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LAKE-SUMTER STATE COLLEGE  
ADMINISTRATIVE PROCEDURE

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TITLE: POSTAL PROCEDURES

NUMBER: PRO 2-03

REFERENCE: U.S. Postal Regulations

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**I. PURPOSE**

To establish procedures for the operation of the Mail Room in the pickup, distribution and delivery of incoming and outgoing mail and inter-campus correspondence, and to provide basic information concerning the postal services available.

**II. RESPONSIBILITY**

The Mail Room shall be operated by the Duplicating/Mail Clerk under the supervision of the College Publications Specialist of the College Relations Department.

**III. OPERATIONS**

The proper, timely handling of official U. S. Mail and other College correspondence shall receive priority over all other duties and assignments. The following procedures apply:

- a. Incoming mail shall be picked up daily by Maintenance Department personnel at the U. S. Post Office, Leesburg, Florida, or at such other location as may be designated by competent authority, and delivered to the mail room for sorting and distribution as soon thereafter as possible.
- b. Immediately upon delivery, the Postal/Duplicating Clerk shall sort all incoming mail and place it into the appropriate mail boxes for pickup.
  1. Faculty mail and other correspondence shall be placed in the faculty mail boxes located in the faculty lounge and other sites.
  2. Administration and designated staff mail shall be placed in the appropriate mail boxes located in the Administration Building.
  3. Learning Resource Center (LRC) mail shall be delivered to the Library Processing Room for further distribution by Library personnel.
- c. Unidentified and/or improperly addressed mail shall not be opened by Mail Room personnel, but routed as follows:
  1. To the Vice President of Academic Affairs if pertaining to a discipline under his/her cognizance.

2. To the Director of Business and Technologies if pertaining to a discipline under his/her cognizance.
  3. To the Human Resources/Payroll Coordinator if from a medical facility, doctor or dentist; or from a human resource, personnel, unemployment, insurance or like agency.
  4. To the Vice President of Business Affairs if none of the above applies.
- d. Misrouted mail shall be immediately rerouted to the correct office/department by the receiver. If in doubt as to the proper addressee, all such mail shall be returned to the Mail Room for rerouting or return to the Post Office as appropriate.
- e. Outgoing mail and inter-campus correspondence shall be picked up for processing/distribution twice each day. Once at approximately 9:30 am in conjunction with the normal distribution of incoming mail, and again at approximately 2:45 P.M. That mail not ready for pickup by 2:45 pm will be handled the next working day (NOTE: Under special circumstances, mail may be delivered to the mail room as late as 3:15 pm for processing).
- f. Postage on outgoing mail is charged to the originating office/department. Accordingly, all envelopes and packages must be properly identified for processing. Those items not identifiable for accounting purposes will be forwarded to the College Relations Coordinator for determination of the account code to be charged.
- g. All outgoing correspondence and packages shall be fully prepared for mailing by the originating office/department (Exception - Standard, letter sized envelopes may be left unsealed to be sealed by the postage machine. Contact the Duplicating/Mail Clerk for stacking instructions).
- h. Outgoing mail will be delivered to the U.S. Post Office, Leesburg, Florida, or a designated branch thereof, at least once each day, the last delivery to arrive no later than 4:00 p.m.
- i. No outgoing mail or empty envelopes of any kind will be processed through the postage meter with an undated, predated or post-dated meter stamp applied. Mail not ready for processing and delivery in time to be delivered to the Post Office by 4:00 pm will be processed the next working day.

#### IV. SERVICES AVAILABLE

Contact the Duplicating/Mail Clerk for current rates, fees, requirements and/or special procedures.

##### a. U.S. Mail

1. Express Mail Next Day or Second Day (depending on destination) service for letters and packages up to 70 pounds in weight and 108 inches in combined length and girth.  
NOTE: Delivery times are guaranteed next day morning (prior to 12:00 Noon), next day

- afternoon (prior to 5:00 pm) or second day, depending on ZIP code destinations.
2. Priority Mail Second Day or Third Day (Depends on destination) service for letters and packages up to 70 pounds in weight and 108 inches in combined length and girth. Delivery time is not guaranteed.
  3. First-class mail for correspondence up to 11 ounces.
  4. Priority mail for packages over 11 ounces requiring first class handling (essentially the same as Priority Mail Second Day/Third Day service).
  5. Third-class bulk rates for printed matter only (200 pieces or 50 pound minimum and all pieces in the mailing must belong to the same processing category; e.g., all letters, all flats or all machinable parcels). Bulk mailings are prepared by the originating office/department in accordance with Chapter Six of the Domestic Mail Manual and the instructions set forth by the L-SCC Third-Class Bulk Mailing Procedures/Guidelines attached. If in doubt as to the proper procedures to follow in preparing a bulk mailing, contact the Duplicating/Mail Clerk for assistance.
  6. Fourth class (Parcel Post) rates for packages up to 70 pounds.
  7. Fourth class book rates for the mailing of books by all faculty/staff other than the Library.
  8. Fourth class library rates for the mailing of books by the Library only.
  9. Special Services (Domestic mail only).
    - i. Insurance for coverage against loss or damage.
    - ii. Registry for maximum protection and security.
    - iii. Certified mail.
    - iv. Certificate of mailing (for bulk mail and book rates).
    - v. Restricted deliver (insured, certified and registered mail only). Return receipt (insured, certified and registered mail only).
    - vi. Special delivery (all classes of mail).
    - vii. Special handling (third and fourth class only).
  10. Self-addressed, pre-paid, business reply envelopes for return mail purposes (See PRO 7-10 College Stationery).
- b. United Parcel Service (UPS). UPS makes daily pickups and deliveries from/to the Leesburg Campus and provides the following services (Contact the Duplicating/Mail Clerk for current rates and requirements):
1. UPS Next Day Air Letter.
  2. UPS Next Day Air for non-hazardous materials (maximum size per package - 130 inches in length and girth combined with a maximum length of 108 inches. Maximum weight per package - 70 pounds).
  3. UPS 2nd Day Air for non-hazardous materials (same restrictions as above).
  4. Ground service for all materials (same restrictions as above).

5. Additional services:

- i. Insurance for those packages with a declared value in excess of \$100.
- ii. Acknowledgement of delivery.
- iii. Call Tag (To pick up at another location at our request).

c. Jackrabbit.

The Lake County School Board operates a messenger service between their schools to include Lake-Sumter State College. LSSC faculty and staff may utilize this service at no cost by:

1. Properly addressing the envelope with name and/or title and the school at which the addressee is located (Lake County only).
2. Indicating Jackrabbit mail on the front of the envelope.
3. Placing the mail in the Jackrabbit pickup box located at the main entrance of the Administration Building or in the Jackrabbit box located in the mailroom.

NOTE: Incoming Jackrabbit mail will be picked up by the Duplicating/Mail Clerk and distributed in the same manner as regular mail.

d. Sumter Center and South Lake Mail.

Inter-campus correspondence and mail for the Sumter Center is picked up daily from the assigned mailbox in the Mail Room and delivered by courier. LSSC faculty and staff may utilize this service by placing Sumter Center correspondence in the appropriate mailbox for pickup, delivery and distribution.