

Mail Services on Campus

Revision Date 4/26/99

Introduction

This document provides guidelines and regulations for using the intercampus and intracampus mail system. It is divided into the following sections:

- Section I. Mailing Procedures for US Mail, Packages, and Intercampus and Intracampus Mail
- Section II. Requesting Mailing Lists and Labels
- Section III. Mail Security and Regulations
- Section IV. Addresses and Mail Stops for College Departments
- Section V. Mail Run Schedules

If you have any questions about this information, call Mail Services at 533-7459 (MS 1000).

SECTION I. MAILING PROCEDURES FOR US MAIL, PACKAGES, AND INTER/INTRACAMPUS MAIL

US MAIL

1. All US mail must be in envelopes that have a preprinted return address. The mail stop number must be preprinted above the street address line of the return address. The following is an example of the correct return address next to an official CCS logo:

CCS LOGO	Business Office Purchasing, MS 1007 2000 N. Greene Street Spokane, WA 99217-5499
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2. Postage will **not** be affixed to letters without a CCS logo and return address unless specifically noted as school business.
3. Mail should **not** be sealed unless it contains confidential or sensitive information. Mailroom staff must be able to see the contents of outgoing mail to ensure the mail is classified properly and the correct amount of postage is applied to the mail.

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Interleave envelopes so that the flaps are folded over each other; bundle envelopes with a rubber band.

4. Personal mail will not be handled (incoming or outgoing)
5. Mail Services sorts the mail by ZIP code to achieve a reduced rate.
6. All First Class mail has an "Address Service Requested" endorsement on the envelope. When a department sends mail to an incorrect address, the US Postal Service corrects the address, sends the mail piece to its correct destination, and sends the department the corrected address (for future reference) **for a fee of \$.50 per mail piece.** This fee is in addition to First Class postage per piece. **Sending mail to incorrect addresses can be very costly to CCS.** Departments are expected to keep mailing lists as current as possible.
7. Bulk mailings of 200 or more pieces require properly formatted permit imprinting; request this from Publications/Graphics at 533-8634, MS 1015.
8. Please alert Mail Services at least **one day** in advance of bulk, large or heavy mailings by calling 533-7459.

PACKAGES

MAILINGS

1. Shipping address labels must be used for all packages, as follows:
 - Place the address label on only one side of the package.
 - The address must include the name, street or post office number and city, street and ZIP code.
 - If an attention line is necessary, it is the first line of the address.
2. Packages addressed to P.O. box numbers must be sent via US mail through Mail Services.
3. Maximum limits per mail piece--70 pounds, a total of 108" in length & girth.

DELIVERIES

Mail Services receives only US letter, parcel and Express mail. All other packages for CCS are received through Central Services, 533-7142, MS 1090. Mail Services **will not** mail or receive personal packages.

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INTER/INTRACAMPUS MAIL

1. Inter/intracampus mail must be in official inter-campus mail envelopes. All outgoing US mail should be bundled to avoid mixture with the intra/intercampus mail.
2. When addressing an intercampus mail envelope to an individual, print the person's first and last name, and mail stop number on the envelope. Mark out the previous names and mail stops on both sides of the envelope. [See Addresses and Mail Stops for College Departments.](#)
3. The campus couriers do not hand deliver to mail stops 3091, 3092, 3093, 3096, or 3097. Mark both the contents and the envelope mail for a specific person with the individual's name. [See Addresses and Mail Stops for College Departments.](#)
4. Timesheet Pickup: Timesheets are collected in special orange envelopes rather than the intercampus envelopes. See the leave and time reporting procedure (CCSLTR.DOC) for more information on monthly pickup dates.

SECTION II. REQUESTING MAILING LISTS AND LABELS

Mail Services updates and maintains the mailing label system and provides mailing labels and lists on request. Labels and lists are usually available by the following work day after the request is received and approved by the mailing label coordinator. Labels and lists are sent by inter/intracampus mail to the person identified on the request form.

Mail Services has high-speed labeling equipment that will affix labels to internal and external mail. Request these services by contacting Mail Services at 533-7459.

LABEL REQUESTS

To order labels for mailings to CCS employees, use the [Employee Label/List Request](#) form. For all other user-maintained mailing lists, complete the [Mailing Label/List Request](#) form. Blank forms are available from the mailing label coordinator, MS 1000.

Complete the request form fully with the mailing label or list information, the purpose of the request, the name and mail stop of the person who will receive the labels or lists, the date needed, the budget to be charged and your name and phone number. **Your request requires the signature of your department administrator.** Send all requests for labels and lists to the mailing label coordinator, MS 1000.

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SECTION III. MAIL SECURITY AND REGULATIONS

PERSONAL MAIL

1. The CCS mail system is established for official business.
2. You may not have personal mail sent to your College address.
3. The CCS mail system will not meter nor send personal mail for you.

PREPRINTED CCS ENVELOPES

1. Preprinted envelopes must be used only for the transmission of official College business through the US mail or inter/intracampus mail. They must **not** be used for personal use.
2. Preprinted, stamped envelopes that are used for other than official College business will be returned to the appropriate mail stop representative by Mail Services.
3. Any envelope bearing the preprinted CCS return address is presumed to contain official College business.

EMPLOYEE RESPONSIBILITIES

1. The **Mail Services supervisor** will:
 - Ensure the proper classification of outgoing mail, i.e. first class, standard class, fourth class, book rate, library rate, etc.
 - Open incoming, undeliverable mail to determine the appropriate addressee. Mail addressed to a specific campus but not to a particular department will be routed to the appropriate campus Administration Building for opening.
 - Ensure the security of the US and inter/intracampus mail.
 - Comply with the laws and regulations governing US mail.
2. **Administrators** and **supervisors** will:
 - Designate a mail stop representative who will process incoming/outgoing US and inter/intracampus mail for the area; arrange training for the mail stop representative and a capable, available backup person who will assume mail processing duties in the absence of the mail stop representative. See [Mailrun Schedule](#) for the current list of mail stop representatives.
 - Establish internal procedures for the handling of received mail.

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- Ensure that mail marked "confidential" is delivered unopened to the addressee.
- Ensure that US mail coming into an office is not opened until it is certain the mail is for that office.
- Ensure that US mail mistakenly opened is stapled shut, marked with the words "opened by mistake" and the name of the person who opened it and the date it was opened, forwarding the item to the addressee.

3. Mail stop representatives will:

- Ensure that the correct mail stop numbers are used on outgoing US mail and inter/intracampus mail.
- Ensure that mail is adequately secure in their buildings.
- Ensure that incoming mail is processed for distribution to the offices in their buildings.
- **Ensure that outgoing mail is in mailbags and is ready for pickup at the time specified in the mail run schedule. See Mailrun Schedule.**
- Ensure that all outgoing mail is left unsealed except mail that is considered confidential or sensitive. Mail must be unsealed for mailroom staff to rate and apply the correct postage.

SECTION IV.

ADDRESSES AND MAIL STOPS FOR COLLEGE DEPARTMENTS

Building	Campus	Address	City	State	Zip	Mail Stop
Admissions	SFCC	3410 W Ft George Wright Dr	Spokane	WA	99224	3011
Adult Education Center	IEL	2310 N Monroe St	Spokane	WA	99205-4547	1070
Airway Heights Correction Ctr Ed	IEL	PO Box 1899	Airway Heights	WA	99001-1899	3097
Apprenticeship & Journeyman Tng Ctr	IEL	2110 N Fancher Rd	Spokane	WA	99212-1366	1080
Automotive	SCC	1810 N Greene St	Spokane	WA	99217	2180
Bookstore	SCC	1810 N Greene St	Spokane	WA	99217	2060
Bookstore	SFCC	3410 W Ft George Wright Dr	Spokane	WA	99224	3170
Business	SFCC	3410 W Ft George Wright Dr	Spokane	WA	99224	3040
Business Tng & Applied Tech Center	IEL	3939 N Freya St	Spokane	WA	99217-6899	1030
Cashier	SFCC	3410 W Ft George Wright Dr	Spokane	WA	99224	3171

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Central Services	Dist	3118 E Boone Ave	Spokane	WA	99202-3608	1090
Colville Center	IEL	985 S Elm	Colville	WA	99114-2698	3092
Communications	SFCC	3410 W Ft George Wright Dr	Spokane	WA	99224	3050
Day Care	SCC	1810 N Greene St	Spokane	WA	99217-5399	2120
District Mail Room	Dist	2000 N Greene St	Spokane	WA	99217-5499	1000
Early Headstart	IEL	2427 W Boone Ave	Spokane	WA	99201	1054
Environmental Sciences	SCC	1810 N Greene St	Spokane	WA	99217	2080
Even Start, E Central Community Center	IEL	3737 East 5 th Ave	Spokane	WA	99202-4199	3090
Fairchild Center	IEL	4 West Castle St, Ste #108	Fairchild AFB	WA	99011-9406	3091
Felts Field (Aviation)	SCC	5711 E Rutter Ave	Spokane	WA	99212-1337	1010
Financial Aid	SFCC	3410 W Ft George Wright Dr	Spokane	WA	99224	3172
Fine Arts	SFCC	3410 W Ft George Wright Dr	Spokane	WA	99224	3060
Geiger Corrections Center	IEL	3507 S Spotted Rd PO Box 19202	Spokane	WA	99219	3093
Gymnasium	SFCC	3410 W Ft George Wright Dr	Spokane	WA	99224	3070
Headstart/ Northeast Community Center	IEL	4001 N Cook St	Spokane	WA	99207-5880	1053
Headstart/Bancroft Center	IEL	1025 W Spofford Ave	Spokane	WA	99205-4560	1052
Headstart/Bethel AME	IEL	1105 E Newark Ave	Spokane	WA	99202-2347	1050
Headstart/Crosswalk	IEL	525 W Second Ave	Spokane	WA	99204	1050
Headstart/East Central Community	IEL	500 S Stone	Spokane	WA	99202-4199	1050
Headstart/Hillyard Center	IEL	4410 N Market St	Spokane	WA	99217-5829	1050
Headstart/Home Base North	IEL	PO Box 280	Deer Park	WA	99006-0280	1050
Headstart/West Central Community	IEL	1603 N Belt St	Spokane	WA	99205-4038	1051
Health Science	SCC	1810 N Greene St	Spokane	WA	99217	2090
Heavy Equipment	SCC	1810 N Greene St	Spokane	WA	99217	2190
Human Services	SFCC	3410 W Ft George Wright Dr	Spokane	WA	99224	3160
Inchelium Center	IEL	PO Box 156	Inchelium	WA	99138-0156	3092
Integrated Service Delivery (ISD) Center	IEL	130 S Arthur	Spokane	WA	99202-2272	N/A
Job Co-op Careers	SCC	1810 N Greene St	Spokane	WA	99217	2063

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Lair - Student Activities	SCC	1810 N Greene St	Spokane	WA	99217	2061
Library	SFCC	3410 W Ft George Wright Dr.	Spokane	WA	99224	3020
Library	SCC	1810 N Greene St	Spokane	WA	99217	2160
Lodge - Exec VP, Women's Programs	IEL	3305 W Ft George Wright Dr	Spokane	WA	99224	3090
Multi-Cultural Center	SCC	1810 N Greene St	Spokane	WA	99217	2081
Music	SFCC	3410 W Ft George Wright Dr	Spokane	WA	99224	3150
Newport Center	IEL	501 N Newport Ave	Newport	WA	99156	3092
Old Main - Downstairs	SCC	1810 N Greene St	Spokane	WA	99217	2010
Old Main - Upstairs	SCC	1810 N Greene St	Spokane	WA	99217	2011
Parent Education/Coop	IEL	4410 N Market St	Spokane	WA	99217-5829	1050A
Photo	SFCC	3410 W Ft George Wright Dr	Spokane	WA	99224	3110
Physical Plant	SCC	1810 N Greene St	Spokane	WA	99217	2014
Pine Lodge Pre-Release	IEL	1 Pines Rd	Medical Lake	WA	99022	3096
President	SFCC	3410 W Ft George Wright Dr	Spokane	WA	99224	3010
President, Admissions,	SCC	1810 N Greene St	Spokane	WA	99217	2150
Republic Center	IEL	600 South Clark Ave	Republic	WA	99166	3092
Science	SCC	1810 N Greene St	Spokane	WA	99217	2070
Science/Math	SFCC	3410 W Ft George Wright Dr	Spokane	WA	99224	3180
Small Business Development Center	IEL	665 N Riverpoint Blvd	Spokane	WA	99202-1665	1040
Social Science	SFCC	3410 W Ft George Wright Dr	Spokane	WA	99224	3140
Sports Center	SCC	1810 N Greene St	Spokane	WA	99217	2050
SUB - Student Activities	SFCC	3410 W Ft George Wright Dr	Spokane	WA	99224	3174
Technical Arts	SFCC	3410 W Ft George Wright Dr	Spokane	WA	99224	3190
Telephone Services	SCC	1810 N Greene St	Spokane	WA	99217	2401
Testing & GED	SFCC	3410 W Ft George Wright Dr	Spokane	WA	99224	3175
Trade Engineering	SCC	1810 N Greene St	Spokane	WA	99217	2013
Warehouse	SFCC	3410 W Ft George Wright Dr	Spokane	WA	99224-5288	3100

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SECTION V.

MAILRUN SCHEDULES FOR VAN 1 AND 2

*SCHEDULE FOR VAN 1

Hillyard P.O. 8:15 a.m.
District 8:25 a.m.

MS	BUILDING	ROOM	DESIGNATED MAIL SORTER(S)	MAILRUN A.M. BAG	MAILRUN P.M. BAG
1000	District	1-0023	Tami Petersen Kelli Harris	Depart District 9:15	Depart District 12:45
2120	SCC Day Care Single Parent	101	Connie Thomas	9:17	12:47
2190	SCC Heavy Equipment	101	Gloria Bendewald Ed Willey	9:19	12:49
2070	SCC Science	0110	Janet Mackenzie	9:22	12:51
2090	SCC Health Science	0129	Marty Randall Marcie Etheridge	9:24	12:53
2180	SCC Auto	121	Pat Foberg Butch Reilly	9:27	12:56
1010	Felts Field	124	Nancy Lewis Karl Bawden	None	1:01
1080	Wagstaff Bldg.	Conf. Room	Kenna Hansen Linda Poage	None	1:05
2050	SCC Sports	0111	Sunni Strand Annie Tomson	9:29	1:11
2011	SCC Old Main Upstairs Add	230	Sharon Kelly Joanne Storment	9:32	1:14
2010	SCC Old Main	145	Reta Chamberlain Svetlana Oganova	9:34	1:17
2013	SCC Trades & Engineering	147	Reta Chamberlain Svetlana Oganova	9:35	1:18
1090	Central Records	102	Colleen Gardner Carol Morefield	9:40	None
2014	SCC Physical Plant	0106	Dennis Hueber Terry Byers	9:47	None
2401	Telephone Services		Jim Parenti Lynn Thompson	9:48	None
2060	SCC Bookstore	0107	Macie Monasmith Dena Strasser	9:50	1:21
2061	SCC Lair	125	Doni Dillman Sandy Bergstedt	9:52	1:23
2063	SCC Career Center	01126	Faye Krenkel Christy Doyle	9:53	1:24
2160	SCC Library	0158	Dena Erwin Cheryl Ryan	9:56	1:27
2150	SCC Admin. FA Admissions	0104	Judy Packineau Shelby Hepton	9:59	1:30

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MS	BUILDING	ROOM	DESIGNATED MAIL SORTER(S)	MAILRUN A.M. BAG	MAILRUN P.M. BAG
2081	Multi-Cultural Center		Teresa Anderson	None	1:32
2080	SCC Agriculture	0133A	Karen Deshaw Marion Diehl-Gire	10:02	1:33
1000	District	1-0023	Tami Petersen Kelli Harris	Arrive District 10:05	Arrive District 1:36
1040	Small Business Sirti Bldg.	Front Desk	Cindy Doyl Bettie Perry	None	2:01
1070	Adult Education	Front Desk	Gayle Smith Vera Juel	None (Van 2)	2:10
3100	SFCC Warehouse	Office	Arden Crawford Jim Labish	10:40	None
3110	SFCC Photo	102-B	Michael Rojan	10:43	None
3160	SFCC Voc. Arts	103	Constance Johnson	10:45	2:19
3170	SFCC Bookstore	116B	Helen Denholm Sandra Marlow	10:48	2:22
3174	SFCC Student Activities	117	Marilyn Ahrendt Joanne Wakefield	10:50	2:24
3175	SFCC Testing & GED	135	Linda Uhden	10:51	2:25
3070	SFCC Gym	102	Nancy Zacher Mike Mahoney	10:53	2:27
3190	SFCC Applied Arts	103C	Carol Bowman Betty Allen	10:55	2:29
3150	SFCC Music	107	Paula Bresnahan	10:57	2:31
3060	SFCC Fine Arts	127	Peggy King Jo Fyfe	10:59	2:33
3020	SFCC Library	0102	Karen Kriberney Sue Anderson	11:01	2:35
3171	SFCC Cashier	143	Mona Nelson Cecilia Farstad	11:04	2:38
3011	SFCC Admissions	145	Donna Milbourn Karen Baergen	11:05	2:39
3172	SFCC Financial Aid	217	Jean Trevegno Carla Davis	11:06	2:40
3080	SFCC Life Center	18-110E	Nancy Walker Judy Smith	11:10	2:44
3010	SFCC President	101	Ann Jurcevich Karen Brown	11:13	2:47
3140	SFCC Social Science	102	Aline Uber-Leslie Lynn Thornton	11:15	2:49
3040	SFCC Business	102	Julie Sanborn	11:18	2:52
3050	SFCC Comm.	119	Joyce Kemeno Klaus Scherler	11:20	2:54
3090	IEL Lodge	9-9	Marsha Stein Sharon Grimmer	11:24	2:58
1000	District	1-0023	Tami Petersen Kelli Harris	Arrive 11:40	Arrive 3:13

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*SCHEDULE FOR VAN 2

VAN PICKUP (MAIL SERVICES) 8:30
AIRPORT POST OFFICE ANNEX 9:00
DISTRICT OFFICE 9:30

MS	BUILDING	ROOM	DESIGNATED MAIL SORTER(S)	MAILRUN A.M. BAG	MAILRUN P.M. BAG
1000	District	1-0023	Tami Petersen Kelli Harris	Depart 10:20	Depart 2:25
1030	Applied Tech	Front Desk	Danielle Baggaley Vanessa Lambeth	10:25	2:30
1050	Headstart	125 Front Desk	Marilyn Bauer	10:30	2:35
1053	NE Headstart	614	Sharon Hartman Joan Baune	10:33	None
1070	Adult Education	Front Desk	Gayle Smith Vera Juel	10:43	None
1052	Bancroft Headstart	120	Shelli Cockle Nancy Eickstadt	10:47	None
1051	West Central Headstart	Hallway	Collen Wyrick Curt Chambers	10:50	None
1054	Early Headstart		Danielle Finley	10:53	None
1000	District	1-0023	Tami Petersen Kelli Harris	Arrive 11:05	Arrive 2:40
	Terminal Annex Post Office			Varies	2:50
	Hays Park Post Office			None	Varies

*NOTE: Van 1 and 2 scheduled times may vary slightly due to uncontrollable events such as weather, heavy loads, or traffic.

If you have any questions about this information, call Mail Services at 533-7459 (MS 1000).