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**EQUIPMENT TRANSPORTATION FORM**

Please add your team name to this document’s filename.

Email this form no later than **April 6, 2023** to:

[**miljgh@nmsu.edu**](mailto:miljgh@nmsu.edu) and [**werc@nmsu.edu**](mailto:werc@nmsu.edu)

**School Information:**

|  |  |  |
| --- | --- | --- |
| **Team Number:** | | **Task #** |
| **School Name** |  | |
| **Advisor Name** |  | |
| **Email** |  | |
| **Phone number** |  | |
| **Sender of the package *(if different from the Advisor)*** | | |
| **Name of Sender** |  | |
| **Email** |  | |
| **Phone number** |  | |

**Equipment Information:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Package Detail** | **Weight** | **Width** | **Height** | **Length** |
|  |  |  |  |
| **Description of what the package contains.**  ***List any hazardous, perishable, fragile or sensitive items. Attach SDS for hazardous materials and ensure package is in accordance with carrier regulations.*** |  | | | |
| **How will equipment and/or materials be shipped?  (i.e. carrier name)?** |  | | | |
| **Anticipated Departure date:** | **Anticipated Arrival Date:** | | | |
|  |  | | | |

**Please ship your packages to:**

NMSU Property Warehouse  
For: WERC Environmental Design Contest  
1600 Wells Street  
Las Cruces, NM 88003  
(575) 646-7868

**Disclaimer: WERC team and NMSU are not responsible for packages that arrive damaged.   
 Sender is responsible to follow package carrier regulations regarding hazardous materials.**

**Helpful Packing and Shipping Links:**

**Packing Tips:**

Staples.com

<https://www.staples.com/sbd/cre/tech-services/explore-tips-and-advice/tech-articles/easy-tips-to-make-sure-your-package-arrives-safely.html>

UPS.com

[Preparing Your Package: UPS - United States](https://www.ups.com/us/en/services/individual-shipper/preparing-to-ship.page?)

Fedex.com

[How to avoid common packing mistakes | Shipping Channel Singapore (fedex.com)](https://shippingchannel.fedex.com/en-sg/preparing-shipment/packing/packing-mistakes.html)

Fineartshippers.com

[How to Ship Glass Safely: A Short Guide from Fine Art Shippers](https://fineartshippers.com/short-guide-on-how-to-ship-glass-safely/#:~:text=%20How%20to%20ship%20glass%20safely%3F%20%201,it%20inside%20the%20box.%20Write%20the...%20More%20)

**Hazardous Materials**

UPS

<https://www.ups.com/us/en/help-center/packaging-and-supplies/special-care-shipments/hazardous-materials.page>

FEDEX

<http://www.fedex.com/us/service-guide/ship-dg-hazmat/hazardous-materials/index.html>

DHL

<http://www.dhl-usa.com/en/express/shipping/shipping_advice/dangerous_goods.html>

USPS

<https://www.usps.com/ship/shipping-restrictions.htm>

**Notes:**

1. If you plan to ship mercury containing equipment, radioactive equipment or sources, biohazardous materials or select agents, contact Juanita Miller (miljgh@nmsu.edu) for special instructions.