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KANSAS BULLETIN NO. KS120-8-9

SUBJECT: ADS - Shipping Guidelines

Purpose. To issue guidelines for shipping parcels

Expiration Date. September 30, 2009

United Parcel Service (UPS) and Federal Express (FedEx) are excellent cost-effective alternative vendors to the United States Postal Service (USPS) for shipping parcels. Parcels are defined as packages more than 3/4-inch thick with a weight of more than 13 ounces. A “general” rule of thumb is to consider UPS or FedEx as a shipper when a parcel reaches a weight of over four pounds; however, there are other factors to consider:

- Can your parcel be hand-carried by another employee to its destination?
- What services are available in your location? (Some locations do not have **easily accessible** UPS or FedEx services. Cost savings on shipping is not always the better alternative to the time involved in obtaining the savings.)
- Are you shipping to another location in your state?
- How soon does the parcel need to arrive at its destination?

When hand-carrying a parcel is not an option, use the factors above and the chart below to assist in the vendor selection process:

FedEx Ground	UPS Ground
Cost is less than UPS ground	Cost is higher than FedEx ground, but less than USPS priority mail
Delivery time is three business days to any location in Kansas (day one is the ship day/day two is the “en route” day/day three is the arrival day)	Delivery time is next-day to any location in Kansas.
Designated area office (AO) staff will provide shipping labels and arrange for on-site pickups. (Area 1 contact the AO) (Area 2 contact the AO) (Area 3 contact the AO or Manhattan Technical Office) Allow 24 hours for pickups to occur. Offices with easily accessible services can hand-carry parcels to drop-off locations for faster service.	Contact the Management Services Staff at the state office (SO) for shipping labels and account number. Call 1-800-PICK-UPS (800-742-5877) to schedule pickups. Allow 24 hours for pickups to occur. Offices with easily accessible services can hand-carry parcels to drop-off locations for faster service.

(more)

DIST: O, Public Affairs Staff, S(MGS)

Shipping Exhibits

The shipping guidelines outlined in this bulletin will be used to move exhibits throughout the state. When an exhibit is requested from the SO, the requestor should indicate, at that time, the best method for returning or moving the exhibit, based on the above factors. The SO will prepare and enclose a return shipping label if the exhibit is coming directly back to the SO. Often times, the same exhibit may need to be used several times in different locations before it is returned to the SO. In those cases, a shipping label will be enclosed by the SO for shipment to the next requestor. All subsequent requestors will be responsible for moving the exhibit to the next location by determining the best shipping method, based on the above factors. The final user will be responsible for returning the exhibit to the SO. All offices will contact the appropriate AO or SO staff for assistance with these shipping tasks.

Contact: Rhonda G. Sulsar, 785-823-4505 or Mary Shaffer, 785-823-4571

(Signed)

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