Processing Bulk Mail

Policy 508.8

1 Introduction

2 Scope

3 Definitions

4 Policy and Procedure Statements

Procedure Reference - Refer to the various Policy Statements in this section for additional information.

4.1 Determine Need For Imprint Mailers

4.1.1 Procedure Description

4.1.1.1 Bulk Mail is a term used to describe identical or similar pieces of mail being sent to a large number of people or businesses. The postal rate classification of the mail plus the number of pieces to be sent will determine if bulk rates may be used.

4.1.1.2 The following decision table is provided to help you decide if bulk mailing can be used for a situation; and if so, what rate classification applies:

<table>
<thead>
<tr>
<th>IF</th>
<th>AND IF</th>
<th>THEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matter meets requirements for First-Class Mail</td>
<td>There are at least 500 pieces of identical weight</td>
<td>Prepare Permit Imprint #1 - First-Class Mail</td>
</tr>
<tr>
<td>Matter meets requirements for Third-Class Mail</td>
<td>There are at least 200 identical pieces</td>
<td>Prepare Permit Imprint #36 - Third-Class Bulk Mail</td>
</tr>
<tr>
<td>Matter meets requirements for First-Class Mail</td>
<td>There are less than 500 pieces</td>
<td>Process by regular metered postage</td>
</tr>
<tr>
<td>Matter meets requirements for Third-Class Mail</td>
<td>There are less than 200 pieces</td>
<td>Process by regular metered postage</td>
</tr>
</tbody>
</table>

4.1.1.3 If it is determined that bulk mailing can be used, follow the procedure below for Processing Bulk Mail. If it is determined that the matter cannot be processed by bulk mail, then prepare as you would for regular metered postage.

4.1.2 Processing Bulk Mail

4.1.2.1 Procedure Steps

1. Contact the University Postal Supervisor, 262-2242, for exact instructions before preparing permit imprints.
2. Have permit imprints printed. This is accomplished by the University Printing and Publications.
3. Have Office of Information Systems prepare address labels in zip code order, or prepare address labels by typewriter, properly address each piece of mail, and separate in zip code order the following manner:

4.1.2.2 Five Digit Packages - When there are ten or more pieces for the same five digit Zip Code prefix destination, they must be made up into five digit packages. The mailer may package less than ten pieces in the same manner. Mailers are encouraged but are not required. Affix a red label “D” to each package.

4.1.3 D

4.1.3.1 Three Digit Packages - When there are ten or more pieces remaining for a three digit Zip Code prefix, after the required
five digit packages have been made, they must be made up into three digit packages. The mailer may package less than ten pieces in the same manner. A green label "3" must be affixed to each package.

4.1.4 3

4.1.4.1 State Packages - When there are ten or more copies for a State remaining after the five digit and three digit packages have been made up, they must be made up into state packages. An orange label "S" must be affixed to each package.

4.1.5 A

4.1.5.1 Mixed States Packages - Pieces remaining after packages have been made, as outlined above, must be made up into mixed states' packages. A brown label "MS" must be attached to each package.

4.1.6 MS

1. Notify Postal Supervisor of the estimated time of mailing and the number of pieces.
2. Place bundles of mail in outgoing mail container for mail carrier to pickup on his regularly scheduled stop or deliver to the Appalachian State University Post Office. Notify the Post Office in advance of any large mailing for pickup.

5 Additional References

6 Authority

7 Contact Information

8 Original Effective Date

9 Revision Dates