



COURIER SERVICES

Scope: REQUIRED for Louisiana State University (LSU) campus units regardless of funding source. *OPTIONAL for other LSU System campuses which utilize the LSU General Ledger System.*

Effective: February 1, 2012

Purpose: To document the procedure for sending packages, parcels, or letters via a courier service provider (i.e., FedEx or UPS).

Program Summary:

LSU has secured greater discounted shipping rates for courier services. The program can be accessed by using FedEx.com or UPS.com. From the convenience of a computer with Internet connectivity, an employee can compare and select courier rates, print labels on standard 8.5x11 paper, and track outgoing/incoming shipments. Packages can be dropped into strategically placed drop boxes for courier pickup or at the Ricoh Mail and Copy Center @ LSU located within the LSU Student Union. **Courier shipment charges can be paid with the University LaCarte card.**

Procedures:

- A. Courier website access:
 - a. Business Managers or departmental shipping representatives may contact UAS (uas@lsu.edu) for access credentials for the courier service websites and for converting existing FedEx or UPS accounts over to the new rates.
 - i. For courier service training, password resets or training materials, please visit <http://www.uas.lsu.edu/courierservices.php> or email UAS.
 - ii. Faculty or Staff members wishing to gain access to the courier vendors' websites should contact their department business manager or shipping representative for login credentials.
- B. To use courier service:
 - a. Prepare the package, parcel or letter for shipment.
 - b. Using an Internet browser, go to one of the courier services website (Fedex.com or UPS.com).
 - c. Log on with your assigned credentials (not your PAWS ID/myLSU ID). Enter information in appropriate fields, such as address, recipient, account number and parcel details.

- d. Print a label on standard 8.5x11 paper and adhere to package while taping over the entire label or the label pouches available from the courier service provider's website.
 - e. Await scheduled pickup from courier, place in a campus drop box for pickup or drop off at the Ricoh Mail and Copy Center @ LSU located within the LSU Student Union. Drop box pickup times change. It is suggested that departments check the courier postings for the most accurate information. If shipment is required after hours, it would be necessary to generate the shipping label from the respected courier services web site and transport the package to the appropriate courier hub.
 - i. FedEx drop boxes are for air and express packages only. FedEx ground packages can be picked up on regularly scheduled FedEx service routes, if applicable, or brought to the Ricoh Mail and Copy Center @ LSU located within the LSU Student Union.
 - ii. UPS drop boxes are for all package types. If the package does not fit in a drop box, please have it picked up on a regularly scheduled UPS service route, if applicable, or brought to the Ricoh Mail and Copy Center @ LSU located within the LSU Student Union.
 - iii. FedEx and UPS will accommodate unscheduled pickups at no charge by scheduling the service on their web sites.
- C. International shipping can be done through both websites.
- D. Third-party billing requests can be done through both websites.
- E. Shipments containing dry ice must be approved by the Office of Environmental Health and Safety EHS and then processed. The procedure for shipments containing dry ice is as follows:
- a. Contact EHS Assistant Director Michael Hooks at 225-578-5640 or dhooks@lsu.edu.
 - b. The requestor must email EHS Assistant Director Michael Hooks (dhooks@lsu.edu) with "Dry Ice" in the subject line. In the email, please include the following information:
 - i. Weight of dry ice and total package weight.
 - ii. Ground or air shipping.
 - iii. Description of contents.
 - c. EHS will generate the appropriate paperwork and may request to schedule a time to review the package.
 - d. If applicable, EHS will review the package and determine the method of shipping. Following approval, EHS will release the package to the requestor for final processing. Requestors will receive an email confirming cost and shipment details.
- F. Hazardous material is generally defined as any substance that could adversely affect the safety of the public, handlers, or carriers during transportation. Specifically, Hazardous material, as defined by the USDOT, is any substance that falls into the following hazard classes. (Explosives, Gases, Flammable Liquids or Solids, Oxidizers, Toxic or Infectious Substances, Radioactives, and Corrosives.) Whether shipping by ground or air, couriers (Fed Ex or UPS) require that the shipper insure that all courier requirements and Federal/International regulations have been met. A *Shippers Declaration* must also be generated and signed ensuring that these requirements have been met. The procedure for hazardous materials shipment is as follows:

- a. When possible, please allow five (5) working days to process your request. Please contact EHS Assistant Director Michael Hooks at 225-578-5640 or dhooks@lsu.edu.
- b. The requestor must email EHS Assistant Director Michael Hooks (dhooks@lsu.edu) with "HAZARDOUS MATERIAL or DANGEROUS GOODS" in the subject line. In the email, please include the following information:
 - i. Weight
 - ii. Ground or air shipping.
 - iii. Description of contents.
- c. EHS will generate the appropriate paperwork and schedule a time to review the package.
- d. Upon review, EHS will determine the method of shipping, and will release the package the requestor for final processing. Requestors will receive an email confirming cost and shipment details.

Resources:

1. Both UPS and FedEx offer free packaging supplies for air and express shipments.
 - o Note: Free packaging is **not** supplied for dangerous goods by air. Requestor must provide own packaging.
2. Departments must provide their own packaging supplies for ground shipments.