

August 2, 2016

TO: Bruce Glagola User ESH Group Leader, Photon Sciences
Dennis Mills Deputy Associate Laboratory Director, APS

FROM: Michael Shepherd Manager, Material Handling & Transportation

SUBJECT: FedEx Saturday Deliveries for APS

In an effort to provide service for mission critical deliveries for the APS, the FMS Material Handling and Transportation Receiving Group will continue to accommodate Saturday deliveries which are critical for uninterrupted beamline time. This service will be provided at no additional cost to APS or Users.

Please note the updated contact persons and the following requirements that must be satisfied to obtain this service:

- Notification of Saturday delivery no later than 12PM (Noon) on the Friday before expected delivery. **Directly contact Jeff Lyons; Receiving Foreman; lyonsj@anl.gov; Desk: 630-252-7092; Cell: 708-906-3733 or Doreen Schoening; Receiving Supervisor; dschoening@anl.gov; Desk: 630-252-4939; Cell: 630-774-9693 to arrange service. Sending an e-mail alone will not guarantee Saturday service. The service requestor must directly interface with one of the individuals above to confirm the service arrangement.**
- Only deliveries via Federal Express (FED EX) which are non-hazardous and non-radioactive class material will be allowed. **Any hazardous or radioactive material items will be refused.**
- Delivery address must include the Contact Name and Argonne Guest House, Building 460. FMS Material Handling will accept the deliveries at the Argonne Guest House and transport to the designated receipt location at APS.
- A contact name, location within APS and contact phone numbers (Desk and Cell if available) for recipient that will be present at APS at the time of delivery must be provided to FMS.
- A tracking number(s) for the shipment should be provided to FMS.

If there is a need to accommodate deliveries outside these parameters, please contact Doreen Schoening or Michael Shepherd (X-3867) to discuss special circumstances. Acceptance of deliveries of hazardous or radioactive material may be possible with prior arrangement. Because deliveries of these materials will require participation of other laboratory departments, additional coordination and planning time will be required. Additional charges will vary contingent on the scope of work.

Please pass this information on to the APS Users.

cc:

T. Barkalow

M. Becker

J. Connelly

S. Davey

R. Janik

G. Jonas

J. Maclean

N. Moonier

D. Reetz

P. Rossi

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