

Shipping / mailing items

1. What is it? letter or reagents or equipment or documents?
2. Is receipt date important?

If **receipt date** is important and you need a tracking number, you should use receiving (1st floor loading dock) for shipping items because all **couriers** (UPS, Fedex, Airborne, DHL, etc.) will give you a **tracking number**. As of 2011, we are using FedEx for most standard shipments. See sample pricing below (priority overnight is the best deal usually). Ask Janette for the account number.

They will offer you some options such as overnight, 2-day, 3-day or ground. Please see sample pricing below, but you can check it yourself for each package. If a perishable must reach ASAP, use overnight. Note that “days” are counted as working days (generally M through F). Usually, you should get the item into receiving by 2.30 pm on the day of shipment.

You may need a customs sticker for packages that are not documents. Inquire with receiving personnel.

They have styrofoam peanuts and tape available down there but they charge you for padded envelopes.

If receipt date is not important, then you can use **US mail**. This is particularly convenient for letters and documents, which can be placed in the box on the 3rd floor outside the mail room. But please note that there are 3 slots (stamped mail, campus mail, and unstamped mail). Unstamped mail must have **a recharge ID** on it otherwise it will not be mailed and will get lost.

It is better to take stamped mail (e.g. your tax returns or your rent check) to the Ackerman post office rather than deposit it in the 3rd floor box. The mail is picked up from the 3rd floor box in Young Hall around 8 am, but pick up at Ackerman is around 3.30 pm. Note that they will not take packages (anti-terrorism) unless it is handed to them personally. Therefore, you might have to go to UCLA mail services at the Wilshire center to drop it off or to UCLA mail services at Strathmore building. See map to Wilshire center at this link.

<http://map.ais.ucla.edu/portal/site/UCLA/menuitem.789d0eb6c76e7ef0d66b02ddf848344a/?vgnextoid=f57f74ede65af010VgnVCM100000db6643a4RCRD>

Priority mail or International priority mail is another good option for strains or other non-perishables.

Go to Wilshire center or see the link below for information on International mail from UCLA mail services. They are located in basement of Strathmore building and are quite helpful as are the folks at Wilshire Center.

[http://map.ais.ucla.edu/portal/site/UCLA/menuitem.789d0eb6c76e7ef0d66b02ddf848344a/?vgnextoid=c8432c22d1848010VgnVCM200000dd6643a4RCRD&searchterm=\[Ljava.lang.String;@69f2f9](http://map.ais.ucla.edu/portal/site/UCLA/menuitem.789d0eb6c76e7ef0d66b02ddf848344a/?vgnextoid=c8432c22d1848010VgnVCM200000dd6643a4RCRD&searchterm=[Ljava.lang.String;@69f2f9)

There are also pick up boxes at other locations on campus.

<http://www.adminpolicies.ucla.edu/att/Default.aspx?&att=310-A>

Please remember that US mail passes envelopes through machines and this causes items to get smashed inside. Therefore, you must put vials in an appropriate container inside a padded envelope or you can write “please hand cancel”. Prices for international priority are sometimes less than Fedex, but see sample pricing below for international shipment through FedEx. **The convenience of using receiving and the advantage of a tracking number through might be worth the increased cost if the item is valuable.**

<http://www.usps.com/prices/priority-mail-international-prices.htm> The US postal services web site is quite useful.

http://www.usps.com/welcome.htm?from=global_header&page=homepage

Mailing labels (purchased in stock room or available in 5070 with envelopes) can be used on the box or letter. They must have a return address and a recipient address. You will need to put a recharge ID on the package. If it is department business (e.g. proposal documents), you can use department recharge ID CH2A. But if it is our research related business, charge it to one of our grants. Sabeeha or a senior member of the lab (Janette / Dudley in 2012) can give you the **grant recharge ID**. This number is like a credit card number, which means that you should not use it indiscriminately. It also **expires** each year when the grant expires, which means you must ask for it every time.

If you are shipping something outside the US, please add a **custom sticker** to the package (in office in room 5070 or available in department mail room or in Ackerman post office). If it is a letter, put “documents” for content. If it is a DNA or a strain or an antibody, write something like this “protein (or DNA) for research use only, no commercial value, no hazard to human or livestock”.

As of 01 June 2012, USPS no longer accepts handwritten copies of [Customs Form PS 2976-A](#). This form, generally necessary for international shipments weighing **four (4) pounds or more**, must now be prepared and submitted electronically ([click here](#) for further details). However, [Customs Form PS 2976](#), generally necessary for international shipments weighing **under four pounds**, may at this time still be either printed online or submitted handwritten.

The USPS offers two easy-to-use tools to help you identify and prepare the appropriate Customs Forms:

- To find the correct Customs Form: <http://ircalc.usps.com/CustomsFormsCalculator.aspx>
- To prepare your Customs Form(s) online: <http://webapps.usps.com/customsforms/>

International Mail shipments which require Customs Form PS 2976-A must also include a plastic pouch to enclose the completed form ([Customs Declaration Envelope 2976E](#)). UCLA Mail Services can provide these pouches at no cost to your department, so please contact us if you need additional supplies. Any other service questions or requests for assistance may be directed to the [MDDS departmental mailbox](#).

Regarding shipment by FedEx.

Janette or Penny will give you the account number and show you how to generate the label. It is cheaper to use a Fedex box or Fedex envelope compared to your own box. You will need to know the size and weight of the package. There is a scale in the office for small packages. The Fedex web site will give you estimates of the charges (calculate charges button) for different types of delivery options. They will also give you an estimate of delivery time for international shipments, which usually take a minimum of 2-3 days. Therefore, mail on a Monday preferably.

Here are some examples.

Estimated Transit Times

Fed Ex First Overnight* (8 AM, next business day, Saturday option available**) – **note that this is very expensive and you will almost never need this service!**

Fed Ex Priority Overnight (10:30 AM, next business day, Saturday option available) – often most efficient and cost effective option.

Fed Ex Standard Overnight (3:00 PM, next business day, Saturday option available) – **this is probably also OK, but note that 10.30 AM delivery does not cost that much more**
Fed Ex 2nd Day (4:30 PM, second business day, Saturday option available)
Fed Ex Express Saver (4:30 PM, 4 business days)*** - **you can use this instead of ground when the timing does not matter**
Fed Ex Ground (4-5 business days)

* no discount vs. standard rates

** Using Saturday option generally adds additional 30-50% to rate.

*** discounted option for UCLA shippers

International First (2 Business Days 9 AM)

International Priority (2 Business Days Noon) – **note that this is often cheaper than economy!!**

International Economy (4-5 Business Days)

Dry Ice:

Only needs to be identified to comply with federal regulations, but does not affect rates.

Estimated Sample Rates:

Fed Ex Letter Envelope to Northwestern (Evanston, IL)

Weight: 1 lbs (10 lbs)

Fed Ex First Overnight - \$55.96 (Same)
Fed Ex Priority Overnight - \$9.58 (Same)
Fed Ex Standard Overnight - \$9.21 (Same)
Fed Ex 2nd Day - \$8.12 (Same)
Fed Ex Express Saver - \$5.92 (Same)
Fed Ex Ground - Not Available

Your Packaging to Northwestern (Evanston, IL)

Weight: 1 lbs (10 lbs)

Fed Ex First Overnight - \$73.62 (\$119.79)
Fed Ex Priority Overnight - \$13.49 (\$26.78)
Fed Ex Standard Overnight - \$11.95 (\$23.37)
Fed Ex 2nd Day - \$8.12 (\$22.23)
Fed Ex Express Saver - \$5.92 (\$15.02)
Fed Ex Ground - \$5.02 (\$6.44)

Fed Ex Letter Envelope to Stanford (Palo Alto, CA)

Weight: 1 - 10 lbs

Fed Ex First Overnight - \$48.36
Fed Ex Priority Overnight - \$7.08
Fed Ex Standard Overnight - \$6.70
Fed Ex 2nd Day - \$5.37
Fed Ex Express Saver - \$4.82
Fed Ex Ground - Not Available

Your Packaging to Stanford (Palo Alto, CA)

Weight: 1 lbs (10 lbs)

Fed Ex First Overnight - \$55.80 (\$70.99)
Fed Ex Priority Overnight - \$8.37 (\$12.73)
Fed Ex Standard Overnight - \$7.01 (\$11.12)
Fed Ex 2nd Day - \$5.37 (\$8.29)
Fed Ex Express Saver - \$4.82 (\$7.40)
Fed Ex Ground - \$5.02 (\$5.02)

Fed Ex Letter Envelope to Georgetown (Washington DC)

Weight: 1 lbs - 10 lbs

Fed Ex First Overnight - \$56.98
Fed Ex Priority Overnight - \$9.91
Fed Ex Standard Overnight - \$9.65
Fed Ex 2nd Day - \$8.24
Fed Ex Express Saver - \$6.54
Fed Ex Ground - Not Available

Your Packaging to Georgetown (Washington DC)

Weight: 1 lbs (10 lbs)

Fed Ex First Overnight - \$74.90 (\$122.52)
Fed Ex Priority Overnight - \$13.87 (\$27.57)
Fed Ex Standard Overnight - \$12.29 (\$24.04)
Fed Ex 2nd Day - \$8.24 (\$22.83)
Fed Ex Express Saver - \$6.54 (\$17.40)
Fed Ex Ground - \$5.02 (\$7.21)

Fed Ex Letter Envelope to Queen Mary, University of London (London, UK)

Weight: 1 lbs - 10 lbs

Fed Ex International First \$94.70
Fed Ex International Priority \$17.29
Fed Ex International Economy \$22.20

Your Packaging to Queen Mary, University of London (London, UK)

Weight: 1 lbs (10 lbs)

Fed Ex International First \$119.13 (\$211.21)
Fed Ex International Priority \$18.93 (\$60.59)
Fed Ex International Economy \$22.20 (\$57.80)

Fed Ex Letter Envelope to University of Tokyo (Tokyo, Japan)

Weight: 1 lbs - 10 lbs

Fed Ex International First Not Available
Fed Ex International Priority \$16.60
Fed Ex International Economy \$21.56

Your Packaging to University of Tokyo (Tokyo, Japan)

Weight: 1 lbs (10 lbs)

Fed Ex International First Not Available

Fed Ex International Priority \$20.90 (\$57.28)

Fed Ex International Economy \$21.56 (\$55.76)