

*** SEA CONTAINER INSTRUCTIONS: 2019 SHIPMENT ***

Parish Twinning Program of the Americas (PTPA)

NEW Site (Address/City/St./County): 410 Belvedere Drive North, Gallatin, TN 37066 (Sumner County)
(This street address is also listed online as North Belvedere Drive. It is a brown & tan warehouse. Go to back.)

(See Directions form for more details)

*Call Coordinator to confirm the warehouse address before delivering items in person
or mailing your items to us--just in case there is a late change.*

***NOTE: Do not mistakenly go (or ship) to last year's address (do not go to Gils St.)!!**

*** TIME FRAME TO RECEIVE DROPOFFS/DELIVERIES: Weekdays - Monday, April 22 through Friday, May 3**

-DEADLINE IS: Friday, May 3

-Deliver Mondays through Fridays only--between 8 AM and 4 PM (no Saturday/Sunday deliveries).

-Delivering earlier in the time period (especially the first week) is easier for you, since many deliveries arrive on the last few days.

-We cannot take shipments during the week that follows the deadline.

-RATE: Our current rate is \$8.00 per cubic foot.

-You may deliver your goods in person to the warehouse during that time frame by the end of the final day, or you may mail your goods to the warehouse to arrive during that time frame but well before the deadline please.

-Note: If buying goods, it can save you money to have the seller (such as Home Depot) send the item directly to the warehouse, but be sure that they have the exact address listed in our later section titled, "If Mailing Your Shipment..."

-Calendar Notes for Current Year: Easter is Sunday, April 21 (the day before the gathering period begins); IRS deadline is Monday, April 15; Daylight savings time began Sunday, March 10.

*** Important: Contact your twin parish first to find out what they need and whether they are willing to pick up their items upon unloading or soon afterwards. Don't send unsolicited items--they may not bother to pick them up.**

-We do not deliver items inside Haiti. It is your responsibility to make sure that your twin parish knows about the shipment and picks up their goods quickly after unloading.

-It is difficult and inconvenient for us to hold onto the goods for any length of time after that due to limited space.

-Please obtain the priest's cell phone number (or parish phone number--or both numbers) and email address and put it on your shipment form so that our Haiti Coordinator can contact them easily.

-Please e-mail your twin parish priest a copy/scan of your shipment forms (since we don't undertake that). You could also just type an email to him summarizing the goods with the number of items of each type that were sent.

-Once our Haiti Coordinator knows a release date from Customs, he contacts all the priests & others that he can reach.

-The time periods for notifying are usually very short due to the short notice from Customs and the need to unload quickly to avoid continued dock-sitting fees. If not immediately picked up, our Haiti Coordinator keeps trying to reach the priest. The containers (often 40-foot high-cube containers) are unloaded there in Port-au-Prince (but not at the dock).

-You or your parish must have a twin parish in the Parish Twinning Program in order for you to ship on our sea container. Your shipment must contain charitable goods going to a twin parish. For security reasons, we do **RANDOM INSPECTIONS of items to be sure that items are humanitarian cargo that meet those criteria.**

-PLEASE USE STRONG BOXES. SAME-SIZE BOXES WORK WELL.

*** Sea Container-Contact Person: Chuck Scruggs**
(see Warehouse Coordinators further below also)

☎ Phone: Cell (615) 394-4860

✉ E-mail: chuck.a.scruggs@gmail.com

PTPA Office / Theresa P.

☎ Phone: (615) 298-3002

✉ Address - Correspondence to Chuck:
(NOT for shipments)

107 Green Meadows Dr.

Hendersonville, TN 37075 U.S.A.

(For Shipment Address,

See the "If Mailing..." section)

*** Warehouse Coordinators: Bob Snyder & Denise Snyder (reachable starting April 8)**

NOTE: They do NOT use voicemail.

☎ Bob (931) 259-0240 / Denise (615) 464-0456 / Home (615) 529-2546

✉ E-mail: feedhatie@gmail.com (Their email address is indeed spelled that way.)

-By the way, you can support their Haiti efforts at their website: www.partnerinhaiti.org

☎ (To Give To Priest in Haiti) Our Haiti Coordinator: Bertony Domond – Haiti cell phone 3726-4472

-Outside Haiti, you would add (011) (509) before that phone number.

IMPORTANT POLICY CHANGES:

(1) Starting in 2019, WE WILL NO LONGER SHIP MOTORIZED VEHICLES OF ANY KIND. We will no longer offer to ship motorcycles. We still do not wish to ship tractors or ATVs or mopeds, etc.

(2) PLEASE DO NOT SEND ANY ONE ITEM THAT WEIGHS OVER 250 POUNDS. If you want to send a very heavy item, you can call the Coordinator/Warehouse Coordinator, but we no longer wish to burden our helpers in Haiti with extremely heavy objects.

-COMPUTER FORMS: If you have your shipment forms or label forms on computer, please update them fully with the new year and current rate (cost) for shipping and any other pertinent details on all the forms if possible, especially the Shipment Form.

-Please ask your twin parish's priest to make the pick-up or escort the pick-up of the items that are being shipped to them. Also, U.S. parishioners can try to be in PAP at about the time that shipment is expected to unload so that they can deliver the goods using a contact person with a vehicle. For example, this has been done by parishes sending a special piece of equipment that needs to be installed by a knowledgeable person. This has also been done by groups sending meds ahead of a later med mission trip, but there is an obvious risk of the meds not being released yet at the time that they are needed. Take note that the timing of any trip taken in order to be in PAP for the unloading is hard to predict.

-If you miss our deadline or wish to explore other shipping options at other times of the year (other than spring), see our “Other Shippers” handout.

OVERVIEW: DECISIONS TO MAKE

-Our “sea container” is an ocean shipment of charitable goods to specific churches and projects in Haiti.

-The shipments are expected to go to Catholic parishes involved in our sister parish program.

-Our sea container shipment is currently done once a year in springtime.

-Churches, communities, and individuals gather or purchase goods, then ship them or deliver them in person to our gathering point/warehouse (“point of origin”), and give us a check to offset the shipping costs, basing their amount on the shipment size measured in cubic footage. The shipping is NOT free to you—we cannot afford to offer that (sorry). Ask your parish for help, since many churches will offer to cover all or some of your costs of this charitable shipment. A few have gotten businesses to help them with the cost. Others give a personal check of their own. **We can give you a tax receipt for your check.**

-Parishes or groups can have “packing parties” which are just gatherings for people to bring goods and boxes and packing supplies and the goods that they gathered (or were assigned to gather) for their shipment. Then, they help sort gathered goods by type and then box them, tape them, and fill out forms/attach labels, etc.

-YOU MUST DECIDE whether you are BRINGING the shipment in person to us (see below; most people bring goods in person) or MAILING your items to our collection site warehouse (also see below).

-Please appoint one detailed person in your parish/group to coordinate the planning, receiving, taping, labeling, shipment forms, estimating for cubic feet, arranging for payment (by check), and the paperwork for all that you send.

THERE ARE SEVEN FORMS / HANDOUTS INCLUDING TWO THAT MUST BE FILLED OUT:

- (1) Instructions (This document);**
- (2) Shipment Form (Must be filled out);**
- (3) Label Form (Must be filled out);**
- (4) Shipping Cost Worksheet (we recommend that you fill it out);**
- (5) “Suggested Items To Send” sheet;**
- (6) Directions to Warehouse sheet;**
- (7) “Other Shippers to Haiti” handout.**

*** PACKING - HELP US BY DOING THE FOLLOWING:**

- SEPARATE DIFFERENT TYPES OF THINGS INTO DIFFERENT BOXES.
 - DO NOT USE WEAK BOXES. USE STRONG BOXES SO WE CAN STACK THEM WITHOUT PROBLEMS.
 - YOUR BOXES SHOULD HAVE AT LEAST A 32-LB. (POUND) PER INCH ECT (Edge Crush Test) RATING--** higher ratings are even better--see printed info on box. Note: You can buy new boxes at places like Home Depot, office supply stores, etc.
 - FILL BOXES AS COMPLETELY AS POSSIBLE TO GIVE THEM STRENGTH WHEN STACKED.
 - DO NOT LEAVE GAPS OR DEAD SPACE IN BOXES, if you can avoid it.
 - TAPE ALL BOXES WELL. Pack breakables carefully.
 - IF POSSIBLE, RUN TAPE IN A LOOP ALL THE WAY AROUND A BOX IN AT LEAST ONE PLACE.
 - TO THE EXTENT THAT IS POSSIBLE, USE SIMILAR-SIZE BOXES (THEY STACK BETTER).**
 - IF DOING SEVERAL DIFFERENT GROUPINGS OF ITEMS (SOMETIMES DONE DUE TO THE NATURE OF THE ITEMS OR DUE TO HAVING DIFFERENT RECEIVING PARISHES), PLEASE USE DIFFERENT SHIPMENT FORMS FOR EACH GROUPING (REGARDLESS OF WHETHER YOU HAVE ONE PARISH RECEIVING ITEMS OR MULTIPLE PARISHES RECEIVING ITEMS). (THANK YOU!)
 - For help w/packing or boxes, you can always do an internet search for your area under phrases like: Packaging/Packing/Crating/Freight/Cargo/Containers.
 - CHOOSE AN OPTION BELOW (YOU CAN SKIP THE SECTION/OPTION THAT DOES NOT APPLY TO YOU)
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*(Option 1 of 2) * IF BRINGING YOUR SHIPMENT IN PERSON TO OUR WAREHOUSE: **

- Call our Coordinator at least a day before your delivery to give your estimated date & time of arrival so he can expect you and give a rough estimate of your total number of items.**
- You **CANNOT** leave your shipment at the dock if no one is there at the moment. Call the Coordinator's phone or wait.
- See the Directions to Warehouse sheet.**

*** MOST IMPORTANT TASKS - PLEASE DO THE FOLLOWING:**

- PREPARE YOUR WHOLE SHIPMENT BEFORE YOU TRAVEL TO OUR WAREHOUSE.
- NUMBER ALL YOUR BOXES/ITEMS AHEAD OF TIME (NOT DOING THIS CAN HOLD UP DELIVERIES).
- NUMBER THEM # __ OF __. You must get an accurate total of all boxes/items first.
- If you forget a certain item after numbering, you can always do a separate shipment form and number that item #1 of 1.
- REINFORCE, TAPE AND SEAL ALL YOUR BOXES AHEAD OF TIME.
- TAPE ALL LABEL FORMS TO BOXES BEFORE YOU COME (try not to tape over the lower right area on label).
- COMPLETE ALL YOUR FORMS AND COPY THEM FOR YOURSELF BEFORE ARRIVING.

NOTES ABOUT BRINGING SHIPMENT:

- GO AHEAD AND AFFIX YOUR LABEL FORMS to the top of each box with clear tape on the label.**
- AS MENTIONED, ALSO MARK THE BOX NUMBER SEPARATELY SOMEWHERE ON EACH BOX OR ITEM ITSELF** with a thick permanent marker (example: #3 of 52) in case the paper label gets torn in handling.
- *Just make sure the number written on each box corresponds to the box number written on your label form.**
- As a backup, you could voluntarily put an extra copy of each label form **inside** each box before sealing them.
- Rent trucks and trailers if you need. Major renter phone #: U-Haul 1-800-468-4285 / Ryder 1-800-467-4337 / Penske 1-800-222-0277 / Budget 1-800-367-0522 / Thrifty 1-800-367-2277.

AT THE WAREHOUSE, YOU WILL NEED TO HAVE:

- (1) A CHECK FOR THE TOTAL SHIPPING COST made out to: Parish Twinning Program Sea Container
It helps us to see "Sea Container" handwritten down on the memo line of your check also. (Thanks.)
- (2) OUR SHIPMENT FORM (manifest/packing slip) listing a summary of the types of goods being shipped, total number of boxes for each type of item, a grand total of the number of boxes of all types, and total cost (see Worksheet) based on its approximate cubic volume. You do not have to list each item on its own line (unless each item is a completely different category than the rest)--LIST BY TYPE OF ITEM in groupings.
- (3) Worksheet (we recommend that you fill it out). Make copies of your forms which you'll keep.

(Option 2 of 2) * IF MAILING YOUR SHIPMENT TO OUR WAREHOUSE: *

-Call the Sea Coordinator (in the U.S.).

-You must allow a realistic amount of time for shipments to get to us before the deadline.

-Your mailed shipments will only be accepted for delivery at the warehouse weekdays between the prescribed hours.

-*Make your "Box #1" a prominent, sizable box and place it in your shipment so it is easy for our coordinator to locate! (You could color-code box or mark it in a special way.)

-If you are putting your shipment on pallets with shrinkwrapping and using a freight/common carrier (trucking company) to get your shipment to our U.S. warehouse, then you can go ahead and affix the address label forms for Haiti on the individual boxes since you will be doing big labels for the overall pallets (on the shrinkwrap) with our U.S. warehouse address.

-If you are mailing separate individual boxes to us (such as by UPS or FedEx), DO NOT AFFIX THE HAITI ADDRESS LABEL FORMS WITH THE ADDRESS OF THE RECEIVING PARISH IN HAITI YET. Your boxes must have labels addressed to our warehouse here in the U.S. in order to get to us initially.

-Just know that there is always the risk that a shipment or a portion of a shipment may get wrongly delivered and thus not make it onto the sea container. In that case, we will need to be in contact with each other.

-DON'T FORGET TO WRITE BOX NUMBER ON EACH BOX with a thick permanent marker (example: #3 of 52) so our Sea Coordinator can then affix your corresponding label forms to each box once he has received the shipment at the warehouse.

-FILL OUT all the labels and place them in the envelope as described below.

-Make copies of your shipment form(s) for your own records.

-If sending separate groupings of items within your shipment of goods, use separate shipment forms for each grouping and try if possible to mark different groupings of boxes with different-colored pens.

*** PUT THE FOLLOWING THINGS IN A LARGE ENVELOPE AND ATTACH IT SECURELY WITH TAPE TO THE OUTSIDE OF BOX #1 OF YOUR SHIPMENT IF MAILING YOUR SHIPMENT TO WAREHOUSE:**

(1) A CHECK in the amount of the cubic volume cost of your shipment--made out to:

Parish Twinning Program Sea Container

WE DO NOT DO BILLING. You must include a check/money order for the TOTAL AMOUNT UP FRONT. Thanks!

-Please also write "Sea Container" on the check's memo line if possible.

-It is a good idea (but not required) to bring an **extra blank check** with you if you can in case it is needed (see below).

(2) OUR SHIPMENT FORM (which is your "manifest") listing the categories of goods being shipped, total number of boxes for each type of item, a grand total of the number of boxes of all types, and total cost based on its approximate cubic volume.

-Group all items in a single category (type of goods) on a single line and the total number of boxes of that type of item. Total everything at the bottom.

-DO NOT LIST EACH INDIVIDUAL ITEM ON A SINGLE LINE OF THE SHIPMENT FORM.

UNLESS IT BELONGS IN A DIFFERENT CATEGORY OF GOODS THAN ALL THE OTHER ITEMS. Try to group "like" items together on a line for that category.

-The Coordinator will measure to check your cubic volume estimate.

-If the Coordinator's measurement of your items is well underneath your estimated cubic volume, we might offer a partial refund to you.

-If the cubic volume of your items is much over your estimated cubic volume, we may ask you to give us another check.

If necessary, you could mail that additional check to us after you return home. We realize that the check that you are bringing may have come from your parish, so you may have to approach them about an additional check and have them mail it to us. (If this is needed, we appreciate this.)

(3) SHIPPING COST WORKSHEET (We recommend that you fill it out)

(4) **THE BOX LABELS** for all of your boxes made by copying our Label Form -- already filled out for each box in your shipment with the receiving parish's pastor, address & DIOCESE in Haiti (You can save some time and effort by filling out the basic address info on the label first, then make copies of that partially filled-out form, and then fill in the contents, since each label may list different contents, whereas, the address might remain the same.)

IF MAILING YOUR SHIPMENT, SEND IT TO THIS ADDRESS:

(LABEL EACH BOX WITH THIS ADDRESS -- NOT THE ADDRESS OF YOUR TWIN PARISH IN HAITI UNLESS YOU ARE SENDING WRAPPED PALLETS -- SEE NOTES FURTHER ABOVE)

**Parish Twinning Program
Attention: Bob Snyder
410 Belvedere Drive North
Gallatin, TN 37066 U.S.A.**

-Phone number if you must list one when mailing shipment to us: (931) 259-0240 for Bob Snyder (Warehouse Coordinator)

BE AWARE OF POTENTIAL ISSUES

-The containers are always padlocked before shipping and are sequestered at the dock in PAP until Customs releases them. In 2014, items were unfortunately stolen from the end of one of the containers, so be aware that it can happen, even while in the custody of the Customs people in Haiti.

-Once the items are unloaded by our Haiti Coordinator, they are beyond our control. You and your twin parish are responsible for whether all of your goods get successfully from Port-au-Prince to your twin parish.

-Many Haitian priests will hire truck drivers and deliverymen that they do not know (or relatives or friends) to pick up their goods. Consequently, some items have been lost or stolen in the past due to those folks apparently stealing some of the items.

-Some deliverymen may not carefully count all the items properly to make sure that they have everything that they are supposed to be picking up. If the Haiti priest feels it is safe to do so (if he can trust the deliveryperson), he could give a copy of the shipment form(s) to the deliveryperson if you have sent it to the priest. Too, some drivers are expected to pick up several groupings of items and deliver them to several different parishes, which can result in mistakes also.

-Also, your twin parish priest may not make a good record of what he received at that time, or he may misplace certain items after delivery to his parish. You could stress to him that he must check the shipment forms against what he receives immediately upon receipt and then send you an email about that before anything changes.

-Keep in mind that another factor that can create confusion in Haiti is that **the U.S. parish can send items that are misnumbered.** Sometimes the numbering from one box to another box skips several numbers--and other times, two boxes will have the same number, totals can be wrong, etc. Due to sporadically intense delivery traffic, our warehouse volunteers have limited time to help with any problems when receiving a shipment from a parish. They cannot review everything for labeling errors or other mistakes because time does not permit it, and shipments need to be moved out of the dock area fairly quickly in order to make space for the next delivery. They do try to check the total number of items against the total on the forms if possible. If questions arise in Haiti regarding numbers of items received, the key figure for reference is the total number of boxes or items on the shipment form(s), not the individually handwritten numbers on the boxes.

ALSO BE AWARE THAT WE CANNOT REPLACE LOST OR STOLEN ITEMS

We cannot take financial responsibility for any of the goods which you ship. We typically do not have insurance protecting the goods against theft, damage, or loss, especially in transit in the U.S. or in Haiti. Due to the size and charitable nature of the shipment and the cost & difficulty of that kind of insurance (not to mention the numerous uncertainties about the goods, their delivery, and comparisons with the shipment forms and totals once they are unloaded in Port-au-Prince), we do not generally take that responsibility.

OVERVIEW OF THE SHIPMENT PROCESS

-You either collect or purchase or order the goods and ship or personally deliver them to the warehouse by the deadline.
-We receive, consolidate, and do paperwork for your shipments at the warehouse, putting groups on pallets by diocese.

- On "load days," we load trailers (the "sea containers") with all the donated items (usually no pallets) and padlock them.
- A truck driver arrives and hooks onto each trailer and normally adds a numbered seal to a clasp on the back.
- The containers are driven to a railyard and taken by train to a port city such as Port Everglades, FL or Charleston, SC.
- Soon, the containers are carried by ship for a number of days until they reach the main dock at Port-au-Prince, Haiti.
- The containers are held by Customs on the docks until the paperwork is completed and fees are paid.
- The containers often sit at the docks for two weeks or more while the paperwork gets approved.
- The containers are released one or two at a time.
- Our Haiti Coordinator tries to call those getting items on the released containers and give them the unloading date for the container(s) holding their items, but his lead time is short, so there can never be a lot of notice if we want to avoid docksitting fees.
- Our Haiti Coordinator also tries to arrange it so that a delivery person does not have to make two separate trips, but issues can arise. Delivery persons might be picking up for two different parishes and might have to wait so that the unloaders can reach both groupings of boxes. Too, different containers may end up being released and unloaded on different days.
- On an unloading day, the container is picked up from Customs and taken elsewhere in PAP to be unloaded for parishes.
- The persons chosen by your twin parish to pick up their batch of items load their items and hopefully sign our copy of the Shipment Form.
- Any unclaimed boxes are kept by us temporarily while the Haiti Coordinator continues to try contacting the priest.

NOTE: It usually takes AT LEAST A MONTH from the date the container leaves our warehouse (the week after the gathering ends) for it to be released by Customs personnel in Haiti and unloaded. **Please be patient with the process.**

PROCESS FOR COLLECTING & PURCHASING ITEMS

As stated, contact your twin parish in Haiti first to find out which items they need before you do any collection drives or church bulletin notices. Send specific items--in other words, don't collect a lot of large generic items like old furniture or too many clothes/shoes. See our "Suggested Items To Send" sheet for ideas.

-Goods should be useful and shouldn't take up excessive space, since your shipment cost derives from the cubic *volume* of your shipment (*not* the weight). The weight is a factor for you *only if you are paying to mail items to warehouse.*

-If purchasing, use superstores to cut down on cost. Buy in bulk.

-You can also place an order for items from local stores (paying them in person in your hometown) and have one of their stores ship or deliver them (in boxes) to our warehouse on weekdays during the correct period of time (mentioned on page 1) well before the deadline but not before the time period begins, please.

-WE ARE NOT RESPONSIBLE FOR YOUR SHIPMENTS WHICH ARE MEANT FOR OUR WAREHOUSE THAT GET MISDELIVERED TO THE WRONG WAREHOUSE/LOCATION OR ARE DELIVERED BEFORE OR AFTER THE GATHERING PERIOD. If we are informed about the misdelivery before it is too late, we may voluntarily try to make an effort to help get the items to our warehouse, but we are still not responsible for the mixup or for what happens. A shipment of yours arriving late or being misdelivered may become lost or may miss our shipment entirely, and it is your responsibility to decide whether to try to get the items somehow shipped by someone back to you (at your expense).

-Remember that you must send payment, labels, and a shipment form separately to our U.S. Coordinator--**so you will have to estimate the cubic footage.** Alert our Coordinator. See the previous "If Mailing..." section for more details.

AMOUNT THAT CAN BE SENT

Send as much as you want, **provided that you can afford the cubic volume cost** as figured from the Shipping Cost Worksheet. You can send separate groupings of items for different receiving parishes (or for the same receiving parish) in one larger shipment if you need, but use separate shipment forms (manifests) for each grouping.

DISTANCE FROM PORT-AU-PRINCE

- If your parish is far from Port-au-Prince: Keep in mind the size of your shipment, since some people will have to go to a lot of trouble to pick up the goods in Port-au-Prince. Send things that they really need.

-At the same time--if you do send things, ship enough useful items to make it worth the effort for the priest to come get it. Driving a long way for only a few items or for incidentals would be frustrating.

ITEM RESTRICTIONS

We obviously will only allow legal items which are somehow helpful to your twin parish for their everyday needs or for a special project.

You cannot send the following items.

- No chemicals
- No highly flammable items
- No crates/objects that are so massive that they require a forklift to move
- No propane**
- No lamp oil**
- No gasoline**
- No kerosene**
- No perfumes
- No items for resale
- No live flora or fauna
- No pets
- No fertilizer
- No weapons, guns, knives, or ammunition
- No gases, acids, dry ice, oxidizers, corrosives, or poisons
- Nothing radioactive, magnetized, or infectious
- Technically, gifts are not allowed.
- No alcohol/alcohol products
- No tobacco/tobacco products
- No currency/money
- No expired medicines or soon-to-be expired medicines
- No motorized vehicles (anymore)

Related Restriction Notes:

- We prefer not to have any item over 250 pounds.
- No motorized vehicles, so no motorcycles, no ATVs, no mopeds, etc.
- You cannot send medicines or food-related supplies with an expiration date that might occur before the goods are released by Customs.
- Certain meds can require proof of a prescription or other paperwork.
- If boxed or enclosed, meds (pharmaceutical products) and food-related supplies are expected to be labeled with ingredients, manufacturer, and expiration date.
- Note: Food-related supplies (or pet supplies) should be non-perishable and placed in sealed (taped) plastic bins or drums only.
- Note: If you feel you must send paint, you should send latex paint rather than oil-based, which is too flammable.

SIZE OF BOXES / ITEMS

- We have no specific size restrictions, but cubic cost is based on volume. Obviously, items must be able to fit into a container like you see being carried on an eighteen-wheeler truck.
- You cannot send anything that absolutely requires a forklift to be moved.
- We do NOT have a forklift there in Haiti--the container is unloaded by men with dollies.
- We have shipped generators, refrigerators, stoves, washers, dryers, solar panels, sets of car tires, medical equipment.
- We have sent stacks of long items like long wood pieces or pipe (allowed since items can be separated if necessary).
- Be aware that large items might have to be broken down into pieces in Haiti by those unloading/delivering your items.
- Please separate large items into different boxes if possible.**
- The larger the item, the more expensive it will be for you to include, due to the fact that your cost is determined by your shipment's cubic volume.
- We do accept crates**, but be reasonable with their size/weight, since they may have to be dismantled to be unloaded. USE SCREWS instead of nails on the crate so that we can easily open it to inspect the contents.
- If considering sending an unusually large or awkward item or a crated item and you are willing to give a check to offset the cost, keep in mind the container sizes below.

CONTAINER SIZE

For reference, here are the sizes for the container we typically use, which is a 40-foot-long high-cube container.

DOOR OPENING SIZE at back with both doors open: 7' 8" width by 8' 6" height

INSIDE DIMENSIONS: 7' 9" width by 8' 9" height by 39' 6" length

WEIGHT LIMITS OF BOXES/ITEMS

-There is no strict weight limit, but items have to be somehow liftable.

-We prefer that you keep boxes under 40 pounds, if possible. We know larger items may weigh more than that.

-Again, the weight of your shipment doesn't increase your cost (unless, as already mentioned, you will be shipping it to our gathering point/warehouse; then, you will be paying more to ship it to us).

BICYCLES

If possible, try to take pedals off & group pedals together since they can be reassembled in Haiti.

CAR TIRES

Some parishes are fortunate enough to have access to a vehicle. If you wish to send new tires for that vehicle, you can.

-To send car tires, you must do the following:

-Get a chain of about ten feet and a padlock and the padlock keys and bring it all with the tires. We will chain and lock them after they arrive at our warehouse.

-Contact your twin parish to find out the exact size of the tires that are needed:

-width (mm)

-height (mm)

-rim radius (inches) (for example: 15")

-MARKINGS: Here is an example of a tire marking: "LT265-60-R15 95H" for a Light Truck car tire (P would be for Passenger car); a 265mm width of tire; 60mm is the result of the ratio of height to width in millimeters; R is for Radial tire; 15" is the diameter of the wheel in inches; 95H is the load index/rating and the speed symbol/rating.

-The parish may wish for you to match the exact brand and line of tire, plus any special type or application for the tire. So, you should probably ask them for every major marking on the tire.

MEDICAL SUPPLIES

-You can send unexpired, **over-the-counter non-prescription medicines**.

MAP Int'l (800) 225-8550 or (912) 265-6010 *E-Mail:* map@map.org *Web site:* www.map.org *Fax:* (912) 280-6638

Blessings Int'l (877) 250-8101 *Web site:* www.blessing.org (do not type "blessings" plural) *Fax:* (918) 250-1281

International Aid (800) 968-7490 or (616) 846-7490 *Web site:* www.internationalaid.org *Fax:* (616) 846-3842

-**Meds Expiration Date:** Make sure you don't order medicines with an expiration date which comes within several months after our delivery deadline--because it can take several months for your supplies which were sent on the sea container to clear Customs, be picked up by your twin parish, and then be dispensed to patients. You can contact pharmaceutical companies, local hospitals & physicians to request donated items from them. To obtain **prescription medicines**, you would need a doctor's signature for your order.

SCHOOL SUPPLIES

- **For school & office supplies, we recommend:**

Office Depot/OfficeMax (now one company) 1-800-463-3768 *Web site:* www.officedepot.com

Staples 1-800-333-3330 *Web site:* www.staples.com

If your twin parish doesn't have a school, don't send too many school supplies; but, parish offices may need supplies.

School supplies can be costly to mail, but you can order them to be delivered from a store to our warehouse.

REMINDER RE: TWIN PARISH IN HAITI

-Be in contact with your twin parish throughout the process.

-Don't forget to contact them first to see what they need.

-Get the priest's cell phone number (and parish or rectory phone number) and email address, if not already known and then put them on our Shipment Form.

- Alert them that items are being shipped to them--the number of boxes, contents, and the relative size of the shipment.
- Remember that you can email scans of your shipment forms to the priest or contact person if possible.
- Help them figure out whether they will need a truck (with a flatbed) or much manpower to get their things.
- If they will need to hire helpers or vehicles, you may wish to send them funds to offset their expenses.
- Tell them that when Customs sets a date for unsealing/unloading, our Haiti Coordinator will be contacting them with the unloading date for the particular container which carries their items (and the location of the unloading). Our Haiti Coordinator has a limited ability to communicate quickly in Haiti.
- The deliverypersons must know that they may have to spend time waiting during unloading due to various uncertainties.
- Tell your twin parish pastor that he needs to come to Port-au-Prince on the exact day he's asked to come, since we don't have an easy way to store the goods. They should be picked up that day.

CONSIGNEE

The overall consignee for the entire shipment of all of our containers is the Parish Twinning Program. We are our own consignee--the sea container shipment goes to the Parish Twinning Program in Port-au-Prince. We are considered an "ONG" in Haiti (their term for an NGO/Non-Governmental Organization), and we consequently have a "franchise" with the right to ship humanitarian goods into the country. Due to that, our shipping label has our name above your Haiti parish's address, so just add your specific priest/person's address below that.

BEST OF LUCK AND THANKS FOR PARTICIPATING!

PTPA is a non-governmental charitable 501(c)(3) tax-exempt non-profit organization.

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