

WAREHOUSING MANUAL FOR INTERNATIONAL HUMANITARIAN AID

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Medical Supplies Network, Inc.**

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FOREWORD

In 1994, during a business trip to the Philippines, Rotarian Jack Maxwell of Tulsa, Oklahoma, was made aware of developing countries' tremendous need for medical supplies and equipment. This awareness prompted him to establish a project to solicit and transport these goods to the Philippines. Jack then asked Rotarians and non-Rotarians to help bring this project to a successful conclusion. This included soliciting, warehousing, packing and transporting.

After the successful conclusion of the first project, Jack – with the assistance of other Rotarians throughout the District – established Rotary District 6110 Medical Supplies Network, Inc. with a mission of providing free medical supplies and equipment to those in need throughout the world.

This handbook will provide information to Rotary Clubs or Districts that may find themselves in need of warehouse facilities and shipping and receiving information.

THE WAREHOUSE

In the beginning, a temporary warehouse may be the best solution. An established facility with space to rent - or that might be donated - could provide a fast and efficient way to begin. However, whether seeking a temporary facility or looking for a building to purchase, you may find the following guidelines helpful:

LOCATION:

City - Although warehouses may be established in any size city, you are often better off establishing a warehouse in a nearby large city that can provide better transportation access.

Site - Easy access by trucks is of paramount importance when looking for a permanent or temporary facility. Large vehicles must be able to maneuver in and out with ease. Such facilities are most common in a city's industrial section.

SIZE:

Floor Space: A minimum of 6,000 square feet is essential - the larger the facility the better.

Ceilings: Be sensible - don't look for a facility with high ceilings assuming that shelves and pallets can be stacked higher in an area with high ceilings. Remember - there is a limit to how high shelves can go and still have the contents easily accessible. Also, temperature control becomes an issue if the ceilings are too high. It takes more energy and is therefore more expensive to cool or heat an area with high ceilings.

Aisles: When looking at a warehouse, consider the need for large aisles. It will be necessary to drive a forklift between aisles in order to move heavy equipment. Bear in mind that a forklift must be able to move in and out of aisles, therefore, adequate space must be provided. The aisle space will be dependent on the size of the forklift and other equipment. Remember – you must be able to maneuver the equipment that you are using. Material must be accessible at all times.

Storage Shelves: The shelves must be positioned in such a way that the contents are accessible from at least two sides with adequate aisle space for easy removal and placement of inventoried items. Such access is necessary for storing and retrieving. It is also important that you be able to walk around the shelves for easy identification of items.

LOADING DOCKS:

Look for a facility that provides both loading and unloading areas. This will prove important when shipments are being received and shipped during the same time period. **Because trucking companies are generally donating their equipment, it is important that they be loaded and unloaded easily and without unnecessary delays.**

The loading dock should be at a level that will allow a forklift to be driven directly into a transport vehicle.

TEMPERATURE:

Heat is essential to have during the winter months. Excess cold can freeze product thereby ruining it. Avoid warehouses that have high ceilings. Heat rises thereby making temperature control difficult. Although cold temperatures may not create problems with equipment, if supplies are being stored in the warehouse, heat is necessary. Some medical supplies require an area with controlled temperature. Therefore, you may not want to accept donations of materials that are temperature-sensitive.

ADDITIONAL SPACE:

If the purchase of a warehouse becomes necessary, keep in mind that having additional space that can be rented to another party can provide operating income.

EQUIPMENT

If renting space from an existing warehouse, some of the needed equipment could be available through that facility. If not, the following equipment is necessary:

FORKLIFT:

This is a necessity. A forklift must be used to move large equipment or pallets that have been prepared for shipping. Forklifts come in different sizes and features. For example, some forks move side to side. Be aware of the size of your forklift when laying out your floor plans for your warehouse. A donated forklift may be available.

RAMPS:

A loading ramp is necessary to bridge the distance between your warehouse floor and the receiving or delivering vehicle.

PALLETS:

Pallets are readily available. Seek donated pallets.

Size – Although generally 4-foot square, pallets come in various sizes. All land and sea transport containers are built to accommodate two standard size pallets side by side.

SHRINK WRAP (or stretch film wrap):

Loaded pallets must be shrink-wrapped to stabilize the equipment on pallets. There are various types of shrink-wrap readily available in any active warehouse or from warehouse suppliers.

BANDS:

Bands are another method used to stabilize equipment on pallets. Bands are particularly useful in holding together large pieces of equipment on wheels that will later be rolled onto a transport. Such equipment will be shrink wrapped and then banded to the pallet. Large pieces of equipment may not require shrink-wrapping but must be banded. Other items such as beds that are not palletized must be stabilized. When using air transportation, a mesh net will be pulled down over several pallets or banded groups of equipment to stabilize the load.

It is important to note that the way a pallet is loaded will determine its condition upon arrival.

SCALES:

Scales are necessary in order to weigh items prior to shipping. Containers may be weighed individually or, once palletized, the entire pallet may be weighed. It is important to know the weight of large items. **When using any military transport, you must know the weight of all items. Military installations will have proper scales to re-weigh the pallets to stabilize the load before air transportation.**

Pallet scales have the capability of weighing thousands of pounds; however, if a pallet scale is not available, smaller items can be weighed using a standard scale. For large items, you may estimate the weight. In air transport the weight is most important; therefore, if you are estimating, always overestimate rather than underestimate the weight. Keep in mind that the military will re-weigh your load.

HAND TRUCK (or pallet jack):

Hand trucks facilitate the moving of boxes and small equipment within the warehouse without having to use a forklift.

SHELVING:

Shelving inside a warehouse can be expensive. The size of the warehouse will determine the amount of shelving that is possible and may result in limited shelving space. The available space may be best utilized by building your own shelves.

When shelving is utilized, each shelf group should be numbered and lettered. Example: Section or Aisle 1, 2 or 3; Shelf A, B or C. This will enable you to easily retrieve your materials and supplies for shipping.

OFFICE

Look for a warehouse that has office space available. However, if an on-site office is not possible, an off-site office can be utilized. A large office is not necessary although the area should be large enough to accommodate a desk, file, computer, copier, and facsimile machine.

COMPUTER:

A computer will prove helpful in maintaining the inventory (Exhibit A). A bill of lading must accompany all shipments. By using a computer, such bills of lading are easily prepared from the inventory. (Exhibit B). Also e-mail can speed up the process.

FILES:

A filing system must be established to keep all records past and present. Such files may include correspondence, inventories, bills of lading, various forms, etc.

COPIER:

All offices should have a copier to facilitate the requests for information.

FACSIMILE MACHINE (FAX):

Because messages are often relayed via faxes, it is imperative that the office be equipped with a dependable fax machine that uses plain paper.

PHONE LINES:

In most instances, two phone lines will be needed: one for the computer modem and fax machine and one for normal office use. Although not mandatory, a third line may be useful.

ANSWERING MACHINE/VOICE MAIL:

It is important to have either an answering machine or voice mail, especially if the warehouse/office is manned by volunteer help that may not always be on site. Also, call forwarding should be considered so that all calls can be picked up at another location.

All effort should be given to getting as many of the above items donated as possible.

TRANSPORTATION

AIR TRANSPORT:

Military - As in all shipping matters, it is necessary to make prior arrangements. Transport planes are not located at all air bases. The Air National Guard and Air Force Reserve pilots generally are civilians performing weekend active duty. Reserve pilots fly not only local flights but will fly from their air base to your area to pick up equipment and take it to a central distribution point for the final leg of its destination or fly it directly to its final destination. More than one plane may be needed. Twenty-four of your pallets will fit into a military C-130. It is important to coordinate shipping needs with available aircraft. Such coordination is done through the military.

When using military transport planes, request those that have metal pallets and, if possible, exchange pallet for pallet. If dealing with the local Air National Guard, they may not have available the pallets or netting necessary for air transport; however, these items can be requested from military bases by contacting the information office of that facility. (The Denton Program provides these services. Military pallets and netting are necessary in order to prepare the load for shipping.)

INSPECTION:

All shipments must be inspected prior to military transportation. This inspection will be arranged by whichever government program you are dealing with. Once the inspection is completed, a report is submitted to the sponsoring agency and a trans com number is then issued. This number must be affixed to each box as well as each piece of equipment. The timeframe between the inspection, receiving the trans com number and the shipping date could be short.

TRUCKING:

Attempt to use companies that may be willing to donate equipment and drivers to move merchandise to and from the warehouse to various areas. However, it is important to note that the company is donating the truck and driver's time, therefore, the loading must be done expeditiously.

DO NOT MAKE THE DRIVER WAIT. BE PREPARED.

WATER TRANSPORTATION:

A sea container can easily be moved to your warehouse and delivered to a port of distribution. Some containers may be provided free of charge from international shipping companies. These containers are normally 40 ft. in length and, once loaded, should make it from the warehouse to their final destination. Once a container is loaded and has a bill of lading, you are required to seal the container. The container should arrive sealed at its final destination unless opened by Customs.

FUNDED TRANSPORTATION:

Funded transportation may be available for your shipment through the Denton Program (Exhibit C). Be prepared before making this application to have all of the inventory weighed and valued. This type of transportation could take several months--even years. Make sure you are able to comply with all of the requirements before making application.

THE INVENTORY

Maintaining an accurate inventory is vital. All equipment must be inventoried. Shippers must know what is being shipped, its value and weight. **Weight is especially important when shipping by air.**

COLOR CODING:

If dealing with certain types of inventory such as medical equipment and supplies, it is helpful to establish a color coding system. For example, all surgical equipment and supplies could be coded "red;" orthopedic equipment and supplies could be coded "blue." (Exhibit D).

Color-coding is helpful to the recipient when reviewing your available inventory to identify groups of interest.

COMPUTER:

A computer will prove helpful in maintaining the inventory. A bill of lading must accompany all shipments. By using a computer, such bills of lading are easily prepared from the inventory. (See Exhibit B)

INVENTORY SHEET:

An inventory sheet should be a three-part form. The original stays with your organization; a copy is shipped with the bill of lading; a copy is stapled or taped to the item until it reaches the final destination. (See Exhibit E)

NUMBERING:

Each inventory sheet should be numbered consecutively, and this number should be noted on the item as well as the bill of lading. (A separate label affixed to the container with the number and color-coding is recommended.)

SUGGESTED QUALIFICATIONS FOR RECIPIENTS OF MEDICAL SUPPLIES

- A representative from the Rotary Club of the receiving country **MUST** be the consignee of all shipments;
- Shipments can be made in large quantities only. Individual boxes of supplies cannot be sent through donated transportation;
- The recipient of medical equipment and/or supplies must be a **not-for-profit** organization serving the poor and indigent of that area;
- Final destination **must be** in area that can be served through the Denton Program administered by the U.S. Agency for International Development (USAID), the Department of State (DOS), the Department of Defense (DOD) and/or the Funded Transportation Program, U.S. Department of State. Receiving countries can also apply and are urged to request their government funding for this humanitarian shipment;
- Written confirmation from the government of the receiving country stating that shipment of **ALL** humanitarian aid to their area will be tax-free and duty-free.

THE VOLUNTEERS

When seeking volunteers, look for persons who have medical experience to help identify the material. An individual without medical experience, however, can easily identify the majority of items through package labeling.

It is important to note that when inventory sheets are being prepared, all information be hand-printed. This will facilitate the transfer of information by your office personnel onto the existing inventory. Volunteers must be able to distinguish between usable items and items that must be discarded.

Volunteers need adequate workspace. However, try not to get "volunteer heavy" when doing inventory. Teams of three will be adequate: two volunteers doing the inventory and one volunteer weighing and storing. The amount of teams will be determined by your available work area.

Volunteers can also be utilized in performing office tasks. Again, seek those who have office experience and are familiar with the equipment and any computer software being used.

WAREHOUSE FINANCING

For the first few years of operation, District 6110 M.S.N.I. was able to provide this humanitarian aid without major financing. It is recommended that you conduct your first few projects in a similar manner.

WAREHOUSE PURCHASE:

If the purchase of a warehouse facility becomes necessary, attempt to find a facility that has additional space that can be rented to provide income to help cover your mortgage costs. When applying for a mortgage, ask the financial institution for the longest term mortgage available to keep monthly operating costs at a minimum. In some instances, a financial institution may be willing to waive closing costs for a non-profit organization such as yours.

PROPERTY VALUATION:

Try to utilize the expertise of members of your organization to determine the fair market value of the property. Sellers may be willing to discount or make a donation from their proceeds depending on their tax liability.

If the purchase price is less than the appraised value, it might be possible to obtain 100% financing from a local financial institution.

Property tax relief should be sought immediately after a purchase. A non-profit group may be able to waive property taxes after the first year of operation.

MORTGAGE REDUCTION:

A mortgage reduction plan should be established immediately. If your property provides rental income, this may be substantial enough to cover your mortgage liability each month. However, it is important to eliminate the mortgage as soon as possible so that rental income may be used for operating costs.

Your organization can and should apply to various foundations in your area for assistance in paying off your mortgage. A foundation may be willing to give you a substantial matching grant or possibly a one-time donation. Try to establish a program that recognizes individuals or organizations for their support in this effort. Example: District 6110 established an Ambassadorial Program that recognizes donations of \$1,000 or more with a Certificate and Pin. (Exhibit F)

OPERATING COSTS:

Once a warehouse facility is established, operating costs will include full or part time staff, utilities, supplies and equipment. All participating parties should share the costs of operation. A Rotary District, through its dues or on a voluntary basis, may ask its members to share these costs at a rate of \$5-\$10 per member per year, depending on need.

MISCELLANEOUS NOTES

- Do not move inventoried items from shelf to shelf. This causes confusion.
- All attempts should be made to get tax free and duty free status for your shipments from the recipient country. **This is one of the first things you should work on before preparing a shipment.** It will be necessary to provide the recipient country with an inventory list and value of the shipment you will make.
- Government Inspectors - All shipments being transported by the U.S. government will be inspected. Materials must be visible for inspection and easily accessible by an inspector.
- Donated Equipment - All donated electrical equipment must be tested to determine its working condition. **Do not send electrical equipment to countries where electricity is not readily available or compatible.** (Many countries use 50 cycle instead of 60 cycle current. Also, their voltage may be 220 rather than 110. A transformer can step the voltage up or down, but the current cycle is very difficult and expensive to change.)
- Operating Manuals – When sending equipment to developing countries, send the operating manual with it. We suggest tagging the items with the name, address and phone number of the person who last used the equipment at the donor's office. This person can help the recipient during start-up.
- Beds – In developing countries, manually operated beds are preferable to electric beds because of the electrical problems noted above. Also, send the mattresses with the beds. Don't assume they will have mattresses.
- Drugs – Most counties will not accept outdated drugs even though they are still good and can save lives. M.S.N.I. tends to use other organizations that specialize in free or dramatically reduced priced drugs that have at least one year of shelf life remaining.
- **Tax Exempt - Although the last recommendation in this manual, it is important that the Federal Government recognize your organization as a 501(c)(3) organization. This will enable you to provide your donors with a receipt that identifies their gifts or donations for tax purposes.**

EXHIBIT B

ROTARY DISTRICT 6110 MEDICAL SUPPLIES NETWORK, INC. BILL OF LADING

ROTARY DISTRICT 6110 MEDICAL SUPPLIES NETWORK, INC. PERU INVENTORY

ITEM NO: DESCRIPTION: LOCATION: COLOR:	<p>Please select items of interest by Item No.</p> <p>Will help identify item or content</p> <p>For our use only</p> <p>Each item is numbered and colored for easy identification. Although the color-coding is general in nature, if your interest is only in one area, the following should help you identify these items we have available by color-coding:</p> <p>RED: Surgery, Anesthesiology, Respiratory Therapy</p> <p>YELLOW: Urology. Equipment, Central Supply</p> <p>GREEN: Diagnostic, Laboratory, Nursing</p> <p>BLUE: Orthopedics, Physical Therapy</p>
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CONTACT US	
OFFICE WAREHOUSE: FAX: E-MAIL:	<p><u>(918) 834-4567</u></p> <p><u>(918) 832-7968</u></p> <p><u>(918) 832-9896</u></p> <p><u>http://www.mail.webtek.com/msni</u></p>

ITEM #	DESCRIPTION	SHELF	WT	COLOR
001	6 bags 2000ml sterile water for irrigation	2-B	29	Red
002	7 bags 2000ml sterile water for irrigation	2-B	33	Red
003	misc. bags sterile water, 5% dextrose, 2 bxs. Blood component, recipient set, 7 e-z scrub disposable povidone-iodine	2-F	22	Red
004	19 bags ml partial fill 0.9% sodium chloride injections USP	5-C	6	Red

EXHIBIT C

DENTON PROGRAM APPLICATION

USAID

Dear Donor,

Thank you for your interest in the Denton Program, which is jointly administered by the U.S. Agency for International Development (USAID), the Department of State (DOS), and the Department of Defense (DoD).

The Denton Program allows DoD to provide space available transportation of humanitarian cargo at little or no cost to the donor provided the donor demonstrates, inter alia, that: 1) there is a legitimate need for the supplies by the people for whom they are intended; 2) that the supplies will in fact be used for humanitarian purposes; and 3) that the beneficiaries are capable of using the donated commodities safely. The Denton Program utilizes U.S. Military transportation exclusively. The Program was originally created to utilize the space available on DoD cargo aircraft for supplies going to Central America. Although the Program expanded to include most areas of the world, the likelihood of obtaining transportation decreases as the distance increases. Shipment is also less likely for very large items (such as vehicles) or for shipments to places not close to U.S. bases serviced by regular military traffic. Denton Program applicants seeking to ship motor vehicles must complete additional application forms and prepare for a longer approval process.

Transportation under the Denton Program will not be approved for religious material, political material, or cargo which will be distributed to individuals, groups or organizations engaged in military or paramilitary activity.

A full description of the Denton Program requirements, its operational procedures, and an application form are enclosed. ***Please read the guidelines carefully before submitting an application.***

If you have any questions, please call me at (703) 741-0563, Monday through Friday from 9:00 a.m. to 5:00 p.m. E.S.T..

Sincerely,

Walter L. Doetsch
Denton Program Officer
Private and Voluntary Cooperation
Bureau for Humanitarian Response

OPERATIONAL GUIDELINES FOR TRANSPORTATION
UNDER THE DENTON PROGRAM

STEP I. PREPARATIONS PRIOR TO SUBMITTING AN APPLICATION

1. *BEFORE gathering supplies for transport under the Denton Program, a prospective donor must contact USAID/Washington to determine whether the program may be undertaken in the destination country.*
2. *The donor must identify an in-country consignee and/or local contact who will: (a) secure country government written approval for the shipment by making arrangements with host country custom officials to obtain either duty-free entry or provide tariffs and fees for entry; (b) ensure compliance with any and all additional legal requirements in the country of destination; (c) receive and take possession of cargo on arrival; and (d) distribute the cargo to the beneficiaries.*

Donors are advised that in many countries consignees must be recognized and approved by the host country government to be eligible to receive the donated cargo, particularly when duty-free entry is arranged. For duty-free entry into Honduras, Haiti, El Salvador, and the Philippines, government approval of the consignee is mandatory at the time of application. Where applicable, the U.S. Agency for International Development (USAID) requires that the consignee be eligible to serve in the role detailed above.

STEP II- CARGO PREPARATION

1. *The donor must ensure that the cargo is placed in strong, durable, UNSEALED boxes or crates unless size or shape prohibit such packaging. Since cargo waiting for transportation is normally placed outside, containers should be prepared to prevent mildew, water damage, and insect infestation. Boxes will be inspected later by an authorized representative, and will be labeled with inspection stickers. Cargo not boxed or crated must be palletized for handling by forklift. THE CARGO*

PREFERABLY SHOULD BE INSPECTED AND PREPARED FOR SHIPMENT PRIOR TO ARRIVAL AT THE DESIGNATED MILITARY BASE.

2. *The donor must provide a detailed, complete inventory of the cargo to be shipped, including: a list of each item, size (in cubic feet) and weight of each item (in pounds), as well as the attached, signed Certificate of Compliance and Release from Liability form.*

The donor may NOT add new items to the inventory or increase the weight of the cargo to be shipped once the application has been submitted. Both U.S. Government and country approval for these shipments are based on the information in the application. Shipping unapproved items or even additional quantities of approved items has caused embarrassment in the past and puts the entire program in jeopardy.

USAID, DoD, or their representatives reserve the right to remove items from the cargo or remove the application from consideration under the Denton Program.

The donor may not submit another application for shipment to the same country until all of the cargo from the first application has been delivered to the destination country.

The donor may not apply for the transport of passengers or livestock of any sort. Hazardous cargo, such as explosives, fuels, or other highly flammable materials may not be shipped.

3. Because THIS IS A SPACE-AVAILABLE ONLY PROGRAM, DoD cannot schedule transportation for Denton Program cargo or give assurances that a particular date for shipment will be met. For this reason, time-sensitive cargo, such as medical supplies with an expiration date within 9 months will not be shipped, and perishable food commodities cannot be accepted. Organizations that must have their cargo arrive by a certain date should consider another method of shipment. Donors must also be able to store or pay for commercial storage until transportation becomes available.

4. Applications must be for transport of cargo weighing no less than 2,000 pounds and no more than 100,000 pounds (shipments weighing more than 100,000 pounds require a waiver). Where transport is requested for any type of vehicle, detailed measurements must be included in the application. Total weight (pounds) and volume (cubic feet) of the cargo must be included in the inventory list for DoD to determine transportation requirements. A Rolling Stock Data form is included in the application for the purpose of providing a detailed description of the vehicle to be transported.

Normally, very large shipments must be separated into several smaller shipments that can be handled more easily at both origin and destination. Very large shipments take significantly longer to move and the shipper must be ready to determine which items go first if a partial shipment must be made.

5. The donor must ship to and collect at one location (warehouse or other storage site) all cargo listed in the inventory. Boxes or individual items must be stenciled or marked in indelible ink with the following information:

DENTON PROGRAM SHIPMENT TO: (City and Country)

FROM: (Donor Name {and organization, if applicable})

DONOR TELEPHONE #: _____

TO: (Consignee Name {and organization, if applicable})

Whenever possible, donors should mark boxes sequentially by number, as follows:
Box 1 of 20, Box 2 of 20, etc. This must be done for each shipment.

STEP III SUBMISSION OF APPLICATION

THE DONOR SHOULD SUBMIT AN APPLICATION ONLY AFTER STEPS I AND II HAVE BEEN COMPLETED, THE APPLICATION SHOULD BE ADDRESSED TO:

U.S. Agency for International Development
BHR/PVC/IPS Attn: Denton Program Officer
Room 712, SA-8
Washington, D.C. 20523-0804

A standard application is attached for your use. THIS FORM MUST BE FILLED OUT COMPLETELY, LEAVING NO UNANSWERED QUESTIONS.

STEP IV CERTIFICATION AND APPROVAL OF APPLICATION

1. Once an application is received, USAID and the Department of State will determine whether the application is consistent with U.S. foreign policy objectives. If this and the other requirements of the Denton Program are met, DoD will also review the application to determine feasibility for transport. USAID will communicate with the destination country to ensure the cargo will be acceptable. Once these steps have been taken, the application will then be formally approved or disapproved and the donor will be notified. Depending upon workload and the responsiveness of the destination country, this process can take from several weeks to several months.

Application approval only indicates that the cargo described in the application is acceptable to the United States Government and to the government of the destination country. It is not a promise or a guarantee that transportation will be provided.

2. The cargo will be inspected at the warehousing site by representatives of the U.S. Government. The inspection team reserves the right to remove items from the inventory which for reasons of safety or legality may not be shipped under the Denton Program. Thereafter, the boxes or containers will be sealed and prepared for future transport. Following inspection, it is recommended that the donor place the cargo on standard warehouse pallets that measure 4'x4'. Ideally, the pallets should be stacked to a height of 4' and secured with bands or shrink-wrap. This will greatly aid in the shipment of the cargo and offer additional protection during handling.

3. The donor must ensure that donated goods such as motors, engines, generators, vehicles (including automobiles, ambulances, buses, firetrucks, etc.), are clean and in good operable condition before they are presented for shipment. Dirty, inoperable, or leaking equipment, and vehicles that require a specially trained driver cannot be shipped.

STEP V. TRANSPORTATION

1. USAID will request space available transportation from DoD when the inspection is complete.
2. DoD will contact the donor if and when space for transportation of approved cargo has been identified. At that time, the donor will be told when and where to deliver the cargo. The donor will be given a Transportation Control Number (TCN) specific to that one shipment by DoD.

The donor must be aware that application approval does not obligate the U.S. Government to provide transportation for approved cargo. Even after delivery to a United States Military base as directed, there can be NO GUARANTEES that the shipment will be transported, since DoD cannot plan or create space availability. Although such instances are rare, it may be necessary for the donor to reclaim the shipment if the planned transportation does not occur and there is no transportation in the foreseeable future.

The donor should always keep in mind that the Denton Program offers free transportation on a space available basis. It cannot be undertaken at any cost to the U.S. Government other than the cost of transportation itself. Applications in which the donor seeks financing for any cost other than air transport such as storage and/or local transportation cost will not be approved.

3. The donor must provide or pay all costs of storage and local shipping. Cargo must arrive at the departure location within the time-frame dictated by DoD. Early or late arrival or other non-compliance with these guidelines will result in the return of the cargo to the donor, at the donor's cost.
4. The donor must communicate with the consignee in the destination country to ensure that the consignee is aware of the estimated date and time of arrival so that the consignee will attend to the cargo without delay after it has arrived.
5. The consignee must take possession of the cargo and ensure that the cargo clears customs and other legal requirements of the destination country after the cargo's arrival.
6. The consignee will then remove the cargo from the point of entry and distribute the items to the targeted beneficiaries. The consignee and the donor must be aware that the program has no funding for warehousing at the destination. Expedient removal of the cargo from the destination's point of entry is required. Failure to claim cargo promptly prevents other shipments from entering and can lead to confiscation by local officials or destruction.

STEP VI- DISTRIBUTION

Once the consignee takes possession of the cargo, the consignee is responsible for timely distribution of the cargo to the targeted beneficiaries designated in the application in accordance with the distribution plan. Supplies must be distributed on a non-commercial basis, free of cost to the person or persons receiving the goods.

STEP VII REPORTING

The donor will submit a report to USAID/Washington within 30 days after the supplies are distributed DESCRIBING IN DETAIL how they were in fact distributed, to whom and how the supplies were used. This report will be compared with the distribution plan provided as part of the application for transport assistance. Failure to submit the report in a timely manner will result in the donor's future disqualification from participation in the Denton Program.

**DENTON PROGRAM APPLICATION FOR SPACE AVAILABLE
TRANSPORTATION OF HUMANITARIAN SUPPLIES TO FOREIGN COUNTRIES
(10 U.S.C. SECTION 402)**

DONOR : _____
ADDRESS : _____
CONTACT : _____ (PHONE #) _____

CONSIGNEE : _____
ADDRESS : _____
CONTACT : _____ (PHONE #) _____

Provide contacts that can be reached during normal business hours.

DESCRIPTION OF BENEFICIARIES: *(Cities, areas, department etc.)
(Include description of beneficiaries' needs and abilities to use donated commodities safely.)*

DESCRIPTION OF IMPACT AREA(S) AND DISTRIBUTION PLAN

**DESCRIPTION OF ARRANGEMENTS FOR RECEIPT AND DISTRIBUTION OF THE
COMMODITIES**

ITEMS TO BE DONATED *(Continue on a separate sheet if necessary)*

<u>Quantity</u>	<u>Description (include weight, size of containers, and intended use)</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Warehouse Location in the U.S.A.

Address: _____
Phone #: _____
Contact: _____

*Total Weight
Of Shipment* _____ *lbs.* *Volume* _____ *cubic ft.*

Estimated Value of Shipment (In U.S. Dollars) , _____

DATE OF THIS APPLICATION

*THIS APPLICATION CANNOT BE PROCESSED UNTIL THE CERTIFICATION AND RELEASE
ARE SIGNED AND THE ATTACHED CONSIGNEE AFFIDAVIT HAS BEEN NOTARIZED.*

CERTIFICATE OF COMPLIANCE

I have read the guidelines and instructions that are attached to this application and certify: 1) that the goods listed are not military, political or religious in nature and will be used solely for humanitarian purposes and are suitable for those purposes; 2) that the goods will not be distributed directly or indirectly to any individual, group or organization engaged in military or paramilitary activity; 3) that the goods are in usable condition and suitable for transport; 4) there is a legitimate humanitarian need for the supplies by the people for whom they are intended and the beneficiaries have the capability to use the donated commodities safely; and 5) that all other requirements in the guidelines and instructions attached hereto, including reporting requirements, are being met.

Signature _____

Date _____

“A false statement or representation may be grounds for denying space available transport and may subject the applicant to the penalties set forth in 18 USC section 1001.”

RELEASE FROM LIABILITY

In consideration of transportation by the United States at no charge to the donor, the donor hereby releases the United States, and all agents and instrumentalities thereof from any liability for any loss or damage of any kind whatsoever to the goods listed in the inventory accompanying the attached application. This release shall further extend to any consequence of such loss or damage. This release shall be effective no matter what the cause of the loss or damage, including, but not limited to, loss or damage caused by the negligence (to include gross negligence) of any agent or instrumentality of the United States.

Signature _____

Date _____

“A false statement or representation may be grounds for denying space available transport and may subject the applicant to the penalties set forth in 18 USC section 1001.”

I, _____ being duly sworn on his/her oath states that
(Donor Name)
he/she is _____ of _____
(Donor's Title) (Organization's Name)
and that he/she makes this affidavit for and on behalf of said agency.

That the consignee listed herein is qualified to receive and to assume complete responsibility for the receipt and disposition of supplies donated by _____ and will receive and distribute such supplies in the manner directed by _____
(Donor)
in accordance with guidelines issued by the U.S. Government, and that the supplies transported to such consignee will be distributed on a non-commercial basis, free of costs to the person or persons receiving such supplies.

Name and address of the consignee:

The donor agrees to continue to supply the U.S. Agency for International Development with current information concerning those authorized to receive supplies; and in the event of improper use, to remove such designated consignees from lists furnished to the U.S. Agency for International Development.

(Donor Signature and Title)

SUBSCRIBED and sworn to before me, a Notary Public, in and for _____

this _____ day of _____, _____

(Notary Signature)

ROLLING STOCK DATA FORM

Complete this form for each request for the shipment of a vehicle under the Denton Program.

DESCRIPTION

DIMENSIONS (INCHES)

SKETCH OR DRAWING PREFERRED

MISCELLANEOUS

LENGTH _____
WIDTH _____
MAXIMUM HEIGHT _____
HEIGHT FORWARD OF FRONT AXLE _____
HEIGHT AFT OF REAR AXLE _____
FORWARD OVERHANG _____
REAR OVERHANG _____
FRONT GROUND CLEARANCE _____
MID-WHEELBASE GROUND CLEARANCE _____
REAR GROUND CLEARANCE _____
GROUND CLEARANCE LOW-POINT _____
LANDING GEAR PAD SIZE _____
TRACTOR FIFTH WHEEL HEIGHT _____

VEHICLE NAME _____
MODEL _____
MANUFACTURER _____
HAZARDOUS MATERIAL _____
POC: _____
PHONE #: _____

WHEEL DATA

BOGIE ARTICULATION (DEGREES OR INCHES) _____
NUMBER OF AXLES _____
AXLE SPACINGS (FRONT TO REAR) _____
NUMBER OF WHEELS/AXL E _____
TIRE SIZE AND PLY RATING _____
TIRE PRESSURE _____
TIRE FOOTPRINT AREA (LENGTH, WIDTH) _____

WEIGHT DATA

GROSS VEHICLE WEIGHT _____
AXLE WEIGHTS (FRONT TO REAR) _____
NUMBER OF TIEDOWNS (NUMBER, CAPACITY, LOCATION) _____
TRAILER LANDING GEAR LOAD _____

MANUFACTURER'S RATING DATA

COMMERCIAL/MILITARY VEHICLE _____
GROSS VEHICLE WEIGHT RATING _____
AXLE RATINGS (FRONT TO REAR) _____
SUSPENSION RATINGS (FRONT TO REAR) _____
LANDING LEG RATING _____
TIRE RATING _____
PINTLE HOOK RATING _____
LUNETTE RATING _____

Donor Signature _____ Date _____

"A false statement or representation may be grounds for denying space available transport and may subject the applicant to the penalties set forth in 18 USC section 1001."

EXHIBIT D

INVENTORY COLOR-CODING

RED:

SURGERY
ANESTHESIOLOGY
RESPIRATORY THERAPY

GREEN:

DIAGNOSTIC
LABORATORY
NURSING

YELLOW:

UROLOGY
EQUIPMENT
CENTRAL SUPPLY

BLUE:

ORTHOPEDICS
PHYSICAL THERAPY

