Primary Standards Laboratory
Shipping Instructions

To insure that items being shipped to Sandia National Laboratories for calibration are directed to the Primary Standards Laboratory for initial unpacking and inspection, please follow these instructions.

1. Packing: Use double boxes. Cushion the item in a relatively close-fitting cardboard box and package this inner box in a shipping container with bound hair or urethane foam on all sides. Four inches is preferred if practical. Note: Do not use Styrofoam “peanuts” or other shapes because items will migrate to the bottom.

   - Boxes weighing over 60 lb (27 kg) require special handling at Sandia which may delay delivery to the Primary Standards Laboratory; therefore, do not package several items in one container unless the total weight is 60 lb. or less.
   - If a package is over 100 lb (45 kg), the outside container should be a wooden box, with steel banding. Do not use nails to secure lids on wooden boxes. The shock of nail pounding can damage certain sensitive equipment.

2. Documents: Enclose a copy of the packing slip inside the container and attach a copy to the outside of the shipping container.

   - If shipment contains instruments being recalled, please attach the recall card to the instrument. Also, if there are any special instructions regarding the calibration please include them with the instrument.

3. Special Labels: Be specific with markings. Do not hesitate to mark containers “Fragile” and “This Side Up” as appropriate.

4. Address Labels: Mark the shipping container with labels containing the following information:

   Sandia National Laboratories
   Building 957
   1515 Eubank Blvd. S.E.
   Albuquerque, NM 87123
   Attn: Receiving Section
   For: Primary Standards Laboratory
   Bldg 827, Room 180

   DO NOT OPEN

   Sandia National Laboratories receiving inspection delegated to Primary Standards Laboratory.

5. Hazardous Material: Advise us if the shipment is regulated for transportation under appropriate shipping regulations. If in doubt, call us for guidance. Be advised that hazardous material must be shipped in accordance with the provisions of 49 CFR.

6. Contacts: The following Primary Standards Laboratory personnel are involved in the shipping and receiving of equipment. They will gladly assist you with your shipment.

   Aaron Garcia, Customer Support
   Primary Standards Laboratory
   Mail Stop 0665
   P.O. Box 5800
   Albuquerque, NM 87185-0665
   Phone: (505) 284-2439
   Fax: (505) 844-4372
   Email: aargarc@sandia.gov

   Roxanne Trujillo-Shiplet, Shipping/Receiving Clerk
   Primary Standards Laboratory
   Mail Stop 0665
   P.O. Box 5800
   Albuquerque, NM 87185-0665
   Phone: (505) 844-4297
   Fax: (505) 844-6096
   Email: rltruji@sandia.gov