

**CHAPTER 15**  
**SHIPPING METHODS**  
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## CHAPTER 15

### SHIPPING METHODS

1. AUTHORITY. State Administrative Manual, Chapter 3800, Section 3802, assigns responsibility to the Department of General Services (DGS), Transportation Management Unit (TMU), for freight transportation and traffic management. Sections 14920 through 14922 of the California Government Code define the purpose and duties of traffic management. These California Government Code Sections give DGS the authority to set and enforce statewide traffic management policy and regulations. All state agencies must follow these policies and regulations.
  
2. PURPOSE. To ensure all state shipments be accomplished in the most expeditious, economical, and efficient manner possible.
  
3. POLICY. Departmental policy requires commands select the most appropriate and cost-effective method of transportation for shipping state freight within the required time period while, adhering to special departmental shipping requirements.
  
4. GENERAL. Departmental transportation shall be used whenever feasible. Firearms must be shipped per instructions in Highway Patrol Manual (HPM) 70.8, Firearms Manual, Chapter 9, Firearms and Weapons Inventory and Control.
  
5. RESPONSIBILITIES.
  - a. Command Responsibility. Commanders shall be responsible for carrying out and enforcing shipping policies and regulations adopted by the Department. Commands shall ensure easily damaged equipment is securely packed in a crate, box, or carton prior to shipment.
  
  - b. Department of General Services, Procurement Division—Transportation Management Unit Responsibility. The TMU is under the direction of DGS and is responsible for overseeing and monitoring the state's freight transportation and traffic management activities.
  
6. METHODS OF TRANSPORTATION AND SHIPPING INSTRUCTIONS.
  - a. Departmental. Commands requiring shipping of freight shall contact Business Services Section (BSS), Supply Services Unit (SSU), to arrange for

departmental transportation (CHP truck). Pick-up will coincide with the headquarters and field Supply Requisition Receipt/Delivery Schedule outlined in the SSU Supply Catalog.

b. Overnight Shipping. Overnight shipping shall only be utilized if directed by policy, or if the package is deemed critical by your Division commander. Contact Mail Services Unit (MSU) at [msu@chp.ca.gov](mailto:msu@chp.ca.gov) for instructions.

c. FedEx. Commands shall use FedEx as their primary small parcel shipping carrier. Commands are also reminded that all packages shall be sent via ground shipping only. The following methods may be used for FedEx:

(1) Petty Cash. Petty cash can, but does not have to be, used to ship packages via FedEx.

(2) FedEx Account. Commands wishing to establish a FedEx account shall contact MSU at [msu@chp.ca.gov](mailto:msu@chp.ca.gov) for instructions.

d. Local Common Carrier.

(1) When freight cannot be shipped by departmental transportation, or falls outside FedEx requirements, a local common carrier may be used. For out-of-state deliveries, the DGS, TMU, shall be contacted for the best suitable common carrier. Commands shall contact SSU for assistance in identifying state contracted carriers. In order for SSU to furnish freight routing instructions, commands must provide the following:

(a) Description of item(s).

(b) Shipping weight of item(s).

(c) Shipping locations involved (from and to information).

(2) Upon receipt of the above information, SSU will complete a 076-083, STRAIGHT BILL OF LADING - SHORT FORM - ORIGINAL - Not Negotiable, and fax or e-mail the completed form to the command. The command will:

(a) Make two additional copies.

(b) Obtain the common carrier driver's signature on all three copies and give the driver one signed copy.

(c) Send one signed copy to Fiscal Management Section (FMS), Accounts Payable Unit (APU).

(d) Retain remaining copy on file for three years.

7. MISCELLANEOUS.

a. Communications Equipment. All communications equipment shall be sent to the Telecommunications Warehouse at:

California Highway Patrol  
Telecommunications Warehouse  
3350 Reed Avenue  
West Sacramento, CA 95605

b. Freight Bills. Commands shall forward freight bills, in duplicate, within three business days, to the FMS, APU. Refer to HPM 11.1, Administrative Procedures Manual, Chapter 4, Miscellaneous Sales - Transmittal of Collections, on the processing of freight bills.

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