

**SMG 2250.5**

**FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION**

**ADMINISTRATIVE SERVICES**

**MAIL MANAGEMENT**

**FORMAT FOR PRINTING FDA RETURN ADDRESS**

Effective Date: 01/10/2003

1. Purpose
2. Envelopes
3. Effective Date

**1. PURPOSE**

This Guide provides instructions concerning the format for printing the return address on envelopes, mailing pieces, and labels. Any deviation from these instructions must be approved by the Assistant Commissioner for Administration.

**2. ENVELOPES**

The return address must include the first three organizational designations in the order indicated in the following example:

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE  
PUBLIC HEALTH SERVICE  
FOOD AND DRUG ADMINISTRATION  
3032 BRYAN STREET, (HF-000)  
DALLAS, TEXAS 75204

At no time shall any information appearing below FOOD AND DRUG ADMINISTRATION be printed in type which is larger and/or bolder than the type used to print the three lines above. To comply with the Department's instructions, return addresses will be limited to the minimum information necessary including a mail routing code to ensure return of undelivered mail and will not exceed a total of five lines.

**3. EFFECTIVE DATE**

The effective date of this guide is January 10, 2003.