

## Cargo Tracking System (CTS)

<https://cts.battelle-aro.org>

Shipments to Greenland via Air National Guard **must** be entered into the Cargo Tracking System (CTS).

CTS accounts are created by B-ARO ITC for researchers and an invitation will be issued to the individual. If not:

**New User:** Contact IT&C Support at [IT@battelle-aro.org](mailto:IT@battelle-aro.org) for login credentials.

**Past User:** Use “Forgot Password” link to reset if needed.

CTS requires a Two-Factor Authentication to access via prompt from email, phone, or authentication app.

### Cargo Entry – Basic Steps

**CTS assigns a Tracking Code Number (TCN) to each package of cargo to Greenland.**

- 1) Select “**Create shipment**” tab.
- 2) Select “PI” that shipment is being created for.
- 3) Select:
  - Origin / Flight Destination / Route / Project / Flight Date to Greenland / ROS (Receive on Site) Dest Date
- 5) Click “**Create shipment**” at bottom of screen.
- 6) Click “**Add Item(s) to Package**”
- 7) Enter details of the package contents in the numbered grid.
- 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.
  - “**Special Handling Instructions**” and check all boxes that apply (descriptions below).
  - “**PI Description/Project**” add a brief description of the package. This will be printed on the label and show in Waypoint Receiving.
  - “**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 6 through 9 to create additional TCN’s for multiple packages.
- 13) For *returning* cargo: Use the “**Return**” Function (in Waypoint Receiving “Actions Tab” after TCN entered.)

### Key Points

- A **CTS shipping label** must be attached to each package arriving for ANG transport. If multiple PI’s and/or destinations for the same project, label all cargo with PI, Project, and Destination info.
- **Every package needs a unique TCN assigned.** Do not include multiple packages under the same TCN.
  - Leave the CTS label on your package. This is important when returning your shipment to the USA.
    - Use the “Return” function in CTS when returning your shipment from Greenland.
- **Shipping Directly from a Vendor** – Instruct vendor to include PI Name and Project info on the package. Notify B-ARO NY Staff of shipment details to ensure proper identification when it arrives on base.
  - Create a CTS entry for dropship items. If weight and dimensions aren’t known, B-ARO staff can update when the shipment arrives in NY.
- **Package Content Descriptions** are important. If a label is lost during transit, descriptions in CTS help staff identify a package. Examples: power tools, science drilling equipment, etc.
- **Hazardous cargo** must be accompanied by an **SDS (safety data sheet)**. Ground shipment (DOT) has different requirements than military aircraft, so an SDS is always necessary.
- **Special Handling Instructions** are important, particularly for temperature sensitive and hazardous cargo.
  - Temp-sensitive: DNF (do not freeze) / KC (keep chilled) / KF (keep frozen)
  - Hazardous cargo: HAZ (hazardous) / KU (keep upright)
- **Accurate Dimensions and Weights** are important for load planning and tracking.

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