9.4 characters per inch (CPI). Bar codes shall be in a horizontal configuration, and shall not include any spaces or dashes. Unless otherwise specified in the contract or purchase order, the bar code markings shall include the NSN and PIIN. The bar-coded contract or purchase order number (PIIN) shall include the four-digit delivery order number, when applicable. The HRI shall be an exact interpretation of the bar code data and shall not contain any spaces or dashes. The preferred location for the HRI is below the bar code; optionally, it may be above the bar code.

b. As a minimum, bar codes markings shall be 2.0 inches (50.8 mm) from the top and bottom edges and 1.0 inch (25.4 mm) from the side edges. A minimum distance (quiet zone) of 0.25 inch (6.35 mm) from the nearest identification/contract data marking shall be maintained.

c. See figure 8 for sample bar code formats.



Figure 8. Sample Bar Code Formats
All FSCs

7. Protected cargo.

a. Protected cargo includes all items classified as controlled, classified, sensitive, or pilferable. All required markings shall be supplied, except the term "MEDICAL SUPPLIES" shall be used in lieu of the NSN on the exterior (shipping) container and unitized load. In addition, only the bar code for the contract or order number shall be shown; the bar code for the NSN shall be omitted. Signature service shall be used for all shipments of protected cargo.

b. For items classified as both protected cargo and hazardous material, i.e., ALCOHOL, USP, the NSN and Proper Shipping Name (PSN) shall be listed. In addition, material shall be marked as specified in para. V.E.11.

c. See figure 9 for sample protected cargo markings. Preferred bar code location is the upper right corner; see figure 9 for the optional bar code location.

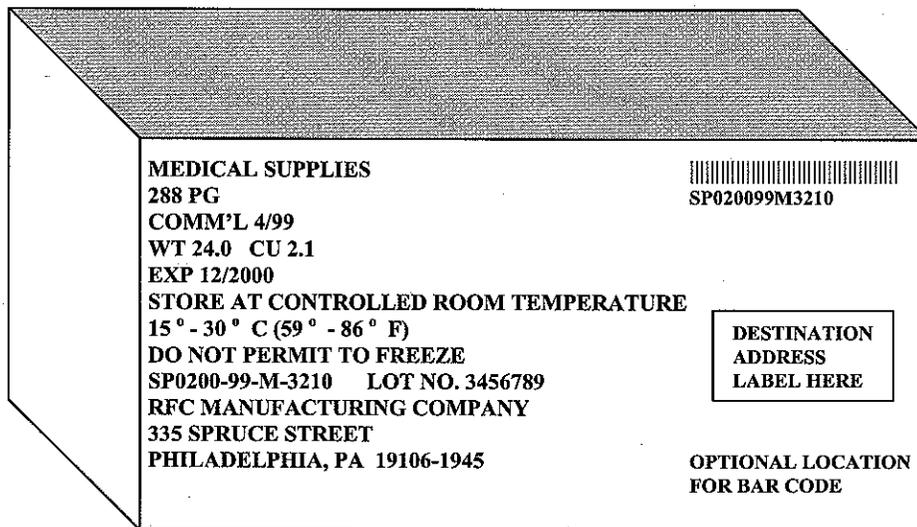


Figure 9. Exterior (Shipping) Container
All FSCs
Non-hazardous Items ONLY

8. Medical clothing and textile items. Medical clothing and textile items include such items as clothing (physician's smocks, operating gowns, etc.), sheets, blankets, bags, etc., managed by the Directorate of Medical Materiel, Defense Supply Center Philadelphia. Accountability is necessary for clothing and textile items used in medical facilities. The following additional markings are required on each exterior (shipping) container: shipment number, lot (control) number, name and

address of the manufacturer, and container number. The container number shall be consecutively numbered from each shipping point for the duration of the contract.

9. **Set (assembly) markings.** When a set (assembly) is packed in two or more exterior (shipping) containers, all containers shall be shipped together. Each container shall be marked with its own number within the set, the total number of containers making up the set, and the number of the set within each shipment. Set (assembly) markings shall be placed in the lower right corner of the identification-marked side of the container. A two-inch black disc shall be placed above the numbers on each container. For surfaces on which black is not legible, marking shall be white or yellow and a white or yellow disc shall be applied. See figure 10 for sample set (assembly) markings.

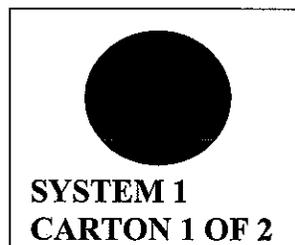


Figure 10. Set (assembly) markings
All FSCs

10. **Deployable medical systems (DEPMEDS) markings.** DEPMEDS items shall be marked as specified herein and in the applicable contract or purchase order. In addition, identification and contract data markings on exterior (shipping) containers containing DEPMEDS items shall be listed in the order shown in figure 11.

	NSN
	Contractor's PN, when applicable
	Complete Item Identification
	Quantity and Unit of Issue
	Gross Weight and Cube
	Serial Number
	Contract Number
	Contractor's Complete Name and Address
1/	Manufacturer's Name
	Type or Model Number
	Electrical Characteristics
	Date of Manufacture prefixed by "MFD"
2/	Index No. _____
<hr/>	
1/	The manufacturer's name is required only when the item is manufactured by someone other than the contractor.
2/	The line following "Index No." shall be left blank.

Figure 11. Identification/Contract Data Markings
DEPMEDS Items

11. Hazardous medical materiel (HAZMAT).

a. Marking requirements. Hazardous medical materiel shall be marked and labeled as specified in applicable domestic and international transportation regulations, in the contract or purchase order, and as specified herein. Depending upon the mode of transportation, HAZMAT shall be labeled in accordance with Title 49 CFR, ICAO Technical Instructions (excluding para. 1.4 of Chapters 1 and 3), and International Maritime Dangerous Goods Code (IMDG), as applicable.

b. Interior containers. All interior containers shall be labeled and marked as specified in the contract or purchase order, and as specified herein.

c. Exterior (shipping) containers. Exterior (shipping) containers identified for international transportation shall be marked, labeled, and documented to meet UN requirements in accordance with the appropriate modal regulation. Unless otherwise specified, UN-recommended certification markings for HAZMAT prescribed herein shall be placed on the side of the exterior (shipping) container opposite the side containing the identification, contract data and bar code markings.

d. Pilferable hazardous material. Exterior (shipping) containers containing material classified as both hazardous and pilferable shall be marked as specified for hazardous material, except, the NSN and Proper Shipping Name shall be shown in all markings (see para. V.E.7.b).

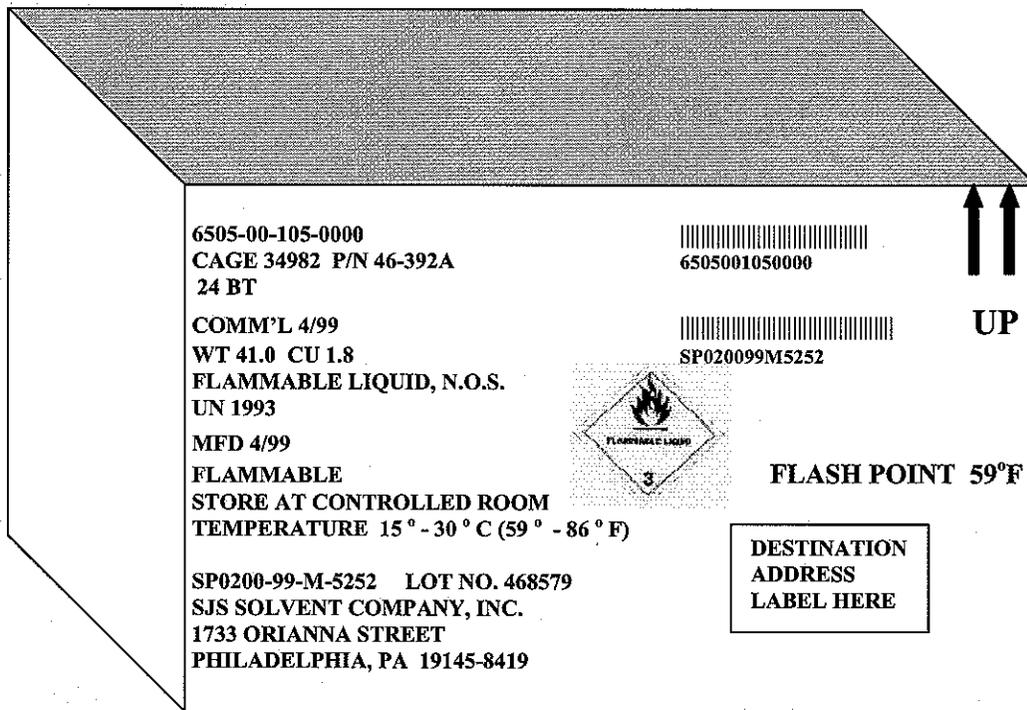
e. Package configuration certification. The supplier's signed certification that the package configuration meets Title 49 CFR, and either ICAO or IMDG requirements, shall be included on the packing list (DD Form 250 may be used) accompanying each shipment.

f. Material Safety Data Sheet (MSDS). A current MSDS shall be supplied with each shipment of hazardous medical materiel. In addition a copy of the MSDS shall be supplied to Defense Supply Center Philadelphia, ATTN: DSCP-MSCBP; the MSDS shall be annotated with the National Stock Number and the item description.

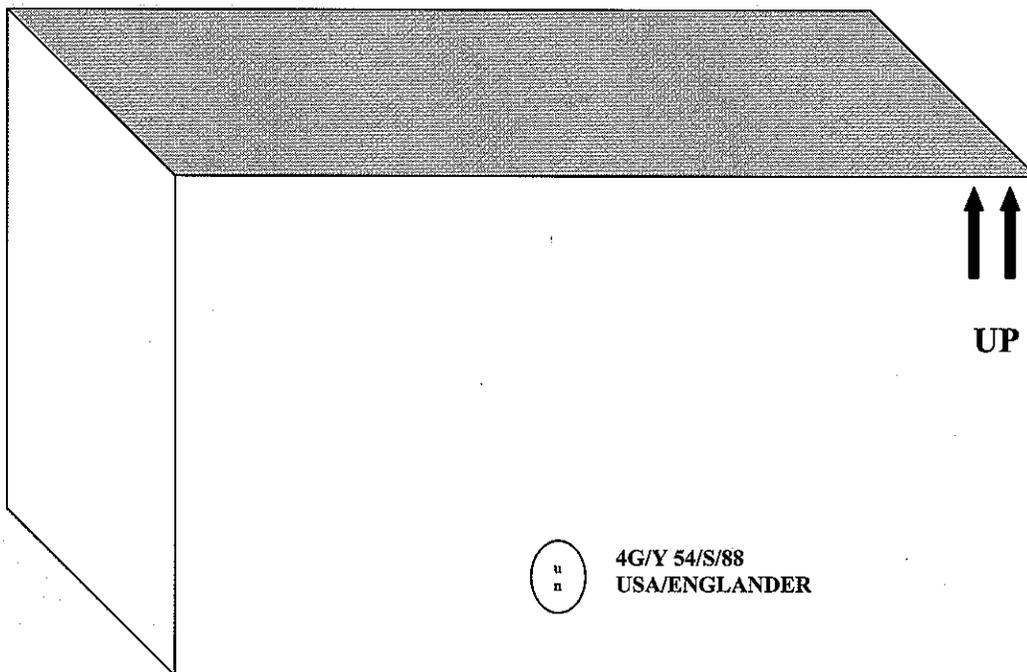
g. Kits containing hazardous components. Kits containing hazardous components in small quantities (i.e., adhesives, inks, solvents, and other flammable liquids) shall be marked and labeled in accordance with the requirements specified herein. The UN packaging certification markings are required only when the quantity of HAZMAT in the individual kit or exterior (shipping) container containing 2 or more kits exceeds the quantity designed as exempted in the applicable modal regulation(s).

h. Shipment via military aircraft. Marking of hazardous materiel destined for shipment through a military aerial port via military aircraft shall comply with DLAI 4145.3. Each shipment shall be accompanied by a completed standard commercial "Shipper's Declaration for Dangerous Goods".

i. See figure 12 for sample HAZMAT markings.



FRONT



REVERSE

Figure 12. Exterior (Shipping) Container
All FSCs
Hazardous Items

12. Other required markings. Other required markings shall be specified in the contract or purchase order. They shall be supplied in a conspicuous location on the identification-marked side of the container. If sufficient space is not available on the identification-marked side, they may be supplied on the opposite size, unless otherwise specified in the contract or purchase order. However, they shall not be supplied on the bottom of the container. Other required markings may include, but are not limited to, the following:

a. Shelf life markings. When applicable, shelf-life markings shall be supplied as specified in the contract or purchase order. Shelf-life markings include the expiration date, date of manufacture, and inspection/test date. There are two types of shelf-life items. Type I items have a definite non-extendible period of shelf life; type II items have an assigned shelf-life time period that may be extended after completion of inspection, test, or restorative action. For Type I and Type II shelf-life items, the date of manufacture shall be shown for items without an expiration date. For Type I and Type II shelf-life items with an expiration date, the expiration date shall be shown in lieu of the date of manufacture. For Type II shelf-life items, the inspection/test date shall be shown in addition to either the date of manufacture or expiration date. The inspection/test date shall be shown on the intermediate package (if supplied), exterior (shipping) container and unitized load. Specific shelf-life markings are as follows:

(1) **Expiration date.** For Type I items, the expiration date is the date by which an item should be discarded as being no longer suitable for issue or use. For Type II items, the expiration date is the date when an item should be inspected or tested to determine the inspection/test date.

(2) **Date of manufacture.** The date of manufacture is the date the item was produced, fabricated, processed, or formed for use. Items requiring a date of manufacture may be either Type I or Type II.

(3) **Inspection/test date.** The inspection/test date is the date by which Type II items should be subjected to inspection, test, or restoration. The inspection/test date shall be left blank for Type II drugs, pharmaceuticals, and biologicals. For all other Type II items, the inspection/test date shall be supplied.

(4) See figure 13 for examples of shelf-life markings.

EXPIRATION DATE	INSPECTION/TEST DATE
EXP 10/2002	DRUGS/PHARMACEUTICALS/BIOLOGICALS
	EXP DATE 10/2002
	INSP/TEST DATE _____
DATE OF MANUFACTURE	ALL OTHER MEDICAL ITEMS
MFD 4/99	MFD DATE 4/99
	INSP/TEST DATE 4/2002

Figure 13. Shelf-Life Markings
All FSCs

b. **Special handling.** Markings such as “TOP”, “UP”, “THIS SIDE UP”, “GLASS”, “KEEP DRY”, “PERISHABLE”, “KEEP FROZEN”, etc., shall be supplied on exterior (shipping) containers, as applicable. When necessary, arrows shall be used with the legends “TOP” or “UP”. Special handling markings shall not interfere with or obscure any other markings. Special handling and storage symbols may also be found in ASTM D 5445.

c. **Warranty markings.** Warranty markings are not required for medical materiel unless a contract or delivery order specifically states that all containers are to be marked with a warranty legend. The warranty markings shall be applied by labeling, tagging, or printing and shall be prefaced by "WARRANTED ITEM". All information shall be in upper case letters of the same style font and shall be located adjacent to or above the contract data markings. See figure 14 for sample warranty markings.

<p><u>WARRANTED ITEM</u> WARRANTY EXPIRES AFTER 1000 HOURS OF OPERATION</p>	<p><u>WARRANTED ITEM</u> WARRANTY EXPIRES 1 JANUARY 2002</p>	<p><u>WARRANTED ITEM</u> WARRANTY GOOD FOR 180 DAYS FROM DATE ITEM IS PUT INTO USE</p>
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Figure 14. Sample Warranty Markings
All FSCs

d. **Flash point.** For items having a flash point of not more than 141 degrees Fahrenheit (F) or 60.5 degrees Celsius (C), each intermediate package and exterior (shipping) container shall be marked with the flash point. The flash point shall be preceded by the words “FLASH POINT” and may be shown in degrees F or C, or both. The flash point shall be determined by using testing methods prescribed in Title 49 CFR. See figure 15.

FLASH POINT 80° F

Figure 15. Flash Point
All FSCs

e. **Cytotoxic (antineoplastic) drug markings.** Cytotoxic (antineoplastic) drugs shall be marked and labeled as specified in applicable transportation regulations and in the contract or purchase order. In addition, each intermediate package and exterior (shipping) container containing cytotoxic (antineoplastic) drugs shall be marked with a diamond-shaped figure with the word “CYTOTOXIC” printed inside the figure in black letters on a white background. See figure 16.

CYTOTOXIC

Figure 16. Cytotoxic Label
FSC 6505

f. **Transportation Special Handling/Protective Services.** Non-hazardous shipments of medical materiel moving by military-controlled aircraft that require special handling/protective services shall have a DD Form 1387-2 (Special Handling Data/Certification) label affixed to the address side of the exterior (shipping) container. See figure 17.

ITEM NOMENCLATURE		NET QUANTITY PER PACKAGE	TRANSPORTATION CONTROL NO	
		CONSIGNMENT GROSS WEIGHT	DESTINATION	
SUPPLEMENTAL INFORMATION			LOAD STORAGE/GROUP	
			FLASH POINT	
This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Dept of Transportation. THIS IS A MILITARY SHIPMENT! (Complete applicable blocks below)				
This shipment is within the limitations prescribed for PASSENGER AIRCRAFT / CARGO AIRCRAFT ONLY (Delete nonapplicable aircraft AFR 71-4, TM 38-250, NAVSUPPUB 505, MCO P4030 .19, DLAM 4145.3, Paragraph		ATA/IATA/IMCO REGULATIONS		
DOD 4500 32R (MILSTAMP)		49 cfr	PARAGRAPH	EXEMPTION
			173.7 (a)	DOT-E 7573
ADDRESS OF SHIPPER		TYPED NAME, SIGNATURE AND DATE		
DD Form 1387-2, JUN 86		Previous editions are obsolete.		Form Approved/OMB No 0704-0188
SPECIAL HANDLING DATA/CERTIFICATION				

Figure 17. DD Form 1387-2
All FSCs

g. **Perishable medical materiel markings.** Perishable medical materiel shall be marked as specified herein and in the contract or purchase order. Markings shall include "ARROW" and "FRAGILE" markings, together with the applicable label (DD Forms 1502, 1502-1 and 1502-2) applied to the address side of the exterior (shipping) container, or, as an alternate, to the size opposite the address side. When the size of the container precludes application of the label to either side, the label may be applied in any fashion, provided it does not interfere with any required markings; however, the label shall not be applied to the bottom of the container. The appropriate notification form (DPSC Forms 2770, 2770-1 or 2770-2) shall be placed inside each exterior (shipping) container prior to sealing. *(NOTE: With the renaming of the Defense Personnel Support Center (DPSC) to the Defense Supply Center Philadelphia (DSCP), and the recent relocation of DSCP to 700 Robbins Avenue, Philadelphia, PA 19111-5092, these labels and forms are being revised to reflect the new name and mailing address. Until the revisions are completed, existing stock may be used.)* Labels and notification forms are as follows:

(1) FROZEN MEDICAL MATERIEL:

DD Form 1502 (Frozen Medical Materiel Shipment - Perishable -Keep Frozen).

This green pressure-sensitive label shall be used for perishable frozen medical materiel that requires the constant temperature to be maintained below 32° F. Applicable icing and time data shall be inserted on the label at the time of shipment. See figure 18.

FROZEN MEDICAL MATERIEL SHIPMENT			Form Approved OMB No. 0704-0188	
Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Service, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, D.C. 20503. Please DO NOT RETURN your form to either of these addresses.				
PERISHABLE - KEEP FROZEN				
VACCINE → TEMPERATURE MUST BE MAINTAINED BELOW 32° F				
REQUIRED DELIVERY DATE (Calendar date)				
THIS PACKAGE PACKED AT ORIGIN				
DATE	TIME	POUNDS OF DRY ICE	BY (Name)	
IMPORTANT				
To insure delivery of this vaccine in a satisfactory condition, it is necessary that this container be re-iced with DRY ICE on or before time indicated below. (Greenwich Meridian Time is used for overseas shipments.)				
____ POUND(S) DRY ICE WILL SAFEGUARD CONTENTS FOR ____ HOURS WHEN RE-ICING IS DONE. AT FIRST RE-ICING POINT, CROSS OUT PREVIOUS BLOCK (Left column below) AND ENTER NEW DATE AND TIME NEXT RE-ICING IS DUE.				
MUST BE DRY RE-ICED NOT LATER THAN		↓		
		DRY ICE ACTUALLY ADDED		
DATE	FIRST DRY RE-ICING	DATE	POUNDS	DRY ICED BY
HOUR	→	HOUR		
DATE	SECOND DRY RE-ICING	DATE	POUNDS	DRY ICED BY
HOUR	→	HOUR		
INSTRUCTIONS				
Break tape on outer container and insert necessary dry ice. IMMEDIATELY re-seal outer container and RECORD this operation on the log above. DO NOT handle this vaccine or permit container to remain open longer that is necessary for DRY re-icing. NOTE: FAILURE TO COMPLY WITH INSTRUCTIONS MAY ENDANGER LIVES. If materiel has thawed or if shipment arrives without dry ice, refreeze immediately. Report details by fastest means to Defense Personnel Support Center (DPSC), Directorate of Medical Materiel, 2800 S. 20 th Street, Philadelphia, PA 19145-5099. Document discrepancies in accordance with AR 55-38/NAVSUP PUB 459/AFM 75-34/MCOP 4610.19/DLAR 4500.15. DO NOT issue or destroy materiel until disposition instructions are received from DPSC.				

DD Form 1502, MAY 96 (EG)

Previous editions are obsolete.

**Figure 18. DD Form 1502
Perishable - Keep Frozen**

DPSC Form 2770 (Notice for Frozen Medical Materiel Shipments).

This notice provides instructions for reporting potential discrepancies, and shall be supplied inside each exterior (shipping) container. See figure 19.

NOTICE FOR FROZEN MEDICAL MATERIAL SHIPMENTS

**SPECIAL NOTE: REMOVE FROZEN TEMPERATURE INDICATOR IMMEDIATELY TO PREVENT DISCOLORATION OF CONTAINER.
IF THIS SHIPMENT IS RECEIVED WITH NO DRY ICE IN THE CONTAINER, OR IF THE COLORED ICE IN THE PLASTIC INDICATOR TUBE HAS MELTED, TAKE THE FOLLOWING ACTIONS:**

1. Place the material in freezer below 32° F.
2. Suspend the material from issue and use and report discrepancy on SF-361 (DISREP) or SF 364 (ROD) as appropriate, to:

Defense Personnel Support Center, DLA
Directorate of Medical Materiel
ATTN: DPSC-MRCM
2800 S. 20th Street
Philadelphia, PA 19145-5099

3. Include the following data in the report: *(Use separate report for each item)*

- | | |
|--|--|
| <ul style="list-style-type: none"> (a) National Stock Number (b) Complete Nomenclature (c) Name of manufacturer and contractor (d) Date of manufacture (e) Expiration date (f) Lot or control numbers (g) Contract and/or requisition numbers (h) Total dollar value (i) Quantity | <ul style="list-style-type: none"> (j) Present Storage condition (k) Temperature or adverse storage condition existing during shipment and furnish environmental temperature at time of receipt. (l) Nature of the complaint - Indicate if ice in indicator tube was melted and whether drug was warm to touch upon opening box. (m) Name of last known carrier from which material was received and final destination for shipment. (n) TCN or GBL numbers. (o) Date and hour material delivered by carrier. (p) Date and hour material returned to freezer. (q) Other details concerning conditions of material. Identify origin of shipment (<i>Depot or contractor's name</i>), and all entries recorded on DD Form 1502 (r) Name, place, telephone number of person most familiar with this situation. (<i>Autovon and commercial with area code</i>). |
|--|--|

4. **DO NOT** issue or destroy material until disposition instructions are received from DPSC.
5. Attach the following to the SF-361 or 364
 - a. DD Form 1502 label (*remove from the package*)
 - b. Copy of GBL and/or copy of carrier's delivery document.
 - c. Copy of the Report of Shipment (*REPSHIP*) if received by teletype (or information furnished if (*REPSHIP*) received by telephone).

**DPSC FORM 2770
MAR 96**

PREVIOUS EDITIONS OBSOLETE

**Figure 19. DPSC Form 2770
Notice for Frozen Medical Material Shipments**

(2) CONSTANT REFRIGERATED MEDICAL MATERIEL:

DD Form 1502-1 (Chilled Medical Materiel Shipment - Perishable - Keep Chilled).

This orange pressure-sensitive label shall be used for perishable medical materiel that requires constant refrigeration temperature to be maintained between 35 ° F and 46 ° F. Applicable icing and time data shall be inserted on the label at the time of shipment. See figure 20.

CHILLED MEDICAL MATERIEL SHIPMENT				Form Approved OMB No. 0704-0188	
Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Service, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, D.C. 20503. Please DO NOT RETURN your form to either of these addresses.					
PERISHABLE - KEEP CHILLED					
TEMPERATURE MUST BE MAINTAINED AT 35 ° F TO 46 ° F					
REQUIRED DELIVERY DATE (Calendar date)					
THIS PACKAGE PACKED AT ORIGIN					
DATE	TIME	POUNDS OF WATER ICE	BY (Name)		
IMPORTANT					
To insure delivery of this vaccine in a satisfactory condition, it is necessary that this container be re-iced with water on or before time indicated below. (Greenwich Meridian Time is used for overseas shipments.)					
_____ POUND(S) WATER ICE WILL SAFEGUARD CONTENTS WHEN RE-ICING IS DONE. AT FIRST RE-ICING POINT, CROSS OUT PREVIOUS BLOCK (Left column below) AND ENTER NEW DATE AND TIME NEXT RE-ICING IS DUE.					
MUST BE WATER RE-ICED NOT LATER THAN		WATER ICE ACTUALLY ADDED			
DATE	↓ FIRST WATER RE-ICING →	DATE	POUNDS	WATER ICED BY	
HOUR		HOUR			
DATE	↓ SECOND WATER RE-ICING →	DATE	POUNDS	WATER ICED BY	
HOUR		HOUR			
INSTRUCTIONS					
Break tape on outer container and insert necessary water ice. IMMEDIATELY re-seal outer container and RECORD this operation on the log above. DO NOT handle this vaccine or permit container to remain open longer than is necessary for water re-icing.					
NOTE: FAILURE TO COMPLY WITH INSTRUCTIONS MAY ENDANGER LIVES.					
If materiel has frozen or if temperature has exceeded 46 ° F, refrigerate IMMEDIATELY. Report details by fastest means to Defense Personnel Support Center (DPSC), Directorate of Medical Materiel, 2800 S. 20 th Street, Philadelphia, PA 19145-5099. Document discrepancies in accordance with AR 55-38/NAVSUP PUB 459/AFM 75-34/MCOP 4610.19/DLAR 4500.15. DO NOT issue or destroy materiel until disposition instructions are received from DPSC.					

DD Form 1502-1, MAY 96 (EG)

Previous editions are obsolete.

Figure 20. DD Form 1502-1
Perishable – Constant Refrigeration

DPSC Form 2770-1(Notice for Chilled Medical Materiel Shipments).

This notice provides instructions for reporting potential discrepancies, and shall be supplied inside each exterior (shipping) container. See figure 21.

NOTICE FOR CHILLED MEDICAL MATERIAL SHIPMENTS

IF THIS SHIPMENT IS RECEIVED WITH THE WATER ICE THAWED TAKE THE FOLLOWING ACTIONS

1. Place the material in chill space. (Refrigeration temperature 35° to 46° F)
2. Suspend the material from issue and use and report discrepancy on SF 361 (DISREP) or SF 364 (ROD) as appropriate, to:

Defense Personnel Support Center, DLA
 Directorate of Medical Materiel
 ATTN: DPSC-MRCM
 2800 S. 20th Street
 Philadelphia, PA 19145-5099
3. Include the following data in the report: *(Use separate report for each item)*

<ul style="list-style-type: none"> (a) National Stock Number (b) Complete Nomenclature (c) Name of manufacturer and contractor (d) Date of manufacture (e) Expiration date (f) Lot or control numbers (g) Contract and/or requisition numbers (h) Total dollar value (i) Quantity 	<ul style="list-style-type: none"> (j) Present Storage condition (k) Temperature or adverse storage condition existing during shipment and furnish environmental temperature at time of receipt. (l) Nature of the complaint (m) Name of last known carrier from which material was received and final destination for shipment (n) TCN or GBL numbers. (o) Date and hour material delivered by carrier. (p) Date and hour material returned to refrigeration. (q) Other details concerning conditions of material. Identify origin of shipment (<i>Depot or contractor's name</i>), and all entries recorded on DD Form 1502-1. (r) Name, place, telephone number of person most familiar with this situation. (<i>Autovon and commercial with area code</i>).
--	--
4. **DO NOT** issue or destroy material until disposition instructions are received from DPSC.
5. Attach the following to the SF-361 or 364
 - a. DD Form 1502-1 label (*remove from the package*)
 - b. Copy of GBL and/or copy of carrier's delivery document.
 - c. Copy of the Report of Shipment (*REPSHIP*) if received by teletype (or information furnished if (*REPSHIP*) received by telephone).

DPSC FORM 2770-1
MAR 96 (EF) PREVIOUS EDITIONS OBSOLETE

**Figure 21. DPSC Form 2770-1
Notice for Chilled Medical Material Shipments**

(3) LIMITED UNREFRIGERATED MEDICAL MATERIEL:

DD Form 1502-2 (Limited Unrefrigerated Medical Materiel Shipment – Perishable).

This red pressure-sensitive label shall be used for perishable medical materiel which has a limited unrefrigerated time period permitted (receipt of shipment by consignee is assured within a specified number of days). See figure 22.

LIMITED UNREFRIGERATED MEDICAL MATERIEL SHIPMENT			Form Approved OMB No. 0704-0188		
Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Service, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, D.C. 20503. Please DO NOT RETURN your form to either of these addresses.					
PERISHABLE					
REQUIRED DELIVERY DATE (Calendar date)					
IMPORTANT					
This package contains Medical Materiel which may be unrefrigerated during transit provided the cumulative time out of refrigeration does not exceed _____ hours after removal time indicated below. This materiel must be returned to refrigeration upon receipt. If delayed in route, return to refrigeration of 35 ° F to 46 ° F temperature.					
REMOVED FROM REFRIGERATION			RETURNED TO REFRIGERATION		
DATE	HOUR	PLACE	DATE	HOUR	PLACE
NOTE: FAILURE TO COMPLY WITH INSTRUCTIONS MAY ENDANGER LIVES.					
DO NOT FREEZE or allow to be subjected to temperature above 96 ° F at any time. If material has been frozen or if temperature has exceeded 95 ° F refrigerate immediately. Report details by fastest means to Defense Personnel Support Center (DPSC), Directorate of Medical Materiel, 2800 S. 20 th Street, Philadelphia, PA 19145-5099. Document discrepancies in accordance with AR 55-38/NAVSUP PUB 459/AFM 75-34/MCOP 4610.19/DLAR 4500.15. DO NOT issue or destroy materiel until disposition instructions are received from DPSC.					

DD Form 1502-2, MAY 96 (EG)

Previous editions are obsolete.

Figure 22. DD Form 1502-2
Perishable – Limited Unrefrigerated Shipment

DPSC Form 2770-2(Notice for Limited Unrefrigerated Medical Materiel Shipments).

This notice provides instructions for reporting potential discrepancies, and shall be supplied inside each exterior (shipping) container. See figure 23.

NOTICE FOR LIMITED UNREFRIGERATED MEDICAL MATERIAL SHIPMENTS

IF THIS SHIPMENT IS RECEIVED BEYOND THE REQUIRED DELIVERY DATE, OR IF THE MATERIAL MAY HAVE BEEN EXPOSED TO TEMPERATURE OVER 95° OR BELOW 32° F, TAKE THE FOLLOWING ACTIONS:

1. Place the material in chill space. (Refrigeration temperature 35° to 46° F)
2. Suspend the material from issue and use and report discrepancy on SF-361 (DISREP) or SF 364 (ROD) as appropriate, to:

Defense Personnel Support Center, DLA
 Directorate of Medical Materiel
 ATTN: DPSC-MRCM
 2800 S. 20th Street
 Philadelphia, PA 19145-5099

3. Include the following data in the report: *(Use separate report for each item)*

- | | |
|--|--|
| <ul style="list-style-type: none"> (a) National Stock Number (b) Complete Nomenclature (c) Name of manufacturer and contractor (d) Date of manufacture (e) Expiration date (f) Lot or control numbers (g) Contract and/or requisition numbers (h) Total dollar value (i) Quantity | <ul style="list-style-type: none"> (j) Present Storage condition (k) Temperature or adverse storage condition existing during shipment and furnish environmental temperature at time of receipt. (l) Nature of the complaint (m) Name of last known carrier from which material was received and final destination for shipment. (n) TCN or GBL numbers. (o) Date and hour material delivered by carrier. (p) Date and hour material returned to refrigeration (q) Other details concerning conditions of material. Identify origin of shipment (<i>Depot or contractor's name</i>), and all entries recorded on DD Form 1502-2. (r) Name, place, telephone number of person most familiar with this situation. (<i>Autovon and commercial with area code</i>). |
|--|--|

4. **DO NOT** issue or destroy material until disposition instructions are received from DPSC.
5. Attach the following to the SF-361 or 364
 - a. DD Form 1502-2 label (*remove from the package*)
 - b. Copy of GBL and/or copy of carrier's delivery document.
 - c. Copy of the Report of Shipment (*REPSHIP*) if received by teletype (or information furnished if (*REPSHIP*) received by telephone).

DPSC FORM-2770-2
MAR 96

(EF)

PREVIOUS EDITIONS OBSOLETE

**Figure 23. DPSC Form 2770-2
 Notice for Limited Unrefrigerated Medical Material Shipments**

13. **Packing list.** A packing list shall be supplied with each shipment of medical materiel. DD Form 250 may be used as the packing list. At least one copy shall be placed inside each exterior (shipping) container. One copy shall be sealed in a suitable water-resistant envelope and shall be affixed to the outside of container no. 1. Exterior packing lists are required on all contractor-originated shipments of medical materiel, except for most shipments of protected cargo. For shipments of controlled, classified, and pilferable items, the packing list shall be placed inside container no. 1. The container shall be marked with the legend "PACKING LIST HERE" or any similar legend.

14. **Address markings.** Address markings as specified in the contract or purchase order shall be supplied on each exterior (shipping) container.

a. **Contractor/vendor-originated shipment label.** The contract or purchase order number may be listed as the TCN, or, when specified in the contract or purchase order, the TCN may be a requisition number. Project code and RDD (required delivery date) are required only if specified in the contract or purchase order; omit project code and RDD from the address label when not required. The address label shall be supplied on the marked side of the container and shall not interfere with any required markings. If adequate space is not available on the marked side, the address label shall be placed on the opposite side. However, when the shipment requires unitization, the address label need only be supplied on one of the marked sides of the unitized load. See figure 24 for sample address markings for contractor shipments of depot stock. See figures 5 and 6 for placement of destination address label on the exterior (shipping) container. See figure 7 for placement of destination address label on the unitized load.

TCN:	SP0200-99-M-LCJS
FROM:	CBA MANUFACTURING COMPANY 2900 ROGERS STREET PHILADELPHIA, PA 19145-5099
TO:	SW3100 TRANSPORTATION OFFICER DEFENSE DISTRIBUTION DEPOT SUSQUEHANNA SUSQUEHANNA SITE WEST 5450 CARLISLE PIKE CODE EMI BLDG 109 - RECEIVING MECHANICSBURG, PA 17055-0789
PROJECT CODE:	STP
RDD:	350
WT 100.0	CU 18.4
PALLET 1 OF 5	

Figure 24. Address Label
All FSCs

b. **Military address label.** When required, a DD Form 1387 shall be supplied. Transportation priority (TP) 1, 2 or 3 should be clearly identified in the TP block of the DD Form 1387. Minimum height of the TP numeral shall be three-fourths of an inch. See figure 25.

MILITARY SHIPMENT LABEL		Form Approved. OMB No. 0704-0188
TRANSPORTATION CONTROL NUMBER		2. POSTAGE DATA
3. FROM		TYPE SERVICE
5. SHIP TOPQE		TRANS PRIORITY
7. PQD		PROJECT
9. ULTIMATE CONSIGNEE OR MAKR FOR	10. WT. (This piece)	11. RDD
	12. CUBE (This piece)	13. CHARGES
	14. DATE SHIPPED	15. FMS CASE NUMBER
	15. PIECE NUMBER	
	17. TOTAL PIECES	

DD FORM 1387, NOV 86 (EG)

PREVIOUS editions are obsolete.

Perform (DLA)

Figure 25. Military address label
All FSCs

F. DVD, SPEDE and EDI requirements.

1. For contractor-originated shipments of medical materiel in response to DVD, SPEDE and EDI requirements, materiel shall be marked as specified in the contract or purchase order.

2. For material requiring special handling (i.e., protected cargo, hazardous, perishable, etc.) required markings as specified in the contract or purchase order and as specified herein shall apply.

3. Hazardous medical materiel shall be marked and labeled in accordance with applicable domestic and international transportation regulations. See paras. V.E.11.a. through V.E.11.h. for applicable marking requirements. In addition, marking of hazardous materiel destined for shipment on military aircraft shall comply with DLAI 4145.3. Each shipment shall be accompanied by a completed standard commercial "Shipper's Declaration for Dangerous Goods".

G. Prime vendor requirements.

1. For all shipments under the prime vendor program, material shall be marked as specified in the prime vendor contract. For non-pharmaceutical healthcare products, marking shall include a Universal Product Number (UPN) bar code.

2. For material requiring special handling (i.e., protected cargo, hazardous, perishable, etc.) additional markings in accordance with commercial practice and as specified in the prime vendor contract shall apply.

3. Hazardous medical materiel shall be marked and labeled in accordance with applicable domestic and international transportation regulations. A current MSDS shall accompany each shipment. In addition, marking of hazardous materiel destined for shipment on military aircraft shall comply with DLAI 4145.3; each shipment shall be accompanied by a completed standard commercial "Shipper's Declaration for Dangerous Goods".

H. UPN.

1. The UPN is a machine-readable bar code and is the single ordering number for a non-pharmaceutical healthcare product being supplied through the Medical Prime Vendor Program. Each UPN, which consists of the manufacturer's identifier and product identification number, is unique to a manufacturer's specific product, and cannot be duplicated. At the manufacturer's option, each UPN may conform to either the Uniform Code Council (UCC) or Health Industry Business Communication Council (HIBCC) primary data structure.

2. The UPN requirement is not applicable to non-prime vendor shipments of medical materiel to military supply depots and to medical treatment facilities. However, containers marked with the UPN are acceptable, provided all required markings as specified herein and in the contract or purchase order, including the NSN, are supplied.

3. NOTE: ANSI/AIM BC1 (Uniform Symbology Specification Code 39) is not applicable to the UPN requirement.

VI. POINT OF CONTACT.

A. For clarification of packaging and marking requirements, to request additional copies of this Marking Standard (document can be provided either in hard copy or electronically), or to request a supply of DD Forms 1502, 1502-1, 1502-2 or DPSC Forms 2770, 2770-1, 2770-2, contact:

Defense Supply Center Philadelphia
ATTN: DSCP-MSCBP (Miss L. Connors)
700 Robbins Avenue
Philadelphia, PA 19111-5092

VOICE: COMM (215) 737-4189 / DSN 444-4189

FAX: COMM (215) 737-8139 or 8150 / DSN 444-8139 or 8150

E-MAIL: lconnors@dscp.dla.mil

B. When requesting forms, include in your request the form number(s), the number of copies desired, your complete mailing address and a point of contact (name and telephone number).