

SAM—TRANSPORTATION MANAGEMENT

REQUESTS TO EXCEED MAXIMUM WEIGHT LIMITS

3823

(Revised 03/07)

The Director of the Department of Personnel Administration (DPA) is authorized to grant exceptions to the 11,000 pound weight limit on moving household goods. If you want to get this exception granted, your agency must send a request to the DPA before the move.

Submit your request to the Department of Personnel Administration, Personnel Services Branch, 1515 S Street, North Building, Suite 400, Sacramento, California 95814, on a Moving/Relocation Expense Approval Request, STD. 256. See (3800) A-6 in the Appendix. It must be approved by your agency's director or a designated individual.

Include the following on the request for an exception to the maximum weight limit of 11,000 pounds:

1. Certify on STD. 256 that no articles prohibited by CCR, Title 2, Section 599.718 are to be included in the shipment. Household or personal goods include items such as furniture, clothing, musical instruments, household appliances, foods, and other items which are usual or necessary for the maintenance of a household. Household effects shall not include automobiles or implements thereof, other motor vehicles, boats, equipment, firewood, building material, etc.
2. Write a statement describing the efforts you have taken to reduce the estimated weight of possessions to be shipped. This statement must accompany STD. 256. Typical efforts include garage sales, personally moving household effects to new location, giving items away to family and friends, etc.
3. The size of your family to be moved.
4. The reason for extra weight; for example, hobbies, heavy furniture, large library, etc.
5. Legible signed copies of your carrier's estimating forms, including:
 - a. Basis for Carrier's Probable Cost of Services. Include the front and back, with number of cubic feet per number of items to be moved.
 - b. Probable Cost of Services.
6. A legible copy of the Inventory of Household Goods and Weight Certificates (if requested approval exceeds 18,000 lbs.). After your move, send a copy of the inventory and weighmaster's certificate to DPA, Personnel Services Branch. The STD. 256, along with the copies of the carrier's estimating forms, will be retained by the Personnel Services Branch until they receive the inventory to check that no articles prohibited by CCR, Title 2, Section 599.718 were included in the shipment.

When the carrier estimates less than 11,000 pounds, but the actual weight moved is more than 11,000 pounds, you may submit a request to exceed the maximum weight limitation. Submit the request as outlined above with a notation on the STD. 256 that the actual weight exceeded the estimated amount. Include a copy of the estimate and the weighmaster's certificate.

If you have already received permission to exceed the 11,000 pound limit and the actual weight moved turns out to be even more than the DPA approved weight, you may request an additional allowance. Submit this request to the Department of Personnel Administration, Personnel Services Branch, 1515 S Street, North Building, Suite 400, Sacramento, California 95814. Put a comment on STD. 256 that this is a *second* request based upon an actual weight which exceeds the previously authorized amount. A legible copy of the weighmaster's certificate supporting the carrier's billed weight must accompany the STD. 256. If the actual weight exceeds 18,000 pounds, a legible copy of the Inventory of Household Goods must also be attached.