



## RUTGERS POLICY

**Section:** 30.4.2

**Section Title:** Business Services

**Policy Name:** Campus Mail and United States Postal Service Mail

**Formerly Book:** 6.3.6; Formerly Policy 20.1.7; combined with Policy 30.4.4

**Approval Authority:** Senior Vice President for Administration

**Responsible Executive:** Senior Vice President for Administration

**Responsible Office:** Division of Administration and Public Safety

**Originally Issued:** 7/1970

**Revisions:** 3/2/2001, 3/1/2012, 10/1/2013; 4/15/2014 (Changed section number and section title); 11/5/2014 (combined with 30.4.4 which is being rescinded)

**Errors or changes?** Contact: [apspolicies@aps.rutgers.edu](mailto:apspolicies@aps.rutgers.edu)

1. **Policy Statement**

Mail Services is responsible for receiving, sorting, and delivering all interoffice campus mail and mail received from the United States Postal Service (USPS). Campus mail services shall be provided for official university business only. Mail handling procedures shall be in compliance with all USPS rules and regulations.

2. **Reason for Policy**

To establish guidelines for the use of university mail services and ensure compliance with any and all applicable rules and regulations. The volume of mail handled and the unique geographical layout of Rutgers' campuses require an orderly and efficient distribution system.

3. **Who Should Read This Policy**

All members of the Rutgers University community.

4. **Related Documents**

- a. 39 U.S.C. § 101(a) Postal Services (<http://us-code.vlex.com/vid/sec-postal-policy-19236133>)
- b. Rutgers Code of Ethics (<http://generalcounsel.rutgers.edu/code-ethics>)
- c. Special Delivery Request Form (<http://172.20.145.11/SpecialDeliveryDB/SpecialDeliveryDB/DeliveryReq.aspx>)
- d. Postage Voucher / Metering Request Form

5. **Contacts**

Rutgers University-New Brunswick and Rutgers University-Newark:  
Mail Services  
Division of Administration & Public Safety

Rutgers University-Camden:  
Facilities Maintenance  
409 North Fourth Street  
856-225-6000

## 6. **The Policy**

### 30.4.2 **CAMPUS MAIL AND UNITED STATES POSTAL SERVICE MAIL**

#### A. **Definitions**

1. Postage Voucher / Metering Request Form - The means by which a department designates those items needing University postage. This information will be utilized on a monthly basis to chargeback departmental postage costs.
2. Special Delivery Request Form - The online form by which a department formally requests courier service for specialty items such as blood transports, medications, and other medical related materials.
3. Inter-Office / Campus Mail - The means by which departments can send non-sensitive information (i.e. memos and reports) to other departments within the University.
4. Accountable Mail - Those items of mail processed through the U.S. Post Office that requires signature receipts and/or tracking services. Examples of accountable mail include Express Mail, Priority Mail, Certified Mail, and Registered Mail.
5. USPS Mail – All incoming and outgoing mail including First Class, Periodicals, and Media Mail.

#### B. **Introduction**

All mail received by Rutgers University and addressed to the university is the property of the university. Any mail items meeting the criteria for suspicious mail are subject to inspection. All employees must have personal mail and packages directed for delivery to their living or other non-university address. Under no circumstances shall any personal mail or packages be processed for postage through University-owned postage meters. Mail is picked up and delivered once each business day on all campuses. Departmental mail designated for pick-up by Mail Services personnel must be physically separated into the following groups:

##### 1. **Campus Mail**

Campus mail, like USPS mail, is delivered once each business day. Campus mail collected on the daily route will be delivered on the following business day. Couriers from the Camden and Newark Post Offices pick up and deliver mail to/from the New Brunswick Distribution Hub once per business day.

##### 2. **USPS Mail**

Mail submitted for postage to Mail Services that does not display a return

address or that lists a personal return address will be considered personal mail and is not eligible for university metering or university-paid postage.

3. **Metered Mail (if applicable)**

If a department requesting metered mail, a Postage Voucher / Metering Request Form, including a valid account / index #, must be completed and submitted with the mail to be metered. This form is available at the Mail Services web site at <http://mds.rutgers.edu>. Unless stated otherwise on the accompanying postage voucher / metering request form, all mail items sent for postage processing will be considered first class mail.

Political notices or advertisements for profit-making enterprises will not be accepted for distribution through Mail Services under any circumstances. No exceptions to this regulation will be granted.

Mail Services will provide personal mailing services to all students at campus post office locations.

C. **Acceptable Address Formats**

1. Campus mail addressed to employees should show:

- Name of addressee
- Title of addressee (optional)
- Name of department
- Street address
- Campus destination

2. Incoming USPS Mail (including packages) must be properly addressed, per the following example:

- Employee name
- Name of department
- Rutgers, The State University of New Jersey
- Street address
- City, State, Zip Code

D. **Fee Based Services**

1. **Postage and Accountable Mail**

Any department or unit requiring University postage on mail items must complete a postage voucher / metering request form and affix it to the outgoing mail. This form details the items to be processed for postage, the account/index to be charged, and the authorizing employee.

2. **Special Deliveries**

Delivery of specialty items must be submitted through the online delivery system. Examples of such items include: blood transports, medications, and other medical related materials. For pricing call 848-932-2143.

3. **Bulk Mailings**

Larger scale mailing needs (exceeding 1,000 items) are directed to an outside "mailing house" for processing. These outside "mailing houses" offer

bulk rate postage, resulting in considerable savings to the University. Any department requiring bulk mailing services must contact Mail Services (848-932-2143) to obtain the university account to which the mailing services should be charged. The costs for this service will be charged through the University's RIAS and/or IDT Charge Back System.