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# **SERVICE & REFERENCE**

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# **GUIDE**



**Trent University Campus  
Shipping & Receiving Centre**

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**your logistics and mailing solution on campus**

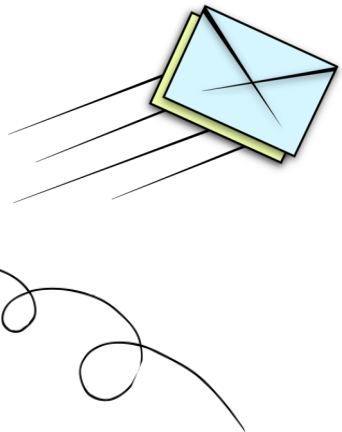


## **Trent University Campus Shipping & Receiving Centre**

your logistics and mailing solution on campus

t. 705.748.1011 x 7433  
e. [src@trentu.ca](mailto:src@trentu.ca)  
[trentu.ca/print-post](http://trentu.ca/print-post)

Environmental Sciences Bldg., C113  
2089 East Bank Drive, Peterborough, ON K9L 1Z8





Campus Shipping & Receiving Center(CSRC) provides professional logistics and mail services for the University. Incoming mail and shipments are delivered to CSRC first, providing a centralized receiving depot on campus.

CSRC receives, ships and delivers materials, mail, parcels, and equipment on campus, including Traill. Other services include mail addressing/folding/inserting, receipt and entering of chemicals into the HECHMET inventory database.

This guide is to assist the user with respect to the logistics and mail services available at Trent.



## MAIL SERVICE

Campus SRC provides a centralized, cost-effective and efficient distribution system for Trent University mail providing information and advice, insuring compliance with laws, regulations and rates of Canada Post.

Faculty and staff are asked to notify Campus SRC if any changes in location, office hours and personnel to ensure proper receipt of mail and incoming parcels.

Mail is collected and delivered throughout the campus once per day.

Residence mail and parcels are distributed at the two Residence Service points. We cannot distribute mail or packages from Campus SRC. If you are a student in residence, you will receive an email from the Housing Department notifying when your package arrives at the Service Centre location. Your student card and your signature will be required at the time of pick up. Please contact Housing with any additional questions, 705-748-1011 ext. 7127



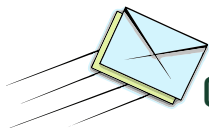
## INCOMING MAIL

CSRC processes all incoming mail from Canada Post delivers to each department and Housing Service Centers commencing at 8:30 a.m.

Trent's mailing address is not the same as the CSRC address. All letter mail and Canada Post parcels must be addressed as follows:

This is Trent's  
mailing address

ADDRESSEE'S NAME  
DEPARTMENT NAME  
COLLEGE/BUILDING NAME  
**TRENT UNIVERSITY**  
**1600 WEST BANK DRIVE**  
**PETERBOROUGH, ON**  
**K9L 0G2**



## OUTGOING MAIL

If your outgoing mail requires postage and is being charged to the department, please include the account to be charged. Outgoing mail can be left in department pick up area or dropped in outgoing mail box in Blackburn Hall 136.1. Stamped (appropriate stamp affixed) personal mail can be dropped into the mail box in BH and will be included with the University outgoing mail to Canada Post.

When sending interoffice mail, please insure the following:

- envelope/mailler is sealed
- recipient and destination must be clearly marked. If using a recycled envelope, scratch out old names and locations. This will avoid any sorting issues.

Things to note when sending a large mailing:

- account code on one box is sufficient
- #10 (business size) envelopes, do not seal or fan the flaps. Keep flaps closed and envelopes stacked.
- 9x12 envelopes, please ensure flaps are sealed. The mailing machine cannot seal that size of envelope.

Departments sending official University mail to addresses off campus are responsible for the proper preparation of all letter mail and parcels. Each piece of mail must clearly identify the name of the originating department in the top left hand corner of the envelope, under the Trent University logo. This will ensure that undeliverable mail can be returned to the sender.



All mail must be properly addressed. The recipient's name, agency or company, street address or P.O. Box, city, province or state, country and postal code is required. The postal code must always appear immediately following the province/state on the envelope and must reflect the proper address. No other information should be placed below the postal code.



Do not abbreviate international addresses, with the exception of the U.S.A. Use the complete spelling of a foreign city, province or country.

Mail must be enclosed in an appropriate envelope or parcel. Items must be properly packed and safe to handle. Restrictions apply to the mailing of certain items to foreign countries. Please contact SRC at ext. 7433 for information regarding restrictions and advice on how to package fragile or unusual material.



## Helpful Hints

Here are some hints about sending out mail or mailings:

- keep your mail lists up-to-date
- Canada Post applies a surcharge on letter mail which does not include a postal code
- non-standard envelopes cost a premium
- letters should be folded in three and put in a standard envelope to get the best first class rate
- if sending bundles of mail, only one account number on the top left corner of bundle is required - not per envelope
- if one envelope indicate account number/department to be charged



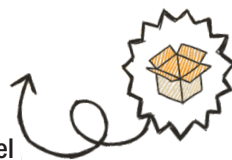
## COURIER SERVICE

Trent University currently has a contract with UPS as it's courier company. UPS provides shipping services to Trent University and Trent University Durham. CSRC has a scheduled daily pick up. If you are wanting to send a shipment from the University, please note the following:

- the required UPS shipment form needs to be completed and attached to the outgoing parcel. This form can be found on the website [www.trentu.ca/print-post](http://www.trentu.ca/print-post) under the Campus SRC page. This form assists the CSRC team in preparing the shipment. All fields need to be completed. There are exceptions to this form, as some departments are set up with UPS CampusShip
- the completed form and parcel need to be ready in your department prior to departmental pick up. If you are dropping off to CSRC, it needs to be there no later than 2 pm. If past this time, your parcel may not go out the same day.



- All parcels must be packed securely. Even though you have filled out the form, the recipient's addressing information must be clearly printed in the center of the parcel (on both sides) and the originating department in the top left hand corner.
- It is advisable to show the address of the sender and of the addressee inside the parcel and identified on the items as much as possible.
- International shipments require more information for customs, such as:
  - what are you shipping
  - what is the item being used for
  - value of the parcel
  - if samples for teaching/research purposes, official paper work with permits are required
- Larger items (ie. coolers, equipment, etc.) will need to be dropped off at CSRC. Our delivery service is not equipped to pick up this kind of shipment.



Faculty and staff are asked to notify Campus SRC if any changes in location, office hours and personnel to ensure proper receipt of mail and incoming parcels.



## CENTRALIZED RECEIVING

Campus Shipping and Receiving has moved to the Eastbank to provide a centralized receiving depot.

All goods incoming at Trent University are to be received through Central Receiving. The Central Receiving operations allow for a single location with designated trained personnel to accept all deliveries, acknowledge receipt of goods and be responsible for facilitating delivery or pick-up of the incoming product for the University. Centralized Receiving provides a segregation of duties regarding receipt verification.

This depot provides a central location for most University shipments (with some exceptions). Some of the functions of the CSRC include:

- Supporting the maintenance of HECHMET (detailed in next section) by processing and inventorying of chemical shipments (excluding bulk).
- Receiving shipments and matching back to purchase order.
- Receive and inbound courier shipments.
- Redirect shipments if necessary.

To facilitate this move to centralized receiving, please ensure that all incoming shipments and parcels are addressed to:

Name/Dept.  
Trent University SRC  
2089 East Bank Drive  
Peterborough, ON K9L1Z8

- If you are expecting a large shipment, please notify the CSRC in advance. This will facilitate a smooth transfer.
- All couriers, transport companies and delivery companies are to report to the CSRC upon arrival to campus.
- In some cases, due to size of shipment or the final location for the item, CSRC may need to redirect the driver.



## HECHMET

HECHMET (Higher Education Cooperative for Hazardous Materials and Equipment Tracking) is a cooperative of institutions with similar goals for tracking hazardous materials. Trent joins other universities using this system,

including: McMaster, University of Ottawa, Concordia, Queen's, Ryerson, University of Toronto, York, Carleton, Western.

HECHMET was a Technology Demonstration Project funded by the Department of National Defence's Chemical, Biological, Radiological-Nuclear, and Explosives Research and Technology Initiative (CRTI). CRTI is a federal program developed to improve the science and technology capabilities of the nation to meet changing security needs. It seeks to support the development and adaptation of software for maintaining a comprehensive database of chemicals, standardize the management of chemical inventories across institutions, and improve the tracking of chemicals in Canada.

All new chemicals will be shipped directly to CSRC, regardless of department. There they will be barcoded and entered into Trent's Chemical Inventory.

When ordering chemicals, regardless of the procurement method used (purchase order, credit card, FisherFast, online, or over the phone) it is important that in the "Attention" or "Comments" section of any order that the following information be entered:

- CH - indicating the material is a chemical
- The 2 or 3 letter Building designation code
- Room number where the material will be stored

For example, if you were to order Hydrochloric acid for room A 202.1 in the Environmental Sciences Building, then you would enter as follows: **CHESBA202.1**

The Building designation codes are as follows:

Life and Health Sciences C and D Block: LHS

DNA Blocks A and B: DNA

Environmental Sciences Building: ESB

Science Complex and Physics: SC

Chemical Sciences Building: CSB

Please verify that you are using the CSRC address on all your orders.



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