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## MEMORANDUM

TO: BOCES 4 Science Partners  
FROM: Steven Montemarano, BOCES 4 Science Director  
SUBJECT: UPS Return Shipping Changes  
DATE: 9/17/2021

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This memo only pertains to districts that utilize United Parcel Service (UPS) to return science kits to the BOCES 4 Science facility at 38 Turner Drive, Spencerport, NY.

UPS has changed how districts return science kits to the Spencerport production facility. In past years BOCES 4 Science provided districts with Authorized Return Service (ARS) labels to return kits. Unfortunately, UPS no longer supports the use of ARS labels for kit returns. Since we were informed of these changes, we have worked to find an easy to use and cost-effective solution for districts. Ultimately, we decided to continue our partnership with UPS and develop an online database that allows districts to individually print return shipping labels for kits.

The database was developed to provide teachers and administrators an intuitive platform to print labels for use with BOCES provided over-shippers. In lieu of these changes, any ARS labels from previous years should not be used.

**Please visit [www.boces4science.org](http://www.boces4science.org) to access the UPS database for kit returns. There is also a video tutorial on how to use the database.**

This is the only change to the UPS return process. Once individual boxes have return labels, UPS will pick up boxes from the District's designated shipping dock.

If you have any questions regarding this process, or just need help in printing labels, please contact me at [smontema@monroe2boces.org](mailto:smontema@monroe2boces.org).