

INSTRUCTIONS FOR THE PREPARATION, DELIVERY, AND COLLECTION OF CARGO FOR TRANSPORTATION BY EXPEDITION SHIP CHARTERED BY IGF PAS

§ 1. General provisions

1. To transport cargo by an expeditionary ship chartered by the Institute of Geophysics of the Polish Academy of Sciences (hereinafter: "the Institute"), an appropriate application form must be completed, available on the website of the Polish Polar Station Hornsund (www.hornsund.pl). Confirmation of the possibility to provide space on the ship for cargo transport is a relevant agreement concluded with the Institute.
2. Delivered cargo must be **packed and adapted for marine transport**. Each individual cargo package must have a **correctly completed cargo specification**, prepared according to the template in Annex No. 1 to this Instruction (**it is strictly forbidden to modify the cargo specification template** or convert it into file formats other than Excel). The cargo specification must be delivered to the Institute (to the address polar@igf.edu.pl) and to the contractor indicated by the Institute, providing ship agency services (hereinafter: "agency company") within the deadline specified by the Institute.
3. In the case of cargo requiring storage under specific thermal conditions (e.g. reagents, samples stored at low temperatures), it must be delivered in packaging that provides thermal insulation (e.g. travel coolers, Styrofoam containers appropriately sized for the transported samples), and in addition to the label on the packaging, information on the transport temperature range must be attached. The Institute is not responsible for materials not delivered in the above form or in cases where the required temperature range cannot be maintained either on the expedition ship or at the Station.
4. Each cargo package must be labeled on at least two sides with a cargo label in a format not smaller than A4 (unless the package size does not allow for such format), prepared according to the template provided in Annex No. 2 to this Instruction (do not modify the cargo label template). Cargo labels must be protected against getting wet. Lack of proper cargo labeling will be grounds for refusal to accept the cargo for transportation.
5. It is strictly forbidden to combine cargo from different entities and groups (i.e., cargo transported and paid for under separate agreements) into one collective package (e.g., on a single Euro pallet).
6. If the cargo contains hazardous materials, it is absolutely necessary to:

- 1) inform the Institute (at the address polar@igf.edu.pl) about the planned transport of hazardous materials, including the type and classification of such materials (International Maritime Organization (IMO) and United Nations (UN) labeling);
 - 2) obtain the Institute's consent for the transport of hazardous materials;
 - 3) pack and label the hazardous cargo in accordance with applicable regulations;
 - 4) complete the cargo specification with information regarding the type, quantity and classification (IMO and UN) of the hazardous cargo to be transported.
7. The Institute reserves the right to refuse to provide space on the ship for cargo transport in case of non-compliance with the conditions specified in sections 1-6 of this Instruction, particularly if the cargo is not packed in a way suitable for maritime transport.

§ 2. Loading and unloading of cargo in the port in Poland

1. Cargo transported from Poland should be delivered only to the agency company indicated by the Institute. It is strictly prohibited to deliver cargo directly to the ship's side or to bring it on board without involving the agency company – if an attempt is made to bring cargo on board independently, the Institute reserves the right to refuse to fulfill the obligations under the concluded agreement.
2. Before loading, cargo going on board the expedition ship in Poland will be weighed by the agency company together with the collective packaging (e.g., Euro pallet).
3. The reception of cargo returning to Poland will take place only from the agency company's warehouse, no earlier than the day after the ship is unloaded by the agency company. Cargo will only be released upon receipt confirmation after it is weighed (including collective packaging) by the agency company. It is strictly forbidden to collect cargo directly from the ship's side.

§ 3. Loading and unloading of cargo in the ports of Longyearbyen and NyAlesund

1. Cargo transported from Longyearbyen and NyAlesund should be delivered to the quay in the port.
2. During loading, a person designated by the cargo owner for its handover for shipment must be present (the cargo owner is obliged to provide information about this person, including contact details, to the address polar@igf.edu.pl no later than 24 hours before the vessel's planned arrival at the loading port). The Institute reserves the right to refuse to provide space on the ship for cargo transport in case the above-mentioned person is not indicated or is absent during loading.

3. Cargo transported to Longyearbyen and NyAlesund is unloaded directly onto the quay at the port. The responsibility for collecting the cargo from the quay lies with the cargo owner.
4. During unloading, a person designated by the cargo owner for its collection must be present (the cargo owner is obliged to provide information about this person, including contact details, to the address polar@igf.edu.pl no later than 24 hours before the scheduled arrival of the ship at the unloading port). The Institute is not responsible for cargo not collected and left on the quay (the Institute will charge the cargo owner for any costs incurred in connection with the storage of uncollected cargo).

§ 4. Loading and unloading at the Polish Polar Station Hornsund

1. The loading of cargo transported from the Polish Polar Station Hornsund onto the ship is performed by the Station's crew using a watercraft belonging to the Institute.
2. During loading, a person designated by the cargo owner for its handover for loading onto the ship must be present (the cargo owner is obliged to provide information about this person, including contact details, to the address polar@igf.edu.pl no later than 24 hours before the scheduled arrival of the ship at Hornsund). The Institute reserves the right to refuse to provide space on the ship for cargo transport if the person mentioned above is not designated, or in the case of their absence during loading.
3. Cargo transported to the Polish Polar Station Hornsund is unloaded directly from the ship onto a watercraft belonging to the Institute, and then unloaded and stored at the Station until collected by the person designated by the cargo owner after the full completion of the vessel's unloading operations (the cargo owner is obliged to provide information about this person, including contact details, to the address polar@igf.edu.pl no later than 24 hours before the scheduled arrival of the ship at the unloading site) and upon agreement with the Expedition Leader.

§ 5. Loading and unloading of cargo at field stations

1. Cargo transported from field stations in the Svalbard territory must be delivered to the vessel's side using a watercraft provided by the cargo owner.
2. During loading, a person designated by the cargo owner for its handover for loading onto the ship must be present (the cargo owner is obliged to provide information about this person, including contact details, to the address polar@igf.edu.pl no later than 24 hours before the scheduled arrival of the ship at the loading site). The Institute reserves the right to refuse to provide space on the ship for cargo transport if the person mentioned above is not designated or is absent during loading.
3. Cargo transported to field stations in the Svalbard territory is unloaded directly from the ship onto a watercraft provided by the cargo owner. Lack of a watercraft will mean that unloading is not possible. In such a case, the cargo will be transported to the port in Longyearbyen or in Poland, depending on the route of the voyage, and the cargo owner will be charged for the transport along the route actually carried out.

4. During unloading, a person designated by the cargo owner for its collection must be present (the cargo owner is obliged to provide information about this person, including contact details, to the address polar@igf.edu.pl no later than 24 hours before the scheduled arrival of the ship at the unloading site).

Annexes:

Annex No. 1: Cargo specification template;

Annex No. 2: Cargo labeling card template.

Annex No. 3: Cargo label completion template.

Annex No.1

Cargo specification

Label – item number
Place of unloading
Place of loading
Type of packaging
Dimensions (cm)
Weight (kg)

List of items

No.	Name	Quantity	Unit	Weight (kg)	Value (PLN)	IMO class*	UN code*
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
				0,00	0,00		

Name, surname and telephone number of the person responsible for the cargo
* - if applicable

Annex No.2

CARGO LABEL:	
PLACE OF UNLOADING:	
PLACE OF LOADING:	
CARGO OWNER (name of institution or person):	
PERSON RESPONSIBLE FOR CARGO	
Name and surname:	
E-mail:	
Telephone number:	

Method of labeling of loading/unloading place:

Gdynia	-	GDY
Hornsund	-	HOR
Longyearbyen	-	LYB
Kaffioyra	-	KAF
NyAlesund	-	NYA

Note: Please do not modify the cargo label template

Annex No.3

Example of a filled out cargo label template:

CARGO LABEL:

IGF-1

PLACE OF UNLOADING:

HOR

PLACE OF LOADING:

GDY

CARGO OWNER (name of institution or person):

Instytut Geofizyki Polskiej Akademii Nauk

PERSON RESPONSIBLE FOR CARGO

Jan Kowalski

Name and surname:

jan.kowalski@igf.edu.pl

E-mail:

481234567

Telephone number:

