

# SEB Deliveries



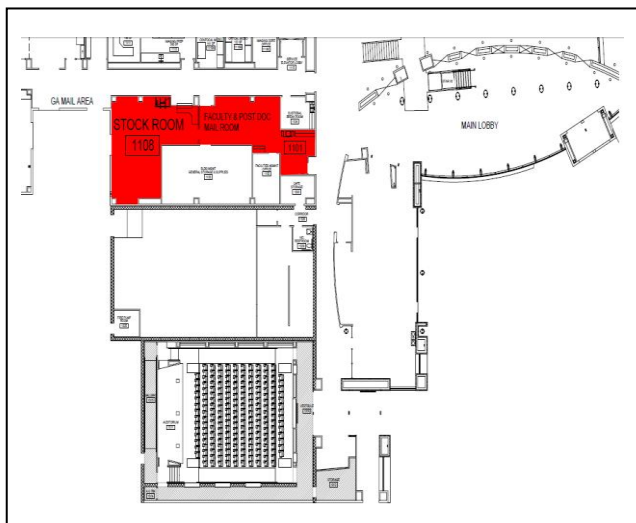
This document describes how the Science & Engineering Building (SEB) handles all incoming deliveries from UNLV Delivery Services or private vendor. This may be described as Mail, General Boxed Deliveries, Chemicals, Cylinder Gases, Cryogenics, Pallet Cargo, and Outgoing Shipments.

## **MAIL:**

SEB has a secure area with mail sorters for Faculty and Post Doc mail in room 1101. Graduate Student mail sorters are also provided in the 1<sup>st</sup> floor stockroom secure corridor. We understand that many may choose to keep their mail deliveries back in their home department. If you would like your mailbox moved to SEB please contact our office at 774-4732 or stop by room 2102 to put in the request. We will confirm Proximity Card access to this area and assign you a box. Note: UNLV Delivery Services only allows one mail destination per individual. Interdepartmental mail may be dropped in the outgoing box next to the stockroom.

## **DELIVERIES CARE OF THE SEB STOCKROOM:**

The SEB Stockroom relies on the unit's departmental support, or the individual to place the orders to be delivered to SEB care of the Stockroom. The Stockroom is merely a transfer center of items open from 8AM to 5PM located in room 1108. We do not hold a stock of items for purchase. For stockroom assistance our attendants may be contacted by phone at 774-1458, by email at [SEBoperations@unlv.edu](mailto:SEBoperations@unlv.edu), or stopping by the window. If no one is there, please use the phone at the window to contact us. We will respond in 60 seconds.



## **BOXED ITEMS / CHEMICALS:**

All deliveries directed to SEB should be addressed with your Name, or lab PI Name, care of the SEB Stockroom.

For example: Dr. John Doe  
SEB Stockroom, Box 454022  
4505 S. Maryland Pkwy  
Las Vegas, NV 89154-4022

UNLV Delivery Services will only deliver to the Stockroom and will not make a direct delivery to your lab or office in SEB. Upon arrival, our Stockroom Attendants will make every effort to contact you about your

shipment arrival. When making your 1<sup>st</sup> visit to the Stockroom please fill out our Contact Form so we may efficiently contact you for future deliveries.

### **CYLINDER GASES:**

SEB utilizes a tank rack addressing system due to our unique service halls with racks adjacent to the wet labs. These addresses are located on the cylinder rack and start with the adjacent lab # ending with a letter U through Z, for example (4123-U, 4123-V, etc.) When placing an order with Praxair or your department support for cylinder gases **always** use this addressing system. The Praxair Driver and the Stockroom Attendant seeing this address on the delivery ticket will make an efficient direct delivery from the truck to outside your lab. The same would apply in reverse for picking up an empty gas container.

**If the Praxair delivery ticket only shows a room # or PI name, the cylinder will go to the stockroom instead for the lab personnel to pick up.**

The stockroom attendant will always sign for the delivery and immediately send the Praxair Picking Ticket to the "Ordered By" via interdepartmental mail.



### **CRYOGENS:**

Similarly to the Cylinder Gases deliveries above, SEB has "Parking Stalls" marked in safety tape in the service halls addressed for the routine Liquid Nitrogen and Liquid Helium deliveries. The parking stalls are labeled with the adjacent room number ending in either -LN2 or -LHe. When ordering cryogenics always use this system for an efficient direct delivery.

**All cryogenics missing this unique address will go to the stockroom for the lab personnel to pick up.**

The stockroom attendant will always sign for the delivery and immediately send the Praxair Picking Ticket to the "Ordered By" via interdepartmental mail.



### **CHEMICAL WASTE:**

The SEB Stockroom is equipped to accept all hazardous chemical and biological waste per UNLV's Risk Management & Safety guidelines.

### **OUTGOING SHIPMENTS:**

The SEB Stockroom accepts outgoing packages for UNLV Delivery Services. It is the responsibility of the sender to pack the item properly and drop off the outgoing package to the stockroom with a signed UNLV Shipping Authorization Form. The Shipping Authorization Form can be found on the Delivery Services website at <http://apps.telecom.unlv.edu/DeliveryWebForms/Shipping>. The Stockroom Attendant will then contact UNLV Delivery Services for pickup. For a package to go out the same day, it must be delivered to the stockroom prior to 1 PM.