
Mail Services

Policies and Procedures

INTRODUCTION

Business Services

Business Services provides centralized procurement and communication services to the University of Alabama in Huntsville (UAH) Community and is organized within the Finance and Administration Division of the University of Alabama in Huntsville. Procurement and communication services must conform to Federal, State, and University purchasing codes, statutes, and policies. As the primary University interface for campus departments and hundreds of businesses, Business Services is especially responsible for projecting a positive and professional image for the University.

Business Services comprises Procurement Services/Procurement Card, Central Receiving & Shipping/Asset Management, **Mail Services**, Telecommunication Services, and the UAH Copy Center. Business Services strives to provide quality service with the highest possible degree of proficiency. We welcome any comments or suggestions to improve customer service. Staff members are available to conduct training workshops to assist departments with understanding these policies and procedures.

Policies and Procedures Manual

The purpose of this manual is to help the University Community better understand the laws and guidelines by which Business Services must operate. These policies and procedures are subject to change in our rapidly evolving environment (e.g., computer systems, software, administrative procedures, and state laws). Therefore, we may need to update and revise portions of the manual from time to time.

The Policies and Procedures Manual incorporates Alabama State laws, University regulations, and good business practices. This manual also incorporates special requirements imposed by agencies that fund certain University programs.

The policies and procedures contained herein should be used under normal operating circumstances. Exceptions are allowed when, in the opinion of the Associate Vice President of Finance & Business Services and/or the Senior Vice President for Finance and Administration, they appear to be in the best interest of the University. Exceptions must be properly justified and documented.

This manual has been designed to address most situations; however, it cannot cover all eventualities. It has been approved by the Associate Vice President of Finance & Business Services and the Senior Vice President for Finance and Administration. Please contact Business Services if you have questions or suggestions for improving this manual.

**** Exceptions to normal procedures may also be authorized at the discretion of the Director of Procurement & Business Services on an as needed basis. ****

MAIL SERVICES

Table of Contents

I.	GENERAL.....	1
I.1.	OBJECTIVE.....	1
I.2.	POLICY.....	1
I.3.	AUTHORITY.....	1
II.	HOURS OF OPERATION.....	1
II.1.	NORMAL WORKDAYS.....	1
II.2.	HOLIDAYS.....	2
III.	DELIVERY AND COLLECTION.....	2
III.1.	WORKDAY DELIVERY AND COLLECTION.....	2
III.2.	HOLIDAY DELIVERY AND COLLECTION.....	2
IV.	MAIL PREPARATION REQUIREMENTS.....	2
IV.1.	ON-CAMPUS AND INTERDEPARTMENTAL MAIL.....	3
IV.2.	OFF-CAMPUS MAIL, DOMESTIC.....	4
IV.3.	OFF-CAMPUS MAIL, INTERNATIONAL.....	7
IV.4.	STANDARD BULK MAIL.....	7
IV.5.	SPECIAL SERVICES.....	8
V.	STANDARD BULK MAIL PROCEDURES.....	10
V.1.	QUALIFYING MATTER.....	10
V.2.	PERMIT IMPRINT.....	10
V.3.	ENDORSEMENTS.....	11
V.4.	BUNDLING AND BANDING.....	11
V.5.	STICKERS.....	12
V.6.	SACKING.....	12
V.7.	TOTAL PIECE COUNT.....	13
V.8.	ORGANIZATION CODE.....	13
V.9.	DETAILED SORTING AND BUNDLING INSTRUCTIONS.....	13
VI.	PERSONAL MAIL.....	15
VI.1.	COLLECTION.....	15
VI.2.	UNLAWFUL USE OF STATE FUNDS.....	16
VII.	INCOMING MAIL TO THE UNIVERSITY.....	16
VII.1.	UAH MAILING ADDRESS.....	16
VII.2.	AEROPHYSICS RESEARCH CENTER.....	16
	ATTACHMENTS.....	18

I. GENERAL

I.1. Objective

The primary responsibility of Mail Services is to provide for the postal needs of the University of Alabama in Huntsville (UAH) Community, including faculty, staff, and student personnel.

Mail Services is located in the Central Mail Facility (CMF), in the Central Receiving Building, on John Wright Drive and may be contacted at 256-824-6116.

I.2. Policy

Mail Services operates under the “centralized mailroom” concept, channeling resources to provide postal support in the most timely, accurate, and cost effective manner possible.

Mail Services will develop, revise, and notify users of all postal policies and procedures. Furthermore, all reasonable efforts will be made to provide users with ease of access to the services offered by Mail Services.

Departmental faculty, staff, and student body are urged to comply with the policies adopted by UAH and contained in this manual. Changes affecting the availability of or accessibility to the services specified in this manual will be posted immediately with alternate course(s) of action.

I.3. Authority

Under the direction of the Vice President for Finance and Administration, the Associate Vice President for Finance & Business Services, and the Director of Procurement & Business Services, Mail Services complies with all federal, state, and local postal regulations and observes the policies, guidelines, and provisions established with private industry and/or commercial mailers.

II. HOURS OF OPERATION

II.1. Normal Workdays

Mail Services' hours are from **8:15 a.m. – 5:00 p.m., Monday through Friday**, except holidays. Please direct any questions or concerns to Mail Services at 256-824-6116 during normal work hours.

II.2. Holidays

Christmas holiday hours are from **9:00 a.m. – 1:00 p.m.** unless otherwise posted prior to the beginning of the holiday period. **Delivery and collection services are not provided.**

III. DELIVERY AND COLLECTION

III.1. Workday Delivery and Collection

Mail Services' couriers make delivery and collection runs every business day. Delivery and collection are limited to the main campus. Departments unable to meet scheduled delivery and collection times can bring mail to the CMF for immediate processing.

Mail Service: Mail Services' couriers conduct delivery and collection from **11:00 – 12:30 a.m.** each business day.

III.2. Holiday Delivery and Collection

Mail Services will process incoming and outgoing mail during the scheduled holiday hours (see Section II.2, "Holidays"). **Delivery and collection services, however, are not provided.**

Outgoing Mail: Departmental personnel may bring outgoing mail to the CMF for processing and dispatching. Outgoing mail will be processed "on demand" the next business day. Exceptions to this policy may be granted if coordinated in advance with Mail Services Staff.

Incoming Mail: Authorized personnel may pick up incoming mail at the CMF. All incoming mail not collected during the holiday will be delivered on the first business day following the holiday.

IV. MAIL PREPARATION REQUIREMENTS

Faculty, staff, and student personnel using Mail Services should familiarize themselves with the mail preparation requirements and guidelines in this section.

NOTE: These requirements and guidelines are designed to enhance the capabilities of Mail Services and to maintain the highest standards of quality and efficiency.

IV.1. On-Campus and Interdepartmental Mail

On-Campus mail delivery and collection services are provided to

- Expedite internal communications between faculty, staff, and student body personnel while acting in an official capacity.
- Support University goals and objectives.

These services are offered to all departments located on the main campus grounds.

ADDRESS INFORMATION

All addresses must include a valid department name and office name and may include the name of a specific person and building. Delivery and collection services, however, are not provided on a room-to-room basis. Abbreviations, such as for department or building, are acceptable.

Example of valid on-campus/interdepartmental address:			
TO:	Chemistry Department Office	FROM:	Bursar's Office
	ATTN: Dr. U. R. Receiving		Dr. I. M. Sending
	MSB		UC

PHYSICAL LIMITATIONS

Mail delivery and collection services are normally limited to standard, legal-sized, and flat-sized envelopes. (Flat-sized envelopes are generally the brown 6"x9", 9"x12", and 10"x13" envelopes, and which are sealed by a clasp, self-sealing tape, or gummed flap.) Contact Central Receiving at 256-824-6315 for delivery and collection of boxes, parcels, containers, and other non-flat articles of mail.

DELIVERY AND COLLECTION SITES

All buildings serviced by Mail Services have a designated mail drop area, which serves as the sole delivery and collection site for that building. Deposit all on-campus/interdepartmental mail, international mail, and accountable mail in the receptacles marked "CAMPUS MAIL" provided at these sites.

*NOTE: To avoid delays in processing and handling, do not deposit **off-campus** mail in receptacles marked "CAMPUS MAIL."*

SORTING AND BUNDLING REQUIREMENTS

Single mailings with 50 or more articles of on-campus/inter-departmental mail originating from the same department or office must be sorted by building destination and bundled with rubber bands.

ORGANIZATION CODES

On-campus/interdepartmental mail does not require postage; therefore, organization codes are not necessary.

IV.2. Off-Campus Mail, Domestic

All Personal Off-Campus Mail that requires postage and the purchase of stamps are now processed in Charger Union Room 121 in the Copy Center / Mail Service Outlet 256-824-6964. If you already have postage on your personal mail it can be dropped off in any Off-Campus mail location on campus. Any personal Accountable Mail (Certified, Express, Insured, Registered, etc.) or personal International Mail you will need to take to your local Post Office.

All Outgoing Mail leaves each day at 2:30pm. To give Mail Services time to process mail, please have it in the Mailroom no later than 2:00 pm. All mail after 2:30 (First Class Mail, Accountable Mail, Standard Mail, ect.) will go out the following day. If you'd like to drop off your outgoing mail at the NEW Copy/Mail Services Outlet, have it there by 11:30 am to go out that day.

Off-Campus domestic mail includes all classes of ordinary outgoing mail destined for addresses within the continental United States, Alaska, and Hawaii.

DESTINATION ADDRESS

Per U. S. Postal Service (USPS) requirements, all articles of mail must bear a valid and legible address. As a minimum, the destination address should contain the following:

- Name of addressee or business
- Street, rural route, or Post Office box
- City
- State
- ZIP code

RETURN ADDRESS

The return address should include the same information as above. The return address should be located in the upper left-hand corner of the envelope face. Ensure that the bottom line of the return address does not extend below the top line of the destination address.

NOTE: The U. S. Postal Service uses an Optical Character Reader (OCR) to sort mail, and improper addressing may cause mail to be misrouted. Prior to printing new or additional stationery, departments should consult the Mail Services Staff to ensure compliance with postal regulations.

PHYSICAL LIMITATIONS

The U. S. Postal Service will accept for delivery any article that meets the size specifications in Table MS-1:

Table MS-1, Delivery Specifications

Dimension	Measurement
Weight	69-pounds or less
Length + Girth	108-inches or less

To find Length + Girth:

1. With a tape measure, measure the longest side or edge of the package. This measurement is the length.
2. At a right angle to the longest side, wrap the tape measure around the package and measure the perimeter or the distance around the package. This measurement is the girth.
3. Add the length measurement to the girth measurement.

Additional restrictions prohibit the mailing of guns and weapons, combustibles, biodegradable items, and certain other articles. Please consult the Mail Services Staff before mailing questionable items.

DELIVERY AND COLLECTION SITES

All buildings serviced by Mail Services have a designated mail drop area, which serves as the sole delivery and collection site for that building. Deposit all off-campus mail in receptacles marked "OFF CAMPUS MAIL" provided at these sites.

*NOTE: To avoid delays in processing and handling, do not deposit **campus** mail in receptacles marked "OFF CAMPUS MAIL."*

SORTING AND BUNDLING REQUIREMENTS

Multiple articles of off-campus mail originating from the same department or office and bearing the same organization code should be bundled together with ¼-inch wide rubber bands. Bundles should not exceed a reasonable thickness (grab-size). **Envelopes can be unsealed, but do not mingle sealed and unsealed envelopes in the same bundle. Envelopes should face in the same direction with flaps closed.**

SEALING LETTERS AND FLAT-SIZED ARTICLES

Letters: Mail Services provides an automated service to seal letter-sized envelopes of off-campus mail. Standard and legal envelopes must fit the dimensions specified in Table MS-2:

Table MS-2, Envelope Dimensions for Sealing

Dimension	Minimum (in inches)	Maximum (in inches)
Length	5	11½
Height	3½	6⅛
Thickness	.007	¼

Mail Services will seal articles of letter-sized mail if provided in the required format, as follows:

- Ensure that each article of unsealed mail has the same shape and size.
- Turn each article of mail in the same direction.
- Flaps must be closed as if sealed; **please do not nest envelopes with flaps open!**
- Bundle unsealed articles separately from sealed articles. Do not mix sealed and unsealed envelopes in the same bundle.

Flat-Sized Articles: Due to equipment and time limitations, Mail Services does **not** provide a sealing service for flat-sized articles, or envelopes larger than the dimensions in Table MS-2. Consequently, unsealed oversized envelopes (e.g., 9"x12" brown envelope) will be returned to the sender.

PACKAGING REQUIREMENTS

Departments are responsible for packaging articles of off-campus mail. Supplies of packaging materials such as envelopes, boxes, tape, and labels are available from the University Bookstore.

ORGANIZATION CODES

U. S. Postal Service regulation requires that all articles of mail must bear the appropriate amount of postage. Postage is based on class of delivery, weight, and destination. Mail Services uses a mail-processing machine to determine postage and track cumulative postage expenses per departmental organization code. Therefore, all articles of off-campus mail must bear a valid organization code.

Organization codes should be hand-written, typed, or stamped in the upper right-hand corner of the envelope face. When mailing bundles of off-campus mail from the same department and organization code, only the top article of mail must bear the organization code.

IV.3. Off-Campus Mail, International

Off-campus international mail includes all articles of outgoing mail destined for addresses outside the continental United States, Alaska, and Hawaii.

ADDRESS INFORMATION

U. S. Postal Service regulation reserves the bottom line of the destination address for identifying the name of the destination country. **The name of the destination country must be spelled out in all capital letters, without abbreviations (e.g., “CANADA” rather than “Can.”; “UNITED KINGDOM” rather than “UK”).**

PHYSICAL LIMITATIONS

International parcels are subject to weight limitations and restrictions, depending on the destination country and class of delivery. Contact Mail Services for additional information.

SORTING AND BUNDLING REQUIREMENTS

Multiple articles of international mail originating from the same department or office and bearing the same organization code should be bundled together with ¼-inch wide rubber bands.

DELIVERY AND COLLECTION SITES

All buildings serviced by Mail Services have a designated mail drop area, which serves as the sole delivery and collection site for that building. Place all international mail in the “ON CAMPUS” receptacle.

NOTE: To avoid delays in processing and handling, do not co-mingle articles of international mail in the same bundle with domestic mail.

IV.4. Standard Bulk Mail

Standard (formerly “Third-Class”) Bulk Mail postage rates are substantially lower than First-Class rates, thereby offering the most economical means of sending

correspondence (with certain restrictions). To qualify for Standard Bulk Mail rates, the following minimum criteria must be met:

- Mailings must consist of a minimum of 200 articles of mail.
- Articles of mail must be printed.
- Articles must be identical in content, size, and weight.
- Articles may not be personalized.
- Articles must be imprinted with the UAH “Non-profit Organization” Permit Imprint Indicia or have a paste-on bulk stamp applied.
- Mail must be presorted and bundled by ZIP code.

Mail Services has published *Standard Bulk Mail Preparation Guidelines/Procedures* (Figure MS-2). This publication helps users minimize mail preparation time and follow current U.S. Postal Service regulations. (Much of this information is also in Section V, “Standard Bulk Mail Procedures.”)

Contact Mail Services for additional information or to request mailbags, rubber bands, stickers, trays, and other postal paraphernalia.

Postage Meter Imprint: All articles of Standard Bulk Mail must be stamped, preprinted, or labeled with the University’s mail permit number. Refer to Section V.2., “Permit Imprint,” for specific requirements.

NOTE: U.S. Postal Service regulation requires that all mail be affixed with the appropriate amount of postage.

IV.5. Special Services

Special services offered by the USPS include the following special categories of mail: Certified, Registered, Insured, and Express. Mail Services offers all special services offered by the USPS, except the sale of money orders.

To obtain a special service on articles of mail, write or type the name of the special service desired (e.g., “REGISTERED”) in the upper right-hand corner of the envelope face. Place the mail in the receptacle marked “ON CAMPUS MAIL” in the nearest mail drop area.

*NOTE: Mail Services is unable to process **personal** special services mail (i.e., Certified, Registered, Insured, Delivery Confirmation, Signature Confirmation, Air Mail). Personal shipments requiring tracking and/or insurance may be shipped through the University Book Store via UPS or through a local U. S. Postal Service branch. Mail Services will continue to provide regular stamped and metered personal domestic mail service.*

The following paragraphs contain additional instructions regarding special services.

CERTIFIED MAIL

Provided by request, this service is designed to safeguard articles of mail that are both non-negotiable as a form of currency and non-tangible in nature.

Examples of articles best suited for this service are:

- Graduation diplomas
- Legal documents
- Checks
- Correspondence requiring a receipt for delivery

All articles of Certified mail must bear the appropriate amount of First-Class postage including the appropriate fee(s) for certification. Unless otherwise requested, Mail Services will prepare a USPS Form 3811, *Return Receipt Requested*, to accompany all articles of Certified mail. Receipts are used to validate the actual delivery of the article of mail and are forwarded to the appropriate department or office on return.

This service is restricted to articles of First-Class domestic mail only. Please place all accountable outgoing mail in the "ON CAMPUS" receptacle.

REGISTERED MAIL

Provided by request, this service is designed to safeguard articles of mail that are either negotiable or tangible or both. Examples of articles best suited for this service are:

- Currency
- Airline tickets
- Irreplaceable documents
- Valuable goods

All articles of Registered mail must bear the appropriate amount of First-Class postage. Unless otherwise requested, Mail Services will prepare a USPS Form 3811, *Return Receipt Requested*, to accompany all articles of Registered mail. Receipts are used to validate the actual delivery of the article of mail and are forwarded to the appropriate department or office on return.

Registry is available on domestic and international mail. Departments should contact Mail Services for information on packaging Registered mail because some restrictions apply.

INSURED MAIL

Provided by request, this service insures articles of mail against loss or damage during shipment by the USPS. To insure an article of mail, write

“INSURED MAIL” and the monetary value of the article in the upper right-hand corner of the envelope face. Deposit the article of mail in the nearest receptacle marked “ON CAMPUS MAIL.”

Return Receipt Requested Forms are not provided with insured mail except by request. Insured mail is available for all classes and categories of mail except international mail.

EXPRESS MAIL

Overnight/24-hour Express Mail delivery services, both domestic and international, are available on request through the following:

- U. S. Postal Service

NOTE: Next Day Service not available to some destinations/ZIP codes. Contact Mail Services to determine availability of Next Day Service to specific ZIP code

Express Mail offers the most expedient means of delivery to most parts of the world. Domestic delivery is guaranteed within 24 hours; the delivery guarantee on international articles is limited to leaving the continent within 24 hours.

U. S. Postal Service: To obtain Express Mail service, write or type “EXPRESS” in the upper right-hand corner of the envelope face and deposit the article of mail in the nearest receptacle marked “ON CAMPUS MAIL.” Mail Services’ employees will package articles, prepare mailing labels, affix applicable postage, and dispatch all articles of Overnight Express Mail (U. S. Postal Service only).

V. STANDARD BULK MAIL PROCEDURES

V.1. Qualifying Matter

Only printed and “like” item pieces may be mailed at the standard bulk rate. “Like” articles are those articles of mail that are exactly the same in content, weight, size, paper, etc. Articles of Standard Bulk Mail should have a broad scope intended for a general audience. They should neither be personalized nor signed individually by the sender. Articles of Standard Bulk Mail should be no larger than 12”x15” (maximum allowable size).

V.2. Permit Imprint

All articles of Standard Bulk Mail must be stamped, preprinted, or labeled with the University’s #283 “Non-profit Organization” Permit Imprint Indicia. (See

example below.) Contact Mail Services or refer to the *Standard Bulk Mail Preparation Guidelines/Procedures* (Figure MS-2) for additional information and for specific label requirements if using self-adhesive or paste-on labels for the imprint indicia.

Pre-Printed Permit Imprint Indicia: Mail Services recommends that departments who frequently use Standard Bulk Mail have stationery printed with the #283 Permit Imprint Indicia on the envelope face. Specific format requirements for “Non-Profit Organization” Permit Imprint Indicia are outlined in the *Standard Bulk Mail Preparation Guidelines/Procedures* (Figure MS-2).



NOTE: The UAH “Logo” is administered through University Relations. Please contact University Relations before designing any pre-printed materials using the UAH name or logo.

V.3. Endorsements

The use of endorsements (i.e., “Address Service Requested” and “Return Service Guaranteed”) must conform to format specifications as published by the USPS. These specifications require that endorsements must be located **¼-inch to ½-inch** below the return address. “Endorsements are no longer permitted to be located below the permit imprint indicia.” Failure to comply with this specification will result in non-acceptance for mailing.

NOTE: The U. S. Postal Service will not accept articles of mail improperly endorsed.

V.4. Bundling and Banding

All Standard Bulk Mail items larger than 5”x10” must be bundled, banded, and sacked. The sender must have a minimum of 200 pieces or 50 pounds of mail to qualify for Standard Bulk Mail. The sender must presort and bundle all Standard Bulk Mail by ZIP code before Mail Services can collect it or accept delivery. The top article of mail of each bundle must include the appropriate classification sticker, departmental organization code used to pay the postage, and a total count of pieces being mailed. Mail Services will provide bundling material and classification stickers on request.

Banding: When sending bundled mail through UAH Mail Services, use one ¼-inch rubber band per letter-sized bundle. All flat-sized bundles require a minimum of two ¼-inch rubber bands. See Section V.9., “Detailed Sorting and Bundling Instructions.”

V.5. Stickers

Each bundle of Standard Bulk Mail must have the appropriate sticker (i.e., D, 3, A, X) affixed to the lower left-hand corner of the top article of mail. These stickers are explained in Table MS-3:

Table MS-3, Standard Bulk Mail Stickers

Sticker	Description
D	Direct to five-digit ZIP code destination
3	Three-digit ZIP code prefix destination
A	Area destination
X	Mixed states destination

V.6. Sacking

All Standard Bulk Mail must be sacked or placed in trays. Sacks, or mailbags, should only be used in conjunction with flats or bulk items that are too large for standard mail trays. Sacked mail must be bundled. See *Standard Bulk Mail Preparation Guidelines/Procedures* (Figure MS-2), for more detailed instructions on sacking.

MAXIMUM WEIGHT PER SACK

The U. S. Postal Service will not deliver any article or sack of articles exceeding **70-pounds** gross weight.

MINIMUM WEIGHT OR NUMBER OF ARTICLES PER SACK

Every sack of **letter-sized envelopes** must contain a minimum of 150 pieces of mail to qualify for discount Standard Bulk Mail rates.

Every sack of **flat-sized articles** (including catalogs and magazines as well as oversized envelopes) must contain a minimum of 125 pieces or 50 pounds, whichever comes first.

SACK SIZE

The Bulk Acceptance Unit of the U. S. Postal Service advises that only Number 3 mailbags be used in the shipment of Standard Bulk Mail. This mailbag, which is approximately 2-feet long, is the most commonly used mailbag and is easily recognized due to its size.

SACK LABELS

All Standard Bulk Mail sacks should have temporary labels securely affixed to their clasps by the department. Follow the instructions below for completing the temporary labels. Plain paper may be used for these labels.

Temporary labels must contain the following information:

- Destination ZIP code(s) (Refer to USPS Publication *3-Digit ZIP Code Prefix Groups — ADC Sortation* (Figure MS-1) and Section V.9., “Sorting and Bundling Instructions,” for proper sorting instructions.)
- Type of matter enclosed

The U. S. Postal Service will print official mailing labels for each sack based on information provided on the temporary labels. Mail Services will contact the U. S. Postal Service to obtain the U. S. Postal Service mailing labels. Therefore, providing correct information on every sack label is essential.

V.7. Total Piece Count

The total piece count is the total number of pieces in the mailing. The total piece count must be provided to Mail Services for each mailing submitted. You must have a minimum of 200 pieces per mailing. Write the total piece count on the top article of the bundle.

V.8. Organization Code

A valid UAH organization code must be provided to Mail Services for each mailing submitted. Write the organization code on the top article of the bundle.

V.9. Detailed Sorting and Bundling Instructions

The U.S. Postal Service does not want the mail bundled unless it is in mailbags (or trays, except for oversized items, when the minimum to fill a mailbag cannot be met). Mail Services will provide assistance with the bundling and sacking of Standard Bulk Mail.

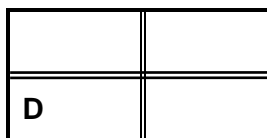
All articles of Standard Bulk Mail must be sorted and bundled by destination ZIP code. Every bundle must be secured with ¼-inch wide rubber bands. The top article of each bundle must have a sticker, total piece count, and valid UAH organization code. See Sections V.4. through V.7.

NOTE: Bundles should be no thicker than the average person’s hand-grasp, approximately four-inches or twenty-five articles of mail.

1. Five-Digit Bundles: (All articles have the same five-digit ZIP code):

- a. If ten or more articles have the same five-digit ZIP code, separate them from the rest of the mail.
- b. Bundle these articles together and secure with rubber bands per banding instructions in Section V.4., “Bundling and Banding.”
- c. Place a red “D” sticker on the top article of each five-digit bundle in the lower left-hand corner of the article (see example).
- d. Isolate the completed bundles from the remaining articles of mail and go to step 2.

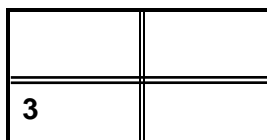
Example, Five-Digit Bundles



2. Three-Digit Bundles (All articles have the same three-digit ZIP code prefix):

- a. If ten or more articles have the same three-digit prefix, separate them from the rest of the mail.
- b. Bundle these articles together and secure with rubber bands per banding instructions in Section V.4., “Bundling and Banding.”
- c. Place a green “3” sticker on the top article of each three-digit bundle in the lower left-hand corner of the article (see example below).
- d. Isolate the completed bundles from the remaining articles of mail and go to step 3.

Example, Three-Digit Bundles

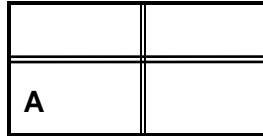


3. Area Bundles (Articles addressed to the same area as defined in *3-Digit ZIP Code Prefix Groups – ADC Sortation*, Figure MS-1):

- a. If ten or more articles are addressed to the same area according to *3-Digit Prefix Groups – ADC Sortation* (Figure MS-1), separate them from the rest of the mail. (Area bundles are no longer grouped by state but by specific three-digit ZIP code prefixes.)
- b. Bundle these articles together and secure with rubber bands per banding instructions in Section V.4., “Bundling and Banding.”
- c. Place an orange “A” sticker on the top article of each area bundle in the lower left-hand corner of the article (see example below).

- d. Isolate the completed bundles from the remaining articles of mail and go to step 4.

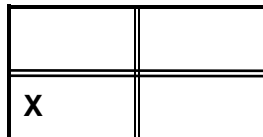
Example, Area Bundles



4. Mixed State Bundles (Articles meeting none of the above criteria):

- a. Sort remaining articles of mail by state.
- b. Bundle these articles and secure with rubber bands per banding instructions in Section V.4., "Bundling and Banding."
- c. Place a "MIXED STATES" facing slip over the top article of mail in each bundle, or place an "X" sticker in the lower left-hand corner of the top article (see example below).

Example, Mixed State Bundles



VI. PERSONAL MAIL

VI.1. Collection

Mail Services will accept and dispatch personal mail collected during scheduled delivery and collection. Individuals are responsible, however, for sealing and affixing proper postage to personal mail. Mail Services will only provide transportation of personal mail to the U.S. Postal Service branch.

All personal and stamped mail is now processed in Charger Union Bldg. Room 121. If your personal mail already has postage applied to it (stamped, pre-paid, etc.) you may drop it off at either Mail Service location Charger Union Rm. 121 or Mail Services CRB Rm.104 or in any designated mail drop box marked OFF CAMPUS located in each building on campus.

All OFF campus mail is processed and picked up by the United States Postal Service each day between 2:00 pm to 2:30 pm. All mail processed after this time goes out the following day.

Mail Services is unable to process personal Special Services mail (i.e., Certified, Registered, Insured, Delivery Confirmation, Signature Confirmation, Air Mail). Personal shipments requiring tracking and/or insurance may be shipped through

the University Book Store via UPS or through a local U. S. Postal Service branch. Mail Services will continue to provide regular stamped and metered personal domestic mail service.

Mail Services cannot process outgoing personal metered international mail.

VI.2. Unlawful Use of State Funds

As a reminder to all University employees, using state funds to purchase stamps for personal mail is unlawful. Submitting articles of personal mail with a departmental organization code may result in adverse administrative action(s).

VII. INCOMING MAIL TO THE UNIVERSITY

VII.1. UAH Mailing Address

The U. S. Postal Service (USPS) official mailing address for all incoming mail to the University is:

**The University of Alabama in Huntsville
Attn: Recipient and Department Name
301 Sparkman Drive
Huntsville, AL 35899**

The ZIP code 35899 is assigned to all buildings on the UAH campus including Technology Hall, Shelbie King Hall, and the National Space Science and Technology Center (NSSTC). This address and ZIP code will route all U.S. Postal Service mail to Mail Services. The recipient's name and department are necessary so mail can be properly sorted for campus delivery.

Mail Services sorts all campus mail by department and delivers it to the appropriate mailbox in the mail drop area of each building. The recipient's name and department are the minimum required information on intra-campus mail. Building and room numbers are optional additional information but should not be substituted for the recipient's name and department.

VII.2. Aerophysics Research Center

The only facility associated with the University exempt from the 35899 ZIP code is the Aerophysics Research Center (ARC), located on Redstone Arsenal. The correct ZIP code for the ARC is 35898. The direct mail address is:

**Aerophysics Research Center (ARC)
Attn: Recipient
P.O. Box 999
6230 Anderson Road
Redstone Arsenal, AL 35898**

If UAH is included in the ARC address, mail will automatically come to Mail Services and it will be the responsibility of the ARC to pick up all mail shipments.

Mail Services

Attachments

MAIL SERVICES ATTACHMENTS

List of Figures

- FIGURE MS-1** . . . 3-Digit ZIP Code Prefix Groups—ADC Sortation
- FIGURE MS-2** . . . Standard Bulk Mail Preparation Guidelines/Procedures

Figure MS-1

3-Digit ZIP Code Prefix Groups—ADC Sortation

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
005, 115, 117-119	ADC LONG ISLAND NY 117
006-009	ADC SAN JUAN PR 006
010-017	ADC SPRINGFIELD MA 010
018, 019, 021, 022, 024, 055	ADC BOSTON MA 021
020, 023, 025-029	ADC PROVIDENCE RI 028
030-034, 038, 039	[FCM and PER only] ADC MANCHESTER NH 030
030-034, 038, 039	[STD and BPM only] ADC PORTSMOUTH NH 038
035-037, 050-054, 056-059	ADC WHITE RIV JCT VT 050
040-049	ADC PORTLAND ME 040
060-069	[FCM only] ADC HARTFORD CT 060
	[PER, STD, and BPM only] ADC SOUTHERN CT 064
070-079, 085-089	ADC DV DANIELS NJ 07099
080-084	ADC SOUTH JERSEY NJ 080
090-099	[FCM only] AMF JFK APO/FPO NY 00309
	[PER, STD, and BPM only] MILITARY CENTER NY 090
100-102, 104	[FCM, STD, and BPM only] ADC NEW YORK NY 100
	[PER only] ADC JAF NY 10180
103, 110-114, 116	ADC QUEENS NY 110
105-109	ADC WESTCHESTER NY 105
120-129	ADC ALBANY NY 120
130-139	ADC SYRACUSE NY 130
140-149	ADC BUFFALO NY 140
150-168, 260	ADC PITTSBURGH PA 150
169-178	ADC HARRISBURG PA 170
179, 189, 193-196	ADC SOUTHEASTERN PA 189
180-188	ADC LEHIGH VALLEY PA 180
190-192	ADC PHILADELPHIA PA 190
197-199	ADC WILMINGTON DE 197
200	WASHINGTON DC 200
202-205	ADC WASHINGTON DC 202
201, 220-223, 226, 227	ADC NORTHERN VA VA 220
206-209	[PER, STD, and BPM only] ADC SOUTHERN MD MD 207
206-209	[FCM only] ADC SUBURBAN MD 208
210-212, 214-219, 254, 267	[FCM and PER only] ADC BALTIMORE MD 212
	[STD and BPM only] ADC LINTHICUM MD 210
224, 225, 228-239, 244	ADC RICHMOND VA 230
240-243, 245	ADC ROANOKE VA 240
246-253, 255-259	ADC CHARLESTON WV 250
261-266, 268	ADC CLARKSBURG WV 263
270-279, 285	ADC GREENSBORO NC 270
280-284, 286-289, 297	ADC CHARLOTTE NC 280
290-296	ADC COLUMBIA SC 290
298, 300, 301, 305, 306, 308, 309	[FCM and PER only] ADC NORTH METRO GA 301
299, 304, 313-315, 320-324, 326, 344	[FCM and PER only] ADC JACKSONVILLE FL 320
	[STD and BPM only] ADC JACKSONVILLE FL 32088
302, 303, 311, 399	ADC ATLANTA GA 303

3-Digit ZIP Code Prefix Groups, continued

307, 370-374, 376-379, 384, 385	[FCM and PER only] ADC NASHVILLE TN 370 [STD and BPM only] ADC NASHVILLE TN 37099
310, 312, 316-319, 398	[FCM and PER only] ADC MACON GA 310 [STD and BPM only] ADC MACON GA 31293
325, 365, 366, 394, 395, 700, 701, 703-708	[FCM and PER only] ADC NEW ORLEANS LA 700 [STD and BPM only] ADC NEW ORLEANS LA 70099
327-329, 334, 347, 349	[FCM only] ADC ORLANDO FL 328 [PER only] ADC MID FLORIDA FL 327 [STD and BPM only] ADC MID FLORIDA FL 32799
330-333	[FCM and PER only] ADC MIAMI FL 331 [STD and BPM only] ADC MIAMI FL 33298
335-339, 341, 342, 346	[FCM only] ADC TAMPA FL 335 [PER only] ADC MANASOTA FL 342 [STD and BPM only] ADC MANASOTA FL 34299
340	[FCM only] ADC MIAMI FL 331 [PER, STD, and BPM only] MILITARY CENTER NY 090
350-352, 354-359, 362	[FCM and PER only] ADC BIRMINGHAM AL 350 [STD and BPM only] ADC BIRMINGHAM AL 35099
360, 361, 363, 364, 367, 368	[FCM and PER only] ADC MONTGOMERY AL 360 [STD and BPM only] ADC MONTGOMERY AL 36099
369, 390-393, 396, 397	[FCM and PER only] ADC JACKSON MS 390 [STD and BPM only] ADC JACKSON MS 39099
375, 380-383, 386-389, 723	[FCM and PER only] ADC MEMPHIS TN 380 [STD and BPM only] ADC MEMPHIS TN 38099
400-409, 411-418, 420-427, 471, 476, 477	ADC LOUISVILLE KY 400
410, 450-455, 458, 459, 470	ADC CINCINNATI OH 450
430-438, 456, 457	ADC COLUMBUS OH 430
439-449	ADC CLEVELAND OH 440
460-462, 465-469, 472-475, 478, 479	ADC INDIANAPOLIS IN 460
463, 464, 606-608	[PER, STD, and BPM only] ADC CHICAGO IL 606
463, 464, 606-608	[FCM only] ADC CHI IRVING PK IL 607
480-489, 492	ADC DETROIT MI 481
490, 491, 493-497	ADC GRAND RAPIDS MI 493
498, 499, 530-532, 534, 535, 537-539, 541-545, 549	ADC MILWAUKEE WI 530
500-509, 520-528, 612	[FCM only] ADC DES MOINES IA 500 [PER only] ADC DES MOINES IA 50092 [STD and BPM only] ADC DES MOINES IA 50091
510-516, 680, 681, 683-693	ADC OMAHA NE 680
540, 546-548, 550, 551, 556-559	[FCM only] ADC ST PAUL MN 550 [PER only] ADC ST PAUL MN 55222 [STD and BPM only] ADC ST PAUL MN 55233
553-555, 560-564, 566	[FCM only] ADC MINNEAPOLIS MN 553 [PER only] ADC MINNEAPOLIS MN 55522 [STD and BPM only] ADC MINNEAPOLIS MN 55533
565, 567, 580-588	ADC FARGO ND 580
570-577	ADC SIOUX FALLS SD 570
590-599, 821	ADC BILLINGS MT 590
600-603, 610, 611, 614-616	ADC CAROL STREAM IL 601
604, 605, 609, 613, 617-619	ADC S SUBURBAN IL 604
620, 622-631, 633-639	[FCM and PER only] ADC ST LOUIS MO 630 [STD and BPM only] ADC ST LOUIS MO 63203
640, 641, 644-658, 660-662, 664-668	[FCM only] ADC KANSAS CITY MO 640 [PER only] ADC KANSAS CITY MO 64240 [STD and BPM only] ADC KANSAS CITY MO 66340
669-679, 739	[FCM and PER only] ADC WICHITA KS 670 [STD and BPM only] ADC WICHITA KS 67099
710-714	[FCM and PER only] ADC SHREVEPORT LA 710 [STD and BPM only] ADC SHREVEPORT LA 71099

3-Digit ZIP Code Prefix Groups, continued

716-722, 724-729	[FCM and PER only] ADC LITTLE ROCK AR 720 [STD and BPM only] ADC LITTLE ROCK AR 72098
730, 731, 734-738, 748	ADC OKLAHOMA CITY OK 730
733, 779-789, 798, 799, 885	[FCM and PER only] ADC SAN ANTONIO TX 780 [STD and BPM only] ADC SAN ANTONIO TX 78099
740, 741, 743-747, 749	ADC TULSA OK 740
750-759	ADC NORTH TEXAS TX 750
760-769, 790-797	ADC FT WORTH TX 760
770-778	ADC NORTH HOUSTON TX 773
800-816	ADC DENVER CO 800
820, 822-831	ADC CHEYENNE WY 820
832-834, 836, 837, 979	ADC BOISE ID 836
835, 838, 980-985, 988-994, 998, 999	ADC SEATTLE WA 980
840-847, 898	ADC SALT LAKE CTY UT 840
850, 852, 853, 855, 859, 860, 863	ADC PHOENIX AZ 852
856, 857	ADC TUCSON AZ 856
864, 889-891, 893-895, 897, 961	ADC LAS VEGAS NV 890
865, 870-875, 877-884	ADC ALBUQUERQUE NM 870
900, 901	ADC LOS ANGELES CA 900
902-908, 910-918	ADC TWIN VALLEY CA 90197
919-921	ADC SAN DIEGO CA 920
922-928, 930-935	ADC SEQUOIA CA 90198
936-939, 942, 945-948, 950-953, 956-960	[FCM only] ADC SIERRA CA 940
936-939, 945-948, 950, 951	[PER, STD, and BPM only] ADC OAKLAND CA 945
940, 941, 943, 944, 949, 954, 955	ADC PENINSULA CA 941
942, 952, 953, 956-960	[PER, STD, and BPM only] ADC SACRAMENTO CA 956
962-966	AMF SFO APO/FPO CA 962
967, 968	ADC HONOLULU HI 967
969	[FCM only] ADC HONOLULU HI 967
	[PER, STD, and BPM only] ADC OAKLAND CA 945
970-978, 986	ADC PORTLAND OR 970
995-997	ADC ANCHORAGE AK 995

Figure MS-2

Standard Bulk Mail

Preparation Guidelines/Procedures

Mail Services
The University of Alabama in Huntsville
Huntsville, AL 35899

Revised June, 2005

TABLE OF CONTENTS

General Criteria Applicable to All Standard Mailings	
Qualifying Matter	1
Permit Imprint	1
Bundling Instructions	1
Trays	2
Piece Count	2
Departmental Organization Codes	2
Endorsements	2
Standard Mail Sorting & Bundling Instructions	
5-Digit ZIP Code Packages/Bundles	2
3-Digit ZIP Code Packages/Bundles	2
Area (State) Packages/Bundles	3
Mixed States Packages/Bundles	3
Standard Mail Sacking Requirements, General	
Maximum Weight Per Sack	4
Size Limitations, Mail Sacks	4
Minimum Pieces Per Sack	4
Standard Mail Sacking Requirements, Step-by-Step	
5-Digit Sacks	4
3-Digit Sacks	4
Area Sacks	5
Mixed State Sacks	6

Standard Bulk Mail Sorting & Bundling, General

1. **Qualifying Matter** – Only “printed” and “like” matter (all pieces are exactly the same in content, paper weight, etc.) may be mailed at the applicable standard bulk rates. The information must not be personalized in nature (broad in scope; not directed at any one person; and cannot be individually signed by the mailer). The maximum allowable size for bulk articles is 12” x 15”.
2. **Permit Imprint** – All articles of Standard Bulk Mail must be stamped, preprinted, or labeled with the University’s #283 Permit Imprint (see example). It is recommended that departments who frequently use Standard Bulk Mail have stationary printed with the Permit Imprint on the facing. Self-adhesive or paste-on labels with the Permit Imprint may be opted for. Contact Mail Services for information on the use of “paste-on” type Standard Bulk Mail Permit Imprints.



Example Permit Imprint Indicia used to authenticate payment of postage on Standard Bulk Mail. The USPS will not accept articles of Standard Bulk Mail not properly endorsed.

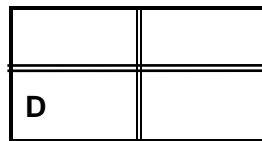
3. **Bundling, Sacking, and Banding** – All Standard Bulk Mail items larger than 5-inches in height and/or 10-inches in width must be bundled, banded, and sacked.
 - All sacked articles of Standard Bulk Mail must be sorted first by the ZIP code of destination, and then bundled according to the same. Detailed instructions on bundling procedures are provided later in these instructions.
 - **NOTE:** The thickness of individual bundles should not exceed that which could be grasped in the hand of an average person and should not exceed four (4) inches in overall thickness.
 - **Sacking** – All bundles of Standard Bulk Mail must be sacked in accordance with the detailed instructions provided in this report. Each sack must also be labeled as per the instructions provided, so as to indicate the destination of the contents. Sacking should be reserved for large envelopes. Trays should be used for standard envelopes and postcards (see #4 below).
 - **Banding** – A minimum of two (2) each ¼-inch thick rubber bands must be used to secure each bundle of Standard Bulk Mail. Cross-banding is the preferred method of securing the bundles. However, if this method causes the bundle to collapse, affix the bands in parallel fashion. If the bundle is still not rigid enough to withstand the pressure of the rubber bands without bending, roll the bundle so that the address label is on the outside.

- **Stickers** – Each bundle of Standard Bulk Mail must have the appropriate sticker (**D, 3, A, X**) affixed to the lower left corner of the top piece of mail in each bundle.
4. **Trays** – Standard Envelopes, postcards, and similarly sized items should be sorted by ZIP code and placed into mail trays. Items taller than 5-inches and/or wider than 10-inches must be sacked. Please do not use trays for large items.
 5. **Piece Count** – Mail Services must be provided a total piece count (total number of pieces in the entire individual mailing) for each mailing submitted.
 6. **Departmental Organization Code** – A valid UAH departmental organization code must be provided with each mailing submitted.
 7. **Endorsements** – The use of endorsements (i.e., Address Correction Requested, Return Postage Guaranteed) must conform to format specifications as published by the U. S. Postal Service. Said specifications state that “if used, endorsement’s **MUST** be located $\frac{1}{4}$ ” to $\frac{1}{2}$ ” below the return address. Endorsement’s are no longer permitted to be located below the Permit Imprint indicia.” Failure to comply with this directive will result in non-acceptance for mailing.

Standard Bulk Mail Sorting & Bundling Step-by-Step Instructions

Step # 1 – Five-Digit ZIP Code Packages/Bundles (all five (5) digits of the destination ZIP code are identical, not to include ZIP+4)

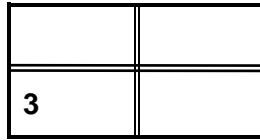
Example, 5-Digit Bundles



If ten (10) or more pieces of mail have the same 5-digit ZIP code, they must be bundled together separately from pieces of mail not having the same ZIP code. Once this task has been accomplished on the entire lot, cross-band the individual 5-digit bundles, and place a red “**D**” sticker on the top piece of mail in each bundle, lower left-hand corner. Once this step has been completed, isolate the 5-digit bundles from the remaining pieces of mail and proceed to Step #2.

Step # 2 – Three-Digit ZIP Code Packages/Bundles (all pieces share the same first three (3) digits of the ZIP code)

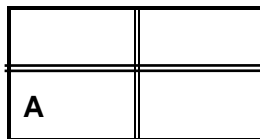
Example, 3-Digit Bundles



If ten (10) or more pieces of mail have the same three-digit prefix (first three digits of the ZIP code are the same, fourth and/or fifth digits are different), bundle the pieces of mail together separately from pieces of mail having a different three-digit prefix. Once this process has been completed on the entire lot, cross-band each three-digit bundle and place a green “3” sticker on the top piece of mail of each bundle, lower left-hand corner. Once this step is completed, isolate these pieces of bundled mail from any remaining pieces and proceed to Step # 3.

Step # 3 – Area Packages/Bundles (pieces of mail addressed to the same area as defined in USPS publication *3-Digit ZIP Code Prefix Groups — ADC Sortation*, Figure MS-1)

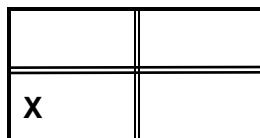
Example, Area Bundles



If ten (10) or fewer remaining pieces of mail are addressed to the same area (see Figure MS-1), bundle them together separately from pieces of mail addressed to other areas. Once this sorting is completed, cross-band the bundles and affix a purple “A” sticker to the top piece of each bundle, lower left-hand corner. Isolate this mail from any remaining mail and proceed to Step # 4.

Step # 4 – Mixed State Packages/Bundles (none of the pieces qualify for bundling per steps 1, 2, or 3 above).

Example, Mixed State Bundles



Bundle any remaining pieces of mail, grouped by state, together in four (4) inch bundles, placing an “X” facing slip over the top piece of mail in each bundle.

Standard Bulk Mail Tray and Sack Preparation, General

All Standard Bulk Mail must be sacked or placed in trays prior to acceptance by Mail Services. When individual piece size is too large for the use of trays, the mailing should be sacked. (Maximum piece size for tray use is 6 $\frac{1}{8}$ ” x 11 $\frac{1}{2}$ ”.) The U. S. Postal Service

requires strict conformance to standards/guidelines governing the sacking of Standard Bulk Mail. To avoid delays in service, please ensure that the following criteria are met prior to submitting to Mail Services for processing.

1. **Maximum Weight Per Sack** – The U. S. Postal Service will not deliver any article exceeding 70 pounds in gross weight. This includes mailbags.
2. **Sack Size** – The Bulk Acceptance Unit, U. S. Postal Service, advises that only Number 3 sized mailbags be used in the shipment of Standard Bulk Mail. This is the most commonly used mailbag, and is easily recognizable by its size of approximately 2 feet in length.
3. **Minimum Pieces Per Sack** – Each mailbag must contain a minimum of 150 pieces in order to qualify for mailing at the discounted Standard Bulk Mail rates.

NOTE: The total piece count for the entire mailing must be at least 200 pieces. Trays should be used when there is insufficient volume to fill mailbags.

Standard Bulk Mail Sacking

Step-by-Step Instructions

Step # 1 – Five-Digit ZIP Code Sacks – If there are one or more bundles of mail comprising 125 or more pieces of mail addressed to the same 5-digit ZIP code destination, they must be placed in their own sack, separate from the remaining pieces of mail. Once this task is accomplished, prepare the label(s) according to the example provided below and affix to the clasp(s).

Example: 5-Digit Sack Label

City (Destination), State (Abbreviation)	5-Digit ZIP Code
STD LTRS/FLATS (As Applicable)	NON-OCR
Huntsville, Alabama	35899

Please ensure that Step # 1 is thoroughly completed before proceeding to Step # 2.

Step # 2 – Three-Digit ZIP Code Sacks – If there are one or more bundles/packages of mail comprising 125 or more pieces of mail addressed to the same 3-digit prefix ZIP code destination, they must be placed in their own sack, separate from the remaining

pieces of mail. The top line information to be used on the sack label can be found on the *3-Digit ZIP Code Prefix Groups—ADC Sortation* (see Figure MS-1 or contact Mail Services for a copy). To use this chart correctly, locate the 3-digit prefix on the chart, and transcribe the information beside the number onto the sack label. Lines two and three will be the same on all sacks in the mailing. **NOTE: Do not omit “SCF” from the top line information.** (See example below.)

Example: 3-Digit Sack Label

SCF City (Destination), State (Abbreviation)	3-Digit ZIP Code Prefix
STD LTRS/FLATS (As Applicable)	NON-OCR
Huntsville, Alabama	35899

Please ensure that Step # 2 is thoroughly completed before proceeding to Step # 3.

Step # 3 – Area Sacks – If there are one or more bundles/packages of mail comprising 125 or more pieces of mail addressed to the same destination area (defined in the *3-Digit ZIP Code Prefix Groups—ADC Sortation*, Figure MS-1), they must be placed in their own sack or tray, separate from the remaining pieces of mail. Refer to the *3-Digit ZIP Code Prefix Groups—ADC Sortation*, Figure MS-1 for the areas and proper data to be transcribed onto the top and middle lines of sack labels. To use the chart, simply locate the appropriate area destination mail facility by finding the ZIP code prefix that matches your items.

Example: Area Sack Label

BMC Atlanta, GA (Code, City, and State from USPS chart)	3-Digit or 5-Digit ZIP Code from Chart
STD LTRS/FLATS (As Applicable)	NON-OCR
Huntsville, Alabama	35899

Step # 3 must be thoroughly completed before proceeding to Step # 4.

Step # 4 – Mixed States – All remaining bundles may now be placed in one or more sacks or trays, depending on the size and quantity of pieces, and labeled as follows:

Example: Mixed States Sack Label

MXD Birmingham, AL	35099
STD LTRS/FLATS (As Applicable)	NON-OCR
Huntsville, Alabama	35899

NOTE: Trays and sacks use different size labels. Please make certain to use the proper label for each. Contact Mail Services for additional information and to obtain labels.