



## Ohio Administrative Code Rule 3337-42-01 Mail service.

Effective: April 1, 2025

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The version of this rule that includes live links to associated resources is online at

<https://www.ohio.edu/policy/42-001.html>

### (A) Overview

This policy outlines Ohio university's process for handling United States mail and the inter-office mail.

Ohio university operates a mailing service for the delivery and processing of U.S. mail to and from the United States post office, provides shipping services, and handles the exchange of inter-office communications. The volume of mail handled, and the geographical expanse of the campus operations require an orderly and efficient distribution system.

### (B) U.S. mail

#### (1) Incoming U.S. mail

All incoming express, priority, and first class mail is delivered to departments on the same day the university receives the mail. The Athens post office delivers U.S. mail to off-campus housing units and residence halls.

Incoming mail to the university should be addressed in the format below. Please use this format for the return address on outgoing mail:

(a) Line 1: name of individual

(b) Line 2: department



(c) Line 3: building and room number

(d) Line 4: Ohio university

(e) Line 5: Athens, OH 45701-2979

University departments and individuals should also encourage individuals, institutions, or business firms to follow the above example when communicating with Ohio university. A department name on incoming mail is necessary to ensure delivery.

(2) Outgoing mail

University mail services provides all of the services that the United States postal service offers, except for C.O.D.'s. All outgoing mail, except for "Standard A" bulk mailings, is processed and delivered to the post office on the same day. All shipments of parcels and express items are processed by university mail services and picked up by couriers (e.g., UPS) on the same day.

To improve the efficiency of service, outgoing U.S. mail should be addressed using the following format:

(a) First line: optional endorsement or "attention line"

(b) Second line: name of recipient

(c) Next-to-last line: delivery address or box number, followed by apartment number, suite number, or unit office number. (If, for example, the apartment number cannot fit on the next-to-last line, it should be placed on the line above.)

(d) Last line: should only include city, state, and ZIP code.

(3) Excluded mailings



The university cannot, financially or legally, condone the use of its employees, postage or materials for the preparation of any mailing that cannot be construed as official university business.

Examples of mailings that cannot be made and charged with university funds include:

- (a) Communications of a personal nature, as opposed to official university business.
- (b) Advertisements that are not official university business.
- (c) Announcements related to the sale of personal property.
- (d) Meeting notices or other business of groups and organizations that are not financially supported directly with university funds.

(C) Inter-office mail

(1) Delivery schedule

Inter-office mail is delivered to all campus departments at daily intervals based on volume. Inter-office mail collected on the daily route will be delivered on the department's next scheduled service delivery day.

(2) Types of inter-office mail

There are two types of inter-office mail:

- (a) Individual mail: mail addressed to an individual should preferably enter the system in a standard inter-office mail envelope. Any previous addresses on the envelope should be eliminated. The two sizes of available inter-office mail envelopes are "four inches by nine inches" and "ten inches by thirteen inches." These envelopes, when available, can be obtained from mail services. They may also be ordered through any office supply store. Individual mail may also be folded to business envelope size and marked "campus mail." It should be addressed with the individual's complete campus address, including name, department, building, and room number. The Ohio university mail service



does not deliver inter-office mail to or from students.

(b) Official announcements or notices for mail distribution to all departments, faculty, and staff: the size of announcements and notices for general distribution to all offices and departments should be either "five and a half inches by eight and a half inches" or "eight and half inches by eleven inches." The Ohio university mail service should be given advance notice of the distribution requirements. The documents to be distributed should arrive at the mail service no later than the day before the requested distribution date. To expedite delivery, address labels for such mailing should be generated in department order.

### (3) Regional campus mail

All mail addressed to regional campuses must be sorted separately by regional campus, with a regional campus mail slip attached to the bundle for each campus.

### (D) Delivery and collection schedules

Ohio university mail services delivers mail to all campus departments at daily intervals based on volume. All U.S. mail received from the Athens post office is sorted on the same day and delivered based on the scheduled service intervals.

Departments with parcels, large quantities of first class mail, or bulk mailings should contact mail services to make arrangements to have the mail collected and handled with special attention.

### (E) Bulk mailings

The U. S. postal service requires that all bulk mailings be processed in a manner that meets specific rules and regulations prior to being accepted for delivery by the U.S. postal service. Failure to meet these processing rules and requirements may delay delivery or result in the mail being returned.

University mail services provides an automated bulk mail preparation service for all departments who utilize this classification of mail. Mail services can prepare bulk mailings to meet all USPS requirements, including presorting and address barcoding. These automated services provide



postage discounts to the departments and improve delivery time. Mail services can generate barcoded address labels from departmental address files or print the barcoded address directly on the mail piece if the piece is designed to meet certain specifications.

In addition to the automated bulk mail preparation service, mail services does provide an address labeling service that includes labeling multiple pieces for inter-office distribution and direct impression printing of inter-office addresses on specifically designed pieces.

(F) Postage chargebacks

University mail services provides an accurate and detailed accounting of departmental postage costs.

(1) All outgoing U.S. mail must have a "Departmental U.S. Mail Charges" form attached; a "Shipping Request Form" can be used for parcels.

(2) The form must be secured or banded to each bundle of mail that is collected by the mail services staff. The correct account number appears on the form. Outgoing mail without the charge form attached may be delayed or incorrectly billed.

(3) All questions should be directed to mail services.

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