

Easy Address for Labs

Receiving

Sorting is done by department and building.
All mail and packages require these 3 things...

- 1 Full Name of Recipient
- 2 UBC, Department Name
- 3 Building Street Address (Room numbers not required)
Kelowna, BC V1V 1V7

Personal items that are not for UBC should not be delivered to the university.

Building	Address
Arts.....	1147 Research Road
Arts and Sciences.....	3187 University Way
Creative and Critical Studies.....	1148 Research Road
Engineering Design Lab.....	3317 University Way
Engineering, Management, and Education.....	1137 Alumni Avenue
Fipke Centre.....	3247 University Way
Innovation Precinct 1.....	1540 Innovation Drive
Innovation Precinct Annex 1.....	3505 Spectrum Court
Plant Growth Facility.....	1250 Discovery Avenue
Reichwald Health Sciences Centre.....	1088 Discovery Avenue
Science.....	1177 Research Road
Upper Campus Health.....	1238 Discovery Avenue

Lab & Delivery Point Database

Central Receiving and Mail Services (CRMS) maintains a database of labs and delivery points. Contact CRMS to set up a new location.

Dangerous Goods

Recipients will receive an email from CRMS software that an item has arrived; CRMS will deliver the item to your designated delivery point. CRMS does not handle radioactive materials.

Perishable Items

Recipients will receive an email from CRMS software that an item has arrived; you must respond to confirm intentions to pick up or to request delivery. CRMS will arrange a delivery window for drop off.

Grad Students/Non-UBC Employees

Ensure your supervisor has added your name and email address into the CRMS database.

Shipping

For all packages/boxes leaving the Okanagan campus, the UBC faculty/staff member is the shipper. **Please use your UBC address.**

You are responsible for packaging, labelling and filling out all shipment forms:

- A Choose a courier.
- B Fill out a weigh bill according to courier's requirements.
- C Drop off package at CRMS. We will hold your package for pickup. For large packages, contact CRMS to arrange for pickup.

Dangerous Goods

All dangerous good leaving campus require the shipper to hold a valid Transportation of Dangerous Goods (TGD) certificate.

Contact hse.ok.ubc.ca.



Central Receiving and Mail Services
Monday – Friday, 8 a.m. to 3 p.m.
250 807 9105
LIB011 – 3287 University Way

campusmail.ok.ubc.ca