**Instruments of International Traffic (IIT) Loading Procedure – Containers, Cores, Drums Racks, Pallets etc.**

**Containers - use the following procedures/checklists:**

* 1. CTPAT Container Sealing Procedure
	2. Complete the High Security Seal Log
	3. Complete the 8 Point Container Inspection Checklist using the 8 Point Ocean Container Inspection Security Guide (2 sided visual aid)
	4. Submit the 8 Point Container Inspection Checklist with the shipping documents
	5. Maintain a copy of the 8 Point Container Inspection Checklist with plant’s daily shipping paperwork
	6. Complete the Cargo Log for all Exports

Note: Reference the Gore CTPAT Internet (GORE.com/about/c-tpat) as needed.

**Please follow the instructions below based on the freight scheduled for export.**

**Cores, drums, racks, pallets, etc.:**

1. All Wood Packaging Materials (WPM) must be compliant with the International Standards of Phytosanitary Measures (ISPM) 15 and possess the International Plant Protection Convention markings.



1. Security Vulnerability Areas: broad areas with specific areas of concern noted for specific IIT products:
2. Support arms of racks (prior to capping)
3. Interior of cardboard tubes (of the product)
4. Beds of the racks
5. Hollow metal bars at the bottom of rack
6. Bottom of rack
7. Between rolls after being put onto the rack (top/bottom, sides)
8. Freight will go to the 3PL with labels and colored dots applied based on the freight lane destinations.

**Gore (USE) Warehouse Locations:**

1. Apply color dot/ sticker on product to help identify destination location
	1. Yellow = Putzbrunn 5 (APE)
	2. Green= Germany (ITG- Putzbrunn 3 / Putzbrunn 5
	3. Blue = Germany (Putzbrunn 4)
	4. Pink = China (Shenzhen)
	5. Purple = Japan
2. Conduct preliminary check of security vulnerability areas.
3. Move product to staging area for shipment.
4. Assure product is loaded on interplant truck, send to 3PL.

**Gore (USE) Shipping & Receiving Associates:**

1. Utilize the 8 point container inspection checklist and sealing process prior to container loading.
2. Process “ship confirm” in system and interface into Precision
	1. Packs shipment
	2. Sends pick slip to Export team

**Gore (USE) Export Associates:**

1. International Shipping Documents
	1. Custom’s Invoice
	2. Export Letter
	3. Bill of Lading to include the container’s seal # when applicable
	4. Packing List
2. Send all documents to the freight forwarder and/or the 3PL.
3. Send the packing list to the consolidator, one will be used by 3PL for verification.

**Gore (USE) Consolidator (3PL):**

1. Receives product and creates receiving report.
2. Contacts the Gore Consolidation Team if discrepancies are found.
3. Generates one bill of lading or dock receipt to include the container’s seal # (where applicable) for each consolidated shipment.
4. Visually inspects instruments of international traffic (cores, racks, pallets, etc.) and materials prior to container loading. Shipper is looking for any non-manifested materials, products or contraband of any sort. Areas of vulnerability have been highlighted in the OTB rack awareness and procedure.
5. Utilize the 8 point container inspection checklist and sealing process prior to container loading.
6. Send the signed bill of lading or dock receipt and the 8 point container inspection checklist to Expeditors and Gore.

**Gore (USE) Freight Forwarder – same as above:**

1. Makes container booking based on request from consolidation team.
2. Sets load date with dray carrier.
3. Creates master ocean bill of lading.
4. Informs both 3PL and Gore of any changes.

**Notification process for all of the above:**

1. Compromised instruments of international traffic, such as OTB racks, must be reported to the W.L Gore CTPAT Team members via email at CTPAT@WLGORE.COM, or via phone, Gay Ann Yoder @ (410) 506 - 3830 or Glenn Hallman (410) 506 - 2079.
2. The CTPAT team will notify US Customs and Border Patrol and or the appropriate foreign authority immediately if a security risk is identified.
3. Note: the supplier or provider may have to notify their local Customs authority should a discrepancy be found in a foreign location.