CAMLS Shipping Instructions and Information

To ensure successful shipping of your instruments, equipment, and supplies to and from CAMLS, please follow the instructions below.

Label Format

Include the following information on all shipping labels:

CAMLS
Attn: CAMLS Coordinator Name (Program Name – Date)
124 S. Franklin Street
Tampa, FL 33602

Shipping and Receiving Hours

- Monday – Friday from 8:00 am – 4:00 pm (Closed on USF Holidays)

Loading & Delivery Area

- Delivery and pickup access are on the North side of the building located off of Florida Avenue or Franklin Street. Please make sure this information is provided to the delivery drivers.
- All drivers should check in with security utilizing the intercom near the service door access.
- CAMLS has a loading and delivery area, but not a loading dock. Large equipment should be delivered on a truck with a lift to the ground.
- The inner dimensions of the delivery door are 63" wide x 82" tall. There is a "cuff" that holds the center post, which can be removed, if necessary, that will provide an additional 2" of height clearance.
- Please call the front desk, at 727-743-3280 or 813-224-7901, with any delivery or pickup questions/ issues.

Service Elevator Specifications (surgical/bioskills labs are located on the first floor so the service elevator will not be needed)

- The service elevator load capacity is 4,500 pounds.
- Service elevator dimensions are as follows: -
    - Entrance opening: 4'
    - Width: 5'4"
    - Depth: 9'3"
    - Height: 7'8"

Incoming Shipments to CAMLS

- Shipments may be received 3 business days prior to the program start date. For deliveries outside of this period, please obtain pre-approval from the CAMLS coordinator to avoid additional charges.
- Either the client or the designated shipping company is responsible for unloading freight trucks. The client is also responsible for unpacking all shipments and removing crates from the CAMLS facility (CAMLS does not have adequate space to store crates).

Outgoing Shipments from CAMLS

- Clients are responsible for packing, correctly labeling and scheduling pickups for all outgoing shipments preferably with a pickup on Monday – Friday from 8:00 am – 4:00 pm or when the client is still at the CAMLS building.
- The client or their designated shipping company must load freight trucks. CAMLS does not have shipping and handling staff.
- Shipments must be picked up within 3 business days of program completion. For pickups planned outside of this period, please obtain pre-approval from the CAMLS coordinator to avoid additional charges.

Last updated: 7/14/2023; 3/24/2026

FedEx Express, FedEx Ground or UPS

Please schedule a pickup when using FedEx Express, FedEx Ground or UPS. Properly label and package shipments, and include the client's contact information on the shipment, to avoid delays and ensure pickup at the scheduled time.

Please note that CAMLS (USF HPCC) is not responsible for any damaged, lost or stolen items.