

0310.02 Use of Interdepartmental Mail System

Issued January 6, 1997

SUBJECT: Use of the Interdepartmental Mail System

APPLICATION: Executive Branch Departments and Sub-units, the Judicial and Legislative branches of State Government.

PURPOSE: To specify the procedures for proper use of the Interdepartmental (ID) Mail System.

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SUMMARY: This administrative guide procedure outlines what can be sent through ID mail and for what purposes ID mail can be used. It also lays out the size, weight, and number of items that can be sent through ID mail. It also discusses the use of envelopes and proper address format of ID mail.

APPLICABLE FORMS: DMB-529, Interdepartmental Mailing Receipt.

PROCEDURES

General Information:

- Any item not prohibited by United States Postal Service regulations can be sent through the State's ID Mail System.
- The State's ID Mail System may only be used by State Government offices and those state universities and colleges and local units of government who have signed up for the service.
- ID Mail may be only be used for conducting official State business. Personal use of the ID Mail System is strictly prohibited. Examples of items that may not be mailed through the ID Mail System: chain letters, literature or materials used to promote private organizations, religious organizations, clubs or unions, and political affiliations; and bowling or golf league schedules or standings. In addition, the system is not to be used to solicit or sell commodities or to provide for an individual's financial gain.
- Acceptable Items: Letters, forms, reports, magnetic tapes, publications, and packages. These items need to be in an envelope or box. Boxes shipped through the ID Mail System cannot exceed 50 pounds and these dimensions: 11"H x 17.5"L x 11.5"W. Due to limited space in the delivery vans, drivers will not accept more than five boxes per pickup.

- Larger items such as furniture, office equipment and shipments of more than five boxes will be handled through Mail & Delivery's Freight Delivery System. To arrange for a freight shipment, go to the DTMB Intranet site and fill out a DMB-947, Requisition for Freight Services.

Agency:

- Can contact DTMB Mail and Delivery Services Division to arrange a special delivery for any of the following:
 - Chemicals, poisons, or biological materials
 - Flammable materials
 - Firearms or ammunition
 - Liquids
 - Fragile items
 - Perishables
- Must clearly address on each item a specified department, division/section, location (building or street address) and individual. The address also may include the floor and room number, if necessary. ID mail intended for outstate locations will include department, division/section, street address and city. A complete list of all locations served by the State's ID Mail System is available on the Mail and Delivery Services Intranet site.
- Use re-usable ID Mail envelopes whenever possible. These envelopes come in four different sizes and are designed to be used many times over. By using these envelopes, departments will save on the cost of purchasing one-time use envelopes. These envelopes readily identify this mail for shipment through the ID Mail system.
- Can confirm receipt or track chain-of-custody for items of value or sensitivity sent through the ID Mail System. This can be done by attaching a DMB-529, Interdepartmental Mail Receipt, to the item to obtain signatures every time the individual having custody of the item changes. To find out how to order this form, go to the DTMB Intranet site. The instructions on how to use the form are clearly shown on the form itself. Cash, checks or credit card receipts should never be sent through the ID Mail System without a DMB-529 completely filled out and attached to the mailing container (envelope, cash bag, etc.).

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