

## Outgoing Mail Procedures

- All departments should have outgoing mail prepared and ready for pick up at 11 a.m.
- Stamped and metered mail should be separated from unstamped mail and sorted into stacks of local, out-of-town, or out-of-country. Each stack should be banded and labeled accordingly.
- Postage paid mail should be separated from other mail and banded.
- Unstamped mail should be sorted according to local (298,308, or 309) and out-of-town, counted, stacked, and banded with flaps closed or sealed and labeled with the number of pieces and account number (**Use Mail Slip**). Oversized packages/parcels must be sealed before processing.
- The address label on oversized envelopes should indicate the desired class of mail and be sorted according to zip code and then banded and labeled with the number of pieces and account number. (Use Mail Slip)
- USC Aiken Campus mail should be enclosed in a standard campus mail envelope with the addressee's name, department, and the USCA box number on the front. Campus mail should be sorted and banded.
- Mail that is outgoing and hand-delivered to the mailroom after 1:00 p.m., after authorized collections have been made, may not be processed until the following day.
- Mail that is delivered to the mailroom for processing without being prepared properly will be returned to the department. This will delay processing mail until the next day. For repeat offenders, a reminder will be sent to the supervisor of the department.
- Mass-produced memos, news releases, reports, etc. should be delivered to the mailroom with specific instructions, i.e., all USCA employees, administrators only, faculty only, etc.
- The USC Aiken mail clerk will notify anyone receiving certified mail, express mail, or next-day mail upon its arrival. At this time the receiver will decide if it is to be delivered with the regular mail or if they would like to pick it up in person at the mailroom.

## Mail Schedule

The USC Aiken Mailroom operates within the department of Campus Auxiliary & Support Services, providing postal services including daily pick-up and delivery of all inter-campus and USPS mail. The mail clerk will pick up incoming US mail from the US Post Office at 8:00am Monday through Friday. The US Mail and the interdepartmental mail, which was collected the proceeding afternoon, will be sorted according to department, office and/or area and delivered to the designated drop centers in each building.

The morning delivery is controlled by the volume of incoming mail and the amount of time needed to complete the sorting process, however, it will usually be delivered between 10:00am and 11:00am. UPS and FEDEX packages are delivered and tracked to the department from which they were ordered and a signature is required upon delivery.

All outgoing mail should be accompanied with a departmental mailing slip. Each slip must have a department name, account/fund number, total number of pieces, mailing detail and preparers' signature.

## Drop Points & Schedule

Building	Collection Point
SAC	Student Activities Office
Children's Center	Front Desk
Library	Workroom
H&SS	Designated Mail Closet
B&E	Front Desk Downstairs
Etherredge Center	Administrative Assistant Area
Pickens Salley House	Administrative Assistant Area
Sciences Bldg	Room 201
Public Safety	Reception Area
Pacer Crossings	Office
Convocation Center	Athletic Reception Office
RPSEC	Administrative Assistant Area
Nursing Bldg	Administrative Assistant Area
Penland Bldg	Room 106 Closet
Educational Collaborative Bldg	

## Bulk Mail Procedures

The following procedures should be adhered to for ALL bulk rate mailings:

1. A copy of the mailing has to be sent to the mail clerk before being printed so that the US Post Office can verify and qualify the number of pieces and the rate.
2. The bulk mail stamp must be printed on the brochure or pamphlets. (No stickers)

3. After approval from the US Post Office is obtained the department is responsible for preparing the mail.
4. Call the mail clerk and give an estimated time of completion and delivery to the mailroom.
5. Deliver your properly prepared mailing to the mailroom. This should be done at least 48 hours (excluding weekends) prior to the date you want the material to be mailed.
6. All out-of-country mail must go first class. The US Post Office does not allow this mail to go bulk.
7. Third-Party Mailings: A request to use USC Aiken's mail permit must be made to **[Ray Bolen](#)** prior to submitting the job to an outside vendor to confirm funding.

## FedEx Mailing Procedures

### **Sending Packages**

All packages must be received by the Mailroom no later than 10:00 am to ensure a pick up for that day. Any packages received after that time may risk the chance of not being picked up until the next business day. Currently, there is a drop-off box located at Aiken Regional Medical Center with a scheduled daily pickup time of 5:00 pm in the event that a package cannot meet the Mailroom deadline. Packages that are being sent from the USC Aiken Mailroom must have all the proper paperwork completed before a pick-up can be arranged. Pick-up slips and envelopes may be obtained through the USC Aiken Mailroom.

Departments may **[go online here](#)** and easily create a label and pay with the campus Purchasing Card. Attach the label to your package and place it in your mail bin for pickup by the mailroom (11 a.m.) or hand deliver to the mailroom.

### **Receiving Packages**

For packages received after the normal morning mail run, the USC Aiken mail clerk will notify anyone receiving certified mail, express mail, or next-day mail upon its arrival. At this time the receiver will have the option for the package to be delivered with the next scheduled regular mail delivery or to pick it up in person at the mailroom.

For all packages using DPS/FedEx Overnight/FedEx Ground/DHL/USPS Packages must use the shipping address as:

650 Trolley Line Road  
Graniteville, SC 29829

Please ensure your name and department are included in the information being received by the mailroom.

## Shuttle Service

The authorized drop point for the Commuter Shuttle Service is the Technical Service Area of the Gregg-Graniteville Library. All materials should be packaged securely and labeled properly.

The shuttle service operates Monday-Friday for the Aiken campus. Items going out must be in the shuttle area by 9:00 a.m. Shuttle material delivered to USC Aiken campus will be picked up by 3:00 pm and delivered in the next scheduled morning mail run.