

**PACKAGE RECEIVING HAS MOVED TO THE MATERIALS CLASSROOM (EII 1335)**

***Mailboxes are NOT relocating: These instructions are only for receiving packages***

- **For assistance ordering research supplies please contact Jennifer Nguyen ([purchasing@engineering.ucsb.edu](mailto:purchasing@engineering.ucsb.edu))**
- **Each research group will have 1-2 representatives for package pick-up in EII 1335. Please contact Mary Cummings to receive access to the room ([flowers@engineering.ucsb.edu](mailto:flowers@engineering.ucsb.edu))**
- **Please follow posted protocols when accessing the room**
  1. Only **ONE PERSON** is to be in the room at any given time.
  2. Dollies will be relocated for transporting heavy packages. These **must** be returned and sanitized for the next user (alcohol and paper towels are provided in the room).
  3. Please practice social distancing while awaiting access to the room by using the demarcations outside the room.
- **Wipe down any touched surfaces with alcohol and towels provided. If supplies run low, please contact Dawn Holden ([dawn@engineering.ucsb.edu](mailto:dawn@engineering.ucsb.edu)).**
- **UPS and FedEx delivery drivers will have access to deliver packages directly to EII1335**
  1. Check shipping method when ordering packages to ensure the shipper will have access to the room.
  2. Any shipment received from alternative shippers (USPS, DHL, etc.) will need to be picked up from Central Receiving. Contact information for Central Receiving: Ignacio Astorga (805)893-2878/(805) 608-8710; [ignacio.astorga@ucsb.edu](mailto:ignacio.astorga@ucsb.edu).
  3. If you are ordering hazardous materials, please coordinate with Jennifer Nguyen ([purchasing@ucsb.edu](mailto:purchasing@ucsb.edu)) as Central Receiving will not accept these without the recipient present at the time.
- **FedEx Package Pick Up Guidelines for Materials Receiving Room 1335**  
**(Please note that packages are only picked up when deliveries are made however, you can call 1-800-463-3339 to schedule a pickup. Alternatively, the FedEx outgoing box between EII and MRL is checked daily at 4PM.)**
  1. Domestic Packages Only
  2. International parcels must be taken to FedEx office for shipping
  3. Send a photo of shipping document to Jennifer Nguyen ([purchasing@engineering.ucsb.edu](mailto:purchasing@engineering.ucsb.edu))

4. Package must be larger than packing slip and pouch otherwise it will not be sent.
  5. Include your project code on the internal billing reference line.
- **All Packing Slips must be photographed and sent to Jennifer Nguyen**  
([purchasing@engineering.ucsb.edu](mailto:purchasing@engineering.ucsb.edu))
  - **These instructions apply only to packages addressed to Materials. If your package is being delivered to another department (MRL, CNSI, etc.), please consult the alternate department for instructions.**