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postal|bulletin

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Mailbox Improvement Week

May 15-21, 2016

See page 3

UNITED STATES POSTAL SERVICE®

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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.

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.

Greener Mailboxes Lead to Greener Neighborhoods

Every mailbox appropriately constructed, installed, and in good physical condition allows the Postal Service to deliver the mail safely and efficiently, thus eliminating a trip to the Post Office for our customers, which saves fuel, thereby reducing carbon dioxide emissions.

However, the "greenest" form of mail delivery occurs where centralized mail delivery systems are located in neighborhoods that serve multiple residents from a single location.

Sometimes referred to as "clustered mailboxes" or "community mailboxes", these neighborhood mailbox centers provide the greatest amount of fuel savings and carbon emission reductions because of the built-in efficiency of less truck idle time due to the carrier's ability to deliver mail to multiple customers during a single stop.

When the Postal Service increases the use of centralized delivery for new and existing customers, the benefits to our environment are significant. We realize immediate fuel savings, reductions in carbon emissions, and "greener" neighborhoods everywhere across the country.

In addition to fostering a sense of community, centralized delivery provides the added benefits of secure equipment for mail and package delivery, outgoing mail collection, and reduced carbon emissions.

So, if you're establishing or extending centralized delivery in your area of operations, or as a customer, moving into or living in a neighborhood served through centralized mail delivery, know that you are also helping to improve your environment because your neighborhood is served using the greenest form of mail delivery.

Curbside Mailboxes Approved by the Postmaster General

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

Alpha Products
5570 West 70th Pl.
Bedford Park, IL 60638
www.alphaproductsinc.com
MV1215 (Locking)

American Postal Manufacturing
530 W. Oklahoma Ave., Suite 600
Milwaukee, WI 53207-2649
www.americanpostalmfg.com
1812 (Contemporary)
N1926045 (Contemporary)

Applicables (Mailbox Door Covers)
PO Box 90018
Indianapolis, IN 46290
www.applicables.com
Applicables/Collegiate (Accessory)
Applicables/High School (Accessory)
Applicables/Seasonal (Accessory)
Applicables/Military (Accessory)
Applicables/Patriotic (Accessory)

Architectural Mailboxes, LLC
123 W. Torrance Blvd., Suite 201
Redondo Beach, CA 90277
www.architecturalmailboxes.com
5100 (Locking)
5500 (Contemporary)
5592 (Contemporary)
6200 (Locking)
6300 (Locking)
6700 (Locking)
7500 (Contemporary)
7600 (Traditional)
8000 (Contemporary)
8900 (Contemporary)
950020 (Contemporary)

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

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-11-B-1004 — Place orders through eBuy2.

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

Cluster Box Unit Accessories

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-Vogue C1 Crown Molding Cap
Vogue-Vogue P114 Short Pedestal Cover
Vogue-Vogue P128 Tall Pedestal Cover
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.

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-11-B-1004 — 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-11-B-1004 — 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-11-B-1004 — 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 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.

Exhibit G

United States Postal Service

Equipment Checklist and Followup Review

Post Office, State, and ZIP + 4	Reviewer's Signature	Date

Unit Location, Type, and Manufacturer	Caption								
	Unit Stability *(a)*	Pedestal Welds *(b)*	Master Loading Door(s) *(c)*	Arrow Lock *(d)*	Customer Door/ Lock *(e)*	Exterior Surfaces *(f)*	Weather Resis-tance *(g)*	Unit Housing (If any) *(h)*	Other *(i)*

PS Form **8143,** April 1996

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

UNITED STATES POSTAL SERVICE®

POSTAL NEWS

FOR IMMEDIATE RELEASE
[Insert Date]

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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