

Dear Sir/Madam

the Site Manager of the Field Intercomparison of Rainfall Intensity Gauges of Vigna di Valle, Mr Vuerich Emanuele (ReSMA Centre), would like to invite you to follow these procedures in order to ship successfully your instrumentation.

INSTRUMENTS SHIPMENT PROCEDURES

For instruments+spare/duplicates coming from European Community Members (CEE) and to be calibrated in DICAT laboratory in University of Genoa.

1. I please invite you to send your instruments to Genoa Laboratory for preliminary calibration as soon as possible:

The Consignee's address is:

**DICAT – Department of Construction, Environmental and Architectural Engineering
University of Genova
Viale CAMBIASO, 6
16145 Genoa
Italy**

The Consignee's name is:

**Dr Luigi STAGI, Site Manager of Laboratory phase of Intercomparison
Tel.: +39 010 353 2482
Fax: +39 010 353 2481
E-mail: luigi.stagi@unige.it**

2° Contact Point:

**Dr Annalisa MOLINI
Tel.: +39 010 353 2485
Fax: +39 010 353 2481
E-mail: annalisa.molini@unige.it**

3° Contact Point:

**Dr Francesca Vascellari
Tel.: +39 010 353 2303
Fax: +39 010 353 2481
E-mail: francy@unige.it**

2. As soon as possible and **before instruments sending**, you are please requested to send an e-mail or fax-simile to Mr Vuerich (vuerich@meteoam.it, fax: +39 06 9987297) and a copy to Mr Stagi (luigi.stagi@unige.it; fax: +39 010 353 2481) of the **following fundamental information**:
 - **Arrival/Delivery information:** the Air Company, the Air Way Bill number (AWB number) and the delivery timetable (or similar information about delivery if you use only terrestrial transportation);
 - **Electronic copy** of the **INVOICE** (a paper document that must be normally together with instruments consignment/packages). Your INVOICE should be similar to the template you may find in the file annexed to this document. Please, fill in your INVOICE with your information according to the template, especially with instruments serial numbers and U.N. numbers (dangerous goods code, if any).

All previous information are considered as sort of “**PRE-ALERT**” and will permit the Site Manager to have a complete monitoring on your instruments shipment to Genoa Laboratory.

3. As soon as the calibration phase is finished, the Site Manager Mr Vuerich will be in charge of transportation of your instruments from Genoa to Vigna di Valle to install them.
4. Please send any information useful to check if the state of your sent instruments is good.
5. I wish to invite you to send your instruments with the most detailed technical documentation (hard copy inside consignments packages) and ISO quality certificates. I also invite you to send first by email (vuerich@meteoam.it) an electronic version of that documentation.
6. I would like you/your personnel to assist at the installation’s activities of your instruments in Vigna di Valle Intercomparison Site, if it is possible for your company/institution. You are indeed welcome. In few weeks, an installation timetable will be available, so that you/your personnel could plan to come. After your decision and an advise to me, you will receive all logistic arrangements to come to Vigna di Valle.

If previous instructions are not clear for you or they are partially impossible to follow, please reply immediately to the Site Manager, Mr Vuerich, by email or fax with your remarks and please wait for the next instructions before instruments sending. We will find another fast solution for you.

With kind regards,

Dr Emanuele VUERICH
(The Site Manager Site Manager of the Field Intercomparison Vigna di Valle)