

UC Davis Policy and Procedure Manual

Chapter 310, Communications and Technology

Section 15, Mail Services

Date: 8/25/11

Supersedes: 2/14/10

Responsible Department: Mail Division

Source Document: Business and Finance Bulletin BUS-65

I. Purpose

This section outlines policy and procedures regarding use of the UCD 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. Orchard Park, Solano Park, Russell Park, The Colleges at La Rue, La Rue Park, West Village, and off-campus student housing facilities are not served by the Mail Division.
- B. The campus mail service shall be used exclusively for official University business.
 1. Employees shall not send or receive personal mail through the campus mail service.
 2. The Mail Division will not process or deliver any mail of a political or personal nature that originated in University departments.
 3. The Mail Division may open and return to the originator all materials presented for distribution either on or off campus that do not comply with policy concerning distribution of literature (Section 310-25) or policy regarding use of the campus mail service.
- C. All campus departments and affiliated organizations are charged for the total amount of postage on outgoing U.S. mail and UPS shipments plus a surcharge for handling.
- D. "One Shields Avenue" is the official street address required by the U.S. Postal Service 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. UCD 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. The following individuals and organizations are not permitted postage-free use of the University mail system:
 1. Any individual or organization for commercial purposes;
 2. Organizations not officially sponsored by or affiliated with the University;

3. Any individual or organization for or in connection with general religious or political purposes or activities;
 4. Non-University organizations soliciting funds, except for charitable organizations that have received prior approval from the Chancellor or his/her designee.
- C. Mail stations
1. Mail Division personnel collect and deliver mail at established mail stations.
 2. To establish a new mail station or to relocate an existing station, complete the Request for New Mail Station/ID Number form (<http://maildiv.ucdavis.edu/forms>).
 3. Because there are strict requirements for express mail service, allow additional lead time.
- D. Special Messenger Service
1. The 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.
 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.
- E. Recharge (ID) numbers
1. Departments are generally limited to one recharge number (ID number).
 2. To establish a new or an additional ID number, or to cancel or change an ID number, complete Request for New Mail Stop/ID number form (<http://maildiv.ucdavis.edu/forms>) and forward to Mail Division.
- F. Departments may purchase First Class U.S. stamps from the Mail Division by completing a Stamp Request form (<http://maildiv.ucdavis.edu/forms>) .
- G. 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 suitable identification for each.
 2. Departments should contact Mail Division in advance to arrange for collection of large mailings that cannot be accommodated in mail sacks and bins. Whenever possible, a special collection will be scheduled to expedite processing and dispatch time.
 3. Special handling
 - a. Mail requiring special handling (e.g., registration, certification, or insurance) should be grouped together with proper forms attached and marked "special handling." The type of service should be indicated on each item.
 - b. Departments are urged to insure all items of value being mailed. Items such as manuscripts can be insured only for their material value, not their intrinsic value.
 4. Other mail preparation requirements are provided on the Mail Services Web site (<http://maildiv.ucdavis.edu/prep/>).
- H. Forwarding of mail

Departments are responsible for forwarding mail to departmental staff on leave or at other campus locations. The U.S. Postal Service 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, see <http://maildiv.ucdavis.edu/address>.
- B. For information on bulk mailings, see <http://maildiv.ucdavis.edu/bulk/index.cfm> or call 530-752-6685.
- C. For information on insuring items for mailing, see the Risk Management Services Web site at <http://rms.ucdavis.edu>.

V. References and Related Policies

- A. UC Business & Finance Bulletins (<http://www.ucop.edu/ucophome/policies/bfb/>):
 - 1. BUS-81, Insurance Programs.
 - 2. BUS-65, Guidelines for University Mail Services.
- B. Policy & Procedure Manual (<http://manuals.ucdavis.edu/PPM/about.htm>):
 - 1. Section 270-05, Campus Organizations.
 - 2. Section 310-25, Distributing, Posting, and Exhibiting Information and Literature.
 - 3. Section 310-55, University Stationery and Business Cards.
 - 4. Section 370-30, Property Insurance.