

UNIVERSITY OF MANITOBA POLICY

Policy:	UNIVERSITY MAIL SERVICES
Effective Date:	December 15, 1989
Revised Date:	July 2, 2013
Review Date:	July 2, 2023
Approving Body:	Vice President (Administration)
Authority:	
Responsible Executive Officer:	Vice-President (Administration)
Delegate:	Director, Physical Plant
Contact:	Director, Physical Plant
Application:	Board of Governors Members, Senate Members, Faculty/School Councils, all Students, all Employees, all External Parties

Part I Reason for Policy

- 1.1 The purpose of this policy is to define the scope of University of Manitoba Mail Services and responsibilities of all users of this service.

Part II Policy Content

- 2.1 Mail Services provides the following services:
- (a) Sorting of external and internal mail; metering of external mail; parcel shipping.
 - (b) Bulk (direct) mail preparation, including address correction and sorting.
- Administrative fees may be charged for bulk mail preparation.
- 2.2 Services are provided to all University of Manitoba academic departments and support units.

- 2.3 Academic departments and support units are required to comply with procedures for preparing and handling mail, as established by Mail Services and set forth in "Mail Services Procedures"
- 2.4 Mail Services employs a computerized charge-back system, which distributes postage charges to appropriate academic departments and support units.
- 2.5 Mail Services complies with all Canada Post regulations.
- 2.6 Mail Services represents the University in entering into incentive agreements with Canada Post to insure the most economical and efficient delivery of mail, and advises academic departments and support units of the availability of these services.
- 2.7 The use of Mail Services for personal purposes, non-University business, unauthorized solicitation, or political purposes is strictly prohibited.
- 2.8 University of Manitoba vendors may distribute material through internal mail to all departments, provided that arrangements are made with Mail Services in advance and resources are available. An administrative fee will be charged for this service.
- 2.9 In the event of discovery or report of suspicious substances being transported through the mail, Mail Services will cooperate with Campus Security Services, Winnipeg Policy and/or RCMP, by following protocol as directed.
- 2.10 Transport of Dangerous Goods through University of Manitoba Mail Services is strictly prohibited. Dangerous Goods, as defined under Transportation of Dangerous Goods (TDG) Regulations, are substances that can pose a significant risk to health, safety, or property during transport and that are included in any of the nine classes, as follows:
 - (a) Explosives
 - (b) Compressed Gases
 - (c) Flammable liquids
 - (d) Flammable solids; substances liable to spontaneous combustion; substances that on contact with water emit flammable gases
 - (e) Oxidizing Substances; organic peroxides
 - (f) Toxic Substances; infectious substances
 - (g) Radioactive materials
 - (h) Corrosive materials

- (i) Miscellaneous dangerous goods

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Administration) that a formal review of this Policy is required.
- 3.2 The Director of Physical Plant is responsible for the implementation, administration and review of this Policy.
- 3.3 Board of Governors Members, Senate Members, Faculty/School Councils, all Students, all Employees, and all External Parties are responsible for complying with this Policy.

Part IV Authority to Approve Procedures

- 4.1 The Vice-President (Administration) may approve Procedures, if applicable, which are secondary to and comply with this Policy.

Part V Review

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is July 2, 2023.
- 5.2 In the interim, this Policy may be revised or repealed if:
 - (a) the Vice-President (Administration) or Approving Body deems it necessary or desirable to do so;
 - (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.

Part VI Effect on Previous Statements

- 6.1 This Policy supersedes all of the following:
 - (a) University Mail Services Policy dated December 15, 1989
 - (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and

- (c) all previous Administration Governing Documents on the subject matter contained herein.

Part VII
Cross References

7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:

- (a) [University Mail Services Procedure](#)