Information for the campus community regarding mail, supplies ordering and hazardous material deliveries through April 10, 2020

This information reflects current university procedures effective through April 10, 2020. Additional notification will be sent in the event of changes.

MAIL

- University Mail Services is open Monday through Friday in room 702 Severn Building
- Mail will be delivered once a week to existing mail drop locations on campus
  - Your mail delivery day will either be Tuesday or Friday between 9-11 a.m. The attached listing is sorted by Department with a designation for delivery by department.
  - Mail delivery will be attempted once; if the office or mail drop location is closed, the carrier will bring the mail back to the Mail Services Office and hold it for delivery the following week.
- To use USPS Express Mail, contact Sean M. Wynn, Manager of Mail Services at swynn3@umd.edu or 301-405-8205; he will ensure a team member is available to accept/deliver items for inbound and outbound mail.

ORDERING AND PICKUP

- Supplies to be used off campus should be delivered to the Severn Building, with an attention line as noted:
  University of Maryland  
P&SS Distribution  
5245 Greenbelt Road, Docks 5-10  
College Park, MD 20742  
Attn: Name of university employee supplies are for  
Department Name  
FOR PICK UP
- The Distribution Team is available 8 a.m.-3 p.m. daily for delivery and pickup. Contact Doug Waterman at 301-405-5852 with questions, to schedule a delivery time, to arrange for pickup of items to be used off campus, or to arrange for pick up of items held at the Severn Building rather than wait for re-delivery
- Supplies ordered for teleworking employees will be available for pick up at the Severn Building; call 301-405-5852 for an appointment. Only university employees may pick up supplies; a university ID must be presented at time of pickup.
- Orders may be placed using Pcard or Shell Shop during this period; Pcard is preferred because it reduces the need for invoice processing.
  - For orders placed using Pcard, keep receipts and packing slips; turn them in to the Pcard holder upon return to normal working conditions.
  - Employees who pick up supplies must scan or take a photo of each receipt/packing slip and send the photo/scan to the Pcard holder via email the same day the goods are received; this will allow for online reconciliation of Pcards.
• If necessary while the university is operating in an online environment, Deans/department heads may authorize employees in advance to order and pay for supplies personally and submit the charges for reimbursement.
  ▪ All items ordered, received, and paid for by the university are university property.
  ▪ Any unused portion, or durable good, is to be returned to the university department when the university returns to normal working conditions.
  ▪ It is the responsibility of the department to ensure university property is returned.

DELIVERIES TO CAMPUS

• Distribution is accepting deliveries and providing re-delivery service for incoming shipments.
• FedEx and UPS deliveries that would normally be delivered to campus departments will instead be delivered to the Severn Building for re-delivery to campus locations.
• For other shippers, Distribution will attempt delivery of goods to campus departments.
  o When delivery is attempted but no one is available, items will be returned to Distribution for delivery when normal operations resume; perishable items will be a priority for re-delivery.
• Hazardous materials will be accepted and re-delivered by Distribution starting Monday, March 23.
  o Do not order hazardous materials unless absolutely necessary.
  o Hazardous materials must be delivered to the Severn Building/P&SS and may only be delivered to or picked up by DOT HazMat certified personnel.
  o Radioactive materials will continue to be routed to the Department of Environmental Safety, Sustainability and Risk for intake.
• Cylinder gases, tank refills, and dewar refills should be ordered following normal procedures; Air Gas and Praxair are continuing to process orders and deliver product.