

ATTACHMENT C

UC PRESS PUBLISHING SERVICES PACKING AND SHIPPING INSTRUCTIONS

Bar Codes:

The bar code must be no less than 65% magnification and a 2.0 bar width reduction (BWR).

For unjacketed cloth bound publications, obtain preprinted labels and have binder place them on the outside back cover, not on the shrink-wrap.

Cartons:

1. All publications must be packed in 275 lb. test, double-wall cartons.
2. No carton is to exceed 35 lbs gross (except reprints which specify the number of copies per carton). Pack publications flat. Do not pack publications on end.
3. Publications in excess of 7x10" page trim size must be packed in one stack only. Horizontal cartons are preferred. No carton is to exceed 12" high.
4. Slip sheet all cartons at the top and bottom for all titles.
5. Any carton with more than a 1/4" gap between the publications and the inner side of the carton must have side-stuffing to prevent movement in transit.
6. All paperbacks with matte lamination must be "conveniently" shrink wrapped in bulks not exceeding 6".
7. All cartons must be tightly packed on sides as well as top and bottom with "soft" fill to prevent movement during transit. Do not use Styrofoam chips.
8. All cartons must be sealed with strong kraft nylon reinforcement filament tape. Do not seal cartons with clear or beige cellophane style tape.
9. Do not overfill cartons such that the top publication protrudes above the normal height of the box.

Carton labels:

Please **email your carton label(s) for approval**, prior to shipping publications, to your UC Press contact.

1. Stencils are not permitted. Labels must be a minimum of 6" wide and 4" high.
2. All barcodes must be at least 0.5 inch high; the quiet zone must be at least .25 inch wide.
3. All cartons must have two labels per carton. Labels must be placed on consecutive sides (not opposite sides) of carton. Labels must be BISG compliant, must contain the following data and be in the attached sample format:

AUTHOR: Title

Binding: CA (casebound)

Edition/printing: 1E1P (1st edition, 1nd printing)

Publisher: UC Press / (copublisher)

Print date: XX/xxxx (or whatever month/year the publications are ready to ship)

Printed in: (Country)

Carton weight (barcode and human-readable)

Carton quantity: (barcode and human-readable)

BISG-compliant ISBN Number (ISBN-13, barcode and human-readable)

Palletizing:

1. Cartons to be placed on 4-way wood pallets with a consistent number of cartons per layer, cross-tied, and tightly shrink wrapped. No skids or particle board pallets allowed.
2. Use 42" x 48" x 48" pallets.
3. Place packing slip in envelope and affix to top right hand corner of 1st/lead pallet.
4. Mark each pallet "Do Not Stack" and "Do Not Break Shrink Wrap".
5. One title per pallet wherever possible.

INSTRUCTIONS FOR INTERNATIONAL MANUFACTURING

If publications are being manufactured by an overseas company, you must indicate country of origin notice in the publication, contract with a customs broker, and follow special instructions for packing and shipping.

Shipments will be taken over at the U.S. port(s) by Air-Sea Forwarders. **Bills of Lading MUST show Air-Sea Forwarders as the Notify Party.** It's very important that you **email your commercial invoices and packing lists** to Otmar Kremer at Air-Sea Forwarders: sfookre@airseainc.com.

Please **email your carton label(s) for approval**, prior to shipping publications, to your UC Press contact.

All publications must be individually shrink-wrapped.

Wrap all publications so that they are seaworthy (water protected).

ATTENTION: The US Department of Agriculture requires all importers to declare and certify that all solid wood packing materials are "completely free of bark and apparently free of live plant pests." This requirement applies to all shipments on wooden pallets. In accordance with this requirement, please arrange for fumigation of all pallets & provide third-party certification stating that the wooden pallets used for packing are "FREE OF BARK AND APPARENTLY FREE FROM LIVE PLANT PESTS." In addition, as of September 16, 2005, U.S. Customs and Border Protection (CBP) has begun enforcement of the United States Department of Agriculture's (USDA) Animal and Plant Health Inspection Service (APHIS) import regulation for wood packaging material (WPM). The rule requires WPM, such as pallets, crates, boxes, and dunnage used to support or brace cargo, to be treated and marked. In cases of noncompliance, the WPM will be subject to immediate export along with the accompanying cargo (return to you).

No deviation is allowed. (More information can be found at www.cbp.gov)

There are two treatment options - heat treatment or fumigation with methyl bromide. For heat treatment, WPM must be heat treated to achieve a minimum wood core temperature of 56 °C for a minimum of 30 minutes. For fumigation, the WPM must be fumigated with methyl bromide in an enclosed area for at least 16 hours at the regulated dosage and then must be aerated to reduce the concentration of fumigant below hazardous exposure levels.

After either of these treatments, the WPM must be marked in a visible location on each article, preferably on at least two opposite sides of the article, with a legible and permanent mark, approved by the IPPC, to certify that wood packaging material has been subjected to an approved treatment. The mark must include a unique graphic symbol, the ISO two-letter country code for the country that produced the wood packaging material, a unique number assigned by the national plant protection agency of that country to the producer of the wood packaging material, and an abbreviation disclosing the type of treatment.

THANK YOU