

University of Wisconsin - Madison Kegonsa Research Campus International and Domestic Shipping Policy and Procedures

Revised: November 30, 2011

KRC staff and users wishing to ship any items from the Kegonsa Research Campus are required to hand deliver the item to the stockroom, located in the southeast corner of the PSL high bay, for shipment. A Shipping Request Form must be completed for items to be shipped and must accompany the item to the stockroom. Forms are available in the stockroom. Once the stockroom personnel receive the completed form, they will enter it in their shipping log, assign it a packing slip number and proceed with shipping. Content and destination will determine the shipping process. All items to be shipped should be brought to the stockroom unsealed. Items brought to the stockroom already packaged will be opened for inspection and repackaged following the required shipping protocol prior to shipment.

- **General:**

Domestic – shipment will be made via common carrier unless otherwise indicated. If the shipper has a preference, it should be indicated on the shipping form.

International – shipment will be made through the University's contract shipper. In the case of hazardous materials, the shipment will be processed through the University's licensed broker. See below.

- **Dangerous Goods (Hazardous Materials):** Federal Law requires that only trained and certified personnel may package and ship dangerous goods. Before any dangerous goods can be accepted for shipment, the shipper/PI must complete the "Shipper's Hazardous Material Certification Form." The purpose of this form is to make certain the contents of the material are properly identified. This form will be kept on file in the stockroom. A Material Safety Data Sheet (MSDS) / Safety Data Sheet (SDS) must accompany any dangerous goods.
- **PSL Product Delivery Shipments:** Stockroom personnel will fill out the required paperwork for delivery of a finished product. Stockroom personnel will keep copies of completed forms on file. International shipments or domestic shipment over \$50,000 in value will require insurance coverage through Risk Management. It takes 2-4 days for insurance activation.
- **KRC shipments requiring a Return Materials Authorization (RMA) or Authorization for Service form:** When an item is being exchanged, returned for credit or repair, or sent for service, it should be left with stockroom personnel. All pertinent information should then be entered on an internal requisition form and given to purchasing so that an RMA or Authorization for Service order can be issued. Purchasing will then forward the completed form to the stockroom personnel who will complete the shipping process.
- **Items to be delivered by KRC Courier:** Shipper should notify stockroom personnel that a pickup or delivery is needed. They will add it to a scheduled run. The KRC Courier schedule includes runs on Monday, Wednesday and Thursday. Please contact the KRC Stockroom for information regarding a pickup or delivery. Special handling due to size,

weight, or content (hazardous materials) may require additional paperwork and/or processing.

- **Time Constraints:** Sufficient time should be allowed for shipments of unusually large size, heavy weight, high value or hazardous nature. Crate construction requires a minimum of two days for domestic shipping. International shipments usually require a crate manufactured by a licensed vendor to meet European Union standards. This may delay shipments one week or more. It may take 2 days to 2 weeks to complete hazardous materials shipping preparations depending on the content and destination of the shipment.
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Incoming shipments:

- The KRC stockroom CAN NOT accept any personal shipments for KRC staff or Users. This includes COD shipments.
- KRC staff or Users expecting a shipment that is not the result of a KRC purchase order should notify stockroom personnel of the impending shipment so it can be handled properly.
- KRC stockroom personnel will open all incoming packages marked chemical/hazardous materials for inspection and to verify that a MSDS/SDS is included. This is to ensure compliance with federal, state and university regulations.