

# 456 Enter and Deposit

## Overview

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## 1.0 Verification and Deposit

### 1.1 Verification and Entry

All presorted destination entry and barcoded discount mailings must be presented for verification and acceptance at the post office where the permit or license is held. All such mailings must be deposited at locations and times specified by the postmaster or designee at the office that verifies and accepts the mailing. Plant-verified drop shipment (PVDS) mailings must be presented for verification, acceptance, and entry under [705.15.0](#). Plant-loaded mailings must be presented as specified by the applicable standards and the plant load agreement. Metered mail may be deposited at other than the licensing post office only as permitted under [705.17.0](#). [D700.2.2]

### 1.2 Office of Mailing

Parcel Post must be mailed at the post office from which the zone rate postage was computed, except under [1.3](#) and [1.4](#). [E710.2.1]

### 1.3 Redirected Mailings

A mailer who presents large mailings of zoned Parcel Post mail may be authorized or directed to deposit such mailings at another postal facility when processing or logistics make such an alternative desirable for the USPS, subject to these conditions:

- a. Zoned postage need not be recomputed if both the original post office of mailing and the alternative facility use the same zone chart for computing zoned postage, based on the 3-digit prefix of their ZIP Codes.
- b. Postage *must* be recomputed on pieces in mailings redirected to a postal facility that uses a different zone chart for computing zoned postage.
- c. Postage for pieces claimed at the Parcel Post Intra-BMC local zone rates must be recomputed at the applicable zone rate for the alternative postal facility. Postage also may be recomputed for other pieces that are ineligible for the Parcel Post Intra-BMC local zone rates but could become eligible at the postal facility to which the mailing is redirected. [E710.2.2]

### 1.4 BMC Acceptance

A mailer may present Parcel Post at a BMC for acceptance if:

- a. Metered postage is paid through a postage meter licensed at the BMC parent post office, or permit imprint postage is paid through an advance deposit account at the BMC parent post office or another post office in the BMC service area, unless otherwise permitted by standard.
- b. Zoned postage is computed from the BMC parent post office.



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- c. The BMC is authorized by Form 4410 to act as acceptance agent for the entry post office. [E710.2.3]

### 1.5 Drop Shipment Information

Essential information for entering drop shipment Parcel Post mailings at specific postal facilities can be found in the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see [608.8.1](#) for address). There is a charge for the Drop Shipment Product. [D700.2.4]

## 2.0 Parcel Select

### 2.1 Definitions

Parcel Select is destination entry Parcel Post. Destination entry discounts apply to Parcel Post mailings prepared as specified in [705.8.0, Preparation for Pallets](#), and [455.4.0, Preparation for Parcel Post](#), and addressed for delivery within the service area of a destination bulk mail center, sectional center facility, or delivery unit where they are deposited by the mailer. For this standard, the following destination facility definitions apply:

- a. A destination bulk mail center (DBMC) includes all bulk mail centers (BMCs) and auxiliary service facilities (ASFs) under [L601](#) and [L602](#), and designated sectional center facilities (SCFs) under [2.5, Acceptance at Designated SCF](#).
- b. A destination sectional center facility (DSCF) includes all facilities listed under [L005](#). Mail that is prepared on pallets for 5-digit ZIP Codes listed in [Exhibit 2.6, BMC Deposit of DSCF Rate Pallets](#), must be entered at the BMC shown in the exhibit instead of at the SCF serving the 5-digit ZIP Codes of the delivery addresses appearing on mailpieces unless an exception has been granted under [2.2.3a, DSCF and DDU Rates](#). Those 5-digit machinable parcels not required to be entered at a BMC under [Exhibit 2.6, BMC Deposit of DSCF Rate Pallets](#), and all 3-digit nonmachinable parcels sorted to the 3-digit level and claimed at the DSCF rate must be deposited at an SCF listed in [L005](#).
- c. A destination delivery unit (DDU) is a facility that delivers to the addresses appearing on the deposited pieces in a destination entry rate Parcel Post mailing. Refer to the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see [608.8.1](#) for address) to determine the location of a 5-digit delivery facility. There is a charge for the Drop Shipment Product. When the Drop Shipment Product shows that mail for a single 5-digit ZIP Code area is delivered out of more than one postal facility, use the facility from which the majority of city carrier routes are delivered as the facility at which the DDU mail must be entered, unless the 5-digit ZIP Code is listed in [Exhibit 2.7, Delivery Facility Exceptions to the "Majority of City Carriers" Rule](#), or [Exhibit 2.8, Delivery Facilities Different From Those in the Drop Shipment Product](#). [L606](#) is used only for mailings prepared using the optional 5-digit scheme sort. [E751.1.1]

## 2.2 Rate Eligibility for Parcel Select Rates

### 2.2.1 Basic Standards

For Parcel Select rates, pieces must meet the applicable standards in [2.0](#) and the following criteria:

- a. Pieces may be bedloaded, on pallets, in pallet boxes on pallets, in sacks, or in other authorized containers as specified in [2.3](#) through [2.6](#) in *Parcel Select*, depending on the facility at which the pieces are deposited.
- b. Pieces may not be plant-loaded.
- c. Pieces must be part of a single mailing of 50 or more pieces that are eligible for and claimed at any Parcel Post rate. When Parcel Post mailings are submitted under PVDS procedures, mailers may use the total of all line items for all destinations on a PVDS register or PVDS postage statement to meet the 50-piece minimum volume requirement for destination entry rate mailings. This means that a mailer may enter fewer than 50 pieces at an individual destination, provided there is a total of at least 50 Parcel Post pieces for all of the entry points for that single mailing job listed on the PVDS register or PVDS postage statement.
- d. Pieces must be deposited at a destination BMC or destination ASF or other equivalent facility, destination SCF, or destination delivery unit, as applicable for the rate claimed and as specified by the USPS.
- e. Pieces must be addressed for delivery within the ZIP Code ranges that the applicable entry facility serves. [E751.1.2]

### 2.2.2 DBMC Rates

For DBMC rates, pieces must meet the applicable standards in [2.1](#) through [2.6](#) and the following:

- a. Pieces must be part of a Parcel Post mailing that is deposited at a BMC or ASF under [L601](#) or [L602](#).
- b. Except as provided in [Exhibit 2.2.2, BMC/ASF—DBMC Rate Eligibility](#), pieces deposited at each BMC or ASF must be addressed for delivery within the ZIP Code range of that facility.
- c. Pieces must be within a ZIP Code eligible for DBMC rates under [Exhibit 2.2.2](#), and if sacked or palletized must be prepared in accordance with [455.4.0, Preparation for Parcel Post](#), and [705.8.0, Preparation for Pallets](#). Mail meeting the additional criteria in [2.5](#) may be deposited at an SCF. [E751.1.3]



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## Discount Parcels: Parcel Post Enter and Deposit

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### Exhibit 2.2.2 BMC/ASF – DBMC Rate Eligibility

ELIGIBLE DESTINATION ZIP CODES	ENTRY FACILITY
005, 068-079, 085-098, 100-119, 124-127	BMC New Jersey NJ 00102
010-067, 120-123, 128,129	BMC Springfield MA 05500
130-136, 140-149 [Except machinable parcels]	ASF Buffalo NY 140
130-136, 140-168, 260-266, 439-447 [Machinable parcels only or machinable parcels combined with bedloaded nonmachinable parcels]	BMC Pittsburgh PA 15195
150-168, 260-266, 439-447 [Except machinable parcels]	BMC Pittsburgh PA 15195
080-084, 137-139, 169-199	BMC Philadelphia PA 19205
200-212, 214-239, 244, 254, 267, 268	BMC Washington DC 20499
240-243, 245-249, 270-297, 376	BMC Greensboro NC 27075
298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399	BMC Atlanta GA 31195
299, 313-316, 320-342, 344, 346, 347, 349.	BMC Jacksonville FL 32099
369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729	BMC Memphis TN 38999
250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 448-462, 469-474	BMC Cincinnati OH 45900
434-436, 465-468, 480-497	BMC Detroit MI 48399
500-516, 520-528, 612, 680, 681, 683-689	BMC Des Moines IA 50999
498, 499, 540-551, 553-564, 566	BMC Minneapolis/St. Paul MN 55202
570-577	ASF Sioux Falls SD 570
565, 567, 580-588	ASF Fargo ND 580
590-599, 821	ASF Billings MT 590
463, 464, 530-532, 534, 535, 537-539, 600-611, 613	BMC Chicago IL 60808
420, 423, 424, 475-479, 614-620, 622-631, 633-639	BMC St. Louis MO 63299
640, 641, 644-658, 660-662, 664-679, 739	BMC Kansas City KS 64399
730, 731, 734-738, 740, 741, 743-746, 748, 749	ASF Oklahoma City OK 730
706, 710-712, 718, 733, 747, 750-799, 885	BMC Dallas TX 75199
690-693, 800-816, 820, 822-831, 856, 857	BMC Denver CO 80088
832-834, 836, 837, 840-847, 898, 979	ASF Salt Lake City UT 840
850, 852, 853, 855, 859, 860, 863, 864	ASF Phoenix AZ 852
865, 870-875, 877-884	ASF Albuquerque NM 870
889-891, 893, 900-908, 910-928, 930-935	BMC Los Angeles CA 90901
894, 895, 897, 936-966	BMC San Francisco CA 94850
835, 838, 970-978, 980-986, 988-994	BMC Seattle WA 98000

[Exhibit E751.1.3]

### 2.2.3 DSCF and DDU Rates

For DSCF and DDU rates, pieces must meet the applicable standards in [2.1](#) through [2.6](#) and the following criteria:

- a. For DSCF rates, be part of a mailing of parcels sorted to 5-digit scheme or 5-digit destinations and deposited at a designated SCF under [L005](#) (or at a BMC under [Exhibit 2.6, BMC Deposit of DSCF Rate Pallets](#)); addressed for delivery within the ZIP Code service area of that SCF under [L005](#); and prepared under [455.4.0, Preparation for Parcel Post](#), or [705.8.0, Preparation for Pallets](#). Nonmachinable parcels sorted to 3-digit ZIP Code prefixes and claimed at a DSCF rate must be entered at a designated SCF under [L005](#) and are subject to the nonmachinable surcharge. For 5-digit ZIP Code areas listed under [Exhibit 2.6, BMC Deposit of DSCF Rate Pallets](#), mail prepared on pallets must be entered at the corresponding BMC facility shown in that Exhibit (not at the SCF) unless an exception is requested 15 days in advance of the mailing in writing and granted by the Area Manager, Operations Support, having jurisdiction over the BMC and SCF. Exceptions, if granted, will be for a limited time. Mailers must not prepare mail on pallets (including pallet boxes on pallets) for the DSCF rate if the 5-digit delivery facility is unable to handle pallets. Refer to the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see [608.8.1](#)) to determine which 5-digit delivery facilities can handle pallets (including pallet boxes on pallets). There is a charge for the Drop Shipment Product. When the Drop Shipment Product shows that mail for a single 5-digit ZIP Code area is delivered out of more than one postal facility, use the facility where the majority of city carrier routes are located for purposes of determining if the delivery facility can handle pallets, unless the 5-digit ZIP Code is listed in [Exhibit 2.7, Delivery Facility Exceptions to the "Majority of City Carriers" Rule](#), or [Exhibit 2.8, Delivery Facilities Different From Those in the Drop Shipment Product](#). For ZIP Codes in [Exhibit 2.7](#) and [Exhibit 2.8](#) use the name of the facility associated with the 5-digit ZIP Code on the respective exhibit along with the Drop Shipment Product to determine if pallets may be prepared for one of those 5-digit areas.
- b. For DDU rates, be part of a Parcel Post mailing prepared in accordance with [455.4.0, Preparation for Parcel Post](#), or [705.8.0, Preparation for Pallets](#), and deposited at a designated DDU facility that delivers parcels to the addresses appearing on the pieces. There is no required minimum number of pieces that must be deposited for the DDU rate and no specific preparation requirements; however, the pieces must be part of a mailing of at least 50 Parcel Post rate pieces and must be prepared by 5-digit scheme (optional) and 5-digit sorts. To determine the location for entry of 5-digit scheme sorted pieces, use Column B of [L606](#). To determine the location for entry of 5-digit sorted pieces or whether a 5-digit delivery facility can handle pallets (and pallet boxes), refer to the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see [608.8.1](#)). There is a charge for the Drop Shipment Product. When the Drop Shipment Product shows that mail for a single 5-digit ZIP Code area is delivered out of more than one postal facility, use the facility from which the majority of city carrier routes are delivered as the facility at which the DDU mail must be entered and to determine whether that facility can handle pallets,



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unless the 5-digit ZIP Code is listed in [Exhibit 2.7, Delivery Facility Exceptions to the "Majority of City Carriers" Rule](#), or [Exhibit 2.8, Delivery Facilities Different From Those in the Drop Shipment Product](#). For ZIP Codes in [Exhibit 2.7](#) and [Exhibit 2.8](#) use the name of the facility associated with the 5-digit ZIP Code on the respective exhibit as the facility at which DDU mail must be entered for that 5-digit ZIP Code. This facility name should be used along with the Drop Shipment Product to determine if that facility can handle pallets. If a DDU facility cannot handle pallets, and a mailer transports mail to the DDU facility on pallets, the driver will have to unload the pallets into a container specified by the delivery unit. [E751.1.4]

#### **2.2.4 Postage Payment**

Postage payment for DBMC, DSCF, and DDU rate mail is subject to the same standards that apply generally to Parcel Post. Except for plant-verified drop shipments (see [705.15.0](#)) or metered mail drop shipment (see [705.17.0](#)), the mailer must have a meter license or permit imprint authorization at the destination facility parent post office for mailings deposited for entry at a DBMC or ASF, at a destination sectional center facility, or at the parent post office of a destination delivery unit. Postage and fees are paid to the post office that verifies the mailings. The mailer must ensure that Form 8125 accompanies all plant-verified drop shipments. [E751.1.5]

#### **2.2.5 BMC as Agent**

The DBMC may act as acceptance agent only for its parent post office (see [Exhibit 2.2.5](#)) and only if authorized by Form 4410 for each mailer depositing DBMC entry rate mail. [E751.1.6]

**Exhibit 2.2.5 BMC/ASF Parent Post Office**

<b>FACILITY</b>	<b>PARENT POST OFFICE</b>	<b>ZONE CHART</b>
Albuquerque ASF	Albuquerque NM 87101-9998	870
Atlanta BMC	Atlanta GA 30304-9998	300
Billings ASF	Billings MT 59101-9998	590
Buffalo ASF	Buffalo NY 14240-9998	140
Chicago BMC	Chicago IL 60607-9998	600
Cincinnati BMC	Cincinnati OH 45234-9998	410
Dallas BMC	Dallas TX 75260-9998	750
Denver BMC	Denver CO 80202-9998	800
Des Moines BMC	Des Moines IA 50318-9998	500
Detroit BMC	Detroit MI 48233-9998	480
Fargo ASF	Fargo ND 58102-9998	580
Greensboro BMC	Greensboro NC 27420-9998	270
Jacksonville BMC	Jacksonville FL 32203-9998	320
Kansas City BMC	Kansas City KS 66106-9998	640
Los Angeles BMC	Los Angeles CA 90052-9998	900
Memphis BMC	Memphis TN 38101-9998	375
Minneapolis BMC	Minneapolis MN 55401-9998	540
New Jersey Int'l & BMC	Newark NJ 07102-9998	070
Oklahoma City ASF	Oklahoma City OK 73125-9998	730
Philadelphia BMC	Philadelphia PA 19104-9998	080
Phoenix ASF	Phoenix AZ 85026-9998	850
Pittsburgh BMC	Pittsburgh PA 15290-9998	150
St. Louis BMC	Saint Louis MO 63155-9998	620
Salt Lake City ASF	Salt Lake City UT 84199-9998	840
San Francisco BMC	Oakland CA 94615-9998	945
Seattle BMC	Seattle WA 98109-9998	980
Sioux Falls ASF	Sioux Falls SD 57101-9998	570
Springfield BMC	Springfield MA 01101-9998	010
Washington BMC	Southern MD 20790-9998	206

[Exhibit E751.1.6]

**2.3 Preparation for Parcel Select****2.3.1 Bedloaded Parcels**

A mailer may present bedloaded DBMC parcels if the mailer's vehicle has a road-to-bed height of 50 ( $\pm 2$ ) inches. If applicable, the mail to be entered at different destinations must be separated to prevent mixing of mailings for deposit at different destinations. DBMC rate mailings may be bedloaded for deposit at BMCs/ASFs and



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DDU rate mailings may be bedloaded for deposit at DDUs. Refer to the Drop Shipment Product available from the National Customer Support Center (NCSC) (see [608.8.1](#) for address) to determine dock requirements for a DDU facility. (There is a charge for the drop shipment product.) [E751.2.1]

#### **2.3.2 Containers**

DBMC rate mailings (if not bedloaded), DDU rate mailings (if not bedloaded), and all DSCF rate mailings must be prepared as follows:

- a. Machinable parcels for which a DBMC, DSCF, or DDU rate is claimed must be sacked under [455.4.0, Preparation for Parcel Post](#), or prepared on pallets under [705.8.0](#).
- b. For DBMC rate, nonmachinable parcels that each weigh 35 pounds or less must be sacked under [455.4.0, Preparation for Parcel Post](#), if the parcels do not contain perishables and the size of the parcels allows a sack to hold at least two pieces. DBMC rate nonmachinable parcels that cannot be sacked in this manner or that weigh more than 35 pounds must be transported as outside (unsacked) pieces. If authorized in advance by the USPS, DBMC rate nonmachinable parcels may be palletized.
- c. For DSCF rate, if sacked under [455.4.0, Preparation for Parcel Post](#), must contain at least seven pieces per sack. If the sack is overflow from a 5-digit scheme, 5-digit, or 3-digit sack that contains at least seven pieces, then a sack may contain fewer than seven pieces. For DSCF rate, if sacked under [705.8.0](#) as overflow from a 5-digit scheme, 5-digit, or 3-digit pallet that meets the applicable pallet minimum, may contain any number of pieces. Machinable and nonmachinable pieces may be included in the same sack.
- d. For DSCF rate, 5-digit scheme, 5-digit, and 3-digit sacks may be bedloaded or be placed on SCF pallets that are labeled and otherwise prepared under [705.8.0](#).
- e. For DSCF rate and DDU rate, nonmachinable parcels may be palletized (including pallet boxes on pallets). Nonmachinable parcels may be combined with machinable parcels on 5-digit scheme, 5-digit, and 3-digit pallets (including pallet boxes on pallets) claimed at DSCF or DDU rates under [705.8.0](#).
- f. For DDU rate, there are no minimums for sacks, pallets, or pallet boxes on pallets. DDU rate mail must be separated by 5-digit scheme and 5-digit (even if bedloaded) and, if placed in sacks or on pallets (including boxes on pallets), it must be properly labeled to the 5-digit scheme or 5-digit destination. Machinable and nonmachinable pieces may be combined in 5-digit scheme and 5-digit sacks or on 5-digit scheme and 5-digit pallets (including pallet boxes). [E751.2.2]

## **2.4 Deposit for Parcel Select**

### **2.4.1 Mailer Transport**

The mailer must transport the PVDS mailing from the place where it was verified to the destination postal facility (BMC, SCF, or delivery unit), appropriate to the mailing and the rate claimed. [E751.3.0]

### 2.4.2 Freight

Drop shipments are freight until deposited and accepted as mail at the destination facility. The mailer may request use of a numbered PVDS band seal to secure mailer vehicles transporting plant-verified drop shipments. [E751.4.1]

### 2.4.3 Mail Separation and Presentation

Destination entry rate mail must be verified under a PVDS system (705.15.0) or be presented for verification and acceptance at a BMEU located at a destination BMC, destination sectional center facility, or other designated destination postal facility. Only PVDS mailings may be deposited at a destination delivery unit not co-located with a post office or other postal facility having a BMEU. When presented to the USPS, destination entry mailings must meet the following requirements:

- a. Each piece of DBMC, DSCF, or DDU rate Parcel Post must be marked “Parcel Post” or “Parcel Select.”
- b. Separation by zone for DBMC rate mailings is required only for permit imprint mailings of identical-weight pieces that are not mailed using a postage payment system under 705.2.0, *Manifest Mailing System (MMS)*, 705.3.0, *Optional Procedure (OP) Mailing System*, or 705.4.0, *Alternate Mailing System (AMS)*, or not mailed under 455.4.1.4, *Commingled Zones*.
- c. Each mailing must be separated from other mailings for verification. For PVDS, destination entry rate mailings for deposit at one destination postal facility must be separated from mailings for deposit at other facilities to allow for reconciliation with each accompanying Form 8125, 8125-C, or 8125-CD.
- d. Mail must be separated from freight transported on the same vehicle.
- e. If Periodicals mail is on the same vehicle as Parcel Post, then the Periodicals mail should be loaded toward the tail of the vehicle so that, for each destination entry, Periodicals mail can be offloaded first.
- f. Form 8125, 8125-C, or 8125-CD must accompany all PVDS mailings. [E751.4.2]

### 2.4.4 BMC as Agent

The DBMC may verify and accept mail if authorized by Form 4410 to act as agent for the parent post office where the mailer’s account or license is held. [E751.4.3]

### 2.4.5 Appointments

Appointments must be made for destination entry rate mail as follows:

- a. Except for local mailers, for mailings of perishable commodities (601.9.0) under 2.4.6, *Exception to Scheduling Standard*, appointments for deposit of destination entry rate mail at BMCs, ASFs, and SCFs must be scheduled through the appropriate appointment control center at least one day in advance. Same day appointments may be granted by a control center on the basis of a telephone request. All appointments for BMC loads must be scheduled by the appropriate BMC control center. Appointments for SCFs and ASFs must be scheduled through the appropriate district control center. Appointments may be made up to thirty (30) calendar days prior to a desired appointment date. Mailers must comply with the scheduled mail deposit time



and location. The mailer must cancel any appointment by notifying the appropriate control center at least a day in advance of a scheduled appointment time.

- b. Electronic appointments may be made by mailers/agents using a USPS-issued computer logon ID. Electronic appointments or cancelations must be made at least 12 hours prior to the desired time and date. All information required by the USPS appointment system regarding a mailing must be furnished.
- c. For deposit of DDU mailings, an appointment must be made by contacting the DDU at least 24 hours in advance. If the appointment must be canceled, a mailer must notify the DDU at least a day in advance of a scheduled appointment. Recurring (standing) appointments will be allowed if shipment frequency is weekly or more often. [E751.4.4]

#### **2.4.6 Exception to Scheduling Standard**

Exceptions are as follows:

- a. The scheduling standard in [2.4.5, Appointments](#), does not apply when a mailer deposits mailings for verification and acceptance at the local post office serving the facility where the mail was prepared, if the mailings are not verified under a plant load authorization or plant-verified drop shipment postage payment system authorization. Under this exception, the mailer may claim the DBMC rates for mailings or portions of such mailings deposited at the local post office if the local post office is the DBMC/ASF or designated SCF that meets the application standards.
- b. Exceptions to the scheduling standard are made for shipments of products recognized by the Postal Service as perishables under [601.9.0](#). While an appointment is not required for shipments of perishables, the destination facility must be notified at least 24 hours in advance of deposit to facilitate timely handling of the load.
- c. No appointment is required for shipments containing 100% Periodicals mail, nor is notification to the destination facility of their arrival required. An advance notice of 24 hours is recommended to facilitate the development of facility unloading schedules. [E751.4.5]

#### **2.4.7 Redirection by USPS**

A mailer may be directed to transport destination entry rate mailings to a facility other than the designated DDU, SCF, or BMC due to facility restrictions, building expansions, peak season mail volumes, or emergency constraints. [E751.4.6]

#### **2.4.8 Advance Scheduling**

A mailer must schedule deposit of destination rate mailings at least 24 hours in advance by contacting the proper district, BMC control center, or destination delivery unit. Appointments at delivery units must be made by calling the delivery unit at least 24 hours in advance. Appointments for ASFs, SCFs, or for any multistop loads must be made through the USPS district control center. Appointments for BMC loads must be scheduled by the proper BMC control center. When making an appointment, or as soon as available, the mailer must provide the control center or DDU with the following information:

- a. Mailer's name and address and telephone number of the mailer's agent or local contact.
- b. Description of what is being mailed, product name, number of mailings, volume of mail, how prepared, and whether containerized (e.g., pallets). For DDU entries, the mailer also must provide the 5-digit ZIP Code(s) of the mail being deposited.
- c. Where the mailing was verified.
- d. Postage payment method.
- e. Requested date and destination facility for mailing.
- f. Vehicle identification number, size, and type. [E751.4.7]

#### **2.4.9 Deposit Conditions**

Deposit of mail also is subject to these conditions:

- a. Destination facilities may refuse mailings that are unscheduled or late (i.e., if vehicles arrive more than 2 hours after the scheduled appointment at ASFs, BMCs, or SCFs and more than 20 minutes late at delivery units). If a mailing is refused, a mailer is permitted to make a new appointment.
- b. A mailer may request recurring appointments, renewable for a 6-month period, by writing to the BMC control center or the district control center that administers the service area in which the destination facility is located. The mailer must present comparable mailings (by product and volume) on a consistent frequency of at least once a week. Failure to adhere to scheduled appointment procedures can cause revocation of the recurring appointment.
- c. Drop and pick procedures may be approved by the BMC for Parcel Post mailers only. The BMC specifies the time limit for vehicle retrieval. [E751.4.8]

#### **2.4.10 Recurring Appointments**

*Recurring* refers to a drop shipment that is delivered to a destination office with a frequency of at least once a week on the same time and day(s). Mailings must be of a comparable product in terms of mail class, size, volume, and containerization (pallets, pallet boxes, etc.). A request to establish recurring appointments must be written on company letterhead to the postal facility manager/postmaster. The drop shipment appointment control office/postmaster will respond to all requests within 10 days. Recurring appointments may be made for a period not to exceed 6 months. Thereafter, a new application must be submitted to ensure that up-to-date mailer information is on file. Written request for an additional 6 months may be made within 60 days prior to the expiration of a current arrangement. Failure to adhere to scheduled appointments or other abuse of the procedures will result in revocation of recurring appointment privileges. Requests for recurring appointments must include the following:

- a. Name, address, and telephone number of the mailer.
- b. Transportation agent's name (contact person) and telephone number(s).
- c. Mail volume and preparation (sacks/parcels).
- d. Containerization.



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- e. Size and type of trailer(s) transporting mail.
- f. Frequency/schedule. [E751.4.9]

### **2.4.11 Vehicle Unloading**

Unloading of destination entry mailings is subject to these conditions:

- a. Properly prepared containerized loads (e.g., pallets) are unloaded by the USPS at BMCs, ASFs, and SCFs. The USPS does not unload or permit the mailer (or mailer agent) to unload palletized loads that are unstable or severely leaning or that have otherwise not maintained their integrity in transit.
- b. The driver must unload bedloaded shipments within 8 hours of arrival at BMCs, ASFs, and SCFs. Combination containerized and bedloaded drop shipment mailings are classified as bedloaded shipments for unload times. The USPS may assist in unloading.
- c. At delivery units, the driver must unload all mail, whether bedloaded, sacked, or palletized (including pallet boxes on pallets) within 1 hour of arrival. If pallets (including pallet boxes on pallets) are stacked, the driver is required to unload, unstack, and unstrap them. If a DDU facility cannot handle pallets, and a mailer transports mail to the DDU facility on pallets, the driver must unload the pallets into a container specified by the delivery unit. The driver may be required to place bedloaded pieces in containers provided by the delivery unit in order to maintain separation by 5-digit ZIP Codes or to place containerized mail so as to maintain the separation of 5-digit ZIP Codes.
- d. When driver unloading is required, the driver or assistant must stay with and continue to unload the vehicle once at the dock.
- e. The driver must remove the vehicle from USPS property after unloading. The driver and assistant are not permitted in USPS facilities except the dock and designated driver rest area. [E751.4.10]

### **2.4.12 Demurrage**

The USPS is not responsible for demurrage or detention charges incurred by a mailer who presents destination rate mailings. [E751.4.11]

### **2.4.13 Appeals**

Mailers who believe that they are denied equitable treatment may appeal to the manager, Customer Service (district), responsible for the destination postal facility. [E751.4.12]

### **2.4.14 Documentation**

A postage statement must accompany each destination entry rate mailing. Any other documentation must be submitted as required by the standards for the rate claimed or the postage payment method used. [E751.4.13]

## **2.5 Acceptance at Designated SCF**

A mailing that is otherwise eligible for the DBMC rate may be deposited and accepted at an SCF designated by the USPS when it benefits the USPS and:

- a. The mailing contains only machinable parcels prepared in 5-digit scheme and 5-digit sacks, pallets, or containers and nonmachinable parcels prepared under [2.3.2, Containers](#).

- b. All DBMC rate parcels are for delivery within the service area of the SCF at which they are deposited by the mailer.
- c. Postage on all parcels deposited at the SCF is computed using the zone chart for that postal facility.
- d. The marking required by [455.4.0, Preparation for Parcel Post](#), contains the correct information.
- e. The mailer is directed to deposit the mailing at that SCF by the district control center in whose area is located the BMC or ASF where the DBMC parcels would otherwise be deposited. [E751.5.0]

**2.6 DSCF Mail Entered at a Designated BMC**

DSCF rate mail prepared on pallets (including pallet boxes on pallets) that is for a 5-digit ZIP Code listed in [Exhibit 2.6](#) must be entered at the corresponding BMC facility listed on that exhibit instead of at the DSCF unless an exception has been granted under [2.2.3a, DSCF and DDU Rates](#). Sacked DSCF rate mail for the 5-digit ZIP Codes in [Exhibit 2.6](#) must be entered at the DSCF. [E751.6.0]



456.2.6

### Exhibit 2.6 BMC Deposit of DSCF Rate Pallets

<b>BMC</b>	<b>DESTINATION ZIP CODE</b>
Atlanta	<b>300</b> 06-08, 30-37, 60-69, 71, 80-86, 88-90 <b>303</b> 05-07, 19, 24, 28-29, 38, 40-42, 45-46, 59, 60, 62-63, 66, 76 <b>311</b> 01 <b>399</b> 01
Chicago	<b>531</b> 40-44 <b>534</b> 01-08 <b>600</b> 16-17, 19, 25, 53, 56, 68, 70, 76-77 <b>601</b> 03, 05-07, 20-23, 31, 33, 60-65, 76 <b>604</b> 09, 11-12, 15, 22, 25, 30-36, 38-41, 46, 53-59, 62-65, 67, 73, 77-78, 82, 90 <b>605</b> 04-05, 15-17, 21-23, 25-26, 40, 42, 63-68, 98, 99 <b>606</b> 01, 05, 08-60, 67, 81, 90, 93-94 <b>607</b> 14 <b>608</b> 03-05
Cincinnati	None
Dallas	None
Denver	<b>691</b> 90 <b>800</b> 01-19, 32, 40-42, 44, 46-47 <b>801</b> 10-15, 20-30, 50-56, 60-63, 65-67 <b>802</b> 15, 21-22, 24-29, 31-33, 35-37, 41, 51 <b>804</b> 01-19 <b>805</b> 21-28, 53-54 <b>806</b> 31-39
Des Moines	None
Detroit	<b>480</b> 07, 21, 25-26, 34, 37, 45, 46, 66-73, 75-76, 80-84, 86, 89, 91-93, 98-99 <b>481</b> 03-04, 06-09, 11-13, 20-28, 30, 34, 41, 50-54, 61-62, 70, 74, 80, 82-88, 92, 95, 97-98 <b>482</b> 04, 20-21, 27-28, 35 <b>483</b> 10-18, 40, 42, 43, 97
Greensboro	<b>271</b> 01-02 <b>274</b> 08-10 <b>275</b> 14-16 <b>277</b> 01
Jacksonville	<b>315</b> 20-25, 27 <b>320</b> 03, 65, 67, 73, 80, 84-86, 91-92, 95 <b>321</b> 73-76 <b>322</b> 05, 07, 10-11, 16, 20-21, 24-25, 30, 36, 38-39, 45, 47, 54, 77 <b>329</b> 01-12, 19, 22-32, 34-37, 40-41, 51-56, 58-69, 76-78 <b>334</b> 27-29, 31-34, 54, 60-67, 81, 86-88, 96-99 <b>337</b> 55-67, 70-79 <b>338</b> 80-85, 88 <b>341</b> 01-06, 08-10, 12-14, 16-17, 19-20 <b>344</b> 70-82 <b>349</b> 45-51, 54, 79-82, 94-97
Kansas City	<b>640</b> 13-15, 50-51, 55-56, 58 <b>641</b> 16-19, 51, 53-54, 57-61, 63-64, 67, 88, 90 <b>660</b> 02, 44-49
Los Angeles	<b>902</b> 20-23, 40-42, 80

<b>BMC</b>	<b>DESTINATION ZIP CODE</b>
Memphis	<b>380</b> 18, 88 <b>381</b> 15, 18, 25, 33-35, 38-39, 41, 75, 81, 83-84, 93, 95 <b>386</b> 14 <b>387</b> 32, 33
Minneapolis/St. Paul	None
New Jersey	None
Philadelphia	<b>190</b> 01-99 <b>191</b> 11, 14-16, 19-20, 24, 28, 34-37, 40, 44, 49, 52, 54-55, 60
Pittsburgh	None
St. Louis	<b>620</b> 02, 40 <b>622</b> 20-23, 26 <b>630</b> 05-06, 11, 17, 21-22, 24, 31-34, 42-45, 74 <b>631</b> 04-41, 43-44, 46-47, 51, 57-58 <b>633</b> 01-04
San Francisco	<b>939</b> 21-23 <b>940</b> 02-03, 10-12, 22-28, 30, 35, 39-43, 59, 61-65, 70, 85-89 <b>944</b> 01-99 <b>945</b> 03, 06, 13, 15-16, 18-24, 26-27, 29, 33, 35-45, 55-56, 58-61, 63, 70, 74-75, 77-81, 83, 85, 89-99 <b>948</b> 01-04, 06-08, 20, 50
Seattle	<b>980</b> 02-04, 23, 31, 35, 63-64, 92-93
Springfield	None
Washington	None

[Exhibit E751.6.0]

**2.7 Delivery Facility Exceptions to the “Majority of City Carriers” Rule**

For ZIP Codes in [Exhibit 2.7](#) use the name of the facility associated with the 5-digit ZIP Code in that exhibit as the facility at which DDU rate mail for that 5-digit ZIP Code must be entered and, for both DDU and DSCF mail, to determine whether that 5-digit facility can handle pallets. See [2.1](#) and [2.2.2](#). This listing identifies 5-digit ZIP Codes that are exceptions to the “majority of city carriers rule” that is used to determine the parcel facility for a 5-digit ZIP Code in instances where a ZIP Code is served by multiple facilities. The name of the primary facility for parcel delivery is listed beside each 5-digit ZIP Code. Additional information about the facility including drop ship address and whether the facility can handle a pallet is included in the Drop Shipment Product. At a future date this list will be available in the Drop Shipment Product. [E751.7.0]



456.2.7

### Exhibit 2.7 Delivery Facility Exceptions to the “Majority of City Carriers” Rule

ZIP CODE	FACILITY NAME	DROP SITE KEY
<b>Alabama</b>		
36130	Montgomery	EY10814
<b>Alaska</b>		
99701	Main Office	SZ10189
99709	Main Office	SZ10189
99801	Mendenhall	SZ10198
<b>California</b>		
92623	Harvest Station	SZ24031
92693	San Juan Capistrano	PZ22821
94087	Sunnyvale	PZ23492
94304	Palo Alto	PZ22396
<b>Florida</b>		
34482	Paddock Branch	BY22630
34747	Celebration	BY27124
<b>Georgia</b>		
31704	Albany	PX10019
<b>Iowa</b>		
52401	Cedar Rapids	EW10239
<b>Kansas</b>		
66044	Jayhawk	SW20762
<b>Kentucky</b>		
40763	Williamsburg	PX16803
41730	Hyden	PX15380
42338	Hartford	PX15261
<b>Louisiana</b>		
70503	Oil Center	SY24264
71201	Monroe	EY26868
<b>Maine</b>		
04043	Kennebunk	PV24959
04402	Eastern Maine Carrier Annex	4V24870

ZIP CODE	FACILITY NAME	DROP SITE KEY
<b>Michigan</b>		
48170	Plymouth	PY12584
<b>Minnesota</b>		
55369	Maple Grove	BY25765
55378	Burnsville	BY24936
56387	Waite Park	BY26611
<b>Missouri</b>		
64113	Country Club	SW16257
<b>Montana</b>		
59102	Billings	PZ13046
59103	Billings	PZ13046
<b>New Hampshire</b>		
03224	Tilton	PV25759
<b>New Jersey</b>		
07470	Wayne	PV11690
<b>New York</b>		
10583	Scarsdale Main Post Office	PV15954
<b>North Carolina</b>		
27706	Durham	PY15179
28018	Forest City	PY15338
28309	Lafayette	SY15700
<b>Ohio</b>		
45013	Hamilton	PX21234
<b>Pennsylvania</b>		
19136	Holmesburg Carrier Unit	SX18929
<b>Texas</b>		
75501	Texarkana	EW26504
75903	Lufkin	EW24562
<b>Virginia</b>		
22320	Alexandria	PX26003
22405	Fredericksburg	PX26669
23433	Driver	SX26514
23521	L C Page	SX26952



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## Discount Parcels: Parcel Post Enter and Deposit

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<b>ZIP CODE</b>	<b>FACILITY NAME</b>	<b>DROP SITE KEY</b>
<b>Washington</b>		
98055	Renton	PZ17357
98223	Smokey Point Branch	SZ17464
98324	Carbonado	PZ16562
98375	South Hill Annex	BZ17481
98387	Spanaway	PZ17488
98687	East Vancouver DCU	4Z18088
<b>West Virginia</b>		
25801	Beckley	PX28152

[Exhibit E751.7.0]

**2.8 Delivery Facilities Different from Those in the Drop Shipment Product**

For ZIP Codes in [Exhibit 2.8](#) use the name of the facility associated with the 5-digit ZIP Code in that exhibit as the facility at which DDU rate mail for that 5-digit ZIP Code must be entered and, for both DDU and DSCF mail, to determine whether that 5-digit facility can handle pallets. Parcel Post mailings for the ZIP Codes shown must be deposited at the facilities listed in order to qualify for destination delivery unit rates. The listing identifies 5-digit ZIP Codes and facilities that are different from the ones indicated in the Drop Shipment Product for letters and flats. At a future date this information will be available in the Drop Shipment Product. [E751.8.0]

**Exhibit 2.8 Delivery Facilities Different From Those in the Drop Shipment Product**

ZIP CODES SERVED	DESTINATION DELIVERY UNIT LOCATION	DROP SITE KEY
<b>Alaska</b>		
99702	Fairbanks 5400 Mail Trail Fairbanks, AK 99709-9998	SZ10189
<b>California</b>		
92684	Westminster 15030 Goldenwest Circle Westminster, CA 92685-9998	PZ23848
94102-05, 07, 08, 10, 11, 14, 16, 18, 21-26, 28-30, 40, 41, 46, 47, 59, 64	Napolean Street Parcel Post Annex 180 Napolean Street San Francisco, CA 94124-9711	SZ22122
<b>Florida</b>		
34278	Manasota P&DC 850 Tallevast Road Sarasota, FL 34243-3249	EY22324
<b>Maryland</b>		
20852	Rockville 500 N Washington Street Rockville, MD 20850-9998	PV24288
<b>Massachusetts</b>		
02456, 59, 61, 64-66, 68, 95	Newtonville Post Office 897 Washington Street Newtonville, MA 02460-9998	BV22179
<b>Mississippi</b>		
39563	Pascagoula 911 Jackson Avenue Pascagoula, MS 39567-9998	PY14174
<b>Minnesota</b>		
55102	Saint Paul 180 Kellogg Blvd E Saint Paul, MN 55101-9997	PY26254



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ZIP CODES SERVED	DESTINATION DELIVERY UNIT LOCATION	DROP SITE KEY
<b>Montana</b>		
59401, 04, 05, 14	Great Falls Annex 1409 14th Street SW Great Falls, MT 59404-9998	EZ13197
<b>New Jersey</b>		
08837	Edison 2101 State Route 27 Edison, NJ 08817	PV10401
<b>New York</b>		
10001-07, 09, 10-14, 16, 18, 19, 23-25, 36, 38, 41, 60, 69, 90, 95, 98 10102-07, 10, 14, 17-23, 25, 32, 33, 38, 57, 58, 60, 99 10211-13, 65, 69-71, 73, 75, 77-82	Central Parcel Post Facility 341 9th Avenue New York, NY 10199-9991	EV19160
10017, 21, 22, 28, 44, 55 10126, 28, 30, 31, 51-55, 62, 64-78	FDR Station 909 3rd Avenue New York, NY 10022-9998	V13429
10045 10267	Church Street Station 380 W 33rd Street New York, NY 10001-9998	SV12586
10020 10124, 85	Times Square Station 340 W 42nd Street New York, NY 10036-9998	SV16531
10026	Manhattanville Station 365 W 125th Street New York, NY 10027-9998	SV14509
10029, 30, 31, 35, 37, 39	East Side Parcel Post Annex 500 E 132nd Street Bronx, NY 10454-4619	G000083
10032, 33, 34	Fort George Station 4558 Broadway New York, NY 10040-9998	SV13396
10043, 79, 81, 87 10116	JAF 441 8th Avenue New York, NY 10001-9998	SV14060
10156	Murray Hill Finance Station 115 E 34th Street New York, NY 10016	SV14818
10451	Highbridge Station 1315 Inwood Avenue Bronx, NY 10452-9998	SV13862
10461	Soundview 1687 Gleason Avenue Bronx, NY 10472-9998	SV16156
10603, 05	White Plains 100 Fisher Avenue White Plains, NY 10601-1953	PV17010

<b>ZIP CODES SERVED</b>	<b>DESTINATION DELIVERY UNIT LOCATION</b>	<b>DROP SITE KEY</b>
10803, 04	New Rochelle 255 North Avenue New Rochelle, NY 10801-9998	PV14957
11101-06, 09	Long Island City Parcel Post Annex 4310 10th Street Long Island City, NY 11101-9998	SV15304
11354, 58, 67	Flushing Main Office 4165 Main Street Flushing, NY 11355-9998	SV14481
11360, 62, 63	Bayside Annex 41-29 216th Street Flushing, NY 11361-9998	4V12091
11374, 78, 85	Woodside Post Office 3925 61st Street Flushing, NY 11377-9998	SV17090
13088	Bayberry Station Bayberry Plaza 7608 Oswego Road Liverpool, NY 13090	BV12081
<b>Pennsylvania</b>		
15201	Bloomfield 5182 Liberty Avenue Pittsburgh, PA 15224-9998	SX17251
15223	Glenshaw 1541 Butler Park Road Pittsburgh, PA 15116-9998	PX18635
15225	Woods Run Annex 2840 New Beaver Avenue Pittsburgh, PA 15233-9998	4X1C586
15240	Oakland 347 S. Bouquet Street Pittsburgh, PA 15213-9998	SX1A281
15244	Greentree 770 Trumbull Drive Pittsburgh, PA 15220	BX18723
17735	Canton 55 Troy Street Canton, PA 17724-9998	PX17496
<b>Puerto Rico</b>		
00901, 08, 20, 21, 34, 68	GPO 585 Ave FD Roosevelt San Juan, PR 00936-9998	PV17274
00925, 27	Cupey Station 369 Ave San Claudio Cupey, PR 00926-9998	SV18853
00956, 57	Bayamon 100 Ave Ramon L. Rodriguez Bayamon, PR 00959-9998	BV17152



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<b>ZIP CODES SERVED</b>	<b>DESTINATION DELIVERY UNIT LOCATION</b>	<b>DROP SITE KEY</b>
<b>South Carolina</b>		
29632, 34	Clemson Post Office 519 College Avenue Clemson, SC 29631	PX23702
<b>Tennessee</b>		
37616	Chuckey 8140 E. Andrew Johnson Hwy Chuckey, TN 37641-9998	PX25010
<b>Virginia</b>		
37625	Main Post Office 1116th Street Bristol, TN 37621-9998	PX24953
<b>Washington</b>		
98057	Renton Main Office 17200 116th Avenue SE Renton, WA 98058-9998	PZ17357
98907	Yakima Main Office 205 W. Washington Avenue Yakima, WA 98903-9998	PZ17764
98405	Tacoma General Carrier Facility 3825 S. Warner Street Tacoma, WA 98409-9998	SZ18343

[Exhibit E751.8.0]