



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL MARINE FISHERIES SERVICE
Northeast Fisheries Science Center
166 Water Street
Woods Hole, MA 02543-1026

September 20, 2010

MEMORANDUM FOR: Northeast Fisheries Observer Program
Fishery Observers
At-Sea Monitors
Industry Funded Scallop Observers

FROM: Amy Van Atten *Patricia Yoss*
Branch Chief, FSB *for*

SUBJECT: NOAA Small Package Express Contract
Transition from Federal Express (FedEx)
to United Parcel Service (UPS)

NOAA has contracted with United Parcel Service (UPS) as our provider for our small package express shipping services effective September 20, 2010.

This change to UPS will impact the method that our Observers and Monitors are required to send in trip data. Please note that this change from FedEx to UPS does not apply to our Industry Funded Scallop Observers as your employer determines which provider you should use. Please check with your employer for any changes they may implement as a result of our transition.

Effective immediately, upon receipt of your Labels and Supplies, please use UPS for all NOAA packages.

To ensure and facilitate a smooth and efficient transition from FedEx to UPS, please follow the below instructions:

1) UPS SUPPLIES

Our NOAA staff will arrange to have UPS Supplies shipped directly to your residence the week of September 20, 2010. This original supply order will include 50 Envelopes, 20 Padded Paks, 20 Small Boxes, and 50 Pouches. If you need additional supplies after this initial shipment, you may either pick up supplies at your local UPS provider or drop box, or you may contact Mary.Romero@noaa.gov who will place the order for you.



2) PREPRINTED SHIPPING LABELS

For your initial supply of labels, we have enclosed 25 Preprinted Return Shipment Labels that we generated from our online software. Please note that these are unique shipping labels and **MUST** not be copied. We have also included a yellow copy of each label for you to retain as your receipt.

An order has been placed for preprinted shipment labels on the UPS Shipping Bill, however, these will not be received in time to initiate this transition. Once we receive these preprinted labels, we will distribute to each field staff. Enclosed is an example of how to complete the UPS Shipping Bill.

3) SERVICE FOR TRIP DATA

Please use UPS NEXT DAY AIR for sending in trips as this will guarantee delivery to our office by 10:30am the next day.

4) FEDEX SUPPLIES

Upon receipt of your UPS labels/supplies please:

- Immediately DESTROY ALL your preprinted FedEx Labels
- Return all unused FedEx Supplies (boxes, envelopes, pouches, etc.) to the closest drop box.

We are in a transition period from FedEx to UPS, and will continue to accept the occasional FedEx package sent after September 20, 2010.

However, any FedEx package received **after September 30, 2010 will not be accepted** and any shipping costs incurred under the expired FedEx account will be the sender's responsibility.

If you have any questions, or need additional information, please contact Mary Romero at (508) 495-2307 or Mary.Romero@noaa.gov

Thank you.

Enclosed:

- 1) 25 Return Shipping Labels (with yellow copy receipt)
- 2) Example - How to complete a UPS Shipment Bill

