

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

Whitehall (Contemporary)
Capitol (Contemporary)

Y'All Got Mail

3088 Ragsdale Dr.
Milan, TN 38358-3420

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 52). 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 21 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:

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

- 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.
- Assign each checklist item one of the following ratings:
 - OK — Equipment does not need attention for this item.
 - X — Equipment needs attention for this item.
 - NA — Item does not apply to this particular piece of equipment.
- When examining the equipment, use the instructions below to complete PS Form 8143:
 - 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.
 - 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, secure the cover that protects the Arrow lock from theft 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 21). Ordering information for PS Form 1767 is as follows:

PSIN:	PS1767
PSN:	7530-01-000-9422
Unit of Issue:	SE
Quick Pick Number:	141
Bulk Pack Quantity:	1000
Minimum Order:	25
Price:	\$0.0615

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 eBuy2 to place all orders.

Graffiti on mailboxes? There is a new special soy-based cleaner available through eBuy or the MDC identified as "Cleaner, Graffiti Remover, Collection Box" PSN: 7930-13-000-4764. Cost \$17.41 per 22 oz. bottle.

This product has proven successful in removing graffiti collection boxes. While most effective on the most current collection boxes treated as graffiti-resistant, this cleaner may still prove effective with legacy equipment that has a good quality paint coating. For older collection boxes, test the product in an inconspicuous spot on the collection box to ensure it does not damage the current paint coating.

For eBuy2 ordering instructions, go to the Postal Service Intranet at <http://blue.usps.gov>; and in the left-hand column, click *eBuy/eBuy2*. 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
785-323-4400

Fax: 800-275-5081 (toll-free)
785-323-4470

www.florencemailboxes.com

Unit is powder-coated aluminum.

Contract #1CDSEQ-11-B-1004 — Place orders through eBuy2.

Note: You must use eBuy2 to purchase supplies from this contract supplier.

Cluster Box Unit Accessories

Florence Manufacturing Company

5935 Corporate Dr.
Manhattan, KS 66503-9675
Telephone: 800-275-1747
785-323-4400

Fax: 800-275-5081 (toll-free)
785-323-4470

www.florencemailboxes.com

Decorative CBU Accessories
Vogue-Vogue C1 Crown Molding Cap
Vogue-Vogue P114 Short Pedestal Cover
Vogue-Vogue P128 Tall Pedestal Cover

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.

High Security Cluster Box Units

Florence Manufacturing Company

5935 Corporate Dr.
Manhattan, KS 66503-9675
Telephone: 800-275-1747
785-323-4400

Fax: 785-323-4470
800-275-5081 (toll-free)

www.florencemailboxes.com

Unit is powder-coated aluminum and stainless steel.

Contract #1CDSEQ-11-B-1004 — Place orders through eBuy2.

Note:

- 1) You must use eBuy2 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 eBuy2.

Outdoor Parcel Locker (OPL)

USPS-B-1116B

Florence Manufacturing Company

5935 Corporate Dr.
Manhattan, KS 66503-9675
Telephone: 800-275-1747
785-323-4400

Fax: 800-275-5081 (toll-free)
785-323-4470

www.florencemailboxes.com

Contract #1CDSEQ-11-B-1004 — Place orders through eBuy2.

Note: You must use eBuy2 to purchase supplies from this contract supplier.

Replacement Pedestals — CBU, NDCBU, and OPL Universal

Florence Manufacturing Company

5935 Corporate Dr.
Manhattan, KS 66503-9675
Telephone: 800-275-1747
785-323-4400

Fax: 800-275-5081 (toll-free)
785-323-4470

www.florencemailboxes.com

NDCBU Universal Pedestal is anodized aluminum — does not fit Superior units

Replacement Pedestal — OPL

Replacement Pedestal — American Locker CBU

Replacement Pedestal — American Locker OPL

Contract #1CDSEQ-05-B-3001 — Place orders through eBuy2.

Note: You must use eBuy2 to purchase supplies from this contractor.

Wall-Mounted Centralized Mail Receptacles

USPS-STD-4C

USPS-STD-4C was fully implemented on October 6, 2006. All new multi-unit constructions with building permits submitted before October 6, 2006, retain the option of using apartment-style receptacles built to the specifications of USPS-STD-4B+.

All multi-unit construction with building plans submitted on October 6, 2006, or later are required to use wall-mounted mail receptacles built and approved to the specifications of USPS-STD-4C.

The receptacles offer:

- Improved compartment security.
- Customer-friendly compartment designs, which allow mail to be placed flat into the compartment.
- Increased ease of use for carriers
- Larger customer compartment capacity for small parcels and rolls (SPRs), small parcels, and large volumes of mail.
- One parcel locker for every 10 customer compartment ratios for installations with 10 customer compartments or more.
- Secure outgoing mail compartments.

The use of USPS-STD-4C boxes is primarily intended for new construction and not as a means of retrofitting existing complexes. However, buildings undergoing significant renovations or rehabilitations may be required to convert to wall-mounted receptacles that are USPS-STD-4C compliant. If these renovations include significant struc-

Approved Manufacturers

USPS-STD-4B+

American Device Manufacturing

5935 Corporate Dr.
Manhattan, KS 66503-9675
Telephone: 800-275-1747
785-323-4400
Fax: 800-275-5081 (toll-free)
785-323-4470

www.florencemailboxes.com

Horizontal units only

American Eagle Mailboxes

3017 Wheelock St.
Dallas, TX 75220-2944
Telephone: 800-488-4810
214-358-5544

Fax: 214-358-2261

www.americaneaglemailbox.com

Horizontal units only

Bommer Industries, Inc.

PO Box 187
Landrum, SC 29356-0187
Telephone: 800-334-1654
864-457-3301

Fax: 864-457-5370

www.bommer.com

Florence Manufacturing Company

5935 Corporate Dr.
Manhattan, KS 66503-9675
Telephone: 800-275-1747
785-323-4400

Fax: 800-275-5081 (toll-free)
785-323-4470

www.florencemailboxes.com

Jensen Mailboxes

105 Steel Craft Dr.
Hartford, WI 53027-1631
Telephone: 877-597-5671
Fax: 800-991-6121

www.jensenmailboxes.com

Horizontal units only

Salsbury Industries

1010 E. 62nd St.
Los Angeles, CA 90001-1598
Telephone: 800-624-5269
Fax: 800-624-5299

www.mailboxes.com

Security Manufacturing Corp.

815 S. Main St.
Grapevine, TX 76051-5535
Telephone: 800-762-6937
817-329-1600

Fax: 817-481-3993

www.securitymanufacturing.com

Locks

PSIN O910A & B, O910HS (per USPS-L-1172D), O913A through K cams, O306P1 (per USPS-L-1294B), O306A1 and A2, O306B and D, O308 (per USPS-K-852H)

CompX Security Products*

200 Old Mill Rd.
PO Box 200
Mauldin, SC 29662-0200

www.compX.com

*Formerly National Cabinet Lock

Contact: Larry Springate

Telephone: 864-286-1696

Fax: 864-286-1698

Contract No. 1CDSEQ-11-B-1005

Note:

- 1) In accordance with Helping Hand Issue #23, return all nonfunctioning Post Office box locks (PSIN O306B, O306D, O308, O306A1 and O306A2) and excess keys, and Rev. E CBU Parcel Locker Locks (PSIN O306P, see MMO-123-06 and *Postal Bulletin* 22204 (4-12-07, pages 93-94), reorder using PSIN O306P1), to CompX at the address shown below. This should now include Armor Safe Corporation (ASC) and Royal (RL) Post Office box locks needing replacement keys, which were previously returned to the Mail Equipment Shop.

Lock Refurb Program
CompX Security Products
PO Box 200
Mauldin, SC 29662-0200

- 2) The preferred method to order locks is from eBay2, Supplier — MDIMSCAT, which is the Topeka Material Distribution Center. Use the following information to order locks:

Material Distribution Center
Attn. Supply Requisitions
500 S.W. Gary Ormsby Dr.
Topeka, KS 66624-9702
e-mail: mdc.customerservice@usps.gov
TTOE: 800-273-1509
Option 1, followed by option 2

Licensing

USPS licenses two products of USPS-approved delivery and collection equipment for sale to customers other than USPS itself: a) customer compartment locks (O910A and B) used in centralized delivery equipment, and b) 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-1172D) or the CBU (USPS-B-1118G) should contact the following office 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

*Formerly National Cabinet Lock

Telephone: 864-286-1696

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
785-323-4400

Fax: 800-275-5081 (toll-free)
785-323-4470

www.florencemailboxes.com

Unit is powder-coated aluminum in a choice of six 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

Unit is powder-coated aluminum in a choice of five colors: Sandstone, Black, Bronze, White, and Green

License Number: 1CDSEQ-08-B-0026

Postal Products Unlimited, Inc.

500 West Oklahoma Ave.
Milwaukee, WI 53207-2649

Telephone: 800-229-4500

Fax: 414-290-1575

www.mailproducts.com

License Number: 1CDSEQ-10-B-0011

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. N.W., Ste. 249
Washington, DC 20001-1512

Federal Highway Administration
Office of Highway Safety HHS-10
400 7th St. S.W.
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 51 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, 5-5-11