



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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In Reply Refer To:
1523 (9540) P

June 14, 2010

EMS Transmission – 6/18/2010
Instruction Memorandum No. NM-2010- 017
Expires: 9/30/2011

To: All Employees, NMSO

From: State Director

Subject: New Mexico State Office (NMSO) Warehouse Delivery Policy

Program Area: Warehouse Shipping and Receiving.

Purpose: Implement a Warehouse Shipping and Receiving Policy for the NMSO facility at 301 Dinosaur Trail, Santa Fe, New Mexico. This Policy is developed to maintain a secure complex and to be compliant with HSPD-12 requirements by limiting access to the warehouse.

Policy/Action: The only delivery accepted at the reception desk is mail from the United States Post Office; all other deliveries including United Parcel Service (UPS) and FedEx are to be delivered to the warehouse.

When placing large orders, the requisitioner and contracting officer must include instructions for vendors to coordinate their delivery with the NMSO warehouseman at 505-954-2063, especially if a forklift will be required to unload the shipment. **The forklift can only be operated by a Bureau of Land Management (BLM) card carrying certified forklift operator.**

Deliveries will be accepted between 8:00 a.m. and 4:00 p.m. only. Guaranteed delivery time for FedEx is 12:00 p.m. and scheduled pick up time is 3:00 p.m. NMSO does not have a service agreement with UPS. Whenever UPS makes a delivery, they will take any UPS return shipments that have accumulated.

An intercom/telephone located above the smart card reader at the warehouse gate is to be used by delivery personnel to let the receptionist know they have a delivery to make at the warehouse. The receptionist will page the appropriate employee to open the gate and accept the delivery.

Points of Contact

Primary employee for **trucking firm** - Danny Garcia
Secondary employees - Thom Maestas and Carlos Martinez

Primary employee for **UPS and FedEx** - Danny Garcia
Secondary employees - Teresa Perez and Ferne Lovelace

Semi-trucks (18-wheelers) cannot exit the property by driving around the back of the building. Receiving official will open the gate so the trucker can back up onto Dinosaur Trail. Receiving official should offer to act as a spotter for the trucker.

Supervisors are responsible for informing their employees and all newly hired employees of the Warehouse Delivery Policy.

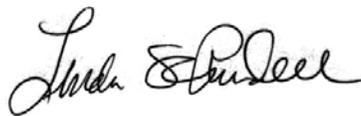
Timeframe: Immediately.

Budget Impact: None.

Background: The intercom/telephone was not installed when NMSO first occupied the facility; now that it is installed we are able to secure the warehouse gate in compliance with HSPD-12.

Manual/Handbook Sections Affected: None.

Contact: Questions concerning this Policy should be directed to the Branch Chief, Support Services at 505-954-2074.



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