

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.

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 or call National Materials Customer Service at 800-332-0317, option 4.

Ordering Information

Use the following information to order Notice 209:

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

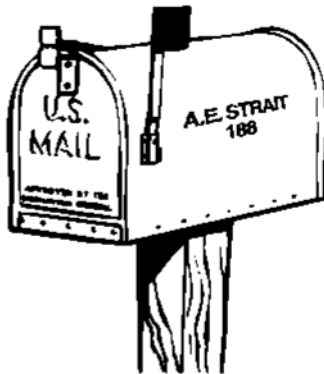
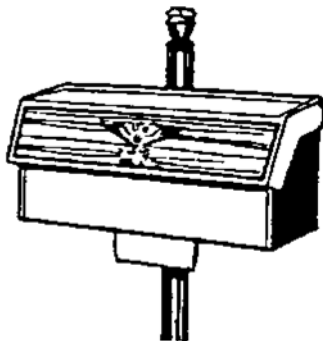


Exhibit B



Exhibit C

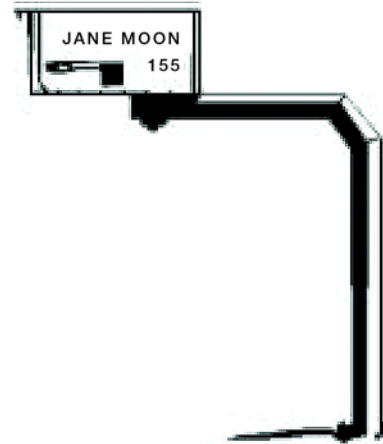


Motorized city, rural, and contract delivery service route customers should be encouraged, but not required, to group mailboxes whenever practical, especially where many mailboxes are located at or near crossroads, service turnouts, or similar locations. Customers should also paint mailboxes and supports/posts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

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 70th Pl.
Chicago, IL 60638-5326
www.alphaproductsinc.com
MV1215 (Locking)

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

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

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

Bobi Company
32 Hillcrest Ave.
Collingswood, NJ 08108-1315
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
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
1000 (Contemporary)

Exhibit E
Cantilever Mailbox Supports

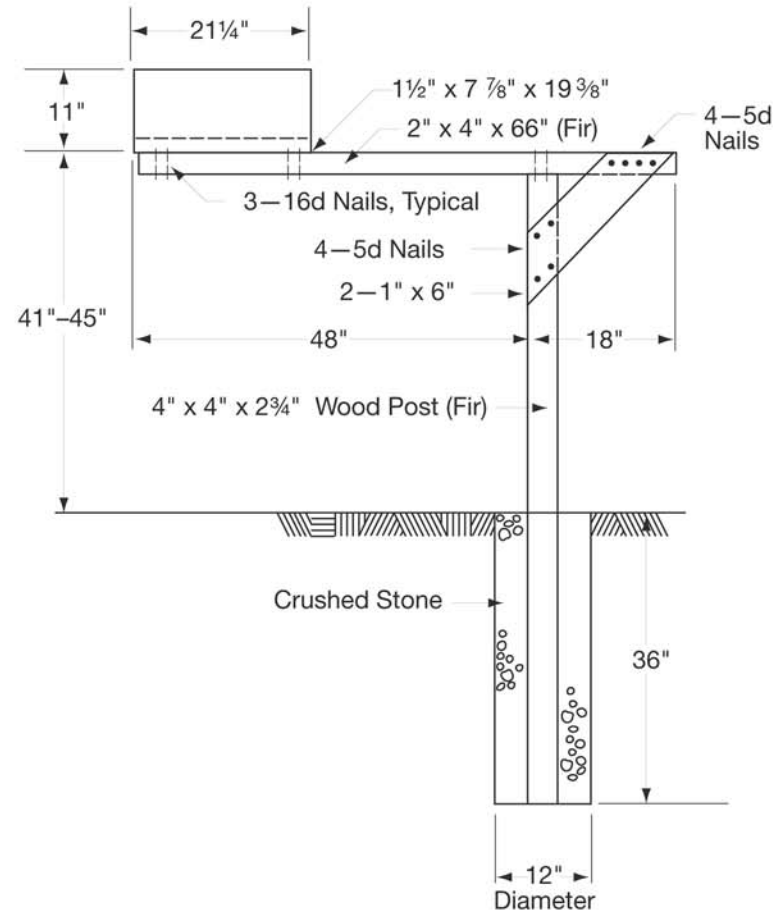
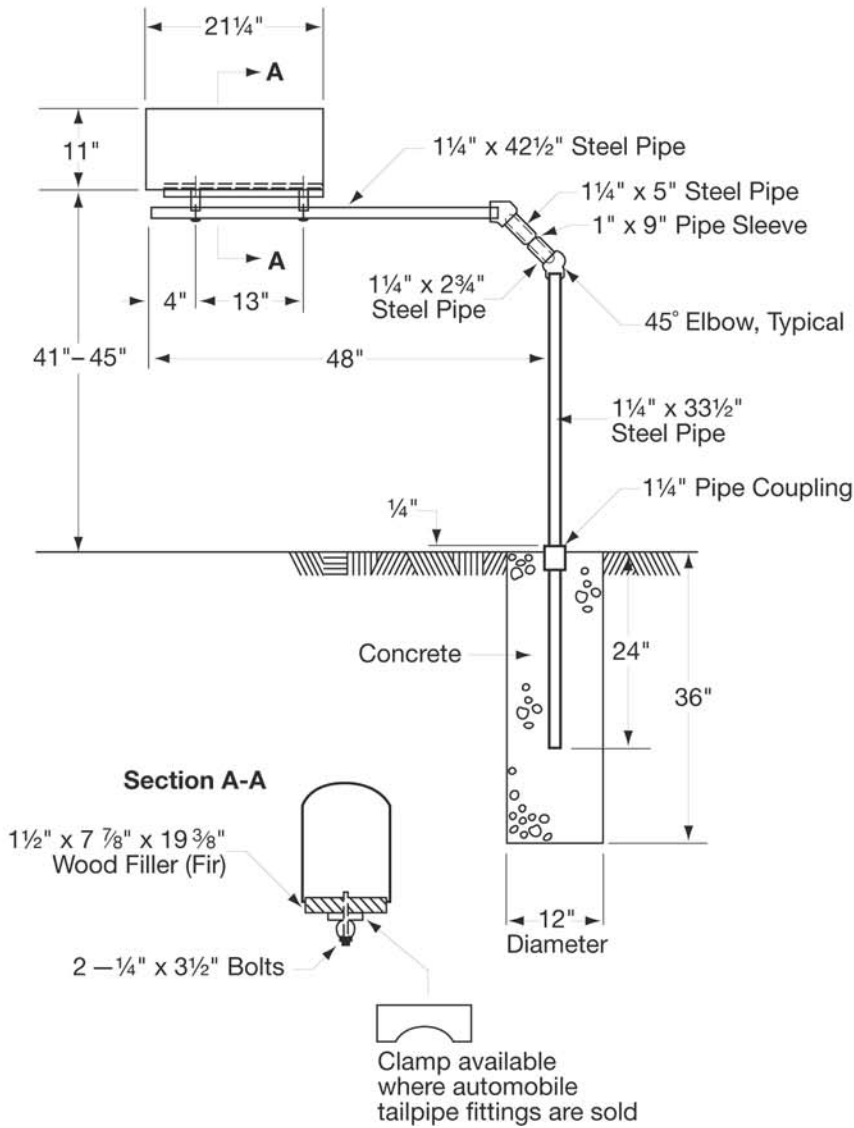
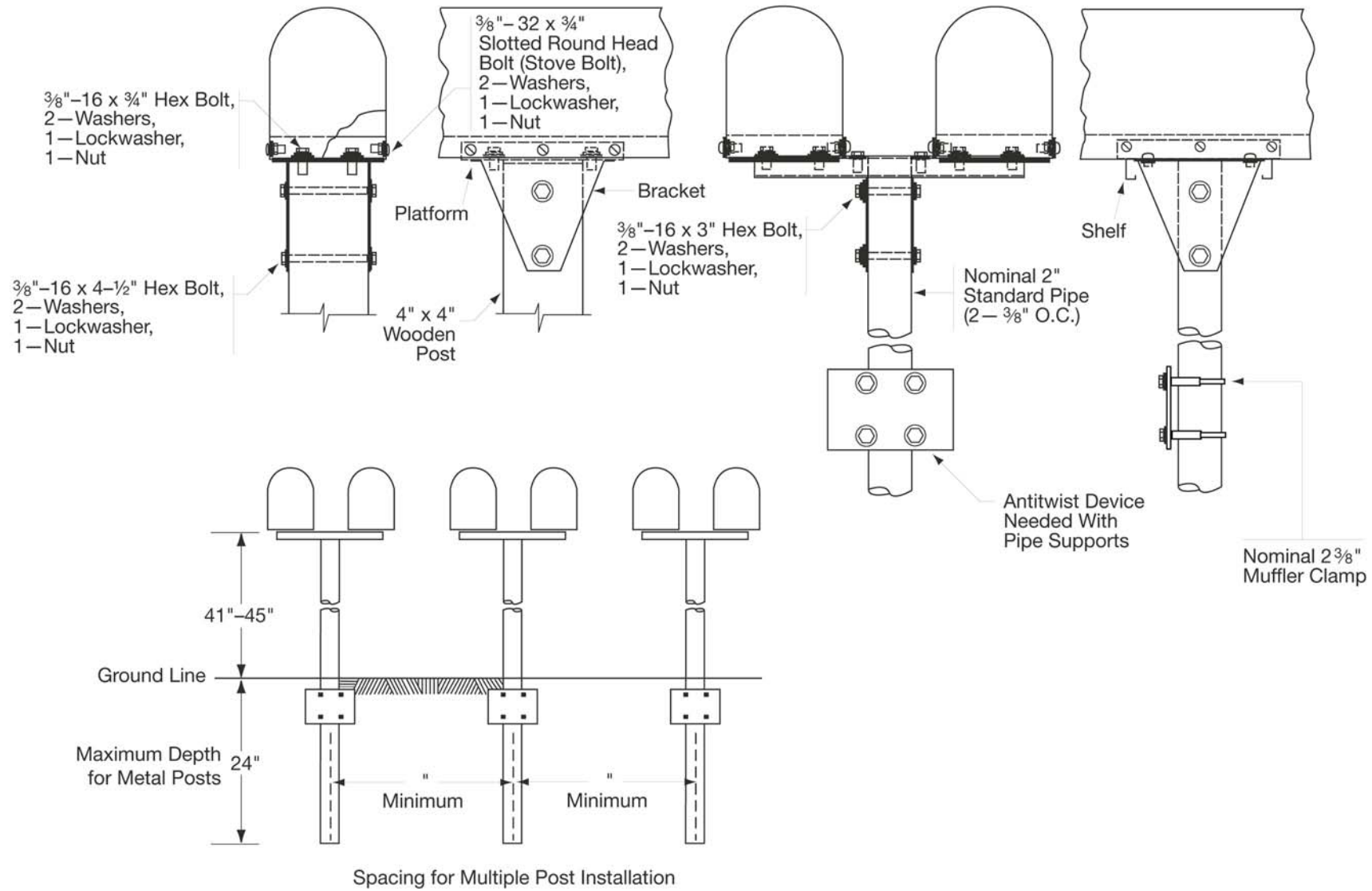


Exhibit F
Single and Double Mailbox Installations



Delivery (continued)

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

www.crownexpressions.com

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

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

DVCS0015 (Locking)

DVU0050 (Locking)

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

www.energytechlabs.com

Secure Mail Vault (Locking)

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

www.epochbydesign.com

Mail Boss-7104 (Locking)

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

www.estesdesigns.com

EPS2640437 (Contemporary)

EPS2640319 (Contemporary)

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

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

CMB-001 (Traditional)

Florence Manufacturing Company

5935 Corporate Dr.

Manhattan, KS 66503-9675

www.florencemailboxes.com

MB2000 (Locking)

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

www.creativemailboxdesigns.com

ME (Contemporary)

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

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

ECCO 3 (Traditional)

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

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

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

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

Janzer
9 Chelton Way
Trenton, NJ 08638-5000
www.janzer.com
StoneyBrae (Traditional)

Kaps
6357 Myrtle Grove Rd.
Wilmington, NC 28409-4526
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
FF0100 (Accessory)

Letter Locker
21483 Waalewaale Rd.
Apple Valley, CA 92307-1025
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
1000 (Contemporary)

Mackenzie Enterprise LLC
12391 Broy St.
Marcellus, MI 49067-9745
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
SteelHead (Locking)
Columbia (Locking)

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

Salsbury Industries
1010 East 62nd St.
Los Angeles, CA 90001-1598
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
Trailmaster (Locking)

Solar Group
107 Fellowship Rd.
PO Box 525
Taylorsville, MS 39168-0525
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
 Estate (Contemporary)

Step 2
 PO Box 2412
 Streetsboro, OH 44241-0412
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
 LGVMB-G (Traditional)
 LGVMB-SS (Traditional)
 SMVMB-B (Traditional)
 SMVMB-SS (Traditional)

Whitehall Products
 8786 Water St.
 Montague, MI 49431-1204
www.whitehallproducts.com
 Whitehall (Contemporary)
 Capitol (Contemporary)

Y'All Got Mail
 3088 Ragsdale Dr.
 Milan, TN 38358-3420
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:

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

1. List the 5-digit, USPS-marked postal ID number of the unit. This is usually visible on the front or side of the body or pedestal. If a postal ID number is not available, list the unit location, equipment type, and manufacturer in the left-hand column. If you are able to access the back of the unit, list the unit's vendor-supplied serial number. You *must* distinguish the type listed as an NDCBU or CBU.
2. Assign each checklist item one of the following ratings:
 - a. OK — Equipment does not need attention for this item.
 - b. X — Equipment needs attention for this item.
 - c. NA — Item does not apply to this particular piece of equipment.
3. When examining the equipment, use the instructions below to complete PS Form 8143:
 - a. Check equipment. All delivery and collection equipment should be straight, vertical, and firmly mounted. For safety concerns, please ensure that customer compartments are facing **away** from the street (refer to the safety note below) or are oriented such that safe collection and delivery of the mail may occur. Visually verify that four bolts/nuts are firmly in place securing the pedestal to the concrete pad and to the delivery equipment. Apply hand pressure to the top edge of the unit from the front side. While the unit may flex under the load, verify that the pedestal stays firmly mounted to the concrete and that the unit does not separate from the pedestal.

Note: For safety concerns, ensure that customer compartments are located such that customers do not have to stand in the street to access their mail or that letter carriers do not have to stand in the street to deliver mail. Consider all factors of equipment location including setbacks from streets that may allow customer compartments to face the road, but be of such a distance so as not to affect the safe delivery and collection of mail.
 - b. Check visible welds. Make note of cracked, broken, or rusted welds. For NDCBUs and OPLs only, tap the pedestal with a lightweight hammer, especially along the seams, to check for corrosion from the inside out or perforated corrosion.
 - c. For CBUs and NDCBUs, observe whether the carrier access door is locked and secure. Open it and observe whether it is bowed or warped and whether the door and locking bar operate smoothly. With the carrier access door open, check whether restraining devices prevent the

door from blowing closed. These devices, which may have to be set manually, should be serviceable.

- d. Ensure that the Arrow lock operates smoothly and easily and that the mounting hardware is tight. For NDCBUs, CBU parcel doors, and OPLs, the protective cover that shields the Arrow lock from customer tampering must be serviceable and firmly attached.
 - e. For OPLs, the cover that protects the Arrow lock from theft must be secured with the proper quantity of tamper-resistant screws.
 - f. Ensure that all customer access doors are present, closed, and locked with no visible damage or signs of forced entry. Check that customer door numbers are legible.
 - g. Ensure that the exterior surface of the unit is free from rust and graffiti.
 - h. Examine the unit. Check it for defects or damage and whether it reflects a proper Postal Service image.
 - i. Check whether the unit and any protecting structure appears watertight and in good repair. Check whether there are any noticeable watermarks inside the unit or any wet mail.
 - j. Note any other conditions that require attention. Also, look for signs of vandalism such as pry marks on doors and locks.
4. Record the results of the inspection on the checklist.
 5. Submit the completed PS Form 1624 for each unit reviewed to the maintenance office responsible for centralized delivery equipment installation or repair in the area.

Carriers must note equipment deficiencies and report them to the postmaster, supervisor, or designee. The postmaster or designee must then submit PS Form 1624 reporting the equipment defects. In addition, carriers should complete PS Form 1767, *Report of Hazard, Unsafe Condition, or Practice*, for items that pose an immediate threat to safety, such as an improperly secured or leaning NDCBU/CBU. You can order PS Form 1767 from the MDC using touch-tone ordering procedures (see page [26](#)). Ordering information for PS Form 1767 is as follows:

PSIN:	PS1767
PSN:	7530-01-000-9422
Unit of Issue:	SE
Quick Pick Number:	141
Bulk Pack Quantity:	1000
Minimum Order:	25
Price:	\$0.0615

The postmaster or supervisor must immediately notify by telephone the office responsible for repair of reported hazards. The postmaster or supervisor must follow up to ensure that the work is satisfactorily completed and documented. The office responsible for repair should use its local buying authority to accomplish the repairs.

In January of 1999, the Postal Service announced that NDCBUs cannot be installed for delivery of mail beginning in FY 2000. As previously stated, there are no waivers granted for this policy. Place all orders for CBUs and OPLs against the national contracts listed below. Use eBuy2 to place all orders.

For eBuy2 ordering instructions, go to the Postal Service Intranet at <http://blue.usps.gov>; and in the left-hand column, click *eBuy/eBuy2*. You may also call 800-USPS-HELP for additional help.

Cluster Box Units

USPS-B-1118G

Florence Manufacturing Company
5935 Corporate Dr.
Manhattan, KS 66503-9675
Telephone: 800-275-1747
785-323-4400
Fax: 800-275-5081 (toll-free)
785-323-4470
www.florencemailboxes.com

Unit is powder-coated aluminum.

Contract #1CDSEQ-05-B-3001 — Place orders through eBuy2.

Note: You must use eBuy2 to purchase supplies from this contract supplier.

Cluster Box Unit Accessories

Qualarc
11300 Trade Center Drive, Ste. A
Rancho Cordova CA 95742-6219
Telephone: 888-800-0153
Fax: 916-635-0228
www.qualarc.com

Decorative CBU Accessories:
Regency — 1201, Tall Pedestal Cover
Regency — 1202, Short Pedestal Cover
Regency — 1200, Top Cover
Regency — Flame & Ball, Top Cover Finials

Note: CBU accessories are optional equipment that is intended to enhance the aesthetic appearance of commercially purchased units.

Florence Manufacturing Company
5935 Corporate Dr.
Manhattan, KS 66503-9675
Telephone: 800-275-1747
785-323-4400
Fax: 800-275-5081 (toll-free)
785-323-4470
www.florencemailboxes.com

Decorative CBU Accessories
Vogue-VogueC1 Crown Molding Cap
Vogue-Vogue P114 Short Pedestal Cover
Vogue-Vogue P128 Tall Pedestal Cover

High Security Cluster Box Units

Florence Manufacturing Company
5935 Corporate Dr.
Manhattan, KS 66503-9675
Telephone: 800-275-1747
785-323-4400
Fax: 785-323-4470
800-275-5081 (toll-free)
www.florencemailboxes.com

Unit is powder-coated aluminum and stainless steel.

Contract #1CDSEQ-05-B-3001 — Place orders through eBuy2.

Note:

- 1) You must use eBuy2 to purchase supplies from this contract supplier.
- 2) Unit is anodized, painted aluminum. Pedestal is anodized, painted stainless steel.

Contract No. 1CDSEQ-05-B-3001, available on eBuy2.

Outdoor Parcel Locker (OPL)

USPS-B-1116B

Florence Manufacturing Company
5935 Corporate Dr.
Manhattan, KS 66503-9675
Telephone: 800-275-1747
785-323-4400
Fax: 800-275-5081 (toll-free)
785-323-4470
www.florencemailboxes.com

Contract #1CDSEQ-05-B-3001 — Place orders through eBuy2.

Note: You must use eBuy2 to purchase supplies from this contract supplier.

Replacement Pedestals — CBU, NDCBU, and OPL Universal

Florence Manufacturing Company
5935 Corporate Dr.
Manhattan, KS 66503-9675
Telephone: 800-275-1747
785-323-4400
Fax: 800-275-5081 (toll-free)
785-323-4470
www.florencemailboxes.com

NDCBU Universal Pedestal is anodized aluminum — does not fit Superior units

Replacement Pedestal — OPL

Replacement Pedestal — American Locker CBU

Replacement Pedestal — American Locker OPL

Contract #1CDSEQ-05-B-3001 — Place orders through eBuy2.

Note: You must use eBuy2 to purchase supplies from this contractor.

Wall-Mounted Centralized Mail Receptacles

USPS-STD-4C

USPS-STD-4C was fully implemented on October 6, 2006. All new multi-unit constructions with building permits submitted before October 6, 2006, retain the option of using apartment-style receptacles built to the specifications of USPS-STD-4B+.

All multi-unit construction with building plans submitted on October 6, 2006, or later are required to use wall-mounted mail receptacles built and approved to the specifications of USPS-STD-4C.

The receptacles offer:

- Improved compartment security.
- Customer-friendly compartment designs, which allow mail to be placed flat into the compartment.
- Increased ease of use for carriers
- Larger customer compartment capacity for small parcels and rolls (SPRs), small parcels, and large volumes of mail.
- One parcel locker for every 10 customer compartment ratios for installations with 10 customer compartments or more.
- Secure outgoing mail compartments.

The use of USPS-STD-4C boxes is primarily intended for new construction and not as a means of retrofitting existing complexes. However, buildings undergoing significant renovations or rehabilitations may be required to convert to wall-mounted receptacles that are USPS-STD-4C compliant. If these renovations include significant structural changes and present an opportunity for more complete makeovers, the builders should include 4C receptacles. Buildings that are simply remodeling or changing the outward/surface appearance of the lobby are *not* considered examples of renovations that would trigger the use of 4C receptacles.

If you have additional questions, contact your area or district growth coordinators for further information, or send an e-mail to www.wallmountedreceptacles@usps.gov.

Approved Manufacturers

USPS-STD-4C

2BGlobal
16 Technology Dr., Ste. 172
Irvine, CA 92618-2328
Telephone: 800-650-2606
949-502-3778
Fax: 949-502-3772
www.2B-Globalmailboxes.com
Front Loader Designs
1 & 2 High Customer Compartments

Florence Manufacturing Company

5935 Corporate Dr.
Manhattan, KS 66503-9675
Telephone: 800-275-1747
785-323-4400

Fax: 800-275-5081 (toll-free)
785-323-4470

www.florencemailboxes.com

Front Loader Designs

Rear Loader Designs

1, 2, 3, & 4 High Customer Compartments

Jensen Mailboxes
105 Steel Craft Dr.
Hartford, WI 53027-1631
Telephone: 877-597-5671
Fax: 800-991-6121
www.jensenmailboxes.com

Front Loader Designs
1 & 2 High Customer Compartments

Postal Products Unlimited
500 West Oklahoma Ave.
Milwaukee, WI 53207-2649
Telephone: 800-229-4500
www.mailproducts.com

Front Loader Designs
1 High Customer Compartments

Salsbury Industries
1010 E. 62nd St.
Los Angeles, CA 90001-1598
Telephone: 800-624-5269
Fax: 800-624-5299
www.mailboxes.com
Front Loader Designs
Rear Loader Designs
1, 2, 3, & 4 High Customer Compartments

Security Manufacturing Corp.
815 South Main St.
Grapevine, TX 76051-5535
Telephone: 800-762-6937
817-329-1600
Fax: 817-481-3993
www.securitymanufacturing.com

Front Loader Designs
1 High Customer Compartments

Apartment House Mail Receptacles — Horizontal and Vertical

Note: The Postal Service has revised USPS-STD-4B. The new standard is USPS-STD-4C.

For replacement of existing equipment, security enhanced versions of both horizontal and vertical boxes are now available. They are referred to as “USPS-STD-4B+” boxes and are designed to fit cleanly into buildings with old USPS-STD-4B boxes.

USPS-STD-4B+ boxes are approved for Postal Service mail delivery for existing indoor installations or existing protected outdoor locations. However, the Postal Service does not approve the purchase of this equipment for new installations and will not install Arrow locks in any such equipment. You may only order *replacement* parts for Postal Service-owned equipment that was installed in the past.

Approved Manufacturers

USPS-STD-4B+

American Device Manufacturing

5935 Corporate Dr.

Manhattan, KS 66503-9675

Telephone: 800-275-1747

785-323-4400

Fax: 800-275-5081 (toll-free)

785-323-4470

www.florencemailboxes.com

Horizontal units only

American Eagle Mailboxes

3017 Wheelock St.

Dallas, TX 75220-2944

Telephone: 800-488-4810

214-358-5544

Fax: 214-358-2261

www.americaneaglemailbox.com

Horizontal units only

Bommer Industries, Inc.

PO Box 187

Landrum, SC 29356-0187

Telephone: 800-334-1654

864-457-3301

Fax: 864-457-5370

www.bommer.com

Florence Manufacturing Company

5935 Corporate Dr.

Manhattan, KS 66503-9675

Telephone: 800-275-1747

785-323-4400

Fax: 800-275-5081 (toll-free)

785-323-4470

www.florencemailboxes.com

Jensen Mailboxes

105 Steel Craft Dr.

Hartford, WI 53027-1631

Telephone: 877-597-5671

Fax: 800-991-6121

www.jensenmailboxes.com

Horizontal units only

Salsbury Industries

1010 E. 62nd St.

Los Angeles, CA 90001-1598

Telephone: 800-624-5269

Fax: 800-624-5299

www.mailboxes.com

Security Manufacturing Corp.

815 S. Main St.

Grapevine, TX 76051-5535

Telephone: 800-762-6937

817-329-1600

Fax: 817-481-3993

www.securitymanufacturing.com

Locks

PSIN O910A & B, O910HS (per USPS-L-1172D), O913A through K cams, O306P1 (per USPS-L-1294B), O306A1 and A2, O306B and D, O308 (per USPS-K-852H)

CompX Security Products*

200 Old Mill Rd.

PO Box 200

Mauldin, SC 29662-0200

www.compx.com

*Formerly National Cabinet Lock

Contact: Larry Springate

Telephone: 864-286-1696

Fax: 864-286-1698

Contract No. 1CDSEQ-06-B-0012

Note:

1) In accordance with Helping Hand Issue #23, return all nonfunctioning Post Office box locks (PSIN O306B, O306D, O308, O306A1 and O306A2) and excess keys, and Rev. E CBU Parcel Locker Locks (PSIN O306P, see MMO-123-06 and *Postal Bulletin* 22204 (4-12-07, pages 93-94), reorder using PSIN O306P1), to CompX at the address shown below. This should now include Armor Safe Corporation (ASC) and Royal (RL) Post Office box locks needing replacement keys, which were previously returned to the Mail Equipment Shop.

Lock Refurb Program

CompX Security Products

PO Box 200

Mauldin, SC 29662-0200

2) The preferred method to order locks is from eBay2, Supplier — MDIMSCAT, which is the Topeka Material Distribution Center. Use the following information to order locks:

Material Distribution Center

Attn. Supply Requisitions

500 S.W. Gary Ormsby Dr.

Topeka, KS 66624-9702

e-mail: mdc.customerservice@usps.gov

TTOE: 800-273-1509

Option 1, followed by option 2

Licensing

USPS licenses two products of USPS-approved delivery and collection equipment for sale to customers other than USPS itself: a) customer compartment locks (O910A and B) used in centralized delivery equipment, and b) the CBU, which, when combined with the O910 lock, surpasses a required security level. Commercial manufacturers who wish

to become licensed suppliers of either the O910 lock (USPS-L-1172D) or the CBU (USPS-B-1118G) should contact the following office for application procedures.

USPS Licensing Contact

Delivery Team Licensing
PO Box 27496
Greensboro, NC 27498-0001

Current O910 Lock Licensee

CompX Security Products*
200 Old Mill Rd.
PO Box 200
Mauldin, SC 29662-0200
www.compX.com

*Formerly National Cabinet Lock
Telephone: 864-286-1696
Fax: 864-286-1698
License Number: 1CDSEQ-08-B-0011

Current CBU Licensee

Florence Manufacturing Company
5935 Corporate Dr.
Manhattan, KS 66503-9675
Telephone: 800-275-1747
785-323-4400
Fax: 800-275-5081 (toll-free)
785-323-4470
www.florencemailboxes.com

Unit is powder-coated aluminum in a choice of six colors: Sandstone, Black, Bronze, White, Green, and Postal Gray

License Number: 1CDSEQ-08-B-0012

Salsbury Industries
1010 E. 62nd St.
Los Angeles, CA 90001-1598
Telephone: 800-624-5269
Fax: 800-624-5299
www.mailboxes.com

Unit is powder-coated aluminum in a choice of five colors: Sandstone, Black, Bronze, White, and Green

License Number: 1CDSEQ-08-B-0026

State and Local Regulations

Some states have enacted laws that are more stringent and specific about the type of mailbox that may be used, the post or support that must be used to mount the mailbox, and the location of the delivery equipment. Regulations and recommendations published in this notice might not reflect appropriate requirements for your area. When providing guidance to the general public concerning mailbox placement and replacement, advise them not only of Postal Service regulations but also of any mailbox regulations that you know have been enacted by state or local authorities. Further information is available from the following:

American Association of State Highway
and Transportation Officials
444 N. Capitol St. N.W., Ste. 249
Washington, DC 20001-1512

Federal Highway Administration
Office of Highway Safety HHS-10
400 7th St. S.W.
Washington, DC 20590-0003

Publicity

Postmasters must give these guidelines and suggestions maximum local publicity. Consult your area Public Affairs and Communications representative for further guidance and assistance in publicizing Mailbox Improvement Week. The news release on page 55 is provided for postmasters to distribute to daily or weekly newspapers or broadcast stations in their delivery area to promote Mailbox Improvement Week. Retype the press release, double-spaced, on Postal Service letterhead. You may also find it helpful to alert the media to locations of particularly interesting mailboxes in your delivery area.

Responsibility

Motorized city, rural, and highway contract box delivery route carriers must cooperate to ensure the success of this endeavor, and later report the results to the postmaster. In addition, postmasters should use the most up-to-date list of manufacturers and mailbox suppliers when providing motorized city, rural, and highway contract box delivery route customers with information about the type of box to install.

— City Delivery,
Delivery and Post Office Operations, 5-6-10