



External Collaborators and Visitors

Cargo Packing Note guidance

Introduction

- A **Cargo Packing Note (CPN)** must be created for each cargo item being shipped by BAS Supply Chain Logistics (SCL).
- The External Collaborators and Visitors CPN form is an Excel sheet that allows you to easily send us cargo information in a way we can load into our cargo system.
- A cargo item is generally considered as one box, bag, crate, case, etc. that may contain several items.
- If your equipment is in one case and does not need re-packing by BAS SCL, please submit one CPN for the case.
- Containers can also be listed on one CPN – please list each individual case as a line item.
- If your goods contain **Dangerous Goods (DG)** you must create one CPN per DG item.
- See the Dangerous Goods guidance for more information about how to consign dangerous goods.
- All goods must be cleaned according to the BAS Biosecurity Handbook.

How to fill out the form

1. Fill out the mandatory fields, identified in **bold***.
2. Use the drop-down menus to select certain information
3. Select at least one special instruction. “None” being the default.
4. If your goods contain Dangerous Goods, you must fill out the dangerous goods section of the form.
5. Fill out the item list of your goods. There is a limit of 40 items per CPN.
6. Each item must have an associated UK commodity code. See https://www.trade-tariff.service.gov.uk/find_commodity for guidance.
7. Email your completed forms to sclservicedesk@bas.ac.uk.
8. You will get a reference number to track the status of your goods. Please keep this handy.
9. Once the goods have been processed by BAS SCL, you will receive notification of your unique cargo reference numbers to enable you to locate your goods on ship or station with the relevant BAS staff.
10. If your goods are to be shipped under **Bond**, please write “**BOND**” in the **Description*** of the CPN

Dangerous Goods guidance

- Each Dangerous Good must have its own CPN.
- Complete the Dangerous Goods section of the form as thoroughly and accurately as possible.
- All Dangerous Goods must be supplied with a **Safety Data Sheet (SDS)**. Please include this as an email attachment.
- All Dangerous Goods must be packed appropriately.





By submitting a CPN you agree with the following statement:

“By submission of this cargo packing note and the goods described therein; the consignor confirms this is a true and full declaration of contents and that any inner or outer packaging and all contents conform to the requirements of the BAS biosecurity handbook.”

Additional information

All goods shipped to BAS must be coordinated with the Supply Chain Logistics team. Please contact sclservicedesk@bas.ac.uk to discuss the best place to ship your goods.

Explanation of fields

General information

Description*	Layman description of the goods you want to ship; please include tracking references, box numbers, or AWB numbers if available. If cargo is bonded, enter “ BOND ”
Destination*	Final destination of the goods.
Other Destination	Mandatory if “Other” is selected as destination.
SDA Cruise	Mandatory if “RRS Sir David Attenborough” is selected as the destination. Details which specific SDA cruise the goods are for.
Cargo Type*	The type of cargo being sent; by default, it is Visiting Scientists.
Cargo Type Other	To be completed if “Other” is selected as the cargo type.
Required on Station*	The earliest date when the goods will need to be accessed. Format is DD/MM/YYYY (e.g. 31/07/2026). Required on station date for ship cruises should be the date the ship leaves port.
Consignor*	The person sending the goods.
Consignee / Project*	The person receiving the goods, or the name of the project for which the goods are for.
Package Type	How the item is packaged.
Package Material	Material of the package type.
Length/Width/Height*	Dimensions of the goods, if known.
Weight (kg)*	Weight of the goods in kilograms, if known.
Export License?	Check this box if your goods require an export license.
Priority?	Check this box if your goods are urgent and needs priority.





Special instructions

At least one special instruction must be checked. Select “None” if there are no special instruction for your cargo.

None?	No special handling of cargo necessary.
Frozen stow (-20°C)?	Cargo must be frozen at -20°C.
Frozen stow (-80°C)?	Cargo must be frozen at -80°C.
Cool stow (+4°C)?	Cargo must be stored cool. Approximately 4°C.
Cool stow tropics only?	Cargo must only be stored cool while in transit through the tropics. Approximately 4°C.
Special stow / Fragile?	Cargo is fragile and must be stowed with extra caution.
Wanted on voyage?	Cargo will be used during transit.
Immediate discharge?	Cargo must be discharged from the transit vehicle as soon as it arrives at destination.
Do not freeze?	Cargo must not be frozen.
Dried?	Cargo is a dried specimen. (Northbound scientific samples only)
In Preservative?	Cargo is a specimen in preservative. (Northbound scientific samples only)
Insecticide fogger sensitive?	Cargo is sensitive to insecticide used to fumigate shipping containers.
Dangerous Good Special Provision?	Cargo is dangerous goods and requires a special note.
Other?	Any other special instruction required not already in this list.





Dangerous goods information

All cargo marked as dangerous goods should have this section completed as thoroughly as possible. Most information will be specified on the SDS of the item.

For more information consult: <https://www.gov.uk/guidance/moving-dangerous-goods>

UN Number	Four-digit number used to identify dangerous goods for transport.
Flashpoint Temperature (°C)	The lowest temperature at which, under certain standardized conditions, a liquid gives off vapours in a quantity such as to be capable of forming an ignitable vapour/air mixture, found on SDS.
Proper Shipping Name	Proper shipping name is the standard technical name to describe the hazard properties and the composition of dangerous goods.
Marine Pollutant	Yes/No if the dangerous good is a marine pollutant.
Packaging Group	Dangerous goods are assigned into three packing groups in accordance with the degree of danger they present: I, II, and III.
Class	There are nine different classes of dangerous good which are derived from the UN recommendations on the Transport of Dangerous Goods: Model Regulations.
Sub-Class	The nine Classes are further divided into subclasses.
Number of Inner Packs	Quantity of inner packs, if applicable.
Nett Weight per Pack (kg)	Weight of each inner pack in kg.
Total Nett (kg)	Total nett weight of the dangerous good product inside the packaging in kg.
Total Litres (if applicable)	Total volume in litres. Applicable to fluids.
Gross Weight (kg)	Gross weight of the entire package including the inner packs in kg.
Inner Packaging	Material of the inner packaging that the dangerous good is in if applicable.
Outer Packaging	Material of the outer packaging that the inner packaging is in if applicable.





Items

Each line item should have all this information completed.

- Item Description*** Detailed description of the item. **Please include any serial numbers associated with the goods if applicable.**
- Commodity Code*** Commodity codes are internationally recognised reference numbers; they describe a specific product when importing or exporting goods. Please use UK commodity codes; you can find which code applies using this link: https://www.trade-tariff.service.gov.uk/find_commodity
- Quantity*** Quantity of the item.
- Line Cost (GBP)*** Total cost of the entire line. For example: 3 of the same items at £50 would have a line cost of £150. Currency is in pound sterling (GBP).
- Dangerous Good?*** Check this box if the item is a dangerous good.

Have a good season!

