

WORKING DRAFT: MSU Campus Addressing Project

What is it?

The Campus Addressing Project has been established to assign an addressing grid for the MSU Campus and provide a locatable address for all MSU facilities.

Why?

There are three important reasons to make this change: Improving general public safety response, requirements for 9-1-1 enhanced dispatching services, and the ability to use global positioning systems (GPS). With the rapid advances in technology, and the integration of this technology in providing more accurate and timely response to emergencies, it has become necessary to position MSU to take advantage of these systems. Our current mode of using building names to communicate location does not conform to modern databases and prevents the campus from taking advantage of updated and improved emergency response systems.

With respect to public safety response, the increases in cooperative governmental operations including currently combined dispatch offices, more clearly underscored the need to adopt a commonly understood and accepted practice of addressing systems. When we joined the East Lansing/Meridian Township Dispatch Center we gained economies in staff cost, but lost familiarity with those employees on how our campus lays out on a map. Emergency first responders across the nation are trained to locate calls for service using a street address. Our current system of using a room number and building name is not used in any municipalities of our size and requires that first responders memorize a map of buildings with no logical ordering of their placement.

In approximately 8 months we will move our dispatch duties to a Dispatch Center that will dispatch for all agencies in Ingham County and those dispatchers will not be familiar with our campus. As local governments continue to see decreases in funding, mutual aid assistance will become more common. It is now very possible to have a Fire or Emergency Medical Services (EMS) unit from other responding agencies called to a campus emergency and be unfamiliar with our campus. Those units rely on highly precise address information provided by computer aided dispatch and records systems that also support global positioning system (GPS) location assistance. Changing our addressing system will enable improved efforts to deal with a mass casualty or large scale disaster response using mutual aid agencies.

In regards to the 9-1-1 enhanced dispatch requirements, legislation has been passed that will require every landline telephone capable of calling 9-1-1 to specifically identify the location from which the call originated. Having a United States Postal Service approved address system on campus will increase our safety and compliance by clearly identifying locations requesting assistance.

Finally, the benefits of this type of addressing system go beyond public safety and include improved locatable addresses in their mapping for Global Positioning System (GPS) units, improved post and parcel delivery, and improved Geographical Information System (GIS) and mapping abilities.

Frequently Asked Questions (FAQ's)

Will building names go away or change?

No, buildings will continue to have their official name and official (FAMIS) building number. A proper street address will be added and used for dispatching first responders, U.S.P.S. mail, FedEx, U.P.S., and other shippers.

Isn't there a common addressing scheme for the entire county?

Not in Ingham County. Political subdivisions (townships/cities) have in some cases adopted their own addressing patterns. In other cases entities such as Consumers Energy have been allowed to assign addresses. However, regardless of the pattern, a locatable street address that is formatted and presented according to U.S. Postal Service convention is in place.

Will the proposed MSU addressing plan conform with local addressing plans?

Yes, but with a distinct dividing line. Addresses north of Mount Hope will conform as closely as possible to East Lansing's address scheme. Addresses south of Mount Hope will conform to the City of Lansing's address scheme as far east as Hagadorn. This is because this area is considered by the U.S. Postal Service as Lansing, 48910. Regardless of the scheme, the commonality is a locatable street address that conforms with U.S. Postal conventions that can be recognized and used by emergency responders.

Have area political subdivisions that adjoin the campus been consulted on the proposed changes?

Yes, the work group has met and worked with representatives of each of the political subdivisions to gain their insight and support in this project. The group also is working closely with representatives of the U.S. Postal Service and Consumers Energy.

How will unnamed roads and roads without official names be handled?

This is an important point; all of MSU's roads will need to have names for the address system to be implemented. The work group that has been developing the new system has proposed functional names that will be evaluated and acted upon within the context of the university's naming policy and procedures.

Will the address on my business cards and office stationary need to change?

Yes, but that can be a phased in approach based on supplies and needs. There are multiple reasons for changing our individual mailing addresses. The change will enable the assistance of global positioning systems (GPS), the receipt of departmental mail especially from suppliers and vendors, and most importantly it will aid with the ability of providing a recognizable address during times of an emergency.

Will the current addressing scheme of building name and room number have to change for department mailing labels and the addressing of interoffice mail envelopes?

Although you do not need to make this change for internal mail delivery, it is suggested that a transition to this new addressing format will help in remembering that address in times of need.

What will our new address look like?

It is important to note that the U.S. Postal Service **reads your address from the bottom up for the three lines required**. What that means for the departments/units is that the city, state and zip be accurate and the second line from the bottom is the address assigned to that facility plus room number and third line up is Michigan State University. There are some examples included at the end of this document.

Does this mean that we will receive U.S. Postal Service?

No, it doesn't. Only if you have received U.S. Postal Service in the past will you continue to do so. But it does mean that you will be locatable for other delivery services like U.P.S., FedEx and of course the pizza guy.

Will our ZIP Code change?

The 5-digit portion of your ZIP Code will not change. The 4-digit add-on will change.

What is LACS?

LACS stands for Locatable Address Change Service. This is a service provided by the U.S. Postal Service for instances where a person remains at the same location but their address changes. Typically this has been used when rural-style addresses are converted to street-style addresses but more recently it is used to accommodate the need to change addresses to provide 9-1-1 emergency services more accurately and locatable addresses. It also includes a system to re-direct mail to a new address. This means that any mail using the old address will be automatically processed by the U.S.P.S. for delivery to the new address. It does not, however, provide any notification to the sender, so MSU departments will be expected to make the effort to notify anyone mailing to you, vendors, clients, patients, donors, etc of your new address.

How long do we have to notify everyone that mails to us?

Typical forwarding services with the U.S.P.S. allow 18 months for address corrections to be completed. During that time they will either forward or return to sender based on the mailer's request or the class of mail involved.

What do we ask of you?

We ask that you adopt these changes, communicate them, promulgate them, and think of any systems or processes that may be changed based on the new addressing formats to communicate to the committee assigned.

Who to contact with questions?

The Addressing Project Committee is being led by Beverley Garrison Beverley.Garrison@usdwp.msu.edu or 517.884.4161; and F/Lt. Penny Fischer, MSU Police Department, fischer@police.msu.edu or 517.432.6366. Please contact either person with any questions or comments.

MSU Campus Addressing Instructions and Examples

Instructions:

**USPS Format
Postal Addressing Standards, Publication 28**

		Current	New
Optional	Attention Line	1 Optional Information	Variable Data
Optional	Individual Title	2 Optional Information	Variable Data
Optional	Functional Title	3 Optional Information	Variable Data
Optional	Group, Department, Division Name	4 Optional Information	Bldg Name (if used)*
Required	Business/Firm Name	5 Michigan State University	Michigan State University
Required	Delivery Address Line	6 124 Natural Science Bldg	294 Farm Lane Room 124
Required	City, State, Zip+4 Line	7 East Lansing, MI 48824-1115	East Lansing, MI 48824-XXXX

The optional lines (1-4) are there for your convenience.

The last three lines (5-7) of the address are the most important and affect how your mail gets delivered.

Information that could be included in Optional Data Lines:

Person Name, Job Title

Project Name

College/MAU Name

Division/Unit/Department Name

*Building Name (this is optional, but when used [line 4] should appear directly above Michigan State University)

Examples: Academic Facility

USPS Format	Option #1	Option #2
(Optional)	1	
(Optional)	2	Deans Office
(Optional)	3 Deans Office	College of Natural Science
(Optional) Building Name optional*	4 College of Natural Science	Natural Science Building*
(Required) Business/Firm Name	5 Michigan State University	Michigan State University
(Required) Delivery Address Line	6 294 Farm Lane Room 104	294 Farm Lane Room 104
(Required) City, State, Zip+4 Line	7 East Lansing, MI 48824-XXXX	East Lansing, MI 48824-XXXX

Examples: Administrative Facility

USPS Format	Option #1	Option #2
(Optional)	1	
(Optional)	2	Name
(Optional)	3	Purchasing
(Optional) Building Name optional*	4 Purchasing Department	Angell Building*
(Required) Business/Firm Name	5 Michigan State University	Michigan State University
(Required) Delivery Address Line	6 166 Service Rd Room 102	166 Service Rd Room 102
(Required) City, State, Zip+4 Line	7 East Lansing, MI 48824-XXXX	East Lansing, MI 48824-XXXX