

## POLICIES FOR SHIPPING PACKAGES

10/22/2021

1. A shipping room has been established within Kinard 5. The room contains some shipping supplies (boxes, tape, scale, ruler, etc.).
2. Remove or black out **all** labels from recycled boxes that do not pertain to the package contents or shipping location.
3. Prior to bringing package/box (void of labels) for shipping, make certain you have all of the following information:
  - A. Name and Address to ship package to
  - B. Telephone number for recipient
  - C. Account number to charge to
  - D. Value of item being shipped\*
  - E. Name of what is being shipped
  - F. Model No. & Serial No. on items valued at \$1,000 or more
  - G. Clemson Decal # if one is on item
  - H. Type of shipping desired (overnight, 2<sup>nd</sup> day, 3<sup>rd</sup> day, ground, etc.)  
Ground is default. Ordinarily, Ground will be shipped the next day.
4. **DO NOT SEAL THE BOX(S) SHUT** on items valued above \$1,000.00. We will be placing a label inside the package that says:

Property of Clemson University  
Physics and Astronomy Department  
118 Kinard Lab  
Clemson, SC 29634  
864-656-3416
5. We will need Package Dimensions and Package Weight at the time of shipping. A scale and ruler are available in Kinard 5.
6. A "Shipping Data Sheet – Domestic" is available online (fillable PDF) for reporting the necessary information. Download the latest computer-fillable version at <https://www.clemson.edu/science/departments/physics-astro/documents/ShippingDataSheetDomestic.pdf>.
7. Deliver the package to Ms. Kim Webb in 118 Kinard Lab, or leave package in the Shipping Room and notify Ms. Webb (656-3416; [kwebb4@clemson.edu](mailto:kwebb4@clemson.edu)). Email to Ms. Webb the completed "Shipping Datasheet" for domestic shipments or the "Commercial Invoice" for international shipments.
8. Ms. Kim Webb has been named the department shipping agent. She will arrange for labeling the package and pickup by FedEx. When she is not available, consult the main office.

\*Note: It is necessary for us to purchase additional insurance on all items valued above \$1,000.00 (we have a \$1,000.00 deductible). If items are not insured, there is no recovery if they are lost or damaged in shipment. Once they leave Clemson University/this department, they are no longer insured under Clemson's policy unless we purchase this additional insurance. The cost of the additional insurance will be absorbed by the department. This is only on items valued above \$1,000.00. If the PI or student fails to report the value of items being shipped, the department will not be liable for any replacement/or repair costs if the item is lost or damaged in shipment.

**Failure to provide necessary information will result in delay of package being shipped.**