

## **SAM—TRANSPORTATION MANAGEMENT**

### **USE OF STRAIGHT BILL OF LADING, STD. 254**

**3840**

(Revised 06/07)

When shipping anything, except for intra-agency and interagency mail, use the Straight Bill of Lading, STD. 254, to document the shipment. See (3800) A-3 in the Appendix. STD. 254 must be used no matter if the material is shipped by proprietary vehicle or by a for-hire carrier. Only the "Data Processing" copy of STD. 254 must be sent to the DGS Transportation Management Unit at 707 Third Street, Second Floor, West Sacramento, CA 95605-2811 after entering the freight charges for invoices \$500 or less.

Use STD. 254 to comply with Federal laws governing the transportation of hazardous materials and to assure the accumulation of uniform and complete State shipping data required of the Department of General Services. For those reasons, departments must be sure that all shipments which they originate are correctly and completely documented by the original STD. 254 and the "Data Processing" copy is promptly forwarded to the DGS Transportation Management Unit with the freight invoice (over \$500) for the DGS Transportation Management audit.

Departments may overprint the correct descriptions and freight classifications of often-shipped materials. You may contact the DGS Transportation Management Unit for help developing commodity descriptions and freight classifications.