

MAIL MANAGEMENT BULLETIN
FY 2012
April 12 – May 12

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Welcome to the USPS mailing and shipping bulletin! The home of new and exciting postal information!

Your contacts for NOAA's Mail Management functions:

Rita E. Argueta – NOAA Mail Manager, (301) 713-2220 x181

Floyd Creecy – National NOAA Mail Manager, (301) 713-2411 x165

We are looking for fresh and interesting postal topics. Please feel free to submit changes and/or offer suggestions.

USPS NEWS & UPDATES

Safety and Security

“Suspicious Mail and Packages on the Rise”

There has been an increase in suspicious mail received in Federal buildings during the last few months. In the past 45 days there have been 8 reported incidents at NOAA locations. While they seem to be isolated incidents, it serves as a reminder to ensure appropriate security precautions are taken at all NOAA facilities. Please review your suspicious package protocols to prepare and know how you will respond before your location is targeted. When inspecting mail and packages entering your facility, you should consider the following:

- All mail, regardless of carrier, should be x-rayed – be sure to include couriers and small package carriers
- Once the mail has been x-rayed, inspect the mail for suspicious characteristics. If possible, do this in an area isolated from the rest of the mail center
- Review procedures established for handling unexplained or suspicious packages
- Give extra care and attention to letters and packages addressed to any senior official whose names and/or positions give them higher public visibility.

- Review your agency written security plans, policies, and procedures
- Review your agency Occupancy Emergency Plans

Mailing and Shipping

“Dual Shipping Personality”

No matter which side you choose, it’s a simpler way to ship.

The Postal Service is offering an expedited dual-sided box that features Express Mail Flat Rate on one side and Priority Mail Flat Rate on the other side. The rate for shipping using the flat rate box is a less expensive alternative in some situations.

This expedited dual-use concept is possible because the Express Mail Flat Rate Box is the same size as a Priority Mail Medium Flat Rate Box. An exceptional alternative because you can decrease space needed for inventory also.

The box can be ordered at no cost online at The Postal Store on usps.com.

“Global Flat-Rate Options”

USPS offers various international flat-rate and shipping options with its expedited services. As mailing requirements and restrictions differ for each country, flat-rate shipping options also may vary. In addition, we must remind you that Puerto Rico, Guam, Alaska, American Samoa, and Pacific Islands are domestic locations for mailing,

Do you know what the weight limit is on Express Mail International (EMI) Flat Rate Packaging? Did you know that EMI flat-rate shipping options are one price to Canada and a different price to all other countries?

What about Priority Mail International (PMI) Flat Rate Packaging? Did you know that the maximum weight for PMI Flat Rate Envelopes or Small Flat Rate Boxes is 4 pounds?

You can visit <https://www.usps.com/ship/priority-mail-international-flat.htm> for more information including pricing on the differences in international flat-rate shipping options.

POSTAGE METERS

“Changes, Changes, More Changes”

Within the past few weeks Security Measures have been implemented to control the amount of funds that can be downloaded to Postage Meters. Each Postage Meter has been assigned a Monthly Budget for Downloads or Resets. The initial amount placed on each meter is a relatively low amount to establish control measures. This amount can be changed by notifying your Line Office contact and we will work with them to make the adjustments. Your Line office contacts are listed below:

- NWS----- Shelia Foster (301) 713-0420 x 172
Tamara Lewis (301) 713-0420 x 111
- NMFS----- Tonya Coleman (301) 427-8745
- NESDIS----- Debbie Rivera (301) 713-1646
Laura Chapman (301) 713-9207 x 147
- NOS ----- Sam Williams (301) 713-3050 x 168
- OAR ----- Latoya Richardson (301) 734-1136
- OMAO ----- Vernell Stultz (301) 713-7626
Elisabeth Cousins (301) 713-7642
- CORP SRVCS-- Rita Argueta (301) 713-2220 x 181
Floyd Creecy (301) 713-2411 x 165

Postage Meter Information

Pitney Bowes Supplies The following supply list includes a special discount for NOAA Pitney Bowes Postage Meter machine users.

You may order these supplies by:

- Calling 1-800-243-7824, Monday-Friday 8:00am – 7:00pm EST
- Fax: 1-800-882-2499; or by
- Email: supplies@pb.com.
- If asked your Purchase Order Number is DG13008NC0465,



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NOAA COURTESY SUPPLY DISCOUNT #TC00029228
 ACCOUNT #: VARIOUS DISCOUNT PERCENTAGE: 20%
 EFFECTIVE: 03-01-12 REVIEW DATE: 02-28-13

ITEM	DESCRIPTION	LIST PRICE	DISCOUNT PRICE
CLEANING KITS			
CK0-1	Small Business Cleaning Kit (Without Canned Air)	21.99	15.99
CK0-2	Small Business Cleaning Kit with Duster (Canned Air)	30.99	21.59
CK0-3	Deluxe Cleaning Kit with Duster (Canned Air)	38.99	31.19
EZ SEAL PLUS			
601-0	EZ SEAL SEALING SOLUTION/4 PT BTLES PER CTN - REFILL FOR ALL SYSTEMS	49.99	39.99
601-7	EZ SEAL SEALING SOLUTION/4 OZ. DABBER BTL/1 PER CTN - DABBER BOTTLE	8.99	7.99
601-9	EZ SEAL SEALING SOLUTION 4 OZ. FLIP TOP BOTTLE - DM100, DM200, DM300, DM400	21.99	17.59
603-1	EZ SEAL SEALING SOLUTION ENVELOPE MOISTENING BTL 28OZ/ 4 PER CTN - DM1000	59.99	47.99
603-2	EZ SEAL SEALING SOLUTION TAPE MOISTENING BTL 10 OZ /4 PER CTN - DM1000	39.99	31.99
604-1	EZ SEAL SEALING SOLUTION/32 OZ. BTL/4 PER CTN - DM800, DM800I, DM900, GALAXY	59.99	47.99
604-2	EZ SEAL SEALING SOLUTION/12 OZ. BTL/4 PER CTN - DM800, DM800I, DM900, GALAXY	49.99	39.99
605-0	EZ SEAL SEALING SOLUTION/5 GAL. CUBE - REFILL FOR ALL SYSTEMS	89.99	71.99
607-0	EZ SEAL SEALING SOLUTION/50 GAL. DRUM	549.99	439.99
608-0	EZ SEAL SEALING SOLUTION/1/2 GAL. BTL/4 PER CTN - REFILL FOR ALL SYSTEMS	59.99	47.99



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NOAA **COURTESY SUPPLY DISCOUNT #TC00029228**
ACCOUNT #: VARIOUS **DISCOUNT PERCENTAGE: 20%**
EFFECTIVE: 03-01-12 **REVIEW DATE: 02-28-13**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>LIST PRICE</u>	<u>DISCOUNT PRICE</u>
TAPE			
610-7	Postage Tape Rolls - For Machine Series: DM500, DM550. 4" Self Adhesive Tape Rolls, 3 per carton. 1.3 x 165 Per Roll, 520 Tapes/roll without an Envelope Ad, 312 Tapes/roll with an Envelope Ad	73.99	59.19
612-0	Postage Meter Tape - Postage Double Tape Sheets for Model 5675, 6200, 6900, DM200, and E600. 150 sheets Per Carton, 300 Labels. Guaranteed to stick permanently to your letters and packages. USPS Approved.	40.99	32.79
612-7	Postage Meter Tape - Postage Double tape Sheets for Model B700. 150 sheets Per Carton, 300 Labels. Guaranteed to stick permanently to your letters and packages, USPS Approved.	40.99	32.79
612-9	Postage Tape Sheets. For Machine Series: DM100i, E700, E707. Postage Double Tape Sheets, 25 per box, 50 labels. For all E700 Series Personal Post postage meters.	15.99	12.79
620-9	Postage Tape Sheets. For Machine Series: DM100i, E700, E707. Postage Double Tape Sheets, 150 per box, 300 labels for all E700 Series Personal Post postage meters.	40.99	32.79
625-0	Postage Meter Tape - Single Tape Strips for Model DM300, E200, E210, E500, E510, E515, E530, E565 and E600. 300 Strips Per Carton. Guaranteed to stick permanently to your letters and packages. USPS Approved.	47.99	38.39
627-2	Postage Meter Tape - Gummed Tape Rolls for DM800, DM900, DM925, DM1000, DM1100. 6 Rolls Per Carton. Up to 1,320 tapes per roll. Guaranteed to stick permanently to your letters and packages. USPS Approved.	70.99	56.79
627-8	Postage Meter Tape - Adhesive Tape Rolls for all DM525, DM575, DM800, DM900, DM1000, DM1100, Galaxy and Paragon Models. 3 Rolls Per Carton. Up to 600 tapes per roll. Guaranteed to stick permanently to your letters and packages, USPS Approved.	85.99	68.79



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ITEM	DESCRIPTION	LIST PRICE	DISCOUNT PRICE
METER INK - Meets or exceeds the USPS required percentage of fluorescence			
621-1	Red Ink Cartridge (formerly 620-1). For Machine Series: DM500, DM650. Exceeds USPS required percentage of fluorescence. One per carton. Yield: Up to 11,100 impressions without an Envelope Ad; up to 4,500 impressions with an Envelope Ad.	115.99	92.79
765-0	Pitney Bowes Meter Ink Cartridge for DM200/DM300 Mail Machines. Yields up to 3,800 impressions	113.99	91.19
765-3	Red Ink Cartridge - For Machine Series: DM200i, DM300i, DM400i, 1P00. Yield: Up to 8,000 impressions without an envelope ad; Up to 4,000 impressions with an envelope ad.	113.99	91.19
765-9	DM300c, DM400c, DM450c Red Ink Cartridge	91.99	73.59
766-8	Red Ink Cartridge (formerly 767-8) For Machine Series: DM800, DM800i, DM900, DM1000. Yields up to 42,100 impressions	182.99	146.39
767-S	Post perfect ribbon cassette - For B700 Series Mailing Machines. 2200 impressions without an Envelope Ad; 1800 impressions with an Envelope Ad. 1 per box.	89.99	71.99
768-1	For Machine Series: E300, U701, U702, U703. Yields up to 30,000 impressions	204.99	163.99
768-2	For Machine Series: E300, U701, U702, U703. Yields up to 30,000 impressions	195.99	156.79
768-3	Tagger Ink For Machine Series: E300, U701, U702, U703. Yields up to 40,000 impressions	104.99	83.99
769-0	For Machine Series: E700, E707/ 1 per ctn. Yields up to 400-600 impressions	49.99	39.99
769-3	For Machine Series: E700, E707/ 3 per ctn. Yields up to 400-600 impressions per cartridge.	127.99	102.39
771-1	DM Series Printhead	299.99	239.99
772-1	DM Series Infinity Ink - (single pack)	205.25	164.20
772-2	DM Series Infinity Ink - (twin pack)	389.99	311.99
793-5	Red Ink Cartridge. For Machine Series: DM100i, P700, DM200L. Yield: Up to 3,000 impressions without an envelope ad; Up to 2,500 impressions with an envelope ad.	77.99	62.39
797-M	Genuine Pitney Bowes mailstation 2 (K7M0) Red Ink Cartridge	54.99	43.99
797-0	Pitney Bowes mailstation Red Ink Cartridge - Up to 400-800 impressions or 4-6 months. Actual ink yields vary with usage, graphics printed and environmental conditions - K700	47.99	38.39

Pitney Bowes Service

1-800-888-0286 or 1-800-522-0020

Call this number for any problems with your postage meter. Your meter should receive annual (PM) Preventative Maintenance to keep it running like new.

For those whose postage meter machine are covered under Purchase Order Number DG13008NC0465, be sure to provide them this number; otherwise, they will send you a bill for services rendered.

Your Mail Management Team

Questions About NOAA Mail or Meters Who Do You Call?

Rita Argueta, NOAA Mail Manager, (301) 713-2220, ext 181, rita.e.argueta@noaa.gov

Floyd Creecy, National NOAA Mail Manager, (301) 713-2411, ext 165, floyd.creecy@noaa.gov