1.0 Purpose

The purpose of SOP 1.17 is to detail how to receive and send USPS and campus mail at NCRC.

2.0 Scope

SOP 1.17 is intended to cover all resources, personnel and equipment in the BCR laboratory.

3.0 Procedure

3.1 USPS mail and campus mail to be delivered can be put into the box labeled “Outgoing mail" on the shelf by the mailboxes in B026 across from 333S. Administrative Assistant or designated individual shall deliver mail to Central Service Center, located in B018 room G019, daily. (revised MKB 4/4/17)

3.2 Incoming mail will be picked up daily. Please notify Administrative Assistant or designated individual if an important piece of mail is expected by a certain time, and it can be picked up earlier if necessary from Central Service Center. Mail will be put into respective individuals’ mailboxes in building 26 across from room 333S. (revised MKB 4/4/17)

3.3 Business hours of Central Service Center are Monday through Friday 7:00 am-4:30 pm. For after-hours entry, please contact Security at Post 1 / 734-764-9000.

3.4 Any packages to be delivered via UPS or FedEx will be packaged and delivered as usual from Dock 90 at NCRC, following any necessary OSEH guidelines for dry ice or hazards.

4.0 Applicable References

5.0 Change Description

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