

UW-Madison Integrative Biology Mail and Shipping Guidelines

Addresses for iBio Buildings:

Birge Hall – 430 Lincoln Dr. Madison, WI 53706

Noland Hall – 250 N Mills St. Madison, WI 53706

iBio Research Building – 1117 W. Johnson St. Madison, WI 53706

Inbound Packages

If you will be paying for shipping costs, contact Brandon Dowd (brandon.dowd@wisc.edu) for department's FedEx and UPS account numbers. iBio's preferred carrier is UPS. If paying for freight, please use UPS whenever possible.

Outgoing Packages

Contact Brandon Dowd (brandon.dowd@wisc.edu) regarding any outgoing packages. UPS is iBio's preferred carrier. **For international shipments, please give at least one to two days' notice.**

Be prepared to share the following information for all outgoing shipments:

- Package weight and dimensions
- Package contents (please mention if package contains batteries)
- Contents of package
- Intended recipient's name, address, and contact information (phone number and/or email)
- Shipping speed required (overnight, 2 day, or ground, etc.)
- Date of Shipment
- If a pickup at Noland Hall will be required
- Party responsible for payment (if recipient, be prepared to share their FedEx/UPS account number)
- Funding and justification of package (if you are paying for charges)
- If dry ice needed (no dry ice is allowed on international shipments) *

***If your package requires dry ice, please plan on a shipment day of Tuesday or Wednesday as iBio's dry ice allotment is delivered to the iBio Research Building each Monday.**