



# SUNY DOWNSTATE Medical Center

## Mail Services

Initially distributed November 2013

**DMC Main Campus Incoming Mail\***: Regardless of the street address of the main campus building you work in, the Main Campus incoming mail has the following *required* official USPS mailing addresses.

**Your Full Name**, Your Title if desired

Your Department Name if desired, **Your MSC**\_\_\_\_ (Mail Stop Code must appear above the street address line)

**SUNY Downstate Medical Center** (or UHB or your DMC affiliated company name)

**450 Clarkson Ave** (UHB departments may use the street address **445 Lenox Rd**)

**Brooklyn NY 11203-2098**

\*811NYA, 825NYA Residence Halls, as well as residents in 440 Lenox Rd are official USPS mail delivery locations that continue to use their direct street addresses (no change needed).

## **YOUR Mail Stop Code (MSC); please begin using the new format ASAP: It's important to speed the USPS delivery of your incoming Mail.**

- DMC's old 'box #' nomenclature causes USPS processing delays in your incoming mail.
- Your dept's number remains the same, but **DON'T use the term "Box#"**.
- Make sure it appears above the street address line of your address.
- Submit revisions to all your incoming subscriptions and any professional mailing lists that you're on.
- Update your DMC Dept Webpage & eMail signature format too! (DMC Outlook Preferences, mail, stationery and fonts, eMail signature)

## **Why? Background:**

**DO NOT USE the word "Box #"**: The DMC Main Campus has been using the term "Box #s" for years for sorting internal mail but technically, in United States Postal Service (USPS) lingo, they are internal Mail Stop Codes (MSC). DMC's Box# terminology must be changed since increased USPS automated processing now causes increase likelihood of USPS mail delays. The acronym "MSC" is preferred but USPS automated sort machines also recognize the term "Mail Stop", "Mail Stop Code".

**DO NOT PLACE the MSC** on the same line as the street address (450 Clarkson Ave.) **Where to place the MSC in your address is equally important.** The final two lines of an address are most important to USPS automated processing ... to exactly match to the official USPS street address database. When they don't exactly match, misroutes or rejection can result.

DMC has already begun to experience a low and sporadic volume of such incoming delayed mail, but we anticipate such problems will escalate as USPS continues its increased automation. **So your action is needed NOW.** All DMC Main Campus incoming mail will need to transition to this new format (MSC), including subscriptions. While this USPS regulation has always been in place, local USPS staff previously manually recognized and processed mail to DMC without any problem. Today, there's simply far fewer USPS staff involved in the process.

[Mail Services Incoming Mail Requirements webpage \(link\)](#)