

postal|bulletin

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Mailbox Improvement Week

May 15-21, 2016

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Cover Story

Delivery

Mailbox Improvement Week, May 15–21, 2016

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 15–21, calls attention to the need for providing mailboxes that are:

1. Approved by the Postmaster General.
2. Fully operational.
3. Designed to protect the mail from weather.
4. Safe to use.
5. Conveniently located.
6. 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 six important requirements help delivery and collection operations and improve service to the entire route. There are four approved styles of curbside mailboxes:

1. Traditional design (see Exhibit A1, page 4).
2. Traditional design–wide (see Exhibit A2, page 4).
3. Contemporary design (see Exhibit B, page 4).
4. Locked, full, or limited service.

USPS-STD-7C 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.

Notice 209 for Mailbox Improvement Week may be ordered through the U.S. Postal Service eBuy2 Ordering System under the MDC eBuy2 catalog or the Touch Tone Order Entry (TTOE) system.

The National Stock Number (NSN) to search under is 7610-03-000-9145 and the Postal Service Item Number (PSIN) is NOT209. If you already have a 10-digit access code

for Touch Tone Order Entry, please dial 800-273-1509 to place your order. If you do not already have an access code, dial 800-332-0317 to register for Touch Tone Order Entry.

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:	\$0.0260

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.

Note: Postmasters *do not have the authority* to approve mailbox systems such as USPS-STD-4C wall-mounted units or cluster box units (CBUs) that are not approved by the Postmaster General through the normal USPS® approval process.

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, page 4). 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 8–11.

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 email to wallmountedreceptacles@usps.gov.

Approved Manufacturers

USPS-STD-4C

2BGlobal

895 Dove St., Suite 300
Newport Beach, CA 92660
Telephone: 800-650-2606
949-502-3778

Fax: 949-502-3772

www.2B-Globalmailboxes.com

Front Loader Designs

1 & 2 High Customer Compartments

Largest Approved Double-Column Unit has 20 (1 High) Customer Boxes

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

Largest Approved Double-Column Unit has 20 (1 High) Customer Boxes

Jensen Mailboxes

30W021 Penny Ln.
Warrenville, IL 60555

www.jensenmailboxes.com

Front Loader Designs

1 & 2 High Customer Compartments

Largest Approved Double-Column Unit has 17 (1 High) Customer Boxes

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

Largest Approved Double-Column Unit has 20 (1 High) Customer Boxes

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

Largest Approved Double-Column Unit has 20 (1 High) Customer Boxes

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
Telephone: 800-488-4810
Fax: 800-570-0007

www.americaneaglemailbox.com

Horizontal units only

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

Telephone: 877-597-5671

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

Locks

PSIN O910A & B, O910HS (per USPS-L-1172D), O913A through K cams, O306P1 (per USPS-L-1294B), O306A1 and A2, O306B and D, 0308 (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 Springgate
Telephone: 864-286-1696
Fax: 864-286-1698

Contract No. 1CDSEQ-11-B-1005

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
3190 S. 70th St. Rm. 601
Philadelphia, PA 19153-9990

Current O910 Lock Licensees

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

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 Corporate Communications representative for further guidance and assistance in publicizing Mailbox Improvement Week. The news release on page 19 is provided for Postmasters to distribute to daily or weekly newspapers or broadcast stations in their delivery area to promote Mailbox Improvement Week. 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 contract delivery service 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 contract delivery service route customers with information about the type of box to install.

— *Delivery Programs Support,
Delivery Operations, 5-12-16*



FOR IMMEDIATE RELEASE
[Insert Date]

POSTAL NEWS

Contact: [Insert Your Name]
[Insert Your Phone Number]
Internet: www.usps.com

Mailbox Improvement Week Arrives in Time for Spring Cleaning

The U.S. Postal Service is asking all **[city name]** homeowners to inspect and repair their mailboxes during Mailbox Improvement Week, May 15–21, says Postmaster **[full name]**.

“Repairing suburban and rural mailboxes improves the appearance of our community and makes delivering and receiving mail safer for our carriers and customers,” **[last name]** says.

The Postal Service makes this annual request because of the wear and tear that occurs to mailboxes every year. “This is especially important after the effects of last winter,” **[he/she]** adds **[if applicable]**.

Some of the typical activities that may need to be done include:

- Replacing loose hinges on a mailbox door.
- Repainting a mailbox that may have rusted or started peeling.
- Remounting a mailbox post if loosened.
- Replacing or adding house numbers.

“If a homeowner plans to install a new mailbox or replace a worn one, he or she must use only Postal Service–approved traditional, contemporary or locking full/limited service mailboxes,” said **[last name]**. “Customers should be careful when purchasing curbside mail receptacles because the use of unapproved boxes is prohibited. Customers may use a custom-built mailbox, but they must consult with my office to ensure it conforms to guidelines applying to flag, size, strength and quality of construction.”

For more information on the use of names or numbers on mailboxes, or answers to any other questions, contact Postmaster **[full name]** at **[phone number]** or call your local Postmaster at **[phone number]**.

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