** JRSO Policy: Personal Boxes **

*Originated: 2004  
Revised: 2013  
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### Introduction

All shipments to and from the *JOIDES Resolution*, including personal boxes, are subject to random inspections by Customs authorities at the port of entry into the United States or abroad. This policy affects all shipboard participants.

### Definitions

**Personal box:** dimensions approximately 12” × 18” × 6”

**Safety gear:** safety boots, hard hat, safety glasses, coveralls, safety clothing, etc.

### To the Ship

JRSO will ship one 12” × 18” × 6” box containing personal items from College Station, Texas, to the *JOIDES Resolution* for seagoing staff and scientists. New hires and participants on high-latitude expeditions or Winter-holiday expeditions (24 December–2 January) are allowed one extra box.

Shipping paperwork for P-boxes is completed in AMS, which stores inventory, export control, and shipping documentation (see the [Employee Personal Effects Quick Guide](http://iodp.tamu.edu/travel/portcall.html), available from the Export Control Office).

Personal boxes are sent to the ship in surface freight shipments; all shipping paperwork and approvals must be completed before the expedition’s surface freight shipping deadline (the deadlines are emailed to all staff; also see [http://iodp.tamu.edu/travel/portcall.html](http://iodp.tamu.edu/travel/portcall.html)). If a personal box misses the surface freight deadline, approval must be obtained from the Department Manager and Shipping Coordinator to send it in air freight.

Food items should be limited to sealed coffee, tea, and candy. However, personal box contents are limited by rules in different countries; for example, food cannot be sent to certain ports.

### From the Ship

JRSO will ship one 12” × 18” × 6” box containing only data and/or one 12” × 18” × 6” box containing only safety gear for each seagoing staff or scientist from the *JOIDES Resolution* to College Station or the scientist’s home institution. JRSO will not ship a box containing personal items (other than data or safety gear) from the *JOIDES Resolution* to College Station or the scientist’s home institution. Electronics, CD/DVDs, perishable items, and foreign purchases are not allowed in personal boxes from the ship.