

postal|bulletin

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Mailbox Improvement Week

May 15-21, 2016

See page 3



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)

CENTURY 2000 (Contemporary)
 CL-1 (Contemporary)
 E-11 (Contemporary)
 RSK (Locking)
 A15 (Contemporary)
 Gentry (Contemporary)
 PED (Locking)
 BC00 (Contemporary)
 VM Victorian (Contemporary)
 MB-950BSN Seville (Traditional)
 MB-550 Georgian (Traditional)
 MB-158 Tuscany (Traditional)
 MB-950 BRBC 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-505 (Traditional)
 MB-515 (Traditional)
 MB-981B Reliant (Locking)
 VM-000 B01 (Contemporary)

Spring City Electrical Manufacturing Company

One South Main St.
 Spring City, PA 19475-0019
www.springcity.com
 Estate (Contemporary)

Step 2

10010 Aurora-Hudson Rd.
 Streetsboro, OH 44241

www.step2.com

5401 (Contemporary)
 5402 (Contemporary)
 5452 (Contemporary)
 5317 (Locking)
 5209 (Contemporary)

Veeders Mailbox

9891 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 49437
www.whitehallproducts.com

Balmoral (Contemporary)
 Capitol (Contemporary)
 Chalet (Contemporary)
 Whitehall (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 17). PS Form 8143 is also available on the PolicyNet website at <http://blue.usps.gov/cpim/>; click *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 3 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:	6,000
Minimum Order:	100
Price:	\$0.0119

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.

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

Current CBU Licensees

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

Postal Products Unlimited, Inc.

500 West Oklahoma Ave.
Milwaukee, WI 53207-2649
Telephone: 800-229-4500
Fax: 800-570-0007

www.mailproducts.com

License Number: 1CDSEQ-10-B-0011

Premium Post Office 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

Place orders through eBuy2,
eBuy PPO-13AF or PPO-16AF.

Equipment Review Procedure

Employees must use the CBU and parcel locker equipment checklist and follow-up 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 two master doors 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 or theft must be serviceable and firmly attached.

- e. For OPLs, secure the cover that protects the Arrow lock from theft 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 3). 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:	\$0.0570

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.

Graffiti on mailboxes? There is a new special soy-based cleaner available through eBuy or the MDC identified as "Cleaner, Graffiti Remover, Collection Box" PSN: 7930-13-000-4764. Cost \$17.41 per 22 oz. bottle.

This product has proven successful in removing graffiti from collection boxes. While most effective on the most current collection boxes when treated as graffiti-resistant, this cleaner may still prove effective with any legacy equipment that has a good quality paint coating. For older collection boxes, test the product in an inconspicuous spot on the collection box to ensure it does not damage the current paint coating.

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.

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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