

Process for sending documentation/packages [including non-dangerous chemicals] via Courier

The following information will be required for any documentation to be sent by Courier service, please email chem-packages@st-andrews.ac.uk with the information on any package being sent out:

1. Full name of recipient.
2. Full address including postal code, contact telephone number and email address of recipient.
3. Grant code to charge.
4. Advise content of package [i.e. chemical name, equipment etc].
5. If sending chemicals, sender to check if the chemicals are classed as “Dangerous Goods” or not. Follow the instructions under Offices; Sending Chemicals. The Dangerous Goods Safety Adviser will notify the office staff of the outcome.
6. Advise weight, height and length of envelope/package.
7. Advise if the document requires urgent/standard delivery [delivery date depends on the area/zip code].
8. Notify if package contents are over £2,000 for University Insurance purposes.
9. Tariff/HS code – required by courier companies for packages being sent outwith UK. Please refer to item 5.

The Admin Team will then carry out the following:

- Prepare label online and email to sender when complete.

Sender should then complete the final process:

1. Sender to print label and take package/envelope to Stores. If you require a jiffy envelope and shipping pouch for your documents, Artur has a supply in stores.
2. Affix shipping pouch, label to envelope/package and ensure the documents are placed inside. If package being sent out of UK please leave shipping pouch open. The courier driver will check that commercial invoices or dangerous goods invoices are with the package.
3. Place in the allocated PACKAGES box for collection.
4. Sender must notify the Admin Team to advise when the process is complete.
5. Admin Team will track package and advise sender when package is delivered and/or any issues enroute.