

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:

iBio employees paying for inbound package shipping costs should contact Ben Lincks (ben.lincks@wisc.edu) for the department's FedEx and UPS account numbers.

Outgoing Packages:

UW-Madison encourages services be procured through FedEx, UPS, and USPS to receive the best pricing. Contact Julie Lindsey (jzlindsey@wisc.edu) two business days in advance for assistance with outgoing packages. Provide the following information:

- package weight and dimensions
- package contents (mention if package contains batteries)
- intended recipient's name, address, phone number, email
- shipping speed required (e.g., overnight, 2-day, ground)
- shipment date
- if a pickup at Noland Hall will be required or if you plan to take the package to a drop off sight
- who is responsible for payment and funding details (if recipient is paying, provide their FedEx/UPS account number; otherwise share your funding string)
- business justification for shipment
- if dry ice is needed. Regarding dry ice:
 - no dry ice is allowed on international shipments
 - plan on a shipment day of Tuesday or Wednesday as iBio's dry ice allotment is delivered to the iBio Research Building each Tuesday