

# 2024 Objective Yield UPS Procedures

1. UPS is the contract carrier for NASS; Do NOT use FedEx.
2. The Objective Yield (OY) shipping procedures have been approved by a UPS Representative.
3. You must use the UPS labels we provide you. This has the correct address and the billing assigned to NASS. Our contract gives us a reduced rate.
4. Blue Stripe UPS Labels – Use the blue stripe UPS labels to send clippings and grain counts to the National Lab in St. Louis
5. No OY forms will be shipped to Lincoln, Nebraska.
6. If samples are switched/moved among enumerators, remember to take the number of labels you will need along with the kit envelopes.
7. Use the UPS phone number to find the nearest location or drop box. You must use official UPS locations. We cannot use non-official locations. If you call UPS and it's in the system, it's ok to use.
8. **Record the Tracking Number for each sample on the paper Form B:**
  - a. **Grain samples to National Lab (St. Louis)**
9. Plan field work so you can drop off samples at the nearest UPS location.
  - a. For example, if you live south of town and your samples are North and East of town. Complete your field work and drop off the lab samples in town on your way back home.
10. If the nearest drop off is more than 15 miles (one way) out of the way, you can request a home pickup.
  - a. Steps Required for Home Pickup:
    - i. **Do NOT do same day pickup. Please plan ahead.**
    - ii. Call UPS at (800) 742-5877 and request a home pick up for the next day.
    - iii. Try to get multiple samples picked up at the same time.
11. Please call your Supervisor or NASDA Coordinator if you have questions.