



1 PURPOSE

This document denotes requirements for vendors when shipping materials to Integrated DNA Technologies' (IDT) facilities.

2 SCOPE

The contents of this document shall be considered secondary to any conflicting requirements set forth in the purchase order and in any contract documentation between the vendor and IDT. Local laws and regulations shall always be followed.

3 RESPONSIBILITIES

This document applies to all IDT vendors and third-party companies providing transportation of goods destined for all IDT facilities.

4 DOCUMENTATION AND LABELING REQUIREMENTS:

4.1 Packing lists

4.1.1 All shipments shall be accompanied by a packing list.

4.1.2 Packing lists shall contain the following information:

4.1.2.1 Itemized list of shipment contents including quantity, unit of measure, description, and country of origin for each line item. IDT's or vendor's part number shall also be included if stated in the purchase order.

4.1.2.2 IDT purchase order number (if applicable)

4.1.2.3 IDT contact person's name and shipping address

4.1.2.4 Vendor's contact name, company, and address

4.1.2.5 Shipping date

4.1.2.6 Notation that the shipment is a partial shipment (if applicable)

4.1.3 Packing lists shall contain the actual quantity being shipped and not the purchase order quantity if the two are in conflict.

4.1.4 For multiple boxes, pallets, crates, or containers, packing list must be affixed to the outside of the shipment in an adhesive document envelope labeled "PACKING LIST", "PACKING LIST INSIDE", or comparable. If there are multiple pallets, crates, or containers not wholly contained on a single pallet, each individual container shall be labeled "1 of XX, 2 of XX, etc." where XX is the total number of containers in the load. Paperwork shall be attached to the first container.

4.1.5 A single packing list may accompany one of multiple boxes, pallets, crates, or containers. The unit containing the packing list shall be prominently labeled as "LEAD PALLET" or "LEAD CONTAINER" or "1 of XX".

4.2 Hazard communication

4.2.1 Hazards shall be labeled on the outermost surfaces of the containers and in other locations as required by CFR 1910.1200 all subsections for shipments destined for United States origins and according to the import destination country's requirements for shipments with a destination outside of the United States.

4.2.2 Tanks must be labeled with the chemical contents on the exterior of the tank in addition to the required safety markings.

4.2.3 Safety data sheets describing the contents of the package must be included in the shipment.

5 PACKAGING REQUIREMENTS

5.1 Pallets and crates

5.1.1 All pallets and crates shall be constructed of shipping-grade, kiln-dried dimensional lumber or from oriented strand board (OSB) or other composite lumber product. No plastic pallets are allowed.

- 5.1.2 All non-exempt wood products used on international shipments must comply with 7 CFR 319.40-3/International Phytosanitary Measure and bear the appropriate ISPM 15 stamp.
 - 5.1.3 Pallets and crates must be free from disabling damage at the initial loading point. Pallets and crates must also be free from protruding nails as practicably as possible.
 - 5.1.4 Whenever possible, 48x40 GMA-type pallets shall be used in favor of 48x48 or 40x32 pallets. Contact IDT Purchasing if pallet depth exceeds 48 inches.
 - 5.1.5 Pallet and crate heights, when measured from the floor at the base of the pallet/crate to the uppermost point of the pallet contents or crate, must not exceed 48 inches without prior consent of IDT Purchasing. Items covered in section 5.4.2 are excluded.
 - 5.1.6 Loads must be situated on pallets and in crates so that the center of gravity is near the physical center of the pallet surface or floor of the crate. Top-heavy loads and off-balance centers of gravity must be conspicuously labeled as such so that the markings are visible from a forklift operator approaching from the forkable side(s) of the pallet/crate.
 - 5.1.7 All loads must be secured to pallets via plastic banding or plastic film with adequate tension applied such that the load will not shift under normal handling conditions, but the product does not succumb to the tension. Metal banding may only be used if the load exceeds the safety rating of either of the previously listed methods. Banding must not interfere with the ability to move the load with a forklift.
 - 5.1.8 Ring-shank nails or wood screws shall be used to construct pallets and crates. No smooth-bore nails are allowed. Removable lids must be affixed with hinges or screws instead of nails.
- 5.2 Reusable containers
- 5.2.1 IDT supports the use of reusable/returnable containers. Contact IDT Purchasing to setup a package return program.
 - 5.2.2 Unless prior arrangements have been made, reusable containers will be returned at the vendor's cost and when a minimum of one pallet's worth have been accumulated.
 - 5.2.3 When practicable, "RETURN TO _____" shall be stenciled, painted, or engraved on the containers to be returned.
 - 5.2.4 IDT assumes no liability for vendor-owned containers should they become damaged, lost, or otherwise become unusable.
- 5.3 Separation of goods
- Multiple line items may be packed in the same box or crate. However, they must be either labeled with the part number and/or PO line number so that they may easily be differentiated upon arrival at IDT. When multiple containers of the same line item are packed on a mixed pallet, like items shall be grouped together.
- 5.4 Maximum load dimensions and oversized loads.
- 5.4.1 When practicable, all exterior dimensions of the load must be fully contained within the exterior dimensions of the pallet or crate. If this is not possible, edges and surfaces prone to damage must be adequately protected with dunnage.
 - 5.4.2 Pallet load height or crate height may exceed 48 inches when it is not practicable or not possible for the item(s) being shipped to meet this requirement.
 - 5.4.3 Individual pallets, skids, and crates may not exceed 4000 pounds without consent of IDT Purchasing.
- 5.5 Dunnage/part protection
- 5.5.1 Acceptable forms of dunnage include paper batting, plant-derived foam, expandable foam packs, cardboard, and dimensional Styrofoam. Whenever possible, the vendor shall select dunnage that is recyclable and/or reusable.
 - 5.5.2 Packing peanuts and shredded paper or newsprint are prohibited.
 - 5.5.3 Loose material (i.e., vermiculite, "kitty litter", etc.) may only be used for hazardous shipments.
 - 5.5.4 Corner guards shall be used on pallets when damage would be likely to occur during normal shipping and handling.

- 5.5.5 Plastic bags shall be sealed with stickers, zip-lock, or heat seal. Staples may not be used.
- 5.6 Corrosion protection
- 5.6.1 Whenever possible, dry forms of corrosion protection such as desiccants and vapor phase corrosion inhibitors shall be used instead of oils, greases, or other liquid or semi-solid products.
- 5.6.2 All raw machined surfaces shall be protected from corrosion.
- 5.7 ESD protection
- All items that are susceptible to electrostatic discharge (ESD) damage (circuit boards, select computer and electronic components), shall be packaged in bags designed to dissipate and protect from ESD.
- 5.8 Handling/marketing requirements
- 5.8.1 If there are multiple pallets, crates, or containers not wholly contained on a single pallet, each individual container shall be labeled "1 of XX, 2 of XX, etc." where XX is the total number of containers in the load. Paperwork shall be attached to the first container.
- 5.8.2 IDT requires the use of package handling symbols where certain shipping requirements must be held. Refer to ASTM D5445, ISO R/780, and DIN 55 402 for specific requirements.
- 5.9 Stacking
- 5.9.1 If applicable, the vendor shall affix a sign or cone to the top of the pallet/crate/box or label accordingly to indicate that stacking is not allowed.
- 5.9.2 If stacking is permissible, maximum stacking height shall be indicated on the side of the container.
- 5.10 Dry ice
- All shipments that contain dry ice shall have the appropriate hazard symbol affixed to or printed on the outermost packaging.
- 5.11 Shipping chemicals and toxic materials
- 5.11.1 In the United States, follow all requirements dictated by Title 49 CFR Parts 100-185. International requirements are dictated by the ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air and the International Maritime Dangerous Goods Code.
- 5.11.2 Adequate dunnage must be used to protect the contents from damage due to shipping and to contain material should it leak from the container.
- 5.11.3 Tanks shall be sealed and contain primary and secondary safety devices in conformance with applicable standards.
- 5.12 Shipping radioactive materials
- 5.12.1 Contact IDT directly for specific requirements and regulation information BEFORE shipping.

- End of Document -