

SAM—TRANSPORTATION MANAGEMENT

AGENCY RESPONSIBILITY

3806

(Revised 03/07)

Your agency must perform all traffic management activities that are not performed by the DGS Transportation Management Unit. You must stay within the policies of the SAM and follow the guidance furnished by the Transportation Management Unit. Except for designated exceptions, you must also:

1. Give the DGS Transportation Management Unit all freight, storage, and service bills which involve State shipping charges, prepaid and collect, and public utility warehouse charges. Supply any other information needed by the Unit to analyze these bills.
2. Give the DGS Transportation Management Unit your freight claims of \$200 or more for loss and damage to property while in transit by carriers or while in storage in public utility warehouses when the State is responsible for filing the claim. These claims will be evaluated, filed, and negotiated to final settlement. You must also provide all supporting information necessary for proper settlement.
3. Refer matters requiring rate negotiations or involving regulatory agencies to the DGS Transportation Management Unit. Make data available to the Unit so it can get favorable decisions in matters before carriers, tariff bureaus, and regulatory bodies.
4. Consult with the DGS Transportation Management Unit on site selection for storage, warehouse, and processing facilities where transportation and traffic factors are a consideration. You should request advice regarding transportation cost, rate, and traffic data during the initial phases of site selection, expansion, and comparison. This will ensure proper evaluation of these things.
5. Retain tariff and traffic information as required by the DGS Transportation Management Unit.
6. Make your shipping and receiving staff available for education and training.