

FedEx® Shipping Guide

Welcome

to the NHS **FedEx**® Shipping and Package Preparation Guide

The following information will walk you through each step of preparing and submitting **FedEx**® shipments; from completing your shipping request form to packaging and labeling your shipment correctly.



Let's get started! 🖱️

PREPARING YOUR PACKAGE FOR TRANSPORT



An improperly prepared package can experience shipping delays, potential carrier rejection, delivery failure, or damage in transit.

Ensure your packages are shipment-ready by using the following guidelines for two of the most popular packing methods:

Single Box & Box-in-Box >>>>>

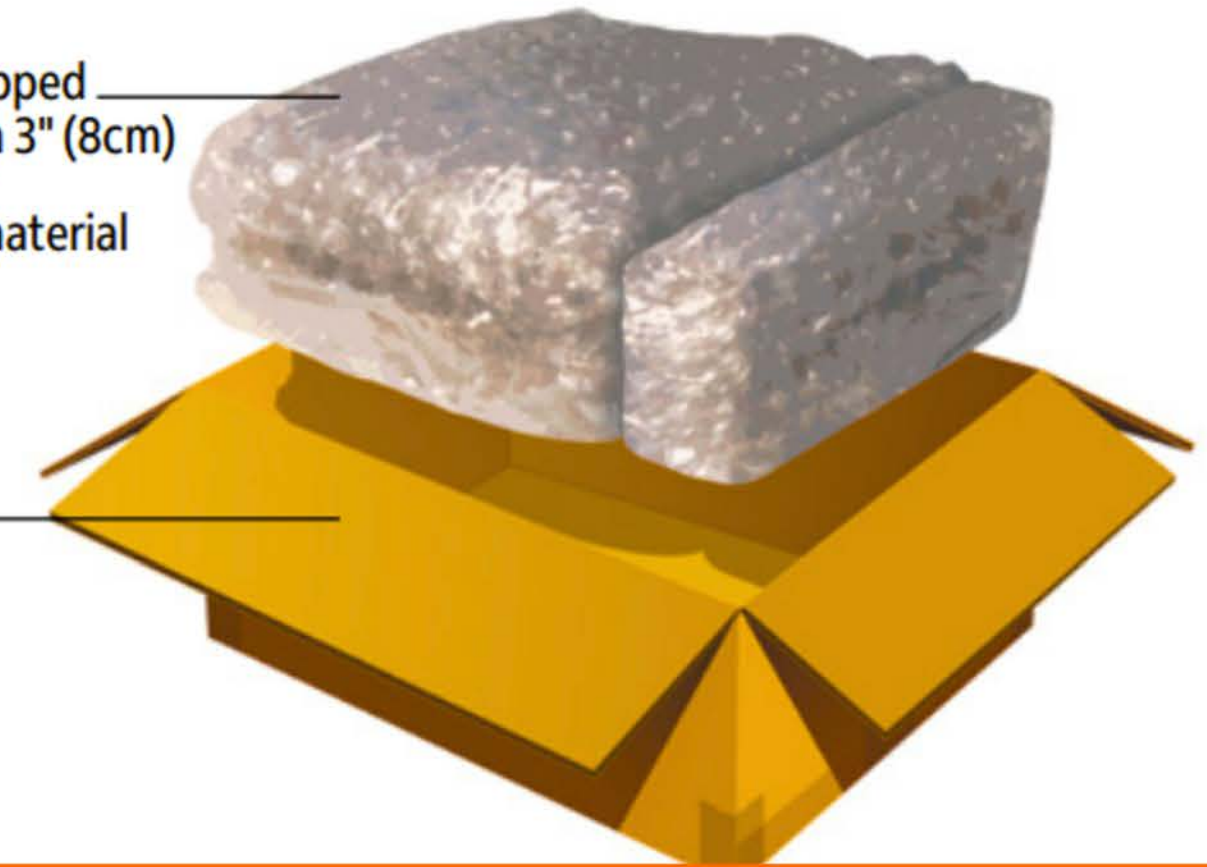
SINGLE-BOX

- Ship non-fragile products, such as soft goods, inside a sturdy outer box.
- Consolidate small parts of spillable granular products in a strong, sealed container, such as a burlap or sift-proof plastic bag, then package in a sturdy outer box.
- Place goods that might be affected by dirt, water, or wet conditions inside a plastic bag.
- Use fillers like crumpled newspaper, loose-fill peanuts, or air-cellular cushioning material such as Bubble Wrap to fill void spaces and prevent movement of goods inside the box during shipping.

Single-Box With Wrapped Item

Product wrapped
in a minimum 3" (8cm)
thickness of
cushioning material

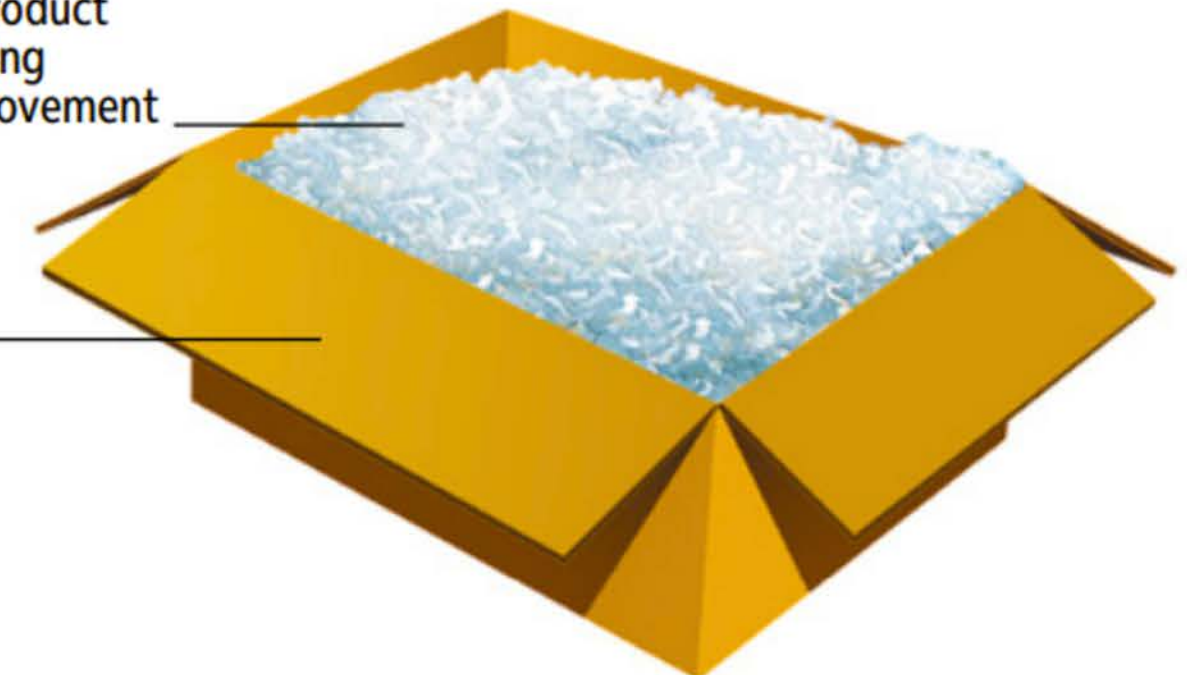
Sturdy
outer box



Single-Box Filled With Loosefill Peanuts

Nonfragile product
with cushioning
to prevent movement

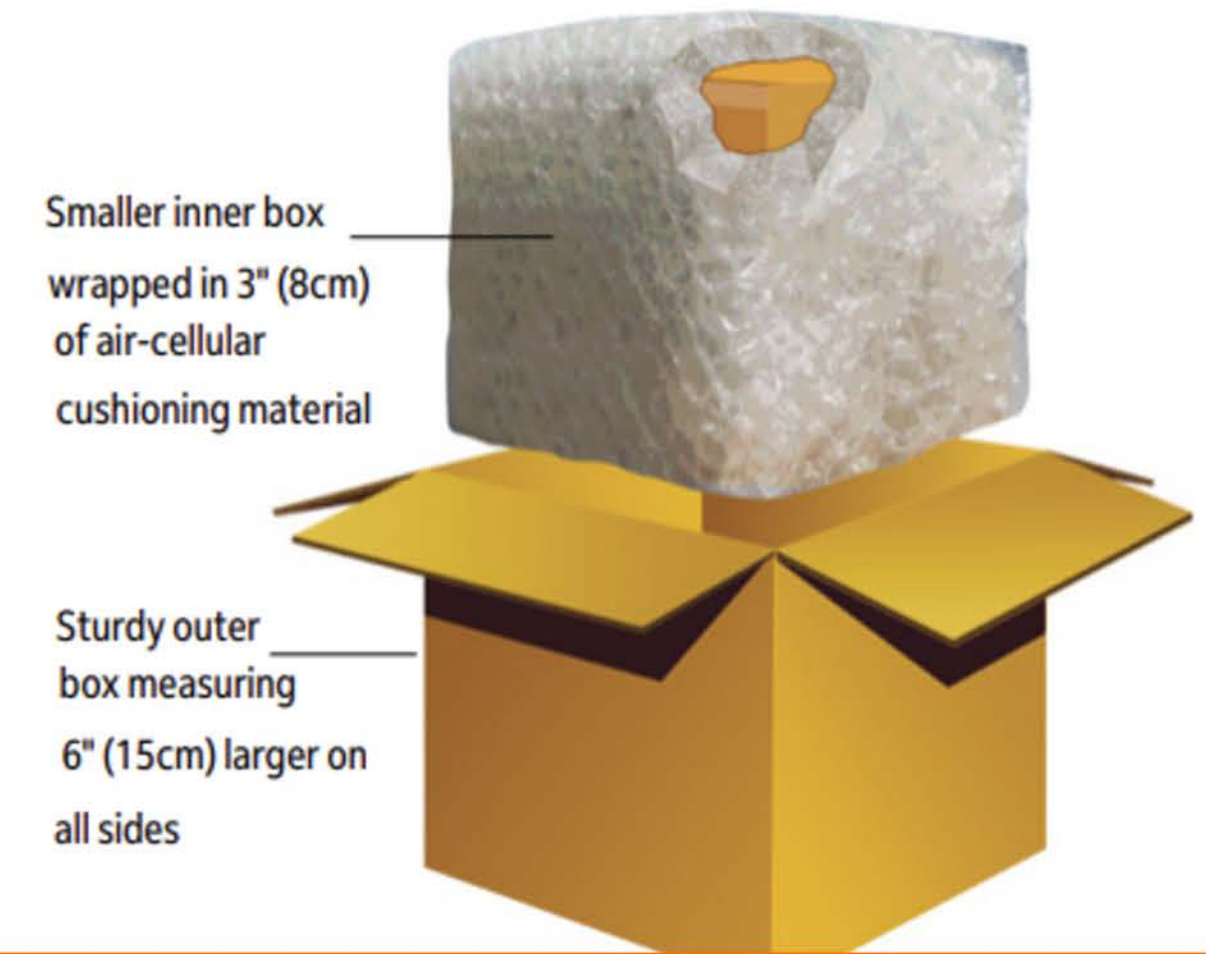
Sturdy
outer box



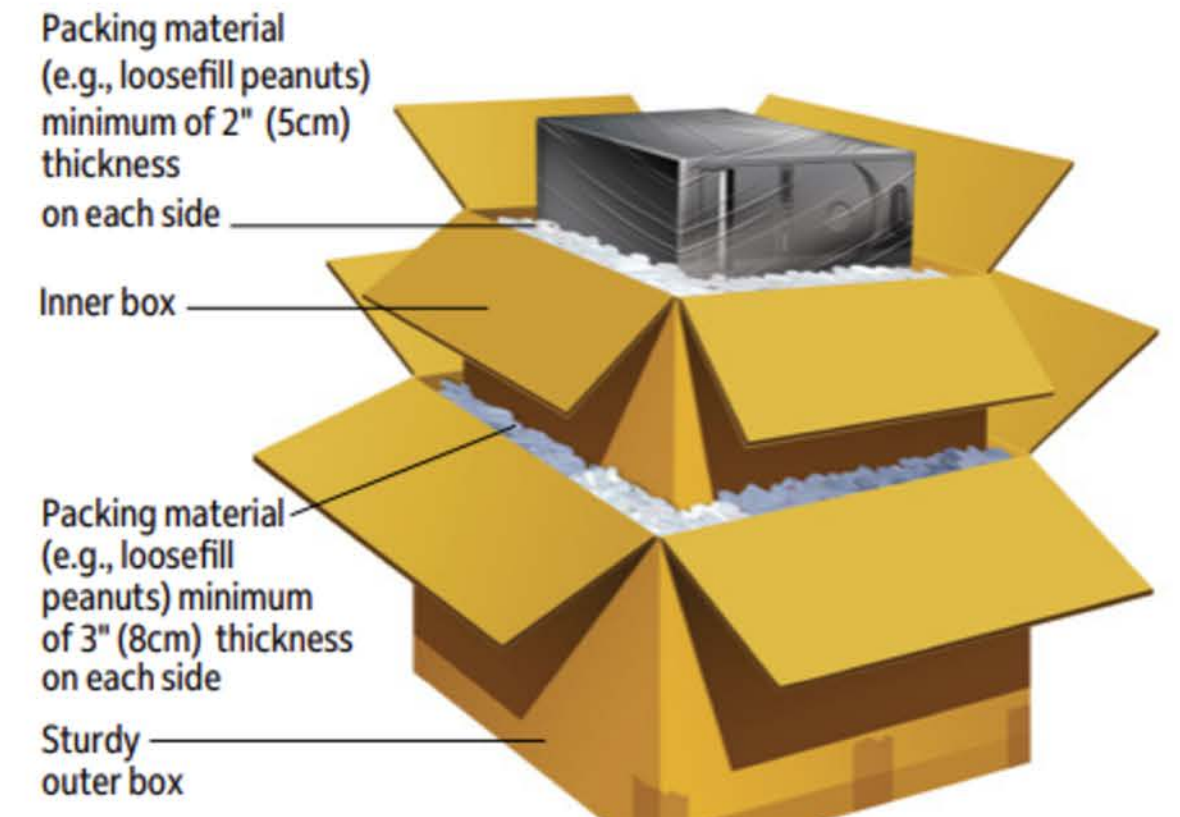
BOX-IN-BOX

- Wrap product(s) individually with at least 2" thickness of air-cellular cushioning (i.e., Bubble Wrap) or foam material (i.e., packing peanuts) to fit snugly inside a corrugated fiberboard/ cardboard box.
- Restrict product movement inside the box by using filler like crumpled newspaper, loose-fill peanuts, or other cushioning material.
- Use a second box that is at least 6" longer, wider, and deeper than the inner box.
- Choose the wrap or fill method to cushion the inner box inside the larger, sturdy outer corrugated fiberboard/cardboard box.

Box-in-Box With Air-Cellular Cushioning



Box-in-Box With Loosefill Peanuts



Fragile items

Fragile items should always be double-boxed.



Within the inner box, each item should be wrapped separately in a minimum 3" thickness of air-cellular cushioning material (i.e., Bubble Wrap).



Within the outer box, wrap the inner box with 3" thickness of air-cellular cushioning material or at least 3" of loose-fill peanuts (or other cushioning material) to fill the spaces between the inner box and outer box along the top, bottom, and all sides.

BOX-IN-BOX



Heavier items

For shipments that contain heavier items, use double-wall

boxes which are made from two layers of corrugated fluting positioned between three linerboards.

Double-wall boxes are designed to provide greater strength, stacking capacity, and protection than single-wall boxes.

PACKING WITH PREVIOUSLY USED CARDBOARD BOXES

BOX-IN-BOX

When shipping items in your own packaging, select either a new cardboard box or a used box in good condition. Ensure the box is acceptable by:

- verifying that it is sturdy, undamaged, and has all flaps intact
- confirming it meets the size, weight, and quality conditions for the item(s) being shipped
- utilizing double-wall boxes for heavier items

FedEx® requires boxes such as **Styrofoam** or **chipboard** (*i.e., gift or shoe boxes*) be packed into a corrugated fiberboard/cardboard outer box to protect the shipment during transit.



Remove or cover

all previously used markings as well as labels, stickers, and barcodes on the box.



Cross out or cover

any pre-printed information on the box
that does not pertain to your shipment.

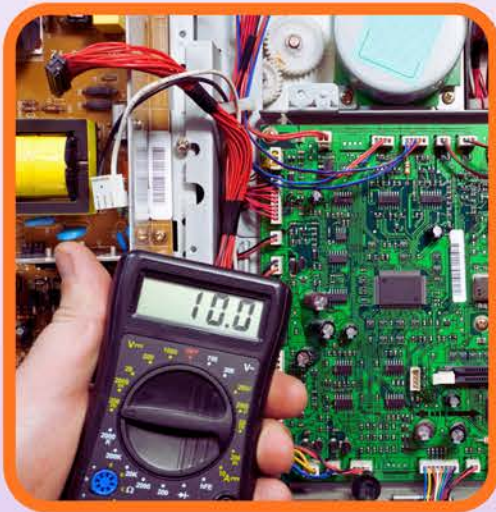
For example: business names, product descriptions, bar codes, handling instructions, etc.



PERISHABLE AND TEMPERATURE- SENSITIVE ITEMS

Perishable or temperature-sensitive shipments contain contents that can be damaged by heat or cold.

Examples include, but are not limited to:



ELECTRONICS



**BIOLOGICAL
SAMPLES**



**CERTAIN
LIQUIDS**



MEDICINES



BATTERIES

To properly ship perishable items, you will need:

- **Coolant:** select the appropriate coolant option – *outlined in the following sections* – to keep your shipment's contents cold or frozen
- An **insulated foam container**
- An **outer corrugated box**

...and, depending on the type of item(s) being shipped, you may also need:

- A **watertight plastic liner and bag**
- **Packing material**; such as packing peanuts
- **Absorbent material**; such as pads or paper towels

COOLANT

Option 1

GEL PACKS

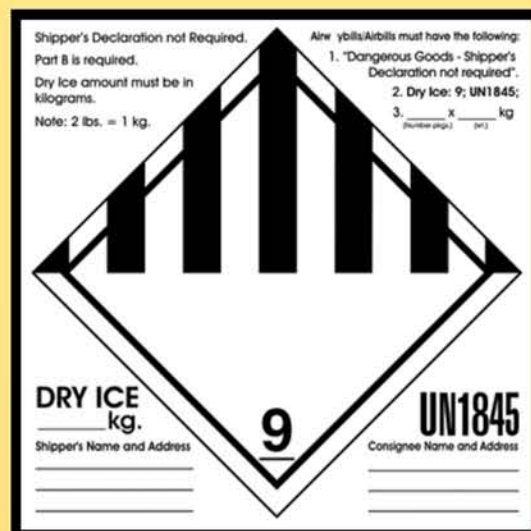
Use for items needing to be kept cold between 34°F and 50°F.



DRY ICE

Use for items needing to remain frozen while in-transit.

Dry ice is classified as a hazardous material under federal shipping guidelines. Employees preparing or handling shipments containing dry ice must complete Dangerous Goods Handling Training. For assistance with arranging this training and receiving your certificate of completion, contact Baillie Luff with Environmental Health Services at bluff2@unl.edu



Additionally, a dry ice label must be filled out and affixed to any outgoing shipment containing dry ice. Dry ice labels are available from the NHS Admin. Office or print your own online: https://www.fedex.com/content/dam/fedex/us-united-states/services/Dry_Ice_Label.pdf.

WET ICE

For items that must stay cold, **FedEx**® recommends the use of **gel packs**



If wet ice must be used, follow these guidelines:

- Line the bottom of the shipping container with an absorbent material for extra protection
- Line the inside of the shipping container with a large plastic bag
- Double-bag the ice



Seal each bag securely by:



SHIPMENTS CONTAINING BATTERIES

Batteries present unique transportation risks because they generate electricity through chemical reactions and are classified as dangerous goods. Improper handling, packaging, or storage can result in leaks, corrosive chemical exposure, short circuits, or fires.

Key battery categories and their basic handling include:

WET BATTERIES

1. Identify the type of wet battery
2. Secure battery in a leakproof box
3. Seal and label the package accordingly



DRY BATTERIES

1. Identify the type of dry battery
2. Secure battery in a box
3. Seal and label the package accordingly



LITHIUM BATTERIES

Packages containing lithium batteries require special handling and may be subject to hazardous materials shipping regulations.



Before preparing a shipment containing lithium batteries, review all current lithium battery restrictions and guidelines online at:

<https://fedex.com/en-us/shipping/how-to-ship-batteries.html#3>

For details regarding shipments including wet and/or dry batteries, visit: <https://fedex.com/en-us/shipping/how-to-ship-batteries.html#1>.

SEALING YOUR PACKAGE



- ***Always seal packages with packing tape.*** It is designed specifically for cardboard boxes and provides a strong, secure seal during handling, shipping, and storage.
- ***Inspect boxes before shipping*** and ensure they are free of holes, tears, crushed corners, and open seams.
- Packing tape offers reliable adhesion to cardboard, holds boxes securely in transit, and removes cleanly when unpacking.
- While duct tape has a strong initial bond, its rubber-based adhesive does not adhere well to cardboard fibers, making it more likely to fail during shipment.
- A properly sealed, undamaged box helps protect contents and reduces the risk of loss or damage in transit.



...use the H taping method.



Apply tape evenly across flaps and seams, to both the top and bottom of the box.

SEALING YOUR PACKAGE



...use:

- cellophane tape
- duct tape
- masking tape
- string
- rope

...wrap the outer box in:

- shrink wrap
- stretch wrap
- bubble wrap



REQUEST FORM SUBMISSION TIMELINES



To ensure all shipping requests are processed accurately and on time, please submit your Shipping Request forms according to the timelines below.

Each request received requires time for review, preparation, and verification. *Thank you for planning accordingly to allow sufficient processing time!*

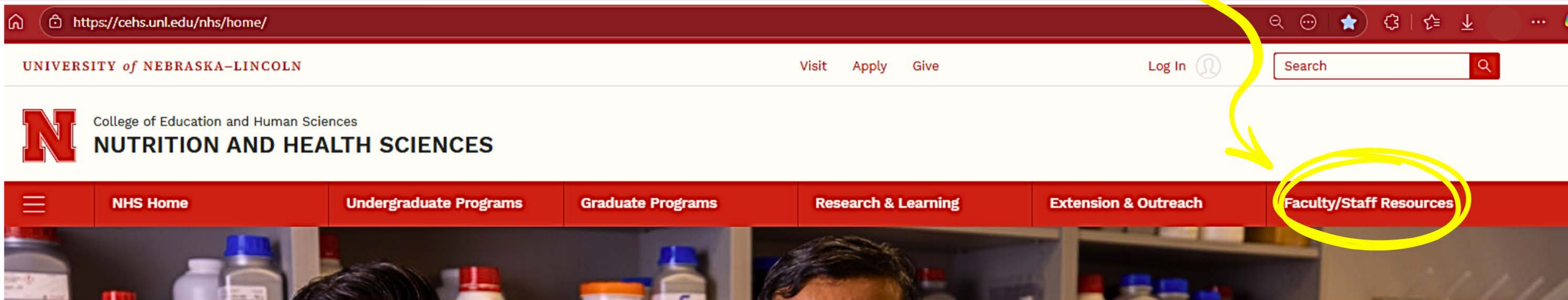
✓ **NON-PERISHABLE SHIPMENT REQUESTS:**
Submit a *minimum of 1 business day* in advance of the shipment date.



✓ **PERISHABLE SHIPMENT REQUESTS:**
(Refrigerated/Dry Ice)
Submit a *minimum of 1-2 hours* before the package will be submitted to FedEx for handling.

SUBMITTING A **FedEx**® SHIPPING REQUEST FORM

To obtain a shipping label for your outgoing package, submit an NHS Shipping Request form online. At the NHS home page: <https://cehs.unl.edu/nhs>, click on the Faculty/Staff Resources tab.



Below **Request Forms**, select:
FedEx
Shipping



Faculty/Staff Resources

Correspondence



- [NHS letterhead](#)
- [Email Signature Generator](#)

Emergency Preparedness



- Building Emergency Action Plans
 - [Leverton Hall](#)
 - [HRTM Academic Space at the Scarlet Hotel](#)

Employee Onboarding



- Checklists
 - [Faculty](#)
 - [Staff](#)
- [New Employee Orientation](#)
- [Benefits Enrollment](#)
- [New Employee Essentials](#)

Maps



- [City Campus](#)
- [East Campus](#)
- [Innovation Campus](#)

Request Forms



- [Department Guest Parking Permit](#)
- [FedEx Shipping](#)
- [Fixed Lab Request](#)
- [Schedule FedEx Pickup from LEV 111](#)

OR

link directly to
the form at:

<https://cehs.unl.edu/nhs/fedex-shipment-request/>

COMPLETING THE **FedEx**® SHIPPING REQUEST FORM

- **SENDER INFORMATION**

Enter your name, e-mail address, and contact number.

NOTE: the return address on all outgoing NHS packages will be listed as:

UNIVERSITY OF NEBRASKA-LINCOLN
1700 N. 35TH ST.
LEV 110
LINCOLN, NE 68583
UNITED STATES/US

- **RECIPIENT INFORMATION**

To minimize delivery delays caused by incomplete address information, provide detailed recipient information:

- Business name
- Contact's name
- Contact's phone number (in the event a delivery issue arises, the recipient can be contacted directly)
- Complete delivery address (include any floor, building, suite, or room numbers)
- Verify you are using the proper zip code



• PACKAGE DETAILS



Provide accurate package measurements to ensure correct shipping charges and proper handling by the carrier.

- **Weight**

Total weight of the package in pounds

- **Dimensions**

Length × Width × Height (L × W × H) in inches



*Postal scale
available in
NHS mailroom*

• DECLARED VALUE -*Purchasing a higher limit of liability*

Declared Value is *optional* and is not required for every shipment. You may:

- Ship using **FedEx**’s standard liability coverage (up to \$100 per package at no additional charge), or
- Add a Declared Value for Carriage to purchase a higher limit of liability (additional charges apply).
 - *Select ‘Yes’ under the “Declared Value” section. An entry field will populate for the amount to be added.*

Please note that a higher limit of liability through Declared Value is ***not the same as shipping insurance***. If broader protection is needed, separate shipping insurance may be purchased through an insurance provider.

For more information, visit: <https://www.fedex.com/en-us/shipping/declared-value.html>.

- **SHIPMENT DATE**

Specify the date the package is to ship out.

- **REQUESTED SERVICE**

Select the preferred shipping service for your package:

FedEx First Overnight	<i>Delivery next business day between 8:00 AM & 9:30 AM</i>
FedEx Priority Overnight	<i>Delivery next business day by 10:30 AM</i>
FedEx Standard Overnight	<i>Delivery next business day by 4:30 PM</i>
FedEx 2-Day	<i>Delivery 2nd business day by 4:30 PM</i>
FedEx Express Saver	<i>Delivery 3rd business day by 4:30 PM</i>
FedEx Ground	<i>Day-definite delivery within 1-5 business days</i>



- **PAYMENT OF SHIPPING COST**

Provide the cost object number (or WBS) number to charge the shipment cost to.

- **WILL A RETURN SHIPPING LABEL BE NEEDED?**

When shipping an item that will need to be returned, you may select the option to generate a pre-paid return label. The label can be enclosed with the outgoing shipment or e-mailed to the recipient for printing. This provides a simple return process, with shipping charges covered by your department.



- **SPECIAL HANDLING LABELS**



Special handling labels are available upon request when submitting the shipping request form. Users may create a custom label using the text box provided on the form or choose from any of the following pre-made labels:



- **FREEZE PROMPTLY UPON ARRIVAL**
- **KEEP REFRIGERATED**
- **DO NOT FREEZE**
- **PERISHABLE**
- **REFRIGERATE UPON ARRIVAL**
- **FRAGILE - HANDLE WITH CARE**
- **CORROSIVE 8**

- **RECEIVING YOUR SHIPPING DOCUMENTS**

Indicate how you would like to receive your shipping documents. The shipping label and transaction record can be printed and placed in your mailbox, e-mailed to you for self-printing, or both! Select the option(s) that will work best for your needs.



**PICKUP
PROCESS**

SUBMITTING YOUR PACKAGE TO FedEx®

Indicate your preference:

1. Drop off directly to:

- a local FedEx® drop-off location
- the UNL Mail & Distribution Center located at 1700 "Y" St., Monday-Friday before 3:00 PM

2. Schedule FedEx® to pick up from the NHS Mailroom (LEV 111)

NOTE: While FedEx typically honors same day pickup requests, rare service issues can occur outside of our control. For time-sensitive or perishable shipments, use one of the direct drop-off options listed above.

- Assure your prepared package is available for pickup in the NHS mailroom by 12:00PM
- To ensure same day handling for a package that will not be ready for pickup until mid-afternoon, we recommend taking it directly to a local FedEx® drop-off location

HAVE AN OUTGOING PACKAGE WITH A PRE-PAID **FedEx**® LABEL?

Outgoing packages with pre-paid **FedEx**® labels may be left with outgoing packages in the NHS mailroom; however, pickup cannot always be guaranteed.

UNL Mail Delivery services Leverton Hall on odd-numbered business days, and **FedEx**® will only stop if they have deliveries for our department or a pre-scheduled pickup.

To ensure prompt collection of your shipment from the NHS mailroom, schedule a **FedEx**® Pickup Request online: <https://cehs.unl.edu/nhs/schedule-fedex-pickup-lev-111>.



QUESTIONS?



CALL

402-472-3716



STOP BY

LEV 110



E-MAIL

nhs@unl.edu

By following these guidelines, you help to ensure every package is handled efficiently and reaches its destination safely.

We appreciate your commitment to:

- Timely shipment request submissions
- Assuring accurate shipping information
- Proper package preparation
- Compliance with shipping requirements

Thank you
for your partnership!

