UCD IMPROVE Technical Information #251L

Box Shipping

Interagency Monitoring of Protected Visual Environments
Air Quality Research Center
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DOCUMENT HISTORY

Date Modified	Initials	Section/s Modified	Brief Description of Modifications
02/24/2022	SRS	All	Previously anthologized version separated into individual TIs.
4/14/2022	GRM	All	Updated wording to accommodate new procedures.

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1.   PURPOSE AND APPLICABILITY

The purpose of this TI is to describe the procedures used to pack and ship boxes for IMPROVE network sites.

2.   SUMMARY OF THE METHOD

Boxes are packed and placed at designated locations for pickup.

3.   CAUTIONS

Many site names are similar. It is important to pay close attention to the site code of the bin and to ensure that the proper label is printed for it.

Inbound and Outbound tracking labels look similar. It is important to pay close attention to the receiver address to ensure the box is delivered to the site on time.

4.   EQUIPMENT AND SUPPLIES

- Computer with lab application
- Barcode scanner
- Packing tape and handheld tape dispenser
- Box top labels
- Outgoing UPS/USPS shipping labels

5.   PROCEDURAL STEPS

1. Open the lab application. Navigate to Pre-Sampling, and then Box Shipping, entering three-letter initials if necessary.

2. Scan the bin barcode (type in the 5-character site code if the bin is unlabeled).

3. Check the week bag labels to make sure that they match the dates on the screen and have the correct installation dates on them.

4. Find the site-specific shipping box on the shelves.

5. Remove any old labels (both larger shipping labels, smaller tracking tags, and old box-top label) and extra pieces of tape.

6. After confirming that all bags are sealed, move the bags from the bin into the shipping box, orienting them from Week1 to Week3 from left to right.

7. In one of the folders located at the Box Shipping station, find the corresponding box-top label. The site, and three installation dates should match the lab application information, as well as the bag labels site, date, and color. Place it on the upper left of the top face of the box.

8. Place the outbound shipping label on the top face of the box, scanning the tracking

number into the appropriate text box. Remember to change the drop-down to USPS if it is a USPS label.

9. Seal the shipping box with a small piece of packing tape, then press **Submit** on the lab application.

10. UPS boxes are ideally packed before 4 p.m. to assure pickup that day. These are placed in the hallway of the pickup/drop-off entrance.

11. USPS boxes are picked up on Tuesday and Thursday mornings. These are placed in the white corrugated plastic bins on the counter space next to the mailboxes near the front entrance. Place the boxes in the bins with the shipping label face up.