

RETURN/REHAB of GO TAPES

Questions arise about how to return GO tapes. They are the property of GSFC and should be returned. Small numbers of tapes can be sent to or dropped off at the IUE DMC office.

For out of towners with many tapes to return the logistics are more complex. They can be returned at your institution's expense or via common carrier at government expense.

We would appreciate your help if there are a large number of tapes to be returned. Please call or write and we will send you forms which will greatly simplify matters for all concerned. (Please send me a Xerox copy of the forms for my records.)

If you are sending the tapes at your expense, fill out the forms and send the tapes with forms to:

Goddard Tape Staging and Storage Facility
9301 Peppercorn Place
Inglewood Industrial Park
Landover, MD 20785

If you are sending them at government expense, ship by least expensive means (some common carrier such as PIE, Roadway, etc.) under GBL (Government Bill of Lading). The carrier will know how to do it. If you have questions, you can call Charon Johnson at (301) 286-9555 for further instructions. If you send them by this means, the address is:

Goddard Tape Staging and Storage Facility
C/O GSFC Receiving Office
Building 16
Greenbelt, MD 20771

Please do not send any mail to the address shown on the tapes themselves. This is an old address and it must be forwarded to DMC, causing delays and irritation on the part of the mail room when they have to look up our proper address. Please address all correspondence to me at the IUE Observatory address given on the previous page.

Thank you for help in all of this.

Dot Appleman, IUE DMC