

SALSBURY INDUSTRIES  
1010 EAST 62ND ST  
LOS ANGELES CA 90001-1598

[www.mailboxes.com](http://www.mailboxes.com)

4850 (Contemporary)  
4855 (Contemporary)  
4325 (Locking)  
4350 (Locking)  
4375 (Locking)  
4550 (Locking)

SECURITY MANUFACTURING  
815 S MAIN ST  
GRAPEVINE TX 76051-5535

[www.securitymanufacturing.com](http://www.securitymanufacturing.com)

Trailmaster (Locking)

SOLAR GROUP  
107 FELLOWSHIP RD  
PO BOX 525  
TAYLORSVILLE MS 39168-0525

[www.thesolargroup.com](http://www.thesolargroup.com)

ST-10 (Traditional)  
ST-15 (Traditional)  
E-16 (Traditional)  
ST-20 (Traditional)  
ST-11 (Traditional)  
ES15 Estate (Traditional)  
ST-16 (Traditional)  
PL-10 (Traditional)  
CENTURY 2000 (Contemporary)  
CL-1 (Contemporary)  
E-11 (Contemporary)  
RSK (Locking)  
A15 (Contemporary)  
Gentry (Contemporary)  
PED (Locking)

MB-950BSN Seville (Traditional)  
MB-550 Georgian (Traditional)  
MB-158 Tuscany (Traditional)  
MB-950BRBC Seville (Traditional)  
MB-170 Mainstreet (Traditional)  
MB-541 Northpointe (Traditional)  
MB-970AB Westminster (Traditional)  
MB-950WBC Seville (Traditional)  
MB-370 Ventura (Traditional)  
MB-320 Hamilton (Traditional)  
MB-801 Ironsides (Traditional)  
MB-384BC Alta Vista (Traditional)  
MB-386C Monterey (Traditional)  
MB-388B Hillcrest (Traditional)  
MB-382T Fremont (Traditional)  
MB-386OBR Monterey (Traditional)  
MB-380B Sierra (Traditional)  
MB-981B Reliant (Locking)

SPRING CITY ELECTRICAL MANUFACTURING COMPANY  
PO BOX 19  
SPRING CITY PA 19475-0019

[www.springcity.com](http://www.springcity.com)

Estate (Contemporary)

STEP 2  
PO BOX 2412  
STREETSBORO OH 44241-0412

[www.step2.com](http://www.step2.com)

5402 (Contemporary)  
5452 (Contemporary)  
5317 (Locking)  
5605 MailMinder (Accessory)

VEEDERS MAILBOX  
10050 MONTGOMERY RD #324  
CINCINNATI OH 45242-5322

[www.veedersmailbox.com](http://www.veedersmailbox.com)

LGVMB-G (Traditional)  
LGVMB-SS (Traditional)  
SMVMB-B (Traditional)  
SMVMB-SS (Traditional)

WHITEHALL PRODUCTS  
8786 WATER ST  
MONTAGUE MI 49431-1204

[www.whitehallproducts.com](http://www.whitehallproducts.com)

Whitehall (Contemporary)  
Capitol (Contemporary)

Y ALL GOT MAIL  
3088 RAGSDALE DR  
MILAN TN 38358-3420

[yallgotmail@charter.net](mailto:yallgotmail@charter.net)

Y'All Got Mail (Accessory)

### Cluster Box Units and All-Weather Parcel Lockers

During Mailbox Improvement Week, postmasters and managers or their designees must review all cluster box units (CBUs), neighborhood delivery and collection box units (NDCBUs), and outdoor parcel lockers (OPLs) in their delivery areas to identify any hazards or irregularities, and they must record the results of the review.

**Note:** NDCBUs are not approved for use in new delivery or as replacement units for existing NDCBUs — even when privately purchased. Postal Service officials must not install Arrow locks in new NDCBUs or initiate delivery to NDCBU units installed as replacements.

Upon completing the reviews, keep a copy in your local office and send consolidated copies to the designated growth coordinator for each district. Use PS Form 8143, *Equipment Checklist and Followup Review*, in conducting and recording the reviews. PS Form 8143 is available in this *Postal Bulletin* (see Exhibit G on page 73). PS Form 8143 is also available on the PolicyNet website at <http://blue.usps.gov/cpim/>; click on *Forms*. Employees

conducting the reviews must complete PS Form 1624, *Delivery/Collection Equipment Work Request*, for any equipment that poses a safety hazard to postal customers or employees. You can order PS Form 1624 from the MDC using touch-tone order entry (see page 59 for MDC ordering instructions), or download it from the PolicyNet website at <http://blue.usps.gov/cpim/>. Ordering information for PS Form 1624 is as follows:

<b>PSIN:</b>	PS1624
<b>PSN:</b>	7530-01-000-9392
<b>Unit of Issue:</b>	SE
<b>Quick Pick #:</b>	N/A
<b>Bulk Pack Quantity:</b>	10,000
<b>Minimum Order:</b>	100
<b>Price:</b>	\$0.0302

### Equipment Review Procedure

Employees must use the CBU and parcel locker equipment checklist and followup review procedure when examining the condition of CBUs, NDCBUs, and OPLs. You must:

1. List the 5-digit, USPS-marked postal ID number of the unit. This is usually visible on the front or side of the body or pedestal. If a postal ID number is not available, list the unit location, equipment type, and manufacturer in the left-hand column. If you are able to access the back of the unit, list the unit's vendor-supplied serial number. You *must* distinguish the type listed as an NDCBU or CBU.
  2. Assign each checklist item one of the following ratings:
    - a. OK — Equipment does not need attention for this item.
    - b. X — Equipment needs attention for this item.
    - c. NA — Item does not apply to this particular piece of equipment.
  3. When examining the equipment, use the instructions below to complete PS Form 8143:
    - a. Check equipment. All delivery and collection equipment should be straight, vertical, and firmly mounted. For safety concerns, please ensure that customer compartments are facing **away** from the street (refer to the safety note below) or are oriented such that safe collection and delivery of the mail may occur. Visually verify that four bolts/nuts are firmly in place securing the pedestal to the concrete pad and to the delivery equipment. Apply hand pressure to the top edge of the unit from the front side. While the unit may flex under the load, verify that the pedestal stays firmly mounted to the concrete and that the unit does not separate from the pedestal.
- Note:** For safety concerns, ensure that customer compartments are located such that customers do not have to stand in the street to access their mail or that letter carriers do not have to stand in the street to deliver mail. Consider all factors of equipment location including setbacks from streets that may allow customer compartments to face the road, but be of such a distance so as not to affect the safe delivery and collection of mail.
- b. Check visible welds. Make note of cracked, broken, or rusted welds. For NDCBUs and OPLs only, tap the pedestal with a lightweight hammer, especially along the seams, to check for corrosion from the inside out or perforated corrosion.
  - c. For CBUs and NDCBUs, observe whether the carrier access door is locked and secure. Open it and observe whether it is bowed or warped and whether the door and locking bar operate smoothly. With the carrier access door open, check whether restraining devices prevent the door from blowing closed. These devices, which may have to be set manually, should be serviceable.
  - d. Ensure that the Arrow lock operates smoothly and easily and that the mounting hardware is tight. For NDCBUs, CBU parcel doors, and OPLs, the protective cover that shields the Arrow lock from customer tampering must be serviceable and firmly attached.
  - e. For OPLs, the cover that protects the Arrow lock from theft must be secured with the proper quantity of tamper resistant screws.
  - f. Ensure that all customer access doors are present, closed, and locked with no visible damage or signs of forced entry. Check that customer door numbers are legible.
  - g. Ensure that the exterior surface of the unit is free from rust and graffiti.
  - h. Examine the unit. Check it for defects or damage and whether it reflects a proper Postal Service image.
  - i. Check whether the unit and any protecting structure appears watertight and in good repair. Check whether there are any noticeable watermarks inside the unit or any wet mail.
  - j. Note any other conditions that require attention. Also, look for signs of vandalism such as pry marks on doors and locks.
4. Record the results of the inspection on the checklist.
  5. Submit the completed PS Form 1624 for each unit reviewed to the maintenance office responsible for centralized delivery equipment installation or repair in the area.

Carriers must note equipment deficiencies and report them to the postmaster, supervisor, or designee. The postmaster or designee must then submit PS Form 1624 reporting the equipment defects. In addition, carriers should complete PS Form 1767, *Report of Hazard, Unsafe Condition, or Practice*, for items that pose an immediate threat to safety, such as an improperly secured or leaning NDCBU/CBU. You can order PS Form 1767 from the MDC using touch-tone ordering procedures (see page 59). Ordering information for PS Form 1767 is as follows:

<b>PSIN:</b>	PS1767
<b>PSN:</b>	7530-01-000-9422
<b>Unit of Issue:</b>	SE
<b>Quick Pick #:</b>	141
<b>Bulk Pack Quantity:</b>	1000
<b>Minimum Order:</b>	25
<b>Price:</b>	\$0.0652

The postmaster or supervisor must immediately notify by telephone the office responsible for repair of reported hazards. The postmaster or supervisor must follow up to ensure that the work is satisfactorily completed and documented. The office responsible for repair should use its local buying authority to accomplish the repairs.

In January of 1999, the Postal Service announced that NDCBUs cannot be installed for delivery of mail beginning in FY 2000. As previously stated, there are no waivers granted for this policy. Place all orders for CBUs and OPLs against the national contracts listed below. Use eBuy to place all orders.

For eBuy ordering instructions, go to the Postal Service Intranet at <http://blue.usps.gov>. In the left-hand column, click *eBuy*, then *Training*. You may also call 800-USPS-HELP for additional help.

## Cluster Box Units

### USPS-B-1118G

FLORENCE MANUFACTURING COMPANY  
5935 CORPORATE DR  
MANHATTAN KS 66503-9675  
Telephone: 800-275-1747  
Telephone: 785-323-4400  
Fax: 800-275-5081 (toll-free)  
Fax: 785-323-4470  
[www.florencemailboxes.com](http://www.florencemailboxes.com)

Unit is anodized, painted aluminum.

Contract #1CDSEQ-05-B-3001 — Place orders through eBuy.

**Note:** You must use eBuy to purchase supplies from this contract supplier.

## Cluster Box Unit Accessories

QUALARC  
11300 TRADE CENTER DRIVE STE A  
RANCHO CORDOVA CA 95742-6219  
Telephone: 888-800-0153  
Fax: 916-635-0228  
[www.qualarc.com](http://www.qualarc.com)

Decorative CBU Accessories:

Regency — 1201, Tall Pedestal Cover  
Regency — 1202, Short Pedestal Cover  
Regency — 1200, Top Cover  
Regency — Flame & Ball, Top Cover Finials

**Note:** CBU accessories are optional equipment that is intended to enhance the aesthetic appearance of commercially purchased units.

FLORENCE MANUFACTURING COMPANY  
5935 CORPORATE DR  
MANHATTAN KS 66503-9675  
Telephone: 800-275-1747  
Telephone: 785-323-4400  
Fax: 800-275-5081 (toll-free)  
Fax: 785-323-4470

[www.florencemailboxes.com](http://www.florencemailboxes.com)

Decorative CBU Accessories  
Vogue-VogueC1 Crown Molding Cap  
Vogue-Vogue P114 Short Pedestal Cover  
Vogue-Vogue P128 Tall Pedestal Cover

## High Security Cluster Box Units

FLORENCE MANUFACTURING COMPANY  
5935 CORPORATE DR  
MANHATTAN KS 66503-9675  
Telephone: 800-275-1747  
Telephone: 785-323-4400  
Fax: 785-323-4470  
Fax: 800-275-5081 (toll-free)  
[www.florencemailboxes.com](http://www.florencemailboxes.com)

Unit constructed of extruded aluminum and stainless steel.

Contract #1CDSEQ-05-B-3001 — Place orders through eBuy.

**Note:**

- 1) You must use eBuy to purchase supplies from this contract supplier.
- 2) Unit is anodized, painted aluminum — pedestal is anodized, painted stainless steel.

Contract No. 1CDSEQ-05-B-3001, available on eBuy.

**Note:**

- 1) In accordance with MMO-123-06, Return of Non-Functional PSIN O306P Locks (Rev. E CBU Parcel Locker Locks), all non-functioning PSIN O306P locks are to be mailed to CompX at the address provided above. Also, refer to "Redesigned Parcel Lock Now Available," published in *Postal Bulletin* 22204 (4-12-07, pages 93–94) for ordering information.

- 2) Use the following information to order locks.:

MATERIAL DISTRIBUTION CENTER  
 ATTN SUPPLY REQUISITIONS  
 500 SW GARY ORMSBY DR  
 TOPEKA KS 66624-9702  
 e-mail: [mdc.customerservice@usps.gov](mailto:mdc.customerservice@usps.gov)  
 TTOE: 800-273-1509  
 Option 1, followed by option 2

**Licensing**

USPS has developed a licensing program to create a standardized customer compartment lock (O910A and B) used in centralized delivery equipment. This standardization assures a level of security to protect the security and sanctity of the mail. A licensing program has also been developed for the CBU, which, when combined with the O910 lock, surpasses a required security level. Commercial manufacturers who wish to become licensed suppliers of either the O910 lock (USPS-L-1172C) or the CBU (USPS-B-1118G) should contact the office below for application procedures.

**USPS Licensing Contact**

DELIVERY TEAM LICENSING  
 PO BOX 27496  
 GREENSBORO NC 27498-0001

**Current O910 Lock Licensee**

COMPX SECURITY PRODUCTS\*  
 200 OLD MILL RD  
 PO BOX 200  
 MAULDIN SC 29662-0200  
[www.compx.com](http://www.compx.com)

\*Formerly National Cabinet Lock

Telephone: 864-286-1694

Fax: 864-286-1698

License Number: 1CDSEQ-08-B-0011

**Current CBU Licensee**

FLORENCE MANUFACTURING COMPANY  
 5935 CORPORATE DR  
 MANHATTAN KS 66503-9675  
 Telephone: 800-275-1747  
 Telephone: 785-323-4400  
 Fax: 800-275-5081 (toll-free)  
 Fax: 785-323-4470  
[www.florencemailboxes.com](http://www.florencemailboxes.com)

Unit is anodized, painted aluminum in a choice of 6 colors: Sandstone, Black, Bronze, White, Green, and Postal Gray

License Number: 1CDSEQ-08-B-0012

SALSBURY INDUSTRIES  
 1010 E 62ND ST  
 LOS ANGELES CA 90001-1598  
 Telephone: 800-624-5269  
 Fax: 800-624-5299  
[www.mailboxes.com](http://www.mailboxes.com)

Unit is anodized, painted aluminum in a choice of 5 colors: Sandstone, Black, Bronze, White, and Green

License Number: 1CDSEQ-08-B-0026

**State and Local Regulations**

Some states have enacted laws that are more stringent and specific about the type of mailbox that may be used, the post or support that must be used to mount the mailbox, and the location of the delivery equipment. Regulations and recommendations published in this notice might not reflect appropriate requirements for your area. When providing guidance to the general public concerning mailbox placement and replacement, advise them not only of Postal Service regulations but also of any mailbox regulations that you know have been enacted by state or local authorities. Further information is available from the following:

AMERICAN ASSOCIATION OF STATE HIGHWAY  
 AND TRANSPORTATION OFFICIALS  
 444 N CAPITOL ST NW STE 249  
 WASHINGTON DC 20001-1512

FEDERAL HIGHWAY ADMINISTRATION  
 OFFICE OF HIGHWAY SAFETY HHS-10  
 400 7TH ST SW  
 WASHINGTON DC 20590-0003

**Publicity**

Postmasters must give these guidelines and suggestions maximum local publicity. Consult your area Public Affairs and Communications representative for further guidance and assistance in publicizing Mailbox Improvement Week. The news release on page 72 is provided for postmasters to distribute to daily or weekly newspapers or broadcast stations in their delivery area to promote Mailbox Improvement Week. Retype the press release, double-spaced, on Postal Service letterhead. You may also find it helpful to alert the media to locations of particularly interesting mailboxes in your delivery area.

**Responsibility**

Motorized city, rural, and highway contract box delivery route carriers must cooperate to ensure the success of this endeavor, and later report the results to the postmaster. In addition, postmasters should use the most up-to-date list of manufacturers and mailbox suppliers when providing motorized city, rural, and highway contract box delivery route customers with information about the type of box to install.

— City Delivery,  
 Delivery and Post Office Operations, 5-7-09