

# **MAIL HANDLING AND PREPARATION GUIDELINES**

***OFFICE COPY***



**COUNTY OF HUNTERDON  
DEPARTMENT OF CENTRAL PRINTING & MAIL  
ROUTE 12 COUNTY COMPLEX BLDG. #5B  
PO BOX 2900  
FLEMINGTON, NEW JERSEY 08822-2900**

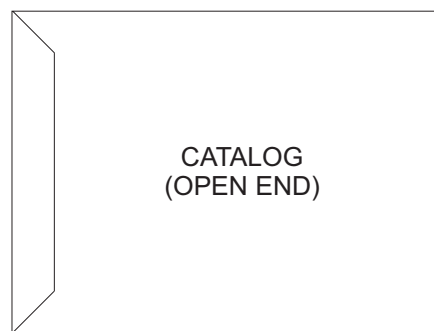
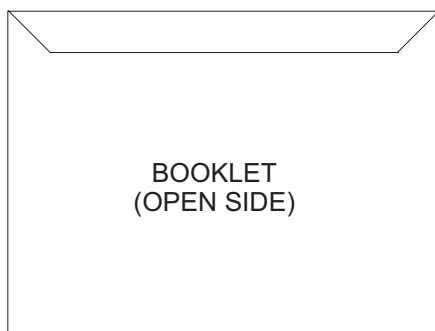
**TEL: (908) 806-4508  
FAX: (908) 806-5528**

DUE TO THE VOLUME OF MAIL BEING  
PROCESSED AND IN COOPERATION WITH  
THE FLEMINGTON POST OFFICE, CERTAIN  
BASIC PROCEDURES NEED TO BE  
FOLLOWED IN ORDER TO PROCESS THE  
MAIL MORE EFFECTIVELY AND TO AVOID DELAYS

FOLLOWING THESE BASIC PROCEDURES  
WILL ENSURE CORRECT AND EXPEDITIOUS  
PROCESSING OF OUR MAIL AND AT THE  
SAME TIME HELP KEEP OUR RISING  
POSTAGE COSTS DOWN

# Preparation Of Mail to be Metered

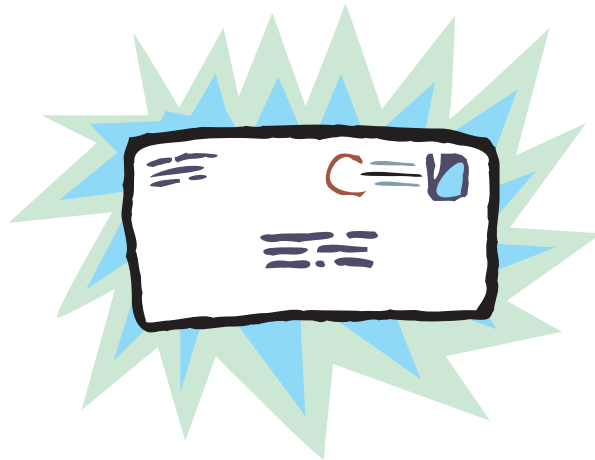
1. Mail to be metered must be separated from stamped mail.
2. All mail to be metered must have an identifiable return address. Any pieces that do not have a clearly identifiable return address will **NOT** be picked up and processed.
3. Mail to be metered for Flemington must be separated from “out of town” mail to be metered.
4. Business envelopes to be sealed and metered must be stacked flap over flap and secured with a rubber band.
5. International mail must be separated from domestic mail, and clearly labeled as International Mail.
6. Envelopes with more than 5 sheets of 8 ½”x 11” paper must be sealed. Folded letters should not become larger than the business envelope they are placed in.
7. Unenveloped mail pieces, such as flyers or newsletters, must be sealed with tabs or tape on the center right and open edge (top or bottom) to prevent jamming in mail processing equipment. Never use staples to secure mail pieces closed.
8. Large mailing Booklet envelopes must be sealed if overstuffed.
9. Catalog(Open End) envelopes must be sealed.



10. Clasp envelopes should be avoided. However, if clasp envelopes are used, tape must be placed over the clasp to prevent damage to the mailpiece and postal equipment.

# Preparation Of Stamped Mail

1. Stamped mail must be separated from mail to be metered.
2. All stamped mail and Business Reply Mail must have an identifiable return address. Any pieces that do not have a clearly identifiable return address will **NOT** be picked up and processed.
3. Stamped mail for Flemington must be separated from “out of town” stamped mail.



Departments and Agencies who mail out correspondence using **supplied self-addressed stamped envelopes** must put supplier's return address on the mail piece. **Do not** put your Department's address on the piece **unless** you are willing to incur any potential charges for insufficient postage.

**All personal mail** 16 ounces & over must be brought to the post office by mailer. It **can not** be mixed with business mail.

# Preparation Of Certified Mail

All Certified Mail must be sealed

Certified forms are to be placed facing forward directly next to the return address, allowing space to affix metered tape.

Certified Mail Receipt **must** be filled out with recipient's name and address by mailer.

Do **NOT** enter any postage fees.

Return Receipt (green card) should be filled out and placed on the back of envelope or flat.

Return Address

Central  
**CP**rinting &  
**M**ail  
County of Hunterdon  
PO Box 2900  
FLEMINGTON NJ 08822-2900

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF RETURN ADDRESS. FOLD AT DOTTED LINE

**CERTIFIED MAIL**

7000 0520 0017 2917 7637  
7000 0520 0017 2917 7637

U.S. Postal Service  
**CERTIFIED MAIL RECEIPT**  
(Domestic Mail Only: No Insurance Coverage Provided)

Postage \$  
Certified Fee  
Return Receipt Fee (Endorsement Required)  
Restricted Delivery Fee (Endorsement Required)  
Total Postage & Fees \$

Postmark Here

Leave this area blank

Recipient's Name (Please Print Clearly) (To be completed by mailer)  
Street, Apt. No., or PO Box No.  
City, State, ZIP+4

PS Form 3800, February 2000 See Reverse for Instructions

Printing & Mail  
8822-2900

Recipient's Address  
(Covered by Certified Mail Receipt)

LEAVE THIS AREA OPEN

Dashed line must line up with top of envelope

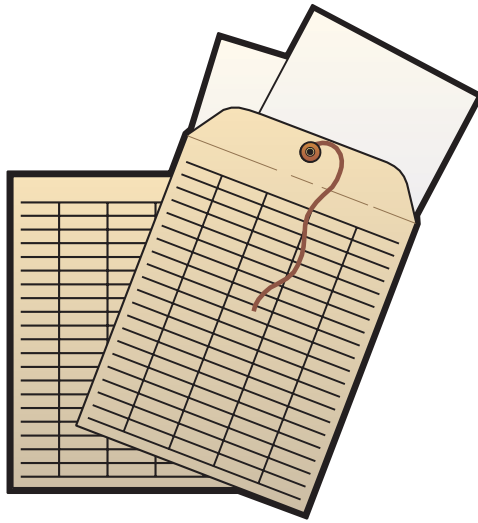
This Flap must fold onto the back of the envelope

Recipient's Address  
(**MUST** be filled out in order to be processed)

If you would like the Certified Mail Receipt returned to you, please mark your department name in this area

# Preparation Of Interoffice Mail

When sending Interoffice mail, be sure to cross out last name and location used.  
Use individuals full name and department



The following is a list of County and State Agencies we deliver mail to.  
Any correspondence you need to send to these agencies should be done through interoffice mail.

ADJUSTER  
ADMINISTRATOR  
ARAMARK  
BUILDINGS & GROUNDS  
CIVIL CASE MANAGEMENT  
CONSTRUCTION BOARD OF APPEALS  
CORRECTIONS  
COUNTY CLERK  
CRIMINAL CASE MANAGEMENT  
CULTURAL & HERITAGE  
DENTAL HEALTH  
ELECTION BOARD  
EMERGENCY SERVICES  
ENGINEERING  
FAMILY CASE MANAGEMENT  
FINANCE  
FIRE ACADEMY TRAINING CENTER  
FIRE MARSHAL  
FREEHOLDERS OFFICE  
HEALTH DEPT  
HIV/TESTING  
HOUSING  
HOUSING CORPORATION  
HUMAN RESOURCES  
HUMAN SERVICES  
INFORMATION TECHNOLOGY  
JURY MANAGEMENT  
LAW LIBRARY

LIBRARY  
LEGAL DEPT  
MENTAL HEALTH  
MR FIXIT  
OFFICE ON AGING  
PARKS & RECREATION  
PLANNING BOARD  
POLYTECH  
PRINTING & MAIL  
PROBATION  
PROJECTS ADMINISTRATION  
PROSECUTOR  
PUBLIC DEFENDER  
PUBLIC HEALTH NURSES  
PURCHASING  
ROADS & BRIDGES  
RUTGER'S COOPERATIVE EXT  
SENIOR HEALTH SERVICES  
SHERIFF'S DEPT  
SOCIAL SERVICES  
SOLID WASTE  
SPECIAL CIVIL PART  
SUPERINTENDENT OF SCHOOLS  
SUPERIOR COURT JUDGES  
SURROGATE'S COURT  
TAX BOARD  
WEIGHTS & MEASURES  
YOUTH FACILITY

# Guidelines for Handling Suspicious Letters, Packages

**HUNTERDON COUNTY IS CONTINUING IT'S PROCESS OF PRO-ACTIVELY PLACING SAFEGUARDS ON THE INTERNAL MAIL SYSTEM FOR MAIL COMING INTO COUNTY OFFICE BUILDINGS.**

PART OF THIS PRO-ACTIVE PROCESS IS EDUCATING ALL COUNTY EMPLOYEES ON WHAT TO LOOK OUT FOR WHEN HANDLING MAIL IN THE COURSE OF THEIR DUTIES.

**THE COUNTY'S CENTRAL PRINTING AND MAIL DEPARTMENT CONTINUES TO INSPECT INCOMING MAIL FOR IRREGULARITIES AS A FIRST PRECAUTIONARY MEASURE PRIOR TO DISTRIBUTION TO DEPARTMENTS.**

## **WHAT CONSTITUTES A "SUSPICIOUS PARCEL"?**

THE FOLLOWING ARE GUIDELINES FROM THE UNITED STATES POSTAL SERVICE OF SOME TYPICAL CHARACTERISTICS WHICH OUGHT TO TRIGGER SUSPICION INCLUDE MAIL AND PARCELS THAT:

- ▶ ARE UNEXPECTED or FROM SOMEONE UNFAMILIAR TO YOU OR YOUR ORGANIZATION
- ▶ ADDRESSED TO A DEPARTMENT or PERSON(S) UNKNOWN TO YOUR ORGANIZATION
- ▶ ADDRESSED ONLY TO YOUR ORGANIZATION - NO DEPARTMENT or PERSON(S) INDICATED
- ▶ ARE ADDRESSED TO SOMEONE NO LONGER WITH YOUR ORGANIZATION or ARE OTHERWISE OUTDATED
- ▶ HAVE NO RETURN ADDRESS OR HAVE A RETURN ADDRESS THAT CAN'T BE VERIFIED AS LEGITIMATE
- ▶ ARE OF UNUSUAL WEIGHT, GIVEN THEIR SIZE, OR ARE LOPSIDED or ODDLY SHAPED
- ▶ HAVE EXCESSIVE POSTAGE, GIVEN THEIR SIZE or WEIGHT
- ▶ ARE MARKED WITH RESTRICTIVE ENDORSEMENTS, SUCH AS "PERSONAL" OR "CONFIDENTIAL" WITH NO RETURN ADDRESS INDICATED OR IDENTIFIABLE
- ▶ HAVE PROTRUDING WIRES, STRANGE ODORS or STAINS
- ▶ SHOW A CITY or STATE IN THE POSTMARK THAT DOES NOT MATCH THE RETURN ADDRESS

## **WHAT SHOULD I DO IF I'VE RECEIVED A SUSPICIOUS PARCEL IN THE MAIL?**

1. **DO NOT** TRY TO OPEN THE MAIL PIECE OR PACKAGE SUSPECTED OF CONTAMINATION - **DO NOT** SHAKE OR BUMP THE ITEM
2. ISOLATE THE PARCEL, **DO NOT** MOVE OR REMOVE IT FROM THE CONTACT LOCATION
3. EVACUATE AND CORDON OFF THE IMMEDIATE AREA
4. ENSURE THAT ALL PERSONS WHO HAVE TOUCHED THE MAIL PIECE **WASH ALL EXPOSED AREAS WITH SOAP AND WATER**
5. **NOTIFY SUPERVISOR OR DESIGNATED PERSON IMMEDIATELY**
6. SUPERVISORS OR DESIGNEES SHOULD **ATTEMPT TO IDENTIFY AND CONTACT THE SENDER** OF THE PIECE THROUGH THE RETURN ADDRESS TO VERIFY IT'S CONTENTS
7. IF YOU ARE **UNABLE** TO IDENTIFY OR CONTACT THE SENDER, CALL 9-1-1 AS DESCRIBED BELOW
8. **CALL 9-1-1** TO REPORT THAT YOU'VE RECEIVED A SUSPICIOUS PARCEL IN THE MAIL THAT YOU FEEL **MAY** CONTAIN AN UNKNOWN BIOLOGICAL OR CHEMICAL SUBSTANCE
9. LIST ALL PERSON(S) WHO HAVE TOUCHED THE LETTER AND/OR ENVELOPE. INCLUDE CONTACT INFORMATION, NAME AND PHONE NUMBER
10. FOLLOW THE INSTRUCTIONS OF ENFORCEMENT AGENTS AND HEALTH CARE AGENCIES

**THE CENTRAL PRINTING  
& MAIL DEPARTMENT  
HAS MAILING SUPPLIES FOR  
ALL YOUR POSTAL NEEDS**

**PLEASE CALL EXT. 4508 IF YOU  
REQUIRE ADDITIONAL  
MATERIALS OR HAVE A  
QUESTION ABOUT YOUR MAIL.**

**C**entral  
**P**rinting &  
**M**ail  
County of Hunterdon