

EvCC Junk Mail Project

Broad View:

The EvCC Junk Mail project was conceived in 2009 to reduce the unwanted mail that was being sorted by the mail room and then delivered on campus. The goal of the project was to save time, staff effort and money as well as cut back on the amount of mail that staff were expected to sort through to get to the mail they needed. It is also a way for departments to stop mailings for employees who have left EvCC.

In 2009, the daily receipt of unwanted mail (catalogues, out of date mailers, mail to employees no longer at the college, etc.) was nearly 350lbs daily. To date, the project has reduced the amount of unwanted mail to under 10lbs a day.

EvCC Junk Mail Project Process:

1. The EvCC Mailroom receives mail from the US Post Office.
2. The mail room staff sort the mail into employee or departmental mail boxes. **Note: the mailroom staff CANNOT determine mail as "junk". This decision and request must be made by the addressee or the departmental staff responsible for delivered mail management.**
3. Staff who pick up or receive delivery of mail indicate that mail is unwanted or "junk" mail by handing back the mail to mailroom staff and saying "This is junk mail" or by writing "junk mail" on the mail and returning it by campus mail to the mail room. **NOTE: this process results in permanent mailing list removal and should not be used for companies/mailings which the recipient wishes to continue receiving or conducting business with!**
4. Mail room staff will mark mail handed back and/or received as junk mail with a mail room "junk mail" stamp.
5. Mail that is not clearly marked "junk mail" will be returned to the mail room for reprocessing.
6. If it is unclear whether mail should be put through the "junk" mail process, Sharon Schuhow or her designee will make the final decision.
7. Once mail has been indicated as "junk" the mail room staff will put the unwanted mail in Facilities' mailbox for delivery and processing.
8. "Junk" mail will be delivered to **Maintenance (MT) 102** for final verification prior to processing.
9. Unwanted or "junk" mail will be processed by the PTH/VOL/WSS staff supervised by the Facilities ASM/RCM.
10. Unwanted or "junk" mail will be opened. The processor will examine the mail for directions for removal from mailing list of the mail recipient requesting that the mail be processed as "junk".
11. According to the removal directions of the originating mailer, the processor will call, email or fax the request to remove the mail recipient from the mailing list. The removal request information is entered by the processor into a tracking sheet.

Questions? Contact Molly Beeman at 425-388-9070 or mbeeman@everettcc.edu