UPS Tracking of Regulatory Letters

Before an employee has access to the UPS Tracking System, they must first contact Lorie Couture, Laboratory Resources Unit, to set up an account. Once an account is initiated, the user will receive two emails from UPS. The first email will contain the user ID and the other email will contain a temporary password. Upon initial login, the user will be required to change their password. The user IDs and the passwords are case sensitive.

1. Biologics Compliance Assistant (BCA) or other user goes to:
   ███ to prepare a shipment.

2. User enters their user ID and password.
   - Item 1 – user enters a new address or chooses an existing address from their address book
   - Item 2 – this field should populate with our return address
   - Item 3 – user chooses package type
   - Item 4 – the service should default to next day air, check "delivery signature required upon receipt"
   - Item 5 – is optional
   - Item 6 – should default to our shipping account information, then chose "next"

3. BCA or other user will verify that the information on the shipping label is accurate and print two labels. Once the system assigns a tracking number, the BCA will enter this tracking number electronically to the file before printing out the letter for signature.
   - one copy will accompany the package to be shipped
   - one copy will be kept with the IC file copy of the correspondence (yellow)

4. The BCA or other user should retain the yellow file copy of the correspondence at their desk until an e-mail notification is received from UPS confirming that the package was signed for.

5. BCA will print out the e-mail verification and attach it to the yellow file copy.

6. Paperwork will be labeled with the filing designation and placed in the IC filing box to be filed in the permanent files.