

## MRL Receiving Procedures, UCSB Stage 4

### Overview:

- The MRL has a receiving area in MRL 2046. The MRL building is currently locked during business hours. Electronic access to the MRL to pick up packages will only be given to individuals who have completed the MRL COVID access requirements outlined [here](#).

### Order Tracking / Notification:

- Please continue to track and anticipate delivery of your orders. MRL staff are not always available to check in packages and send pick up notifications. Due to limited storage capacity, please pick up your packages quickly once notified. Please pick up flammable materials by the end of the day of delivery.
- UPS, FedEx Express, and FedEx 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.
- Remove, date and sign the packing slip for each package you are picking up and leave it in the mail room tray. 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@mrl.ucsb.edu](mailto:mary@mrl.ucsb.edu). 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](mailto:mrlbuilding@mrl.ucsb.edu)) and copy Mary ([mary@mrl.ucsb.edu](mailto:mary@mrl.ucsb.edu)).