

0310.02 Use of Interdepartmental Mail System

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PURPOSE

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

APPLICATION

Executive Branch Departments and Sub-units, the Judicial and Legislative branches of state government.

CONTACT AGENCY

Department of Technology, Management and Budget (DTMB)
Office of Support Services (OSS)
Logistics & Operations Support (LOS)
Delivery Services
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SUMMARY

This procedure outlines the purposes of ID mail and the type of items that can be sent through ID mail.

APPLICABLE FORMS

DTMB-0529 Interdepartmental Mail Receipt

DTMB-0948 Requisition for Freight Services

PROCEDURES

General Information

- 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 used for conducting official state business. Personal use of the ID Mail System is strictly prohibited.
- Any item not prohibited by United States Postal Service regulations can be sent through the state's ID Mail System. For details on prohibited items, contact Delivery Services or 1-800-ASK-USPS or see www.usps.com.

- Acceptable Items such as letters, forms, reports, digital media, publications and packages must be placed 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. Drivers may not accept more than five (5) boxes per pickup unless prior arrangements have been made.
- Larger items such as furniture, office equipment and shipments of more than five (5) boxes may be handled through Delivery Services’ Freight Delivery System. To arrange for a freight shipment, go to the Inside DTMB Intranet site and complete a Requisition for Freight Services (DTMB-0948).

Agency

- Must clearly address each envelope or box with 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 sent to outstate locations must 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 Delivery Services Intranet site.
- Reuses ID mail envelopes whenever possible.
- Can request a confirmation receipt or track chain-of-custody for items of value or sensitivity sent through the ID Mail System by attaching an Interdepartmental Mail Receipt (DTMB-0529) to the item. Supplies of the DTMB-0529 may be requested from Mail & Delivery Services.
- Contacts Mail & Delivery Services to arrange a special delivery for any of the following:
 - Chemicals, poisons or biological materials.
 - Flammable materials.
 - Firearms or ammunition.
 - Liquids.
 - Fragile items.
 - Perishables.
