

AD-2059

(04-01-11)

U. S. DEPARTMENT OF AGRICULTURE

IDENTIFICATION AND APPROVAL OF INFORMATION SHIPPED VIA NEXT DAY OR EXPRESS SERVICE

INSTRUCTIONS: If there is a Federal Mailroom / Centralized Shipping Facility at your location, outgoing items may be processed through that facility. This form may be used to enter shipments into the Physical Transportation System. Shipments shall be double sealed (when required). If the item is too large for an envelope/pouch, the package shall be appropriately banded or secured to prevent the contents from falling out during shipment.

1. REQUESTER (Type or Print First and Last Name)	2. AGENCY <input type="checkbox"/> FSA <input type="checkbox"/> OCIO <input type="checkbox"/> RMA <input type="checkbox"/> Other:	3. FACILITY LOCATION (City/State)
4. ORGANIZATIONAL ENTITY (Show State/county name or provide full acronym, highest to lowest structure levels; i.e., FSA-ITSD-ADC-PARMO)	5. ROOM NO., CUBE ASSIGNMENT, OR MAIL STOP CODE (As applicable)	6. PHONE NO. (Include Area Code and Extension)

7. IDENTIFICATION AND TYPE OF INFORMATION BEING SHIPPED

7a. DESCRIPTION OF ITEM(S) BEING SHIPPED:

7b. Does the shipment contain Personally Identifiable Information (PII)? **No** Go to Item 7d. **Yes** Complete blocks 7c and 7d.

7c. STEPS TAKEN TO PROTECT THE DATA (Check as applicable)

- Electronic data has been encrypted
 Shipment(s) properly and securely packaged (double sealed)
 Other (Specify):

7d. YOUR E-MAIL ADDRESS

NOTE: Enter to activate the online tracking system (PII data) or to receive immediate e-mail notification upon delivery.

8. SHIPPING ADDRESS and SERVICE REQUESTED: DO NOT use Post Office (PO) Box numbers.

8a. COMPANY NAME or OFFICE/DIVISION

8b. ATTENTION
(Include Individual's Name and Stop Code, as Applicable)

8c. BUILDING or ROOM NO.

8d. STREET ADDRESS

8e. CITY, STATE, ZIP

8f. DESTINATION PHONE

(Include Area Code and Extension)

8g. REQUIRED DELIVERY SERVICE (Check one):

- UPS Next Day Air® (By 10:30 a.m., noon or end of day) UPS 2nd Day Air® (By end of second business day)
 UPS Next Day Air Service® (By 3 p.m. or 4:30 p.m. the next business day to commercial destinations) (Default Option) UPS 3 Day Select® (By the end of third business day)
 UPS 2nd Day Air A.M.® (By 10:30 a.m. or noon the second business day) UPS Ground® (Day-definite delivery)

8h. JUSTIFICATION FOR USING SHIPPING

9. CERTIFICATION AND APPROVAL OF SHIPMENT BY MANAGER OR DESIGNATED REPRESENTATIVE

By signing, I certify that I am aware of the contents of the shipment and am aware of the shipment's Personally Identifiable Information (PII) status (if applicable) and approve the shipment for entry into the Physical Transportation System.

9a. NAME (Type or Print)	9b. TITLE	9c. SIGNATURE	9d. DATE
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10. TO BE COMPLETED BY SHIPMENT PROCESSOR

10a. NAME (Initials)	10b. DATE & TIME	10c. AFFIX TRACKING NO. STICKER(S) HERE
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