

Mail Services

User Guide
2006



Welcome To Mail Services

This User Guide has been prepared to help the University of Texas Medical Branch customers obtain the best available mail services and maximum discounts on postage rates.

It covers topics related to the delivery of campus mail, preparation of mail, bulk mail, and the U.S. Postal Contract Station. It also contains other information basic to your everyday mail needs.

We hope this guide will be a useful resource, our typical services include:

- Pick up and delivery of campus mail, receipt and delivery of USPS mail, receipt and delivery of parcel post, processing of metered mail, nonprofit bulk mailings, assistance with mail piece design, dormitory resident mail, postal box rentals, and forwarding services for box holders.
- Production of large mailings, including folding, inserting of mail into envelopes, and postage metering.
- Sale of stamps and money orders, processing of express, priority, certified, registered, and insured mail products.

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General Information

Hours Of Operation And Location

Mail Center Operations: The customer service window is located on the 1st floor, East section, of Rebecca Sealy Hospital. Normal hours of operation are Monday-Friday, 8 a.m. - 5 p.m.

Mail Automation: Mail Automation is located in Room 2.122, 1902 Harborside Drive. Normal hours of operation are Monday-Friday, 7 a.m. - 4 p.m.

USPS Postal Contract Station: The service windows are located on the 1st floor, East section, of Rebecca Sealy Hospital. Normal hours of operation are Monday-Friday, 7:30 a.m. - 4:50 p.m.

Holiday Hours

Mail Operations observes the Clinical Enterprise holiday schedule.

U.S. Postal Contract Station observes the business holiday schedule.

Mailing Address

Our campus mail address is:

TO: NAME OF INDIVIDUAL
MAIL SERVICES - ROUTE 0102

Our incoming U.S. mail address is:

NAME OF INDIVIDUAL
MAIL SERVICES - 0102
THE UNIVERSITY OF TEXAS MEDICAL BRANCH
301 UNIVERSITY BLVD.
GALVESTON, TX 77555-0102

Internet Address

<http://www.utmb.edu/logistics>

On the Logistics home page click "Mail Services"

Phone Numbers

General information... pickup requests
(409) 747-3260
(409) 747-3268

Permits... postal regulations, billing
(409) 747-3268

Bulk Mail... folding/inserting
(409) 772-5904

Post Office... stamp sales, sending registered, foreign or express mail; postal service tracking
(409) 747-3262

Mail Center Operations

Delivery And Collection Schedule

Incoming mail is delivered and outgoing mail is picked up at each of the 13 delivery routes once daily. Those areas with the highest volume of mail and those whose work is dependent on postal mail delivery were given priority for morning delivery. For example, departments such as Accounting and Physician’s Billing were given a morning delivery schedule.

The schedule your department falls under is determined by the first two digits of your mail route number. Use the following table to determine whether your mail will be delivered in the morning or in the afternoon:

Morning Route Numbers	Afternoon Route Numbers
01**	02**
05**	03**
07**	04**
09**	06**
12**	08**
13**	10**
	11**

Mail Drop Locations

For the convenience of visitors, patients, employees, and students, we also have mail collection boxes throughout our campus in the following locations:

- 4th floor Rebecca Sealy Hospital by East Elevators
- John Sealy Hospital - Floors 2 - 10 located near large elevator bank.
- John Sealy Hospital - Near Cashiers Office.
- Jennie Sealy Hospital - 1st floor West Hallway.
- Jennie Sealy Hospital - 1st floor by East Elevators.
- Clinical Science Building - 1st floor by elevators.
- Clinical Science Building - 3rd floor by elevators
- Outdoors - Near Vinsant Hall sidewalk.
- Levin Hall - 3rd Floor, South end of building.
- Ewing Hall - Ground floor by elevator.
- Jamail Student Center - 1st floor

Campus Mail

Mail Services handles the collection and delivery of all official university correspondence between departments. Currently, we provide this service to more than 90 buildings with 460 stops receiving daily

service. Mail Services collects, sorts, and delivers more than 4,000 pieces of campus mail each day. Standard delivery time from pick up to drop off is 24 hours. If you experience service delays, please contact Mail Services at (409) 747-3268.

Customer Responsibilities

Separate campus mail from other stamped or metered mail. Do not mix with any other type of mail.

Campus mail should, whenever possible, be mailed in the standard, white interoffice envelopes available from Materials Management (item # 65500). Recycled envelopes can also be obtained from the Mail Center. If other envelopes are used for campus mail, they may go through the postage meter which would incur a cost for your department.

Campus mail should be limited to university business only.

Address campus mail as follows:

TO: NAME OF INDIVIDUAL
DEPARTMENT - ROUTE NUMBER

FROM: NAME OF INDIVIDUAL
DEPARTMENT - ROUTE NUMBER

Please print or type using capitalized letters, separate the department from the route number with a dash. Here’s an example:

TO: MICHELLE R. SMITH
MAIL SERVICES - ROUTE 0102

FROM: MARSHA R. WATSON
LOGISTICS - ROUTE 0918

U.S. Postal Mail

Incoming mail...

USPS letter mail is delivered directly to Mail Services where it is sorted, bundled and delivered to your department by one of our mail route carriers.

All USPS parcels are delivered to Mail Services for delivery with your daily campus mail. Parcels sent to a Post Office Box address can be picked up at the Customer Service window. Non USPS packages are delivered to Materials Management, for example, FedEx, UPS, etc, where they are delivered by the Logistics Delivery Services team.

All incoming mail received at the University must contain a complete and correct business address as follows:

NAME OF INDIVIDUAL
DEPARTMENT - ROUTE
THE UNIVERSITY OF TEXAS MEDICAL BRANCH
STREET ADDRESS
CITY STATE ZIP + 4

The last two address lines should always be the street address followed by city, state, and zip + 4. Here's an incoming mail address example:



Outgoing USPS mail....

Outgoing USPS mail includes stamped and metered mail. Metered mail can be any mail class (except Periodicals) with postage printed by a USPS approved postage meter. Mail Services provides metering services billed to your department account number for all outgoing USPS mail at no cost except postage.

Guidelines for metered mail....

High-volume mailings should be placed in trays provided by Mail Services. Please do not place high-volume mailings in cardboard boxes or send loose. Proper mailing containers are available through Mail Services by calling 747-3268 or by asking your route carrier. Smaller mailings (for example, those you could hold in one hand) should be held together by rubber bands.

Billing for metered mail is charged to the account number that corresponds to your mail route. Any exceptions requiring an alternate account number should include a memo that contains the name of a contact person, contact phone, description of the mailing, and alternate account information.

Separating mail by service class is also important. Outgoing U.S. Mail should be separated from internal campus mail. International mail should be separated from domestic mail. International mail for Canada should be separated from all other international mail.

Within each class, please separate mail by weight.

Mail metering equipment seals all domestic open-side envelopes, such as standard business envelopes. Flaps should be left open and overlapping. Open-ended envelopes, such as coin envelopes or flat-size catalog envelopes, cannot be sealed automatically on metering equipment and should be sealed prior to giving them to Mail Services.

All international mail should be sealed by the sender. Self-mailers or booklets should not be sent to an international address unless placed in a sealed envelope. When addressing international mail, please spell out the country of destination in english, do not abbreviate.

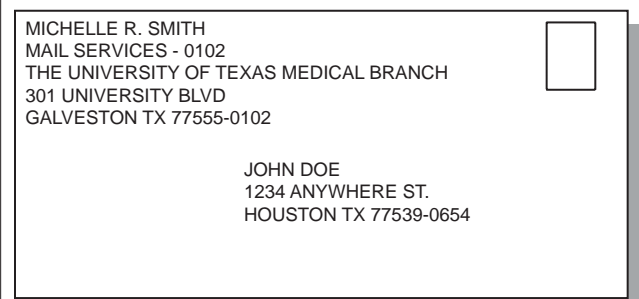
All envelopes with metal clasps should be sealed prior to sending to Mail Services.

All domestic self-mailers should be tabbed (no staples, please), with the fold at the bottom, below the address. This will allow the mail piece to meet automation standards.

All mail sent to Mail Services for metering should face in the same direction and be sorted by size and weight. This will reduce handling time and allow for efficient metering.

Outgoing mail metered by Mail Services must have a complete return address and contain the words "The University Of Texas Medical Branch." This is a federal regulation identifying the owner of the postage meter.

Outgoing mail with return address example:



Addressing guidelines from the USPS can be found at the following address:

http://pe.usps.gov/text/dmm300/602.htm#1_0

Customer Responsibilities

Make sure your campus address is presented on your outgoing stationery in a way that meets USPS requirements to ensure that it will be used correctly on incoming mail addressed to you, (see the incoming mail example.) Always use UTMB ZIP Code (77555) plus your department's four-digit mail route number.

Follow all requirements for packaging, separating and sealing metered mail.

Update letterhead, envelopes, and business cards to reflect your complete address. Also, be sure to provide and instruct any correspondents, vendors, magazine subscriptions, mailing lists etc. to use your zip+4 UTMB address. You will help speed delivery of your own mail, and help the USPS control expenses. If you are receiving mail that is incorrectly addressed, please contact the sender and inform them of your proper address.

Address For Success - Tips

- Type, machine or hand print all address information.
- Use upper-case letters.
- Make sure print is clear and sharp.
- Ensure address characters don't touch or overlap.
- Black ink on a white background is best.
- Maintain a uniform left margin.
- Omit all punctuation.
- Include floor, suite, and apartment numbers whenever possible.
- Put the city, state, and ZIP Code or ZIP+4 in that order on the last line. If there's not enough room, you can put the ZIP Code or ZIP+4 alone on the bottom line.
- Use standard two-letter state abbreviations (See Appendix A for list).
- When using window envelopes, make sure the complete address is always visible, even when the insert moves.
- Leave one space between words and two spaces between the state abbreviation and ZIP Code or ZIP+4 Code.

Post Office Box Rental

Renting a post office box is simple, just visit our Mail Services customer service window located in Rebecca

Sealy Hospital and fill out an [Application For Post Office Box](#). Our boxes rent for \$9.00 per quarter. We accept cash or personal checks, however, returned checks are subject to appropriate service charges.

Upon completion of the form and payment, we will assign a box number and provide instructions for the combination lock.

A payment reminder notice will be placed in your box one week prior to your rental due date. If payment is not made by the due date, a close out notice will be placed in your Post Office box.

The Close Out Notice explains that you have one week beyond your original due date to make a payment, or your Post Office box will be closed.

You can cancel your Postal Box rental at any time. The fee representing the first three months is not refundable. Consult Mail Services for more information.

Any mail addressed to your Postal Box address will be deposited in your Postal Box, except for those items which require a signature or are too large to fit in the compartment. In these cases, your mail is still secure. A card will be left in your Postal Box advising you of the situation, and you can simply pick up the mail from our Customer Service window.

Be sure to provide your complete Post office box address to vendors, magazine subscriptions, mailing lists and those you correspond with, for example:

NAME (box holders name)
 BOX (your assigned box number)
 Galveston TX 77555-(last 4 digits of box number)

Dormitory Resident Mail

Students living in the dormitories are assigned postal box numbers by Campus Housing, and can obtain their box lock combinations from Mail Center Operations.

Medical student boxes, located in the Clinical Science Building are assigned through Student Affairs, and medical students may contact the office of the Associate Dean for Student Affairs at 772-5414 or at mail route 1307.

Forwarding Services For Box Holders

Mail Services will forward mail for box holders who change addresses once the box holder has submitted a change of address card, which can be obtained from the USPS Contract Postal Station windows.

Mail is forwarded for one year. Once the year has passed, mail will be returned to the sender, in accordance with USPS policy.

This service takes place when the box holder:

- moves to an off campus address;
- leaves campus for the summer;
- a student withdraws completely from UTMB; or
- leaves UTMB permanently.

Account Management

Mail Services bills departments on a monthly basis by direct charge through the campus' General Ledger. See "Guidelines For Metered Mail" (page 2) for additional information about billing.

Customer Responsibilities

When directing inquiries regarding general ledger entries for postage charges, have your account number, voucher number and information specific to the mailing in question available.

When your department has a new account that you want Mail Center Operations to use for billing, please call 747-3268 promptly with the new account number and mail route to which it relates.

When your department has an account number that you want Mail Center Operations to stop using, please call 747-3268 promptly with the account number you wish to have de-activated.

Mail Route Management

Employee mail routes are listed in UTMB's online directory at:

<http://www.utmb.edu/directory>

Department mail routes are listed in UTMB's online phonebook at:

<http://www.utmb.edu/phonebook>

Customer Responsibilities

- Complete a [Route Request Relocation](#) form and submit it to Mail Services when you or your department moves.
- Department administrators must update mail route information in the appropriate online system if the department moves, an individual moves, or a new

employee joins the department.

- Individuals should check the online directory to make sure their mail route is correct. If it isn't, access the "Edit" feature of the online directory at:

<http://iram.utmb.edu/directory>

Personal Mail

Personal mail is defined as any mail not related to UTMB or your position at UTMB such as: utility bills, credit card and bank accounts not related to UTMB, and periodicals not related to your position. UTMB requires that all faculty and staff receive their personal mail at home or at a permanent address.

Occasional correspondence from friends and/or colleagues is acceptable. Your UTMB address should never be given as your permanent address unless you live on campus.

It is acceptable to send outgoing personal mail through UTMB Mail Services if you have already provided adequate postage. University postal meters cannot be used to apply postage to personal letters or parcels.

Nonprofit Standard "A" Mail

This term was previously called "Nonprofit Bulk Mail", which is a subclass of Standard Mail available only to qualified organizations specified by U.S. statute. Requirements for nonprofit bulk mail:

- must consist of at least 200 or more identical pieces;
- all pieces must be uniform in size;
- all pieces must be mailed out at the same time;
- each piece must weigh less than 16 ounces and be at least .007" thick (Mail pieces over 4 1/4" by 6" in size must be at least .009" thick.); and
- mail pieces must be presented to Mail Operations in ascending ZIP Code order.

Customer Responsibilities

- In order to qualify for nonprofit rates, you must complete the [Form for Accepting Non Profit \(Bulk\) Mailings](#) and submit it to the mail center prior to pick up.

Note: The Mail Center provides tubs and trays for bulk mailings. Please call 747-3268 for more information.

- Prior to preparing a large non-profit mailing, be sure to contact Mail Center Operations, at 747-3268, to verify mail piece formats for compliance with USPS regulations.

Business Reply Mail

Business Reply Mail (BRM) is a service from the USPS that allows you to send any number of reply pieces (envelopes, cards or self-mailers) and pay only for those that are returned to you.

BRM is the most cost-effective way to provide reply pieces for a wide variety of mailings, including fund-raising solicitations, surveys, subscription renewals, etc. No extra services (see USPS Postal Contract Station, Extra Services) may be used in conjunction with BRM. The rate is first-class mail postage plus a surcharge.

Customer Responsibilities

- Verify all business reply mailing formats with the Mail Center for compliance with USPS specifications prior to printing or reprinting.

Mail Automation

When you want to free up valuable staff time and get your materials into the mail stream without delay, Mail Services' high-speed document inserter can meet your needs. It can also insert personalized documents of variable length such as financial statements.

Whether you have items that require folding (cut sheets) such as letters; or separate enclosures such as return envelopes, brochures, fliers, or postcards; we can put it all together for you in one continuous manufacturing operation that includes mechanically folding, gathering and inserting.

Type of Services

Folding: There are several types of folds available on our automatic folding equipment.

Insertion: The insertion of correspondence, reprints and other printed matter into pre-addressed or window envelopes is available. The inserting machine will mechanically insert up to five enclosures into a mailing envelope and seal the envelopes.

Metering: Once the envelopes are sealed by the inserting machine, they will run through the postal metering machine.

Our equipment can fold and insert mail into envelopes ready for metering at a rate up to 7,000 pieces per hour, depending on the different types of enclosures.

Customer Responsibilities

When addressing mail for automation services, type, machine or hand print all address information.

Specifications

Envelopes:

- Number 10, letter-size envelopes must be used.
- Window envelopes require production testing.
- Envelope flap size should be between 1-1/4" and 2-1/4".
- Minimum Paper Weight: Basis weight of 50 lbs.

Enclosures:

- Minimum Size: 6" (L) x 4" (W)
- Maximum Size: 9-7/8" (L) x 6" (W)
- Thickness: 1/2"

- Clearance: 1/4" from top of envelope throat to insure flap closure; 1/2" inside envelope from side-to-side to ensure a smooth fit.
- Minimum Paper Weight: Basis weight of 25 lbs.
- For up to five enclosures, each item (including the envelope) must not weigh more than 2 oz.

Paper Fold:

- Machine pre-fold all material (you may use our folding services).
- Inserts require letter fold (not accordion).
- Inserts must be folded separately (not collated).

U.S. Postal Services - Contract Postal Station

The Contract Postal Station provides mail services to the University Of Texas Medical Branch and the surrounding community. The services provided are most of those available through a USPS (United States Postal Service) station. These include acceptance of all classes of mail, daily dispatching of mail, and most USPS special services.

Basic Services

Money Orders

You may purchase money orders at the Postal Contract Station during normal business hours. Money orders up to \$500 cost \$.95 each. Money orders from \$500.01 to \$1000 are \$1.30 each.

Stamp Sales

You may purchase stamps in various quantities at the Postal Contract Station during normal business hours. Departments may purchase stamps in large quantities only with a non-PO voucher.

Processing of mail products

You may send any mailable item using USPS mail classes and extra services.

Customer Responsibilities

Customers wanting next day Express mail delivery must have letters and packages at the Post Office window no later than 4 p.m. Although Express Mail is a guaranteed, expedited service offering next-day delivery to most destinations, it is important to ask the Post Office if your destination is included in the next-day service. Some remote area zip codes are guaranteed second-day delivery.

Registered mail must be brought to the Postal Contract window by 4 p.m. Our route carriers are not allowed to pick up express mail and/or registered mail.

Only call the post office with questions if they relate to one of the above mentioned services. For all other mail related questions, call the Mail Center at 747-3268.

* No personal checks or credit cards are accepted at the USPS Postal Contract Station windows.

USPS Mail Class

With the exception of First-Class letter mail, each piece of outgoing U.S. mail should be identified with its

service class. Examples of commonly used mail classes are listed below. Mail Services can provide labels for USPS premium mail classes. General classes can be handwritten, labeled, or printed on the piece. The words should be large and easy to read as noted below.

Domestic Mail Classes

EXPRESS MAIL (Address label available)
 PRIORITY MAIL (Label available)
 FIRST-CLASS
 PARCEL POST
 MEDIA MAIL
 LIBRARY MAIL

Global Services

GLOBAL EXPRESS MAIL (EMS) (label available)
 GLOBAL PRIORITY MAIL
 GLOBAL AIRMAIL (Letter-Post and Parcel-Post)
 GLOBAL ECONOMY (Letter-Post and Parcel-Post)

Domestic Mail

Speed, cost, content, weight, and quantity are criteria used to determine the best method of mailing. Choosing the right service class can save money while meeting your objectives.

The following descriptions highlight key services for each Domestic Mail (not International) service class. Services are in cost and delivery speed order. Remember, label each piece of mail with the appropriate service class before sending to Mail Services, with the exception of #10 or smaller First-Class letters and postcards.

Express Mail...

Is a guaranteed expedited postal service for shipping. It offers next-day delivery by noon to most destinations, second-day to remote areas. Express mail is delivered 365 days per year with no additional cost for weekend or holiday deliveries (if a business is closed, mail will be delivered the following business day). An Express Address Label is required. Special Express Envelopes are available, or an Express Address Label may be used on your own envelope or package. Maximum weight is 70 lbs. Postage rate is determined by item weight. Minimum postage fee is \$14.40.

Priority Mail....

Is First-Class Mail weighing over 13 ounces. At your option, any mail weighing less than 13 ounces may also be mailed Priority. Priority Mail offers two or three day service to most locations. Special Priority

Envelopes are available or Priority Labels may be used on your own envelope or package in conjunction with your own address label. Maximum weight is 70 lbs. Delivery zones and shipping weights determine the postage price. Minimum postage fee is \$4.05 for up to 1 lb., and zone increases apply after 1 lb.

First-Class Mail...

Is the basic postal service mail class for business mail. Items normally mailed First-Class include postcards, letters, and non-letter mail that are personal in nature. This includes bills, invoices, checks, letters containing personalized information, and anything sealed against postal inspection. It is not necessary to identify service class on the piece. Delivery ranges from one to seven days depending on travel distance. Maximum weight is 13 oz. Minimum postage fee is \$.24 for postcards, and \$.39 for letters up to 1 oz.

Parcel Post...

Is generally used by businesses for shipping merchandise. Minimum weight is 1 lb., and maximum weight is 70 lbs. The maximum dimension is 130 inches in length and girth combined. Parcel Post has lower rates and slower travel time than Priority Mail. Delivery ranges from several days to two weeks depending on distance. Delivery zones and shipping weights determine the postage price. Please label items "Parcel Post." Unlabeled parcels (not having service class noted on package) will be mailed at Parcel Post rate.

Media Mail...

Is generally used for books, films, printed music, printed test materials, sound recordings, manuscripts, printed educational charts, loose-leaf pages, and binders consisting of medical information, as well as computer readable media. Advertising restrictions apply. Minimum weight is 1 lb., maximum weight is 70 lbs. The maximum dimension is 108 inches in length and girth combined. Delivery ranges from several days to two weeks depending on distance. There is no delivery zone up-charge. Shipping weights determine the price. Please label items "Media Mail."

Library Mail...

Is a special class rate, mailed between libraries, schools, universities, nonprofit organizations, and museums. Items that can be mailed at this rate include books, recordings, educational, and museum materials. This rate may be used when mailing from the University of Michigan to an individual who has no financial interest in the sale, promotion, or distribution of the materials. Advertising restrictions apply. Minimum

weight is 1 lb., maximum weight is 70 lbs. The maximum dimension is 108 inches in length and girth combined. Delivery ranges from several days to two weeks depending on travel distance, and there is no delivery zone up-charge. Shipping weights determine the price. Please label items "Library Rate."

Special Services

Special Services may be added to many classes of domestic and international mail for an additional fee. These provide tracking, insurance, and verify that delivery was made.

Registered Mail...

Provides a level of security for valuable items such as stocks, bonds, gems, currency, and tickets. All items sent via Registered Mail must meet minimum packaging specifications. Registered Mail requires a signature at each postal location. While this provides an audit trail, it also delays delivery. Each piece of Registered Mail must have a declared value, even a \$0 amount. Registered fees are based on the declared value with fees starting at \$7.90 plus First-Class postage and increase by approximately \$.90 per \$1,000 of declared value. Domestic declared values are limited to \$25,000. Domestic Registered Mail and International Registered Mail use different forms.

Certified Mail...

Is a service that provides a level of security on non-valuable items. Items generally sent Certified Mail include notices, important letters, legal documents, and non-negotiable items. Items sent Certified Mail must have a receipt for Certified Mail form completed and attached to the mail piece. Mail Services recommends the use of a return receipt with all Certified Mail. Certified Mail is only available to domestic addresses. The cost is \$2.40 plus normal postage.

Insured Mail...

Provides insurance for replacement or repair on damaged, rifled, or lost articles. The fee is dependent upon the declared value. Insurance is used for parcels or merchandise that are shipped at the Parcel Post Rate. Limits are \$5,000 for domestic mail. Mail Services recommends the use of a return receipt. Cost is approximately \$1.05 per \$100 of declared value, plus normal postage.

Return Receipt...

Is a form used to verify delivery where a receipt is signed and returned to you. The return receipt then serves as legal proof of delivery. Return receipts should

be used on all Registered, Certified, and Insured Mail articles. There are two different return receipt forms - one used for Domestic Return Receipt the other for international return receipt mail. Use of a return receipt avoids additional tracing fees. The return receipt fee is \$1.85 plus normal postage.

Global Services (International Mail)

Speed, cost, quantity, and content are criteria used to determine the best method to send your international mail. Please visit the customer service windows at the Contract Station for assistance with mailing international letters and packages.

Choosing the proper service class can save money while meeting your service objectives. Delivery standards, weights, and regulations vary by country. International mail weighing 16 oz. or more requires a Customs Form. The USPS has reclassified all of their international services into four new Global categories.

Global Express Mail (EMS)...

Is a reliable high-speed service for mailing time-sensitive items to more than 175 countries. EMS shipments are insured against loss or damage up to \$100 at no additional cost. Additional insurance up to \$5,000 may be purchased for \$1.05 per \$100. Maximum weight limit varies by country from 22 pounds to 70 pounds, but most countries have a 44-pound limit. Shipping weights and destination determine postage costs. A special label is required to send this class of mail, (see the supply order section to receive necessary supplies). Unlike domestic Express Mail, EMS does not offer a money-back service guarantee.

Global Priority Mail (GPM)...

Is an accelerated airmail service that provides a reliable and economical means of sending correspondence, business documents, printed matter, and light weight merchandise to 51 current countries (see Country List). Shipping weights and destination determine postage. Delivery averages three to five days depending on delivery area.

Global airmail and Global Economy make up the final two international mail classes. They are each split into two subcategories, Letter-Post and Parcel Post. Global Air mail will receive the same service as previous airmail classes. Global Economy will receive the same service as old surface classes.

Letter-Post...

Is a generic term that encompasses all of the classes of international mail that were formerly categorized as letters, cards and other articles. This includes letters and letter packages, postcards and postal cards, aerogrammes, printed matter, and small packets.

Letter-post items have the following characteristics:

- a. They have different shapes, sizes, and contents.
- b. They weigh 4 pounds or less.
- c. They are subject to the provisions of the Universal Postal Union (UPU) Convention.

Letter-post items can be sent as either airmail or economy (surface) mail. They may contain anyailable matter that is not prohibited by the destination country, and at the sender's option, they may be prepared in the form of a "self-mailer" (i.e., without being enclosed in an envelope or wrapper). Such items must have all open sides secured with tape, tabs, or wafer seals to prevent them from opening during postal handling. Special services such as registry, recorded delivery, return receipt, and restricted delivery may be added on a country-specific basis.

Parcel Post...

Is sometimes referred to as "CP" mail because that is the widely used abbreviation for the French term colis postaux, which means "parcel post." It is differentiated from letter-post mail by the fact that it is governed by the provisions of the Universal Postal Union (UPU) Postal Parcels Agreement. From a physical standpoint, it is comparable to domestic zone-rated parcel post, because it is designed to accommodate larger and heavier shipments whose size and/or weight exceed the established limitations for letter-post items. Parcel post packages can be entered as either airmail or economy (surface) mail. Although both parcel post classifications are subject to the same regulatory requirements, the substantive differences between them relate primarily to the mode of transportation (i.e., air versus surface), speed of service, and price. The maximum weight limit for parcel post packages varies by country and ranges from 22 pounds to 70 pounds. Insurance coverage is available for parcel post packages mailed to certain countries.

Customs Forms

Customs Forms are required for all international mail weighing more than 16 oz. Customs forms help to identify the shipper's name, address, and package contents for the destination country and FAA officials. There are two classes of customs forms. Parcel Post

(all items over 4 pounds) and items valued over \$400 require the 2976A multi-part customs form, which requires the use of a 2976E envelope. All other items can be mailed with the short 2976 customs form (items weighing over 4 pounds require 2976A customs form). Items not being sold or sent for resale should be described as “Educational Material, No Commercial Value” which will avoid customs fees on the receiver’s end. Do not detach the white “Post Office Copy” of the 2976 short form. A reminder: customs forms do not replace properly affixed address labels.

Postage Savings Tips

- Screen your mailing list for unnecessary names, duplicates and incomplete addresses. UTMB Mail Services can help you with this.
- Use “Certified” instead of “Registered” mail whenever possible. It costs less and still provides a receipt and notice of delivery to the sender.
- Do not over-insure. The post office and UPS will pay only the actual value of an item, not the declared value.
- Use postcards for short messages or announcements. The cost is 1/3 less than sending an envelope.
- Combine mailings when possible into a larger envelope for distribution at the location.
- Use Business Reply envelopes provided by vendors, instead of department envelopes.
- Fax the information when time is crucial, instead of using Express Mail.
- Request Library and Book rate whenever possible. Savings can be as much as 50 percent of the cost of first-class mail.
- Use interoffice envelopes for on-campus mail. Use regular business envelopes for off-campus mailings only.
- Use UTMB address labels for all large mail items, such as flats and parcels.
- Use Non-profit/Bulk Rate whenever possible. Savings can be as much as 20 cents per mail piece.

Packing Boxes

- Acceptable containers include corrugated or solid fiberboard, paperboard (for small items), metal cans, tubes or boxes, wooden boxes, and fiber mailing tubes with metal ends. The strength of the tube ends must be equal to the tube side-wall strength, unless the contents are lightweight, rolled items.
- For easy loads of up to 5 pounds, paper bags and

wraps are acceptable when at least of a 50-pound basis weight (the strength of an average large grocery bag), and the items are immune from impact or pressure damage. Do not use string or staples to secure packages.

- Cellophane and masking tape may not be used for closure or reinforcement of packages but may be used to augment adhesive closures on envelopes or to cover staples on bags. Except for pressure-sensitive filament tape, tapes used for closure and reinforcement may not be less than 2 inches wide. Non-reinforced plastic tapes must be at least as strong in the cross direction as in the machine (long) direction.
- Packages containing breakable items should be marked “Fragile” above the address, below the postage, and on the reverse side. Those containing foods or other items which would decay should be marked “Perishable.”
- Address information should be clearly typed or printed on an address label placed in the center of the parcel. The “To:” and “From:” should be clearly indicated.
- Indicate what class the package should be sent. All packages with no mail class indication will be sent First Class.

Mail Security

United States Postal Service

The United States Postal Service contains a division called the United States Postal Inspection Service. The mission of the United States Postal Inspection Service is to protect the U.S. Postal Service, its employees and its customers from criminal attack, and protect the nation's mail system from criminal misuse. They will conduct joint investigations with other agencies when necessary, and do all that they can to protect their customers. To read more about this division, visit:

<http://www.usps.com/postalinspectors>

UTMB Mail Services

Customer Responsibilities

If you receive a suspicious package in the mail, the first step is to stop touching or moving the package and call Campus Security at 2-1111.

Glossary of Terms

Address – (1) The location to which the Postal Service is to deliver or return a mailpiece. It consists of certain elements such as recipient name, street name, and house number, and city, state, and ZIP Code. (2) The portion of an envelope or parcel which shows the delivery location of the recipient of the mailpiece.

Address Change Service (ACS) - An automated process that provides change-of-address information to participating mailers who maintain computerized mailing lists. The information is captured in the Computerized Forwarding System (CFS) units and sent to mailers on electronic media, which reduces the volume of manual change-of-address notices.

Address Correction Service - A system of ancillary service endorsements that allows mailers to obtain the addressee's new (forwarding) address or the reason for nondelivery.

Advertising Mail – A sales product or promotional message mailed directly to customers or prospective clients. Also known as direct mail.

Ancillary Service - Forwarding, return, or address correction service included within a mail class. Depending on the mail class, these services are performed at a charge or at no additional charge, if and when the service is actually rendered. Also see forward.

Ancillary Service Endorsement - A marking used by a mailer to request the new address of an addressee and to provide the USPS with instructions on how to handle mail that is undeliverable as addressed. Also see address correction service.

Aspect Ratio - The dimension of a mailpiece expressed as a ratio of length (the direction parallel to the address) divided by height. For example, a postcard 5-1/2 inches long by 3-1/2 inches high has an aspect ratio of 1.57. An aspect ratio between 1.3 and 2.5, inclusive, is required for automation compatibility. For some First-Class Mail, aspect ratio is used to determine whether a nonstandard surcharge applies.

Attention Line – A prefix added prior to an address showing the name of the specific person to whom the letter or parcel should be delivered.

Automation-Compatible Mail – Mail that meets postal specifications concerning design, size, machine readability, and characteristics so that it can be

scanned and processed by automated mail processing equipment.

Barcode (BC) - A series of vertical bars and spaces that represent any numerical series, most often a correct ZIP Code for the delivery address on a mailpiece. The barcode facilitates automated processing by barcode readers and scanners. Barcodes that may be used for postal processing are POSTNET, Interleaved 2-of-5, Code 39, Code 128, and UCC/ EAN Code 128. Also see delivery point barcode and Postal Numeric Encoding Technique.

Barcode Clear Zone - A rectangular area in the lower right part of a letter-size mailpiece that must be kept free of printing and symbols, except for the barcode itself. This requirement allows automated processing machines to read or apply a barcode. Also see FASTforward.SM

Barcode Discount – Available for certain types of mail that bear a specified type of barcode and meet minimum volume requirements.

Barcode Read Area - A small area within the barcode clear zone in which the barcode must be printed. This area is defined by the position of the leftmost bar of the barcode and the bottom edge of the bar.

Barcode Reader (BCR) - A component in certain mail processing equipment that reads and interprets the barcode applied to a mailpiece.

Bulk Mail – Mail that is generally rated for postage partly by weight and partly by the number of pieces in the mailing. A rate discount is given based on the mail preparation work done by the mailer and the place of mail deposit.

Bundle - Two or more packages secured together into a single piece or unit. Also see package.

Business Mail – Any mail sent by a business, using any possible mailing method and service.

Business Mail Entry Unit (BMEU) - The area of a postal facility where mailers present bulk, presorted, and permit mail for acceptance. The BMEU includes dedicated platform space, office space, and a staging area on the workroom floor.

Business Reply Mail (BRM) - A domestic service that allows a mailer to receive First-Class Mail back from customers and pay postage only for the pieces returned to the mailer from the original distribution

of BRM pieces. These pieces must have a specific address and format. Postage and fees are collected when the mail is delivered back to the original mailer.

Carrier Route - The addresses to which a carrier delivers mail. In common usage, carrier route includes city routes, rural routes, highway contract routes, post office box sections, and general delivery units.

Certified Mail - A service that provides the sender with a mailing receipt. A record of delivery is kept at the post office of address. This type of mail must be sent at First-Class Mail or Priority Mail rates. Certified mail may be combined with return receipt service and restricted delivery service.

Classification - The grouping of mailable matter into mail classes and subclasses by rate categories, according to content, weight, size, and preparation standards.

Coding Accuracy Support System (CASS) - A service offered to mailers, service bureaus, and software vendors that improves the accuracy of matching to delivery point codes, ZIP+4 codes, 5-digit ZIP Codes, and carrier route codes on mailpieces. CASS provides a common platform to measure the quality of address matching software and to diagnose and correct software problems.

Combined Mailing – Mail from several mailers presorted together to achieve higher postal consolidation discounts.

Courtesy Reply Mail (CRM) - Envelopes or postcards that a mailer provides to its customers to expedite delivery of their responses. The customer affixes the reply postage before mailing.

Dead Letter – Mailing piece that can neither be delivered as addressed nor returned to sender.

Deliverability – The portion of the mail that can be delivered as addressed.

Delivery Point Barcode (DPBC) - A POSTNET barcode that consists of 62 bars with beginning and ending frame bars and 5 bars each for the nine digits of the ZIP+4 code, the last 2 digits of the primary street address number (or post office box, etc.), and a correction digit. The DPBC allows automated sortation of letter mail to the carrier level in walk sequence.

Direct Mail – Another name for advertising mail sent

to targeted markets to help renew, maintain, or grow business.

Discount Mailing Services – Services that allow mail to be sent at reduced rates, including First-Class Mail, Standard Mail, Periodicals, and Package Services. Discount mailing services, also called bulk mail, direct mail, advertising mail, and presorted mail, usually involve higher volumes of mail and required sortation and special preparation.

Domestic Mail Manual (DMM) - The USPS manual that contains the basic standards governing domestic mail services; descriptions of the mail classes and services and conditions governing their uses; and standards for rate eligibility and mail preparation. Domestic mail is classified by size, weight, content, service, and other factors.

Discount Rates – Reduced postage rates offered to mailers in exchange for higher standards of mail preparation, sortation and designation entry.

Eligibility - Qualification standards such as content, mail processing category, and preparation applied to mail for a specific rate or discount.

Endorsement - An authorized marking on a mailpiece that shows handling instructions, a service, or a request for an ancillary service. Also see marking.

Entry BMC - A bulk mail center (BMC), including its satellite auxiliary service facility (ASF) unless specified otherwise, at which mail is entered by the mailer. Also see bulk mail center and auxiliary service facility.

Entry Facility - The USPS mail processing facility (e.g., BMC, SCF) that serves the post office at which the mail is entered by the mailer. Also called origin facility.

Express Mail - A mail class that provides expedited delivery service for mailable matter subject to certain standards. It is available in five basic domestic service offerings (Same Day Airport Service, Custom Designed Service, Next Day Service, Second Day Service, and Military Service). Express Mail International Service is available between the United States and most foreign countries. Express Mail is a USPS trademark.

Extra Services – A mail service for a fee in addition to required postage, that provides proof of mailing, and/or delivery, or security and insurance. Extra services include registered mail, certified mail, insured mail, certificate of mailing, restricted delivery, return receipt, return receipt for merchandise, Delivery Confirmation,

Signature Confirmation, and collect on delivery. Also called special services.

Face - The side of a mailpiece with the delivery address. Also, to arrange mail in a uniform orientation; that is, with the delivery address facing forward and the postage stamp, meter stamp, or permit imprint positioned in the upper right corner.

Facing Identification Mark (FIM) - A series of five or six vertical bars used by automated postal equipment to identify, orient, and separate reply mail.

FASTforward SM - A USPS-licensed automated system that updates addresses by matching names and addresses with current change-of-address orders on file. A piece updated with FASTforward can be delivered directly to the new address rather than forwarded from the old address. FASTforward systems interface with USPS-approved automation systems such as multiline optical character readers (MLOCRs) and remote video encoding (RVE) operations. FASTforward is available in two applications. The Mailing List Correction application updates computerized name and address mailing lists before mailpiece creation. The MLOCR/RVE application provides an "on-piece" address correction during mail processing before deposit into the mailstream.

Federal Register (FR) - A daily weekday publication distributed by the Office of the Federal Register in which certain U.S. government documents must be published.

First-Class Mail (FCM) - A class of mail that includes all matter wholly or partly in writing or typewriting, all actual and personal correspondence, all bills and statements of account, and all matter sealed or otherwise closed against inspection. First-Class Mail comprises three subclasses: postcards, letters and sealed parcels, and Priority Mail. Any mailable matter may be sent as First-Class Mail. First-Class Mail is a USPS trademark.

Flat—The general term for flat-size mail, so called because the large mail is sorted without bending it so that the mail remains flat.

Flat-size Mail—A mailpiece that exceeds one of the dimensions for letter-size mail (11-1/2 inches long, 6-1/8 inches high, 1/4 inch thick) but that does not exceed the maximum dimension for the mail processing category (15 inches long, 12 inches high, 3/4 inch thick). Dimensions are different for automation

rate flat-size mail eligibility. Flat-size mail may be unwrapped, sleeved, wrapped, or enveloped.

Hazardous Material - Any article or substance designated by the U.S. Department of Transportation (DOT) as being capable of posing an unreasonable risk to health, safety, and property during transportation.

Identical Piece - An individual mailpiece that has the same mail classification and physical aspect, size, and weight as all other pieces in a presorted mailing.

Indicia - Imprinted designation on mail that denotes postage payment (e.g., permit imprint).

Insert - A letter, card, or similar item placed inside another mailpiece (host piece).

Insured mail - A service that provides indemnity coverage for a lost, rifled, or damaged article, subject to the standards for the service and payment of the applicable fee.

International Mail Manual (IMM) - The USPS manual that contains classification regulations and other requirements for mailing between the United States and other countries.

International Standard Book Number (ISBN) - A publication number issued by the Library of Congress that identifies a specific book or other nonperiodical.

International Standard Serial Number (ISSN) - A publication number issued by the Library of Congress that identifies a specific periodical (such as a Periodicals publication).

Irregular Parcel - A mail processing category for a parcel that does not meet the dimensions of a machinable parcel.

Letter - According to the Private Express Statutes, a message directed to a specific person or an address and recorded in or on a tangible object. Also a shortened way to refer to letter-size mail.

Letter-size Mail - A mail processing category of mailpieces, including cards, that do not exceed any of the dimensions for letter-size mail (that is, 11-1/2 inches long, 6-1/8 inches high, 1/4 inch thick).

Library Mail - A Standard Mail subclass for items sent to or from or exchanged between academic institutions, public libraries, museums, and other authorized organizations. Books, sound recordings, academic

theses, and certain other items may be mailed at the Library Mail rate if properly marked.

List Cleaning – The process of removing old and inaccurate addresses.

List Maintenance – Process of updating a list to keep it current through additions, deletions and changes.

Machinable - The capacity of a mailpiece to be sorted by mail processing equipment. Compare to nonmachinable.

Machinable Parcel - A mailpiece that is of the correct size and weight to be safely sorted by mail processing machinery such as a parcel sorting machine.

Mail - Any mailable matter that is accepted for mail processing and delivery by the USPS. Also, the sum total of the mail at any time that is in USPS custody. To deposit a mailable item in a collection box or present the item (or a mailing for large quantities of mailpieces) at a post office or business mail entry unit.

Mail Class - The classification of domestic mail according to content (for example, personal correspondence versus printed advertising). It is codified in the Domestic Mail Classification Schedule.

Mailing - A group of mailpieces within the same mail class and mail processing category that may be sorted together under the appropriate standards. Also, the action of depositing or presenting mail at a post office.

Mailing Agent - A private third party that engages in a principal-agent relationship to mail bulk mail.

Mailpiece - A single addressed article of mail, usually a letter, flat, card, or parcel. Compare to piece.

Marking - Words or abbreviations printed on a mailpiece that show the class or service of a rate paid. See also endorsement.

Merchandise Return Service - A service whereby an authorized company provides a customer with a special mailing label to return a shipment without prepaying postage. The company pays the return postage and a transaction fee.

Meter Stamp - A postage imprint (either on meter tape or as a direct impression) applied in the upper right corner of the envelope, address label, or tag. The type, size, and style of the imprint must be fixed when the postage meter is approved for manufacture by the

USPS. For letter-size mail, the imprint must be set in fluorescent ink.

Metered Mail - Any mail class (except Periodicals) with postage printed by a USPS-approved postage meter.

Metered Postage - Postage printed by a mechanical or electronic imprinter directly onto the mailpiece or onto gummed tape or labels affixed to the mailpiece. It may be used on all mail classes except Periodicals.

Military Post Office (MPO) - A branch of a U.S. civil post office, operated by the Army, Navy, Air Force, or Marine Corps to serve military personnel overseas or aboard ships. Also see army post office and fleet post office.

Minimum Size Standard - The smallest dimensions permitted for all mailable matter or for a specific mail processing category or specific rate. Also see aspect ratio and nonstandard size mail.

National Change of Address (NCOA) - An address correction service that the USPS provides to mailers through USPS licensees. The licensees match mailing lists submitted to them on tape or disk against change of address information for the entire country from all Computerized Forwarding System units. If a match is made, NCOA can correct the address before it is printed on a mailpiece.

Nonmachinable - The incapacity of a mailpiece to be sorted on mail processing equipment because of size, shape, content, or address legibility. Such mail must be processed manually.

Nonmachinable Outside (NMO) - A parcel or mailpiece that, because of size, weight, or other characteristic, cannot be sorted by mechanized mail processing equipment and must be handled manually. The parcel is called an outside because it cannot be placed in a sack or other mailing container.

Nonmachinable Surcharge – An additional charge on some First-Class Mail, Standard Mail, and Parcel Post pieces that are nonmachinable.

Nonmailable Articles And Substances - Anything that, by statute, “may kill or injure another, or injure the mails or other property.” There are some exceptions to this rule that allow otherwise unmailable items to be mailed.

Nonprofit Rate - A preferred rate for a Periodicals publisher authorized to mail as a nonprofit organization.

Nonprofit Standard Mail - A subclass of Standard Mail

that is available only to qualified organizations specified by U.S. statute.

Nonstandard Size Mail - Except for Priority Mail, any piece of First-Class Mail weighing 1 ounce or less and not claimed at a card rate that exceeds certain size limits. This type of mail incurs a surcharge. Also see aspect ratio.

Optical Character Reader (OCR) - An automated mail sorting machine that interprets the address information on a letter-size mailpiece and sprays the corresponding ZIP Code information onto the piece as a barcode. The OCR consists of a mail feed unit, transport unit, stacker modules, computer with a control system, video monitor, and printer.

Oversized Rate - Parcel Post rate for pieces exceeding 108 inches but not more than 130 inches in combined length and girth.

Package - A group of addressed pieces assembled and secured together to make up a basic unit of bulk mail for processing purposes. Also see bundle.

Parcel - Mail that does not meet the mail processing category of letter-size mail or flat-size mail. It is usually enclosed in a mailing container such as a carton. Also see irregular parcel and machinable parcel.

Parcel Post - A subclass of Standard Mail with rates based generally on weight and zone.

Permit - Any authorization required for specific types of preparation or postage payment. Specifically, an authorization to mail without postage affixed by using indicia or an imprint. Payment is made against an advance deposit account that is established with the USPS for postage and services.

permit imprint—Printed indicia, instead of an adhesive postage stamp or meter stamp, that shows postage prepayment by an authorized mailer. Also see permit.

Piece - An individually addressed mailpiece. This definition also applies when piece is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.

Piece Rate - In bulk mail, the postage charged for each mailpiece in addition to the pound rate charge, if applicable, for the entire mailing.

Postage - Payment for delivery service that is affixed

or imprinted to a mailpiece, usually in the form of a postage stamp, permit imprint, or meter impression.

Postage Meter – A secure device that generates indicia imprinted on or affixed to mailpieces to show prepayment of postage. Postage meters are available for lease only from authorized manufacturers.

Postage Stamp – A gummed or self-adhesive paper stamp affixed to mail as payment for postal services.

Postage Statement - Documentation provided by a mailer to the USPS that reports the volume of mail being presented and the postage payable or affixed, and certifies that the mail meets the applicable eligibility standards for the rate claimed.

Postal Numeric Encoding Technique (POSTNET) - The barcode system used on letter-size and flat-size mailpieces for encoding the delivery point information and ZIP+4 code information. Also see delivery point barcode.

Postcard - A privately printed mailing card. Compare to stamped card.

Presort - The process by which a mailer prepares mail so that it is sorted to the finest extent required by the standards for the rate claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. Not all presort levels are applicable to all mailings.

Presorted Standard - The postage rate for Standard Mail (A) pieces that are part of a mailing and that meet minimum volume and preparation requirements.

Printed Matter - Paper on which words, letters, characters, figures, or images (or any combination of them) not having the character of a bill or statement of account, or of actual or personal correspondence, have been reproduced by any process other than handwriting or typewriting. In international mail, this is a classification that includes books and sheet music, publishers' periodicals, and regular printed matter (all printed matter other than the aforementioned types). Compare to Bound Printed Matter.

Priority Mail - First-Class Mail that weighs more than 13 ounces and, at the mailer's option, any other mail matter weighing 13 ounces or less. Priority Mail provides expedited delivery. Any mailable matter

may be sent as Priority Mail. Priority Mail is a USPS trademark.

Prohibited Matter - Any material that is illegal to mail because it can kill or injure an individual or damage other mail. This includes certain poisons and controlled substances and certain flammable or hazardous matter.

Qualified Business Reply Mail (QBRM) (formerly BRMAS) - An automated means of processing and calculating postage plus fees on business reply mail. QBRM pieces must meet certain design specifications and may be eligible for the lowest per piece fee available for BRM and for reduced automation First-Class Mail postage rates.

Qualifying Piece - A mailpiece that meets all standards for a certain rate or discount.

Registered Mail - A service by which, through a system of receipts, the USPS monitors the movement of a mailpiece from the point of acceptance by the USPS to delivery. The sender receives a receipt at the time of mailing, and a delivery record is kept at the post office of address. This service also provides optional indemnity in case of loss or damage. Registered mail is the most secure service offered by the USPS. Compare to certified mail and insured mail.

Residual Shape Surcharge - A surcharge applied to Standard Mail (A) pieces that are prepared as parcels or that are not letter size or flat size.

Restricted Delivery - A supplemental mail service that generally limits who may receive an item. This service is available for a fee when used with certified mail, collect on delivery, insured mail, and registered mail.

Restricted Matter - Any item on which certain mailing restrictions have been imposed for legal reasons other than risk of harm to persons or property involved in moving the mail and that require specific endorsements and markings. Examples include intoxicating liquors, abortive or contraceptive devices, odd-shaped items in envelopes, motor vehicle master keys, and locksmithing devices as well as odor-producing materials, certain liquids and powders, and battery-powered devices. Compare to hazardous material.

Rural Route (RR) - A delivery route served by a rural carrier.

Scheme - Systematic plan for the distribution of mail to its destination. Also see presort levels.

Scheme Sort - The distribution of mail to its destination according to a systematic plan determined by the mail processing functional area. Typically, this allows mailers to combine pieces addressed to two or more 5-digit or 3-digit ZIP Code areas.

Shortpaid Mail - Mail on which additional postage is collectable on final delivery.

Single-piece Rate - A postage rate available for individual pieces of Express Mail, First-Class Mail, Priority Mail, and Standard Mail (B). It is not available for Periodicals except under the rate category of basic. This type of rate contrasts with rates available for bulk mail and presorted mail.

Skew - The misalignment or slant of a character, bar, line of characters, or barcode with respect to the bottom or top edge of the mailpiece.

Stamped Card - A postcard sold by the USPS (as distinguished from a privately printed postcard) with a printed or impressed postage stamp. Compare to postcard.

Standard Mail - A class of mail consisting of mailable matter that is not required to be mailed as First-Class Mail or is not mailed as Periodicals.

Standard Mail (A) Standard Mail matter that weighs less than 16 ounces. It comprises the subclasses of Regular Standard Mail, Nonprofit Standard Mail, Enhanced Carrier Route Standard Mail, and Nonprofit Enhanced Carrier Route Standard Mail. These subclasses include circulars, printed matter, pamphlets, catalogs, newsletters, direct mail, and merchandise. Standard Mail (A) may be sent a presorted rates and at automation rates.

Standard Mail (B) - Standard Mail matter that weighs 16 ounces or more but not more than 70 pounds. It comprises four subclasses: Bound Printed Matter, Library Mail, Parcel Post, and Special Standard Mail.

Subclass - A subdivision of a mail class, usually based on the consideration of a physical characteristic rather than content.

Tray - A container used in postal facilities to hold letters and First-Class Mail flats. It is used as a basic unit of mail quantity for purposes of preparing mail to qualify for discounted postage rates. Also see full flat tray, full letter tray, less-than-full tray, and overflow tray.

Undeliverable-as-addressed (UAA)—Mail that the

USPS cannot deliver as addressed and must forward to the addressee, return to the sender, or send to a mail recovery center.

Unique ZIP Code - A ZIP Code assigned to a company, government agency, or entity with sufficient mail volume, based on average daily volume of letter-size mail received, availability of ZIP Code numbers in the postal area, and USPS cost-benefit analyses.

United States Code (USC) - The official restatement of the general and permanent laws of the United States; 39 USC contains laws relating to the USPS.

United States Postal Service (USPS) - The successor to the Post Office Department, created on July 1, 1971, by the Postal Reorganization Act, as an independent establishment of the executive branch.

Upgradable Mail - First-Class Mail and Standard Mail (A) that the USPS can process on a multiline optical character reader (MLOCR) to apply a barcode. Upgradable mail is letter-size, automation-compatible pieces, with machineprinted nonscript addresses, an OCR read area and a barcode clear zone meeting reflectance requirements, and paper that can accept ink. Preparation of upgradable pieces is usually simpler than the preparation of nonupgradable mail.

Verification - The procedural checks of a mailing presented by a mailer to determine proper preparation and postage payment.

ZIP (Zone Improvement Plan) Code - Established in 1963, the system of 5-digit codes that identifies the individual post office or metropolitan area delivery station associated with an address. ZIP+4 is an enhanced code consisting of the 5-digit ZIP Code and four additional digits that identify a specific range of delivery addresses. ZIP Code is a USPS trademark.

ZIP+4 - The nine-digit numeric code, established in 1981, composed of two parts: (a) the initial code: the first five digits that identify the sectional center facility and delivery area associated with the address, followed by a hyphen; and (b) the four-digit expanded code: the first two additional digits designate the sector (a geographic area) and the last two digits designate the segment (a building, floor, etc.). ZIP+4 is a USPS trademark.

Zone – A number that expresses the distance that a zone rate mailpiece must travel from point of entry to

point of delivery. It is based on the air mileage along a great circle line between three-digit ZIP Code prefix areas of dispatch and receipt. This mileage range is converted to a zone number. The Postal Service uses eight numbered postal zones for computing postage on mail.

States And Possessions Abbreviations

Alabama	AL
Alaska	AK
American Samoa	AS
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Federal States of Micronesia	FM
Florida	FL
Georgia	GA
Guam	GU
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Marshall Islands	MH
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
Nebraska	NE
New Jersey	NJ

New York	NY
North Carolina	NC
North Dakota	ND
North Mariana Island	MP
Ohio	OH
Oklahoma	OK
Oregon	OR
Palau	PW
Pennsylvania	PA
Puerto Rico	PR
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virgin Islands	VI
Virginia	VI
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY

Street Suffix Abbreviations

AlleyALY
 AnnexANX
 ArcadeARC
 AvenueAVE
 Bayou YU
 Beach BCH
 Bend.....BND
 Bluff BLF
 BottomBTM
 BoulevardBLVD
 Branch..... BR
 Bridge BRG
 Brook.....BRK
 Burg.....BG
 BypassBYP
 Camp.....CP
 Canyon.....CYN
 Cape.....CPE
 CausewayCSWY
 Center.....CTR
 CircleCIR
 Cliffs.....CLFS
 Club.....CLB
 Corner.....COR
 CornersCORS
 Course.....CRSE
 CourtCT
 CourtsCTS
 Cove.....CV
 Creek.....CRK
 Crescent.....CRES
 CrossingXING
 Dale.....DL
 Dam.....DM

Divide DV
 DriveDR
 EstatesEST
 ExpresswayEXPY
 ExtensionEXT
 Fall.....FALL
 Falls.....FLS
 FerryFRY
 FieldFLD
 Fields.....FLDS
 FlatsFLT
 Ford.....FOR
 Forest.....FRST
 Forge.....FGR
 Fork.....FORK
 Forks.....FRKS
 Fort.....FT
 Freeway.....FWY
 GardensGDNS
 GatewayGTWY
 Glen.....GLN
 Green.....GN
 GroveGRV
 Harbor.....HBR
 Haven.....HVN
 HeightsHTS
 HighwayHWY
 Hill.....HL
 HillsHLS
 Hollow.....HOLW
 InletINLT
 Island.....IS
 Islands.....ISS
 Isle.....ISLE

Street Suffix Abbreviations - continued

Junction.....JCT
 Key CY
 KnollsKNLS
 Lake.....LK
 Lakes..... LKS
 Landing..... LNDG
 LaneLN
 Light..... LGT
 Loaf LF
 LocksLCKS
 LodgeLDG
 Loop..... LOOP
 Mall..... MALL
 ManorMNR
 Meadows.....MDWS
 Mill ML
 MillsMLS
 MissionMSN
 Mount MT
 Mountain..... MTN
 NeckNCK
 Orchard..... ORCH
 Oval..... OVAL
 ParkPARK
 Parkway PKY
 Pass.....PASS
 Path..... PATH
 Pike.....PIKE
 Pines PNES
 Place.....PL
 Plain PLN
 Plains.....PLNS
 PlazaPLZ
 PointPT

Port..... PRT
 Praire PR
 RadialRADL
 RanchRNCH
 Rapids RPDS
 RestRST
 Ridge..... RDG
 River RIV
 Road..... RD
 Row ROW
 Run..... RUN
 Shoal SHL
 ShoalsSHLS
 Shore SHR
 Shores..... SHRS
 Spring SPG
 SpringsSPGS
 Spur..... SPUR
 Square..... SQ
 StationSTA
 StravenuesSTRA
 Stream.....STRM
 Street.....ST
 SummitSMT
 Terrace TER
 Trace TRCE
 TrackTRAK
 Trail.....TRL
 TrailerTRLR
 Tunnel.....TUNL
 TurnpikeTPKE
 UnionUN
 Valley.....VLY
 Viaduct.....VIA

Street Suffix Abbreviations - continued

View.....	VW
Village.....	VLG
Ville.....	VL
Vista.....	VIS
Walk	WALK
Way	WAY
Wells.....	WLS

Unit Indicator Abbreviations

Apartment.....	APT
Building.....	BLDG
Department	DEPT
Floor	FL
Room.....	RM
Suite	STE

Directional Abbreviations

North	N
South	S
East	E
West	W
Northeast.....	NE
Northwest	NW
Southeast	SE
Southwest.....	SW

Helpful Internet Links

Addressing Guidelines
http://pe.usps.gov/text/dmm300/602.htm#1_0

Postage Rate Calculator
<http://postcalc.usps.gov/>

Postage Rates (a PDF document)
<http://pe.usps.com/cpim/ftp/manuals/dmm300/ratesandfees.pdf>

United States Postal Service
<http://www.usps.com/>

ZIP Code Lookup
<http://zip4.usps.com/zip4/welcome.jsp>

At UTMB....

Employee Directory
<http://www.utmb.edu/directory>

Department Directory
<http://www.utmb.edu/phonebook>

Employee Directory (edit your own information)
<http://iram.utmb.edu/directory>

Mail Services

Application For Post Office Box

Customer: Complete Items 1, 3 through 6, 10 and 11



1. Name to which box number is assigned		2. Box Number
3. Home address (number and Street or PO Box Number, City, State and Zip code)		
4. Home phone		
5. If representing a UTMB department or other organization (Name, Room number, Building, Route)		
6. Office phone		

Items 7 through 9, 12 and 13 To be completed by the Post Office

7. Type of Identification		8. Dates of service		9. Information verified by
a. D.L./Other	b. UTMB Employee Number	a. Start	b. End	

SPECIAL ORDERS

10. Postmaster: The following persons, or authorized representatives of the organization listed above are authorized to accept mail addressed to post office box .
Alternate 1:
Alternate 2:
Alternate 3:
Alternate 4:
Alternate 5:

CUSTOMER NOTE: Possession of post office box key or combination may be considered by the Postal Service to be valid evidence that the possessor is authorized to remove mail from the box.

APPLICANT PLEASE NOTE: Execution of this application signifies your agreement to comply with all postal rules relative to post office box service.

11. Signature of applicant	12. Date of Application	13. Date of Renewal

Mail Services

FORM FOR ACCEPTING NON-PROFIT (BULK) MAILINGS



1. Date:	2. Department Name:	3. Route:	
4. Contact Name:	5. Phone:	6. Account Number:	7. Number of pieces:

8. Description of mailing

All mailings must have a valid UTMB return address:

NAME OF INDIVIDUAL (optional)
 DEPARTMENT - ROUTE
 THE UNIVERSITY OF TEXAS MEDICAL BRANCH
 STREET ADDRESS
 CITY STATE ZIP + 4

Example of Return Address, upper left corner:

MICHELLE R. SMITH
 MAIL SERVICES - 0102
 THE UNIVERSITY OF TEXAS MEDICAL BRANCH
 301 UNIVERSITY BLVD
 GALVESTON TX 77555-0102

JOHN DOE
 1234 ANYWHERE ST.
 HOUSTON TX 77539-0654

Requirements for nonprofit bulk mail:

- must consist of at least 200 or more identical pieces;
- all pieces must be uniform in size;
- all pieces must be mailed out at the same time;
- each piece must weigh less than 16 ounces and be at least .007" thick (Mail pieces over 4 1/4" by 6" in size must be at least .009" thick.); and
- mail pieces must be presented to Mail Operations in ascending ZIP Code order, e.g., 77550, 77551, 77552, 77553, 77554, etc.;
- all non-profit standard A mailing guidelines must be met