11.101 Mail Services General Policy

Policy Statement.
Campus Mail Services is available to serve the postal needs of all University of North Texas Health Science Center departments, and the departments are encouraged to make full use of this service.

Services Provided:

Pickup and Delivery: Campus Mail Services provides scheduled carrier pickup and delivery service to the Health Science Center departments and clinics. Inter-departmental size letters and small packages are picked up by Mail Services personnel. Large packages should be brought to Mail Services for dispatch.

Campus Mail: Campus inter-departmental mail requires no postage. Official Campus Mail envelopes are available through Mail Services and should be used for all such mail. Campus mail is restricted to official State of Texas business mail.

Postage Metering: Mail Services provides postage metering service for all outgoing official Health Science Center mail. Billing for postage is made with inter-departmental transfers. Metering service is not available for personal mail or for agencies not a part of the University of North Texas Health Science Center-FW. The use of State appropriated funds is prohibited for the mailing of Christmas, Get Well, Sympathy, and Birthday cards. The mailing of matter to influence legislation is also prohibited. The use of postage stamps for official mail is prohibited except with special permission granted from the State Comptroller's office. Postal regulations state that all mail metered by the Health Science Center must have a return address which contains department name and the title name (University of North Texas Health Science Center - FW). Mail Services requires a department ID number in addition to the return address.

Prepaid Postage: Prepaid postage may be obtained by business reply mail or metered mail.

Hazardous, Restricted, or Perishable Matter: All outgoing and incoming mail must conform to the United States Postal Service requirements for acceptance of hazardous, restricted, or perishable matter. Consult a United States Post Office or Mail Services.

Incoming Mail: Departments are responsible for giving complete address information including department or individual recipient’s name for mail which is to be sent to the Health Science Center.

Personal Mail: Use of the Health Science Center address for receiving personal mail is
prohibited.

Campus Mail Services will not be responsible for outgoing delivery of personal stamped mail.

Campus Mail Services personnel are prohibited from accepting cash for the purchase of stamps for personal use by Faculty, Staff, or Students.

Student Mail: All student mail must be of academic nature. Use of the University of North Texas Health Science Center-FW facilities for personal mail is prohibited.

Details of services provided are listed in the University of North Texas Health Science Center Mail Services Guide.

Application of Policy.
Entire University

Definitions.
1. **Address.** “Address” means (1) the location to which the United States 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.

2. **Hazardous material.** “Hazardous material” means any article or substance designated by the U.S. Department of Transportation as posing an unreasonable risk to health, safety, or property during transportation.

3. **Mailpiece.** “Mailpiece” means a single addressed card, letter, flat, or parcel.

4. **ZIP Code.** “ZIP Code” means the system of 5-digit codes that identifies the individual Post Office or delivery station associated with an address.

Procedures and Responsibilities.

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<thead>
<tr>
<th>Procedure / Duty</th>
<th>Responsible Party</th>
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<tbody>
<tr>
<td>1. Determine necessary mail services policies and procedures in accordance with State of Texas and United States Postal Services policies and procedures.</td>
<td>Vice President of Operations, Director of Central Services and Mail Services Manager</td>
</tr>
<tr>
<td>2. Become familiar with the mail services policies and procedures.</td>
<td>Anyone involved in mail process.</td>
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References and Cross-references.

“Postal Business Companion” from the United States Postal Service
University of North Texas Health Science Center at Fort Worth Mail Services Guide