

On Campus Pick-up within University campuses (main, foothills, downtown, spy hill)

Visit the [SCM service request forms](#) link under My Work on the portal to access the On Campus Pick Up form. This form is to be used to request a pick-up and delivery of parcels across campus.

Step 1: Once selected, the form will prepopulate your name, UCalgary email address and contact phone number. From there, you will need to populate the address '**pick up**' and '**delivery**' locations.

Step 2: Populate the free-form fields for **Quantity, Description and Weight**. Please use **one line for each item** and describe the package type, i.e., envelope, box or pallet.

Note: population of these fields will ensure the correct allocation of resources and equipment is brought to facilitate pick up, i.e., estimate of weight

Step 3: Populate the '**Additional Information**' comment box with details for the pick-up to ensure adequate time and resources are allocated to the delivery. Also, indicate access points and if the item is in a secured area if applicable.

For example:

- The area is working on a hybrid work model with staff onsite on Tuesday, Wednesday and Thursday
- One pallet containing 5 boxes that have been wrapped and are ready for pick-up
- Alternate contact to schedule pick up, i.e., call XXXX at (403) 220-XXXX
- Specifics around pick up location, i.e., the package is located in building XXX, room XXX, please call (403) 220-XXXX upon arrival for access to the room

Step 4: Select '**Yes**' or '**No**' to indicate if the shipment contains dangerous goods. If unsure of what is considered a dangerous good, please visit the Government of Canada [Transportation of Dangerous Goods Regulations](#).

Note: this is not usually applicable for on-campus deliveries.

Step 5: A Material Safety Data Sheet (MSDS) is required if the shipment contains a dangerous good. To access the sheet, visit the specific manufacturer's Environmental Health & Safety (EHS) site, which should have a document that provides information on the potential hazards and how to handle and work safely with the product.

Note: this is not usually applicable for on-campus deliveries.

Step 6: Click '**Submit**' to start the review of the request by Distribution Services. Once a document # has been assigned, the item(s) will be picked up within 2 business days or when scheduled by Distribution Services.

Step 7: Print off a copy of the request form and attach it to the item(s) being picked up/shipped, i.e., if you are sending 5 items, print off 5 copies of the request form and attach a copy to each item being shipped.

For assistance with completing the form, please contact finance@ucalgary.ca. For questions about scheduling on-campus deliveries, please email distributionservices@ucalgary.ca.