

Vanderbilt University Medical Center

Post Office & Satellite Delivery Service

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DATE: September 6, 2007
TO: VUMC Staff
FROM: Rhonda Cook, Administrative Asst.
SUBJECT: Packages weighing 13 oz. or more

According to a recent USPS policy, for security reasons any mailpiece meeting the following criteria can only be accepted by an employee **at a retail counter.**

These criteria are:

- Weight is 13 oz. or more;
- Stamps are used for postage.

We have asked for clarification from the USPS regarding the application of this policy to our operations at VUMC. They have advised us that our route persons should not pick up such items.

Instead, departments should either send these items through our meter mail system or bring them with stamps affixed to our window service to have a \$.00 meter strip attached.

Our carriers do not have postal scales available on their route carts, so they will be using their best judgement on this issue. Any packages they feel unable to pick up should be handled according to the above instructions.

Mail security is important to us all, and we thank you in advance for your cooperation and assistance in complying with this postal directive.

(excerpt from USPS press release appears on reverse side.)

EXCERPT FROM THE USPS PRESS RELEASE



FOR IMMEDIATE RELEASE
July 24, 2007

POSTAL NEWS

Contact: Yvonne Yoerger
202-268-8596
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usps.com/news
Release No. 07-058

New 13-Ounce Mail Rule to Take Effect July 30

WASHINGTON, DC — A new Postal Service rule goes into effect next week for packages and envelopes that weigh more than 13 ounces, if they're being mailed with only stamps as postage at a location other than a Post Office retail service counter.

...items weighing more than 13 ounces must be presented for mailing to an employee at a Post Office retail service counter. Business customers who use postage meters may continue to use meter postage for packages of any weight and mailing method.

Customers will notice new decals on USPS collection boxes, and Post Office lobby ... mail drop slots. The new red, white and blue decals inform customers that deposit of stamped mail over 13 ounces is prohibited, and any such mail will be returned.

Previously, the prohibition applied to mail over 16 ounces. The change is part of ongoing security measures established by the Postal Service, in cooperation with other government agencies to keep the public, customers, employees and the U.S. Mail safe.

(VUMC implementation memo appears on reverse side)