

## Co-Location Equipment—Delivery to Virginia

The NIH Center for Information Technology (CIT) can only accept the delivery of customer equipment at the NIH Computer Center's off-campus co-location center in Sterling, Virginia, under the following conditions. Please sign at the bottom and return to CIT. (See fax number at bottom of page.)

- Customers using CIT's off-campus co-location site must notify their CIT Co-Location Coordinator of any proposed shipments to Qwest in Sterling, Virginia. If delivery dates are available please provide the coordinator with the date(s).
- All shipments must be labeled as follows:

FROM	National Institutes of Health	TO	Qwest - Sterling Cyber Center, Building II
	<b><i>Sending IC</i></b>		Attn: NIH/CIT -- HHS/Contact Name
	<b><i>Sending IC contact and telephone no.</i></b>		22860 International Drive
			Sterling, VA 20166

***Shipments without the appropriate label will not be accepted.***

- Shipments will only be accepted between the hours of 7:30 A.M. to 5:00 P.M. Monday through Friday, unless other arrangements have been made between the IC and the CIT Co-Location Coordinator.
- Shipments will be accepted by and signed for by Qwest staff. However, the Qwest staff will not open or verify the contents of any shipment; nor will they be responsible for any equipment difficulties due to shipping or other actions.
- Shipping containers that appear to be damaged will not be signed for or accepted and will be sent back with the delivery service. CIT staff will notify the IC contact that the equipment was not accepted.
- Upon acceptance, CIT staff will call the IC contact to let them know that the shipment has arrived. The IC contact must coordinate with Qwest, and must move the equipment from the loading dock area to the NIH cage within the agreed upon timeframe.
- All shipments must be picked up by the IC contact within 24 hours.
- CIT will not be liable for damage or missing equipment not picked up from the loading dock within the designated time.
- IC contact person moving shipment from loading dock area to the NIH cage will be responsible for disposing of all shipping material in the designated areas.

### Signature

Customer agrees to the above policies for deliveries at the off-campus facility. Please sign and return to CIT.

**Authorized by** [IC/agency] \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date