CAMPUS MAIL POLICY

Category: General University
Responsible Office: Campus Mail Services
Responsible Executive: Executive Vice President University Support Services
Date Established: 12/3/08
Date Last Revised: -
Date Posted to Library: 12/17/08

Summary

Campus Mail Services is responsible for the efficient flow of University mail. All campus (interdepartmental) and incoming and outgoing United States mail processed by Campus Mail Services must relate to the business of the University.

Policy

POLICY STATEMENT

University at Buffalo (UB) Campus Mail Services provides the UB community with reliable and professional service for the receipt, processing, and distribution of United States (US) and campus (inter-departmental) mail related to official University business. Campus Mail Services complies with United States Postal Service (USPS) regulations and University, local, state, and federal policies relating to mail service.

Campus Mail Services is intended for University business only. Campus Mail Services must be used for the processing of all metered mail. Campus Mail Services reserves the right to refuse, return to sender, or discard any mail or package that is not intended as University business. Campus Mail Services cannot be used by individuals, departments, or agencies for:

- non-University business use – faculty and staff should make arrangements to receive personal correspondence at their home
- sales activity
- partisan political activity
- lobbying activities.

Stamped US mail placed in US mail boxes located on campus will be taken to the US Post Office for delivery.

APPLICABILITY

This policy applies to all campus and incoming and outgoing US mail processed by Campus Mail Services.

DEFINITIONS

Campus (inter-departmental) Mail - University related correspondence routed for delivery from one campus location to another campus location.
PROCEDURE

Mail Preparation
- The campus mail address should include the name of the person, department, and building.
- Campus mail should be in a reusable, inter-departmental envelope to prevent campus mail from being mixed with outgoing USPS mail.
- When using campus mail envelopes, mask out all previous markings.
- When campus mail envelopes are not used, campus mail must have a University return address on the envelope.
- The size of an envelope should properly accommodate its contents.
- Use blue or black ink or labels.
- Secure contents by tucking in the flap or sealing the envelope with tape; do not use staples to seal envelopes.
- Separate campus mail from outgoing USPS mail.
- Band mass mailings (30 or more) by department, building, and campus.
- Do not send cash or other valuables through campus mail.
- To protect sensitive information, mark the envelope “Personal & Confidential” or “To be opened by Addressee Only.” Use blue or black ink or labels.

Mail Supplies
- Various mailing supplies including used campus mail envelopes, bins, trays, and priority envelopes can be ordered from the Campus Mail Services web site at no cost. Campus Mail Services will deliver the supplies to your location. (Note: New inter-departmental mail envelopes are available for a fee.)

UB Non-resident USPS Mail
- Campus Mail Services will forward UB non-resident USPS personal mail deposited in US Mail boxes to the USPS for delivery.
- Outgoing personal mail must be sealed and have the proper postage affixed prior to depositing in the USPS mail box.
- Stamped mail over 13 ounces must be taken to a postal facility.
- Personal correspondence should be delivered to the recipient’s home address.

UB Residence Halls and Apartments
- Campus Mail Services will process all incoming and outgoing UB resident mail.
- All UB resident mail should be properly addressed with the name and full campus address.
- UB resident change of address is handled at the residence Area Desk.

Postal Rates and Fees
- Departments are charged for all postage.
- Departments are encouraged to seek the lowest possible postage rates by coordinating mailing with Campus Mail Services prior to beginning a project.
- A postage rate calculator is available on the USPS web site.
Bulk/Permit 311 Mail

- Bulk/Permit 311 Mail has two different rate structures: First Class and Nonprofit Rate.
- Nonprofit Rate mail may be the best mailing choice if there are a large number of envelopes to mail.
- Nonprofit Rate mail has no guaranteed delivery date.
- All Bulk/Permit 311 Mail must meet the following criteria:
  - at least 200 pieces of mail
  - pieces weigh less than 16 oz. and are identical
  - all mail pieces are sent at the same time
  - be sent through Campus Mail Services
  - have a University at Buffalo return address
  - contain University business
  - may not be part of a joint venture with an outside company
  - mailing lists must be updated three months prior to mailing to comply with USPS regulations.

International Mail

- Print the delivery address in all uppercase letters.
- The full address should be typed or legibly written in English, using Roman letters and Arabic numerals, on only one side of the item. An address in a foreign language is permitted if the names of the city, province, and country are also indicated in English.
- The last line of the address block area must include the complete country name (no abbreviations) written in uppercase letters.
- Foreign postal codes, if used, should be placed on the line above the destination country.
- Include a return address, including zip code and country of origin, in the upper left corner.
- Senders should place a card with the name and address of both the sender and addressee inside letters and parcels.
- Some items are prohibited from being mailed internationally by the country of origin, the destination country, or both. The USPS provides online information regarding non-mailable domestic items and the individual country prohibitions, restrictions, and limitations.

US Postal Metered Mail

- All outgoing metered mail must be processed by Campus Mail Services. Postage costs for items mailed are charged against the University account indicated on the mail request form by monthly transfer of charges.
- A complete University return address must be used on all outgoing mail.
- Mail identified for metering should be sorted so that all pieces face in the same direction. Separate post cards and foreign mail because they require different postage.
- Oversized and larger envelopes must be sealed.
- End flap envelopes submitted for metering must be sorted so that when reading the address, the end flap is to the right. End flap envelopes must be sealed; do not use clasp envelopes.
- Do not use staples for sealing mail pieces.
Non-Mailable Items

- Items that cannot be mailed include but are not limited to: aerosol cans, alcoholic beverages, ammunition, drug paraphernalia, fireworks, flammable or explosive materials, glass chips, illegal or infectious substances, metal pieces, lottery tickets, paper clips, poisonous materials, sand, and envelopes and cards less than 3 ½ inches in height or 5 inches in length.

Reply Mailings

- Business Reply Mailings – contact Campus Mail Services for design and USPS regulations.
-Courtesy Reply Mailings – contact Campus Mail Services for design and USPS regulations.

Junk Mail

- The Privacy Rights Clearinghouse provides information for removing your name and address from direct marketing and junk mail lists.
- The Direct Marketing Association Consumer Information web site allows consumers to remove their name from mailing, telemarketing, and email lists.
- UB has joined the Ecological Mail Coalition to stop unwanted bulk mail for former employees. Departments can sign up to be added to the Ecological Mail Coalition database.
- Catalog Choice is a free service that lets you decline paper catalogs to reduce the amount of unsolicited mail you receive.

Contact Information

Campus Mail Services
1 Campus Mail Center
Buffalo, New York 14260-0001
Campusmailservices@business.buffalo.edu

Phone: 645-2743
Fax: 645-3937

Related Information

University Documents:
- University Campus Mail web site
  http://ubbusiness.buffalo.edu/ubb/cfm/ubs_pages/home_pages/displayhome.cfm?hp_id=CampusMail&ext=.cfm
- North Campus Address Format & Zip + 4 Codes:
  http://ubbusiness.buffalo.edu/ubb/cfm/ubs_pages/displayPage.cfm?page_id=9279
- South Campus Address Format & Zip Codes
  http://ubbusiness.buffalo.edu/ubb/cfm/ubs_pages/displayPage.cfm?page_id=9280
- Off Campus/Commons/Hospital Locations Served By Campus Mail:
  http://ubbusiness.buffalo.edu/ubb/cfm/ubs_pages/displayPage.cfm?page_id=10258

Related Links:
- United States Postal Service
  http://www.usps.com/prices/welcome.htm
- Privacy Rights Clearinghouse
  http://www.privacyrights.org/
- Direct Marketing Association Consumer Information
  https://www.dmachoice.org/
- Ecological Mail Coalition
  http://www.ecologicalmail.org/html/reg_and_maint/auth/signin.php?signin_type=jump_page&jump_code=6c2713a6e9e97bad6352c54f0ada0
- Catalog Choice
  http://www.catalogchoice.org
Presidential Approval

Signed by President John B. Simpson

John B. Simpson, President

12/03/08

Date