

InterDepartmental Mail

Interdepartmental mail consists of loose and/or enveloped memorandums and miscellaneous correspondence for distribution to the addressee. To provide proper distribution, this mail requires a full name and an "address" with a mail stop number.

Interdepartmental Envelopes

Interdepartmental envelopes are designed for re-use for in-house mailings. When using the interdepartmental envelope, care must be taken that all previous markings have been masked out. This insures proper handling and direction to the intended recipient. The current addressee must appear on the last line. Do not address between previous markings.

Change of Address

A change of your internal location must be acted upon promptly. When you learn of your new mail stop number, send a memo to the Mail Center at mail stop F400.

In addition to notifying the Mail Center, a department or individual should take the following steps to ensure continuous delivery of their mail.

- The Department of Telecommunications, mail stop F408, should also be notified in writing of any change in room or mail stop numbers to update the information for the on-line directory. An online change form is provided for your convenience. (place link here)
- Submit to Human Resources in Peoplesoft a job data update indicating all applicable fields. Computer generated mailing lists to employees are generated from information in the Human Resources database.
- Notify all internal correspondents of your new mail stop number. People who correspond with you generally do not stop to look up your location since they have your old address in their address books.
- Update and replace any existing stationery that contains your old location; envelopes, letterheads, and business cards.
- Notify all outside correspondents of your new street address and mail stop number so that you do not experience delays in receiving your mail.

Confidential Correspondence

Confidential matter is to be inserted into a clean, plain envelope, free of any previous markings and then sealed. This ensures against misdirection, mishandling or loss due to previous markings, or lack of proper security. To protect sensitive information you can mark the envelope "Personal & Confidential", or "To be opened by Addressee Only". Be sure that a name and container number appear as a return address.

Hazardous Materials

Chemicals and specimens cannot be sent intercampus, in letters or interdepartmental envelopes. Possible breakage presents a hazard to anyone handling these items.