

METROPOLITAN STATE UNIVERSITY REGULATIONS



Mail: Preparation of a Bulk Mailing

Administrative Affairs Procedure #409

Section 1. Procedure

This defines procedures related to the preparation and processing of bulk mailings.

Section 2. Authority

This procedure is issued pursuant to the operating authority granted to the university's President by the Board of Trustees of the Minnesota State Colleges and Universities.

Section 3. Effective Date

This procedure shall become effective upon signature by the Vice President of Administration and Finance, and remain in effect until modified or expressly revoked.

Section 4. Responsibility

The responsibility for implementation of this procedure is assigned to the Associate Vice President, Administration and Finance.

Section 5. Objective

To instruct employees in the proper method of preparing a bulk mailing according to the specifications required by the Post Office.

Section 6. Implementation

A minimum of 200 pieces or 50 pounds is required to qualify for a bulk mailing. Each piece must weigh less than 16 ounces.

The Post Office will not process a bulk mailing if there is a 10% or more error rate in bundling and bagging. In order to save turnaround time and staff time it is essential that staff be aware of the following requirements for preparing bulk mailings.

<u>STEP</u>	<u>ACTION</u>	<u>RESPONSIBILITY</u>
1.	Notify mailroom staff five (5) working days prior to bulk mailing to ensure sufficient postage funding.	Sending Department
2.	Separate and bundle all identical "5" digit ZIP code numbers.	Sending

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| <p>There must be a <i>minimum of 10 pieces</i> in each bundle. Face all pieces one way and band all bundles. Apply a RED "D" label (available from mailroom staff) on top piece in the lower left hand corner of each bundle. This label indicates that all pieces in the bundle have the same ZIP as the top piece.</p> | <p>Department</p> |
| <p>3. Use a #64 rubber band on each bundle. Bundles 1-4 inches thick require two rubber bands; one horizontal and one vertical. Bundles that are less than one inch thick require one rubber band around the short dimension of the bundle at the center.</p> | <p>Sending
Department</p> |
| <p>4. Bundle any items from step 1 which do not bear the same "5" digit ZIP code into bundles with the SAME FIRST 3 DIGITS. For example: all 55101s, 55106s, and 55109s may be bundled together. Band all bundles and apply GREEN/ "3" label (available from mailroom staff) on the top piece in the lower left hand corner. This label indicates that all pieces in the bundle being with the same first three digits in the ZIP code.</p> | <p>Sending
Department</p> |
| <p>5. Sort items left to mail after completing steps 1 and 3, make as many bundles (10 or more pieces) as you can, sorting to each STATE, without regard to ZIP codes. Band all bundles. Apply PINK "A" label (available from mailroom staff) on top piece of each bundle in the lower left hand corner. This indicates all pieces are for the same AREA that appears on the top piece.</p> | <p>Sending
Department</p> |
| <p>6. Bundle and band any items remaining from steps 1, 3 and 4, above, should be bundled and banded as "MIXED Mail. Apply a salmon label "MS" on each bundle reading "MIXED STATES".</p> | <p>Sending
Department</p> |
| <p>7. Bulk mailings, which are ready for bagging, should be presented to the mailroom coordinator with a postage charge slip that gives a total count of number of pieces in the mailing and indicates "Bulk Rate".</p> | <p>Sending
Department</p> |

In preparing a bulk mailing using either #10 envelopes or brown kraft envelopes, do not mix in envelopes that have the bulk permit imprint with those that do not. Use one or the other, but not both.

If bulk mail is being inserted into a #10 envelope that does not have the bulk permit imprint in the upper right hand corner, the envelope flaps should be overlapped in each bundle and only one rubber band used.

If bulk mail is being inserted into a brown kraft envelope that does not have the bulk permit imprint in the upper right hand corner, the envelopes should be sealed and only one rubber band used.

For more information or to receive appropriate mail distribution labels, contact the mailroom coordinator.

Section 7. Review

This procedure will be subject to review on an annual basis.

Section 8. Approval

Issued on this 12th day of September, 2000.

Cathleen Brannen, Vice President, Administration and Finance