

Subject: Mail Service

Board Policy Reference: (Local) CHE Site Management – Mail and Delivery

MAIL SERVICE

Mail is delivered to the campus by the U.S. Postal Service each day that the campus is open (except recognized postal holidays). Mail will be delivered to buildings by the mail courier. Mail will be delivered to TBI, Hutto, and Taylor as scheduled. In order to allow time for mail to be metered and picked up by the mail processing company or placed in the outside mailbox for pickup, items should be received in the mailroom no later than 9:00 a.m. Outgoing mail **MUST** be clearly marked to indicate the originating department or office.

Mass Mailings

Mass mailings should be brought to the mailroom **the day before they are to be mailed**. As a general rule, mass mailings **will not be processed on the last workday of the week**. In order to process mass mailings correctly, it should be divided into the following categories:

1. On-Campus mail
2. Personal outgoing mail (must be sealed/stamped)
3. Sealed or unsealed mail
4. Handwritten addresses

NOTE #10 Business Envelopes with 1 or 2 sheets of paper may be sealed by the postage machine. All other envelopes need to be sealed by sender.

Each category should be in separate bundles with a rubber band. Media mail such as catalogs, books, magazines, video tapes, or CD/DVD's should be clearly marked so they can be shipped at media mail rate.

Package Shipments

1. All packages brought to the mailroom for processing should be properly packed, wrapped, and labeled.
2. A note attached to the package should describe the contents, the mode of transportation (Fed Ex, U.S. Post Office, etc.), the dimensions, and any special handling instructions (perishable, fragile, etc.).
3. Fed Ex packages that are to be insured should also include the value.
4. Insured or certified U.S. Postal Service packages may need to be taken to the post office by the sender if they need to go out the same day.

Personal Mail

No personal letters or packages should be mailed using the Temple College postage meter.

Effective Date: November 14, 2019

Policy Manual Review Committee Revision Date: November 14, 2019

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Certified Mail

Certified and return receipt mail forms are available in the mailroom. If mail has been picked up for the day, it will be necessary for the sender to take this type of mail to the post office.

International Mail

International mail must be clearly addressed with the country included in the address. A customs form will be needed on anything larger than a #10 business envelope. Customs forms can be picked up in the mailroom. If international mail is sent to the mailroom in the campus mailbag, it must be clearly separated from the rest of the mail to ensure proper handling.

Hazardous Materials

Materials that are classified as hazardous by the EPA or any materials that have one of the following characteristics - corrosive, flammable, explosive, or radioactive - cannot be handled by Mail Services. To transport hazardous materials, the Physical Plant Department must be contacted to determine shipping methods. Hazardous waste materials such as liquid laboratory waste are NOT permitted to be shipped externally at any time.

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