

## Shipping and Receiving

### **FedEx/UPS/etc.**

- Yale departments/centers/institutes in 100 College will need to address their packages to the 200 South Frontage Rd loading dock
- TR&S staff will receive/process through Beartracks and make inside deliveries from LEPH through the South Frontage bridge and deliver to offices/labs.

For package deliveries, please address as follows:

Recipient Name – **Building Name Rm #**

Yale University - Department Name

200 South Frontage Rd.

New Haven, CT 06510

- Business leaders should determine when deliveries migrate from existing addresses

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### **US Mail**

- Outgoing US mail **WITH POSTAGE** mid-morning daily in a white bin next to the security guard on the first floor (mid-morning). USPS mail carriers collect this mail daily.
- -or-
- Outgoing US mail **WITH POSTAGE** can be left in the Medical School Mailroom @ 333 Cedar Street – Sterling Hall of Medicine (SHM CE 2).
- Interoffice campus mail for can left at 333 Cedar Street – Sterling Hall of Medicine (SHM CE 2) as well.
- Inbound interoffice campus mail - TBD
- Outgoing **WITHOUT POSTAGE** can use TR&S courier service to to YPPS. Those departments will need to make arrangements with YPPS for postage payments.

## Large Item Delivery

Large items/lab equipment/refrigerators/freezers/incubators/etc. heavier than 75 lbs. will need to be delivered by TR&S movers. Departments would need to fill out a TR&S request for service form provided by the link below. There is a small fee for this service.

[https://yalesurvey.ca1.qualtrics.com/jfe/form/SV\\_069qQgSjsAMPY34?app=yalesites](https://yalesurvey.ca1.qualtrics.com/jfe/form/SV_069qQgSjsAMPY34?app=yalesites)