I. REFERENCES

A. Systemwide Business and Finance Bulletin (B&FB)
   BUS 65 Guidelines for University Mail Services

B. U.S. Postal Service Publications "International Mail Manual" and "Domestic Mail Manual"

C. Visit our Web Site at: http://www-bfs.ucsd.edu/mails

II. RELATED POLICIES

University Policy on Relations with Employee Organizations, April 24, 1980

University of California Policies Applying to Campus Activities, Organizations and Students, August 15, 1994

   A-47 University Direct Costing Policy, July 1, 1984
   RMP-8 Legal Requirements on Privacy of and Access to Information, July 1, 1992
   RMP-12 Guidelines for Assuring Privacy of Personal Information in Mailing Lists and Telephone Directories, June 15, 1989

Federal Code Regulations 39 (18 USC Section 1963 et. seq.) Federal Private Express Statues

Domestic and International Mail Manuals

University Records Disposition Schedule

State of California Information Practices Act (Government Codes 1798.60 and 1798.62)

State of California Public Records Act (Government Code 6254.3)

III. POLICY

The primary function of Mail Services is to provide delivery, collection, and dispatching of official University mail.

Central mail unit managers are the authorized campus representatives for communicating and contracting with the U.S. Postal Service on behalf of the campus, including:

- establishing delivery and collection agreements;
- entering into postal meter contracts;
- obtaining mailing permits for all required classes of service; and
- maintaining records in accordance with U.S. Postal Service and University policies and regulations.

A. Use of Mail Services

Mail Services are available to the following:
1. Campus departments, divisions, institutes, etc. for directly related University functions.

2. University-related organizations which have approval to use such services.

3. Registered student organizations which have approval to use such services.

4. Program/activities co-sponsored by a campus department, division, institute, etc. and a non-campus unit which have approval to use such services.

B. Personal Mail

Personal mail should not be received on campus. Mail Services retains the right to return to the sender personal mail that is continually received.

U.S. Postal Service (dark blue) and Mail Services (light blue) Collection Boxes are located throughout the campus for mailing stamped or prepaid personal mail. Mail Services Collection Boxes are serviced at 12:00 noon, Monday through Friday, and 10:30 a.m. on Saturday. The collection boxes are located as follows:

University Center: Meyers Drive, diagonally across from the Cashier's Office. (Dark Blue)

Eleanor: Warren College Apartments
Roosevelt: Pepper Canyon Courtyard

Price: Post Office Center

Warren: Canyon Vista -- Outside student boxes
Revelle: Student Center A
Walkway in front of Urey Hall

Muir: Muir Commons Area (Dark Blue)
Thurgood: Street side of Peterson Hall
Marshall: Behind Social Sciences Building

Scripps: Corner of La Jolla Shores Drive and El Paseo Grande.
Front of Aquarium/Museum (Dark Blue)

In addition, the U.S. Neighborhood Post Office at the Price Center serves the campus community as a contract station of the U.S. Postal Services. A wide variety of services provided to the campus community include the sale of postage stamps, postcards, aerogrammes, domestic money orders, domestic registry, certified, and insurance for outgoing U.S. Mail. Service to foreign countries is limited to letters. The Post Office provides window service on a cash basis or local check with a California Driver's license from 8:30 a.m. to 4:00 p.m., Monday through Friday. Telephone inquiries may be made at extension 42052. ZIP Code directories are available for counter use. Post Office "Box Rentals" are available at this location. Current summer hours of operation are 9:30 a.m. to 4:00 p.m.

C. Charges for Service

1. All campus postage accounts are recharged monthly for actual postage used, plus a 22.5% surcharge on the amount. This also applies when ordering postage, Federal stamps or shipping Federal Express or UPS items with an Index Number.
Charges for postage applied by Postage Meter appear in the operating ledger and statements as: "Metered Postage". Recharges for postage stamps will appear as: Name of Mail Service employee charged with custody of postage stamp fund.

Postage and Federal Express stamps (to be used for official University business) must be purchased through Mail Services, 0047, by calling x42774; using a Postage Order form, FO 2050, available from the Storehouse; or sending your order to email address stiumalu.edu.

2. All mail delivery and collection points are recharged monthly for mail pickup and delivery service. The cost is based upon frequency of delivery, i.e., $20.00 monthly per stop for each daily pickup and delivery.

Charges for mail delivery and pickup appear in the general ledger as: "Mail Services"; appears on statements as "Mail Delivery Charges."

3. Rechargeable services provided to organizations not having an assigned recharge number will be billed by invoice.

4. Outgoing U.S. Mail to be processed should have the official UCSD return address, with department Mail Code and ZIP+4 in the upper left hand corner, and a current recharge number shown in the upper right hand corner of the mailing piece. Mail not showing either a return address or a recharge number may be returned for proper endorsement.

D. Mail Delivery Code Numbers (Mail Codes)

Mail Codes are assigned to each mail stop, are listed in the campus telephone directory, and should appear on all intracampus mail. Intracampus mail lacking a code may not receive priority handling. Departments are requested to notify off-campus correspondents of the correct mail code, ZIP+4 and ask that it appear on all incoming U.S. and International Mail. Incoming mail lacking a name, department, mail code, or ZIP+4 is opened by Mail Services. Mail lacking a proper mail code or ZIP+4 could be returned to sender. Department names, initials, or program titles are optional parts of the official address as shown below:

<table>
<thead>
<tr>
<th>CAMPUS</th>
<th>STUDENT NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPTIONAL</td>
<td>9450 Gilman Drive 92XXXX</td>
</tr>
<tr>
<td>9500 Gilman Drive Dept XXXX (Mail Code)</td>
<td>La Jolla, CA 92092-XXXX</td>
</tr>
<tr>
<td>La Jolla, CA 92093-XXXX (Mail Code)</td>
<td></td>
</tr>
</tbody>
</table>

E. Authorization

Only Mail Services personnel are authorized to receive and deliver University mail from the U.S. Postal Service.

IV. PROCEDURE

The Mail Services Department is located at Campus Services Complex (CSC), Building A, and can be reached at extension 41164. The hours of operation are from 7:00 a.m. to 12:30 p.m., and 1:00 p.m. to 4:30 p.m., Monday through Friday. Cutoff time for all outgoing mail and facsimile service is 4:00 p.m.

A. Requests for Mail Stops by Departments

Departments desiring new or additional mail stops should make a request in writing to Mail Services. The request should include the department's recharge number, roster of
personnel involved, location, department name, phone number, and date to commence the service. Mail Services will evaluate the request, contact the requesting department for further information if necessary, and advise of approval or disapproval.

B. Collection/Delivery Schedule

1. La Jolla Post Office
   a. The U.S. Postal Service delivers to Mail Services daily at 6:30 a.m., 8:30 a.m., and 3:00 p.m.
   b. Mail Services departs for pickup and delivery to the U.S. Postal Service daily at 8:00 a.m.
   c. The U.S. Postal Service picks up mail at Mail Services daily at 3:00 p.m. and 4:30 p.m.

2. Campus Departments
   Deliveries and collections of Intracampus and U.S. mail are made to all authorized campus departments, divisions and student boxes, Monday through Friday. These deliveries are also extended to departments and facilities located at Point Loma, La Jolla, and San Diego.

3. UCSD Medical Center
   Intracampus mail to and from the UCSD Medical Center is transported twice daily by Mail Services. Mail leaves Mail Services at 8:00 a.m. and 12:45 p.m.

4. Veterans Administration Hospital
   Routes depart for mail delivery to the V.A. Hospital at 8:15 a.m. daily by Mail Services personnel.

5. Express Mail and Special DeliveryCNights and Weekends
   The U.S. Postal Service delivers Express Mail items to the Campus Police Department on weekends and holidays. Mail Services picks this mail up at 8:00 a.m. the following regular work day and includes it in the first campus delivery. Individuals expecting Special Delivery or Express Mail after normal working hours must present proper identification to the Campus Police Department at the time of pickup.

6. Urgent Mail Pickup Locations
   Additional pickups are available at the following locations at 3:15 p.m.:
   a. SIO Director's Office
   b. 202 Nierenberg Hall
   c. Dean's Office, School of Medicine
   d. Biology Administration, 1630 Urey Hall
   e. Muir Biology Building, Room 1260
   f. Administrative Records, 108 University Center
g. Foyer of Mayer Hall - This box should be used for “Emergency” Mail only.

h. USNPO - Price Center

C. Intracampus Mail

1. Service

The University's postage-free internal mail service is governed by Federal Private Express Statues and regulations which require that:

a. all mail delivered without postage must be official University business;

b. no materials shall advocate an individual's or organizations' political or religious position;

c. it should not imply University or campus endorsement, support, or opposition to a political, religious, or civic issue that has not been appropriately authorized by the Chancellor or designee (a copy of the authorization shall be sent to the central mail unit);

d. it should not be of a commercial nature that solicits, or would provide, personal and/or financial profit to a University employee or to a profit-making organization;

e. it should not be of a personal nature, such as:

   (i) merchandise catalogs;

   (ii) monthly bills;

   (iii) christmas cards or invitations to private functions;

   (iv) chain letters of any kind.

2. Envelopes

Reusable Intracampus mailing envelopes are available for purchase from the campus Storehouse or used envelopes are available from Mail Services at no charge. These envelopes are 4" x 9 1/2" in size and should be used when possible. For mailing large or bulky items, use plain manila envelopes of the appropriate size (8 1/2 x 11 preferred). When reusing these types of envelops, all old addresses should be marked out.

3. Addressing

Intracampus envelopes should be addressed with the name and mail code. No sender identification or recharge number is necessary. Mail lacking a legible address may be opened for identification by Mail Services personnel.

4. Sealing

Intracampus envelopes should not be sealed unless contents are confidential and envelope is marked “For Addressee Only.”

5. Student UCSD Boxes

Mail may be sent to students via their campus UCSD Box Number (920101-929999) without payment of postage. The student's name and UCSD Box Number
is sufficient addressing information. Intracampus or regular envelopes may be used. Information racks are provided at each box location for campus or student organization flyers. You are encouraged to use these racks (no student name or box number required) to get announcements and advertisements out to the student population.

D. Outgoing Mail Requirements

1. Separation of Mail

The mail center manager is responsible for establishing purchase agreements with outside vendors to augment services provided by the central mail unit (foreign mail delivery, express mail service, special handling of medical/research materials, etc.) and for assuring compliance with U.S. Postal Service regulations, standards of timeliness, and cost containment.

To assure receipt of volume-based discounts and to prevent violations of Federal Regulations, agreement between individual campus employees or departments for mail preparation or dispatch services is strongly discouraged. Any arrangements or contracts other than those established by the central mail unit requires prior approval by the Chancellor or designee (a copy of the approval shall be sent to the central mail unit).

Outgoing mail should be sorted and separated into three categories:

a. Official or personal prestamped mail.

b. U.S. or International Mail to be metered by Mail Services. Large quantities of either should be separated by rubber bands or boxes. International mail should be separated from U.S. Mail.

c. Intracampus Mail.

Intracampus mail should be sorted by mail code. Large quantities should be rubber banded separately by the first two numbers of the mail code; for example flyers, announcements, newsletters, etc. Basic Science Building and Medical Teaching Facility should separate the UCSD Medical Center (8XXX) in its own individual tray. Mail for on-campus students (box number 920101 -- 929999) should also be separated. Mail for post office boxes beginning with "948" require postage and should be placed with index number mail.

Northern Express Pouch includes: UC Berkeley, UC Davis, UC Santa Cruz, and UC San Francisco. The user is charged normal postage fees, but receives 2-4 day service to these campuses. Your index number should be written in the upper right hand corner and placed with outgoing mail.

Larger departments should use separate bins for each category of mail; smaller units may separate by rubber bands.

2. Mail Readiness

Mail carriers are on a delivery and collection time schedule; departments are requested not to delay the carrier under any circumstances.

3. Quantity Mailings

Whenever a department has quantity mailings, it is requested to call in advance so the carrier will bring the proper equipment to make the pickup. Provide boxes for
easy handling and efficient service. If the carrier cannot make the entire pickup on the first trip, arrangements will be made to complete the job as quickly as possible.

4. Cash

Cash must be hand delivered or delivered by the Messenger Service, x42774. Do not send cash through the campus mail.

5. Wrapping Parcels

Due to personnel limitations, the Mailing Division does not pack or wrap parcels of any kind. Preparation of packages remains the responsibility of the department or office originating the item. See Supplement I for requirements as to packing, wrapping, weight, and size. The Receiving Department of Material Support Services will prepare any package for mailing if accompanied by a Shipping Request/Shipping Memo (available from the Storehouse). A small packaging service is maintained for campus users in the shipping office on a recharge basis. Call 536-3225 for further information on this service.

V. RESPONSIBILITIES

A. Forwarding Mail

It is departmental responsibility to process mail for their terminated personnel, either by forwarding or returning it to sender, depending upon importance. Run a line through the old address, print the forwarding address next to it, and place it in the stamped mail bin for pickup.

B. Misdelivered/Misdirected Mail

Mail that has been delivered in error or addressed to a person not at that stop should be returned to Mail Services by the next pickup. If addressed to a specific person, please indicate correct department mail code if known.

If payroll checks are received in error, please call Mail Services, x41164, immediately.

C. Visitors’ Mail

Departments having short or long term visitors should notify Mail Services in writing prior to their arrival. It is the responsibility of the department to inform these visitors of their proper mail code, official University address (to include ZIP+4), and instructions for its use.

D. Departmental Mail

It is the department's responsibility to inform Mail Services of all changes in academic and staff personnel that would affect a mail code change.

E. Mail Code/ZIP+4

All academic and staff personnel should inform correspondents of their proper mail code/ZIP+4 and change of address. All incoming and outgoing mail should display your mail code and ZIP+4.

F. ZIP Codes

The UCSD ZIP Code is 92093-XXXX (same as Mail Code) ONLY. The ZIP Code for UCSD student boxes is 92092-XXXX (same as last four digits of box number).
The ZIP Code for the U.S. Neighborhood Post Office Boxes, located at 242 Price Center, is 92037. These boxes are numbered starting with 948XXX and require postage for delivery.

For Business Reply Mail (BRM), please refer to PPM 553-5 for the proper format and appropriate ZIP+4.
MAILING SUGGESTIONS

Air Mail Postage

Air Mail postage is no longer necessary in the United States. The U.S. Postal Service states that First Class mail under 15 ozs. receives Air Mail treatment. For 15 ozs. to 70 pounds Air Mail (now called Priority Mail) rates automatically apply. Use words "PAR AVION" to receive Air Mail service for foreign and Canada mail. They will go surface mail if "First Class" is specified.

Dispatching

Mail early in the day to receive the best handling and dispatch of your mail.

Economies

Lighten your mail by using light weight paper, fewer pages, and smaller margins. Also, both sides of paper may be utilized either in typing or printing. Four sheets of bond paper plus a standard No. 10 envelope equals approximately one ounce.

Enclosures

A First Class letter may be included in Standard A and B class domestic mail if a statement reading "First Class Mail Enclosed" is placed on the article. First Class enclosures are not permitted in international printed matter, books, or Parcel Post.

Envelopes

Use the appropriate envelope to ensure fast and accurate service. White envelopes should be used for First Class U.S. letter mail up to 4 1/4 x 9 1/2 inches (No. 10 envelope). Manila envelopes may be used for First Class U.S. letter mail needing larger than No. 10 envelopes. Air Mail envelopes should be used for Foreign and Canada Air Mail. Intracampus envelopes should be used for mail that is delivered to campus departments and activities. For economical purposes, reusable envelopes should be used whenever possible.

Mail Codes

Always use your department Mail Code and ZIP+4 with the official UCSD address as shown in PPM 553-2, III.D.

Postal Service Pamphlets

U.S. Postal Service Pamphlets listing both Domestic and International classes of mail and corresponding rates are available from Mail Services upon request.

Preparation/Parcels

All Mail should be adequately packaged; this applies especially to International mail.

The manner in which packages are prepared is determined by postal regulations regarding contents, size, weight, destination and class of mail available. To assure safe transit, parcels must be placed in a strong carton of the appropriate size and weight or corrugated paper for protection. The ends and middle should be fastened securely with reinforced tape. Registered mail must be covered with paper tape. When cushioning is required for certain parcels, the carton should be of proper size to allow space for cushioning materials. Only one side of the parcel may indicate the sender return...
Supplement I

address and the customer address. Enclose the address and return address in the parcel. If the department does not have proper materials, the parcel can be wrapped by the Shipping Department. Call 536-3225 for further information.

The return address with Mail Code should be in the upper left-hand corner, recharge number should be in the upper right-hand corner, and the address in the center of the parcel, allowing plenty of room for postage and proper marking. All parcels should bear markings or stamps indicating the class of mailing desired. Labels such as "Do Not Bend," "Do Not Crush or Fold", "Fragile" are valid only when contents are protected by stuffing materials. Obsolete labels or markings from previous shipments must be covered or removed. Products which decay quickly must be clearly marked "Perishables" "List Item".

Quantity Mailings

When mailing a large quantity of material, please separate the foreign from the domestic. Also, if your mailing is identical in content, please include this information on the attached note to eliminate weighing each piece individually. It is necessary to put your recharge number only on the top of each tied, banded or boxed bundle.

Special Services

When requesting Special Services on outgoing mail, type or write the request clearly under your recharge number.

Student UCSD Boxes

Students living in the campus residence halls can be reached without payment of postage by using their UCSD Number 920101C929999 and placing this mail in departmental intracampus mail boxes.

ZIP Codes

Always use your ZIP+4 on outgoing U.S. mail.