



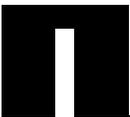
I000 Information

I010 Summary of Changes

This Summary of Changes lists all of the revisions to the *Domestic Mail Manual* since the publication of Issue 58 (8-10-03).

1.0 SUMMARY OF CHANGES BY EFFECTIVE DATE

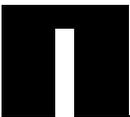
- November 27, 2004**
1.1 Revisions were made throughout the DMM to reflect that the three rates and classification service centers (RCSCs) and the Nonprofit Service Center (NSC) were consolidated into one unit, the Pricing and Classification Service Center (PCSC). The duties and areas covered by the New York RCSC, Chicago RCSC, San Francisco RCSC, and Memphis NSC will be served by the new PCSC. Published in PB 22142 (11-25-04).
- November 25, 2004**
1.2 [L001](#), [L004](#), [L007](#), [L606](#), [L801](#), and [L802](#) are revised to reflect changes in mail processing operations. Published in PB 22142 (11-25-04).
- November 20, 2004**
1.3 [G995](#) is added to set forth the rate, eligibility criteria, mailing standards, and classification information for the new Priority Mail flat-rate box experiment. The experiment is expected to last for two years. Published in PB 22141 (11-11-04).
- November 11, 2004**
1.4 [C200.1.10](#) and [E260.1.4](#) are revised to add a new option for the endorsement location on Periodicals mailpieces with Ride-Along attachments or enclosures. Published in PB 22141 (11-11-04).
- [C850](#) is revised to clarify and correct various mailing standards. In addition, we added exhibits to better define this section and add clarity. Published in PB 22141 (11-11-04).
- October 14, 2004**
1.5 New [G911](#) is added to define the general requirements and features that apply to any negotiated service agreement (NSA) established between the United States Postal Service and a mailer. Current [G911](#) is redesignated as [G912](#). Published in PB 22138 (9-30-04).
- [M220](#) is revised to allow bedloading of individual carrier route bundles and carrier route rate “firm” bundles containing either Periodicals flats or Periodicals irregular parcels (publications exceeding the maximum 15-inch length or maximum 12-inch height for a flat) when entered at a destination delivery unit (DDU). In addition, new [E250.4.6](#) is added to clarify the standards for unloading all Periodicals mailings entered at a DDU. Published in PB 22138 (9-30-04).
- October 6, 2004**
1.6 [M032 Exhibit .1.3](#) is revised to eliminate the reference to “automation” in the heading for irregular parcels, and [M210.4.0](#) is revised to clarify that use of “NON BC” is for sacks containing flats, since irregular parcels are sorted and processed without regard to barcodes. Published in PB 22137 (9-16-04).
- [M230.1.2](#) is revised to specify a firm bundle as a method of preparing multiple copies and/or multiple editions of Periodicals publications as one addressed mailpiece for purposes of preparing a combined mailing, and to clarify that firm bundles may consist of multiple publications and/or multiple editions of the same publication. Published in PB 22137 (9-16-04).
- [M930.1.4](#) and [M940.1.4](#) are revised to exempt firm bundles of Periodicals (bundles of individual copies all for one delivery point) from the 5% limitation imposed on 5-digit bundles merged with carrier route bundles on merged 5-digit scheme or



- merged 5-digit pallets, regardless of the sortation level claimed. Published in PB 22138 (9-30-04).
- October 4, 2004**
1.7 **D041.3.0** is added to update the standards for wall-mounted centralized mail receptacles.
- October 3, 2004**
1.8 **G992** is added to implement a new experiment to test whether additional rate incentives would encourage the co-palletization and drop shipment of currently sacked bundles of individual Periodicals publications that have high-editorial content, are heavier weight, and have small mailed circulation. This experiment will implement editorial per-pound discounts that are based on the entry points and zones skipped resulting from drop shipping and co-palletization. Published in PB 22138 (9-30-04).
- September 16, 2004**
1.9 **Exhibit E650.5.1**, **Exhibit E711.2.2**, and **Exhibit E751.1.3** are revised to reflect changes in mail processing operations. Published in PB 22137 (9-16-04).
L001, **L004**, **L007**, **L601**, **L603**, **L605**, **L606**, and **L803** are revised to reflect changes in mail processing operations. Published in PB 22137 (9-16-04).
S010 and **S913** are revised to provide mailers with a new option for purchasing insurance online for packages mailed using Click-N-Ship. Published in PB 22136 (9-2-04).
- September 9, 2004**
1.10 **S911.1.1**, **S912.1.1**, **S913.1.1**, **S915**, and **S921** are revised to provide customers with the option to obtain a return receipt electronically, rather than by mail.
R900.23.0 is revised to include the fee for receiving a return receipt electronically. Published in PB 22136 (9-2-04).
- September 8, 2004**
1.11 **E670.5.5** is revised to specify the eligibility requirements for certain nonprofit Standard Mail material. Published in PB 22136 (9-2-04).
- September 2, 2004**
1.12 **E220.2.0**, **E230.2.0**, **E620.2.3**, **L001**, **L802**, **M011.1.0**, **M041.5.6**, **M045**, **M210.1.5**, **M220.1.5**, and **M820.1.9** are revised to allow mailers to merge carrier route bundles and noncarrier route 5-digit bundles of flat-size mailpieces or irregular parcels on the same 5-digit scheme pallet (using labeling list **L001**) or on the same 5-digit pallet. Only noncarrier route flat-size mailpieces not meeting the criteria for the automated flat sorting machine (AFSM) 100 may be placed on these merged pallets with carrier route flat-size mailpieces. Published in PB 22134 (8-5-04).
- August 23, 2004**
1.13 **E150.2.0** and **S922.2.2** are revised to provide mailers with a new option to apply for a business reply mail permit. In addition to using the existing method of applying on Form 3615, mailers may apply online at www.usps.com. Published in PB 22135 (8-19-04).
- August 5, 2004**
1.14 **C010.1.0** is revised to clarify and reorganize the minimum size standards for general mailability, particularly those standards governing Customized MarketMail and keys and identification devices. Published in PB 22132 (7-8-04).
G993 is revised to modify the address format for Parcel Return Services (PRS) labels used on items returned to bulk mail centers; to change the terminology for offices where PRS items will be picked up; and to clarify that the distribution of PRS labels by a party constitutes its authorization to the Postal Service to release mail bearing that label to the identified permit holder or its designee. Published in PB 22134 (8-5-04).
M045.2.4, **M930.2.3**, and **M940.2.3** are updated to reflect the two bundle size minimums that took effect August 1, 2004, for Standard Mail flat-size pieces prepared in 5-digit bundles and optional 5-digit scheme (**L007**) bundles.



- Depending on the weight and thickness of the piece, the minimum bundle size is now either 15 pieces or 10 pieces. Published in PB 22134 (8-5-04).
- [S010.2.14ae](#) is corrected to replace the word “loss” with “delay.” Published in PB 22134 (8-5-04).
- August 1, 2004**
1.15 [E620](#), [E640.1.5](#), [M610.4.2](#), [M820.5.1](#), and [M950.3.2](#) are revised to raise the required minimum number of pieces from 10 to 15 at which 5-digit and, for certain automation-compatible mail, optional 5-digit scheme presort destination bundles are prepared in a Standard Mail job consisting of flat-size pieces each weighing no more than 5 ounces and measuring no more than 3/4 inch thick. Published in PB 22125 (4-1-04).
- July 22, 2004**
1.16 [Exhibit E650.5.1](#), [Exhibit E711.2.2](#), [Exhibit E751.1.3](#), and [Exhibit M045.5.1](#) are revised to reflect changes in mail processing operations. Published in PB 22133 (7-22-04).
- [L001](#), [L004](#), [L007](#), [L601](#), [L602](#), [L603](#), [L605](#), [L606](#), [L802](#), and [L803](#) are revised to reflect changes in mail processing operations. Published in PB 22133 (7-22-04).
- July 8, 2004**
1.17 Revisions were made throughout the DMM to change terminology from “package(s)” to “bundle(s)” and “packaging” to “bundling” when referring to all classes of individual presorted destination pieces secured together for workshare mailings. This change affects terminology only and does not change any mailing standard or policy. Published in PB 22132 (7-8-04).
- [E213.2.2](#) is revised to clarify the exception for records kept while a Periodicals application is pending. Published in PB 22131 (6-24-04).
- [E751.Exhibit 8.0](#) is revised to delete several ZIP Codes. Published in PB 22131 (6-24-04).
- June 10, 2004**
1.18 [L002](#), [M920](#), [M930](#), [M940](#), and [M950](#) are updated to remove the old compliance date of April 30, 2003, for the 5-digit scheme (using [L007](#)) preparation option for AFSM 100 flats and for certain restrictions on flats and irregular parcels bundled and placed onto optional 3-digit pallets and, in certain circumstances, for bypassing the preparation of 3-digit sacks in sack-based mailings. Published in PB 22129 (5-27-04).
- May 27, 2004**
1.19 [L001](#), [L007](#), and [L606](#) are revised to reflect changes in mail processing operations. Published in PB 22129 (5-27-04).
- May 13, 2004**
1.20 [A010.1.2](#) and [A010.4.0](#) are revised to clarify standards for certain address elements and for the required use of a ZIP Code or ZIP+4 code in the delivery address and the return address. Published in PB 22128 (5-13-04).
- [D042.2.6](#) and [D910.2.1](#) are revised to eliminate the requirement to list minors' ages on Form 1093 and Form 1583. Published in PB 22127 (4-29-04).
- May 1, 2004**
1.21 [S010](#), [S913.2.7](#), and [S921.1.1](#) and [3.4](#) are revised to clarify and establish the policies and procedures for processing indemnity claims. Published in PB 22127 (4-29-04).
- April 17, 2004**
1.22 C010.7.0 is deleted and [C050](#) and [G043](#) are revised to require requests for testing parcel machinability to be sent to BMC Operations at Postal Service Headquarters. Published in PB 22126 (4-15-04).
- April 1, 2004**
1.23 [A020](#) is revised to standardize when alternative addressing formats may be used and to clarify the differences between formats. In addition, postage payment



- options are specified, prohibiting the use of uncanceled stamps. Corresponding sections of [E050](#) and [F010](#) also are revised. Published in PB 22123 (3-4-04).
- [S913.1.2](#), [S915.1.2](#), and [S916.1.2](#) are revised to clarify what types of mail are eligible for insured mail, return receipt, and restricted delivery services. Published in PB 22124 (3-18-04).
- [S918.3.1](#) and [S919.3.1](#) are revised to require by January 31, 2005, the UCC/EAN Code 128 barcode symbology for all electronic option Delivery Confirmation and Signature Confirmation services mail and for retail rate Delivery Confirmation service used with Merchandise Return Service. Published in PB 22125 (4-1-04).
- March 18, 2004**
1.24 [L001](#), [L007](#), and [L606](#) are revised to reflect changes in mail processing operations. Published in PB 22124 (3-18-04).
- [M020.1.3](#) is revised to extend the permissible use of nonbarcoded presort destination bundle labels to September 1, 2004. After that date, the new barcoded format for pressure-sensitive presort destination bundle labels (stickers) must be used instead of the older, nonbarcoded labels. Published in PB 22124 (3-18-04).
- March 4, 2004**
1.25 [C010.9.2](#) is revised to clarify the handling of other nonmailable matter. Published in PB 22123 (3-4-04).
- [C850](#) is revised clarify the standards for parcel barcoding and to specify that effective January 10, 2004, the UCC/EAN Code 128 barcode is the only permissible symbology for parcels eligible for the barcode discount. Published in PB 22122 (2-19-04).
- [E610.4.2](#), [E610.4.5](#), [E660.1.2](#), [M072.1.0](#), and [M660.2.0](#) are revised to amend or clarify the Customized MarketMail (CMM) standards for addressing, attachments, and mail preparation. Published in PB 22123 (3-4-04).
- [E751.Exhibit 8.0](#) is revised to delete one ZIP Code. Published in PB 22122 (2-19-04).
- [P014](#) is revised to allow refunds for unused, undated metered postage. Published in PB 22123 (3-4-04).
- [P014.4.17](#) is revised to remove the requirement that mailers submit Form 3553 with each mailing for which a value added refund (VAR) is requested. Published in PB 22122 (2-19-04).
- [P030.10.1](#) is revised to allow ink jet-applied date corrections on metered flats just above the barcode when an ink jet printer is used to apply the barcode. Published in PB 22122 (2-19-04).
- February 5, 2004**
1.26 [C010.6.1](#) is revised to clarify that all characters in the delivery address (including any postal barcode, marking, or endorsement) must be completely visible in window envelopes throughout the full range of the movement of the inserts bearing the delivery address. Published in PB 22121 (2-5-04).
- [C100.2.9](#) is revised to clarify standards governing the content and sealing of double postcards. Published in PB 22120 (1-22-04).
- January 22, 2004**
1.27 [E751.Exhibit 8.0](#) is revised to correct the ZIP Code entries. Published in PB 22120 (1-22-04).
- [G020.3.0](#) and [P011.4.2](#) are revised to transfer authority for certain final agency decisions by the Postal Service from the rates and classification service centers to the manager, Mailing Standards, Postal Service Headquarters. Published in PB 22120 (1-22-04).



- [L001](#), [L004](#), [L007](#), and [L606](#) are revised to reflect changes in mail processing operations. Published in PB 22120 (1-22-04).
- [S020.4.1](#) is revised to include recent policy changes pertaining to redemption of unsold migratory bird hunting and conservation stamps for customers who purchase these for resale. Published in PB 22120 (1-22-04).
- January 1, 2004**
1.28 [E670.5.11](#) is revised to reflect an increase from \$8.00 to \$8.20 for low-cost products mailable at Nonprofit Standard Mail rates. Published in PB 22120 (1-22-04).
- December 25, 2003**
1.29 [D910.7.2](#) is revised to clarify that the post office box key fee for additional keys is nonrefundable. Published in PB 22118 (12-25-03).
- December 11, 2003**
1.30 [A950.1.3](#), [M050.2.2](#), [M050.2.4](#), and [M050.3.1](#) are revised to update information for two Address Information System (AIS) products: Delivery Sequence File, Second Generation (DSF²) and enhanced Line-of-Travel (eLOT). Published in PB 22117 (12-11-03).
- November 13, 2003**
1.31 [A030.1.1](#) is revised to extend the maximum number of days from 180 to 185 for updating delivery address records to meet the Move Update standard for Presorted and automation rate First-Class Mail pieces. Published in PB 22115 (11-13-03).
- [E670.5.3](#) is revised to provide a limited exception to the cooperative mail rule for mailings that solicit donations to organizations authorized to mail at Nonprofit Standard Mail rates. Mail that includes advertising for the sale or lease of products or services is not eligible for the exception. Published in PB 22114 (10-30-03).
- [P030.11.0](#) is revised to restore section [11.5](#), Irregularities. Published in PB 22113 (10-16-03).
- October 30, 2003**
1.32 [L001](#), [L007](#), [L601](#), [L606](#), and [L801](#) are revised to reflect changes in mail processing operations. Published in PB 22114 (10-30-03).
- [M020.1.3](#), [M031.1.0](#), [M031.4.0](#), [M032.1.0](#), [M073.1.0](#), [M130](#), [M210](#), [M220](#), [M610](#), [M620](#), [M710](#), [M722](#), [M723](#), [M730](#), [M740](#), [M820](#), [M910.4.0](#), and [M950](#) are revised to implement the use of new barcoded pressure-sensitive presort destination bundle labels and to clarify and reorganize the mailing standards for bundle preparation. Published in PB 22114 (10-30-03).
- October 19, 2003**
1.33 [G993](#) is added to set forth the standards adopted by the USPS to implement the Parcel Return Services experiment pursuant to the Decision of the Governors of the Postal Service approving the Recommended Decision of the Postal Rate Commission in its Docket No. MC2003-2. The experiment provides return parcels with the benefits of worksharing and the advantages of Parcel Select service realized by mailers for outgoing parcels. Published in PB 22112 (10-2-03).
- October 8, 2003**
1.34 [P022.1.6](#) and [R000.4.0](#) are revised to add the new Stop Family Violence semipostal stamp established by the Stamp Out Domestic Violence Act of 2001. Published in PB 22111 (9-18-03).
- October 2, 2003**
1.35 [C031.3.3](#) is revised to clarify that the prohibition against the mailing of lottery tickets does not apply to certain state lottery tickets. Published in PB 22111 (9-18-03).
- [C810.7.5](#) is revised to clarify that repositionable notes on First-Class Mail and Standard Mail barcoded letter-size mailpieces may be constructed with a tolerance of plus or minus 1/8 inch from the 3 inches by 3 inches previously required. Published in PB 22111 (9-18-03).

[C820](#), [C840](#), [E260.1.3](#), [M820](#), [M950](#), and [R200](#) are revised to reflect the change in the designation of “flat sorting machine (FSM) 1000” to “upgraded flat sorting machine (UFSM) 1000.” Mailers who have stocks of polywrap film endorsed “USPS FSM 1000 Approved Polywrap” may continue using that film until October 2, 2004. Published in PB 22112 (10-2-03).

[E713.1.1](#) is revised to clarify that sound recordings eligible as Media Mail may contain advertising consisting solely of incidental announcements of other sound recordings. Published in PB 22111 (9-18-03).

[P030.9.12](#) and [9.13](#) are revised to clarify the standards for the format of mailing dates permitted with Standard Mail and Package Services mailpieces prepared with postage meters or postage evidencing systems and the standards for the deposit of such mail. Published in PB 22111 (9-18-03).

October 1, 2003
1.36

[E214.2.4](#) and [E216.1.3](#) and [2.2](#) are revised to allow an authorized independent audit bureau to perform, at the publisher’s request, any required verification of circulation for “general” or “requester” Periodicals publications. Published in PB 22113 (10-16-03).

[P500.2.3](#) is revised to add a new payment option for mailers who open and maintain an Express Mail Corporate Account (EMCA) and to clarify that mailers may participate in the Centralized Account Processing System as another option for opening and maintaining an EMCA. Published in PB 22111 (9-18-03).

[S010](#), [S913.2.7](#), and [S921.1.1](#) and [3.4](#) were revised to change indemnity claims policies and procedures; this revision was subsequently rescinded. Revision published in PB 22109 (8-21-03); rescinded in PB 22112 (10-2-03).

September 4, 2003
1.37

[C022.3.0](#) is revised to state that mailing live animals for fighting purposes is prohibited according to an amendment made to the Animal Welfare Act in Title 7 United States Code section 2156. [C031.5.7](#), which prohibits the mailing of written, printed or graphic matter that promotes an animal fighting venture, is revised for clarity. Published in PB 22109 (8-21-03).

[C820.4.3](#) is revised to clarify polywrap standards for the maximum amount of overhang (selvage) permitted for automated flat sorting machine (AFSM) 100-compatible flat-size pieces. Published in PB 22110 (9-4-03).

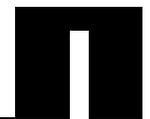
[D210.2.0](#), [4.1](#), and [4.5](#) are revised and [4.2](#) is added to incorporate existing procedures for deposit of Periodicals mail at the airport mail centers/facilities (AMCs/AMFs) by freight forwarders. Published in PB 22110 (9-4-03).

[E110](#), [E140](#), [E610](#), [E640](#), and [E670](#) are revised and [G991](#) is deleted to reflect the expiration of the experimental classification for NetPost Mailing Online. Published in PB 22110 (9-4-03).

[E260.1.2](#) is revised to permit the physical dimensions of a Periodicals Ride-Along piece to exceed those of the host publication when properly enclosed in a complete wrapper. Published in PB 22109 (8-21-03).

[L001](#), [L004](#), [L007](#), [L601](#), and [L603](#) are revised to reflect changes in mail processing operations. Published in PB 22110 (9-4-03).

[M722.1.5](#), [M820.1.10](#), and [M910.4.1](#) are revised to require the cosacking of all flat-size Bound Printed Matter (BPM) mailpieces from the same mailing job, whether the barcoded discount is claimed for all of the pieces in the mailing job or only for a portion of the pieces. Mailers must cosack (i.e., sort into the same sack) bundles of BPM Presorted flat-size rate pieces qualifying for the barcode discount with bundles of Presorted rate flat-size pieces not claiming the barcode discount that are part of the same mailing job. Published in PB 22109 (8-21-03).



2.0 SUMMARY OF CHANGES BY DMM MODULE

- A** **Addressing** 2.1 **A010.1.2** and **A010.4.0** are revised to clarify standards for certain address elements and for the required use of a ZIP Code or ZIP+4 code in the delivery address and the return address. Effective 5-13-04.
- A020** is revised to standardize when alternative addressing formats may be used and to clarify the differences between formats. In addition, postage payment options are specified, prohibiting the use of uncanceled stamps. Effective 4-1-04.
- A030.1.1** is revised to extend the maximum number of days from 180 to 185 for updating delivery address records to meet the Move Update standard for Presorted and automation rate First-Class Mail pieces. Effective 11-13-03.
- A950.1.3** is revised to update information for the Delivery Sequence File, Second Generation (DSF²) Address Information System (AIS) product. Effective 12-11-03.
- C** **Characteristics and Content** 2.2 **C010.1.0** is revised to clarify and reorganize the minimum size standards for general mailability, particularly those standards governing Customized MarketMail and keys and identification devices. Effective 7-8-04.
- C010.6.1** is revised to clarify that all characters in the delivery address (including any postal barcode, marking, or endorsement) must be completely visible in window envelopes throughout the full range of the movement of the inserts bearing the delivery address. Effective 2-5-04.
- C010.7.0** is deleted and **C050** is revised to require requests for testing parcel machinability to be sent to BMC Operations at Postal Service Headquarters. Effective 4-17-04.
- C010.9.2** is revised to clarify the handling of other nonmailable matter. Effective 3-4-04.
- C022.3.0** is revised to state that mailing live animals for fighting purposes is prohibited according to an amendment made to the Animal Welfare Act in Title 7 United States Code section 2156. **C031.5.7**, which prohibits the mailing of written, printed or graphic matter that promotes an animal fighting venture, is revised for clarity. Effective 9-4-03.
- C031.3.3** is revised to clarify that the prohibition against the mailing of lottery tickets does not apply to certain state lottery tickets. Effective 10-2-03.
- C100.2.9** is revised to clarify standards governing the content and sealing of double postcards. Effective 2-5-04.
- C200.1.10** is revised to add a new option for the endorsement location on Periodicals mailpieces with Ride-Along attachments or enclosures. Effective 11-11-04.
- C810.7.5** is revised to clarify that repositionable notes on First-Class Mail and Standard Mail barcoded letter-size mailpieces may be constructed with a tolerance of plus or minus 1/8 inch from the 3 inches by 3 inches previously required. Effective 10-2-03.
- C820** and **C840** are revised to reflect the change in the designation of “flat sorting machine (FSM) 1000” to “upgraded flat sorting machine (UFSM) 1000.” Mailers who have stocks of polywrap film endorsed “USPS FSM 1000 Approved Polywrap” may continue using that film until October 2, 2004. Effective 10-2-03.
- C820.4.3** is revised to clarify polywrap standards for the maximum amount of overhang (selvage) permitted for automated flat sorting machine (AFSM) 100-compatible flat-size pieces. Effective 9-4-03.

D
**Deposit, Collection,
 and Delivery**
 2.3

C850 is revised clarify the standards for parcel barcoding and to specify that effective January 10, 2004, the UCC/EAN Code 128 barcode is the only permissible symbology for parcels eligible for the barcode discount. Effective 3-4-04.

C850 is revised to clarify and correct various mailing standards. In addition, we added exhibits to better define this section and add clarity. Effective 11-11-04.

D041.3.0 is added to update the standards for wall-mounted centralized mail receptacles. Effective 10-4-04.

D042.2.6 and **D910.2.1** are revised to eliminate the requirement to list minors' ages on Form 1093 and Form 1583. Effective 5-13-04.

D210.2.0, **4.1**, and **4.5** are revised and **4.2** is added to incorporate existing procedures for deposit of Periodicals mail at the airport mail centers/facilities (AMCs/AMFs) by freight forwarders. Effective 9-4-03.

D910.7.2 is revised to clarify that the post office box key fee for additional keys is nonrefundable. Effective 12-25-03.

E
Eligibility
 2.4

E050 is revised to clarify the use of alternative addressing formats. Effective 4-1-04.

E110, **E140**, **E610**, **E640**, and **E670** are revised to reflect the expiration of the experimental classification for NetPost Mailing Online. Effective 9-4-03.

E150.2.0 is revised to provide mailers with a new option to apply for a business reply mail permit. In addition to using the existing method of applying on Form 3615, mailers may apply online at www.usps.com. Effective 8-23-04.

E213.2.2 is revised to clarify the exception for records kept while a Periodicals application is pending. Effective 7-8-04.

E214.2.4 and **E216.1.3** and **2.2** are revised to allow an authorized independent audit bureau to perform, at the publisher's request, any required verification of circulation for "general" or "requester" Periodicals publications. Effective 10-1-03.

E220.2.0, **E230.2.0**, and **E620.2.3** are revised to allow mailers to merge carrier route bundles and noncarrier route 5-digit bundles of flat-size mailpieces or irregular parcels on the same 5-digit scheme pallet (using labeling list **L001**) or on the same 5-digit pallet. Only noncarrier route flat-size mailpieces not meeting the criteria for the automated flat sorting machine (AFSM) 100 may be placed on these merged pallets with carrier route flat-size mailpieces. Effective 9-2-04.

E250.4.6 is added to clarify the standards for unloading all Periodicals mailings entered at a DDU. Effective 10-14-04.

E260.1.2 is revised to permit the physical dimensions of a Periodicals Ride-Along piece to exceed those of the host publication when properly enclosed in a complete wrapper. Effective 9-4-03.

E260.1.3 is revised to reflect the change in the designation of "flat sorting machine (FSM) 1000" to "upgraded flat sorting machine (UFSM) 1000." Mailers who have stocks of polywrap film endorsed "USPS FSM 1000 Approved Polywrap" may continue using that film until October 2, 2004. Effective 10-2-03.

E260.1.4 is revised to add a new option for the endorsement location on Periodicals mailpieces with Ride-Along attachments or enclosures. Effective 11-11-04.

E610.4.2, **E610.4.5**, and **E660.1.2** are revised to amend or clarify the Customized MarketMail (CMM) standards for addressing, attachments, and mail preparation. Effective 3-4-04.

[E620](#) and [E640.1.5](#) are revised to raise the required minimum number of pieces from 10 to 15 at which 5-digit and, for certain automation-compatible mail, optional 5-digit scheme presort destination bundles are prepared in a Standard Mail job consisting of flat-size pieces each weighing no more than 5 ounces and measuring no more than 3/4 inch thick. Effective 8-1-04.

[Exhibit E650.5.1](#), [Exhibit E711.2.2](#), and [Exhibit E751.1.3](#) are revised to reflect changes in mail processing operations. Effective 9-16-04.

[Exhibit E650.5.1](#), [Exhibit E711.2.2](#), and [Exhibit E751.1.3](#) are revised to reflect changes in mail processing operations. Effective 7-22-04.

[E670.5.3](#) is revised to provide a limited exception to the cooperative mail rule for mailings that solicit donations to organizations authorized to mail at Nonprofit Standard Mail rates. Mail that includes advertising for the sale or lease of products or services is not eligible for the exception. Effective 11-13-03.

[E670.5.5](#) is revised to specify the eligibility requirements for certain nonprofit Standard Mail material. Effective 9-8-04.

[E670.5.11](#) is revised to reflect an increase from \$8.00 to \$8.20 for low-cost products mailable at Nonprofit Standard Mail rates. Effective 1-1-04.

[E713.1.1](#) is revised to clarify that sound recordings eligible as Media Mail may contain advertising consisting solely of incidental announcements of other sound recordings. Effective 10-2-03.

[E751.Exhibit 8.0](#) is revised to correct the ZIP Code entries. Effective 1-22-04.

[E751.Exhibit 8.0](#) is revised to delete one ZIP Code. Effective 3-4-04.

[E751.Exhibit 8.0](#) is revised to delete several ZIP Codes. Effective 7-8-04.

F
Forwarding and
Related Services
2.5

[F010](#) is revised to clarify the use of alternative addressing formats. Effective 4-1-04.

G
General Information
2.6

[G020.3.0](#) is revised to transfer authority for certain final agency decisions by the Postal Service from the rates and classification service centers to the manager, Mailing Standards, Postal Service Headquarters. Effective 1-22-04.

[G042](#) and [G043](#) are revised periodically to reflect changes in Postal Service addresses and telephone numbers for correspondence.

New [G911](#) is added to define the general requirements and features that apply to any negotiated service agreement (NSA) established between the United States Postal Service and a mailer. Current [G911](#) is redesignated as [G912](#). Effective 10-14-04.

[G991](#) is deleted to reflect the expiration of the experimental classification for NetPost Mailing Online. Effective 9-4-03.

[G992](#) is added to implement a new experiment to test whether additional rate incentives would encourage the co-palletization and drop shipment of currently sacked bundles of individual Periodicals publications that have high-editorial content, are heavier weight, and have small mailed circulation. This experiment will implement editorial per-pound discounts that are based on the entry points and zones skipped resulting from drop shipping and co-palletization. Effective 10-3-04.

[G993](#) is added to set forth the standards adopted by the USPS to implement the Parcel Return Services experiment pursuant to the Decision of the Governors of the Postal Service approving the Recommended Decision of the Postal Rate Commission in its Docket No. MC2003-2. The experiment provides return parcels



with the benefits of worksharing and the advantages of Parcel Select service realized by mailers for outgoing parcels. Effective 10-19-03.

[G993](#) is revised to modify the address format for Parcel Return Services (PRS) labels used on items returned to bulk mail centers; to change the terminology for offices where PRS items will be picked up; and to clarify that the distribution of PRS labels by a party constitutes its authorization to the Postal Service to release mail bearing that label to the identified permit holder or its designee. Effective 8-5-04.

[G995](#) is added to set forth the rate, eligibility criteria, mailing standards, and classification information for the new Priority Mail flat-rate box experiment. The experiment is expected to last for two years. Effective 11-11-04.

L
Labeling Lists
2.7

Labeling lists are periodically updated to reflect changes in mail processing operations. Please see individual lists.

M
Mail Preparation and Sortation
2.8

[M011.1.0](#), [M041.5.6](#), [M045](#), [M210.1.5](#), [M220.1.5](#), and [M820.1.9](#) are revised to allow mailers to merge carrier route bundles and noncarrier route 5-digit bundles of flat-size mailpieces or irregular parcels on the same 5-digit scheme pallet (using labeling list [L001](#)) or on the same 5-digit pallet. Only noncarrier route flat-size mailpieces not meeting the criteria for the automated flat sorting machine (AFSM) 100 may be placed on these merged pallets with carrier route flat-size mailpieces. Effective 9-2-04.

[M020.1.3](#) is revised to extend the permissible use of nonbarcoded presort destination bundle labels to September 1, 2004. After that date, the new barcoded format for pressure-sensitive presort destination bundle labels (stickers) must be used instead of the older, nonbarcoded labels. Effective 3-18-04.

[M020.1.3](#), [M031.1.0](#), [M031.4.0](#), [M032.1.0](#), [M073.1.0](#), [M130](#), [M210](#), [M220](#), [M610](#), [M620](#), [M710](#), [M722](#), [M723](#), [M730](#), [M740](#), [M820](#), [M910.4.0](#), and [M950](#) are revised to implement the use of new barcoded pressure-sensitive presort destination bundle labels and to clarify and reorganize the mailing standards for bundle preparation. Effective 10-30-03.

[M032 Exhibit .1.3](#) is revised to eliminate the reference to “automation” in the heading for irregular parcels, and [M210.4.0](#) is revised to clarify that use of “NON BC” is for sacks containing flats, since irregular parcels are sorted and processed without regard to barcodes. Effective 10-6-04.

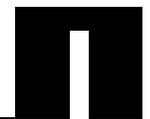
[M045.2.4](#), [M930.2.3](#), and [M940.2.3](#) are updated to reflect the two bundle size minimums that took effect August 1, 2004, for Standard Mail flat-size pieces prepared in 5-digit bundles and optional 5-digit scheme ([L007](#)) bundles. Depending on the weight and thickness of the piece, the minimum bundle size is now either 15 pieces or 10 pieces. Effective 8-5-04.

[Exhibit M045.5.1](#) is revised to reflect changes in mail processing operations. Effective 7-22-04.

[M050.2.2](#), [M050.2.4](#), and [M050.3.1](#) are revised to update information for two Address Information System (AIS) products: Delivery Sequence File, Second Generation (DSF²) and enhanced Line-of-Travel (eLOT). Effective 12-11-03.

[M072.1.0](#) and [M660.2.0](#) are revised to amend or clarify the Customized MarketMail (CMM) standards for addressing, attachments, and mail preparation. Effective 3-4-04.

[M220](#) is revised to allow bedloading of individual carrier route bundles and carrier route rate “firm” bundles containing either Periodicals flats or Periodicals



irregular parcels (publications exceeding the maximum 15-inch length or maximum 12-inch height for a flat) when entered at a destination delivery unit (DDU). Effective 10-14-04.

[M230.1.2](#) is revised to specify a firm bundle as a method of preparing multiple copies and/or multiple editions of Periodicals publications as one addressed mailpiece for purposes of preparing a combined mailing, and to clarify that firm bundles may consist of multiple publications and/or multiple editions of the same publication. Effective 10-6-04.

[M610.4.2](#), [M820.5.1](#), and [M950.3.2](#) are revised to raise the required minimum number of pieces from 10 to 15 at which 5-digit and, for certain automation-compatible mail, optional 5-digit scheme presort destination bundles are prepared in a Standard Mail job consisting of flat-size pieces each weighing no more than 5 ounces and measuring no more than 3/4 inch thick. Effective 8-1-04.

[M722.1.5](#), [M820.1.10](#), and [M910.4.1](#) are revised to require the cosacking of all flat-size Bound Printed Matter (BPM) mailpieces from the same mailing job, whether the barcoded discount is claimed for all of the pieces in the mailing job or only for a portion of the pieces. Mailers must cosack (i.e., sort into the same sack) bundles of BPM Presorted flat-size rate pieces qualifying for the barcode discount with bundles of Presorted rate flat-size pieces not claiming the barcode discount that are part of the same mailing job. Effective 9-4-03.

[M820](#) and [M950](#) are revised to reflect the change in the designation of “flat sorting machine (FSM) 1000” to “upgraded flat sorting machine (UFSM) 1000.” Mailers who have stocks of polywrap film endorsed “USPS FSM 1000 Approved Polywrap” may continue using that film until October 2, 2004. Effective 10-2-03.

[M920](#), [M930](#), [M940](#), and [M950](#) are updated to remove the old compliance date of April 30, 2003, for the 5-digit scheme (using [L007](#)) preparation option for AFSM 100 flats and for certain restrictions on flats and irregular parcels bundled and placed onto optional 3-digit pallets and, in certain circumstances, for bypassing the preparation of 3-digit sacks in sack-based mailings. Effective 6-10-04.

[M930.1.4](#) and [M940.1.4](#) are revised to exempt firm bundles of Periodicals (bundles of individual copies all for one delivery point) from the 5% limitation imposed on 5-digit bundles merged with carrier route bundles on merged 5-digit scheme or merged 5-digit pallets, regardless of the sortation level claimed. Effective 10-6-04.

P
Postage and Payment
Methods
2.9

[P011.4.2](#) is revised to transfer authority for certain final agency decisions by the Postal Service from the rates and classification service centers to the manager, Mailing Standards, Postal Service Headquarters. Effective 1-22-04.

[P014](#) is revised to allow refunds for unused, undated metered postage. Effective 3-4-04.

[P014.4.17](#) is revised to remove the requirement that mailers submit Form 3553 with each mailing for which a value added refund (VAR) is requested. Effective 3-4-04.

[P022.1.6](#) is revised to add the new Stop Family Violence semipostal stamp established by the Stamp Out Domestic Violence Act of 2001. Effective 10-8-03.

[P030.9.12](#) and [9.13](#) are revised to clarify the standards for the format of mailing dates permitted with Standard Mail and Package Services mailpieces prepared with postage meters or postage evidencing systems and the standards for the deposit of such mail. Effective 10-2-03.



- P030.10.1** is revised to allow ink jet–applied date corrections on metered flats just above the barcode when an ink jet printer is used to apply the barcode. Effective 3-4-04.
- P030.11.0** is revised to restore section **11.5**, Irregularities. Effective 11-13-03.
- P500.2.3** is revised to add a new payment option for mailers who open and maintain an Express Mail Corporate Account (EMCA) and to clarify that mailers may participate in the Centralized Account Processing System as another option for opening and maintaining an EMCA. Effective 10-1-03.
- R**
Rates and Fees
2.10
- R000.4.0** is revised to add the new Stop Family Violence semipostal stamp established by the Stamp Out Domestic Violence Act of 2001. Effective 10-8-03.
- R200** is revised to reflect the change in the designation of “flat sorting machine (FSM) 1000” to “upgraded flat sorting machine (UFSM) 1000.” Mailers who have stocks of polywrap film endorsed “USPS FSM 1000 Approved Polywrap” may continue using that film until October 2, 2004. Effective 10-2-03.
- R900.23.0** is revised to include the fee for receiving a return receipt electronically. Effective 9-9-04.
- S**
Special Services
2.11
- S010** and **S913** are revised to provide mailers with a new option for purchasing insurance online for packages mailed using Click-N-Ship. Effective 9-16-04.
- S010**, **S913.2.7**, and **S921.1.1** and **3.4** are revised to clarify and establish the policies and procedures for processing indemnity claims. Effective 5-1-04.
- S010.2.14ae** is corrected to replace the word “loss” with “delay.” Effective 8-5-04.
- S020.4.1** is revised to include recent policy changes pertaining to redemption of unsold migratory bird hunting and conservation stamps for customers who purchase these for resale. Effective 1-22-04.
- S911.1.1**, **S912.1.1**, **S913.1.1**, **S915**, and **S921** are revised to provide customers with the option to obtain a return receipt electronically, rather than by mail. Effective 9-9-04.
- S913.1.2**, **S915.1.2**, and **S916.1.2** are revised to clarify what types of mail are eligible for insured mail, return receipt, and restricted delivery services. Effective 4-1-04.
- S918.3.1** and **S919.3.1** are revised to require by January 31, 2005, the UCC/EAN Code 128 barcode symbology for all electronic option Delivery Confirmation and Signature Confirmation services mail and for retail rate Delivery Confirmation service used with Merchandise Return Service. Effective 4-1-04.
- S922.2.2** is revised to provide mailers with a new option to apply for a business reply mail permit. In addition to using the existing method of applying on Form 3615, mailers may apply online at www.usps.com. Effective 8-23-04.