

# Shipping / Mailing Items

1. **What is it? Letter or reagents or equipment or documents? Perishable or not?**

2. **Does it require packaging or can you use the carriers packaging?**

They have styrofoam peanuts and tape available down in receiving/stockroom but they charge you for padded envelopes. Bubble wrap and some recycled padded envelopes can be found adjacent to autoclave. US Postal mailing material can be found in 5070 or obtained at ASUCLA Ackerman post office. Envelope and boxes for most carriers (UPS, FedEx, Airborne, DHL, etc.) can be obtained at receiving on 1<sup>st</sup> floor.

3. **Is receipt date important? No – US Postal or Yes – FedEx or other overnight**

4. **Do you want tracking and insurance? Yes – FedEx or other overnight often best choice**

## US Postal Services/ Campus Mailing

If receipt date is not important, then you can use **US mail**. Priority mail or International priority mail is another good option for strains or other nonperishables. This is particularly convenient for letters and documents, which can be placed in the box on the 3<sup>rd</sup> 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.

Note that the mail is picked up from the 3rd floor box in Young Hall around 8 am, therefore, it is better to take stamped mail (e.g. your tax returns or your rent check) to the ASUCLA Ackerman post office rather than deposit it in the 3rd floor box but pick up at Ackerman is around 3.30 pm. This unit is for personal mail only and does not process department recharge mail. Be aware that they will not take packages (anti-terrorism) unless it is handed to them personally.

UCLA Mail Services operates the USPS Contract Post Office located at Wilshire Center, 10920 Wilshire Blvd. Suite 150. Open from 9:30 a.m. to 5:00 p.m., Monday through Friday, the Contract Post Office services all your personal mailing needs. They accept cash, checks and major credit cards. Wilshire Center Suite 150 also houses a satellite UCLA Mail Services Outgoing station. Department recharge mail may be presented at Suite 150 for business mail processing including express, certified and many other USPS services. Since Ackerman post office offers limited services, you might have to go to UCLA mail services at the Wilshire center. More information about UCLA Mail Services can be found at <https://www.mdds.ucla.edu/mail-services>, including map to Wilshire Center and international mailing.

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.**

The US postal services web site is quite useful.

[http://www.usps.com/welcome.htm?from=global\\_header&page=homepage](http://www.usps.com/welcome.htm?from=global_header&page=homepage)

Pricing can be found at <http://www.usps.com/prices/priority-mail-international-prices.htm>

**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 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 declaration sticker** to the package (in office in room 5070 or available in department mail room or in Ackerman post office or printed online at [https://cns.usps.com/cfo/ShippingInformationAction\\_input](https://cns.usps.com/cfo/ShippingInformationAction_input)).



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: <https://www.usps.com/send/customs-forms.htm> 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.

- 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](#).

## Overnight Shipping (FedEx or other carriers)

If **receipt date** is important and you need a tracking number, you should use receiving (1<sup>st</sup> 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 Beth 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. See below for deciding what declaration (customs) form to use.

Beth 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.

## Estimating Rates for Different Mailing Options:

1. Fed Ex First Overnight\* (8 AM, next business day, Saturday option available\*\*) – **note that this is very expensive (3-5 X more) and you will almost never need this service!**
2. *Fed Ex Priority Overnight (10:30 AM, next business day, Saturday option available)* – **often most efficient and cost effective option.**
3. 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**
4. Fed Ex 2nd Day (4:30 PM, second business day, Saturday option available) – **there is morning version that is only slightly more than regular 2nd day**
5. Fed Ex Express Saver (4:30 PM, 4 business days)\*\*\* - **you can use this instead of ground when the timing does not matter**
6. Fed Ex Ground (4-5 business days) – **this is good for heavy packages**

\* 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.

Rates can be easily calculated on the FedEx website using their Shipping Manager at <https://www.fedex.com/shipping/shipEntryAction.do?origincountry=us&locallang=us&urlparams=s=us>

Enter your shipping information into sections 1 & 2. In Section 3. Package & Shipment Details, enter date, # of packages, weight and type of package (your packaging or FedEx provided) but leave service type unspecified (select).

**3. Package & Shipment Details** [Help](#) [Hide](#)

\* Ship date: 09/24/2014

\* No. of packages: 1

\* Pricing option:  FedEx Standard Rate,  FedEx One Rate

\* Weight: 5 lbs

Declared Value: U.S. Dollars

\* Service type: **Select**

\* Package type: FedEx Box

Include a return label

In Section 4 under Rates & Transit Times there will appear [Calculate Rate](#) button. Click on Calculate Rate and you will get prices and options for the different transit times. Note how excessive the First Overnight rate is compared to other Overnight Rates!

**Rates & Transit Times (optional)** [Help](#) [Hide](#)

Amounts are shown in USD

Select	Service and Transit Time	Your Rate
	Click calculate to get rates and transit times.	<a href="#">Calculate</a>

**Rates & Transit Times (optional)** [Help](#) [Hide](#)

Roll over your rate quote for a breakdown of costs.  
Amounts are shown in USD

Select	Service and Transit Time	Published Rate	Your Rate
<input type="radio"/>	FedEx First Overnight <sup>®</sup> 08:00 Thu Sep 25, 2014	96.74	93.94
<input type="radio"/>	FedEx Priority Overnight <sup>®</sup> 10:30 Thu Sep 25, 2014	66.22	16.66
<input type="radio"/>	FedEx Standard Overnight <sup>®</sup> 15:00 Thu Sep 25, 2014	61.53	15.49
<input checked="" type="radio"/>	FedEx 2Day AM <sup>®</sup> 10:30 Fri Sep 26, 2014	23.20	22.52

[View all services](#) [View/Print details](#)

Note that there is little difference in the price if you send it in your packaging versus using FedEx boxes or packs.

## Examples of Estimated FedEx Sample Rates: (24 September 2014)

### Domestic (within US) to Northwestern (Evanston, IL)

#### Fed Ex Letter Envelope

*Weight: less than 1 lbs*

Fed Ex First Overnight - \$65.74  
Fed Ex Priority Overnight - \$9.80  
Fed Ex Standard Overnight - \$9.11  
Fed Ex 2nd Day am/pm - \$7.79/7.54  
Fed Ex Express Saver - \$5.97  
Fed Ex Ground - Not Available

#### FedEx Box Package

*Weight: 1 lbs (10 lbs)*

Fed Ex First Overnight - \$92.83 (\$137.50)  
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)

### International to Queen Mary, University of London (London, UK)

#### Fed Ex Letter Envelope

*Weight: less than 1 lbs*

Fed Ex International First \$101.62  
Fed Ex International Priority \$19.27  
Fed Ex International Economy \$24.88

#### FedEx Box Package

*Weight: 1 lbs (10 lbs)*

Fed Ex International First \$142.32 (\$231.47)  
Fed Ex International Priority \$25.08 (\$57.86)  
Fed Ex International Economy \$24.88 (\$52.47)