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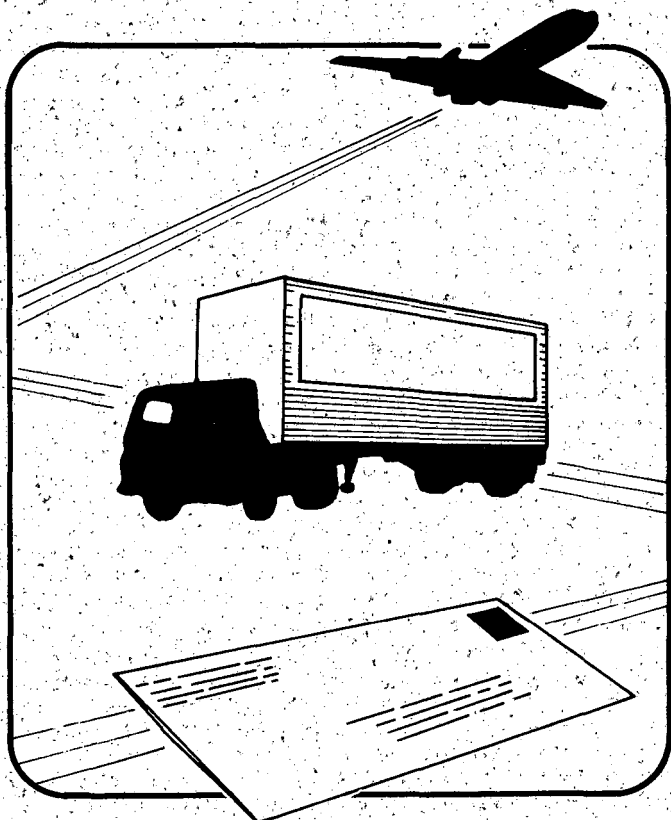
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MAIL AND SHIPPING SERVICES

AT

LAWRENCE BERKELEY LABORATORY UNIVERSITY OF CALIFORNIA



BLDG. 69 MAIL & SHIPPING

Grizzly Peak Gate

Strawberry Canyon Gate

SPACE 
SCIENCES 
LABORATORY 

LAWRENCE HALL OF SCIENCE



CENTENNIAL DR.

CENTENNIAL DR.

Blackberry Canyon Gate

RIMWAY Rd

PIEDMONT

CYCLOTRON Rd

HEARST

GAYLEY Rd

LA LOMA

DONNER

CAMPBELL

Le CONTE

BIRGE



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MAIL AND SHIPPING SERVICES AT THE LAWRENCE BERKELEY LABORATORY

A HOW-TO GUIDE

Mail and Shipping Services are part of the Materiel Management Department within the Administration Division. The Mail Room provides all mail service—interoffice, domestic, and international—to the LBL community. The Shipping Section processes all shipments other than mail, including freight, packages, priority shipments, and exports.

	MAIL ROOM	SHIPPING
LOCATION:	Bldg 69, Rm 101	Bldg 69, Room 100
BUSINESS HRS:	8 a.m. to 5 p.m. Monday-Friday	8 a.m. to 4:30 p.m. Monday-Friday
MAIL STOP:	MS 69-102	MS 69-102
TELEPHONE:	Ext. 5353	Ext. 5084

MAIL SERVICES

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MAIL SERVICES

Outgoing Mail

All outgoing mail must be at the Mail Room by 4:00 p.m. to be dispatched out the same day. All U.S. and international mail leaves LBL at 4:30 p.m., Monday through Friday. See the Section on Certified, Registered, and Special Delivery for particular cutoff times for these special services.

Interoffice Delivery

Mail is delivered to, and collected from, the Building 50/70/90 complexes twice daily. All other Laboratory buildings and LBL units located on the UC Berkeley campus receive mail service once a day.

Authorized Mail (Official LBL Mail)

Authorized mail is mail that is sent out by an employee as part of the performance of duties that are *directly* related to work under the Department of Energy contract or other Laboratory contracts or grants. Postal fees for authorized mail are paid using Laboratory funds.


Personal Mail

A U.S. Postal Service letter drop box is located on the west side of the Cafeteria parking lot, next to the Wells Fargo Bank. Mail is picked up daily by the U.S. Postal Service around 4:30 p.m. Per Sec. 1.2 of the RPM, "... the Laboratory's mail system may not be used for stamped personal mail."

Postage Stamps

Stamps are available for sending authorized mail outside of normal business hours. To obtain stamps, fill out a Stock Material Order Form #7600-55659 and have it signed by a person with account signature authority. Send the completed form to the Mail Room, the stamps will be delivered by interoffice mail (*see Example 1*).

EXAMPLE 1

STOCK MATERIAL ORDER									
REQUESTED BY	EMPLOYEE NO.	PROJECT	ACCOUNT NO.	TAG OR SERIAL NO. OF JOB	DATE	DATE NEEDED			
G. LEADER	18076543	5111	3323-01			30 NOV 64			
DELIVER TO	NAME		MAIL CODE	DEPARTMENT	FLOOR	ROOM			
	M. S. SECRETARY		50A-5104	ENGINEERING	50A	5111			
MAIN PACKAGE AS FOLLOWS (INCLUDES BACK ORDERED ITEMS)									
AUTHORIZED SIGNATURE (CONTROLLED ITEMS ONLY) D. P. ADMINISTRATOR <i>D.P. Administrator</i>									
ITEM NO.	LAB STOCK CATALOG NO.	QUANTITY REQUIRED	UNIT OF MEASURE	ORDER NO. IF SO DESIRED	DESCRIPTION OF ITEM		QUANTITY		
1		100			U.S. POSTAGE STAMPS - 2¢		AMT.	RES.	STO.
2		50			U.S. POSTAGE STAMPS - 7¢				
3									
4									
5									
20									
REMARKS							UNPAID ITEMS TO BE BACK-ORDERED OR FURNISHED BY ANOTHER SITE. YOU WILL BE NOTIFIED ON ACTION TAKEN.		
 DATE OF REQUEST: 11/13/64							DISTRIBUTION OF COPIES SEND ONE TO FOLLOW AND THREE COPIES TO ONE LOCATION RETURN THIS COPY AFTER ORDER IS FULFILLED. FOLLOW-UP COPY WILL BE RETURNED TO REGISTRY.		
2514 11 NOV 64 1430 1005500							ORDER FILED BY		

Return Address

All outgoing Laboratory mail must have a complete return address, including the name or Laboratory group of the sender, the sender's mail stop (MS), and the Laboratory's official address. For example:

Dr. A. B. Researcher/50B-5329
 Lawrence Berkeley Laboratory
 1 Cyclotron Road
 Berkeley, California 94720

A complete return address not only provides your correspondents with your correct mailing address, but also ensures prompt disposition of mail that may be returned by the U.S. Postal Service to the Mail Room.

DOMESTIC MAIL

Envelopes— letter size

For domestic mail use the standard white business envelope, Stock #7530-12682 (see Example 2). Domestic mail in this envelope will be handled as First-Class mail unless otherwise requested by the sender. Do not use letter-size air-mail envelopes for domestic mail. First-Class mail may be delivered locally in 1–2 days; however, delivery time nationally varies from 3–5 days, depending on the destination.

Postage stamps for personal use may be purchased from the LBL Buying Service in the Cafeteria foyer on Monday, Wednesday, and Friday from 11:30 a.m. until 1:30 p.m.

Use the First-Class label for domestic mail if the package or envelope contains original correspondence or manuscripts or if the contents must be received by the addressee within 3–5 days.

For domestic mail, the plain label should be used for envelopes or packages that contain reprints, reports, copies of articles, books, or other printed material and that do not have to be delivered within a few days. These items will be classified by the Mail Room using the most cost-effective rate available. Delivery will take approximately 2 weeks.

Special Delivery — Domestic and International

This service is not used by LBL. It is more cost-effective to use Federal Express. See Federal Express in the Shipping Services section of this Guide.

Certified Mail (Domestic use only)

Use certified mail when you must have a signed receipt for a letter that is mailed to an address in the United States. Fill out a RECEIPT FOR CERTIFIED/REGISTERED MAIL, Stock #7600-55289 (see *Example 4*). The letter, plus the completed form, must be in the Mail Room before 4:00 p.m. in order to be dispatched the same day. For international letters, see the Section on Registered Mail in this Guide.

Express Mail

Federal Express and other private couriers are handled by Shipping—see the Section on Priority Shipments in this Guide for instructions.

EXAMPLE 4

RECEIPT FOR <u>CERTIFIED</u> REGISTERED MAIL	Number: _____ Assigned by: _____ Date: _____ For Mailroom Use Only
ADDRESSEE <u>DR. NEWLY HIRED</u> <u>1234 MAIN ST.</u> <u>KENTFIELD, CA 94904</u>	
SENDER Name <u>M.S. STAFF</u> Dept. <u>PERSONNEL</u> Account Number <u>3323-01</u> Bldg. <u>90</u> Room <u>1234</u> Distribution: Copy 1 for Mailing Division (will be returned to sender after number has been affixed) Copy 2 for Mailing Division file	
SEND BOTH COPIES OF THIS FORM TO MAILROOM	
7600-55289 (rev. 12-72)	

Packages

It is recommended that packages be processed through the Shipping Section — refer to the Shipping Section of this Guide. However, small packages up to 10 lb can be handled through the Mail Room if they are wrapped properly and are being mailed to a domestic address. They may be put in the outgoing mail, picked up by Transportation, or delivered to the Mail Room. If the parcel must be delivered within 3 – 5 days, use a First-Class label, otherwise, use the plain label.

Items that require wrapping, regardless of what they are, should be sent to Shipping with a completed Shipping Document. See the Shipping Section in this Guide for more information.

INTERNATIONAL MAIL

Envelopes — letter size

For international mail use the distinctively marked air-mail envelope, Stock #7530-12675 (see Example 5).

EXAMPLE 5

Dr. A. B. Researcher, 50B-5329 Lawrence Berkeley Laboratory 1 Cyclotron Road Berkeley, California 94720 USA	VIA AIR MAIL
Dr. M. Y. Colleague D Division CERN Geneva 23, Switzerland	

Envelopes — larger than letter size

Use the fiber (Tyvec) envelopes rather than the manila paper ones for items larger than letter size. The fiber envelopes are stronger and lighter and in many instances will save the Laboratory money on postage fees. See the Domestic Mail/Envelopes Section of this Guide for available sizes and stock number.

Labels

Use the plain label for all international mail envelopes larger than letter size, Stock #7600-53532 (see Example 6).

EXAMPLE 6

FROM:	LAWRENCE BERKELEY LABORATORY UNIVERSITY OF CALIFORNIA 1 CYCLOTRON ROAD BERKELEY, CALIFORNIA 94720 USA
TO:	_____

7600-53532	ML-557 (Rev. 8/77)

Material that would be sent First Class if it were domestic mail should be identified by hand printing or stamping AIR MAIL in the lower left quadrant of the face of the envelope.

Average delivery time for international air mail is 7-11 days, although material sent air mail to Europe or to Japan often arrives within 5-8 days.

For all other international mail such as reprints, reports, books, and printed material, do not attempt to classify it. Simply identify the contents as books, etc., and the classification will be made by the Mail Room staff using the most cost-effective rate available. Average delivery time is approximately 6 weeks.

Registered Mail

Use Registered Mail if you must have a receipt for a letter that is mailed to an address *outside* the United States. Fill out a RECEIPT FOR CERTIFIED/REGISTERED MAIL, Stock #7600-55289 (see *Example 4*). The letter, plus the completed form, must be delivered to the Mail Room, where it will be processed the next business day.

Packages

It is recommended that packages be processed through the Shipping Section. Refer to the Shipping Section of this Guide.

International mail that weighs more than 4 lb or contains any material *other than* letters, reports, copies of articles, books, or printed material must be sent to the Shipping Section with a completed Shipping Document (see Shipping Section of this Guide).

International mail weighing less than 4 lb and containing *only* original letters, reports, or other printed matter may be placed in the outgoing mail.

Use the plain label and stamp the package AIR MAIL if it must be delivered within 7-11 days. Other packages will be classified by the Mail Room and will take approximately 6-8 weeks for delivery.

COST COMPARISONS — for a 1-lb package

DOMESTIC		INTERNATIONAL	
First Class	\$2.90	Air Mail	\$7.36
Printed Matter	1.79	Air Printed Matter	5.92
Book Rate	1.05	Printed Matter	3.20
Library Rate	0.65	Book Rate	1.36

Note that there is a wide variance in postage rates, depending on the type of material and the classification.

Interoffice Mail

Interoffice mail includes mail addressed to another office at LBL; to the University of California campuses at Berkeley, Davis, Santa Cruz, or San Francisco; to the Lawrence Livermore National Laboratory (LLNL); or to the Department of Energy San Francisco Field Office in Oakland, CA. Delivery time within the Laboratory is usually 1 day.

Mail to SLAC and other U.C. campuses must be sent through the U.S. Postal Service.

Interoffice Envelopes

The Laboratory stocks special recyclable envelopes for interoffice mail. Cross out any previous addressees, and do not forget to designate the site, e.g., LBL, LLNL, UCB Campus, etc., as the last entry. Do not use LBL labels on interoffice mail (*see Example 7*).

The Mail Room provides recyclable interoffice envelopes at no cost to Laboratory employees who

EXAMPLE 7

TO: HARVEY ROBERTS			
DEPT.	DPS	L-	
BLDG.	7	RM.	100
SITE LBL			
TO:			
DEPT.		L-	
BLDG.		RM.	
SITE			
TO:			
DEPT.		L-	
BLDG.		RM.	
SITE			
SAVE AND USE AGAIN			

request them. Call Ext. 5353 and specify the sizes and quantities of envelopes you need. If you have accumulated more envelopes than you need, send them to the Mail Room, MS 69-102, with a note stating that they are for recycling. Please tie the envelopes together securely so that they do not get mixed in with other interoffice mail.

Bulk Mailing

As a nonprofit organization, LBL is entitled to mail certain material through the U.S. Postal Service at a substantial discount. Under our nonprofit permit, properly prepared material can be mailed at a savings of at least 60% over standard first-class rates.

Three requirements must be met for bulk mail:

1. There must be at least 200 pieces, or the total weight of the mailing must be at least 50 lb.

2. The weight of a single piece cannot exceed 1 lb, and all pieces must be of the same weight.
3. It must be domestic (U.S.) mail; international mail cannot be included.

Total delivery time is from 2-3 weeks, including internal preparation and any preparation done by an outside vendor.

If you have an unusual situation, such as a large volume of mail to prepare, call the Mail Room (Ext. 5353) for planning assistance before you have envelopes printed or make other arrangements. The Mail Room would like to help and may be able to save substantial amounts of labor and money.

Mail for Former Employees and Forwarding Mail

Mail for former employees will probably continue to be sent to the Laboratory for sometime after the employee's departure. This mail is delivered to the last known mail stop where a determination should be made as to whether the mail is relevant to ongoing Laboratory business or should be forwarded to the former employee's new address.

First and second class U.S. Mail is forwarded to other U.S. destinations without cost. Simply write or place a label with the new address on the face of the mail with a notation "Please Forward to." Air mail letters are also forwarded within the U.S. at no cost; however, air mail from a foreign destination being forwarded to another foreign destination may result in postage costs.

Bulk third class mail returned to the LBL Mail room for forwarding is only forwarded if the original mailer has certain endorsement specifications guaranteeing payment of additional postage, such as "Address Correction Requested" or "Return Postage Guaranteed" printed on the mail item. In order to eliminate continued receipt of this often voluminous material, it is necessary to send written notice to the mailer to discontinue, or drop from their mailing list, correspondence to a

particular individual. The Mailroom will provide USPS "Change of Address" postcards for this purpose upon request, otherwise material will continue to arrive until the mailer purges the list themselves.

Do not re-envelope mail to forward to former employees since this requires repayment of postage. Following the above procedure will avoid unnecessary postage cost.

Labeling, Collating, and Envelope Stuffing

LBL has a contract with a nonprofit, handicapped citizen's association in Berkeley that performs mailing preparation work for a nominal fee. If you have a large job of envelope labeling or stuffing or folding, stapling, collating, or assembling, this vendor can do the job with reasonable turnaround. For information call Operations, Ext. 5151.

SHIPPING SERVICES

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SHIPPING SERVICES

Authorized Shipment

The Shipping Section will package and arrange for the authorized shipment of material to any location by using a number of modes. An authorized shipment is one that is required as part of the performance of work that is directly related to the DOE contract or other Laboratory contracts or grants. Items are shipped by United Parcel Service, priority carriers, truck, ship, etc. All priority shipments are handled by Shipping.

The Shipping Document

To have material shipped, fill out a Shipping Document, Stock #7600-55567, as described below. The numbers refer to item numbers on the sample form (see Example 8).

1. Enter the present location of the material to be shipped. This information is used if the material is to be picked up by LBL Transportation and delivered to Shipping. (See the Section on Transportation and Packaging in this Guide.)
2. Enter the name, location (mail stop), and LBL telephone extension of the sender.
3. See the following Section on Shipping Document Signatures.
4. See the following Section on Shipping Document Signatures.
5. Enter the date and the name of the person completing the form.
6. Enter the LBL account number to which the cost of the shipment will be charged.
7. Enter a purchase order number if an item is being returned to the seller because it was damaged in shipment, or it is being returned for repair or credit. This transaction should be handled by procurement personnel.
8. Enter special order number used by procurement when returning isotope containers to other National Laboratories.

9. Enter a Borrow Number if an item has been borrowed from a source outside the Laboratory. It will have a Borrow Number assigned by Property Management. When a borrowed item is being shipped to another location, the Borrow Number is listed here. In addition to an approval signature, the shipment of borrowed material must be authorized by Property Management. See item #7 in the Section on Shipping Document Signatures in this Guide.

10. Enter a Loan Number if the Laboratory is loaning the item(s) being shipped. This number must be obtained from Property Management before shipment and entered here. See item #8 in the Section on Shipping Document Signatures in this Guide.

11. Enter a Special Receipt Record (SRR) Number, which applies to items that are at the Laboratory under special circumstances, arranged for by procurement personnel or Property Management. If this is the case, the proper SRR Number goes in this space, and the shipment must be authorized by Property management. See item #3 in the Section on Shipping Document Signatures in this Guide.

12. Enter the name and *complete street address* of the person to whom the item is to be delivered. A post office box is not adequate.

13. Indicate the date you must have the item delivered. The date entered here is very important because the method of shipment, and consequently the cost, will be determined by this date. The shorter the delivery time, the higher the cost.

14. Estimate the value (in dollars) of the material being shipped.

15. Check the box labeled COLLECT *only* when an arrangement has been made with the recipient *before the shipment*. Check the box labeled PREPAID if the shipping charges are to be charged to the Laboratory account number listed in item #6 above. PREPAID DEDUCT FROM INVOICE is used only by procurement personnel.

Items 16 through 18 are used by procurement personnel only.

19. Usually leave this blank and carefully specify the date that the shipment must arrive at the destination; the best method of shipment will be chosen by Shipping. However, you may enter a code number selected from the Method Of Shipment Codes on the right. If you want to use some other means of shipment, enter your choice opposite OTHER. See the Section on Method of Shipment in this Guide for a brief description of the common ways of shipping.

PRESENT LOCATION OF MATERIAL:

BLDG. 50A

ROOM

6140

①

UNIVERSITY OF CALIFORNIA

PAGE 1 OF _____ PAGES

REQUESTED BY:

Suzanne Daly

②

MAIL CODE

SHIPPING DOCUMENT

SHIPPING DOCUMENT NUMBER

B-70346

BLDG.

50A

ROOM

6140

EXTENSION

5877

FOR CONTRACT NO. W-7405-ENG. 48.

DATE

1/14/87

TYPED BY

Steph

APPROVED BY

M. Baggs

③

DATE

1-14-87

OR CONTRACT NO. DE-AC03-76SF00098.

WITH THE DEPARTMENT OF ENERGY

PURCHASE ORDER NO.

ACCOUNT NUMBER

4205-01

⑥

AUTHORIZED BY

P. K. Kozjanian 1/14/87

④

DATE

 BERKELEY SITE 300

SANL NO.

BORROW NO.

⑨

 LIVERMORE NEVADA

LOAN NO.

9L850102

S.R.R. NO.

⑪

SHIP TO

Mt. Holyoke College

ATTENTION

Dr. Howard Nicolson - Physics Department

ADDRESS

Rt. 166 College Street

⑫

CITY, STATE AND ZIP CODE

South Hadley, MA 01075

DATE REQUIRED AT DESTINATION

1/15/87

⑬

VALUE OF MATERIAL

\$1,000.00

⑭

COLLECT

⑮

FREIGHT CHARGES

PREPAID

XXX

PREPAID DEDUCT FROM INVOICE

SELLER'S PROPERTY LAB. (GOVT.) PROPERTY

⑯

DECLARE VALUE ON WAYBILL

DO NOT DECLARE VALUE ON WAYBILL

⑰

SELLER RETURN AUTHORIZED BY

⑱

METHOD OF SHIPMENT:

ENTER CODE

19

⑲

METHOD OF SHIPMENT CODES:

1. PICK-UP

5. MOTOR FREIGHT

9. AIR FREIGHT

2. PARCEL POST

6. HAND CARRY

10. LAB TRUCK

3. UPS

7. AIR PARCEL POST

11. DOE AIRCRAFT

4. FEDERAL EXP. 1

8. FEDERAL EXP. 2

12. AIR FREIGHT FORWARDER

OTHER

REASON FOR SHIPMENT

⑳

Required to meet Double Beta Experiment date.

EXAMPLE 8

18

ITEM NO.	QUANTITY	DESCRIPTION	SERIAL, PROPERTY AND/OR CATALOG NUMBER
1	2 ea	Sodium Iodide Detector, Model No. 2011	DOE#533308 #503309
MATERIAL CLASSIFICATION			

FOR USE BY SHIPPING SECTION ONLY

PACKED BY DF	NUMBER OF PKGS. 1	TYPE OF PKG. ctn	WEIGHT 50#	EQUIPMENT CHECKED BY
SHIPPED BY DF	DATE SHIPPED 1/14/87	CARRIER Fedex		WAYBILL NUMBER 342786432

RECEIVED BY _____ DATE _____

7600-55567 RL 1095 10-82

SHIPPING MASTER

19

EXAMPLE 8

20. In addition to stating the reason for shipment, include a justification for using a priority carrier as requested under #19, Method of Shipment.

21. Number items in sequence unless they were taken from another list, such as a purchase order, in which case use the item number from the referenced list. Enter the quantity of each item included in this shipment.

22. Provide a brief description of the item, including the name of the manufacturer, the model number, and the approximate size and weight.

23. Enter the DOE/LBL property number, if applicable, and/or a serial number or LBL catalog number, or some other means of identification.

24. Use this space to declare hazardous material or, fragile, (e.g., glass) or other special types of material.

The lower portion of the form marked FOR USE BY SHIPPING SECTION ONLY and the SHIPPING DOCUMENT NUMBER in the upper right-hand corner will be completed by Shipping. A copy of the completed form will be returned to the requester.

Shipping Document Signatures

There are two places for signatures on the form: item 3, APPROVED BY, and item 4, AUTHORIZED BY. Some shipments require both signatures. Below are some examples that cover most cases. Requests for shipment that originate from LBL program groups are usually covered by category 5, 6, or 7 below.

1. Shipment in connection with a purchase order or a subcontract is APPROVED BY procurement personnel.
2. Shipment in connection with blanket orders or Work-for-Others accounts is APPROVED BY the buyer, coordinator, or person with account authority for the group administering the blanket order or Work-for-Others account.
3. Shipment of excess or surplus material or return of empty containers is APPROVED BY a designated Materiel Management person.
4. Shipments to destinations outside the United States are APPROVED BY a person with account authority for the requesting

group and must also be AUTHORIZED BY the Property Manager.

5. Special nuclear, source, radioactive, isotopic, and/or toxic material shipments are APPROVED BY a person with account authority for the requesting group and must also be AUTHORIZED BY the Environment Health and Safety Division.

6. Shipment of records or other publications, magnetic tape, or photographic film is APPROVED BY a person with account authority for the requesting group, and AUTHORIZED BY the Archives and Records Office. Reports or other publications may also be approved for shipment by the Technical Information Department Head or designee.

7. The return of borrowed equipment may be APPROVED BY a person with account authority for the requesting group. The shipment of borrowed items must also be AUTHORIZED BY Property Management. The shipment may proceed without the signature of Property Management if a Borrow Number has been assigned and that number is listed as item #9 on the Shipping document.

8. Shipment of all other items are APPROVED BY a person with account authority and AUTHORIZED BY Property Management. This includes mutual exchanges, collaborative research, return of outside user's property, loans, sales, donations, etc. Verbal authorization from Property Management is permitted, and in that case Shipping will enter the Property Manager's name on the Shipping Document.

Method of Shipment Codes

1. PICK UP: The recipient of the shipment will pick up the item from the Laboratory.

2. PARCEL POST: This is part of the U.S. Postal Service—for small packages. The package and completed Shipping Document must be at Shipping before NOON to be dispatched the same day. Note: UPS is the preferred method of shipping small packages and will be used in most cases.

3. UPS: United Parcel Service, is a private company that ships parcels weighing up to 70 lb. This service is used by the Laboratory to ship packages within the United States and Canada and to some international destinations. The length plus twice the width plus twice the depth cannot exceed 108 in. Packages and Shipping Document must be at Shipping before NOON to be dispatched the same day.

4. **FEDERAL EXP: 1:** Under the Government contract, overnight delivery is guaranteed (between 8 a.m. and 5 p.m.) to most cities in the United States as well as some international cities. The Laboratory uses several services – Federal Express, TNT, Emery, etc. Under the contract, the item must weight less than 70 lbs. and less than 108 in. in length and girth combined. Shipping will use the Government rate unless otherwise requested. Should you require 10:30 a.m. guaranteed delivery, mark the Shipping document – #4 AM. Letter or package and Shipping Document must be at Shipping before 2:30 p.m. to be dispatched the same day.
5. **MOTOR FREIGHT:** This is for items that exceed the size restrictions imposed by UPS or parcel post. Local delivery is usually within the same week, whereas out-of-town delivery can take 2-3 weeks, depending on the destination. Items that do not require special packaging will be shipped the same day if received at Shipping before NOON.
6. **HAND CARRY:** A Laboratory employee personally carries the item to the required destination.
7. **AIR PARCEL POST:** This is used for some international shipments.
8. **FEDERAL EXP:2:** Under the Government contract this service is not available. We are guaranteed 8 a.m. to 5 p.m. next day service. Federal Express does offer a priority or 2 day Heavy Weight service for shipments over 70 lbs. The letter or package and the completed Shipping Document must be at Shipping before 2:30 p.m. to be dispatched the same day.
9. **AIR FREIGHT:** This is used for items that are too large or heavy for other express services but must be delivered in a short time. Delivery can be from overnight to 5 days, depending on the destination. Item must be at Shipping before NOON to be dispatched the same day. If the shipment needs extensive packaging, it will require more time to prepare. Shipments of large and/or fragile items should be discussed with the Shipping Section.
10. **LABORATORY TRUCK:** A Laboratory vehicle will be used to transport the item. This method is used for some exceptional local deliveries and may be arranged through LBL Transportation (Ext. 5404).
11. **AIR FREIGHT FORWARDER:** This method is used for unusual international shipments and is arranged through an outside shipping broker. Contact Shipping for more information.
12. **DOE AIRCRAFT:** This is not currently used by LBL.

13. DOE COURIER: This is not currently used by LBL.

International Shipments — Export License

An export license, which takes 6–8 weeks to obtain from the U.S. Department of Commerce, is required to ship certain items out of the United States. If you plan to ship items other than printed material out of the country, please contact Shipping (Ext. 5084) for guidance.

Labels

Use the standard label, Stock #7600-53532, for all packages, domestic and international. Add the sender's name and mail stop to the return address on the label (*see Example 3*).

Transportation and Packaging

If your package is wrapped and labeled and you have a completed Shipping Document, you can deliver the package to Shipping in Bldg. 69, Room 100, or call Transportation (Ext. 5404), and they will deliver it to Shipping.

If you do not have the proper packaging material, or if the item needs to be boxed, Shipping will package it for you. Custom crating is fabricated by the Carpenter Shop. This can be arranged directly with the shop (Ext. 6022) or coordinated through Shipping. As above, prepare the Shipping document and deliver all to Shipping, or call Transportation for pick up.

Hazardous Materials

Shipments containing radioactive or other hazardous materials must be properly identified under item #24 on the Shipping Document. Special packaging and shipping procedures are required.

Priority Shipments — Domestic and International

Priority shipments (i.e., Federal Express, DHL, etc.) are processed by Shipping. The item should be placed in an envelope, or packaged, as if it were to be placed in the U.S. mail. Fill out a Shipping Document and an address label. Include justification for using priority handling.

The package and the Shipping Document must be at Shipping by 2:30 p.m. to be dispatched the same day. A box for priority shipments is available outside the 50B library. Items should be placed in Fedex packaging with a shipping document attached. The contents are picked up at 2:30 p.m.

If you can not meet the 2:30 p.m. cutoff time for Federal Express, you may use an off-site Federal Express drop box. Prepare a Federal Express air bill, either domestic or international as required, and enter your LBL account number under YOUR INTERNATIONAL BILLING REFERENCE on the air bill (*see Example 9*).

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