

UC Davis Policy and Procedure Manual

Chapter 310, Communications and Technology

Section 15, Mail Services

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Responsible Department: Mail Division

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I. Purpose

This section outlines policy and procedures regarding use of the UC Davis mail system, including collection and delivery, preparation of mail by departments, and special handling. Additional information regarding mail services at UCDMC is available in UCDHS Hospital Policies & Procedures Manual [Section 3483](#).

II. Policy

- A. The Mail Division is responsible for providing mail services to campus departments and UCDMC, including collection and delivery of campus, intercampus, domestic, and international mail. It does not serve Orchard Park, Solano Park, Russell Park, The Colleges at La Rue, West Village, and off-campus student housing facilities, which are serviced by the U.S. Postal Service (USPS).
- B. The campus mail service is used exclusively for official University business.
 1. Employees may not send or receive personal mail through the campus mail service.
 2. The Mail Division may open and return to the originator all materials presented for distribution that do not comply with policy concerning distribution of literature (see [Section 310-25](#)) or policy regarding use of the campus mail service.
- C. All campus departments and affiliated organizations are charged postage on outgoing U.S. mail and the shipping rate for express-carriers (i.e. FedEx, UPS etc.), plus a handling surcharge.
- D. "One Shields Avenue" is the official street address required by the USPS for all mail sent to the Davis campus. Only those departments located off of the Davis campus with a street address recognized by USPS can omit One Shields Avenue from their mailing and return address ([see also Section 310-55](#)).

III. Use of University Mail Services

- A. The following individuals and organizations are permitted access to the University mail system subject to Federal Private Express Statutes and Regulations:
 1. UC Davis departments;
 2. Faculty, staff, and students for official purposes related to the business of the University;
 3. Academic, staff, and student organizations and alumni and support groups established in accordance with campus regulations ([see Section 270-05](#)).
- B. Postage-free use of the University mail system is not permitted for the following:
 1. Mail for commercial purposes;
 2. Organizations not officially sponsored by or affiliated with the University;
 3. Items advocating an individual's or organization's religious or political position;

4. Non-University organizations soliciting funds, except for charitable organizations that have received prior approval from the Chancellor or his/her designee.
- C. Regulations for campus mail services
1. Postal meters are installed only at the central mail unit to assure maintenance and auditable records of meter usage and to comply with USPS regulations governing the University's postage metering privileges.
 - a. Installation and use of postage meter machines by a campus department other than the central mail unit is not permitted except with prior written approval by the Chancellor or designee (a copy of the approval must be sent to the central mail unit).
 - b. Such requests for approval must be considered only in situations when use of the central mail unit meters is physically impractical (such as a remote, off-campus location or a contract station).
 2. The USPS regulates the University's continuing eligibility to mail at special non-profit bulk rates, and failure to follow USPS regulations could result in the revocation of the University's non-profit mail permit.
 - a. To assure compliance, the central mail unit is authorized to review all bulk mail material for conformance with the standards prior to affixing postage.
 - b. Materials should be submitted for review by the central mail unit prior to being printed or otherwise duplicated for mailing.
 - c. Materials that do not meet the standards will not be mailed at the bulk rate.
- D. Mail stations
1. Mail Division personnel collect and deliver mail at established mail stations in accordance with departmental delivery schedules. [Mail collection boxes](#) are strategically located throughout the Davis campus in order to supplement mail delivery.
 2. To establish a new mail station or to relocate an existing station, complete the online Request for [New Mail Station/ID Number form](#).
 3. Allow additional lead-time for outbound express mail, and international mailings retrieved from mail station.
- E. Special Messenger Service
1. Special Messenger Service is available for campus mail of an urgent nature that requires immediate delivery at times not consistent with the regular mail schedule. To request service, complete the online [Special Messenger Request form](#).
 2. Items are collected from and delivered to established mail stations on a first-come, first-served basis, from 9:00 a.m. to 4:00 p.m.
- F. Recharge (ID) numbers
1. To establish a new or an additional ID number, or to cancel or change an ID number, complete the online [Request for New Mail Stop/ID number form](#).
- G. Departments may purchase First Class U.S. stamps from the Mail Division by completing the online [Request for Postage Stamps form](#) .
- H. Mail Preparation

1. Departments should bundle or otherwise separate mail by type (campus, intercampus, U.S., or international mail) and classification (First Class, Parcel Post, etc.) within mail bins and provide recharge account numbers.
 2. Departments should contact Mail Division in advance to arrange for collection of large mailings that cannot be accommodated in mail sacks and bins.
 3. Special handling
 - a. Mail requiring special handling (e.g., registered and certified mail, customs forms, and international mail) should be grouped together with proper forms attached and marked "special handling." The type of service should be indicated on each type.
 - b. Departments are urged to insure all items of value being mailed. Items such as manuscripts should be insured only for its material value.
 4. Other mail preparation requirements are provided on the [Mail Division webpage](#) .
- I. Forwarding of mail
- Departments are responsible for forwarding mail to departmental staff on leave or at other campus locations. The USPS will not process change of address forms for University addresses.

IV. Further Information

- A. For additional information on Mail Division services, fees for services, forms, and guidelines for proper mailing of campus, U.S., and international mail, refer to the Mail Division webpage [Mail Division webpage](#) .
- B. For information on bulk mailings, refer to the Bulk Mail Services webpage [Bulk Mail Services webpage](#); or call 530-752-8806.
- C. For information on insuring items for mailing, refer to the Risk Management Services Web site at [Risk Management Services webpage](#).

V. References and Related Policies

- A. UC Business & Finance Bulletins (<http://www.ucop.edu/ucophome/policies/bfb/>):
[BUS-81](#), Insurance Programs
- B. Policy & Procedure Manual (<http://manuals.ucdavis.edu/PPM/about.htm>):
 1. Section 270-05, Campus Organizations.
 2. Section 310-25, Distribution of Information and Literature.
 3. Section 310-55, University Stationery and Business Cards.
 4. Section 370-30, Property Insurance.