BULK MAIL USER'S GUIDE

I. POLICY

The U.S. Postal Service regulates the University's continuing eligibility to mail at special non-profit bulk rates, and failure to follow U.S. Postal Service regulations could result in the revocation of the University's non-profit mail permit. Only the central mail unit is authorized to affix non-profit bulk mail postage, and it is the responsibility of the manager (or designee) to certify that the mailings meet the standards required by the regulations. Reference U.S. Postal Service Domestic Mail Manual (DMM).

To assure compliance, the central mail unit is authorized to review all bulk mail material for conformance with the standards prior to affixing postage. Materials should be submitted for review by the central mail unit prior to being printed or otherwise duplicated for mailing. Materials that do not meet the standards will not be mailed at the bulk rate.

II. PROCEDURES

Listed below are common regulations governing all classes of mail which can be sent bulk. For specific requirements regarding different classes of mail, see applicable Supplement.

Mail Services requests that all campus departments route all proposed bulk mailing material through Mail Services prior to printing.

A. Indicia

1. Hand stamps are available in Mail Services for applying indicia.

2. Indicia may also be applied by printing press, lithography, mimeograph, multigraph, or addressograph. They may not be handdrawn or typewritten. Call Mail Services for further information.

3. Indicia must be applied in the upper right-hand corner on each piece, and each imprint must be legible, facing rightside up, and be located on the front side of the piece.

4. No information other than indicia may appear on the upper right-hand corner of the piece.

B. Inserts

1. Must bear the University's address on each piece, or the mailing will be rejected by the Postal Service.

2. Must identify the material as University-related or bear the UCSD address, and must be UCSD-sponsored.

C. Size Limits

All pieces must be rectangular or square in shape, with a minimum thickness of .007 inch and a minimum size of 3 1/2 inches high x 5 inches long.
D. Format

1. The return address must be the University's and should read:

   UNIVERSITY OF CALIFORNIA, SAN DIEGO
   DEPARTMENT NAME
   9500 GILMAN DRIVE DEPT XXXX (MAIL CODE)
   LA JOLLA, CA  92093-XXXX (MAIL CODE)

   -OR-

   UCSD MEDICAL CENTER
   DEPARTMENT NAME
   200 WEST ARBOR DR. DEPT XXXX (MAIL CODE)
   SAN DIEGO, CA  92103-XXXX (MAIL CODE)

2. An area of at least 1/2 the size of the piece should be left clear for addressing/labelling, and should be no less than 3 inches x 4 inches.

3. There may be no abbreviations in the city name, for example: S.D. must be spelled out -- San Diego.

4. All envelopes must have the flaps sealed or tucked in. Mail Services can seal #10 envelopes on a recharge basis if the mailing is submitted with all flaps up and out. Material using window envelopes is acceptable if the address printed on the insert is the only difference on the material.

E. Other

1. All paperwork for bulk mailings must be processed by Mail Services. Please allow up to five working days for processing these types of mailings.

2. Cooperative mailings may be made under stringent postal regulations. The use of the following words are unacceptable for non-profit rates: "Cooperative Mailing" or "In Cooperation with ...", "UCSD and XYZ Corp. Announce ..." or "UCSD and XYZ Corp. Present ...", and "Funded by ...". If the following brief statements are included in the body of your material, and the overall written content pertains to UCSD (not benefiting anyone other than UCSD), they are acceptable: "We express our thanks to ...", "We gratefully acknowledge the assistance of..." and "Sponsored by UCSD Department of ..." (this statement must only be sponsored by UCSD -- no other organization). Contact Mail Services before work begins on these mailings to verify compliance. Reference U.S. Postal Service Domestic Mail Manual (DMM). Call Mail Services for further details.

3. Student organizations must have a permission letter from the Student Affairs Business Office before a bulk mailing is processed.

4. UCSD Student Box Numbers 920101-929999 (92092-XXXX) can be campus sorted to avoid the postage charges. These pieces of mail should not be included in the bulk mailing, unless they are being used to meet the minimum required number of pieces.
5. If an envelope is used, the letter or flyer enclosed must have UCSD's or UCSD Medical Center's address in the letterhead. If no letterhead paper is used, the first thing you read on the material should be UCSD or UCSD Medical Center. Each and every separate insert must be UCSD or UCSD Medical Center related.
FIRST CLASS--REGULAR

1. Excellent for large quantities of mail; the metering step is avoided, saving time and money.
2. Weight limit: 11 ounces per piece.
3. Dimensions: see template (postal dimension standards apply). A surcharge applies if it is non-standard.
4. Postage: full first class rate.
5. Handling: first class (priority).
6. Forwarding: mail is forwarded, or returned to sender if undeliverable at no charge.
7. Availability: domestic mail only; not for Canada or Mexico.
8. Conformity: pieces must be identical in shape and weight; content may vary.
9. Size of Mailing: 200 pieces or 50 pounds minimum; repeating addresses is not permissible.
10. Preparation: not necessary to ZIP sort, bundle or bag.
11. Permit Number: #1909 or Company.
12. Indicia Sample:

   ![Indicia Sample]

13. Return Service Requested: mail is returned to sender if undeliverable; free of charge.
14. Address Service Requested: available at a minimal fee. Contact Mail Services for proper wording and placement.
FIRST CLASS PRESORT

1. Provides a discount for first-class material which is presorted for the post office.

2. Weight Limit: maximum weight of 11 ounces per piece.

3. Dimensions: see template (postal dimension standards apply). Must fit within the dimensions of the template.

4. Postage: contact Mail Services for current rates.

5. Handling: first class (priority): in some cases presort is delivered faster than regular first class because it reduces steps for the post office.

6. Forwarding: mail is forwarded, or returned to sender if undeliverable.

7. Availability: domestic mail only; not for Canada or Mexico

8. Conformity: metered mail may vary in shape, weight and content; handstamped or indicia mail must be identical in size and weight.

9. Size of Mailing: 500 piece minimum per mailing; repeating addresses is not permissible.

10. Preparation: mail must be ZIP sorted and bundled by the department, but cannot be bagged.

11. Permit Number: #1909 or Company

12. Indica Sample/Meter Sample:

13. Return to Sender: mail is returned to sender if undeliverable, free of charge.
STANDARD (A) MAIL

1. Provides reduced costs for mailers of material of a non-personal nature; material may not be handwritten or typewritten.

2. Weight Limit: maximum weight of 15.999 ounces for flats per piece and 3,2873 ounces for letters per piece.

3. Dimensions: postal template does not apply; minimum standards only.

4. Postage: contact Mail Services for current rates.

5. Handling: not priority mail; in each post office in which the mail is processed, it may be delayed up to 5 days.

6. Forwarding: no forwarding unless requested. Contact Mail Services for proper wording and placement.

7. Availability: domestic mail only; not for Canada or Mexico.

8. Conformity: pieces must be identical in shape, weight and content. Exception: the name and address may be printed on the letter ONLY if it is prepared on a word processor --- not typed.

9. Size of Mailing: 200 piece minimum per mailing (if under the piece weight); either 50 lbs. or 200 pieces (if pound rate); repeating addresses is not permissible.

10. Preparation: mail must be ZIP sorted, bundled and bagged; pieces which do not have the correct ZIP Code will be disposed of as undeliverable by post office.

11. Permit Number(s): #1909 or a Company permit indicia is acceptable.

12. Indicia Sample:

13. Return Service Requested: not done unless requested on each piece. Contact Mail Services for proper wording and placement.

14. Address Service Requested: available at a minimal charge. Contact Mail Services for proper wording and placement.

NOTE: Mail Services can apply the appropriate indicia for a per piece charge.
STANDARD A PRE-CANCELLED STAMPS

1. Provides reduced costs for mailers of material of a non-personal nature; material may not be handwritten.

2. Weight Limit: call Mail Services for the current maximum per-piece weight.

3. Dimensions: postal template does not apply; minimum standards only.

4. Postage: contact Mail Services for current rates. Pre-cancelled stamps must be applied to each piece of mail by your department.

5. Handling: not priority mail; in each post office in which the mail is processed, it may be delayed up to five days.

6. Forwarding: no forwarding unless requested.

7. Availability: domestic mail only; not for Canada or Mexico.

8. Conformity: pre-cancelled stamp mail may vary in shape, weight and content. Letter size envelopes cannot be mixed with mail not conforming with postal template dimensions (PPM 553-6 Exhibit A).

9. Size of mailing: 200 piece minimum per mailing (if under the current ounce-per-piece weight); repeating addresses are not permissible.

10. Preparation: mail must be ZIP sorted, bundled and bagged (see Supplement V on Second and Third Class Preparation); pieces which do not have the correct ZIP Code will be disposed of as undeliverable by the post office.

11. Stamps: pre-cancelled bulk stamps may be purchased through Mail Services by using a stamp order form. Stamps are available in rolls of 500 and 3000 only. You cannot return unused stamps.

12. Stamp sample:

   CURRENT NON-PROFIT STAMP TO BE PURCHASED THROUGH MAIL SERVICES

13. Return Service Requested: not done unless requested on each piece. Contact Mail Services for proper wording and placement.

14. Address Service Requested: available at a minimal charge. Contact Mail Services for proper wording and placement.
15. Whether you are located on campus or at the UCSD Medical Center, the only authorized return addresses for non-profit Bulk Mail are as follows:

University of California, San Diego
OPTIONAL
9500 Gilman Drive Dept XXXX (Mail Code)
La Jolla, CA 92093-XXXX (Mail Code)

-OR-

UCSD Medical Center
OPTIONAL
200 West Arbor Drive Dept XXXX (Mail Code)
San Diego, CA 92103-XXXX (Mail Code)
TRAYING INSTRUCTIONS

Contact Mail Services for traying instructions.