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## **UCLA Policy 310: UCLA Mail Services – Draft for Public Review**

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Issuing Officer: Vice Chancellor & CFO  
Responsible Dept: Mail, Document & Distribution Services  
Effective Date: TBD  
Supersedes: UCLA Policy 310, dated 4/29/2009

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### **I. PURPOSE & SCOPE**

### **II. POLICY STATEMENT**

### **III. REFERENCES**

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#### **I. PURPOSE & SCOPE**

The UCLA Mail Services (Mail Services) and the UCLA Bulk Mail Services (Bulk Mail Services) divisions of Mail, Document & Distribution Services (MDDS), operate in support of UCLA's research, teaching, and public service mission and are to be used only for official university business. MDDS provides delivery, collection, and processing of all UCLA mail including:

- Receiving and delivering incoming domestic and foreign mail;
- Processing outgoing domestic and foreign mail in accordance with regulations included in the U.S. Postal Service Domestic Mail Manual (DMM) and the U.S. Postal Service International Mail Manual (IMM);
- Delivering internal mail on campus and to associated off-campus locations in accordance with U.S. Postal Service Private Express Statutes and regulations applicable to UCLA;
- Regulation of postage meter machines and postal permit usages in accordance with U.S. Postal Service regulations, and postage (e.g., stamp purchases).

The purpose of this Policy is to provide an overview of MDDS services and outline the appropriate use of UCLA Mail Services and Bulk Mail Services and the process to request an exception to Policy.

#### **II. STATEMENT**

##### **A. Use of UCLA Mail Services**

UCLA Mail Services are provided exclusively for official university business use in accordance with this Policy. Fees may be charged in order to provide mail services to the campus. See Attachment A for Mail Services Locations and Hours of Operation.

The following individuals and organizations (hereafter referred to as "Mail Services Clients") are permitted use of Mail Services subject to Federal Private Express statutes and regulations:

- Faculty, staff, and students for official purposes related to the business of UCLA;
- Academic and staff employee associations/advisory groups;
- Registered Campus Organizations;
- Support Groups;
- Academic & Staff Employee Associations/Advisory Groups;
- Alumni Association and affiliated alumni groups;
- Campus Foundation;
- Individuals and organizations that received prior approval from the Chancellor or the Chancellor's designee (Director of Mail, Document & Distribution Services).

Note: Groups, Organizations, and Foundations must be officially registered/recognized per university policies. Mail Services are reserved for official university business only. Personal mail, personal bills, and personal

e- commerce (e.g., personal online purchases) are not considered official business, and may neither be received in campus departments nor sent out at UCLA expense.

As defined in the U.S. Postal Service DMM and the IMM, hazardous materials may not be sent through Mail Services.

### **B. Regulation of Postage Meter Machines**

All Mail Services should be centralized to allow UCLA to maximize volume-based postal discounts, minimize the rental of postage meters and mail processing equipment, establish proper controls, and ensure that postage is applied according to U.S. Postal Service (USPS) regulations.

- Postal meters shall be installed only at the Mail Services unit to assure maintenance and auditable records of meter usage, and to comply with USPS regulations governing UCLA's postage metering privileges.
- The installation and use of USPS meter machines by a Mail Services Client (that utilize the UCLA FAU system for expenses) is not permitted except with prior written approval by the Chancellor or the Chancellor's designee (Director of MDDS).

Such requests for approval shall be considered only in situations when use of the Mail Services meter is physically impractical (such as remote off-campus locations not serviced by Mail Services or due to extraordinary circumstances as determined by UCLA Mail Services). See Attachment B for more information.

### **C. Regulation of Postage (including Stamps, Metered Postage, Express Mail, etc.)**

Mail Services shall maintain an inventory (i.e. stamps), which a Mail Services Client may purchase to meet special mailing needs. A Mail Services Client may retain such an inventory only for urgent mailings, and must maintain auditable records of usage, providing a completed Monthly Stamp Inventory form to Mail Services. The Monthly Stamp Inventory form is available at [www.mdds.ucla.edu](http://www.mdds.ucla.edu).

- Postage must be purchased through Mail Services via recharge ID or sundry debtor account. Stamps should be used by Mail Services Clients only for occasional urgent mailings and after the Mail Services unit is closed. Mail Services operating hours are Monday through Friday 8:00 a.m. – 5:00 p.m. excluding university holidays.
- The purchase of postage (stamps, metered postage, metered strips, or special services such as Express, Certified, or Registered mail) directly from the USPS, or any entity selling USPS postage, by a Mail Services Client (that utilize the UCLA FAU system for expenses) is not permitted except with prior written approval by the Chancellor or the Chancellor's designee (Director of MDDS). This should occur only under extraordinary circumstances as determined by UCLA Mail Services. See Attachment B for more information.

### **D. Regulation of Postal Permit Usage**

Bulk Mail Services is responsible for maintaining documentation of all permit usage for outbound mail and shall maintain centralized permits for the campus to ensure compliance with USPS regulations governing UCLA's postage privileges.

- Permit postage for all UCLA mailings, including off-campus mail house mailings, must be obtained through Bulk Mail Services utilizing a "Bulk Mail Service Request" (BMSR) form available from Bulk Mail Services. Bulk mail permit preparation fees will apply. Complete samples of each mailing must be submitted with the BMSR form to ensure adherence to USPS permit policy. Use of a non-university permit (mail house permit) is not allowed as UCLA must ensure proper permit usage and adherence to postal policy to maintain its non-profit status and business status with the USPS.
- The international portion of bulk mail postage will be processed through Mail Services to ensure university postage accountability. Mail houses (off campus agencies) must return the international portion of UCLA business mailings to Mail Services for the application of international postage.
- Maintenance of postal permits by a Mail Services Client is not permitted except with prior written approval by the Chancellor or the Chancellor's designee (Director of MDDS). This should occur only under extraordinary circumstances. See Attachment B for more information.
- Bulk Mail Services shall maintain a current list of units authorized to utilize non-profit status. Departments shall annually provide current department contact information to Bulk Mail Services so that the use of

UCLA's non-profit permit may be reviewed, proper use of non-profit status is deemed appropriate, and adherence to USPS non-profit status requirements are followed.

- Business reply mail permits are maintained by Mail Services. Business reply mail is returned to departments after postal statement reconciliation. Departments should consult with the Document Services division of MDDS to ensure accurate artwork. The USPS will assess additional fees for non-regulatory artwork. These additional fees will be recharged to originating departments.
- Postage due permits are maintained by Mail Services. Postage due mail is returned to departments after postal statement reconciliation so that departments may update their mailing lists.

#### **F. Services (Chargeable)**

Mail Services and Bulk Mail Services rates are set to recover all operating costs and are reviewed and approved per UCLA Policy 340. Charges for services rendered are processed monthly.

##### **1. Outgoing U.S. Mail**

All Mail Services Clients are charged for the total amount of postage on outgoing U.S. mail, international mail, business reply permit mail and postage due permit mail, plus a surcharge for handling. All outgoing mail sent through UCLA Mail Services must contain an official UCLA return address.

##### **2. Bulk Mail Preparation Services**

The following services are available: mailing list preparation and/or cleansing; bulk mail permit preparation; and capability to address, stuff, and fold, collate, insert, and sort. Mail Services Clients desiring bulk mail preparation services should contact Bulk Mail Services. Mail houses are contracted by Bulk Mail Services when deemed necessary.

##### **3. Messenger Service**

The Messenger Service unit provides messenger services, such as the pick-up and delivery of urgent documents and materials, from both on and off-campus locations. Mail Services Clients will be charged for services rendered.

##### **4. Postage**

Postage (i.e., stamps, Express Mail, handling of special service mail, etc.) are provided with a surcharge added. Mail Services Clients that utilize the UCLA FAU system for expenses are required to purchase postage from Mail Services (see also Section II.C). Shipping and mailing supplies (i.e., USPS flat rate envelopes and boxes, forms, etc.) are stocked centrally at Mail Services and are available to Mail Services Clients at no charge.

#### **F. Incoming Mail**

##### **1. Incoming U.S. Mail**

Distribution and delivery of mail once per day for campus departments is provided at no charge to most 19900-funded campus departments. Self-supporting entities, (as defined by the annual Eligible Rechargeable Entity List provided by UCLA Academic, Planning & Budget) and other sundry debtors identified by MDDS, pay for incoming mail service via direct recharge in the form of a combined mail piece charge (based on mail counts) and monthly mail stop charge. All departments requesting additional mail stops will be recharged a monthly fee.

##### **2. Misdirected Incoming U.S. Mail**

Mail Services forwards departments' misdirected mail and traces improperly or insufficiently addressed mail. Campus departments should maintain addresses for transferred employees or employees no longer employed by UCLA and forward their mail through Mail Services.

#### **G. Use of University ZIP+4 Codes and Campus Mail Codes**

In order to expedite mail delivery, Mail Services uses a sorting system which requires ZIP+4 codes and campus mail codes.

##### **1. ZIP + 4 Codes**

Mail Services assigns ZIP+4 codes to Mail Services Clients that have a mail stop. ZIP+4 codes should be used in the return address of all UCLA mail.

## 2. Campus Mail Codes

Mail Services assigns campus mail codes to Mail Services Clients. The six digit campus mail code is unique to a campus department and should be used on all internal campus mail. Campus mail codes consist of the four digit code assigned to a department (ZIP+4) and a two-digit mail route number. Four digit department mail codes are uniquely assigned and permanent. Two-digit routing numbers may change if operationally necessary.

## III. REFERENCES

- UCLA Policy 311, Access to and Use of University Mailing Lists;
- UCLA Procedure 310.1, Mail Service (Campus, Intercampus, U.S., and International Mail);
- UCLA Procedure 310.5, Messenger Service;
- UCLA Procedure 310.6, Ordering Postal Stamps and Materials.

## IV. ATTACHMENTS

- A. Mail Services Locations and Hours of Operation
- B. Guidelines for Requesting an Exception to Policy 310

**Issuing Officer**

/s/

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**Vice Chancellor and CFO**

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**Questions concerning this policy or procedure should be referred to  
the Responsible Department listed at the top of this document.**

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**Mail Services Locations and Hours of Operation****Location**

555 Westwood Plaza, Level B, provides the following full services: administration, billing, postage stamp sales, bulk mail and list services, messenger service, campus mail, incoming mail, outgoing U.S. mail including Express, Certified, Registered, and other USPS ancillary services, and international mail. All services are via recharge for university business mail. Personal mail is not accepted.

Note: Ackerman Union, Level A, is operated by the Associated Students of UCLA and does not provide university business mail options. Only non-reimbursable personal use postage may be purchased at this location.

**Hours of Operation**

All services at 555 Westwood Plaza, Level B, are available Monday through Friday from 8:00 a.m. to 5:00 p.m. (excluding university holidays). For Outgoing Express Mail cut-off time please contact Mail Services. The cut-off time for same-day messenger service delivery is 3:30 p.m.

**Mail Services Intracampus Mail Boxes**

Campus mail and university business mail to be recharged, which is deposited in Mail Services light blue mailboxes, are picked up Monday through Friday (excluding university holidays) at the following locations:

**Campus**

1. Westwood Plaza, across from UCLA Police Station
2. Young Dr. East between Lu Valle Commons and Public Policy
3. Young Dr. East at Dickson Plaza (across from Murphy Hall)
4. Covell Commons area near BruinCard office
5. Inside Murphy Hall, Level A, parking lot entrance

**Center for the Health Sciences**

1. Tiverton Dr. (north side of Marion Davies Clinic, near out-patient drop-off)
2. 760 Westwood Plaza, Semel Institute for Neuroscience and Human Behavior

**MacDonald Research Laboratory (MRL)**

1. Inside MRL, front entrance

**Westwood Village**

1. Ueberroth Building at rear entrance
2. Weyburn Dr. adjacent to turn-around at rear entrance to Rehabilitation Center

**Medical Plaza/Ronald Reagan Medical Center**

1. Between Medical Plaza 100 and Medical Plaza 200, south of Ronald Reagan 150 Medical Plaza entrance

**Wilshire Center (10920 Wilshire Blvd.)**

1. Wilshire Center Lobby

**Guidelines for Requesting an Exception to UCLA Policy 310**

UCLA Mail Services is the designated central mail unit and any requests by a Mail Services Client for an exception or exemption to UCLA Policy 310 must be made in writing to UCLA Mail Services (Mail Services) using the appropriate form, and in accordance with UCLA Policy 310 and the following guidelines.

**Regulation of Postage Meter Machines**

Requests for the installation of postal meters should only be made when use of the Mail Services meter is physically impractical (such as remote off-campus locations not serviced by Mail Services or due to extraordinary circumstances as determined by UCLA Mail Services).

Requests for prior approval must be made using the [Prior Approval: One-Time Exception to Policy 310](#) form, available from Mail Services.

1. If an exemption to Policy is granted it will be based on location and at such location the named Mail Services Client shall:
  - a. Assign a person to be responsible for proper use of the machine and who will attest to the business use of postage.
  - b. Provide instruction to that person in the U.S. Postal Service (USPS) requirements associated with proper use of the machine.
  - c. Ensure that adequate monitoring and controls are in place including auditable records.
  - d. Audit costs will be paid for by the department requesting the exemption.
  - e. Notify Mail Services if the location of the Postage Meter changes as exemptions to Policy are location based and exemption will void if location changes.
2. Mail Services will notify and make available a list of current exemptions to Audit & Advisory, Purchasing, and Accounts Payable for appropriate follow-up as it pertains to ongoing fiscal controls and compliance.

**Regulation of Postage (including Stamps, Metered Postage, Express Mail, etc.)**

Mail Services Clients should retain an inventory of postage only for urgent mailings and must maintain auditable records of such usage.

**Prior Approval: One-Time Exception**

Prior approval for a one-time exception to Policy for the direct purchase of stamps from the USPS, or any entity selling USPS postage may be requested using the [Prior Approval: One-Time Exception to Policy 310](#) form, available from Mail Services. This should occur only under extraordinary circumstances as determined by UCLA Mail Services (e.g., a staff member temporarily working out of State or country).

**Post-Approval: One-Time Exception**

If a Mail Services Client, utilizing the UCLA FAU system for expenses, purchases postage or postal services directly from the USPS, or any entity selling USPS postage without having secured prior approval from Mail Services and seeks reimbursement, the Mail Services Client must submit a [Post-Approval: One-Time Exception for Postal Service Purchases](#) form, available from Mail Services. Such requests shall be reviewed by the Director of MDDS and may be approved only under extraordinary circumstances. If approved, the requesting Mail Services Client's Chief Administrative Officer will be notified of the one-time exception and asked to ensure the dissemination of Policy 310 to their department to avoid future violations of Policy, and to provide a valid recharge ID to enable the customary surcharge on university postage to be assessed.

**Prior Approval: Ongoing Exemption**

Prior approval for an ongoing exemption from Policy for the direct purchase of postage (e.g. stamps) and/or other postage services directly from the USPS, or any entity selling USPS postage, shall be considered only in situations when use of the central mail service unit is physically impractical (such as remote off-campus locations not serviced by Mail Services) or extraordinary circumstances as determined by UCLA Mail Services.

1. Requests for prior approval for an ongoing exemption to Policy for such a direct purchase may be requested using the [Prior Approval: Ongoing Exemption to Policy 310](#) form, available from Mail Services.
2. If an exemption to Policy is granted it will be based on location and at such locations the Mail Services Client shall:

- a. Assign a person to be responsible for proper use of the stamps or metered postage and who will attest to the business use of the stamps or metered postage.
  - b. Provide instruction to that person in the U.S. Postal Service (USPS) requirements associated with proper use of the postage.
  - c. Ensure that adequate monitoring and controls are in place including auditable records.
  - d. Audit costs will be paid for by the Mail Services Client requesting the exemption.
  - e. Notify Mail Services if the location of the exemption changes as exemptions to Policy are location based and exemption voids if location changes.
3. Mail Services will notify and make available a list of current exemptions to Audit & Advisory, Purchasing, and Accounts Payable for appropriate follow-up as it pertains to ongoing fiscal controls and compliance.

### **Regulation of Postal Permit Usage**

Maintenance of postal permits by departments should occur only under extraordinary circumstances.

#### **Prior Approval: One-Time Exception**

Prior approval for a one-time exception for the use of postal permits by units other than MDDS (i.e., mail house permits), may be requested using the [Prior Approval: One-Time Exception to Policy 310](#) form, available from Mail Services. Such requests should occur only under extraordinary circumstances as determined by UCLA Mail Services (e.g., mailings prepared and presented to USPS Bulk Mail Entry Units outside of Southern California).

#### **Post-Approval: One-Time Exception**

If a Mail Services Client utilizes a mail house permit without having secured prior approval from Bulk Mail Services and seeks reimbursement, the Mail Services Client must submit a [Bulk Mail Post-Approval: One-Time Exception for Postal Service Purchases](#) form, available from Mail Services. Bulk Mail Services' approval is required before Accounts Payable may process postage invoice payments or reimbursements. Such requests shall be reviewed by the Director of MDDS and may be approved only under extraordinary circumstances. If approved, the Mail Services Clients CAO will be notified of the one-time exception and asked to: (1) Ensure the dissemination of Policy 310 to their department to avoid future exceptions; (2) Provide a valid recharge ID to enable assessment of the customary permit preparation fees on university Bulk Mailings; (3) Notify the vendor in writing of the UCLA policy not allowing for the use of mail house permits (invoicing of postage) on future orders.

#### **Prior Approval: Ongoing Exemption**

Prior approval for an ongoing exemption to Policy shall be considered only in extraordinary situations where use of Bulk Mail Services central permits is highly impractical (e.g., mailings prepared and presented to USPS Bulk Mail Entry Units outside of Southern California).

1. Requests for prior approval for an ongoing exemption to Policy for the maintenance of postal permits may be requested using the [Prior Approval: Ongoing Exemption to Policy 310](#) form available from Mail Services.
2. If an exemption to Policy is granted it will be based on location of USPS Bulk Mail Entry Unit and for such departments requesting a USPS Permit, the named department shall:
  - a. Have sole responsibility for annual USPS Permit Fees.
  - b. Assign a person to be responsible for proper use of the USPS Permit and who will attest to the business use of postage (stamps).
  - c. Provide instruction to that person in the U.S. Postal Service (USPS) requirements associated with proper use of the USPS Permit.
  - d. Ensure that adequate monitoring and controls are in place including auditable records.
  - e. Audit costs will be paid for by the department requesting the exemption.
  - f. Notify Mail Services if the location of the USPS Permit/USPS Bulk Mail Entry Unit changes as exemptions to Policy are location based.
3. Mail Services will notify and make available a list of current exemptions to Audit & Advisory, Purchasing, and Accounts Payable for appropriate follow-up as it pertains to ongoing fiscal controls and compliance.