



To: All University Departments
From: Gina Harris, Manager, Mail Services
Date: 2/11/2010
Re: New U.S. Postal Service Requirements

**United States Postal Service (USPS) Requirements
For All Campus Departments**

- Prices have now increased for Express Mail, Priority Mail, Parcel Select, Parcel return service and some international shipping products. The new prices are available at www.usps.com/prices.

**United States Postal Service (USPS) Requirements
For Campus Departments Processing Outgoing Bulk Mail**

Bulk mailings are those with 200 or more identical pieces that are going to be mailed out at presorted standard rates or using the University's Non-Profit Permit 321. Such mailings may require addressing, folding, inserting, or other processing by University approved vendors. Bulk mail does not include First Class mail, which is the mail that is collected daily by Mail Services staff in your department, metered, and delivered to the post office for mailing.

"Move Update" Standard:

- The USPS now requires that the new Move Update standard be met for all Standard Mail (also known as bulk mail). The Move Update Standard is a means of reducing the number of mail pieces in a mailing that require forwarding or return service, as well as identifying those with incomplete or incorrect address data. The Move Update standard is met when an address is updated (cleansed) with an approved USPS method and then used in any Standard Mail mailing within 95 days after the address has been updated. Additional charges are now applied from mailing houses to update mail address lists. All DU approved

mailing houses have contacted their current customers with these costs. If you have not been notified, contact Gina Harris for more information.

- DU Mail Services, in cooperation with the outside mailing houses, has been and will continue to process all mail under Permit 321 through NCOA (National Change of Address). NCOA is one of the approved methods for meeting the Move Update requirement, as long as addresses are then corrected and updated.
- It is important that you have your list processed with a vendor familiar with NCOA prior to addressing mail pieces. Updating your list eliminates bad addresses and avoids additional costs from the Post Office for postage and printed matter. USPS regulations state that permanent updates must be made to your mailer databases. Please document the date of your database corrections. Also keep all returned pieces and documentation on file for two years from the date of processing.

Other Bulk Mail Requirements:

- Bulk mailings must be printed with the new Intelligent Mail Barcode designated by the USPS. DU approved mailing houses are able to do this at time of processing.
- Effective March 29, 2009, all bulk mail flats (pieces larger than 6 $\frac{1}{8}$ x 11 $\frac{1}{2}$ and using Permit 321) must have the delivery address in the top half of the mail piece. Please contact me for a fact sheet. This does not affect First Class single piece metered mail.

As a reminder, it is important to attach (not staple) your department's barcode card to all daily outgoing first class mail. This allows Mail Services to charge the correct department for their mailing. To request new cards, reorder cards, or for new fund/org numbers, please contact Gina Harris. Outgoing packages must be accompanied by a completed Postage Charge Voucher Form, which is available under **Forms**.

Handouts for Move Update and Flats Addressing are available at the Quick Copy Center in Penrose Library. Feel free to contact Gina at x13179 or via email at gharris@du.edu with questions or for more information on any of these new requirements. Thank you for your assistance.