

MUCAT Shipping Policy and Procedures

Governing outgoing shipments from MUCAT

1. **Introduction.** Under its commitment to compliance with Argonne National Laboratory and Advanced Photon Source requirements, MUCAT establishes the following shipping policy.
2. **Scope.** This policy applies to all shipments of any materials originating from the MUCAT facility at the Advanced Photon Source at Argonne National Laboratory. This specifically includes any shipment bearing a MUCAT or Sector 6 return address or including or involving documents that identify MUCAT or Sector 6 as the source of the shipment.

3. Definitions.

Correspondence: Letters, envelopes, forms, reprints, preprints, photocopies, drawings, printed matter, catalogs, brochures, manuals, all paper documents, computer media (including but not limited to diskettes of all sizes, LS Drive disks, Zip disks, Jaz disks, compact disks, DVD-ROM, DVD-RAM, magnetic tapes of all types), and their associated containers and binding materials (such as paper clips, binder clips, staples, jewel boxes, etc.) or any combination of these items is defined as correspondence.

Material Shipment: Any and all materials other than correspondence that is / are to be given over to any common carrier or delivery service for transportation to an address not at Argonne National Laboratory. Inclusion of anything not explicitly defined as correspondence will make the package a Material Shipment, independent of the inclusion of correspondence.

MUCAT Shipper: Any person designated by the MUCAT Director or by the MUCAT Transportation Safety Coordinator to oversee and authorize Material Shipments. Each MUCAT Shipper is also required to be current in ESH387Z, to be familiar with APS TUD-23 and TUD-25, to be familiar with the content of United States Department of Transportation (USDOT) competent authority approval number CA-9807017, and to have ANL 126C signature authority.

4. Policy.

Correspondence: After receiving and accepting this policy, either via paper copy, electronically, or verbally in the MUCAT Sector Orientation, personnel may send correspondence to domestic (U.S.) addresses by any standard method (U.S. Postal Service, Federal Express, United Parcel Service, Airborne Express, etc.). International correspondence by any method other than the U.S. Postal Service must be sent through ANL Shipping and Receiving via an ANL 126C form.

Material Shipments: All Material Shipments must be explicitly authorized by a MUCAT Shipper. ANL Shipping and Receiving must be used for all such shipments, including express services, unless prior arrangements have been made with the MUCAT Transportation Safety Coordinator. A MUCAT Shipper is required to verify the contents of all shipments to insure the accuracy and completeness of the ANL 126C form, the ANL Hazardous Material Manifest / Cargo List (if required), or any and all other associated manifests and airbills. The MUCAT Shipper shall signify verification by initialing or signing the shipping documents in the appropriate places. Copies of these documents shall be kept by the MUCAT Secretary for auditing purposes. **Personnel are expressly forbidden to transport hazardous materials, as defined by the USDOT in 49 CFR 172.101, either on- or off-site unless they are in full compliance with the small quantity exceptions of 49 CFR 173.4. ANL requires that the Office of Safeguards and Security - Special Materials and Property Group log the receipt of and transport all radioactive materials, defined as anything with a specific activity greater than or equal to 2 nanoCuries per gram, on-site.**