

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

**ADMINISTRATIVE SERVICES**

**MAIL MANAGEMENT**

**METERED MAIL/HEADQUARTERS**

Effective Date: 01/10/2003

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**1. PURPOSE**

This Guide sets forth requirements for the metering of outgoing administrative mail at Headquarters locations in order to prepay USPS postage costs.

**2. BACKGROUND**

In order to more accurately assess postage costs and more effectively satisfy USPS audit requirements, FDA through the guidance of DHHS, abolished the system of performing sample mail counts, and implemented a metered mail system. With the installation of metering equipment and the implementation of metered mail, these sample counts are no longer required.

**3. RESPONSIBILITY**

- A. The Office of Real Property Service (ORPS), Division of Facilities Operations, is responsible for analyzing meter equipment needs at FDA locations, coordinating the purchase of necessary equipment and initial postage required, and monitoring actual postage expenses from each mailing location in order to prepare annual postage estimates to DHHS and USPS.
- B. Supervisors of mailroom functions in which a metering system is located are responsible for ensuring proper usage of the equipment, maintaining adequate postage on the meter, and for forwarding copies of USPS meter postage receipts to the FDA Mail Manager (HFA-215).

- C. FDA employees are responsible for utilizing the most economical class of mailing service that will meet their program mailing requirements.

#### **4. PROCEDURES**

- A. FDA Headquarters locations serviced by the Parklawn Mailroom will have their outgoing administrative mail weighed and metered by the PSC mailroom staff. These locations include: Parklawn, Park Building, Twinbrook Complex, Woodmont Office Center 2, 9201 Corporate Blvd
- B. Other Mailrooms include Metro Park North II, Woodmont Office Center I, 9200 Corporate Boulevard, MOD I, and CPK 1
- C. All envelopes, mailing labels, and self-mailers must indicate the Agency name (FDA) and mail routing code in the upper left corner as part of the return address. It may be printed, typed, stamped, or hand-written.
- D. Existing supplies of penalty indicia envelopes will be used and overprinted with a meter stamp until depleted. All future orders for envelopes to stock the PSC Warehouse will be ordered without the "Postage and Fees Paid" indicia in the upper right hand corner. For locations not utilizing the 5600 Fishers Lane address, similar envelopes will be ordered through the Division of Facilities Operations (HFA-215) on a Form HHS-26 with appropriate camera copy indicating the correct mailing address.

#### **5. EFFECTIVE DATE**

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