

INTERDEPARTMENTAL MAIL PROCEDURES

Proper procedures and understanding will help maintain and/or improve efficiency of our/your mail service.
Below are some procedures which will help improve the speed and efficiency of your service.

1. Addressing and use of Interdepartmental Envelopes

Interdepartmental envelopes should be properly addressed to avoid delays. Please indicate the addressee's name, department, room #, building name or street address if the building name is not common on campus.

- a. **Use clear unambiguous building names, and or addresses to avoid delays. Avoid building abbreviations and department acronyms.**
- b. Envelopes with misaddressed or unrecognizable addresses that cannot be delivered will be opened and an attempt will be made to deliver to either the intended recipient or sender.
- c. All Interdepartmental Mail should be placed in an approved envelope.
- d. Once all the lines on one side of the envelope are completed, cross out that side with a big "X" and use the reverse side of the envelope. Once both sides are full, place in a recycle bin.
- e. For mail going to students in Residence Halls please indicate the name of the recipient, along with the name of the hall and the floor name.
- f. Administrators who maintain bulk mailing lists should regularly review the names and addresses to ensure currency and preclude delivery delays.
- g. Departments which move should notify Interdepartmental Mail of their new address.
- h. Departments which move off-campus should notify the Interdepartmental Mail office of their new address and through which on-campus department they wish to have their mail forwarded.

2. Bulk Mailing

Any Bulk mailing consisting of 3 or more pieces of mail that are of the same matter, going to the same building, must be banded together for Interdepartmental Mail pickup and delivery.

3. Personal Items

Interdepartmental Mail is only to be used for "Official Business" of the University of Wisconsin. It should not be used for personal use.

4. Breakable items/Hazardous materials

Do not send fragile or breakable items through Interdepartmental Mail. These items should be sent through Truck Service (608-262-1574). Do not send hazardous materials via Interdepartmental Mail.

5. Out Going Interdepartmental Mail

Please place all out-going Interdepartmental Mail in a neat orderly fashion, by having the envelopes placed in the same direction with the addresses facing up. (This will help reduce any possible chances of delay or misdirected mail).

6. Pick-up and drop off points

All Interdepartmental Mail will be picked up and dropped off at one designated point within a particular building. Please have your Interdepartmental Mail at the pick-up/delivery point 15 minutes prior to the scheduled pick-up time.

7. Returning items to MDS/Stores

Do not send "MDS/Stores Returns" through Interdepartmental Mail. These items are handled by MDS only. Please call MDS at 608-497-4400 ext 1 to make arrangements.

8. U.S. Mail

If the U.S. Postal Service mis-delivers U.S. Mail to your building we ask that you do not put it in Interdepartmental Mail. Instead, return it to the U.S. Post Office for proper routing.

9. Mis-delivered Packages

Mis-delivered UPS, FEDEX, RPS, DHL etc. packages should not be placed in Interdepartmental Mail. Please contact the delivery service directly to have the packages redelivered to the correct address.

10. Excess Empty Interdepartmental Envelopes

Excess empty envelopes should be banded and sent to the Interdepartmental Mail Room at 45 N. Charter St. If you would like to request empty Inter-D envelopes, please call 608-262-4254.

11. Surplus Rubber Bands

Excess rubber bands can be placed in an Inter-D envelope and sent to the Interdepartmental Mail Room at 45 N. Charter St. They will be reused or recycled.