

# Organization Information

## Delivery

### Mailbox Improvement Week, May 16–22

Each year, the Postal Service™ designates the third full week of May as Mailbox Improvement Week to encourage customers on city motorized, rural, or contract delivery service routes (formerly highway contract box delivery routes) to examine and, where necessary, improve the appearance of their mailboxes. Neat, attractive mailboxes make a significant contribution to the appearance of the countryside and streets in suburban areas. Mailbox Improvement Week, May 16–22, calls attention to the need for providing mailboxes that are:

1. Approved by the postmaster general.
2. Designed to protect the mail from weather.
3. Safe to use.
4. Conveniently located.
5. Neat in appearance.

Additional information is available on the Delivery and Post Office Operations website at [http://blue.usps.gov/delret/L4CityDelvry\\_GROWTH.htm](http://blue.usps.gov/delret/L4CityDelvry_GROWTH.htm).

Mailboxes that meet these five important requirements help delivery and collection operations and improve service to the entire route. There are three approved styles of curbside mailboxes:

1. Traditional design (see Exhibit A).
2. Contemporary design (see Exhibit B).
3. Locked, full, or limited service.

USPS-STD-7B governs the design and specifications of curbside mailboxes and includes provisions for improved quality of the product.

### Notice 209

Postmasters should send Notice 209, *Mailbox Improvement Week*, to all rural and highway contract box delivery route customers the week before Mailbox Improvement Week to alert them of the event. You can order Notice 209 from the Material Distribution Center (MDC) through one of the following methods.

- Use touch-tone order entry (TTOE). Call 800-273-1509.

**Note:** You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registering before placing your first order). For complete TTOE ordering instructions, visit the Materials Customer Service website at [http://blue.usps.gov/purchase/\\_doc/ops\\_ttoeins.doc](http://blue.usps.gov/purchase/_doc/ops_ttoeins.doc) or call National Materials Customer Service at 800-332-0317, option 4.

### Ordering Information

Use the following information to order Notice 209:

<b>PSIN:</b>	NOT209
<b>PSN:</b>	7610-03-000-9145
<b>Unit of Issue:</b>	EA
<b>Quick Pick Number:</b>	496
<b>Bulk Pack Quantity:</b>	3,000
<b>Minimum Order Quantity:</b>	50
<b>Price:</b>	\$0.0242

### City Motorized, Rural, and Contract Delivery Service Routes

Customers must use only approved traditional, contemporary, or locked full/limited service curbside mailboxes for new installations or replacements. When new delivery is established or extended, postmasters must ensure that customers use delivery equipment that is approved by the postmaster general. However, a customer may use a custom-built curbside mailbox if the local postmaster gives prior approval and the mailbox conforms generally to the same requirements as approved manufactured curbside mailboxes relative to the flag, size, strength, and quality of construction.

Carriers on motorized city routes may continue to serve mailboxes that are designed primarily for use by customers receiving door delivery and that have been erected and served under previous regulations (see Exhibit C on the following page). However, carriers should advise customers that they may use only approved curbside mailboxes when replacing these types of mailboxes. **A list of approved manufacturers of traditional curbside mailboxes appears on pages 28, 47–49.**

For motorized city routes, and where the use of street names and house numbers is authorized on rural and contract delivery service routes, the mailbox must display the number on the side of single mailboxes or on the door of grouped mailboxes. If the mailbox is on a street other than the one on which the customer resides, the street name and house number must be on the mailbox. When rural and contract delivery service route customers have assigned box numbers, the numbers must appear on the side of single mailboxes or on the doors of grouped mailboxes, visible to the approaching carrier. The street number, box number, and any other address information must be inscribed in contrasting color in neat letters and numerals not less than 1 inch in height. In all instances, placing the owner's name on the box is optional, but not recommended by USPS®.

Exhibit A

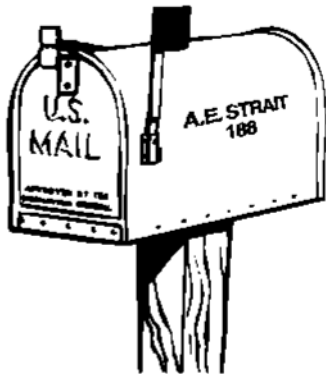
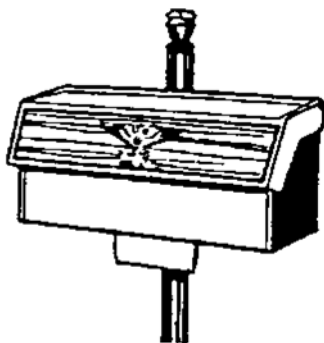


Exhibit B



Exhibit C

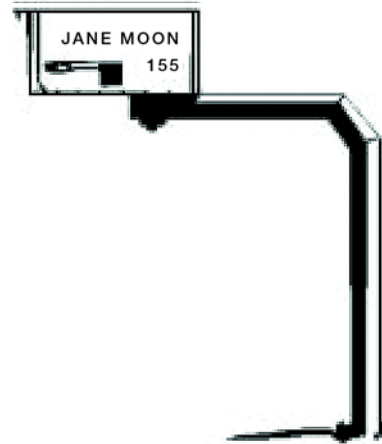


Motorized city, rural, and contract delivery service route customers should be encouraged, but not required, to group mailboxes whenever practical, especially where many mailboxes are located at or near crossroads, service turnouts, or similar locations. Customers should also paint mailboxes and supports/posts and keep them rust-free. Advertising on mailboxes and mailbox supports is prohibited.

In areas where snow removal is a problem, the Postal Service suggests using a semi-arch or extended arm-type

support (see Exhibit D), which allows snowplows to sweep near or under mailboxes without damaging supports and provides easy access to the mailboxes by carriers and customers.

Exhibit D



Generally, mailboxes should be installed at a height of 41–45 inches from the road surface to the bottom of the mailbox or point of mail entry. Mailboxes are set back 6–8 inches from the front face of the curb or road edge to the mailbox door. However, because of varying road and curb conditions and other factors, the Postal Service recommends that customers contact their local Post Office™ before erecting or replacing mailboxes and supports.

**Location**

Customers must place mailboxes on motorized city, rural, and contract delivery service routes so a carrier can safely and conveniently serve them without leaving his or her vehicle. The mailboxes must be on the right-hand side of the road in the carrier’s travel direction in all cases where traffic conditions make it dangerous for the carrier to drive to the left to reach the mailboxes, or where doing so would constitute a violation of traffic laws and regulations. *Postal Operations Manual (POM) 632.6* specifies postal regulations regarding locations for apartment houses and other multiple unit dwellings. On new rural and contract delivery service routes, all mailboxes must be on the right-hand side of the road in the direction of the route line of travel. Mailbox placement must conform with state laws and highway regulations. City motorized, rural, and highway contract box delivery route carriers are subject to the same traffic laws and regulations as other motorists. Customers must remove obstructions, including vehicles, trash cans, and snow, that impede safe and efficient delivery. Except when a mailbox is temporarily blocked, carriers must have access to the mailbox without leaving the vehicle unless authorized to dismount.

## Mailbox Supports

The Postal Service does not regulate mailbox supports in any way except for purposes of carrier safety and delivery efficiency. Posts and other supports for curbside mailboxes are owned and controlled by customers, who are responsible for ensuring that posts are neat and adequate in strength and size. Heavy metal posts, concrete posts, and miscellaneous items of farm equipment, such as milk cans filled with concrete, are examples of potentially dangerous supports. The ideal support is an assembly that bends or falls away when struck by a vehicle. Post or support designs may not represent effigies or caricatures that disparage or ridicule any person. Customers may attach the box to a fixed or movable arm. POM 632.5 specifies postal regulations regarding construction and placement of mailboxes and supports on motorized city, rural, and contract delivery service routes.

The Federal Highway Administration (FHWA) has determined that wooden mailbox supports no larger than 4 inches by 4 inches, or a 2-inch diameter standard steel or aluminum pipe, buried no more than 24 inches, should safely break away if struck by a vehicle. According to FHWA, the mailbox must also be securely attached to its post to prevent separation if struck. See Exhibits E (page 29) and F (page 30) for examples of mailbox mountings and supports suggested by the FHWA.

## Make Your Mailbox Green — Rightsize Your Mailbox

There are many items to consider when selecting your curbside mail receptacle. Your mailbox is where your Postal Service carrier places your mail at the time of delivery, but what about your packages?

A mail receptacle that can accommodate small packages will protect them from inclement weather and offer a safe haven for packages that may otherwise be left at your doorstep.

A mail receptacle large enough for larger packages to be placed inside can also be a convenient area for your carrier to pick up your outgoing packages through the USPS free Carrier Pickup™ program. By saving a trip to the Post Office, you conserve gasoline, save time, and help the environment.

## Curbside Mailboxes Approved by the Postmaster General

### USPS-STD-7B (Supersedes all previously published lists of approved manufacturers)

Address Art  
PO Box 90018  
Indianapolis, IN 46290-0018

[www.addressart.com](http://www.addressart.com)

Applicables 1 (Accessory)  
Applicables 2 (Accessory)  
Applicables 3 (Accessory)  
Applicables/Purdue (Accessory)

Applicables/IU (Accessory)  
Applicables/US Flag (Accessory)  
Applicables/Seasonal

Alpha Products  
5570 West 70<sup>th</sup> Pl.  
Chicago, IL 60638-5326  
[www.alphaproductsinc.com](http://www.alphaproductsinc.com)  
MV1215 (Locking)

American Postal Manufacturing  
500 W. Oklahoma Ave.  
Milwaukee, WI 53207-2649  
[www.mailproducts.com](http://www.mailproducts.com)  
1812 (Contemporary)  
N1926045 (Contemporary)

Architectural Mailboxes  
20741 Manhattan Pl.  
Torrance, CA 90501-1829  
[www.architecturalmailboxes.com](http://www.architecturalmailboxes.com)  
5100 (Locking)  
5500 (Contemporary)  
6200 — (Locking)  
7500 — (Contemporary)

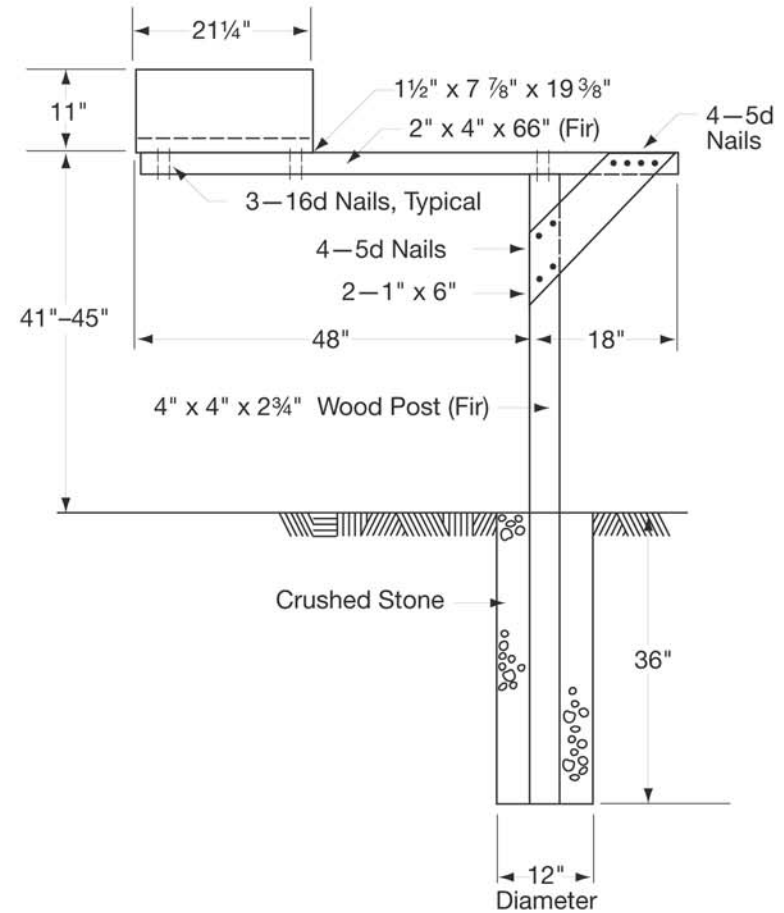
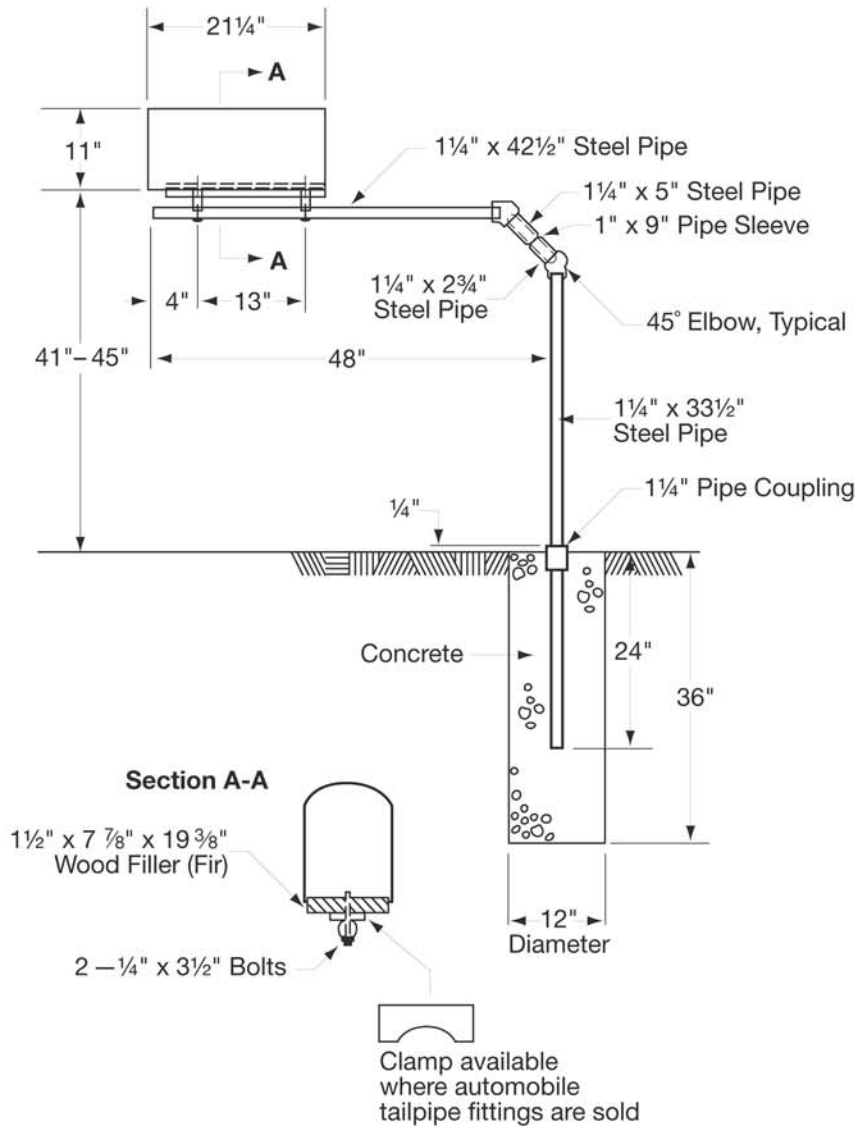
Armadillo Enclosures  
PO Box 462199  
Escondido, CA 92046-2199  
[www.armadillomailbox.com](http://www.armadillomailbox.com)  
1000F (Traditional)  
1000R (Locking)

Bobi Company  
32 Hillcrest Ave.  
Collingswood, NJ 08108-1315  
[www.bobi.com](http://www.bobi.com)  
BO37000A (Locking)  
BO39000A (Locking)  
BO22000 (Locking)  
BO25000 (Locking)  
BO55000 (Locking)

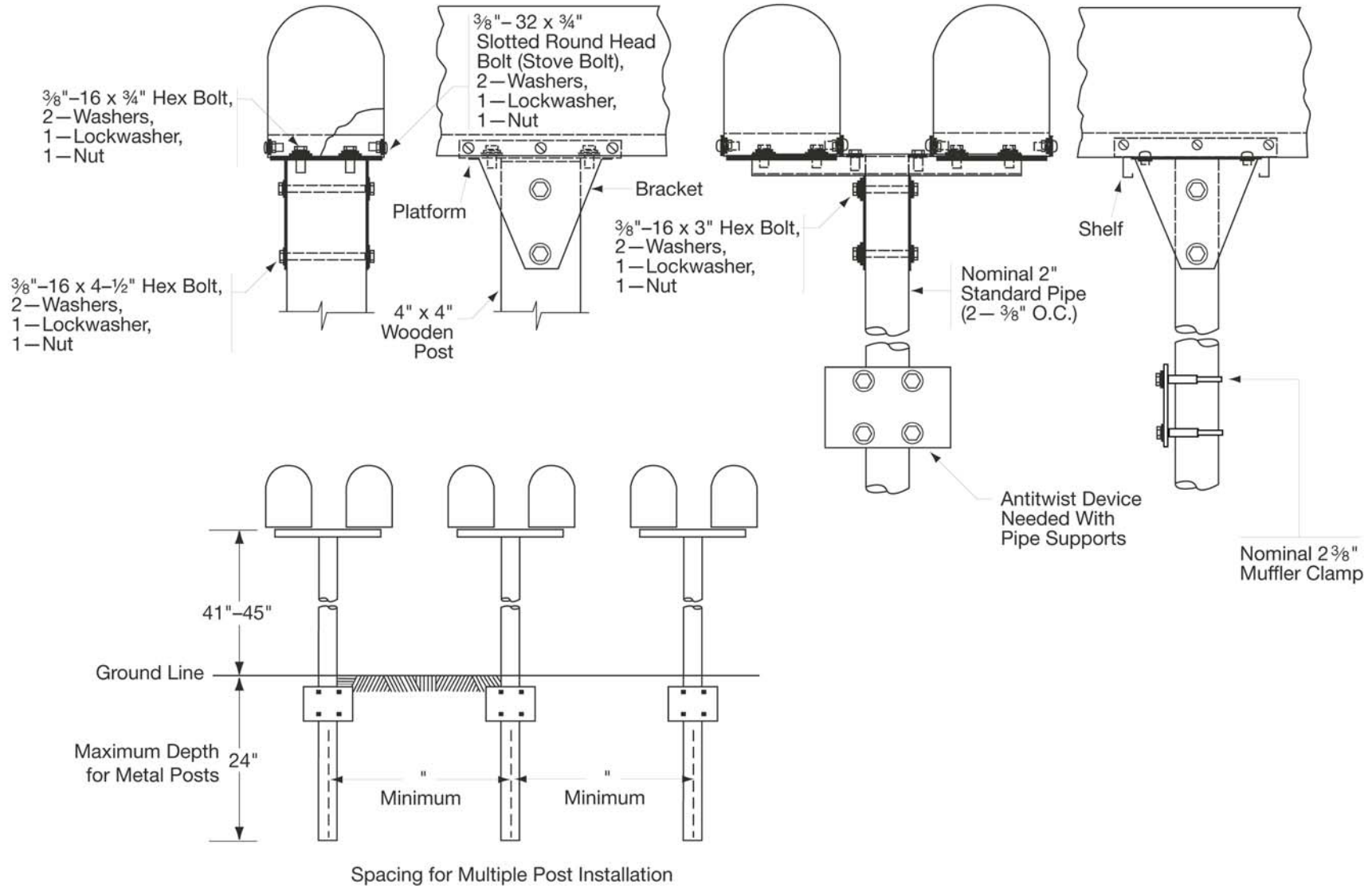
Brandon Industries  
1601 Wilmeth Rd.  
McKinney, TX 75069-8250  
[www.brandonindustries.com](http://www.brandonindustries.com)  
M1 (Contemporary)  
M2 (Contemporary)  
M3 (Contemporary)  
M4 (Contemporary)  
M5 (Contemporary)

Brightlight Solutions  
201 S.W. 25th Ave.  
Cape Coral, FL 33991-1236  
[www.brightlightsolutions.net](http://www.brightlightsolutions.net)  
1000 (Contemporary)

**Exhibit E  
Cantilever Mailbox Supports**



**Exhibit F**  
**Single and Double Mailbox Installations**



## Delivery (continued)

Crown Expressions  
2014 Oak Grove Rd.  
Atlanta, GA 30345-3843

[www.crownexpressions.com](http://www.crownexpressions.com)

BA12 (Accessory)

BA12 (It's a Beautiful World)

BA12 (Be My Valentine)

BA12 (Season Greetings)

BA12 (Have a Beautiful Day)

BA12 (It's a Boy)

BA12 (It's a Girl)

Davis Tool  
215 S.W. Wood St.  
Hillsboro, OR 97123-5627

[www.lockingmailbox.com](http://www.lockingmailbox.com)

1022-X (Locking)

1025-X (Locking)

1123-X (Locking)

1125-X (Locking)

Dvault Company, Inc.  
9457 S. University Blvd. Ste. 280  
Littleton, CO 80126-4976

[www.dvault.com](http://www.dvault.com)

DVCS0015 (Locking)

DVU0050 (Locking)

Energy Technology Labs  
2351 Tenaya Dr.  
Modesto, CA 95354-3925

[www.energytechlabs.com](http://www.energytechlabs.com)

Secure Mail Vault (Locking)

Epoch Design  
17617 N.E. 65 St., Ste. 2  
Redmond, WA 98052-4979

[www.epochbydesign.com](http://www.epochbydesign.com)

Mail Boss-7104 (Locking)

Estes Design and Manufacturing  
470 S Mitthoeffer Rd.  
Indianapolis, IN 46229-3058

[www.estesdesigns.com](http://www.estesdesigns.com)

EPS2640437 (Contemporary)

EPS2640319 (Contemporary)

Euroasia products  
3956 Town Center Blvd. #166  
Orlando, FL 32837-6103

[www.euroasiaproducts.com](http://www.euroasiaproducts.com)

UWWRX060401 (Contemporary)

UBBDX060403 (Contemporary)

UBBXX060404 (Contemporary)

USBXX060407 (Contemporary)

Flexible Composites Company  
2629 Mount Jordan Rd.  
Sandy, UT 84092-3357

[www.flexiblecomposites.com](http://www.flexiblecomposites.com)

CMB-001 (Traditional)

**Florence Manufacturing Company**

**5935 Corporate Dr.**

**Manhattan, KS 66503-9675**

**[www.florencemailboxes.com](http://www.florencemailboxes.com)**

**MB2000 (Locking)**

Florida Aluminum Products  
359 Douglas Rd.  
Oldsmar, FL 34677-2973

[www.creativemailboxdesigns.com](http://www.creativemailboxdesigns.com)

ME (Contemporary)

Fort Knox Mailbox of Oregon  
1196 Ort Lane Unit E  
Merlin, OR 97532-8802

[www.fortknoxmailbox.com](http://www.fortknoxmailbox.com)

Large Standard Mailbox (Locking)

The Fortress (Locking)

Fuoriserie Imports  
61 Pearl St., Ste. 503  
Brooklyn, NY 11201-8344

[www.ecco-products.com](http://www.ecco-products.com)

ECCO 3 (Traditional)

Gaines Manufacturing  
12200 Cirkham Rd.  
Poway, CA 92064-6806

[www.gainesmfg.com](http://www.gainesmfg.com)

Keystone (Contemporary)

MB-950BSN Seville (Traditional)

MB-550 Georgian (Traditional)

MB-158 Tuscany (Traditional)

MB-950BRBC Seville (Traditional)

MB-170 Mainstreet (Traditional)

MB-541 Northpointe (Traditional)

MB-970AB Westminster (Traditional)

MB-950WBC Seville (Traditional)

MB-370 Ventura (Traditional)

MB-320 Hamilton (Traditional)

MB-801 Ironsides (Traditional)

MB-384BC Alta Vista (Traditional)

MB-386C Monterey (Traditional)

MB-388B Hillcrest (Traditional)

MB-382T Fremont (Traditional)

MB-386OBR Monterey (Traditional)

MB-380B Sierra (Traditional)

MB-981B Reliant (Locking)

Imperial Mailbox Systems  
3901 Norris Ln.  
Millbrook, AL 36054-2433  
[www.imperialmailboxsystems.com](http://www.imperialmailboxsystems.com)

001-01 (Contemporary)  
001-04 (Contemporary)  
001-06 (Contemporary)  
001-07 (Contemporary)  
001-08 (Contemporary)  
001-09 (Contemporary)  
002-00 (Contemporary)

Jamestown Advanced Products, Inc.  
2855 Girls Rd.  
Jamestown, NY 14701-9666  
[www.jamestownadvanced.com](http://www.jamestownadvanced.com)

56 (Traditional)  
49 (Traditional)  
54 (Traditional)  
23 (Traditional)

Janzer  
9 Chelton Way  
Trenton, NJ 08638-5000  
[www.janzer.com](http://www.janzer.com)  
StoneyBrae (Traditional)

Kaps  
6357 Myrtle Grove Rd.  
Wilmington, NC 28409-4526  
[www.quickreachtray.com](http://www.quickreachtray.com)  
910-395-2254  
1981 (Small Mailbox Tray Accessory)  
1982 (Medium Mailbox Tray Accessory)  
1983 (Large Mailbox Tray Accessory)

Kay Jay Novelties  
PO Box 96  
Naselle, WA 98638-3780  
[kayjay@wwest.net](mailto:kayjay@wwest.net)  
FF0100 (Accessory)

Letter Locker  
21483 Waalewaale Rd.  
Apple Valley, CA 92307-1025  
[www.LetterLocker.com](http://www.LetterLocker.com)  
Supreme Letter Locker (Locking)  
Standard Letter Locker (Locking)

Mailcase  
6163 South 700 West  
Murray, UT 84123-6813  
801-859-2679  
92107 (Locking)

Mackenzie-Childs LLC  
3260 State Rd. 90  
Aurora, NY 13026-8704  
[www.mackenzie-childs.com](http://www.mackenzie-childs.com)  
1000 (Contemporary)

Mackenzie Enterprise LLC  
12391 Broy St.  
Marcellus, MI 49067-9745  
[www.themailsig.com](http://www.themailsig.com)  
20408 OS (Accessory)  
20408 ST (Accessory)

Mail Systems NW  
12365 S.W. Tooze Rd.  
Sherwood, OR 97140-7205  
<http://www.mailsystems.com>

Belaire 14 (Locking)  
Belaire 16 (Locking)  
Belaire BR16 (Locking)  
Belaire 20 (Locking)  
Senator 16 (Locking)  
Senator 18 (Locking)  
Senator 24 (Locking)  
Senator XL (Locking)

Mailbox Solutions  
10965 S.W. Commerce Circle, Ste. F  
Wilsonville, OR 97070-9629  
[www.MBXS.com](http://www.MBXS.com)  
SteelHead (Locking)  
Columbia (Locking)

Postal Vault  
4620 Royal Ln.  
Dallas, TX 75229-4203  
[www.postalvault.com](http://www.postalvault.com)  
PV101 (Locking)  
PV201 (Locking)  
PV300 (Locking)  
PV400 (Locking)

Salsbury Industries  
1010 East 62<sup>nd</sup> St.  
Los Angeles, CA 90001-1598  
[www.mailboxes.com](http://www.mailboxes.com)  
4850 (Contemporary)  
4855 (Contemporary)  
4325 (Locking)  
4350 (Locking)  
4375 (Locking)  
4550 (Locking)

Security Manufacturing  
815 S. Main St.  
Grapevine, TX 76051-5535  
[www.securitymanufacturing.com](http://www.securitymanufacturing.com)  
Trailmaster (Locking)

Solar Group  
107 Fellowship Rd.  
PO Box 525  
Taylorsville, MS 39168-0525  
[www.thesolargroup.com](http://www.thesolargroup.com)  
ST-10 (Traditional)  
ST-15 (Traditional)

E-16 (Traditional)  
 ST-20 (Traditional)  
 ST-11 (Traditional)  
 ES15 Estate (Traditional)  
 ST-16 (Traditional)  
 PL-10 (Traditional)  
 CENTURY 2000 (Contemporary)  
 CL-1 (Contemporary)  
 E-11 (Contemporary)  
 RSK (Locking)  
 A15 (Contemporary)  
 Gentry (Contemporary)  
 PED (Locking)  
 MB-950BSN Seville (Traditional)  
 MB-550 Georgian (Traditional)  
 MB-158 Tuscany (Traditional)  
 MB-950BRBC Seville (Traditional)  
 MB-170 Mainstreet (Traditional)  
 MB-541 Northpointe (Traditional)  
 MB-970AB Westminster (Traditional)  
 MB-950WBC Seville (Traditional)  
 MB-370 Ventura (Traditional)  
 MB-320 Hamilton (Traditional)  
 MB-801 Ironsides (Traditional)  
 MB-384BC Alta Vista (Traditional)  
 MB-386C Monterey (Traditional)  
 MB-388B Hillcrest (Traditional)  
 MB-382T Fremont (Traditional)  
 MB-386OBR Monterey (Traditional)  
 MB-380B Sierra (Traditional)  
 MB-981B Reliant (Locking)  
 Spring City Electrical Manufacturing Company  
 PO Box 19  
 Spring City, PA 19475-0019  
[www.springcity.com](http://www.springcity.com)  
 Estate (Contemporary)  
 Step 2  
 PO Box 2412  
 Streetsboro, OH 44241-0412  
[www.step2.com](http://www.step2.com)  
 5402 (Contemporary)  
 5452 (Contemporary)  
 5317 (Locking)  
 5605 MailMinder (Accessory)  
 Veeders Mailbox  
 10050 Montgomery Rd. #324  
 Cincinnati, OH 45242-5322  
[www.veedersmailbox.com](http://www.veedersmailbox.com)  
 LGVMB-G (Traditional)  
 LGVMB-SS (Traditional)  
 SMVMB-B (Traditional)  
 SMVMB-SS (Traditional)

Whitehall Products  
 8786 Water St.  
 Montague, MI 49431-1204  
[www.whitehallproducts.com](http://www.whitehallproducts.com)  
 Whitehall (Contemporary)  
 Capitol (Contemporary)  
 Y'All Got Mail  
 3088 Ragsdale Dr.  
 Milan, TN 38358-3420  
[yallgotmail@charter.net](mailto:yallgotmail@charter.net)  
 Y'All Got Mail (Accessory)

### Cluster Box Units and All-Weather Parcel Lockers

During Mailbox Improvement Week, postmasters and managers or their designees must review all cluster box units (CBUs), neighborhood delivery and collection box units (NDCBUs), and outdoor parcel lockers (OPLs) in their delivery areas to identify any hazards or irregularities, and they must record the results of the review.

**Note:** NDCBUs are not approved for use in new delivery or as replacement units for existing NDCBUs — even when privately purchased. Postal Service officials must not install Arrow locks in new NDCBUs or initiate delivery to NDCBU units installed as replacements.

Upon completing the reviews, keep a copy in your local office and send consolidated copies to the designated growth coordinator for each district. Use PS Form 8143, *Equipment Checklist and Followup Review*, in conducting and recording the reviews. PS Form 8143 is available in this *Postal Bulletin* (see Exhibit G on page 56). PS Form 8143 is also available on the PolicyNet website at <http://blue.usps.gov/cpim/>; click on *Forms*. Employees conducting the reviews must complete PS Form 1624, *Delivery/Collection Equipment Work Request*, for any equipment that poses a safety hazard to postal customers or employees. You can order PS Form 1624 from the MDC using touch-tone order entry (see page 26 for MDC ordering instructions), or download it from the PolicyNet website at <http://blue.usps.gov/cpim/>. Ordering information for PS Form 1624 is as follows:

<b>PSIN:</b>	PS1624
<b>PSN:</b>	7530-01-000-9392
<b>Unit of Issue:</b>	SE
<b>Quick Pick Number:</b>	N/A
<b>Bulk Pack Quantity:</b>	10,000
<b>Minimum Order:</b>	100
<b>Price:</b>	\$0.0302

### Equipment Review Procedure

Employees must use the CBU and parcel locker equipment checklist and followup review procedure when examining the condition of CBUs, NDCBUs, and OPLs. You must: