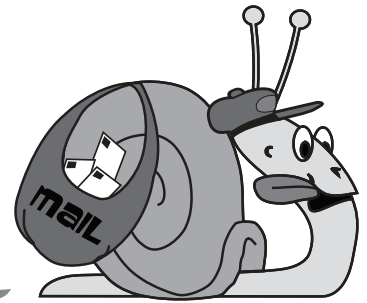


Snail Mail Gazette



Station 17 Post Office

Vanderbilt University Medical Center

November 2008

This is the first of six monthly newsletters that the VUMC Post Office will be distributing to help the medical center community get the most out of our mail system. A particular theme with useful tips, techniques, and a certain amount of trivia will be featured every month. Each issue of the Snail Mail Gazette will be placed in all departmental mailboxes and will also be posted as a PDF here: http://www.mc.vanderbilt.edu/copypost/po_SnailMailGazette.htm

This month's focus... **Campus Mail**

The basic building block of the campus mail system is the campus zip. The campus zip code system exists to provide a more efficient and organized framework for the distribution of the Medical Center's mail than could be done using only room numbers and department names.

Each delivery point (anywhere mail is delivered) is assigned a four digit code. Although large departments may actually have more than one zip code (Pediatrics! Whew!), for mail purposes we usually refer to each delivery point as a department. The first digit of each zip indicates the building where the department is located:

0 - Light Hall & MRB 4	5 - The Vanderbilt Clinic
1 - Medical Arts	6 - Medical Research Buildings (MRBs 1, 2, and 3)
2 - Medical Center North	7 - Vanderbilt University Hospital
3 - 100 Oaks (used to be Med. Ctr. So.)	8 - Miscellaneous buildings
4 - Oxford House	9 - Children's Hospital

Beyond this first digit, though, the zip is not tied to a physical location (unlike U.S.P.S. zip codes). The last three digits are assigned according to a system which:

- * maintains a fixed relation between the mail sorting bins in the Post Office, so we don't have to rearrange every time a move happens;
- * allows a department which moves within the same building to keep its zip code;
- * answers the frequent question, "Why is our neighboring department's zip so different from ours?"



N•e•w•s you can use

Do you know your campus zip???

If not, contact Rhonda at the Station 17 Post Office to find out at rhonda.cook@vanderbilt.edu. Be sure to list your department and location (preferably where your mail is delivered).

Getting Mis-Addressed Campus Mail?

Chances are your correspondents are using one of these:

- #1 - PeopleFinder** - Your department's and your personal campus address should be listed in this directory. Contact your directory responsible person to make corrections.
- #2 - PeopleSoft** - Payroll and other financial reports are sent out according to the campus addresses in this system's database. Download the Home Department Change form at www.mc.vanderbilt.edu/copypost, choose Forms Management, Access MC Forms, and enter 1239 in the MC# search field.
- #3 - Disbursements/Accounts Payable** - Return address labels for invoice reports are often generated by the Departmental Routing Code (DRC) that is tied to your campus address. Send changes regarding your DRC to mary.clissold@vanderbilt.edu.
- #4 - Credit Union** - Statements are mailed to its members via campus mail. Print the change of address form at www.vanderbiltcu.org and fax to 6-0464.
- #5 - Email Signatures** - Signing off emails with a correct campus address is advised. This may be done on the Outlook email program.



How to Format Campus Addresses or...

How to Prevent "Return to Sender"

Formatting campus addresses on your outgoing mail is critical for correct and timely delivery. Incomplete or incorrect addresses force our sorters to "interpret" the mail as opposed to sorting it. This can introduce errors or delays into the process.

"Return to Sender" is never a pleasant thing (unless you are listening to Elvis croon about it).

This is an example of a correctly formatted campus address:

**John Doe
Station 17 Post Office
B-0106 MCN (2635)**

This is an example of a correctly formatted U.S. mail address for the 37232 area:

**John Doe
Vanderbilt Univ. Med. Center
Station 17 Post Office
B-0106 MCN
Nashville, TN 37232-2635**

(Note: Any VUMC address using our very own 37232 zip code, should use its campus zip after the zip as a "plus 4" and does not require a street address.)

It is always recommended that you use a return address on campus mail and U.S. mail and format it just as you would a "send to" address as shown above.

Station 17 Post Office B-0106 MCN (2635)

Frank Ashe, Manager	frank.ashe@vanderbilt.edu	3-2537
Rhonda Cook, Admin. Asst.....	rhonda.cook@vanderbilt.edu	2-8761
Dan Sneed, Mail Clerk Lead.....	dan.sneed@vanderbilt.edu	2-6831
Sorting Room/Packages/Patient Mail.....		2-8763
Window Service.....		2-2290

www.mc.vanderbilt.edu/copypost

<i>Hours</i>	<i>Holiday Hours - December 10-23</i>
8:30 am-4:00 pm . Monday-Friday	7:00 am-4:00 pm . Monday-Friday
8:30 am-3:00 pm . Money Orders Sold (Cash Only)	7:00 am-3:00 pm . Money Orders Sold (Cash Only)

We accept cash and checks with a valid driver's license.

Frequently Asked Questions...

Why is it important that my campus mailing be in zip code order?

It can be sorted much more quickly that way! Compare two mailings of 1000 letters that go to all Medical Center departments. There are roughly 400 campus zip codes, so the mailing in zip code order can be placed in the departmental mail bins in 400 operations (one per zip code). The mailing in random order, by contrast, will take 1000 sorting operations (one per letter).

The gain in efficiency becomes larger with the size of the mailing. If there are 5000 letters in the above example, the ordered mailing can still be done with 400 sorts. The number of sorting operations required for the random mailing, however, rises to 5000!

If you print labels or envelopes from your own computer, or have them printed by another source, please keep this important point in mind.

Can I send campus mail to the outlying clinics in Green Hills, Franklin, etc.?

No. There is not a sufficient volume of mail going to these installations to justify our sending a carrier to serve them. Use U.S. mail instead.

Why are Vanderbilt's Post Offices called Station B and Station 17?

There has never been a Station A post office on campus. The U.S.P.S. formerly used an alphabetical system to keep track of its contracted post offices, like Station B in Rand Hall. Station A was reportedly assigned to a branch of the Tennessee prison system. The U.S.P.S. later implemented a numerical system, which was in place when the Medical Center was designated Station 17.

How can I update my listing in the PeopleFinder database?

Communicate with your department coordinator. Each department has a person assigned to make PeopleFinder changes. If you do not know who yours is, first look at your department listing, if not found there, you may contact PeopleFinder at peoplefinder@vanderbilt.edu.

Holiday Packages and Wrap-A-Thon

The Station 17 Post Office and Vanderbilt Valet will help you make holiday gift-giving a lot easier. All year long, the Post Office provides recycled boxes and packing materials outside B-0107 MCN, the retail window. Once you've packed up your gift, you may take it to the Vanderbilt Valet, D-2103 MCN (x 3-8254, 7:30am-5:00pm M-F) or Vanderbilt Valet, 2102 VCH (x 6-8253, 8:00am-4:30pm M-F) December 15-19, to have your boxed presents gift-wrapped. Happy Holidays!