

# Perishable Foodstuff Acceptance Checklist



- ✓ All questions must be answered, do not use "N/A" unless a box is provided.
- ✓ If any question is answered "No", the item must be corrected prior to shipment acceptance.
- ✓ Review all items with the customer before rejecting the shipment.
- ✓ See reverse page for packaging requirements.

AWB #:

Routing:

Date:

Check One:  Seafood  Non-Seafood Perishable Foodstuff

I. Packaging and Labeling	Yes	N/A	No
1. Is the product fresh and not emitting strong odors?	<input type="checkbox"/>		<input type="checkbox"/>
2. Are the containers free of evidence of buckling, crushing or other damage (airworthy), dry, and show no signs of leaking? <b>Note: Styrofoam exterior containers (no overpack) are <u>only</u> acceptable from pre-validated shippers and in shipper-loaded ULDs containing seafood.</b>	<input type="checkbox"/>		<input type="checkbox"/>
3. Are any containers containing refrigerants (gel packs, dry ice, etc) constructed of plastic, fiberglass; wax dipped or wax impregnated corrugated cardboard? <b>Note: Wet ice is <u>not</u> acceptable unless shipper is pre-validated to ship using wet ice as refrigerant (see Cargo SharePoint for pre-validated shippers list).</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are the containers banded or otherwise secured to ensure they remain closed?	<input type="checkbox"/>		<input type="checkbox"/>
5. Are all containers within the maximum allowable piece weight for narrow-body routing? a. Seafood - 150 lbs. /69 kg. b. Large fish (over 150 lbs./69 kgs. per piece) can be accepted for wide body flights only c. Meat, berries, produce - 250 lbs. /114 kg.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are "This Side Up" or ISO arrows (↑↑) clearly indicating upright position marked or labeled on the containers? Required for all commodities which can experience leakage. May be added as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is each container labeled as "Perishable" or contents identified? (may be on the lot label)	<input type="checkbox"/>		<input type="checkbox"/>
8. Has a 24-hour contact number been provided on AWB, each package or in the record?	<input type="checkbox"/>		<input type="checkbox"/>
9. Has the shipper been pre-validated to tender seafood shipments without inspection? (If not pre-validated, mark N/A and proceed to question 10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. If question 9 is N/A - Open and inspect at least three (3) random pieces. Does it meet packaging requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. If seafood shipment is in shipper-loaded ULD, does it comply with ULD packaging requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Shipper-loaded ULD shipments with Styrofoam exterior boxes containing wet ice from pre-validated shippers must be visually inspected (check Cargo SharePoint for pre-validated shippers list): a. If built on pallet, is shipment wrapped in insulation wrap on top and bottom? Is it shrink-wrapped on top of the insulation wrap? b. If built in enclosed ULD, is insulation wrap covering bottom and interior walls? Is plastic liner used on bottom?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>II. Air Waybill Must Contain</b>	<b>Yes</b>	<b>N/A</b>	<b>No</b>
1. For shipments containing wet ice from pre-validated shippers, is Wet Ice declared on the AWB?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Complete shipper and consignee information including 24-hour telephone contact?	<input type="checkbox"/>		<input type="checkbox"/>
3. No specific storage temperature requirement noted on the AWB. ("Best if" or "Do all possible" is acceptable)	<input type="checkbox"/>		<input type="checkbox"/>
4. Is the correct destination shown?	<input type="checkbox"/>		<input type="checkbox"/>
5. Complete pieces, weight and description (i.e. fresh, frozen or live and species of seafood)?	<input type="checkbox"/>		<input type="checkbox"/>
6. Time, date and signature of acceptance are legible and show on all copies?	<input type="checkbox"/>		<input type="checkbox"/>
<b>III. Availability and Routing</b>	<b>Yes</b>	<b>N/A</b>	<b>No</b>
1. Are flights operating normally throughout the entire routing of the shipment? (Check for irregular operations caused by weather or holidays, etc.)	<input type="checkbox"/>		<input type="checkbox"/>
2. Verify based on the booked flight itinerary/routing that the shipment will arrive within the required perishable transit time limits as listed below: a. <b>International: 72 hours</b> b. <b>Domestic: 48 hours</b>	<input type="checkbox"/>		<input type="checkbox"/>
3. Will the destination station be available to recover and protect upon arrival? (Including: station operating hours, holidays and availability for customer recovery)	<input type="checkbox"/>		<input type="checkbox"/>
<b>IV. Certificates and Permits</b>	<b>Yes</b>	<b>N/A</b>	<b>No</b>
1. Are there documents accompanying the shipment which <b>must</b> arrive at destination in their <b>original</b> form for purposes of clearance and retrieval by the customer? (If <b>N/A</b> , perishable checklist is complete. If <b>Yes</b> , proceed to Question #2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Verbally confirm what documents are provided with the shipment. Verify TACT rules for country specific documents requirement as per Cargo Service Manual. Required documents may include: a. Carnet b. Import Permits c. Phytosanitary Certificates d. Visa Quota Documents e. Cities Certificates f. Other (If other, notate document type here):	<input type="checkbox"/>		<input type="checkbox"/>
3. Have you updated remarks in UC360, notating the documents accompanying the shipment?	<input type="checkbox"/>		<input type="checkbox"/>

## I. Outer Packaging Requirements:

- Gross weight for individual fresh fish and seafood shipping cartons must not exceed 150 pounds per carton (*Shipments within the Micronesia Operations Area (MOA) may exceed the 150 lbs. limit for narrow body operations*).
- Cartons tendered as bulk must be able to withstand stacking of fully loaded cartons to a height of 56 inches. A crushed, crumpled or damaged carton will be refused.
- Carton must be multi-walled to meet compression stress and top loading capability.
- Carton must have waxed-impregnated or waterproofed coating inside and outside.
- Carton must have leak-proof construction with gusset corners (both top and bottom).
- The carton must be banded or otherwise secured to ensure they remain closed.
- All Styrofoam shipping boxes, routed on narrow-body, must be protected by an over-pack consisting of a sturdy fiberboard container. Any exceptions must be approved by loss prevention (WHQ).
- Canisters or buckets containing liquid contents must be leak-proof. Other leak-proof containers must be individually approved by United or the International Air Transport Association.
- Styrofoam boxes used in shipper-load containers must meet our ULD packing requirements

## II. Shipper-Loaded ULD Packaging Requirement:

- The ULD must be lined with a polyethylene or plastic liner, and absorbent material must be placed between the liner and the seafood cartons.
- Both the liner and the absorbent material must completely cover the bottom and partially cover the sides of the ULD.
- A combination plastic liner with embedded absorbent material may also be used to cover the bottom and partial sides of the ULD.
- All cartons in the ULD must be loaded straight with the correct end up: No carton can be loaded in the ULD diagonally or on its side.
- All cartons in the ULD must be able to withstand the weight of any stacking without buckling, crumpling, crushing or leaking – the ULD will be refused if any cartons are visibly damaged.
- Seafood shipments with Styrofoam exterior boxes containing wet ice in shipper-loaded ULDs must be wrapped in insulation wrap top and bottom, and shrink-wrapped on top of the insulation wrap. Enclosed ULDs must have insulation wrap cover all interior walls and curtain side.

## III. Labeling Requirements:

- Each carton must be marked with the name and phone number of the shipper, plus the consignee's name and address.
- Each seafood carton must be clearly marked / labeled with:
  - a. Perishable – Fresh Seafood" or "Perishable – Live Seafood" as applicable.
  - b. "This Side Up" or ISO arrows (↑↑) clearly indicating upright position.
- Container tags should be clearly marked as PERISHABLES. One of the following options can be used to accomplish this:
  - a. Apply a CGO20 Perishable Label to the Remarks section of the CGO503A.
  - b. Clearly mark the CGO503A Remarks section "PERISHABLE" in dark, bold letters.
- Shippers are required to comply with all local and foreign government shipping regulations.

## IV. Inner Packaging Requirements:

- A minimum 4-Mil (or two 2-Mil) polyethylene or plastic bag(s) or liner(s) must be used to line the inside of each seafood shipping carton.
- Absorbent material must be placed between the liner and the inner bag containing the seafood to absorb any leaking or condensation.
- The seafood must be completely sealed in one 4-Mil (or two 2-Mil) sturdy, puncture resistant polyethylene bag(s).
  - a. The inner bag must be sealed, and leak-proof even when tipped or inverted.
  - b. Crabs (non-live), halibut, and all other fish with sharp claws, fins or projections must be packaged with a corrugated / foam board liner inside the polyethylene bag that covers all sides and both top and bottom.
  - c. Placement of the board liner must ensure that claws, fins or other projections do not come into contact with the inner bag.
  - d. Exception for Live Seafood: Live shellfish shipments (such as crabs, lobsters and mussels) must have ventilation during shipping and are not required to be shipped in a sealed bag. It is imperative that all Cargo and handling personnel ensure all packaging, labeling, and handling requirements are met.
    - ✓ Live crabs, lobsters, mussels and other shellfish with sharp claws, fins or projections must be packaged with a corrugated / foam board liner inside the polyethylene bag that covers all sides and both top and bottom.
    - ✓ Placement of the board liner must ensure that claws, fins or other projections do not come into contact with the inner bag.

### Perishable Shipment Delay at Origin Procedures

1. If the shipment does not move out of the origin station within 12-hours, the shipper must be notified. Update Remarks with the date, time, and name of the person notified.
2. If the shipment does not move out of the origin station within 24-hours, the shipper must be contacted to reclaim the shipment on the condition that the shipment cannot arrive at destination in the allotted time frame for perishable transit; 72 hours internationally or 48 hours domestically from the time of RCS.
3. A copy must be attached to the station file copy of the AWB.

Signature:

Employee File #: