

SECTION D

PACKAGING AND MARKING

I. PACKAGING AND SHIPMENT

Preservation, packaging, and packing for all shipments or mailings of all required submittals shall be in accordance with good museum practices. This shall include adequate secure packaging and marking to prevent deterioration and damage during shipment, handling, and storage and be adequate to ensure acceptance by common carrier and safe transportation at the most economical rates.

Packing for any object will be comprised of a minimum of three layers of protection around the object. The inner-most layer is composed of acid-free archival quality material. As this is the layer that is closest to the surface of the object it cannot contribute to altering the pH of the object, abrading the object in any manner or in anyway altering the surface of the object.

In addition to the inner-most layer of protection, any object that has a glazed surface like Plexi-Glas or glass must have a layer of protective low-tack adhesive tape such as Glass-Skin applied. This protective surface must cover all of the glazing and yet carefully avoid adhering to the surrounding frame. One end of the low tack adhesive tape must be turned back upon itself to form a courtesy tab for ease of removal.

The second layer of protection around the object will serve as a cushioning layer. The two most prevalent agents of deterioration for any object being transported are shock and vibration. This second layer serves to dampen, absorb or reduce the effects of vibration by reducing the transfer of vibration through their inherent structure. Because the object is protected by the archival inner wrap and will not come in contact with this layer, these materials do not need to be archival or acid free. Materials that readily absorb rather than transmit vibration can include but are not limited to bubble wrap or urethane foam.

The third layer of protection around the object will be the outer shell which serves to protect the object from the initial shocks inflicted. The material again is not required to be acid-free or have archival qualities. It must provide a rigid external surface to withstand assaults by carrier handling or the environment and provide protection to the inner contents of the container. This material may be two or three ply card board stock, plywood, particle board or formed polyethylene containers.

If an object is extremely fragile, it may require double boxing and will include extra layers of shock absorbing material and protective shell materials (the second and third layers of protection). The object will in effect be packed in a box within an interior box.

Expedited services such as Fed Ex, United Parcel Service or Airborne Express are acceptable if overnight delivery is specified. This will allow the object to be exposed to varying atmospheric and handling conditions for a minimum amount of time. Delivery address, recipients' name and telephone number will be included in individual Task Orders. Notification of pick-up to the recipient is a customary courtesy and will ensure both parties are on the watch for the shipment.

Shipping by United States Postal Service or Parcel Post is not an acceptable alternative for shipping historic objects. The prolonged time in transit, lack of close tracking and handling techniques put this method of transport at a high risk category that should not be taken with historic objects.

Additional specifics will be identified in the individual Task Order.

II. **DELIVERABLES**

All deliverables shall be shipped F.O.B. Destination with all shipping and transportation costs prepaid. The F.O.B. Point for all work will be identified in individual Task Orders.

Objects traveling to and from Harpers Ferry Center for treatment by a contractor must be carefully prepared and shipped with concern for the inherent condition of the object.