

MRL Receiving Procedures, UCSB Stage 4

Overview:

- The MRL has a receiving area in MRL 2046. Due to limited receiving capacity, orders should be limited to those needed for current, approved lab activities.
- Electronic access to the MRL to pick up packages will be given to designated receivers who have been approved by their PI to pick up packages on behalf of their group, and who have completed the MRL COVID access requirements outlined [here](#).
- To enter the MRL to pick up packages, please make a reservation in [FBS](#) below room 2046. If you do not yet have access to FBS, please contact Sara Sorensen at sorensen@mrl.ucsb.edu.
- Please enter the MRL via the main entrance on the first floor (west side, facing Broida). Follow all posted instructions and take the elevator to the 2nd floor. Proceed down the hall to MRL 2046. When you leave, please exit using the administration stairs (past MRL 2065). If you need to use a cart to move your packages, you may exit by the elevator.

Order Tracking / Notification:

- Due to limited on-campus staffing in Stage 4, 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 2x 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 Express (not Ground) will deliver directly to the MRL second floor. 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 Express. Deliveries to Central Stores are dropped off to the MRL on Thursdays.

Pick Up Instructions:

- Please follow all campus guidelines when picking up packages. This includes completing a health screening before coming to campus, and wearing a mask at all times.
- Please make sure to maintain social distancing and queue if another person is already picking up a package when you arrive.
- 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).