

Cargo Tracking System (CTS) - <https://arslportal.battelle-aro.org>

*Shipments to Greenland via the Air National Guard **MUST** be logged in the Cargo Tracking System (CTS). Items not entered in CTS will be given lower ANG airlift priority.

- **New Users:** Contact PFS IT&C Support at PFS-ITC-Support@polarfield.com for login credentials
- **Current Users:** Use “Forgot Password” link to reset if needed.

Cargo Entry – Basic Steps

- 1) Select “**Create shipment**” tab
- 2) Select “PI” that shipment is being created for
- 3) From drop-downs select:
 - Destination
 - Project
 - Researcher Send Date to NY
 - Flight date
- 4) Select “ROS” at field site – (date for arrival at final destination)
- 5) Click “**Create shipment**” at bottom of screen
- 6) Click “**Add Item(s) to Package**”
- 7) Enter details of the package’s contents in the numbered grid.

**** Every package should have a unique TCN assigned. Do not include multiple packages under the same TCN****

- 8) “**Submit Update**” after contents of an individual package have been entered
- 9) “**Edit**” in the Edit Package Details area to enter package specifications including weight and dimensions
 - “**Update**” after package detail data has been entered
- 10) Print a Manifest and Shipping Label for the package from bottom of screen
- 11) Affix a Shipping Label to each package
- 12) Select “**Add Package**” and repeat steps 5 through 9 to create additional TCN’s for multiple packages.

Important Reminders

- Each package arriving for ANG transport should contain a **CTS Shipping Label**.
- **Shipping Directly from a Vendor** – Instruct vendor to include PI Name and Project info on the package. Alert Battelle ARO (B-ARO) NY Staff to item(s) and shipment details. This will help B-ARO staff identify the item when it arrives.
- If multiple PI’s and/or destinations for the same project, label all cargo with PI, Project, and Destination info.
- **Package Content Descriptions** are important. If a label is lost during transit, descriptions in CTS can help staff identify a package. i.e. power tools, science drilling equipment, etc.
- **Accurate Dimensions and Weights** in CTS are important for load planning and tracking.

*Contact Dave Haney: dave@polarfield.com to request more detailed instructions on the CTS program.

*Contact B-ARO NY: Dino Guthrie dino@polarfield.com & Kevin Gifford ARO-nycargo@polarfield.com 518.344.2635 for specific cargo questions.