



**MINNESOTA DEPARTMENT OF TRANSPORTATION**  
**Operations Division**  
**Maintenance Bulletin No. 14-01**  
September 29, 2014

**TO:** Susan Mulvihill, Deputy Commissioner/Chief Engineer  
Division Directors  
District Engineers  
Office Directors  
Assistant District Engineers  
Operations Management Group  
Maintenance Superintendents  
Maintenance Supervisors  
Shop Supervisors  
Permit Supervisors

**FROM:** Thomas O'Keefe, P.E.  
State Maintenance Engineer

**SUBJECT:** Mailbox Supports

**Purpose and Expiration:**

This bulletin supersedes Maintenance Bulletin 90-4 and will remain in effect until incorporated into the Maintenance Manual or other guidance.

**Background:**

Mailboxes and mailbox supports are the property of the mail route patron. The mail route patron is responsible for the care and replacement of them and they must be installed in accordance with US Postal Service standards and be a non-hazardous design in accordance with [Minnesota Rules Chapter 8818](#). They should be of sufficient strength and maintained in a condition to withstand wet snow thrown from a plow. It is the goal of MnDOT to provide public rights of way for the traveling public that are safe, efficient and free of unnecessary hazards.

**Guidance:**

To facilitate this goal MnDOT will replace mailboxes and/or supports with a non-hazardous design and in accordance with US Postal Service requirements when directly hit and damaged by a snowplow, maintenance vehicle or other MnDOT equipment. MnDOT will not replace mailboxes or supports damaged by snow thrown from a plow.

**Procedure:**

When a mailbox is damaged by MnDOT, or a damage report is received, MnDOT will investigate and follow up with the mail route patron using the following general procedure:

- Document the damage or report of damage.
- Investigate the incident and determine if MnDOT equipment hit the mailbox and/or support.
- Contact the mail route patron with the results of our investigation, determination on responsibility and course of action.

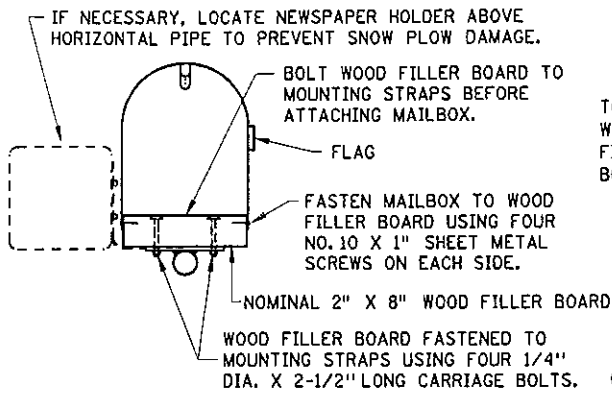
- If MnDOT is responsible for the damage MnDOT will replace the damaged components with a standard size mailbox and/or support of non-hazardous design meeting postal service and Minnesota Rules Chapter 8818 requirements. MnDOT will use a product that is compliant with MnDOT Standard Plate 9350, unless the mail route patron wishes to install an alternative non-hazardous design at their cost. A wood post with a cross section of 16 square inches (4"x4" square or 4.5" diameter) is considered non-hazardous. Replacement of a hazardous design may include relocation if it cannot be replaced in accordance with Postal Service and Minnesota Rules Chapter 8818. This will require coordination with the affected postal patrons and the local post master.
- If MnDOT is not responsible MnDOT will advise the mail route patron of that determination.

**Implementation:**

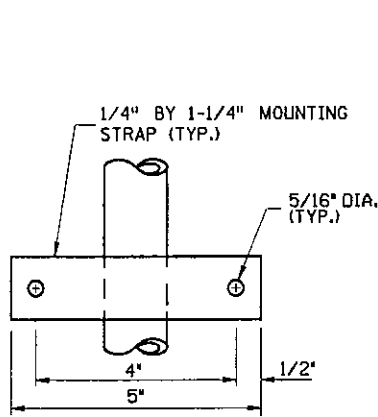
This bulletin is effective immediately

**Questions:**

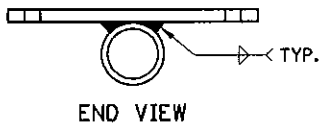
For information on this bulletin, please contact the MnDOT Maintenance Operations Engineer at (651) 366-3556.



SECTION A-A

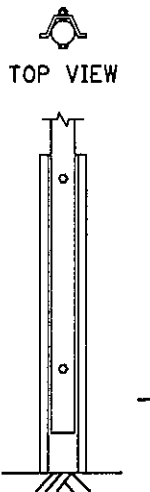


TOP VIEW



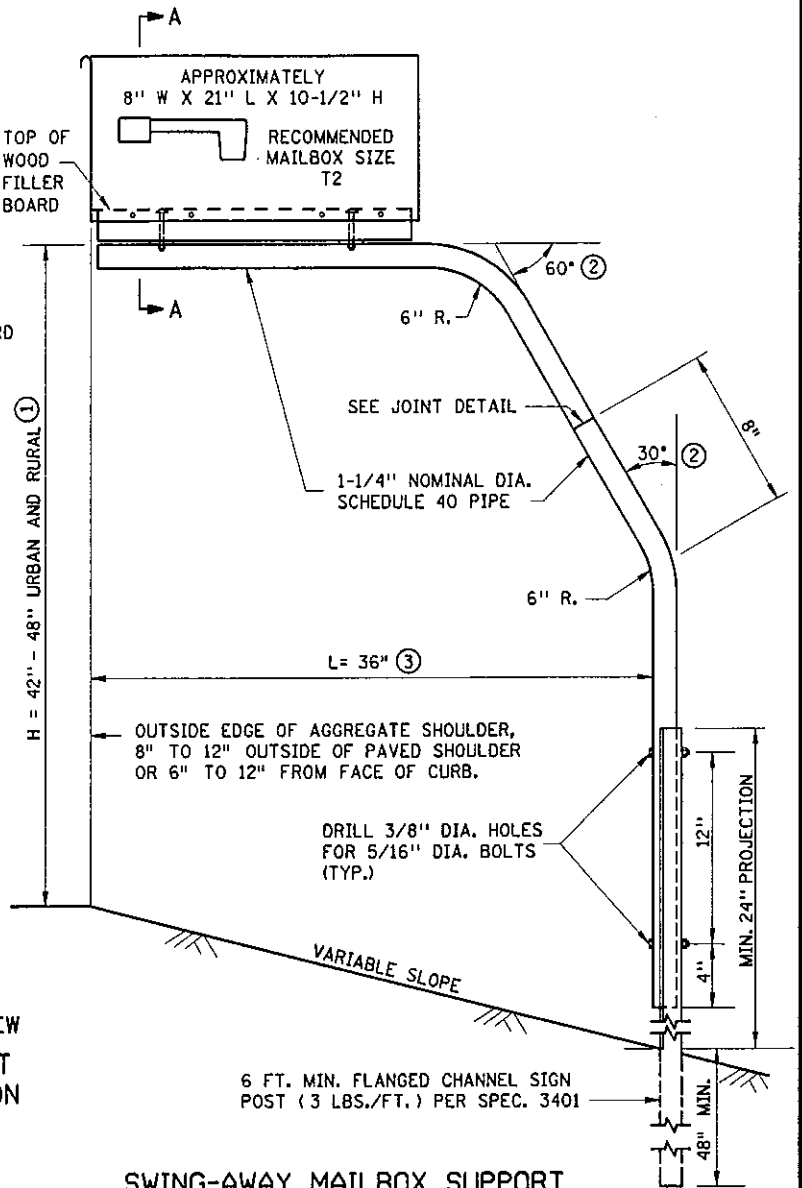
END VIEW

MOUNTING STRAP DETAIL

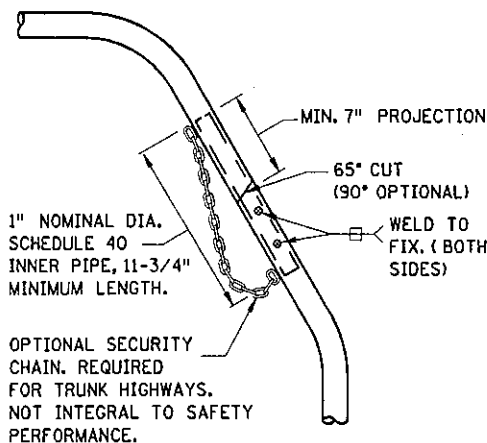


TOP VIEW

ROADWAY VIEW  
PIPE/POST  
CONNECTION



SWING-AWAY MAILBOX SUPPORT



JOINT DETAIL

NOTES:

MAILBOX LOCATIONS SHOULD BE STAKED BEFORE INSTALLATION FOR PROPER HEIGHT AND DISTANCE FROM THE ROADWAY. ONCE STAKED, THE INSTALLER MUST NOTIFY THE ENGINEER AND THE POST OFFICE. THE ENGINEER AND THE POSTMASTER SHALL APPROVE THE STAKED LOCATIONS PRIOR TO FINAL INSTALLATION.

THE MINIMUM SPACING (CENTER TO CENTER) BETWEEN MULTIPLE MAILBOX SUPPORTS SHALL BE EQUAL TO THE HEIGHT OF THE MAILBOX SUPPORT.

OTHER MAILBOX SUPPORT DESIGNS MAY BE USED IF THEY SATISFY NCHRP REPORT 350 CRITERIA IN ACCORDANCE WITH FHWA ACCEPTANCE LETTER, MEET MINNESOTA RULES 8818 AND U.S. POST OFFICE RECOMMENDATIONS AND ARE IN COMPLIANCE WITH MN/DOT REQUIREMENTS WHICH MAY INCLUDE THE FOLLOWING (REQUIRED ON TRUNK HIGHWAYS):

- PIPE SHALL CONFORM TO SPEC. 3362, SCHEDULE 40 OF ASTM A53/A53M.
- ALL FASTENERS SHALL CONFORM TO SPEC. 3391.
- PIPES, POST AND OTHER STEEL COMPONENTS SHALL BE GALVANIZED PER SPEC. 3392.

THE CONTRACTOR SHALL SEND THE SHOP DRAWINGS TO THE ENGINEER FOR APPROVAL. FOR QUESTIONS REGARDING DESIGN ELEMENTS AND BREAKAWAY FEATURES, CONTACT THE DESIGN STANDARDS UNIT.

- ① ANY CHANGE IN HEIGHT (H) MUST BE APPROVED BY LOCAL POSTMASTER.
- ② 45° BENDS MAY BE USED AS AN OPTION.
- ③ A 48" OR 53" CANTILEVER LENGTH (L) MAY BE USED AS AN OPTION FOR NON-TRUNK HIGHWAY USE.

APPROVED         JUNE 1, 2007        

*M. Rakus*

STATE DESIGN ENGINEER

STATE OF MINNESOTA  
DEPARTMENT OF TRANSPORTATION

MAILBOX SUPPORT  
SWING-AWAY TYPE

SPECIFICATION  
REFERENCE

3362  
3391  
3392  
3401

STANDARD  
PLATE  
NO.

9350A