

## DOMESTIC MAIL

### I. REFERENCES

- A. Systemwide Business and Finance Bulletin (B&FB)  
BUS 65 Guidelines for University Mail Services
- B. U.S. Postal Service Publication, "Domestic Mail Manual"

### II. RELATED POLICIES

UCSD Policy and Procedure Manual (PPM)  
553-2 Mail Services

### III. POLICY

#### A. Definition

Domestic Mail is that which is transmitted within, among, and between the United States, its territories, and possessions.

#### B. Services

The Mail Services acts as a liaison between the campus community and the U.S. Postal Service, providing a full range of domestic mail services for departments and University-related and registered student organizations, and co-sponsored activities.

### IV. PROCEDURES

#### A. Minimum Dimensions

1. All mailing matter must be at least 5 inches long x 3 1/2 inches high in size, and at least .007 inch thick (maximum is 0.0095 inch thick); smaller items will be returned to the sender. The Post Office will levy a surcharge on first-class mail and single-piece standard mail weighing one ounce or less. These are considered non-standard when their height-to-width ratio does not fall between 1 to 1.3 and 1 to 2.5. (See *Exhibit A, Template*)
2. A post card must be made of an unfolded and uncreased piece of paper or card stock of approximately the quality and weight of a postal card. The thickness must be uniform and not less than 0.007 of an inch thick nor greater than 0.0095 of an inch thick.

#### B. Preparation of Mail

1. Addressing Domestic Mail  
Envelopes and parcels should be clearly addressed or labeled with the name, address, and ZIP Code of the addressee. The recharge number must appear in the upper right corner. Mail cannot be processed without this information on the envelope. The name, mail code, and full address of the sender should be placed in the upper left corner. The type of service desired should be written or stamped in a prominent place on the front of the envelope or parcel. All mail should be boldly designated above the address as to classification or marked on the addressing label.
2. ZIP Codes

ZIP Codes (ZIP+4 if available) should be used for every address and return

address to achieve greater accuracy and speed in the dispatch and delivery of mail within the U.S.

Mail Services does provide ZIP Code lookup service. For a large list of addresses, ZIP Code Directories are available for use at the Mail Services Office and U.S. Neighborhood Office at the Price Center.

Departments with a recurring need for this service should consider purchasing a ZIP Code Directory from Mail Services by calling x41164 and placing your order. The books will be delivered within a few working days after receipt from the U.S. Postal Service.

3. Paper Clips and Staples

Paper clips should not be used unless absolutely necessary. If clips and staples are used, the material should be inserted into the envelope so that the clip or staple is placed in the lower right hand corner and the envelope should be sealed and marked "Hand Stamp" by the originating office.

4. Sealing Envelopes

- a. All outgoing U.S. or International mail which is stamped or prepaid mail should be sealed by the originating office.
- b. Sealing of envelopes is provided for No. 10 or smaller envelopes. There must be 10 or more envelopes identical in size, value, and weight, bundled with flaps up and out, facing the same direction. Do not combine domestic and international mail for sealing. All No. 10 or smaller envelopes are sealed free of charge if postage is being applied. All other size envelopes will be sealed and charged to the indicated index number, as a production job at a \$13.00 an hour minimum charge.

c. Clasp Type of Envelopes

These type of envelopes should be sealed by the sender. Mail Service postage machines are not equipped to seal these.

5. Parcels should be securely wrapped. Refer to 553-2 *Supplement I* for requirements on packages for U.S. Mail.

**C. Rates**

Current rates are available by calling Mail Services. The applicable U.S. Postal Service rate will be applied in each class. Departments are recharged monthly for the amount of their postage, plus a 22.5% surcharge.

**D. Classes**

1. First Class/Priority Mail

a. Definition

This classification includes letters, postcards, all matter wholly or partly in writing, bills and statements or accounts.

b. Delivery Time 1C3 Days

First Class mail is designated to travel by the fastest connecting air or surface carriers. It receives the most expeditious handling in dispatch and

delivery.

c. Weight/Size Limits

For material in this classification first class rates apply up to but not including 15 ounces. For 15 ounces to 70 pounds Priority Mail rates automatically apply.

Mailing matter is limited to 108 inches in size, length and girth combined; and 70 pounds in weight.

2. Expedited (Express) Mail

a. Definition

Expedited Mail provides high-speed delivery service to and from most major population centers. Overnight or Second Day service is available to all locations in the United States. Call Mail Services for service areas available. This service comes with a guarantee which provides for refund of postage if an item is not delivered or available for claim.

b. Delivery Time

Customers must call Mail Services prior to mailing an Expedited item due to restricted time frames for delivery to the Postal Service. NOTE: The waiver of signature improves the delivery of Expedited Mail. It authorizes the Postal Service to deliver Expedited Mail shipments on the first attempt if the addressee or the addressee's agent is not available to sign for the shipment and the shipment can be left in a secure place. Following are the domestic categories and delivery times:

(1) Next Day Service ("B" Label)

Expedited Mail Next Day Service provides for overnight delivery between designated points on an unscheduled basis. No pre-arrangement with the Postal Service is necessary. The cut-off time for delivery to the Postal Service is 3:45 p.m. Guaranteed by 12:00 p.m. or 3:00 p.m. the next day depending on the zip code. Call Mail Services for exact times.

(2) Second Day Service ("B" Label)

Expedited Mail Second Day Service provides for delivery between designated points on an unscheduled basis. No pre-arrangement with the Postal Service is necessary. The cut-off time for delivery to the Post Office is 3:45 p.m. Guaranteed by 3:00 p.m. the second day.

c. Weight/Size Limits

Postage rates are based on the weight of the shipment, in pound increments up to the maximum of 70 pounds. Shipments may include any mailable material regardless of how it would be otherwise classified.

d. Insurance and Indemnity

Expedited Mail is insured against loss, damage, or rifling at no additional cost. Indemnity will be paid by the Postal Service under its provisions. Expedited Mail signed for by the addressee, the addressee's agent, or the delivery employee will constitute a valid delivery and no indemnity for loss will be paid.

(1) Document Reconstruction Insurance

Non-negotiable documents are insured against loss, damage, or rifling while in transit. Coverage is limited to \$50,000 per piece (the unit upon which postage is paid), subject to a limit of \$500,000 per occurrence (a single accident or major catastrophe). Claims for document reconstruction insurance must be supported by a statement of expenses incurred in reconstruction.

Loss of, or damage to, nonnegotiable documents which cannot be reconstructed, the mailer must establish the value of the documents. Maximum indemnity is \$5,000.

(2) Merchandise Insurance

Parcels are insured against loss, damage, or rifling; coverage is limited to \$600. The mailer must submit evidence establishing the value. For mailings valued at \$15.00 or less, negotiable items, currency, or bullion, the indemnity will be \$15.00.

3. Priority Mail

The purpose of priority mail is to provide accelerated delivery time at a minimal cost. Priority Mail is a Domestic Mail Service with a two day delivery time to most locations in the United States. The main advantage of priority mail is the inexpensive rate for an accelerated delivery time. The main disadvantage is that priority mail is not guaranteed (you are not eligible for your money back if an item is not delivered in two days). Priority mail is not available for mail going out of the country.

4. Standard A Mail

a. Definition

Standard A Class mail does not have the same priority in handling as does First-Class mail, and should consist of mailable matter which is:

(1) Not required to be mailed at the First Class rate.

(2) Not entered as Periodical mail.

b. Delivery Time C approximately 1 week.

c. Weight/Size Limits

There is no maximum size limit, but the minimum does apply and weight is limited to 16 ounces. Pieces must be square or rectangular in shape.

5. Standard B Mail

a. Definition

- (1) Various types of merchandise.
- (2) Standard A matter over 16 ounces in weight.
- (3) All other matter not included in First, Periodical, or Standard A mail and weighing over 16 ounces.

b. Delivery Time C approximately 1 week. The U.S. Postal Service does not guarantee the delivery of standard mail within a specified time. Standard mail may receive deferred service.

c. Weight/Size Limits

Size is limited to 108 inches in combined length and girth. Weight is limited to 70 pounds.

6. Special Standard B Mail

a. Definition

- (1) Books (including books issued to supplement other books) that have eight or more printed pages; consist wholly of reading matter or scholarly bibliography, or reading matter with incidental blank spaces for notations, or any combination thereof; contain no advertising matter other than incidental announcements of books, in the form of book pages, and other bound and loose enclosures that are permissible under the provisions of "Library Rate".
- (2) Printed Music
- (3) Sound Recordings
- (4) Manuscripts for books, periodicals and music
- (5) 16-millimeter or narrower width films and catalogs of such films (rate applies for films and catalogs except when mailed to or from commercial theaters)
- (6) Printed objective test materials
- (7) Playscripts
- (8) Printed educational reference charts
- (9) Looseleaf pages, and binders consisting of medical information for distribution to doctors, hospitals, medical schools and medical students.

b. Delivery Time C 7-10 days

c. Weight/Size Limits

Size is limited to 108 inches in combined length and girth. Weight is limited to 70 pounds.

7. Library Mail

a. Definition

Library Rate is used for the following materials when loaned or exchanged between educational institutions, i.e., libraries, museums, schools, etc.:

- (1) Books
- (2) Printed Music
- (3) Typewritten or duplicated bound volumes of academic theses
- (4) Sound Recordings
- (5) Periodicals
- (6) Other library materials
- (7) Museum materials, specimens, collections

Library rate is used for the following materials when sent to or from educational institutions, i.e., libraries, museums, schools:

- (8) 16-millimeter or narrower films, filmstrips, transparencies, slides, microfilms
- (9) Sound recordings
- (10) Scientific or mathematical kits, instruments or other devices
- (11) Museum specimens, collections, or materials intended to inform and further educational work.
- (12) Catalogs of items (1C7) above and guides or scripts for some of these materials.

b. Delivery Time C 7-10 days

c. Weight/Size Limits

Size is limited to 108 inches in combined length and girth. Weight is limited to 70 pounds.

8. Non-Mailable Matter

a. Definition

A variety of materials are restricted for mailing by the U.S. Postal Service; the main non-mailable categories are those that are harmful, dangerous or offensive to human beings or other mail. Under certain provisions and by special arrangement, items in some of the foregoing categories can be mailed. Items such as radioactive materials and dry ice are under special regulations; contact Mail Services for further information. The mailing of fraudulent or illegal matter, i.e., chain letters is prohibited.

9. Special Services

a. Insurance

Insured mail provides indemnity coverage for an article which is lost, rifled, or damaged. Return receipt and restricted delivery services are available upon payment of the prescribed fees. Insured mail is dispatched and handled in transit as ordinary mail.

Liability for insured mail is limited to \$600.

These items can be mailed priority mail (first class) only with a third class enclosure; fourth class (parcel post); Standard A; library rate and special fourth class.

b. Registered

The registered mail system is designed to provide added protection for valuable and important mail. Registered mail is the most secure service the Postal Service offers. It incorporates a system of receipts to monitor the mail's movement from the point of acceptance to delivery.

These items can be mailed only first class or priority mail. Registered mail is for articles over \$500, irreplaceable articles, and negotiable items for more security. All seams MUST be covered in PAPER tape. Jiffy envelopes and padded envelopes are not acceptable for domestic use; acceptable for international mail.

c. Certified

Certified mail service provides the sender with a mailing receipt and a record of delivery at the office of address. No record is kept at the office at which certified mail is mailed. It will be dispatched and handled in transit as ordinary mail. No insurance coverage is provided. Return receipt and restricted delivery service may be obtained upon payment of additional fees. Certified mail service is available for first class or priority mail only.

d. Certificate of Mailing

Certificate of mailing is an inexpensive method to furnish evidence of mailing for first class or priority mail rate. This service provides proof that an item was accepted for mailing by the U.S. Postal Service. If you only require proof that an item was mailed, not proof of receipt, you may want to consider this service in place of certified mail.

e. Return Receipt

Return receipt service provides the sender with evidence of delivery. This service is only available for Expedited, Registered, Certified, or Insured mail of which the insured value is over \$50.

f. Return Receipt for Merchandise

Return Receipt for Merchandise service is a form of return receipt service which provides the sender with a mailing receipt, a return receipt, and a record of delivery at the office of address. This service is available for merchandise sent at the First-Class, Priority, Standard A, parcel post, bound printed matter, special fourth-class, and library rates of postage. Special delivery service is available for other than bulk third class. Special handling

is available for single piece rate third class and fourth class pieces.  
Restricted delivery is not available.

g. Restricted Delivery

Restricted delivery is a service that can be added to Return Receipts. This service restricts the delivery to only the addressee or an authorized agent. Not available for Expedited Mail (S 500 1.4 only for mail insured for more than \$50.00, Registered mail, or Certified mail).

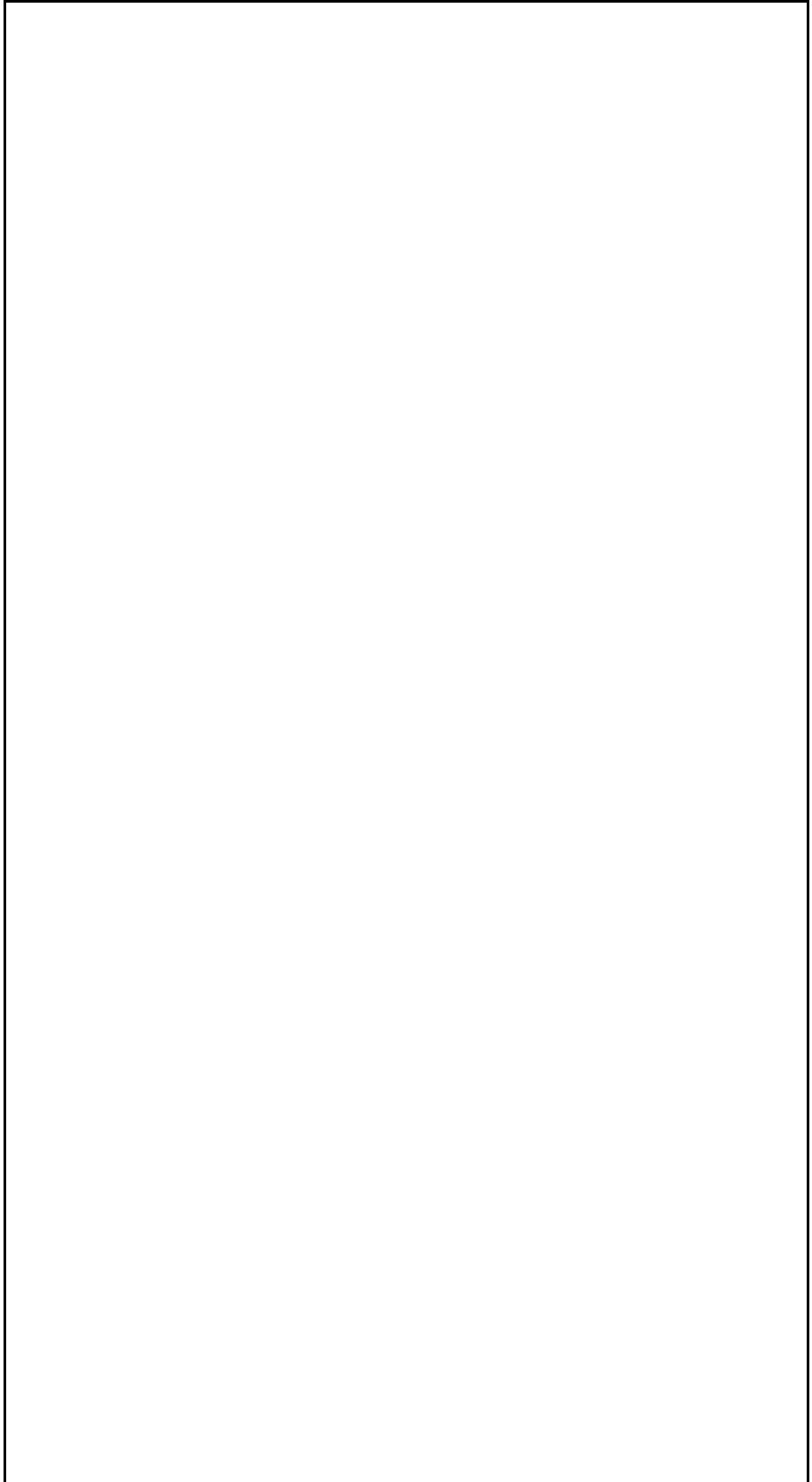
h. Surcharge

First-class mail and third-class mail weighing 1 ounce or less is nonstandard if it exceeds any of the following size limits:

- a. Its length exceeds 11 1/2 inches
- b. Its height exceeds 6 1/8 inches
- c. Its thickness exceeds 1/4 inch
- d. Its length divided by its height is less than 1.3 or more that 2.5. (Refer to *Exhibit A*)

A surcharge of \$ .11 is assessed on each piece of nonstandard mail.

*Exhibit A*



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*Exhibit A (back)*

