

MRL Receiving Procedures, UCSB Stage 3 (Research ramp-up)

Overview:

- The MRL has a secure storage shed for receiving, located outside of the first floor entrance to the MRL building (west side, facing Broida). The shed entry code will be given to designated receivers approved to pick up packages on behalf of their group.
- Due to limited receiving capacity, orders should be limited to those needed for current, approved lab activities.
- You may pick up your packages from the shed at your convenience.

Order Tracking / Notification:

- Due to limited on-campus staffing in Stage 3, you will be responsible for tracking your order delivery. This is particularly important when ordering flammable materials or shipments that need to be refrigerated upon arrival. Please pick up flammable materials by the end of the day of delivery.
- MRL staff will be on hand 1x per week to check in packages and send out pick up notifications. Due to limited storage capacity, please track delivery of your packages and do not wait for notification. Please pick up your packages quickly once notified.
- UPS and FedEx will deliver directly to the storage shed. Other delivery services will deliver to Central Stores first. Please anticipate that it will take extra time to receive packages not delivered through UPS/FedEx. Deliveries to Central Stores will be dropped off to the MRL on Thursdays.

Pick Up Instructions:

- Please follow all campus guidelines when picking up packages. Face coverings must be worn while on campus. If you have any symptoms or signs of virus, do not come to campus.
- Please make sure to maintain social distancing and queue if another person is already picking up a package when you arrive.
- Please wear gloves, and bring sanitizing wipes with you to disinfect the lock before opening.
- Remove, date and sign the packing slip for each package you are picking up. In order to minimize shared items, please bring your own pen for signing the packing slip. Email an image of the packing slip to Mary McGuan, mary@mrl.ucsb.edu. If there is no packing list, please send an email from the receiving person listing the GW PO#, items received, and date received to Mary. If there is a problem with your order, or if you need assistance with an order, please notify Mary.
- If you need to dispose of packaging materials, please use the dumpsters on the East side of the building.

If you have any questions or concerns on the above receiving policy, please e-mail the MRL Building Committee (mrlbuilding@mrl.ucsb.edu) and copy Mary (mary@mrl.ucsb.edu).