Instructions on cargo handover, packing, labelling, and shipping

WFP Common Services for COVID-19
Contents

I. Delivery/Hand-over of goods to WFP Hubs 3
II. Packing List Requirements 4
III. Item Packing Requirements 4
IV. Palletized Cargo Requirements 5
Cargo handover and packing guidelines

I. Delivery/Hand-over of goods to WFP Hubs

Planning the Delivery to the hub
WFP strategic consolidation hubs and regional staging areas are not long-term cargo storage centres – these will only be used as transit hubs to ensure goods are sent to receiving countries. Each consignment destined to the hub must have a final destination and confirmed readiness to receive at the end point.

Each consignment delivered into a hub, by a requesting organization or their sub-contracted supplier and/or transporter, must have a confirmed delivery/hand-over date agreed by the requesting organization and the WFP Hub manager.

WFP is requesting that all users provide an upstream pipeline estimate covering the next 45 days of its operations. This is essential to ensure visibility over capacity requirements and will be an ongoing requirement in order to access services.

Please ensure that all support documents and markings of cargo, including palletized cargo contain contact details of consignee, net and gross weight and should be communicated upon submission of service request.

Specialized cargo with temperature control and cold chain requirements need to be communicated at the time of request so that proper handling and transit can be ensured.

Delivery/Hand-over dates will not be confirmed without:
- full description of the cargo, net and gross weight
- a clear final destination for all goods
- a clear consignee (a registered humanitarian organization and a specific focal point/individual staff member of that organization) who is legally able to receive cargo at the final destination(s) for all goods
- full shipping consignee information, including the full legal name and address of the consignee, the full contact details for the consignee notifying party
- a clear confirmation from the consignee(s) that they will be ready to receive the goods at final destination as of a specific date
- contact detail for the consignees clearing & forwarding agent (if required).

Notifying Party
If an organization will have a sub-contracted supplier and/or transporter deliver their goods directly to a WFP-managed Strategic Consolidation Hub or Regional Staging Area, it is essential that the “United Nations World Food Programme” is identified as a “Notifying Party” on all appropriate paperwork, so that WFP Hub personnel can liaise with the supplier and/or transporter on cargo readiness and the schedule for delivery into the hub.

These restrictions are essential to avoid congestion and the subsequent negative impact on emergency operations at the hubs.

Cargo Prioritization at the WFP hubs
Please see Annex I for details on cargo prioritization.

Palletization
Cargo arriving for multiple destinations should be palletised per destination or individual boxes must have labelling indicating the final destination and consignee, net and gross weight.
II. Packing List Requirements

All shipments from requestors in all forms must be accompanied by a packing list that meet the following criteria:

- Packing lists must be clearly legible, with the following information:
  - Line item description (eg. 1,000 latex gloves, 10 boxes of 100 gloves per carton)
  - Type of packaging (Bag/Sack, Bale/Bundle, Box/Carton, Drum/Barrel, Piece/Loose, Etc) per line item
  - Line item package gross and net weight (in kilograms), volume (in cubic meters) and dimensions (in centimetres)
  - Quantity of line items contained in the shipment
  - Item intended use (eg. WHO Covid-19 Material ID required for critical commodities)
  - Item expiration dates (where applicable)
  - Item manufacturing dates
  - Item batch/lot numbers (where applicable)
  - Item temperature control requirements (where applicable)
  - Dangerous goods (DG) must be clearly identified

- Packing lists must contain an overview of Consignment details:
  - Total weight gross and net (in kilograms) for the overall consignment
  - Total volume (in cubic meters), for the overall consignment
  - Total number of packages per consignment
  - Legally identified consignee name, address, and contact Information

- Packing lists must be available in both paper and electronic copies (preferably Excel format)
- Packing lists must designate final country of intended use of cargoes
- If requestor consignment has more than one destination, then multiple packing lists are required.
- Packing lists must be uniquely numbered
- Packing lists must be supplemented with paper and electronic copies of material Safety Data Sheets (SDS) for all dangerous goods (DG)

III. Item Packing Requirements

All item packages (at "handling level" - Bag/Sack, Bale/Bundle, Box/Carton, Drum/Barrel, etcetera) must meet the following criteria:

- Must be packaged for air transport
- All Dangerous Goods (DG) items must:
  - Be clearly marked with the appropriate IATA required labelling
Cargo handover and contact details

- Be in the appropriate packaging/overpacking and not exceed quantity or size restrictions outlined in the Dangerous Goods Regulation Manual
- Come with accompanying physical copies of material Safety Data Sheets (SDS)

- Must not be damaged, leaking, expired, or require disposal
- Must be compliant with the import restrictions of the intended destination country, and must include all required support documentation as necessary including but not limited to:
  - Certificates of Origin (CoO)
  - Certificates of Inspection (CoI)
  - Certificates of Analysis (CoA)
  - Quality Certificates
  - Proper value declaration in proforma invoices or donation letters

- Must be marked with the following information:
  - Must be clearly marked for final country of intended use.
  - Must clearly identify WFP provided consignment number
  - Must specify contents (if not visible on the package itself)
  - Must clearly identify associated packing list number (if possible)
  - Must clearly identify package reference number (i.e. 1 of X)
  - Must clearly identify the consignee (Organization and individual)
  - Must clearly identify any special handling requirements (i.e. temperature control)
  - Must clearly be marked with net and gross weight

IV. Palletized Cargo Requirements

Palletised cargo arriving at hubs must meet the following criteria:

- All pallets and palletised items must be sturdy and capable of handling no less than 10 contacts / movements before final delivery points
- Pallets must be wrapped in shrink wrap or have adequate heat-sealed banding and be capable of free standing on their own. Pallets without secured wrapping/banding or falling over, slumping or arriving loose packed will not be accepted
- Wooden pallets must be heat treated and/or fumigated as per compliance with international shipping standards
- Pallets cannot exceed 150 cm in height
- Pallets must be clearly labelled, indicating the following:
  - If the pallet contents are part of a single delivery, or if the pallet will be split into multiple deliveries
  - Pallet must contain a physical copy of the packing list or packing lists, with detailed contents of the pallet
  - Pallet must be marked if containing any DG items
Cargo handover and contact details

- Pallet must be marked with the logo of the requesting party
- Pallet must be marked with the WFP provided consignment number or numbers
- Pallets must be marked with net and gross weight