

Approval Date: December 20, 2004
Parent Policy: [Supply of Goods and Services Policy](#)

Metered Mail Procedure

Office of Administrative Responsibility:	Supply Management Services
Approver:	Director, Supply Management Services
Scope:	Compliance with this university policy/procedure extends to all Academic Staff and Colleagues and Support Staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B).

Contact for questions about this procedure:	SMS Dispatcher 780-492-4122 dispatcher@ualberta.ca
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Overview

Distribution Operations prepares in excess of 1.2 million pieces of mail each year for delivery to Canadian, USA and International destinations. This service is provided centrally and is performed on a cost recovery basis. Mail that requires metering is collected by central distribution, compiled together within the Materials Management Building, sorted by the three types of destinations, metered and picked up at the end of each day by Canada Post. Other services are provided by Distribution Operations on behalf of Canada Post, they include: Priority Courier (overnight courier service), registered mail (this service is used when a proof of signature is required), X-press-post (has tracking capabilities, however takes 3-5 days to complete service) and Business Reply Mail (a service that provides the client with prepaid postage envelopes to respond with).

Purpose

- To provide a central metering solution for the University of Alberta campus.
- To allow the University to qualify for volume discounts due to the collection of all mail from campus.
- To provide expertise in the preparation of items departing campus through Canada Post.
- To reduce traffic and congestion on campus resulting from the collection of these items.
- To ensure that Customs regulations are followed and the University of Alberta is compliant with AMPS (Administrative Monetary Penalty System).
- To provide the ability to track and trace shipments departing campus.
- To assist the campus community with their distribution and logistics requirements.

PROCEDURE

1. METERED MAIL

Outgoing mail for metering must be accompanied by an authorized postage slip prepared by the tendering department. Upon arrival, items are individually priced according to weight and classification. Domestic mail requires a pink postal charge slip, USA mail requires a yellow slip and International (overseas) mail requires a green slip.

All international and USA letter mail weighing up to 2 kg is mailed out through an incentive program. This program provides the University of Alberta with welcomed savings in mailing costs. Service levels have also improved because sorting procedures are simplified. The mailroom monitors the service levels throughout the year by performing transit tests.

The mailroom also offers a Surface Incentive program for large volume mail of identical pieces for USA and international mail. For more information, please call (780) 492-4732.

2. PRIORITY COURIER

This is a guaranteed delivery service for time-sensitive items to be sent within Canada, USA and internationally. Canadian items have a guaranteed delivery standard of the next business day between major Canadian centers.

Priority Courier Prepaid Packs can be purchased through Distribution for all destinations at a volume discount rate. Please call (780) 492-4732 for rates and information.

Canadian Priority Courier will leave the campus the same day of pick-up for the first mail run. The USA and International Priority Couriers need to be in the morning mail run. If you miss the first run you can call Dispatch at (780) 492-4122 for a pick-up. The cut-off time for Priority Courier for Canadian, USA and international destinations is 1:30 P.M.

3. REGISTERED MAIL

Registered mail is an option for letter mail that provides a proof of mailing to the sender. A signature is obtained from the recipient when the letter is delivered. Please provide a Registered Mail booklet and postal charge slip when requesting this service.

4. X-PRESS-POST

X-press-post is a domestic service that is faster than letter mail but cheaper than courier. It provides the customer with the ability to track the item for delivery date and time. Letters or parcels meeting size and weight restrictions can be sent with this service.

5. BUSINESS REPLY

Business Reply Mail allows organizations to have their contacts respond directly to the organization. Return response envelopes or cards are included with mail-outs and the originating department pays for the return postage on only those items for which a response is received. Business Reply Mail must meet certain standards for addressing and artwork. Please call (780) 492-4732 for more information

DEFINITIONS

There are no definitions for this Procedure. [[▲Top](#)]

FORMS

There are no forms for this Procedure. [[▲Top](#)]

RELATED LINKS

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