

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>Management of Personal Mail/Packages</b>		<b>SOP #: HR.29.00</b>
Effective Date	3/31/2022	
Last Revision/Review	4/28/23, 6/13/2024	

### 1. Purpose

Management of Incoming Personal Mail and Packages

### 2. Related Policy/Authority

### 3. Faculty/Staff Responsibilities

Make alternative arrangements for delivery of personal mail and/or packages.

### 4. Definitions/Abbreviations

### 5. Procedural Steps

Burrell mail services are for official college business only and draw on limited college funding. For security reasons, all deliveries, regardless of sender or type, must be processed through Mail or Receiving, consuming staff time and college resources. In addition, Burrell cannot assume liability for personal deliveries.

This prohibition applies to all deliveries, including those using the U.S. Postal Service, FedEx, UPS, or any other courier. Personal mail or packages delivered to Mail or Receiving Services will be refused and/or returned to senders.

Receiving Packages:

To help minimize loss of or delays in delivery of personal items, please ensure that senders have your correct home or mailing address. We understand that you cannot always be at home to receive a package. Here are some alternatives to having deliveries sent to our office:

- Decide with family or friends to receive your package while you are at work.
- Make alternate arrangements for receiving your packages:
  - FedEx enables you to customize your delivery to other convenient locations, such as a Walgreen's store, with its **"Hold at Location" service**.
  - The U.S. Postal Service allows you to manage your package deliveries with its **"Informed Delivery" service** and **request redelivery** of mail you missed receiving.
  - UPS offers ways to **Change your package delivery location** both before and after an initial delivery attempt.
  - **Amazon Lockers** are self-service kiosks placed in shopping centers, retail stores and transit stations that you can use as a shipping address. When the package is delivered, you will receive a pick-up code and can collect your package at your convenience during the next three business days.

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### **6. Reports/Charts/Forms/Attachments/Cross References**

### **7. Maintenance**

Approved by	6/13/2024
Department Head of Human Resources	Date

### **9. Distribution List**

### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			