

2018 WERC Environmental Design Contest

EQUIPMENT TRANSPORTATION NOTICE

Please, fill out this notice no later than **March 22, 2018** and send it to werc@nmsu.edu.

School Information:

Team Number (<i>available in the invoices sent to advisors</i>):		Task #
School Name		
Advisor Name		
Email		
Phone number		
Sender of the package (<i>if different from the Advisor</i>)		
Name of Sender		
Email		
Phone number		

Equipment Information:

Package Detail	Weight	Width	Height	Length
Description of what the package contains. <i>List any hazardous, perishable, fragile or sensitive items. Attach SDS for hazardous materials and ensure package is in accordance with carrier regulations.</i>				
How will equipment be shipped (i.e. carrier name)?				
Anticipated Departure date:	Anticipated Arrival Date:			

Please ship to:

Attn: Paul Crouch/WERC 2018 Design Contest
 1600 Wells Street
 Las Cruces, NM 88003
 (575) 646-7868

Disclaimer: WERC team and NMSU are not responsible for arrived damaged packages. Sender is responsible to follow package carrier regulations regarding hazardous materials.



Helpful Packing and Shipping Links:

Packing Tips:

Staples.com

<https://www.staples.com/sbd/cre/tech-services/explore-tips-and-advice/tech-articles/easy-tips-to-make-sure-your-package-arrives-safely.html>

UPS.com

<https://compass.ups.com/five-tips-for-holiday-shipping-packing/>

Shipping Easy – Most Common Packing Mistakes

<https://support.shippingeasy.com/hc/en-us/articles/203083019-Packing-Tips-Most-Common-Packing-Mistakes>

ebay.com

<http://www.ebay.com/gds/Ship-It-Safe-Guide-To-Packaging-Liquid-Glass-Paper-/1000000001829703/g.html>

Hazardous Materials

UPS

<https://www.ups.com/us/en/help-center/packaging-and-supplies/special-care-shipments/hazardous-materials.page>

FEDEX

<http://www.fedex.com/us/service-guide/ship-dg-hazmat/hazardous-materials/index.html>

DHL

http://www.dhl-usa.com/en/express/shipping/shipping_advice/dangerous_goods.html

USPS

<https://www.usps.com/ship/shipping-restrictions.htm>

Notes:

1. If you plan to ship mercury containing equipment, radioactive equipment or sources, biohazardous materials or select agents, contact Juanita Miller (miljgh@nmsu.edu) for special instructions.

