

DRAFT Schedule for APF DOME Shipping, Purchasing and Travel

Last updated: 2/10/05 mk

High Level Milestones

(Milestones and scheduling will be updated and confirmed by Matt Radovan after 2/17/05 return from site visit at EOS)

Sea Shipment from EOS-Sydney to Oakland, CA PORT

Air shipments-U.S. Carrier

Truck Transportation from Oakland to Mt. Hamilton

Crane rigging for truck unload @ MH?

Insurance on everything

Travel policies and reservations

Airline Reservations

Accommodations

Rental Cars (esp. 4 x 4's if needed)

Contingencies for purchasing RUSHES towards ship

Detailed Schedule

Description	Research (front end arrangements)	Approvals	Processing PO, Travel, etc.	Date due	Status?	Cost	Comments/Contact Info
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Insurance:
****Verify on each deadline for changes!!**

Contacts: Saladin Sale, David Ng

Have meeting with R/M and insurance to discuss this project; discuss how compensation recvd if problem	Myra & Matt R.	Myra, Matt R., Steve V.	Saladin, Anne G.				
Sea Shipments	Deb/Roe	Myra, Matt R., Steve V.	PPC- Anne & Donna				
Air Shipments if any	Deb/Roe	Myra, Matt R., Steve V.	PPC- Anne & Donna				
Transportation from Oakland Port to Mt. Hamilton	Deb/Roe	Myra, Matt R., Steve V.	PPC- Anne & Donna				
Crane (lift Dome)	Deb/Roe	Myra, Matt R., Steve V.	PPC- Anne & Donna				
Fed Ex limits on insurance	Deb/Roe		PPC- Anne & Donna				

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Sea Shipments

****Verify on each deadline for changes!!**

Determine Carrier then contact a heads up with preliminary dates and measurements	Deb/Roe	Myra, Matt R., Steve V.					
Answer question of Lick personnel supervising packing in Australia (acceptance)	Deb / Matt R.						
Packing materials by Vendor (EOS)- verify	Deb / Matt R.						
Special Duty Free labels and process- inform EOS and confirm prior to shipment	Deb / Myra						
Special Customs handling, if any	Deb / Myra / Roe	Myra, Matt R., Steve V.					
Reserve Matson service for Shipment #1	Deb / Roe	Myra, Matt R., Steve V.	PPC- Anne & Donna				
Reserve Matson service for Shipment #2 ?	Deb / Roe	Myra, Matt R., Steve V.	PPC- Anne & Donna				
Arrange receipt at Port of Oakland.	Deb	Myra, Matt R., Steve V.	PPC- Anne & Donna				
Special Customs handling, if any	Deb / Matt R.	Myra, Matt R., Steve V.					
Arrange service to get items off containers onto transport to Mt. Hamilton (confirm size of containers)	Deb / Roe	Myra, Matt R., Steve V.	PPC- Anne & Donna				
Arrange transportation from Port of Oakland to Mt. Hamilton	Deb / Roe	Myra, Matt R., Steve V.	PPC- Anne & Donna				
Arrange escort vehicles for truck transportation	Deb / Roe	Myra, Matt R., Steve V.	PPC- Anne & Donna				
Reserve crane for unloading containers at Mt. Hamilton	Deb / Roe	Myra, Matt R., Steve V.	PPC- Anne & Donna				
Determine Lick personnel to accompany shipments to and from the ports	Matt R.						
Obtain (from EOS) or prepare proper documentation for shipment (PO to Matson, packing lists, etc.)	Deb / Matt R.						
Invoice handling for various shipping related PO's and travel	Deb / Roe	Myra, Matt R., Steve V.	PPC-Anne & Donna				
Verify disposal of packing materials with MH Plant Maintenance - process PO or TOE if necessary	Deb / Sam / Roe						

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Air Shipments (which Airline? Must be US Carrier):

****Verify on each deadline for changes!!**

Create packing material inventory (if necessary) and get items purchased	Matt R.						
Determine final # of boxes, value, dimensions and weight of air shipments	Deb/ Matt R with EOS			7 days prior to flight-confirm			
Create proper documentation for shipment (PO to UA, airbills, etc.)	Deb follow up EOS						
Determine Lick personnel to accompany shipments	Matt R.						
Obtain itemized packing list with items and values for insurance	Deb follow up EOS						
Ensure personnel delivering shipments has packing materials in case package is opened in transit or to verify contents	Deb/Lick personnel						

Description	Research (front end arrangements)	Approvals	Processing PO, Travel, etc.	Date due	Status?	Cost	Comments/Contact Info
Travel to and from Australia:							
Schedule Travel policy meeting with Deb, Matt R., Roe, Shane, Myra... Donna? March05	Myra						
Schedule travel policy meeting with travelers - mandatory	Deb / Roe / Myra						
Create travel binder for all travel-related paperwork	Deb						
Reserve rental vehicles if necessary. SPECIAL CONDITION OF USNO- ONLY ONE VEHICLE PER 4 TRAVELLERS TO SAME DESTINATION	Deb						
Flight arrangements for travelers	Deb						
Submit paperwork for cash advances needed	Deb	Myra, Matt R., Steve V.	PPC- Anne / Donna				
Make reservations/prepare POs for travelers for lodging during the work week	Deb/ purchasing						
Reservations/prepare POs for travelers for weekend lodging	Deb/ purchasing						
Reserve/prepare POs cars/travel to and from SFO	Deb/ purchasing						
Prepare itinerary for each traveler	Deb						
Ensure (before travelers leave) that the system for getting reimbursements paid is in place	Roe/Shane/Myra/ Donna						Recommend envelope with Post Travel form for convenience to each traveller to keep receipts, etc.

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Post Travel:

Arrange any items to be sent back to EOS	Deb / Purchasing	Myra	PPC- Anne / Donna				
Submit reimbursement forms	Deb/Shane	Myra, Matt R., Steve V.	PPC- Anne / Donna				

Misc questions/Issues:							
PROCARD for Dome shipping/packing supplies?	PPC- Anne / Donna	Myra, Matt R., Steve V.	PPC- Anne / Donna				Do we need this?
Determine shipping factors such as time, pressure, and temperature sensitivity, X-ray issues, etc	Matt R.						
Classify things as "must make air shipment" vs. "can go Fed Ex separately"	Matt R. / Deb						
Ensure ahead of time that proper packing materials are ordered and in stock	Matt R. / Deb						Anything special needed for packing per insurance?
Ensure everyone set up as vendor who needs to be	Roe/Deb						Harpers needs to be
Purchase or rent any special equipment needed. Purchase in advance	Matt R.						
Travel-original receipts? Own receipts. NO SHARING COSTS. Invoices vs/ receipts?	Roe/Myra						Must have own original receipts. No splitting!
Travel - per diem and how does it break out, accumulate, etc.?	Roe/Myra						See Travel guidelines-Roe conduct pre-travel meeting for the staff?
Travel - weekend per diem?	Roe/Myra						See Travel guidelines-Roe conduct pre-travel meeting for the staff?
Travel - Phone calls policy?	Maureen						See Travel guidelines-Roe conduct pre-travel meeting for the staff?
Travel - Workman's comp/Dr appts over there?	Maureen						See Travel guidelines-Roe conduct pre-travel meeting for the staff?
Travel - vacation days in middle?	Maureen						See Travel guidelines-Roe conduct pre-travel meeting for the staff?
Travel - Airlines losing luggage? Reimbursement for sending over items?	Maureen						See Travel guidelines-Roe conduct pre-travel meeting for the staff?

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FAR/DFAR REFERENCES THAT APPLY:							
	FAR/DFAR #	Text attached (Y/N)					
Transport Supplies by Sea	252.247-7023	Y					
Notification of Transport Supplies by Sea	252.247-7024	Y					
Inspection of Supplies	52.246-3						
F.O.B. Destination	52.247-34						
U.S. Flag Vessels. On-Board ocean bill of lading for each shipment to Contract Officer + Office of Cargo Preference	52.247-64						
Material Inspection & Receiving Report	252.246-7000						
Preparation for Delivery	Contract D.1,D.2 & D.3						
Prohibited Packing/Packaging Materials	Contract D.4						
Supplies to be Accorded Duty Free Entry	252.225-7008	Y					
Duty-Free Entry-Qualifying Country	252.225-7009	Y					
Duty Free Entry additional provisions	252.225-7010	Y					
Reporting of Contract Performance Outside of the United States	252.225-7026						