



ADMINISTRATIVE PROCEDURE

SUBJECT: MAIL SERVICES

SUMMARY

Mail services are for Lower Columbia College business purposes only. Mail services involve incoming and outgoing mail.

INCOMING MAIL

Incoming mail services include the picking up of the mail from the Longview United States Post Office, and in-house delivery of mail from outside campus.

GENERAL MAIL

1. Mail will be picked up by the Campus Services staff at the Longview Post Office @ 8:30 a.m. daily and delivered to the Campus Service Mail Room for sorting. The sorting of the mail is the responsibility of the Campus Services staff.
2. The mail will be delivered to the six established mail stop locations on campus by 2:00 pm daily (on normal campus operation days).
3. Mailroom staff will deliver sorted mail to the following established mail stop locations, and in said order: Head Start Workroom, Student Center ASLCC Office, Admissions Center Workroom, Library-Office of Instruction Workroom, Administration Building in the President's Office area and the Campus Services Mail Room.
4. All inter-campus mail will be picked up in those locations and will be sorted and delivered within 1 business day.

SPECIAL MAIL

1. Express mail handling may include Certified, Registered, and Express mail. Authorized Campus Services staff members are responsible for signing for special mail.
2. The Campus Services staff will log in these pieces of mail and deliver intra campus prior to daily mailrun when possible.
3. The recipient or other authorized office staff will be required to sign the log documenting receipt.

OUTGOING MAIL

Out going mail includes: Bulk, First Class, Library Rate, and Certified.

BULK MAIL

Bulk mailing is a powerful tool that can reach a target audience in an inexpensive and timely manner. This viable alternative to first class will keep mailing costs down and afford you a larger outreach.

1. All Bulk mailings must consist of at least 200 pieces of identical material. (The mailing address is the only difference between pieces.)

2. Bulk mailings must be sorted and bundled before they are submitted to the mailroom. Sorting must fall into the following criteria:
 - Sort by zip (**first 5 digits**). There MUST be 10 pieces or more in each bundle.
 - If less than 10 pieces to a 5digit zip, then sort the remainder by the first **3 digits** of the zip. (There MUST be 10 pieces or more per bundle)
 - If fewer than 10 pieces to a 3 digit zip, then sort the remainder by **state**. (There must be 10 pieces or more per bundle.)
 - Any remaining pieces, if 10 pieces or more, must be bundled together and called "**mixed state**". (If this last sort doesn't amount to 10 pieces or more, just leave unbundled.)
3. All Bulk Mailings must be accompanied by a completed Bulk Mailing Form when submitted to the Campus Services mailroom. (Forms are available online at: <https://internal.lowercolumbia.edu/employee-tools/forms/>)
4. Contact the mailroom staff via email (ext. 2260) at least 2 days in advance prior to submitting your mailing for processing.
5. If the mailing is submitted to the mailroom after 11:00 a.m., it may not be processed until the next business day.
6. The Bulk mailing must be prepared and delivered to the mailroom at least 2 days in advance prior to your proposed mailing date.
7. It is the responsibility of the department chair to edit the bulk mailing lists on a quarterly basis. Include the 4-digit extension whenever possible

FIRST CLASS

All outgoing, non-bulk, mail must be in the mail drop locations no later than 1:00 p.m., before the Campus Services staff picks up for processing. If other than first class, the preferred method of mailing must be posted on the outside of the mailing piece. They must have a return address with the sender's name (first, last) and/or department on the upper left-hand corner, above or just below the return imprint.

Any mail received in the mailroom without a sender's name (first, last) and/or department, may not be processed.

POST CARDS

1. Any single sheet that is less than or equal to 4-1/4" X 6", but is greater than or equal to 3-1/2" X 5".
2. The weight of paper must be no less than 75 lb. paper. (Work with the Printing Services)
3. The face of the post card must be approved by the Publications Department (it must contain):
 - The LCC Return Address and Logo;
 - Sender's name (first, last) and/or Program name;
 - "ADDRESS SERVICE" or "RETURN SERVICE" (not always necessary);
 - The targeted individual's name and address.
4. Specialized information should be printed on the opposite side.

LETTER SIZE ENVELOPES

1. Letter size envelopes are no larger than 6-1/8" X 11" or less than 3-1/2" X 5".
2. **They must have a return address with the sender's name (first, last) and/or department on the upper left-hand corner, above or just below the return imprint.**
3. When mailed unsealed, envelopes must be bundled with the flaps down and not overlapping.

LARGE ENVELOPES AND BOXES PACKAGES

1. Large envelopes are anything larger than 6-1/8" X 11".
2. They must have a return address on the upper left corner of the face and must have the sender's name (first, last) and/or department above or just below the return address. All VERTICAL large envelopes and packages must be sealed before submitting to the mail room
3. A package is any mailing that does not lay flat, and will not bend (or fit into a mail slot).
4. All packages must be accompanied by a completely filled Outgoing Freight Form.

LIBRARY RATE

1. Each package must show an address or return address name of a school, public library, museum, art gallery or the name of a non-profit, religious, educational, agricultural, labor, veterans, or fraternal organization.
2. These specific items can be sent: books, printed music, bound volumes of academic theses, periodicals, sound recordings, other library materials and printed, duplicated or photographic material, catalogs, museum material, specimens, collections or teaching aids.
3. The package must be marked as "LIBRARY RATE".

CERTIFIED MAIL

1. Must have the LCC return address in the upper left corner with the sender's name (first, last) and/or Program name above or just below the return address.
2. Must have both sides of the 'post card size' green card and the green and white certified number tag filled out and paper clipped to the piece of mail.

BUSINESS REPLY

1. Business reply envelopes must have the person's name (first, last) and/or Program placed above the LCC return address in the body of the envelope before being stuffed into any outgoing mailing piece.
2. Business reply envelopes are to be used for LCC communications or correspondence only.