

## Shipping & Receiving Policies and Services

**Shipping Room Hours: Monday – Friday, 8:30 am - 4:30 pm**

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### **MAIL PICK-UP SCHEDULES**

**Outgoing mail (campus & USA)** is picked up once daily between 9:30 - 10:30 a.m., Monday through Friday.

### **SHIPPING ROOM POLICIES & SERVICES**

**Personal Mail** - CNSI's Shipping & Receiving Department sends and receives only University materials.

**FedEx (preferred vendor), United Parcel Service (UPS), and DHL** - Next day, 2nd day and regular UPS, FedEx, and DHL service is provided by the Shipping staff. Special envelopes for FedEx (preferred vendor), United Parcel Service (UPS), and DHL services are available in Shipping & Receiving located at the CNSI Loading Dock Area. Please indicate the type of service needed on the package or letter, along with a completed address label, an account number or PO number provided by the Business Office, and insurance value if more than \$100. All out going items must be in Shipping & Receiving no later than 2:30 pm on normal business days.

**Supplies** - All supplies for shipments are available in the package drop-off area located in Shipping & Receiving (CNSI Loading Dock Area). Forms should be filled out as completely as possible before bringing packages to Shipping & Receiving.

### **Addressing Procedures**

- **Campus Mail** - The addressee's name, their department, room number and building; and the name, room number and building of the sender. Please refer to the UCLA Staff Directory, or the University Telephone Directory.
- **U.S. Mail** - The person's name, street address, city, state and zip code. Please type sender's name and department above the return address for return mail purposes.
- **Overseas Letters** - Please use airmail envelopes with the same addressing conventions as U.S. Mail.

**Receiving Packages and Mail - All packages and mail to be addressed to:**  
California NanoSystems Institute  
570 Westwood Plaza  
Building 114, MC 722710  
Los Angeles, California 90095-7227

Packages will be received and electronically scanned by a CNSI receiving clerk and will be delivered on the next building delivery route. Packages can also be picked up at the Receiving Dock if prior arrangements are made.