FACILITIES MANAGEMENT

Shipping and Receiving Policies

Mail Services Locations

535 Watson Dr., Claremont, CA 91711
Direct drop-off: Shipping and Receiving #116
• Hours: 8:00 a.m. - 4:30 p.m. Monday through Friday excluding specified holidays
Pickup location: Copy Room #17
• Pickup times: 11:30 a.m. and 2:30 p.m. Monday through Friday excluding specified holidays

517 Watson Dr., Claremont, CA 91711
Pickup location: Copy Room #106
• Pickup times: 11:30 a.m. and 2:30 p.m. Monday through Friday excluding specified holidays

215 York Pl., Claremont, CA 91711
Pickup location: Cubicle #114A
• Pickup times: 11:30 a.m. and 2:30 p.m. Monday through Friday excluding specified holidays

1 N. Indian Hill Blvd., Claremont, CA 91711
Pickup location: Kitchen #308
• Pickup times: 11:30 a.m. and 2:30 p.m. Monday through Friday excluding specified holidays

For outgoing mail delivered directly to shipping
• UPS/FedEx cutoff time: 2 p.m. for same day outgoing
• USPS cutoff time: 4:30 p.m. for next day outgoing

Urgent outgoing mail
• UPS Store: 310 N. Indian Hill Blvd, Claremont, CA 91711
  • Hours:
    • Monday-Friday: 8:30 a.m.–6:30 p.m.
    • Saturday: 9:00 a.m.–5:00 p.m.
    • Sunday: Closed
• FedEx Store 960 N. Mountain Ave. Upland, CA 91786
  • Hours:
    • Monday-Friday: 7:00 a.m.–10:00 p.m.
    • Saturday: 8:00 a.m.–8:00 p.m.
    • Sunday: 10:00 a.m.–8:00 p.m.

Observed Holidays

**Mail Services Guide**

**Delivery**

The shipping and receiving department has scheduled times for delivery of USPS and Messenger Mail. Mail for occupants of the 535, 517, and 1NIH buildings will be delivered to the corresponding delivery box in the same location as mail drop off for the respective building (please see Mail Services Locations). Mail for occupants of 215 building is delivered directly to the office of the recipient.

**Outgoing Mail**

**Interdepartmental Mail**

Mail to be delivered between departments will be picked up on the same schedule as all outgoing mail. This mail can be left in the outgoing mail slot for the building (please see Mail Services Locations).

**Postage Paid**

KGI buildings 535, 517, 215, and 1NIH have a designated area for outgoing mail (please see Mail Services Locations). If your out-going mail is not ready by the scheduled pick up time, you must bring it to the Shipping and receiving office, located at the 535 Building Room #116 by 2:00 p.m. for UPS and FedEx same-day processing and 4:30 p.m. for USPS next-day processing.

**Postage Needed**

**Business Related**

- Postage for business related letters, sent through USPS, will be provided with no charge to the sending department.
- Postage on outgoing packages will be paid by the sending department. The sender will provide the necessary billing work tags. Please reference either your cost code, grant, gift, project, or program with the outgoing package. This information will be used to charge the appropriate department upon receipt of the invoice from the messenger service.

**Personal Mail**

- You may place personal mail items in the KGI outgoing mailboxes, provided you have already put the required postage on them. Any personal shipments requiring postage should be brought to the Post Office or a shipping service such as FedEx or the UPS Store.

**Hazardous Materials**

**Purpose**

The use of hazardous materials is an integral part of research at KGI. At times, it is necessary to ship these materials to a colleague, another research facility, or back to the manufacturer. Hazardous materials may include items such as: chemicals (including research samples), biological materials (including infectious agents, dry ice, genetically modified micro-organisms, or diagnostic specimens). However, shipping chemical and biological material is not as simple as putting postage on a package and dropping it in the mailbox.

KGI requires that any hazardous material leaving campus to be subject to several administrative and regulatory requirements. Laboratory Safety has been fully trained to handle shipment of most, if not all, hazardous materials and is designated as the one central hazardous material shipping center for KGI. While the process may be involved and lengthy, especially the first time, it is only by following all the rules that KGI can ensure your material arrives where you want it, on time, and without being subjected to delay, fines, or other penalties.

**Background and Regulatory Entities**

The US Department of Transportation (DOT) is the federal agency given the authority by Congress to regulate the safe transportation of hazardous materials in intrastate, interstate, and foreign commerce. This authority was granted in the Hazardous Materials Transportation Act (HMTA), first adopted in 1974 and amended in November, 1990, as the Hazardous Materials Transportation Uniform Safety Act of 1990 (HMTUSA).

In response to this mandate, the U.S. DOT has built up a body of rules called the Hazardous Materials Regulations (HMR). HMRs are contained in Title 49 of the Code of Federal Regulations (CFR), Parts 171–180. The primary modes of transportation governed by 49 CFR are rail and truck.

If a shipment of hazardous materials is made by air, the governing regulations are those of the International Civil Aviation Organization (ICAO). These are published by an association of air carriers known as the International Air Transportation Association (IATA). Domestic air shipments are governed by the IATA Dangerous Goods Regulations as well.
If hazardous materials are shipped by vessel, the governing regulations are those published by the International Maritime Organization (IMO) under its set of regulations known as the International Maritime Dangerous Goods Code (IMDG). Hazardous materials shipments prepared for export under the IMDG Code may move within the United States to and from the port of exportation even though the materials may not be regulated under 49 CFR. More information on regulatory entities can be found at [phmsa.dot.gov](http://phmsa.dot.gov).

**Regulated Parties**

There are three regulated “entities” subject to the hazardous materials regulations (HMR):

1. Shipper/receiver;
2. Carrier or Transporter; and
3. Container manufacturer

The terms “shipper” and “receiver” are undefined in the regulations. Instead, DOT prefers to apply the regulations to “any person” who offers or accepts a hazardous material for transportation. In this way, it invalidates the issue of ownership, so that one doesn’t have to “own” a material to be the shipper or receiver. Any person performing the functions of a shipper or receiver is recognized as the shipper/receiver under 49 CFR and is subject to all of the “shipper requirements” HMR.

**Penalties for Non-compliance**

Failure to comply with this policy and federal regulation are extremely serious. In the event that inspection of KGI’s hazardous materials operations discloses violations of the hazardous materials regulations, KGI and the individual “shipper” may be subject to civil and/or criminal penalties. A person who knowingly violates the Federal hazardous material transportation laws can be fined, imprisoned, or both. Monetary fines can range from $450 for training and up to $32,500 per day of offense for civil fines, a maximum of $500,000 and/or up to five years in prison for criminal violations. In almost all instances these shipper inspections are unannounced.

**Shipping Hazardous Material**

When hazardous materials are offered for transport by a commercial carrier like FedEx or UPS, the shipment becomes regulated by the U.S. Department of Transportation (USDOT) and/or international agencies (IATA, ICAO). To comply with shipping regulations, hazardous materials must be properly classified, packaged, documented, and handled by trained employees. Failure to meet these requirements may result in delays, loss of research samples, and potential regulatory fines.

Shipping personnel must have specialized training and ensure specific packages, labels and paperwork are properly used. Therefore, Laboratory Safety has been designated as the one central hazardous material shipping center for KGI. Jasmine Yu is fully trained and has materials to handle shipment of most, if not all hazardous materials. Please ensure any hazardous materials you need to ship off-campus through a public contractor are coordinated through Laboratory Safety.

The Principal Investigator (PI) is responsible for the following costs: proper packaging materials, dry ice (if applicable), and shipping costs. The PI is also responsible for providing the information necessary for the KGI shipper to determine the proper hazardous materials classification, packaging, and documentation. Materials sent to Laboratory Safety for shipment will be rejected if the proper information is not sent with the materials to be shipped. Please follow the procedures as described below.


**Shipping Procedures**

**Process**

1. Please email jasmine_yu@kgi.edu one week prior to a planned ship date to receive a Request to Ship Hazardous Material Form. This form is required for all shipments.

2. Complete the form to the best of your knowledge concerning the material for shipment. Send the completed form via email back to Jasmine for approval.

3. Once the paperwork has been approved, Jasmine will contact you and direct you to bring your materials to be checked against the information provided in the request form. Materials will not be approved for shipping if the Request to Ship Hazardous Material Form is incomplete at the time of delivery.

4. All shipments will be delivered/shipped from Room 116/535.
5. If the materials have been approved and ready for shipment before 10 a.m., they will be shipped the same day. If material is processed and approved after 10 a.m. it will be shipped the following day.

6. If a shipper is not available, please take your material back to your lab for proper storage. Please contact Jasmine concerning the shipment of your material the next normal working day.

7. Shipments received or verified after 10 a.m. on Friday morning will be shipped the following Monday.

8. Laboratory Safety will not ship any item that it believes may require an MTA or Export Control review until it has received approval from the appropriate offices.

9. Shipper will notify PI/researcher when package has shipped with a tracking number of the materials.

Material Transfer Agreement (MTA):

A Material Transfer Agreement (MTA) is a legal contract between two entities which specifies that materials are to be used for scientific work only and not for commercial use. MTAs are executed between a company and Keck Graduate Institute, not between individuals.

You may need an MTA if any of the following apply:

1. Your research sponsor requires it.
2. You received the original material via an MTA.
3. The material is covered under the USA PATRIOT Act ([fincen.gov/resources/statutes-regulations/usa-patriot-act](http://fincen.gov/resources/statutes-regulations/usa-patriot-act)) or the Centers for Disease Control (CDC) List of Select Agents ([selectagents.gov](http://selectagents.gov)).
4. Or the receiving agency requires an MTA.

You will not need an MTA if you are sending samples for analysis, you are returning material to a supplier, or you are providing product(s) to a project sponsor.

If you need an MTA, or are unsure, complete an MTA request by contacting Office of Research and Sponsored Projects at [ORSP@kgi.edu](mailto:ORSP@kgi.edu).

Export Review

An export review must be completed if the shipment is leaving the country. Please contact [kirsten_torguson@kgi.edu](mailto:kirsten_torguson@kgi.edu) to determine if the shipment is regulated by Export Review.

Foreign Customs

In many instances, following the above procedures and coordination with the carrier will preclude problems at the foreign point of entry. However, be aware that customs officials may impose unexpected obstacles. If it is the first time you have shipped material to a particular country, both you and the recipient should be prepared for delays and the possibility of having to provide additional information.

Please contact [kirsten_torguson@kgi.edu](mailto:kirsten_torguson@kgi.edu) if you have any questions regarding customs.

Shipment Of Virgin (Stock) Chemicals:

Laboratories should not rely on Laboratory Safety shippers for shipment of their virgin stock chemicals used to support their research activities at other locations. It is almost always more cost-effective and efficient to have lab/research supplies delivered directly to the location at which they will be used. Advance planning and coordination with the off-site location, will in most instances make this feasible.

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**Student Mail**

Mail addressed to PhD students will be delivered to the shared PhD mail box slot in the 535 building.

Packages addressed to students containing lab supplies or lab related media will, if possible, be sent directly to the corresponding lab. If the material contained is hazardous, it will be held in Shipping and Receiving until the addressee or a representative is available to retrieve the package.

Mail addressed to all other students will be delivered to Student Affairs.

Students may place outgoing mail with the proper postage affixed in any outgoing mailbox. KGI does not verify postage of outgoing mail.

Mail marked with the 111 Bucknell Ave. address will be delivered to the Oasis Management group.

**Student Affairs Contact:**

Shelby Mota
Student Services Specialist
517 Watson Dr., Claremont, CA 91711
Room 108A
909.607.0435

**Oasis Management Contact:**

[oasisclaremont.com/contact](http://oasisclaremont.com/contact)
Address Directory

The address directory provided on the KGI website for faculty and staff is kgi.edu/directory. It lists Name, Position, Department, Phone, Email, and Location. Additionally, there is a search function and a list of filters available on this webpage for further assistance.

Suspicious Mail

The KGI shipping and receiving department adheres to the guidelines of the USPS when determining how to handle suspicious mail and parcels. Please see link listed below.

USPS frequently asked questions regarding suspicious mail: faq.usps.com/s/article/Suspicious-Mail.

USPS Information

USPS website: usps.com
Postage price calculator: postcalc.usps.com
Zip Code search application: tools.usps.com/go/ZipLookupAction_input
USPS International Priority Mail: usps.com/international/priority-mail-international.htm

Staff Contact Info

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