

## Transit/Ocean Cargo Insurance for Caltech Property

1. **Shipments - Overseas Shipments (Outside Continental U.S.) and Domestic (Continental U.S.) Shipments:**  
When shipping Caltech property (goods & merchandise) overseas or domestically, no insurance coverage is afforded unless you accept the insurance coverage offered by the carrier, or place coverage through the Risk Management Office.
  
2. **Insurance** - The Office of Risk Management has purchased insurance to cover goods that are shipped via a commercial carrier by air, truck, or rail. There is no need to buy the insurance from the shipping company. This insurance is for Caltech property that exceeds \$5,000 in value, as we self-insure for the initial \$5,000.  
  
Our insurance comes at no cost to the department doing the shipping, unless the shipment is valued over \$1,000,000 dollars. Shipments are insured for up to \$1,000,000 in value.
  
3. **Process** - Prior to shipment, please send an e-mail with the following information to Lisa Telles, Risk Manager, at [lisa.telles@caltech.edu](mailto:lisa.telles@caltech.edu) and you should be covered!
  - 1) Shipment Date
  - 2) Method of shipment (air, truck or rail)
  - 3) Name of transit/cargo company
  - 4) Shipping addresses – originating from and destination
  - 5) Description of goods & merchandise including packaging
  - 6) Amount insured (replacement cost)
  - 7) If property valued over \$1 million – please provide POETA (account number to be charged)
  
4. **Claims Reporting** - Report claims of damage or loss immediately to the transit/cargo company and to Lisa M. Telles, Risk Manager (x6324), so that we can initiate the insurance recovery process.