

**SECTION D**  
**PACKAGING AND MARKING**

1. **PACKAGING**

Preservation, packaging, and packing for all shipments or mailings of all required submittals shall be in accordance with good commercial practices. This shall include adequate 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.

The contractor shall avoid elaborate or excessive packaging. To the maximum extent practicable, the contractor shall use recycled content packaging and packing materials and avoid use of non-recyclable packaging and packing materials. For guidance on percentages of post-consumer recycled content and sources of supply, see the United States Environmental Protection Agency's Comprehensive Procurement Guidelines at: <http://www.epa.gov/cpg/products/paperbrd.htm>

2. **PACKING SLIPS, STATEMENT OF WARRANTY, DRAWINGS AND INSTRUCTIONS**

A. Packing slips, in duplicate, shall be included with each shipment and shall contain the following information:

- (1) Site name and/or region and shipping address;
- (2) Contract Number; and
- (3) Item code, description, quantity ordered, quantity shipped, unit price, extended price for each separate type of item shipped, and total order price.

A separate receipt shall also be included for the COR to sign and return to the contractor.

B. Copies of all packing slips and signed receipts shall be retained by the contractor for the duration of the contract and shall be available to the government for examination.

C. The contractor shall include with each delivered order, either included on the packing slip or as a separate notice, a statement of warranty of or for the delivered goods.

- D. Included with the package, a drawing and written instructions explaining any required assembly, installation, or maintenance.
- E. Items shall be packaged in a manner that minimizes the cost of packaging and shipment while maximizing the convenience of the recipient. However, care shall be taken to see that all components arrive simultaneously and that the packages are marked to ensure that the recipient readily understands where each of the related components may be found.

3. **DELIVERABLES**

All deliverables shall be shipped F.O.B. Destination, within Consignee's premises, with all shipping and transportation costs prepaid. Deliverables shall be shipped by either registered or certified mail or delivery service to ensure that shipments can be traced, if lost.

The F.O.B. Point for deliverables will be identified in individual task orders.

The shipment shall be labeled to ensure easy routing at its destination. Information shall include a description of the packages contents. Information shall be rendered clearly, in permanent inks, and positioned to be readily apparent.