708 Technical Specifications

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1.0 Standardized Documentation for First-Class Mail, Periodicals, Standard Mail, and Flat-Size Bound Printed Matter

1.1 Basic Standards

For First-Class Mail, Periodicals, Standard Mail, and flat-size Bound Printed Matter, documentation must be produced by software certified under the Presort Accuracy Validation and Evaluation (PAVE) program or the Manifest Analysis and Certification (MAC) program, appropriate for the accompanying class of mail and price claimed, or the documentation must be prepared as standardized documentation according to this section. Standardized documentation contains the elements described in 1.2 through 1.8, as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation.

1.2 Format and Content

[7-15-07] For First-Class Mail, Periodicals, Standard Mail, and flat-size Bound Printed Matter, standardized documentation includes:

a. A heading identifying the listing as a “USPS Qualification Report” appearing at the top of each page. The heading must contain these elements:

1. For First-Class Mail and Standard Mail, the name of the mailer and the mailing, a mailing identification code corresponding to the postage statement, the date (e.g., the date when the list was processed or the documentation was produced), the class of mail, and either the DMM standard under which the mail was prepared (e.g., 245.5.0 for letters, 345.5.0 for flats, and 445.5.0 for parcels or 234.4.0 and 235.6.0 for First-Class Mail Letters, and 244.4.0 and 245.7.0 for Standard Mail Letters) or the type of prices claimed.

2. For Periodicals, each publication title and publication number corresponding to the postage statement and entry office, the date (e.g., the date when the list was processed or the documentation was

produced), the class of mail, and either the DMM standard under which the mail was prepared (e.g., 707.22.0, *Preparing Nonbarcoded (Presorted) Price Periodicals*, 707.23.0, *Preparing Carrier Route Price Periodicals*, or 707.24.0, *Preparing Letter-Size Barcoded (Automation) Price Periodicals*) or the type of prices claimed. For publications that are combined or copalletized and represented on the same documentation, all publication titles and publication numbers are required to be listed in the header only on the first page.

b. Sequential page numbers in the body of the listing.

c. For mail in trays or sacks, the body of the listing reporting these required elements:

1. Tray/sack sortation level. Mailers must note with an asterisk ("*") all trays containing overflow mail moved into that tray under 235.6.6 and 245.7.5.

2. Tray/sack destination ZIP Code (use destination on top line of tray/sack label except that, for 3-digit carrier routes trays, list the individual 5-digit ZIP Codes contained in each tray).

3. The number of pieces for each 5-digit ZIP Code in 5-digit/scheme bundles or trays; for each 3-digit ZIP Code in 3-digit/scheme bundles or trays; for each 3-digit/scheme in (A)ADC bundles or trays; for each (A)ADC in mixed (A)ADC bundles or trays (or, for Periodicals, origin mixed ADC trays). For automation-price mailings prepared under the reduced overflow option, the number of pieces in the next higher level tray in lieu of overflow trays. For ECR letters prepared under 245.6.0, the number of pieces in carrier routes within full trays. For automation and nonautomation mail, and ECR Standard Mail, the number of pieces in each bundle level and presort destination.

4. Separate columns for each price reported in the mailing, with pieces reported in the appropriate column, and a running total of pieces mailed that is continuous for each mailing (group information either in ZIP Code order and by sortation level or by sortation level and within each sortation level, by ZIP Code; report trays and sacks on pallets by pallet level and destination; include all information required in 1.2c for mail in trays or sacks). Pieces prepared in 5-digit scheme bundles (Periodicals, Standard Mail, and Bound Printed Matter flats) must be listed by individual 5-digit ZIP Code within the 5-digit scheme bundle. Pieces prepared in 3-digit scheme bundles (Periodicals, Standard Mail, and Bound Printed Matter flats) must be listed by individual 3-digit ZIP Code within the 3-digit scheme bundle. Pieces prepared as firm bundles (Periodicals) may be listed in a separate firm bundle column or in the appropriate column based on container level. Document SCF or BMC pallets created as a result of bundle reallocation under 705.8.11 or 705.8.13 on the USPS Qualification Report by designating the protected pallet with an identifier of "PSCF" (for an SCF pallet) or "PBMC" (for a BMC pallet). These identifiers are required only on the USPS Qualification Report; they are not required on pallet labels or on any other mailing documentation.

5. A running total of pieces mailed that is continuous for each mailing.

6. The tray identification number and tray size (1-foot or 2-foot) if available for letter mail in trays. The tray identification number is optional for tray-based automation flats.
7. Separate columns for each price reported in the mailing, with pieces reported in the appropriate column (group information either in ZIP Code order and by sortation level or by sortation level and within each sortation level, by ZIP Code).
8. For all Periodicals mailings, include a separate “Zone” column. If all copies for a specific tray destination (automation letters only), group destination, or bundle destination are subject to the same zone price or entry discount, show the applicable zone or destination entry discount for those copies using the zone abbreviations in 1.6.3. If copies for a bundle destination or pieces for a tray destination (barcoded letters only) are for multiple zones, show all zones included (e.g., “3/4/6”) or show “Mixed” (or the authorized abbreviation “M”) in the “Zone” column.
9. For Periodicals mailings that contain both In-County and Outside-County pieces, the body of the listing may include a separate "Container Charge" and "Bundle Charge" column. Indicate which trays, sacks, and bundles are subject to the container or bundle charges and a total or, optionally, a running total.

d. For bundles on pallets, the body of the listing reporting these required elements:

1. Pallet sortation level.
2. Pallet destination ZIP Code (use destination on top line of pallet label).
3. For each bundle, the sortation level and number of pieces claimed at each price.
4. Separate columns for each price reported in the mailing, with pieces reported in the appropriate column, and a running total of pieces mailed that is continuous for each mailing (group information either in ZIP Code order and by sortation level or by sortation level and within each sortation level, by ZIP Code; report trays and sacks on pallets by pallet level and destination; include all information required in 1.2c for mail in trays or sacks). Pieces prepared as firm bundles (Periodicals) may be listed in a separate firm bundle column or in the appropriate column based on container level. Document SCF, ADC, or BMC pallets created as a result of bundle reallocation under 705.8.11, 705.8.12, or 705.8.13 on the USPS Qualification Report by designating the protected pallet with an identifier of “PSCF” (for an SCF pallet), “PADC” (for an ADC pallet), or “PBMC” (for a BMC pallet). These identifiers are required to appear only on the USPS Qualification Report; they are not required to appear on pallet labels or on any other mailing documentation.
5. For mailings prepared as bundles on pallets under 705.12.0 and 705.13.0, a separate 5% threshold summary must appear beneath the pallet price summary for the last physical pallet of each logical merged 5-digit scheme pallet and logical merged 5-digit pallet as provided in 705.12.1, 705.12.2, 705.13.1, or 705.13.2, as applicable.

6. For all Periodicals mailings, include a separate “Zone” column. If all copies for a specific bundle destination are subject to the same zone price or entry discount, show the applicable zone or destination entry discount for those copies using the zone abbreviations in 707.17.6.3. If copies for a bundle destination are for multiple zones, show all zones included (e.g., “3/4/6”) or show “Mixed” (or the authorized abbreviation “M”) in the “Zone” column. Report foreign copies separately.
7. For Periodicals mailings that contain both In-County and Outside-County pieces, the body of the listing may include a separate "Container Charge" and "Bundle Charge" column. Indicate which pallets and bundles are subject to the container or bundle charges and a total or, optionally, a running total.
8. At the end of the listing, a summary report of the total number of pieces claimed at each postage price on the pallet by postage payment method, and the total number of pieces and the total weight of the mail on the pallet.

e. At the end of the documentation, a summary report of the total number of pieces mailed at each postage price for each mailing reported on the listing by postage payment method (and by entry point for drop shipment mailings) and the total number of pieces in each mailing. This information must correspond to the information reported on the postage statement(s) for the pieces reported. For Periodicals mailings, documentation also must provide:

1. A summary of the total number of each type of bundle in the mailing and, optionally, the total bundle charge paid. Report only bundles subject to the Outside-County bundle price under 707.1.1.3.
2. A summary of the total number of each type of container in the mailing and, optionally, the total container charge paid. Report only trays, sacks, and pallets subject to the Outside-County container prices under 707.1.1.4.
3. For combined mailings, a summary by individual mailer of the number of each type of bundle and container in the mailing and, optionally, the bundle and container price paid. Report only bundles, trays, sacks, and pallets subject to the Outside-County bundle and container prices under 707.1.1.3 and 707.1.1.4.
4. A summary of the total number of copies for each zone, including In-County, DDU, SCF, and ADC prices. A separate summary report is not required if a PAVE-certified postage statement facsimile generated by the presort software used to prepare the standardized documentation is presented for each mailing.

1.3 Price Level Column Headings

[9-13-07] [8-2-07] [7-15-07] The actual name of the price level (or corresponding abbreviation) is used for column headings required by 1.2, *Format and Content*, and shown below:

a. Automation First-Class Mail, Standard Mail, and barcoded Periodicals:

PRICE	ABBREVIATION
5-Digit [First-Class Mail letters and flats, Periodicals letters and flats, and Standard Mail letters and flats]	5B
3-Digit [First-Class Mail letters and flats, Periodicals letters and flats, and Standard Mail letters and flats]	3B
AADC [First-Class Mail, Periodicals, and Standard Mail letters]	AB
ADC [First-Class Mail, Periodicals, and Standard Mail Flats]	AB
Mixed AADC [First-Class Mail, Periodicals, and Standard Mail letters]	MB
Mixed ADC [First-Class Mail, Periodicals, and Standard Mail flats]	MB
Basic [In-County Periodicals]	BB
Firm [Outside-County Periodicals]	FB

b. Presorted First-Class Mail, barcoded and nonbarcoded Periodicals flats, nonbarcoded Periodicals letters, and machinable and nonmachinable Standard Mail:

PRICE	ABBREVIATION
Presorted [First-Class Mail letters/cards, flats, and parcels]	Presort
5-Digit [First-Class Mail parcels, all Standard Mail, and Periodicals letters]	5D
3-Digit [First-Class Mail parcels, all Standard Mail and Periodicals letters]	3D
AADC [Standard Mail machinable letters]	AB
ADC [First-Class Mail parcels, Standard Mail nonmachinable letters, flats, irregular parcels and NFMs; and all Periodicals]	AD
Basic [In-County Periodicals]	BS
Mixed AADC [Standard Mail machinable letters]	MB
Mixed ADC [Standard Mail nonmachinable letters, flats, irregular parcels and NFMs; and all Periodicals]	MD
Mixed ADC [First-Class Mail parcels]	SP
BMC [Standard Mail machinable parcels and NFMs 6 ounces and over]	BMC
Mixed BMC [Standard Mail machinable parcels and NFMs 6 ounces and over]	MBMC
Firm [Outside-County Periodicals]	FB

c. Carrier Route Periodicals and Enhanced Carrier Route Standard Mail:

PRICE	ABBREVIATION
Saturation [letters, flats, and irregular parcels]	WS
High Density [letters, flats, and irregular parcels]	HD
Basic [letters, flats, and irregular parcels]	CR
Firm [Outside-County Periodicals]	FB

1.4 Sortation Level

[8-30-07] The actual sortation level (or corresponding abbreviation) is used for the bundle, tray, sack, or pallet levels required by 1.2 and shown below:

SORTATION LEVEL	ABBREVIATION
Carrier Route	CRD
5-Digit Carrier Routes	CR5
5-Digit Scheme Carrier Routes [sacks and pallets, Periodicals flats and irregular parcels, Standard Mail flats]	CR5S
5-Digit Scheme [barcoded and machinable letters]	5DGS
5-Digit Scheme [pallets, Periodicals flats and irregular parcels, Standard Mail flats]	5DGS
Merged 5-Digit [sacks and pallets, Periodicals flats and irregular parcels, Standard Mail flats]	M5D
Merged 5-Digit Scheme [sacks and pallets, Periodicals flats and irregular parcels, Standard Mail flats]	M5DS
5-Digit	5DG
5-Digit Metro [pallets only, for Periodicals flats and irregular parcels, Standard Mail flats, and Bound Printed Matter flats]	MET
3-Digit Carrier Routes	CR3
3-Digit Scheme [barcoded letters, barcoded and cobundled flats]	3DGS
Merged 3-Digit [sacks, Periodicals flats and irregular parcels]	M3D
3-Digit	3DG
ADC	ADC
ADC [pallets created from bundle reallocation]	PADC
AADC	AADC
Mixed ADC	MADC
Origin Mixed ADC	OMX
Mixed AADC	MAAD
SCF [pallets, Periodicals flats, Bound Printed Matter]	SCF
SCF [pallets created from bundle reallocation]	PSCF
BMC	BMC
ASF	ASF
BMC [pallets created from bundle reallocation]	PBMC
Mixed BMC [working]	MBMC

1.5 Combined, Copalletized, and Merged Mailings

For combined or copalletized mailings of Periodicals and Standard Mail prepared under 705.8.0, 705.10.0, 705.12.0, or 705.13.0, the listing must show this additional information:

a. For mailings that require a separate postage statement, a column that further identifies the contents of all trays/bundles by product or edition code. The applicable prices for each product or edition must be shown in the correct

"Price" column and must be summarized for each tray, sack, or pallet and for the entire mailing. For Periodicals, when copies of multiple editions or publications are combined in a firm bundle claimed as one piece, report "0" in the "Product/Edition Code" column for all but one edition or publication contained in the firm bundle, report "1" in the appropriate associated "Piece Price" column for that edition or publication, and report "0" in the "Piece Price" column for the other editions or publications contained in the firm bundle.

b. For large-volume mailing jobs reported on a single listing, the mailer may provide abbreviated documentation that shows full bundle detail for the first 20 pallets/sacks and every twentieth pallet/sack after that if the mailer keeps full bundle detail (by product or edition code and price) for the entire mailing job for 90 days and can provide it to the USPS on request within 3 working days. Abbreviated documentation must include the price summary by product or edition for each pallet/sack, including those for which full detail bundle listings are not reported.

1.6 Detailed Zone Listing for Periodicals

1.6.1 Definition and Retention

The publisher must be able to present documentation to support the actual number of copies of each edition of an issue, by entry point, mailed to each zone, at DDU, DSCF, DADC, DBMC, and In-County prices. This listing is separate from the standardized documentation required under 1.0 to support presort. This listing may be submitted with each mailing, or, as an alternative, a publisher may keep records supporting zone and destination entry information reported on the postage statement for each mailing. Records must be kept for 2 months after the mailing date. A publisher must be able to submit detailed zone listings for specific mailings when requested in advance by the USPS.

1.6.2 Characteristics

Report the number of copies mailed to each 3-digit ZIP Code area at applicable zone prices using one of the following formats:

a. Report copies by 3-digit ZIP Code, listed in ascending numeric order, for all ZIP Codes in the mailing. The listing must include the following columns: 3-digit ZIP Code, zone, and number of copies (for the zone). Include a summary of the number of copies at each zone price at the end of the report. A 3-digit ZIP Code may appear more than once if there are copies at different zone prices for that ZIP Code (e.g., In-County and outside-county price copies within the same 3-digit ZIP Code area).

b. Report copies by zone (In-County DDU, In-County others, Outside-County DDU, Outside-County DSCF, and Outside-County DADC) and by 3-digit ZIP Code, listed in ascending numeric order, for each zone. For each zone, the listing must include the following columns: 3-digit ZIP Code and number of copies (for each zone) in the mailing. Include a summary of the total number of copies for each zone at the end of each zone listing. A 3-digit ZIP Code may appear under more than one zone if there are copies at different zone prices for that ZIP Code (e.g., In-County and outside-county price copies within the same 3-digit ZIP Code area).

1.6.3 Zone Abbreviations

Use the actual price name or the authorized zone abbreviation in the listings in 1.0 and 707.17.6.2:

ZONE ABBREVIATION	RATE EQUIVALENT
ICD	In-County, DDU
IC	In-County, Others
DDU	Outside-County, DDU
SCF	Outside-County, DSCF
ADC	Outside-County, DADC
1-2 or 1/2	zones 1 and 2
3, 4, 5, 6, 7, 8 (as applicable)	zones 3 through 8 (as applicable)
M	mixed zones

1.7 Bundle and Container Reports for Outside-County Periodicals Mail

[7-15-07] A mailer must present documentation to support the actual number of bundles and containers of each edition of an issue as explained in 1.7.1 and 1.7.2 below.

1.7.1 Outside-County Bundle Report

The bundle report must contain, at a minimum, the following elements:

a. Container identification number.

b. Container type.

c. Container presort level.

d. Bundle ZIP Code.

e. Bundle level.

f. Price category.

g. Number of copies by version in the bundle.

h. An indicator showing which bundles are subject to the bundle charge.

1.7.2 Outside-County Container Report

The container report must contain, at a minimum, the following elements:

a. Container identification number.

b. Container type.

c. Container level.

d. Container entry level (origin, DDU, DSCF, DADC, or DBMC).

e. An indicator showing which containers are subject to the container charge.

1.8 Optional Information

Standardized documentation may include additional information about the pieces mailed (such as individual tray or sack total piece counts, optional identification codes, bundle weights) if this information does not conflict with the information required under 1.2 through 1.7.

2.0 Presort Accuracy Validation and Evaluation (PAVE)

2.1 Presort Accuracy Validation and Evaluation (PAVE)

2.1.1 Basic Information

The Presort Accuracy Validation and Evaluation (PAVE) program is a process to evaluate presort software and determine its accuracy in sorting address files under DMM standards. PAVE is available only to software and hardware manufacturers (i.e., companies that develop presort software or manufacture presorting equipment). PAVE certification does not guarantee acceptance of customer mail prepared with PAVE-validated hardware/software.

2.1.2 Process

PAVE evaluates the accuracy of presort products by providing test address files to vendors. Vendors process the test file(s) through their presort software or hardware and return the resulting postage statement facsimile(s) and other presort documentation to the USPS National Customer Support Center (NCSC) for evaluation of the answers. Each test file is evaluated for its accuracy of presort, compliance with current DMM standards, accuracy of sack/tray/pallet tag labels, and general acceptability of computer-generated facsimiles of postage statements and other presort documentation. If the answers are accurate, the vendor's presort product is validated for a 12-month period or until the end of the current annual period.

2.1.3 Participation

For information on participation in PAVE, presort product developers may request the *PAVE Program Technical Guide* from the NCSC by calling 1-800-238-3150. Participants may use the PAVE form included in that guide to order PAVE test files.

3.0 Coding Accuracy Support System (CASS)

3.1 Basic Information

3.1.1 Purpose

The Coding Accuracy Support System (CASS) improves the accuracy of delivery point codes, ZIP+4 codes, 5-digit ZIP Codes, and carrier route codes on mailpieces. CASS provides a common platform to measure the quality of address matching software and to diagnose and correct software problems.

3.1.2 Requirement

Any mailing claimed at an automation price must be produced from address lists properly matched and coded with CASS-certified address matching methods listed below. A mailer using multiline optical character readers (MLOCRs) to print delivery point barcodes on mailpieces (or for flats, ZIP+4 barcodes) must also obtain CASS certification (including Multiline Accuracy Support System (MASS)) for the address matching software used on the MLOCRs.

3.1.3 Methods

[7-5-07] Delivery point or ZIP+4 coding may be obtained by using the CASS-certified DPC address matching software with components DPV and LACS^{Link}; CASS-certified Z4CHANGE process; CASS-certified DirectDPV process; NCOA^{Link}; or DSF^{2} process.

3.2 Software Certification

3.2.1 General

Any user of address matching software that applies ZIP+4 codes to address lists to obtain an automation price must use address matching software that is CASS-certified. Address matching software used to ZIP+4 code address records must, as part of its process, return a standardized address to ensure that the ZIP+4 code or mailer-applied barcode represents the proper depth of code available. The original input address submitted for coding may also be returned. The CASS-certified address matching software must be used according to specific parameter settings (configurations) as described below.

3.2.2 Software Configuration

All address lists used to produce mailings for automation prices must be matched and ZIP+4 coded with current CASS-certified software in line with the configuration standards shown below. Summary output reports or computer-generated facsimile Forms 3553 must contain information about the configuration used when processing the address list on the CASS-certified address matching software.

3.2.3 Permissible Configurations

These are permissible configurations for address matching software:

a. Vendor-Supplied Software With Vendor CASS-certified Software Configurations. The software vendor is CASS-certified for specific configurations. The user is using that software as prescribed by the vendor and with the CASS-certified configurations obtained by the vendor.

b. Vendor-Supplied Software With User CASS-certified Software Configurations. The software user is using vendor-supplied software in a configuration not CASS-certified by the vendor but by the user.

c. User-Developed Software for Which User Obtained CASS Certification. The software user obtained individual user CASS certification for self-developed software and is using it as certified.

3.2.4 Use

When used for ZIP+4 or delivery point barcoding, the address matching software and coding methods must have a valid CASS certification and use the current USPS ZIP+4 Product updated to include all applicable change transaction files.

3.3 Date of Address Matching and Coding

3.3.1 Update Standards

[7-5-07] Unless Z4CHANGE or DirectDPV is used, all automation and carrier route mailings bearing addresses coded by any AIS product must be coded with current CASS-certified software and the current USPS database. Coding must be done within 90 days before the mailing date for all carrier route mailings and within

180 days before the mailing date for all non-carrier route automation price mailings. All AIS products may be used immediately on release. New product releases must be included in address matching systems no later than 45 days after the release date. The overlap in dates for product use allows mailers adequate time to install the new data files and test their systems. Mailers are expected to update their systems with the latest data files as soon as practicable and need not wait until the "last permissible use" date. The mailer's signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS. The "current USPS database" product cycle is defined by the following table.

FILE RELEASE *Use of file released on...*	**REQUIRED USE** *Must begin no later than...*	**LAST PERMISSIBLE USE** *And must end no later than...*
February 15	April 1	May 31
April 15	June 1	July 31
June 15	August 1	September 30
August 15	October 1	November 30
October 15	December 1	January 31
December 15	February 1	March 31

3.3.2 Z4CHANGE List Matching

When using Z4CHANGE to match and code address lists for automation price mailings:

a. The entire address list must first be matched and ZIP+4 coded with current CASS-certified software and the current USPS ZIP+4 Product.

b. Every 60 days after the first matching, the address list must be processed through Z4CHANGE using USPS-certified software to identify changed records since the last update.

c. The changed records identified through the Z4CHANGE processing must then be matched and coded using current CASS-certified address matching software and the current ZIP+4 Product.

d. The entire address list must be rematched and ZIP+4 coded every 3 years using current CASS-certified software and the current USPS ZIP+4 Product.

3.3.3 DirectDPV List Matching

[7-5-07] When using DirectDPV to match and code address lists for automation price mailings:

a. The entire address list must first be matched and ZIP+4 coded with Cycle L (or later) CASS-certified software and the current USPS ZIP+4 product.

b. Every 180 days after the initial matching, the address list must be processed through DirectDPV using Cycle L (or later) CASS-certified address matching software to identify changed records since the last update.

c. If an address record was previously ZIP+4 coded and that ZIP+4 code is not in DirectDPV, it does not need to be run through CASS-certified address matching software until the annual run. Address records identified as changed through DirectDPV that have a valid converted 11-digit record require additional

processing. These records can either be reconstructed using the 11-digit code provided or reprocessed through CASS-certified software. Address records identified as changed through DirectDPV that have a zero 11-digit code must then be matched and coded using Cycle L (or later) CASS-certified address matching software and the current USPS ZIP+4 product.

d. The entire address list must be processed once a year using current CASS-certified address matching software and the current USPS ZIP+4 product.

3.4 Definitions—Mailing and Address Lists

For this section, *mailing list* or *address list* is the group of names and addresses to which mailpieces in the corresponding mailing are addressed. Whether the addresses used in a mailing are obtained from a single list or from two or more lists (whole lists or extracts of those lists), each list used to produce a mailing claimed at an automation price must meet the standards in 3.0.

3.5 Documentation

3.5.1 Form 3553

Unless excepted by standard, the mailer must complete a Form 3553 for each mailing claimed at all automation prices and all carrier route prices. A computer-generated facsimile may be used if it contains the required data elements in a format similar to the USPS form. The data recorded on Form 3553 must refer only to the address list used to produce the mailing with which it is presented. The postage statement must be annotated in the block(s) provided to reflect the date when address matching and coding were performed. When a mailing is produced using multiple lists, the mailer must show the earliest (oldest) date of address matching and coding (shown on Form 3553, section B2). The mailer certifies compliance with this standard when signing the corresponding postage statement.

3.5.2 Retention Period

Form 3553 and other documentation must be retained by the mailer or the mailer's agent for 1 year from the date of mailing and be made available to the USPS on 24-hour notice.

3.5.3 Using Output Information

The data recorded on Form 3553 is taken from the summary output report generated by the computer process by which address lists are matched and ZIP+4 coded using CASS-certified software. The summary output information may also be generated as a facsimile Form 3553. Form 3553 may show summary output information for a single address list or consolidate summary output information from multiple address lists combined to produce a single mailing. Figures on Form 3553 are not required to match total mailpiece figures on the corresponding postage statement.

3.5.4 Providing Required Data

Summary output reports or computer-generated Forms 3553 must contain this information:

a. CASS-certified company name as it appears on the CASS certificate; name and software version that received CASS certification; and the software configuration used when processing the address list.

b. Name of the list processor using the CASS-certified software to match and code the address list, the date the address list was processed, the date of the USPS database used to code the address list, the address list name or identification number, the total number of address records on the list submitted for coding, the total number of address records successfully coded to the appropriate depth of code, and the valid dates for the records successfully coded.

3.5.5 Using a Single List

When a mailing is produced using all or part of a single address list, the mailer must retain one Form 3553 and other required documentation reflecting the summary output information for the entire list, as obtained when the list was coded. When the same address list is used for other mailings within 180 days of the date it was matched and coded, a copy of the Form 3553 must be retained with the documentation for each mailing.

3.5.6 Using Multiple Lists

When a mailing is produced using multiple address lists, the mailer must retain a consolidated Form 3553 summarizing the individual summary output and/or facsimile Forms 3553 for each list used (and other required documentation). As an alternative, the mailer may combine the addresses selected from the multiple lists into a single new list, reprocess the addresses using CASS-certified address matching software, and retain one Form 3553 for the summary output generated by that process.

3.5.7 Using CASS Certificate

If the name of the CASS-certified company entered on Form 3553 does not appear on the list published by the USPS, a copy of the CASS certificate for the software used also must be retained by the mailer with the documentation.

3.6 CASS Certification

3.6.1 Testing Arrangements

[7-5-07] To obtain information on standards and arrange for testing of carrier route, ZIP+4, or delivery point address matching software, contact the National Customer Support Center by calling 1-800-238-3150, or by writing to the CASS Certification Department, National Customer Support Center (see 608.8.0 for address).

3.6.2 CASS Stage I

The CASS certification process is a two-stage procedure. Stage I is a test file with answers supplied on request to customers wanting to certify an address matching software product. The Stage I file contains fabricated sample addresses from address ranges across the country with missing or incorrect address elements. The correct answers supplied on this Stage I test file allow self-assessment of address matching software/hardware accuracy so that software/hardware vendors or users can predetermine product readiness for the actual test.

3.6.3 CASS Stage II

The Stage II file is the actual test without answers. This test measures the accuracy of address matching software/hardware. Similar to the Stage I file, the Stage II file contains fabricated sample addresses from address ranges across the country with missing or incorrect address elements that the address matching software must correct. Software vendors or users process the Stage II file against their address matching products, appending the correct or missing information in each address record. After completing the test, the vendor or user returns the Stage II file to the USPS for analysis, scoring, and, if qualified, certification. For multiline optical character readers (MLOCRs) and encoding stations, CASS certification is obtained by barcoding sample mailpieces in a test deck. After completing the test, the vendor or user returns the test deck to the USPS for analysis, scoring, and, if qualified, certification.

3.6.4 Certification Standards

[7-5-07] To be CASS-certified:

a. Delivery point code address matching software/hardware must correctly ZIP+4 code the addresses in the Stage II file or test deck with an accuracy rate determined by the CASS Certification Department and must correctly append the additional two digits of the delivery point code (plus a check digit) to the Stage II file or test deck with 100% accuracy.

b. A 2-digit utility (separate or stand-alone address matching software that appends only the correct 2-digit DP9019C information) must use the standardized address information returned by DPC address matching software when determining the correct delivery point code. A 2-digit utility must assign the 2-digit delivery point code (plus a check digit) to the addresses in the Stage II file with 100% accuracy.

c. Address matching software used to assign 5-digit ZIP Codes and carrier route codes must assign the appropriate codes to the Stage II file with an accuracy rate determined by the CASS Certification Department.

3.6.5 Customer Notification

The USPS sends written notice informing the customer of the results of the analysis and the product certification status. Follow-up notification is mailed to remind previously certified vendors and users of the next certification.

4.0 Standards for POSTNET and Intelligent Mail Barcodes

4.1 General

POSTNET (Postal Numeric Encoding Technique) and Intelligent Mail barcodes are USPS-developed methods to encode ZIP Code information on mail that can be read for sorting by automated machines. Intelligent Mail barcodes also encode other tracking information.

4.2 POSTNET Barcode

4.2.1 General

POSTNET (Postal Numeric Encoding Technique) is the USPS-developed barcode method to encode ZIP Code information on mail that can be read for sorting by automated machines. A POSTNET barcode can represent a 5-digit ZIP Code (32 bars), a 9-digit ZIP+4 code (52 bars), or an 11-digit delivery point code (62 bars). The information content of the barcode is based on the combination of tall (full) bars and short (half) bars. A tall bar represents "1," and a short bar represents "0." When separated into groups of five, these bars sequentially represent each of the digits of the ZIP Code (or ZIP+4 code or delivery point code) for the delivery address, plus an additional digit designated as the *correction digit.* The correction digit is derived from adding the numbers in the ZIP Code (or ZIP+4 or delivery point code) and determining which single-digit number must be added to that sum to make the total a multiple of 10. The first and last bars of the barcode are *frame bars* and must always be full bars.

4.2.2 5-Digit Barcode

A 5-digit barcode is a single field of 32 bars consisting of a frame bar, a series of 25 bars that represent the correct 5-digit ZIP Code for the address on the piece, 5 bars that represent the correction digit, and a final frame bar.

4.2.3 ZIP+4 Barcode

A ZIP+4 barcode is a single field of 52 bars consisting of a frame bar, a series of 45 bars that represent the correct ZIP+4 code for the address on the piece, 5 bars that represent the correction digit, and a final frame bar.

4.2.4 Delivery Point Barcode

A delivery point barcode (DPBC) is formed by adding 10 bars (representing two additional digits) to the ZIP+4 barcode. The correct DPBC must be derived from a CASS-certified delivery point code address matching process. To obtain information on the rules for delivery point code calculation, contact the National Customer Support Center by calling (toll-free) 1-800-642-2914, or by writing to CASS/ZIP+4 Matching, National Customer Support Center (see 608.8.0 for address). The following unique codes are also valid DPBCs:

a. For a firm (unique) 5-digit ZIP Code, the correct DPBC represents the 5-digit ZIP Code: either the USPS-assigned -0001 or (if the customer assigns four-digit add-ons to internal separations) the correct four digits applicable to the point of delivery, followed by the last two digits of the primary street number, post office box number, or rural/highway contract route box number derived from the standardized address returned by the CASS-certified ZIP+4 or delivery point code address matching process.

b. For an individual (unique) ZIP+4 code assigned to a business customer, the correct DPBC represents the ZIP+4 code followed by the last two digits of the primary street number derived from the standardized address returned by the CASS-certified ZIP+4 or delivery point address matching process.

4.2.5 POSTNET Barcode Dimensions and Spacing

POSTNET barcodes are subject to these standards for bar dimensions and spacing. Extraneous ink or ink voids must not cause any bar to fail to meet these standards:

a. A full bar must be 0.125 ±0.010 inch high.

b. A half bar must be 0.050 ±0.010 inch high.

c. All bars must be 0.020 ±0.005 inch wide.

d. Measured over any 1/2 inch, horizontal spacing of the bars must be 22 ±2 bars per inch, and pitch (a bar and a space) must average at least 0.0416 inch but no more than 0.05 inch. The clear vertical space between bars must not be less than 0.012 inch or more than 0.04 inch.

4.3 Intelligent Mail Barcodes

4.3.1 Definition

[5-1-07] An Intelligent Mail barcode is the USPS-developed barcode that mailers use to encode routing and tracking information on mail that can be read by automated mail processing equipment to sort mail and to provide tracking information to the mailers. An Intelligent Mail barcode consists of 65 vertical bars, each representing one of four possible states: full bar, ascender, tracker, and descender. These 65 bars encode a string of 31 digits, divided into two parts: a 20-digit tracking code and an 11-digit routing code (when required). The 11-digit routing code may contain a ZIP Code, a ZIP+4 code, or a delivery point code, unless required to contain a certain level of code in specific applications; no correction digit is needed within an Intelligent Mail barcode. Mailers may use Intelligent Mail barcodes as follows:

a. When used on letters for automation-price eligibility purposes, the routing code must contain a delivery point code that accurately matches the delivery address.

b. When used on flat-size pieces for automation-price eligibility purposes, the barcode must contain either a ZIP+4 or a delivery point routing code that accurately matches the delivery address. When flat-size pieces bear an Intelligent Mail barcode for automation price eligibility, the barcode on a piece that contains an optional endorsement line (OEL) must contain OEL coding that includes information in Exhibit 7.1.1 corresponding to the correct sortation level of each bundle. The OEL information in the Intelligent Mail barcode is required in addition to a physical OEL. See the *Intelligent Mail Barcode Resource Guide* available at ribbs.usps.gov/OneCodeSOLUTION for more information on incorporating OELs in Intelligent Mail barcodes.

c. Mailers must incorporate the Mailer ID (MID) code in the Customer Identifier field. To obtain a MID, OneCode ACS subscribers can contact the ACS department at the National Customer Support Center at 1-800-331-5746. Confirm subscribers approved for OneCode Confirm must incorporate their Confirm Subscriber ID (which is their MID) when using Intelligent Mail barcodes. OneCode Confirm subscribers can contact Confirm Customer Assistance at 1-800-238-3150 or refer to Publication 197 for specific instructions. Mailers printing the Intelligent Mail barcode solely for automation price eligibility can contact the PostalOne! Help Desk at 1-800-522-9085 to obtain a MID.

4.3.2 Specifications

Complete specifications for Intelligent Mail barcodes are defined in USPS publication USPS-B-3200, which is available at ribbs.usps.gov/OneCodeSOLUTION. This publication also provides details on how to encode the routing code and tracking code into an Intelligent Mail barcode, barcode dimensions and spacing, clear zone, skew and rotation tolerance, and print characteristics. The assignment of a Barcode Identifier, Service Type Identifier, and Mailer ID are described by the respective publications for each extra service. These publications are available at ribbs.usps.gov/OneCodeSOLUTION.

4.4 Reflectance

4.4.1 Background Reflectance

A background reflectance of at least 50% in the red portion and 45% in the green portion of the optical spectrum must be produced in the following locations when measured with a USPS or USPS-licensed envelope reflectance meter:

a. The barcode clear zone of a card-size or a letter-size piece barcoded in the lower right corner.

b. The area surrounding the barcode (within 1/8 inch of the leftmost and rightmost bars and 1/25 inch above and below the barcode) of a card-size, letter-size, or flat-size piece barcoded in the address block and of a flat-size, First-Class Mail parcel, or Not-Flat Machinable piece barcoded elsewhere.

4.4.2 Print Reflectance Difference

A print reflectance difference (PRD) of at least 30% in the red and green portions of the optical spectrum is required between the background material of the mailpiece and the barcode, when measured with a USPS or USPS-licensed envelope reflectance meter. (PRD equals the reflectance of the background minus the reflectance of the ink.)

4.4.3 Opacity

The material on which the barcode appears must have enough opacity to prevent printing from “showing through” to the extent that it interferes with postal equipment that reads the barcode. The print contrast ratio (PCR) of print (other than the barcode) that shows through the barcode clear zone or the barcode area in the address block must not exceed 15% when measured in the red and green portions of the optical spectrum.

4.4.4 Dark Fibers and Background Patterns

Dark fibers or background patterns that produce a print contrast ratio of more than 15% when measured in the red and green portions of the optical spectrum are prohibited in these locations:

a. The area of the address block or the barcode clear zone where the barcode appears on a card-size or a letter-size piece mailed at automation prices or at Enhanced Carrier Route saturation or high density prices.

b. The area of the address block or the area of the mailpiece where the barcode appears on a flat-size piece in an automation price mailing or on a First-Class Mail parcel or a Not Flat-Machinable piece.

4.5 Skew and Baseline Shift

4.5.1 Card-Size and Letter-Size Pieces

For a barcode on a card-size or a letter-size piece, the combined effects of positional skew (slant or tilt of the entire barcode baseline) and rotational skew (slant or tilt of the individual barcode bars) must be limited to a maximum rotation of the bars of ±5 degrees from a perpendicular to the bottom edge of the piece. The individual bars of a barcode must not shift (be vertically offset) more than 0.015 inch from the average baseline of the barcode. For information on barcode placement for card-size and letter-size pieces, see 202.5.0.

4.5.2 Flat-Size Pieces, First-Class Mail Parcels, Standard Mail Irregular Parcels, and Not Flat-Machinable Pieces

The maximum rotational skew (slant or tilt of the individual barcode bars) for barcodes is ±10 degrees from a perpendicular to the baseline of the barcode. There is no positional skew requirement. The individual bars of a barcode must not shift (be vertically offset) more than 0.015 inch from the average baseline of the barcode. For information on barcode placement for flat-size pieces, see 302.4.0. For information on barcode placement on parcels and Not Flat-Machinable pieces weighing less than 6 ounces, see 402.4.0.

4.6 Barcode Software and Hardware Certification

4.6.1 Purpose

To help mailers evaluate the quality of their equipment producing barcodes, the USPS offers optional testing and certification to manufacturers of barcoding software and hardware. Certified barcoding equipment ensures that the equipment can produce dimensionally correct barcodes meeting postal specifications. Certification does not ensure that barcodes produced from that equipment can meet the requirements for automation prices because many other variables in barcode production (e.g., ink color and quality, paper color and contrast, equipment operation and maintenance) affect the quality of the barcodes printed on mailpieces.

4.6.2 Testing Arrangements

Manufacturers who want their products tested and mailers who want information on available certified products should contact the National Customer Support Center (see 608.8.0 for address).

5.0 Standards for Postal Routing Barcodes

5.1 Basic Requirements

Mailers may use a postal routing barcode on parcels and Not Flat-Machinable pieces that meet the eligibility requirements in 433.1.1 for First-Class Mail, 443.4.4 and 443.5.5 for Standard Mail, 453.3.1 for Parcel Select, 463.5.1 for Bound Printed Matter, 473.3.4 for Media Mail, or 483.3.4 for Library Mail. Each parcel must bear a properly prepared UCC/EAN Code 128 barcode symbology as described in 5.3 that accurately represents the correct ZIP Code or ZIP+4 code of the delivery address. For information on barcode placement for parcels, see 402.4.0.

5.2 Basic Elements of Postal Routing Barcodes

UCC/EAN Code128 postal routing barcode data elements (see Exhibit 1.2) include:

a. *Barcode Type*. UCC/EAN Code 128 is the only acceptable barcode and must be printed within Subset C.

b. *Start Code.* Postal routing barcodes must start with a Symbol Start Code, which is not shown in the human-readable text.

c. *Function One (FNC1).* The FNC1 numeric character for UCC/EAN Code 128 follows the symbol start character, is part of the symbology overhead, and is not shown in the human-readable text.

d. *Application Identifier (AI).* The AI for a postal routing barcode is “420” for domestic mail and is not shown in the human-readable text.

e. *ZIP Code or ZIP+4 Code.* Postal routing barcodes must include the 5-digit ZIP Code or ZIP+4 code of the address. Only the 5-digit ZIP Code appears in the human-readable text.

f. *Check Digit.* A check digit must be added at the end of the sequence of numbers to validate the authenticity of the number. UCC/EAN Code 128 postal routing barcodes must utilize a MOD 103 check digit, which is not shown in the human-readable text.

g. *Stop Code.* The UCC/EAN Code 128 postal routing barcode must end with a Symbol Stop Code, which is not shown in the human-readable text.

Exhibit 5.2 Postal Routing UCC/EAN Code 128 Barcode Format

UCC/EAN Code 128 Format *(as described in a-g)*

Start	FNC1	4	2	0	2	2	0	2	1	Mod 103	Stop

Example 1

ZIP 22021

Example 2

ZIP

22021

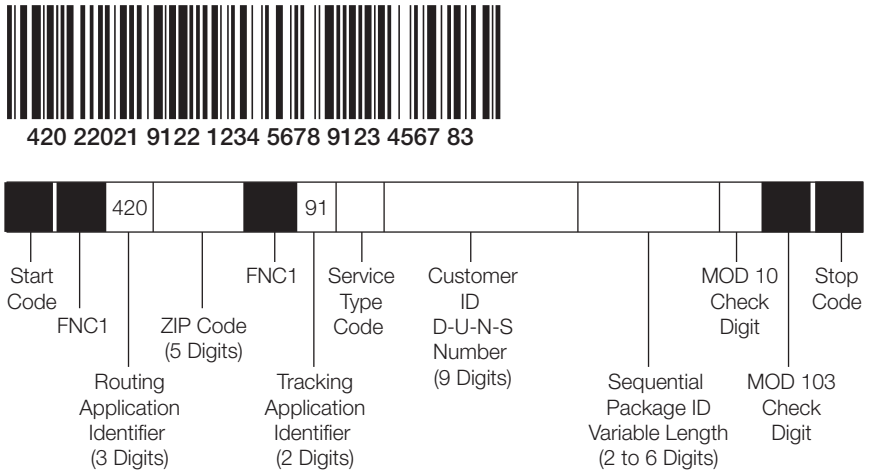
5.3 Use With Delivery Confirmation or Signature Confirmation Service

Eligible machinable parcels may qualify for the barcode discount and bear a Delivery Confirmation or Signature Confirmation barcode using one of the following options:

a. The Single Concatenated Barcode (see Exhibit 5.3a). Mailers may place a single concatenated barcode that combines the postal routing information and Delivery Confirmation or Signature Confirmation information. Single concatenated barcodes must be prepared in accordance with the technical specifications and requirements in 503.9.0 for Delivery Confirmation service, 503.10.0 for Signature Confirmation service, and Publication 91, Confirmation

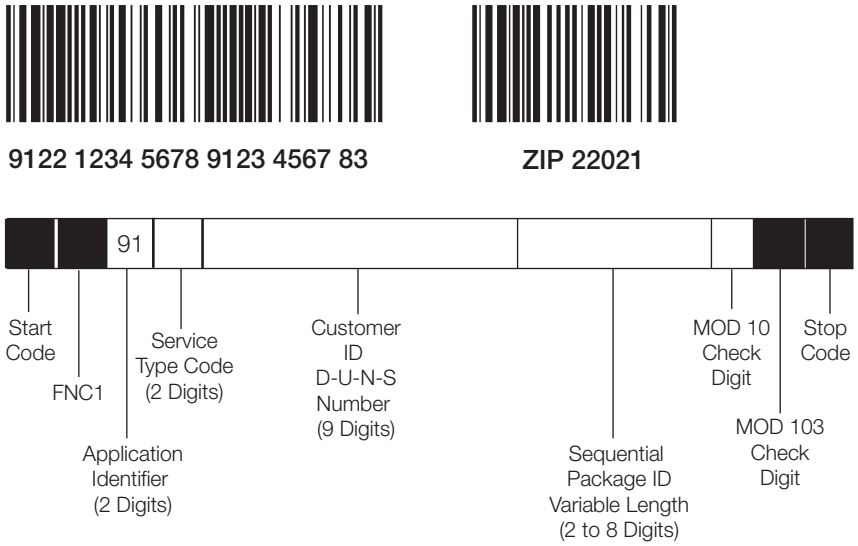
Services Technical Guide. If a parcel bears a single concatenated barcode, then no other barcode that contains the postal routing barcode may be affixed to the package.

Exhibit 5.3a Confirmation Services Concatenated UCC/EAN Code 128 Barcode Format



b. Separate Barcodes (see Exhibit 5.3b). Mailers may place both a postal routing barcode described in 5.2 and a Delivery Confirmation barcode described in 503.9.0 or a Signature Confirmation barcode described in 503.10.0 (and Publication 91) on the same parcel.

Exhibit 5.3b Confirmation Services UCC/EAN Code 128 Barcode Format Using a Separate Postal Routing Barcode



5.4 Use With Confirmation Services and Insurance (Integrated Barcode)

To eliminate the need to place one barcode for Delivery Confirmation or Signature Confirmation and another barcode for insurance, eligible machinable parcels may qualify for the barcode discount by placing a single integrated barcode that combines Delivery Confirmation or Signature Confirmation and insurance using one of the following options:

a. Single Concatenated Integrated Barcode. Mailers may place a single concatenated integrated barcode that combines postal routing information and postal insurance (see 503.9.0) with Delivery Confirmation service or Signature Confirmation service. The single concatenated integrated barcode option allows electronic option mailers to combine multiple special services into a single barcode on their packages. Single concatenated integrated barcodes must be prepared in accordance with the technical specifications and requirements in 503.9.0 for Delivery Confirmation service, 503.10.0 for Signature Confirmation service, and Publication 91. If a parcel bears a single concatenated integrated barcode then no other barcode that contains the postal routing barcode may be affixed to the package.

b. Separate Barcodes. Mailers may place both a postal routing barcode described in 5.2 and an integrated barcode that combines insurance as described in 5.4a on the same parcel with Delivery Confirmation in 503.9.0 or Signature Confirmation in 503.10.0. The integrated barcode option allows electronic mailers to combine multiple special services into a single barcode on their packages.

5.5 Dimensions

The preferred range of widths of narrow bars and spaces is 0.015 inch to 0.017 inch. The width of the narrow bars or spaces must be at least 0.013 inch but no more than 0.021 inch. All bars must be at least 0.75 inch high.

5.6 Location

The address and barcode must be placed squarely onto the largest surface area of the parcel, except when its shape and contents requires specific orientation for stability during processing; then the address and barcode(s) must be placed on the top. The address and barcode label(s) must not overlap any side of the parcel or other label. The barcode should be placed immediately adjacent to the delivery address and at least 1 inch from the edge of the parcel. The delivery address and barcode may be printed on an attachment or enclosure in a window envelope affixed to the parcel, subject to the reflectance standards in 4.4. The barcode may be placed on a separate label or in an alternate location on the address label, subject to the clearance standards in 5.7. Barcodes that are not placed immediately adjacent to the delivery address must not encroach the return address, postage, applicable markings, endorsements, and extra service labels.

5.7 Clear Zone

The barcode must be located as specified in 5.6. No printing may appear in an area 1/8 inch above and below the barcode. A minimum clear (quiet) zone equal to 10 times the average measured narrow element (bars or space) width must be maintained to the left and right of the barcode.

5.8 Reflectance

When measured in the red spectral range between 630 nanometers and 675 nanometers, the minimum white bar (space) reflectance (Rs) must be greater than 50%, and the maximum bar reflectance (Rb) must be less than 25%. The minimum print reflectance difference (Rs-Rb) is 40%. Reflectance must be measured with a USPS-specified reflectance meter or barcode verifier.

5.9 Quality

All barcodes in each mailing must measure American National Standards Institute (ANSI) grade C or above. ANSI grade barcodes D or F are unacceptable. It is strongly recommended that all printing processes be tested to ensure that they meet specification requirements. Information concerning ANSI guidelines X3.182-1990 may be obtained from the American National Standards Institute (see 608.8.0).

5.10 Human-Readable Information

The human-readable information on the barcode must conform to one of the following options:

a. For postal routing barcodes printed under 5.2, 5.3b, and 5.4b, if the postal routing barcode is printed on a separate label, the human-readable equivalent of the ZIP Code or ZIP+4 code encoded in the barcode preceded by the word "ZIP" must be printed between 1/8 inch and 1/2 inch below the barcode in 10-point or larger bold sans-serif type. Alternatively, the word "ZIP" may be placed no less than 10 times the average narrow bar or space element width and no more than 1/2 inch to the left of the barcode, in 10-point or larger bold sans-serif type (see Exhibit 5.2). While not recommended, if the postal routing barcode is printed on the delivery address label and is in close proximity to the address, the human-readable equivalent of the ZIP Code (and the word "ZIP") may be omitted.

b. For barcodes printed under 5.3b or 5.4b the human-readable information for the concatenated or concatenated/integrated barcode must include as text the application identifiers (AI) 420 and 91 and the full tracking identification number. When the AI 420 and ZIP Code information is used, it must be parsed separately from the main body of text. The first group will contain the 420 AI, space, 5-digit ZIP Code, space, +4 code (if used), space, with the remaining human-readable text parsed in groups of four with the remaining digits grouped at the end (e.g., 420 22021 9122 1234 5678 9123 4567 83).

5.11 Technical Specifications

Postal routing codes must meet the technical specifications in the UCC/EAN-128 Application Identifier Standard, which can be obtained from Uniform Code Council Inc. (see 608.8.0), and the barcode characteristics in 5.0.

5.12 Substrate Material

Barcodes must be printed on substrate material that preserves the optical specification as described in the AIM-USA Uniform Symbology Specification documents. Typically, white label stock commonly used for barcode generation is suitable, providing it is not glossy (causing mirror-like, specular reflection) or prone to smearing or smudging.

6.0 Barcoding Standards for Container Labels

6.1 Basic Standards—Tray and Sack Labels

6.1.1 Use

Exhibit 6.1.1 shows the types of mail requiring barcoded tray or sack labels. Barcoded labels must meet these general standards:

a. Mailers must use the appropriate size label for the sack or tray.

b. Mailer-produced barcoded labels must meet the standards in 6.0.

c. All information on barcoded labels must be machine-printed. Alterations to preprinted barcoded labels (e.g., handwritten changes) may not be made.

d. Barcoded labels must be inserted completely into the label holder on the tray or sack to prevent their loss during transport and processing.

Exhibit 6.1.1 Required Barcoded Container Labels

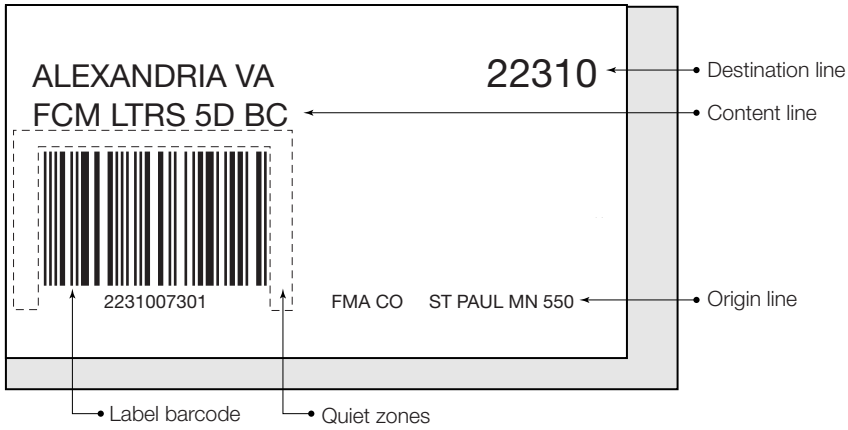
PRICE OR TYPE	PROCESSING CATEGORY
First-Class Mail	
Automation price	Letter-size, flat-size
Cobundled and cotrayed under 705.9.0 through 705.13.0	Flat-size
Periodicals	
Automation price	Letter-size, flat-size
Cobundled and cosacked under 705.9.0 through 705.13.0	Flat-size
Standard Mail	
Automation price	Letter-size, flat-size
Enhanced Carrier Route high-density and saturation letter prices	Letter-size (barcoded labels not required for letter-size pieces with simplified addresses or paid at nonletter prices)
Cobundled and cosacked under 705.9.0 through 705.13.0	Flat-size
Automation, Presorted, and Enhanced Carrier Route in letter trays under 345.3.0	Flat-size
Automation and Presorted in letter trays cotrayed under 705.9.0 using 345.3.0 option	Flat-size
Bound Printed Matter	
Barcoded	Flat-size

6.1.2 Line 1 (Destination Line)

The destination line must meet these standards:

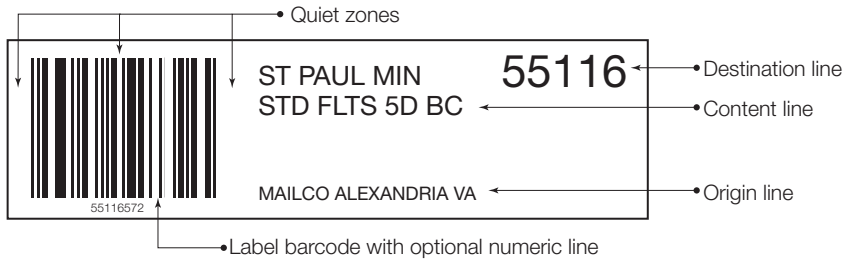
a. *Placement.* The destination line must be the top line of the label, placed in the position shown in Exhibit 6.1.2a or Exhibit 6.1.2b (above the barcode on tray labels or 2-inch sack labels and to the right of the barcode on 1-inch sack labels). An exception is that one line of extraneous information may appear above the destination line on tray and sack labels as provided in 6.2.2, and 6.2.2f. The destination line must be completely visible when placed in the label holder. This visibility is ensured if the destination line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.

Exhibit 6.1.2a Barcoded 2-Inch Sack Labels and Barcoded Tray Labels



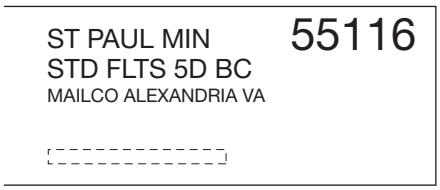
b. *Information.* The destination line must contain only the information required by the applicable standards for the class, processing category, sortation level of the tray or sack, and the prices claimed. This information is contained in the labeling lists for all sortation and price levels except trays and sacks to carrier route, 5-digit carrier routes, merged 5-digit, and 5-digit destinations, and except for automation letter trays to 5-digit scheme destinations. For the destination line of carrier route, 5-digit carrier routes, merged 5-digit, and 5-digit trays and sacks, the city, two-letter state abbreviation, and 5-digit ZIP Code of the destination 5-digit ZIP Code area must be shown. For 5-digit scheme trays, the city, two-letter state abbreviation, and ZIP Code for the destination scheme must be obtained from the City State Product. The destination line may contain abbreviated city and state information if such abbreviations are those in the City State Product.

Exhibit 6.1.2b Barcoded 1-Inch Sack Labels

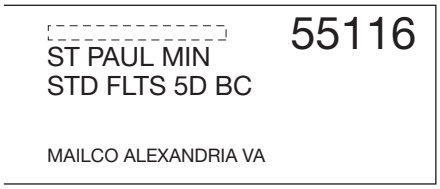


Extraneous Information Placement:

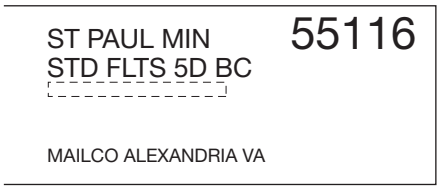
Below origin line



Above destination line



Between content and origin lines



c. *Overseas Military Mail.* The exact content identifier number (CIN) that matches the level of tray or sack must be used in the barcode and barcode numeric line on barcoded tray or sack labels. The required second line of information that corresponds to the CIN must appear on the human-readable content line of the label. The human-readable content line is automatically printed when labels are obtained through the PASSPORT system or ordered on Form 1578-B for printing at the Label Printing Center in Topeka, Kansas. A footnote at the end of the content line information means that the mailer must add appropriate information when ordering and printing tray and sack labels. Any mailer using PASSPORT to order labels must also add the appropriate additional information to the human-readable content line for those content lines marked with a footnote.

6.1.3 Line 2 (Content Line)

The content line must meet these standards:

a. *General*. The content line must appear directly below the destination line as shown in Exhibit 6.1.2a or Exhibit 6.1.2b. This line must show the class, processing category, and the sortation level of the tray or sack as required by the applicable standards for the mailing. The appropriate content identifier number (CIN) in 6.1.4 that corresponds to that content line must be used in the barcode.

b. *Periodicals*. Except as provided in 705.8.16 for copalletized mailings and in 707.27.2 for combined mailings, Periodicals publications must use one of the following for Line 2 class information:

   1. "PER."

   2. "NEWS" if published weekly or more often or if authorized newspaper treatment as of March 1, 1984.

c. *Additional Information*. For 3-digit scheme trays as specified by the labeling list, the content line for some destinations must be followed by the letter "A," "B," or "C," which is not required to be right-justified. For carrier route trays and sacks, the content information must be followed by a one-letter carrier route type description followed by a space and a 3-digit route number for the route to which the tray is destined.

6.1.4 3-Digit Content Identifier Numbers

[8-2-07] The exact content identifier number (CIN) that matches the level of tray or sack must be used in the barcode and barcode numeric line on barcoded tray or sack labels. The required second line of information that corresponds to the CIN must appear on the human-readable content line of the label. The human-readable content line is automatically printed when labels are obtained through the PASSPORT system or ordered on Form 1578-B for printing at the Label Printing Center in Topeka, Kansas. A footnote at the end of the content line information means that the mailer must add appropriate information when ordering and printing tray and sack labels. Any mailer using PASSPORT to order labels must also add the appropriate additional information to the human-readable content line for those content lines marked with a footnote. See Exhibit 6.1.4.

Exhibit 6.1.4 3-Digit Content Identifier Numbers

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
EXPRESS MAIL		
drop ship, all sack levels	143	EXPRESS DROP SHIP
PRIORITY MAIL		
drop ship, all sack levels	165	PRIORITY DROP SHIP
FIRST-CLASS MAIL		
FCM Letters — Automation		
5-digit scheme trays	241	FCM LTR BC 5D SCHEME
5-digit trays	242	FCM LTR 5D BC
3-digit scheme trays	243	FCM LTR BC SCHEME[1]
3-digit trays	244	FCM LTR 3D BC
AADC trays	245	FCM LTR AADC BC
mixed AADC trays	246	FCM LTR BC WKG
FCM Letters — Nonautomation Machinable		
3-digit trays	255	FCM LTR 3D MACH
AADC trays	258	FCM LTR AADC MACH
mixed AADC trays	260	FCM LTR MACH WKG
FCM Letters — Presorted Nonmachinable		
5-digit trays	267	FCM LTR 5D MANUAL
3-digit trays	269	FCM LTR 3D MANUAL
ADC trays	270	FCM LTR ADC MANUAL
mixed ADC trays	268	FCM LTR MANUAL WKG
FCM Flats — Automation		
5-digit trays	272	FCM FLTS 5D BC
3-digit trays	273	FCM FLTS 3D BC
ADC trays	274	FCM FLTS ADC BC
mixed ADC trays	275	FCM FLTS BC WKG
FCM Flats — Presorted		
5-digit trays	278	FCM FLTS 5D NON BC
3-digit trays	279	FCM FLTS 3D NON BC
ADC trays	280	FCM FLTS ADC NON BC
mixed ADC trays	282	FCM FLTS NON BC WKG
FCM Flats — Cotrayed Automation and Presorted		
5-digit trays	221	FCM FLTS 5D BC/NBC
3-digit trays	222	FCM FLTS 3D BC/NBC
ADC trays	231	FCM FLTS ADC BC/NBC
mixed ADC trays	232	FCM FLTS BC/NBC WKG
FCM Parcels — Presorted		
5-digit scheme sacks	289	FCM PARCELS 5D SCH
5-digit sacks	289	FCM PARCELS 5D
3-digit sacks	290	FCM PARCELS 3D
ADC sacks	291	FCM PARCELS ADC
mixed ADC sacks	292	FCM PARCELS WKG
PERIODICALS (PER)		
PER Letters — Carrier Route		
saturation price trays	369	PER LTRS WSS[1]
high density price trays	370	PER LTRS WSH[1]
basic price trays	366	PER LTRS CR[1]
5-digit carrier routes trays	367	PER LTRS CR-RTS
3-digit carrier routes trays	368	PER LTRS 3D CR-RTS
PER Letters — Barcoded (Automation)		
5-digit scheme trays	341	PER LTRS BC 5D SCHEME
5-digit trays	342	PER LTRS 5D BC
3-digit scheme trays	343	PER LTRS BC SCHEME[1]
3-digit trays	344	PER LTRS 3D BC
AADC trays	345	PER LTRS AADC BC
mixed AADC trays	346	PER LTRS BC WKG
PER Letters — Nonbarcoded (Nonautomation)		
5-digit trays	350	PER LTRS 5D NON BC
3-digit trays	353	PER LTRS 3D NON BC
ADC trays	356	PER LTRS ADC NON BC
mixed ADC trays	359	PER LTRS NON BC WKG

Exhibit 6.1.4 3-Digit Content Identifier Numbers

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
PER Flats — Carrier Route		
car. rt. sacks — saturation	387	PER FLTS WSS[1]
car. rt. sacks — high density	388	PER FLTS WSH[1]
car. rt. sacks — basic	385	PER FLTS CR[1]
5-digit carrier routes sacks	386	PER FLTS 5D CR-RTS
5-digit scheme car. rts. sacks	371	PER FLTS CR-RTS SCH
3-digit carrier routes sacks	351	PER FLTS 3D CR-RTS
PER Flats — Barcoded		
5-digit sacks	372	PER FLTS 5D BC
5-digit scheme sacks	372	PER FLTS 5D SCH BC
3-digit sacks	373	PER FLTS 3D BC
SCF sacks	377	PER FLTS SCF BC
ADC sacks or trays	374	PER FLTS ADC BC
mixed ADC sacks or trays	375	PER FLTS BC WKG
origin mixed ADC sacks or trays	381	PER FLTS WKG W FCM
PER Flats — Nonbarcoded		
5-digit scheme sacks	378	PER FLT 5D SCH NON BC
5-digit sacks	378	PER FLTS 5D NON BC
3-digit sacks	379	PER FLTS 3D NON BC
SCF sacks	384	PER FLTS SCF NON BC
ADC sacks or trays	380	PER FLTS ADC NON BC
mixed ADC sacks or trays	382	PER FLTS NON BC WKG
origin mixed ADC sacks or trays	381	PER FLTS WKG W FCM
PER Flats — Cosacked Barcoded and Nonbarcoded		
5-digit scheme sacks	321	PER FLT 5D SCH BC/NBC
5-digit sacks	321	PER FLTS 5D BC/NBC
3-digit sacks	322	PER FLTS 3D BC/NBC
SCF sacks	329	PER FLTS SCF BC/NBC
ADC sacks or trays	331	PER FLTS ADC BC/NBC
mixed ADC sacks or trays	332	PER FLTS BC/NBC WKG
origin mixed ADC sacks or trays	381	PER FLTS WKG W FCM

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
PER Flats — Merged Carrier Route, Barcoded, and Nonbarcoded		
merged 5-digit sacks	339	PER FLTS CR/5D
merged 5-digit scheme sacks	349	PER FLTS CR/5D SCH
merged 3-digit sacks	352	PER FLTS CR/5D/3D
PER Irregular Parcels — Merged Carrier Route and Presorted		
merged 5-digit sacks	340	PER IRREG CR/5D
merged 3-digit sacks	354	PER IRREG CR/5D/3D
merged 5-digit scheme sacks	365	PER IRREG CR/5D SCH
PER Irregular Parcels — Carrier Route		
saturation price sacks	397	PER IRREG WSS[1]
high density price sacks	398	PER IRREG WSH[1]
basic price sacks	395	PER IRREG CR[1]
5-digit carrier routes sacks	396	PER IRREG 5D CR-RTS
5-digit scheme car. rts. sacks	399	PER IRREG CR-RTS SCH
3-digit carrier routes sacks	355	PER IRREG 3D CR-RTS
PER Irregular Parcels — Presorted		
5-digit sacks	389	PER IRREG 5D
3-digit sacks	390	PER IRREG 3D
SCF sacks	394	PER IRREG SCF
ADC sacks or trays	391	PER IRREG ADC
mixed ADC sacks or trays	392	PER IRREG WKG
origin mixed ADC sacks or trays	363	PER IRREG WKG W FCM
PERIODICALS (NEWS)		
NEWS Letters — Carrier Route		
saturation price trays	469	NEWS LTRS WSS[1]
high density price trays	470	NEWS LTRS WSH[1]
basic price trays	466	NEWS LTRS CR[1]
5-digit carrier routes trays	467	NEWS LTRS CR-RTS
3-digit carrier routes trays	468	NEWS LTRS 3D CR-RTS

Exhibit 6.1.4 3-Digit Content Identifier Numbers

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
NEWS Letters — Barcoded (Automation)		
5-digit scheme trays	441	NEWS LTR BC 5D SCHEME
5-digit trays	442	NEWS LTRS 5D BC
3-digit scheme trays	443	NEWS LTRS BC SCHEME[1]
3-digit trays	444	NEWS LTRS 3D BC
AADC trays	445	NEWS LTRS AADC BC
mixed AADC trays	446	NEWS LTRS BC WKG
NEWS Letters — Nonbarcoded (Nonautomation)		
5-digit trays	450	NEWS LTRS 5D NON BC
3-digit trays	453	NEWS LTRS 3D NON BC
ADC trays	456	NEWS LTRS ADC NON BC
mixed ADC trays	459	NEWS LTRS NON BC WKG
NEWS Flats — Carrier Route		
car. rt. sacks — saturation	487	NEWS FLTS WSS[1]
car. rt. sacks — high density	488	NEWS FLTS WSH[1]
car. rt. sacks — basic	485	NEWS FLTS CR[1]
5-digit carrier routes sacks	486	NEWS FLTS 5D CR-RTS
5-digit scheme car. rts. sacks	471	NEWS FLTS CR-RTS SCH
3-digit carrier routes sacks	451	NEWS FLTS 3D CR-RTS
NEWS Flats — Barcoded		
5-digit sacks	472	NEWS FLTS 5D BC
5-digit scheme sacks	472	NEWS FLTS 5D SCH BC
3-digit sacks	473	NEWS FLTS 3D BC
SCF sacks	477	NEWS FLTS SCF BC
ADC sacks or trays	474	NEWS FLTS ADC BC
mixed ADC sacks or trays	475	NEWS FLTS BC WKG
origin mixed ADC sacks or trays	481	NEWS FLTS WKG W FCM

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
NEWS Flats — Nonbarcoded		
5-digit scheme sacks	478	NEWS FLT 5D SCH NON BC
5-digit sacks	478	NEWS FLTS 5D NON BC
3-digit sacks	479	NEWS FLTS 3D NON BC
SCF sacks	484	NEWS FLTS SCF NON BC
ADC sacks or trays	480	NEWS FLTS ADC NON BC
mixed ADC sacks or trays	482	NEWS FLTS NON BC WKG
origin mixed ADC sacks or trays	481	NEWS FLTS WKG W FCM
NEWS Flats — Cosacked Barcoded and Nonbarcoded		
5-digit scheme sacks	421	NEWS FLT 5D SCH BC/NBC
5-digit sacks	421	NEWS FLTS 5D BC/NBC
3-digit sacks	422	NEWS FLTS 3D BC/NBC
SCF and origin/entry SCF sacks	429	NEWS FLTS SCF BC/NBC
ADC sacks or trays	431	NEWS FLTS ADC BC/NBC
mixed ADC sacks or trays	432	NEWS FLTS BC/NBC WKG
origin mixed ADC sacks or trays	481	NEWS FLTS WKG W FCM
NEWS Flats — Merged Carrier Route, Barcoded, and Nonbarcoded		
merged 5-digit	439	NEWS FLTS CR/5D
merged 5-digit scheme	449	NEWS FLTS CR/5D SCH
merged 3-digit sacks	452	NEWS FLTS CR/5D/3D
NEWS Irregular Parcels — Merged Carrier Route and Presorted		
merged 5-digit	440	NEWS IRREG CR/5D
merged 5-digit scheme	465	NEWS IRREG CR/5D SCH
merged 3-digit sacks	454	NEWS IRREG CR/5D/3D

Exhibit 6.1.4 3-Digit Content Identifier Numbers

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
NEWS Irregular Parcels — Carrier Route		
saturation price sacks	497	NEWS IRREG WSS[1]
high density price sacks	498	NEWS IRREG WSH[1]
basic price sacks	495	NEWS IRREG CR[1]
5-digit carrier routes sacks	496	NEWS IRREG 5D CR-RTS
5-digit scheme car. rts. sacks	499	NEWS IRREG CR-RTS SCH
3-digit carrier routes sacks	455	NEWS IRREG 3D CR-RTS
NEWS Irregular Parcels — Presorted		
5-digit sacks	489	NEWS IRREG 5D
3-digit sacks	490	NEWS IRREG 3D
SCF sacks	494	NEWS IRREG SCF
ADC sacks or trays	491	NEWS IRREG ADC
mixed ADC sacks or trays	492	NEWS IRREG WKG
origin mixed ADC sacks or trays	463	NEWS IRREG WKG W FCM
STANDARD MAIL		
ECR Letters — Barcoded		
saturation price	557	STD LTR BC WSS[1]
high density price	557	STD LTR BC WSH[1]
basic price	557	STD LTR BC LOT[1]
5-digit carrier routes trays	564	STD LTR 5D CR-RT BC
3-digit carrier routes trays	565	STD LTR 3D CR-RT BC
ECR Letters — Nonautomation (Machinable)		
saturation price	569	STD LTR MACH WSS[1]
high density price	569	STD LTR MACH WSH[1]
basic price	569	STD LTR MACH LOT[1]
5-digit carrier routes trays	567	STD LTR 5D CR-RT MACH
3-digit carrier routes trays	568	STD LTR 3D CR-RT MACH
ECR Letters — Nonautomation (Nonmachinable)		
saturation price	608	STD LTR MAN WSS[1]
high density price	608	STD LTR MAN WSH[1]
basic price	608	STD LTR MAN LOT[1]
5-digit carrier routes trays	609	STD LTR 5D CR-RT MAN
3-digit carrier routes trays	611	STD LTR 3D CR-RT MAN

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
STD Letters — Automation		
5-digit scheme trays	541	STD LTR BC 5D SCHEME
5-digit trays	542	STD LTR 5D BC
3-digit scheme trays	543	STD LTR BC SCHEME[1]
3-digit trays	544	STD LTR 3D BC
AADC trays	545	STD LTR AADC BC
mixed AADC trays	546	STD LTR BC WKG
STD Letters — Nonautomation Machinable		
3-digit trays	555	STD LTR 3D MACH
AADC trays	558	STD LTR AADC MACH
mixed AADC trays	560	STD LTR MACH WKG
STD Letters — Presorted Nonmachinable		
5-digit trays	604	STD LTR 5D MANUAL
3-digit trays	606	STD LTR 3D MANUAL
ADC trays	607	STD LTR ADC MANUAL
mixed ADC trays	605	STD LTR MANUAL WKG
Enhanced Carrier Route Flats — Nonautomation		
saturation price sacks	587	STD FLTS ECRWSS[1]
high density price sacks	588	STD FLTS ECRWSH[1]
basic price sacks	589	STD FLTS ECRLOT[1]
5-digit carrier routes sacks	586	STD FLTS CR-RTS
5-digit scheme car. rts. sacks	529	STD FLTS CR-RTS SCH
STD Flats — Cosacked Automation and Nonautomation		
5-digit scheme sacks	521	STD FLT 5D SCH BC/NBC
5-digit sacks	521	STD FLTS 5D BC/NBC
3-digit and origin/entry 3-digit sacks	522	STD FLTS 3D BC/NBC
ADC sacks	531	STD FLTS ADC BC/NBC
mixed ADC sacks	532	STD FLTS BC/NBC WKG
STD Flats — Merged Carrier Route, Automation, and Presorted		
merged 5-digit	539	STD FLTS CR/5D
merged 5-digit scheme	549	STD FLTS CR/5D SCH

Exhibit 6.1.4 3-Digit Content Identifier Numbers

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
STD Flats — Automation		
5-digit sacks	572	STD FLTS 5D BC
5-digit scheme sacks	572	STD FLTS 5D SCH BC
3-digit sacks	573	STD FLTS 3D BC
ADC sacks	574	STD FLTS ADC BC
mixed ADC sacks	575	STD FLTS BC WKG
STD Flats — Nonautomation		
5-digit scheme sacks	578	STD FLT 5D SCH NON BC
5-digit sacks	578	STD FLTS 5D NON BC
3-digit sacks	579	STD FLTS 3D NON BC
ADC sacks	580	STD FLTS ADC NON BC
mixed ADC sacks	582	STD FLTS NON BC WKG
Customized MarketMail (CMM)		
CMM letter trays	206	DEL LTR STD CMM MAN
CMM flat trays	207	DEL FLTS STD CMM MAN
CMM sacks	205	DEL STD CMM MAN
STD Not Flat-Machinable Pieces Less Than 6 Ounces—Nonautomation		
5-digit scheme sacks	500	STD NFM 5D SCH
5-digit sacks	500	STD NFM 5D
3-digit sacks	501	STD NFM 3D
ADC sacks	502	STD NFM ADC
mixed ADC/mixed BMC sacks	506	STD NFM WKG
STD Not Flat-Machinable Pieces 6 Ounces Or More—Nonautomation		
5-digit scheme sacks	500	STD NFM MACH 5D SCH
5-digit sacks	500	STD NFM MACH 5D
ASF sacks	503	STD NFM MACH ASF
BMC sacks	505	STD NFM MACH BMC
mixed ADC/mixed BMC sacks	506	STD NFM MACH WKG
ECR Irregular Parcels — Nonautomation		
saturation price sacks	599	STD IRREG WSS[1]
high density price sacks	600	STD IRREG WSH[1]
basic price sacks	601	STD IRREG LOT[1]
5-digit carrier routes sacks	598	STD IRREG CR-RTS

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
STD Irregular Parcels — Presorted		
5-digit sacks	590	STD IRREG 5D
5-digit scheme sacks	590	STD IRREG 5D SCH
3-digit sacks	591	STD IRREG 3D
ADC sacks	592	STD IRREG ADC
mixed ADC sacks	594	STD IRREG WKG
STD Machinable Parcels — Presorted		
5-digit sacks	670	STD MACH 5D
5-digit scheme sacks	670	STD MACH 5D SCH
ASF sacks	672	STD MACH ASF
BMC sacks	673	STD MACH BMC
mixed BMC sacks	674	STD MACH WKG
STD Machinable and Irregular Parcels — Presorted		
5-digit sacks	603	STD MACH-IRREG 5D
5-digit scheme sacks	603	STD MACH-IRREG 5D SCH
PACKAGE SERVICES		
Carrier Route BPM — Flats		
carrier route sacks	657	PSVC FLTS CR[1]
5-digit scheme car. rts. sacks	659	PSVC FLTS CR-RTS SCH
5-digit carrier routes sacks	658	PSVC FLTS CR-RTS
Presorted BPM — Flats		
5-digit scheme sacks	649	PSV FLTS 5D SCH NON BC
5-digit sacks	649	PSVC FLTS 5D NON BC
3-digit sacks	650	PSVC FLTS 3D NON BC
SCF sacks	654	PSVC FLTS SCF NON BC
ADC sacks	651	PSVC FLTS ADC NON BC
mixed ADC sacks	653	PSVC FLTS NON BC WKG
Presorted BPM — Automation Flats		
5-digit sacks	635	PSVC FLTS 5D BC
5-digit scheme sacks	635	PSVC FLTS 5D SCH BC
3-digit sacks	636	PSVC FLTS 3D BC
SCF sacks	637	PSVC FLTS SCF BC
ADC sacks	638	PSVC FLTS ADC BC
mixed ADC sacks	639	PSVC FLTS BC WKG

Exhibit 6.1.4 3-Digit Content Identifier Numbers

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
BPM Flats — Cosacked Barcoded and Presorted		
5-digit scheme sacks	648	PSV FLTS 5D SCH BC/NBC
5-digit sacks	648	PSVC FLTS 5D BC/NBC
3-digit sacks	661	PSVC FLTS 3D BC/NBC
SCF sacks	667	PSVC FLTS SCF BC/NBC
ADC sacks	668	PSVC FLTS ADC BC/NBC
mixed ADC sacks	669	PSVC FLTS BC/NBC WKG
Carrier Route BPM — Irregular Parcels		
carrier route sacks	697	PSVC IRREG CR[1]
5-digit carrier routes sacks	698	PSVC IRREG CR-RTS
5-digit scheme car. rt. sacks	698	PSVC IRREG CR-RTS SCH
Presorted BPM — Irregular Parcels		
5-digit sacks	690	PSVC IRREG 5D
5-digit scheme sacks	690	PSVC IRREG 5D SCH
3-digit sacks	691	PSVC IRREG 3D
SCF sacks	696	PSVC IRREG SCF
ADC sacks	692	PSVC IRREG ADC
mixed ADC sacks	694	PSVC IRREG WKG
Carrier Route BPM — Machinable Parcels		
carrier route sacks	687	PSVC MACH CR[1]
Presorted BPM — Machinable Parcels		
5-digit sacks	680	PSVC MACH 5D
5-digit scheme sacks	680	PSVC MACH 5D SCH
ASF sacks	682	PSVC MACH ASF
BMC sacks	683	PSVC MACH BMC
mixed BMC sacks	684	PSVC MACH WKG
Media Mail and LIbrary Mail Flats — Presorted		
5-digit sacks	649	PSVC FLTS 5D NON BC
3-digit sacks	650	PSVC FLTS 3D NON BC
ADC sacks	651	PSVC FLTS ADC NON BC
mixed ADC sacks	653	PSVC FLTS NON BC WKG
Media Mail and LIbrary Mail Irregular Parcels — Presorted		
5-digit scheme sacks	690	PSVC IRREG 5D SCH
5-digit sacks	690	PSVC IRREG 5D
3-digit sacks	691	PSVC IRREG 3D
ADC sacks	692	PSVC IRREG ADC
mixed ADC sacks	694	PSVC IRREG WKG
Media Mail and Library Mail Machinable Parcels — Presorted		
5-digit scheme sacks	680	PSVC MACH 5D SCH
5-digit sacks	680	PSVC MACH 5D
3-digit sacks	682	PSVC MACH ASF
ADC sacks	683	PSVC MACH BMC
mixed ADC sacks	684	PSVC MACH WKG
Parcel Select Machinable Parcels		
5-digit sacks	680	PSVC MACH 5D
5-digit scheme sacks	680	PSVC MACH 5D SCH
ASF sacks	682	PSVC MACH ASF
BMC sacks	683	PSVC MACH BMC
mixed BMC sacks	684	PSVC MACH WKG
Parcel Select DSCF and DDU Prices		
5-digit sacks	688	PSVC PARCELS 5D
5-digit scheme sacks	688	PSVC PARCELS 5D SCH
Parcel Select — Irregular (Nonmachinable) Parcels		
3-digit sacks	691	PSVC IRREG 3D
Combined Package Services and Parcel Select Parcels		
5-digit sacks	688	PSVC PARCELS 5D
5-digit scheme sacks	688	PSVC PARCELS 5D SCH
Combined Package Services, Parcel Select, and Standard Machinable Parcels		
5-digit sacks	660	STD/PSVC MACH 5D
5-digit scheme sacks	660	STD/PSVC MACH 5D SCH
ASF sacks	662	STD/PSVC MACH ASF
BMC sacks	663	STD/PSVC MACH BMC
mixed BMC sacks	664	STD/PSVC MACH WKG

Exhibit 6.1.4 3-Digit Content Identifier Numbers

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
Combined Package Services, Parcel Select, and Standard—All Parcels and Not Flat-Machinable pieces		
5-digit sacks	603	STD/PSVC PARCELS 5D
5-digit scheme sacks	603	STD/PSVC PARCELS 5D SCH
Combined Package Services, Parcel Select, and Standard—Irregular Parcels and Not Flat-Machinable pieces 2 up to 6 oz (APPS-machinable)		
3-digit sacks	501	STD/PSVC 3D
ADC sacks	502	STD/PSVC ADC
Mixed ADC sacks	506	STD/PSVC WKG
Combined PSVC & STD—Irregular Parcels and Not Flat-Machinable pieces less than 2 oz, and tubes and rolls (not APPS-machinable)		
3-digit sacks	591	STD/PSVC IRREG 3D
ADC sacks	592	STD/PSVC IRREG ADC
Mixed ADC sacks	594	STD/PSVC IRREG WKG

1. This information must be followed by the appropriate scheme letter A, B, or C if applicable for the destination of the tray as indicated in L002, Column B.

6.1.5 Line 3 (Origin Line)

The origin line must appear below the content line in a location appropriate for a tray or sack as shown in Exhibit 6.1.2a or Exhibit 6.1.2b. This line must show the city and state of the entry post office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry post office. The origin line may contain abbreviated city and state information if such abbreviations are those in the USPS City State Product. A mailer code assigned by the USPS or such words as "Mailer," "From" (or "FR"), or "Entered at" may appear before the required information on this line.

6.2 Additional Standards—Barcoded 2-Inch Sack Labels and Barcoded Tray Labels

6.2.1 Paper Stock, Size, and Color

Barcoded 2-inch sack labels and barcoded tray labels must meet these specifications:

a. Color: white or manila for First-Class Mail and Standard Mail; pink for Periodicals.

b. Reflectance: minimum reflectance requirements in 6.2.3i.

c. Perforations: perforations are not permitted through the barcode and barcode quiet zone on labels.

d. Weight: minimum 70-pound paper stock (500 sheets, 24 by 36 inches).

e. Height: 1.860 inches minimum; 2.015 inches maximum.

f. Length: 3.250 inches minimum; 3.515 inches maximum.

g. Thickness: 0.005 inch minimum.

6.2.2 Printed Human-Readable Lines

The printed human-readable text lines must meet these specifications:

a. *General.* The human-readable lines must be printed in uppercase letters, with no run-on letters or numerals. The letters and numerals in the destination, content, and origin lines must be easy to read. The character spacing can be proportional with respect to the type font used.

b. *Destination Line (Line 1).* The printed destination line must have a minimum character height of 0.120 inch and a maximum character density of 17 characters per inch. The corresponding ZIP Code must have a minimum character height of 0.190 inch and a maximum character density of 10 characters per inch. The destination line must accommodate at least 21 characters for the destination city and state and any required prefixes, and 5 characters for the ZIP Code. Only the correct 3-digit ZIP Code prefix is to be printed when the required labeling for a tray includes only a 3-digit ZIP Code prefix for Line 1 (trailing zeros are not permitted).

c. *Content Line (Line 2).* The printed content line must have a minimum character height of 0.120 inch. The content line must accommodate at least 21 characters and have an effective font density of no greater than 17 characters per inch.

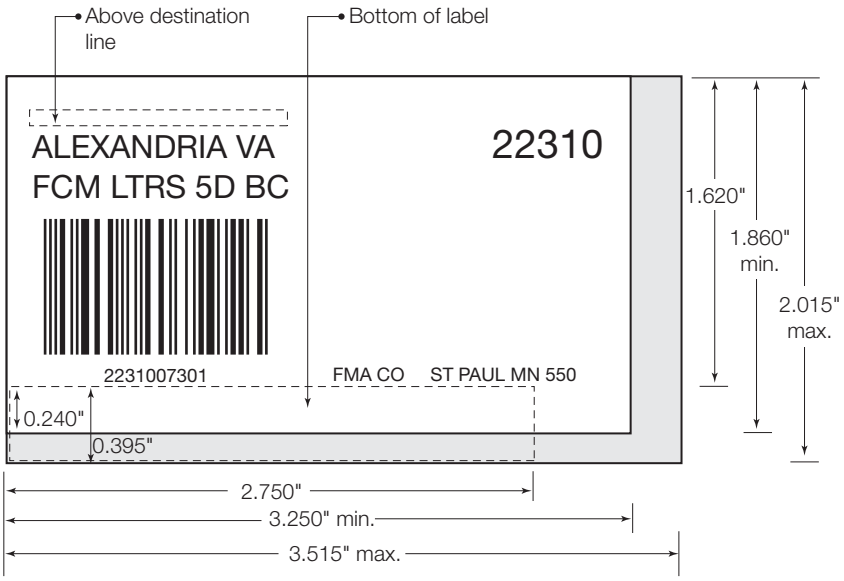
d. *Origin Line (Line 3).* The printed origin line must have a maximum character height of 0.085 inch and must accommodate at least 21 characters.

e. *Barcode Numeric Line.* The barcode numeric line must consist of a numeric representation of the information contained in the barcode as required by 6.2.3b (5-digit ZIP Code, CIN, processing code). The printed numeric barcode line must have a maximum character height of 0.085 inch, must accommodate 10 characters, and must be placed below the barcode and lower barcode quiet zone as shown in *Exhibit 6.1.2a Barcoded 2-Inch Sack Labels and Barcoded Tray Labels*.

f. *Extraneous Information Lines.* Extraneous information may be printed only at the top of the label and/or at the bottom of the label. The preferred location is the bottom of the label. If placed at the bottom of the label, the information must appear only in a rectangular area that begins 1.620 inches from the top of the label and extends to the bottom of the label. Within this lower area, the information may extend 2.75 inches to the right from the left edge of the label. See Exhibit 6.2.2f. Extraneous information at the bottom of the label must appear below the barcode numeric and origin lines. There are no font restrictions for information printed in this area at the bottom of the label with one exception: if information in this area resembles a day of the week or a USPS air stop code it must be in 10-point or smaller type. Extraneous information printed at the top of the label must have a maximum character height of 0.083 inch. Barcodes for a mailer's internal use may not be placed in extraneous information areas or anywhere else on the label, unless approved on a case-by-case test basis by USPS Engineering (see 608.8.0 for address).

Exhibit 6.2.2f Extraneous Information Area

Extraneous Information Placement:



6.2.3 Barcode

The label barcode must meet these specifications:

a. *Type of Barcode.* The barcode must be an interleaved 2-of-5 code according to the Automatic Identification Manufacturers' Uniform Symbology Specification (AIM/USS-I 2/5) with the exceptions noted below.

b. *Information.* The barcode must represent three numeric elements:

   1. The 5-digit ZIP Code destination of the tray. For a 3-digit tray destination, the 3-digit ZIP Code prefix is followed by two zeros.

   2. The applicable 3-digit content identifier number (CIN) for the tray as shown in 6.1.4.

   3. A 2-digit USPS processing code on all 2-inch tray labels. A processing code is optional on 2-inch sack labels. Use code "01" for all automation price and machinable letter-size pieces, and for all automation-compatible and cotrayed flat-size pieces. Use code "07" for all other mail, including manual pieces, nonmachinable letter-size pieces, and nonautomation Carrier Route price pieces.

c. *Placement.* The barcode must be on the left side of the tray label, below the destination and content lines. The top of the barcode must be not less than 0.6 inch from the top of the label. The bottom of the barcode must be no more than 1.5 inches from the top of the label. The barcode must not extend more than 2.0 inches to the right from the left edge of the label.

d. *Quiet Zones.* Two quiet zones (clear areas) must be maintained, one to the left and one to the right of the barcode, each measuring at least 10 times the X dimension (see 6.2.3f) and extending the full height of the barcode. Two additional quiet zones must be maintained, one above and one below the barcode for its full width, each measuring at least 0.070 inch. The quiet zones must meet the space reflectance specification in 6.2.3i.

e. *Height.* The height of the barcode must be from 0.65 to 0.75 inch.

f. *X Dimension.* The width of the narrow bar element and narrow space element is defined as the X dimension. It must be selected as a single dimension and it must be uniform within the barcode. The minimum X dimension or narrow element width is 0.012 inch and the maximum is 0.016 inch. The optimum X dimension or narrow bar/space width is 0.015 inch.

g. *Wide-to-Narrow Bar Ratio.* The wide-to-narrow ratio for bars and spaces within the barcode must be between 3 to 1 and 2.3 to 1 and uniform within the barcode. The optimum ratio is 3 to 1.

h. *Printing Tolerances.* The maximum irregularity in the edge straightness of any bar element is 0.3 times the X dimension. The printing tolerance for any (narrow or wide) bar or space is +0.004 inch and is not cumulative. Example 1: If an X dimension of 0.015 inch is selected, each individual narrow bar or narrow space element on the printing of the barcode must not be less than 0.011 inch or more than 0.019 inch. Example 2: If the wide bar/space dimension of 0.045 inch is selected, each individual wide bar or space must not be less than 0.041 inch or more than 0.049 inch.

i. *Reflectance.* When measured at 633 nanometers, bar reflectance must be less than 30% and space reflectance must be more than 40%. The bar-to-space reflectance difference must be more than 40%.

6.3 Additional Standards—Barcoded 1-Inch Sack Labels

6.3.1 Paper Stock, Size, and Color

Barcoded 1-inch sack labels must meet these specifications:Color: white or manila for First-Class Mail and Standard Mail and Package Services; pink for Periodicals.

a. Reflectance: minimum reflectance requirements in 6.3.3i.

b. Weight: minimum 70-pound paper stock (500 sheets, 24 by 36 inches).

c. Height: 0.937 inch minimum; 0.980 inch maximum.

d. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.

6.3.2 Printed Human-Readable Lines

The printed human-readable text lines must meet these specifications:

a. *General.* The human-readable lines must be printed in uppercase letters, with no run-on letters or numerals. The letters and numerals in the destination, content, and origin lines must be easy to read. The character spacing can be proportional with respect to the type font used, and should not exceed 17 characters per inch. When the information cannot be shortened by acceptable postal abbreviations, it may be printed in a compressed font. The information must appear to the right of the right barcode quiet zone.

b. *Destination Line (Line 1).* The printed destination line must have a minimum character height of 0.083 inch. The corresponding ZIP Code must have a minimum character height of 0.111 inch. The destination line must accommodate at least 22 characters.

c. *Content Line (Line 2).* The printed content line must have a minimum character height of 0.083 inch. The content line must accommodate at least 21 characters.

d. *Origin Line (Line 3).* The printed origin line must have a minimum character height of 0.083 inch.

e. *Barcode Numeric Line.* A barcode numeric line is optional. If used, the numeric line must consist of a numeric representation of the eight digits of information contained in the barcode as required by 6.3.3b (5-digit ZIP Code and CIN). The printed numeric barcode line must have a maximum character height of 0.085 inch. It must be placed a minimum of 0.070 inch below the barcode (see *Exhibit 6.1.2b Barcoded 1-Inch Sack Labels*).

f. *Extraneous Information Lines.* Extraneous information may be printed only to the right of the right quiet zone if it does not interfere with scanning and sorting by automated equipment. Extraneous information may be placed (1) below the origin line; (2) above the destination line; or (3) either between the content and origin lines or to the right of required information on the origin line, provided that the information does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix. It is recommended that this information be placed below the origin line. If placed above the destination line, the maximum height of the type is 0.083 inch, and it is further recommended that the information be

printed in a size of type much smaller than the size used on the destination line. Extraneous information must not be placed between the destination and content lines.

6.3.3 Barcode

The label barcode must meet these specifications:

a. *Type of Barcode.* The barcode must be an interleaved 2-of-5 code according to the Automatic Identification Manufacturers' Uniform Symbology Specification (AIM/USS-I 2/5) with the exceptions noted below.

b. *Information.* The barcode must represent the following information: the 5-digit ZIP Code destination of the sack (for sacks with a 3-digit destination, this is the 3-digit ZIP Code prefix followed by two zeros); and the 3-digit content identifier number (CIN) applicable to the content of the sack in Exhibit 6.1.4, *3-Digit Content Identifier Numbers*.

c. *Placement.* The barcode must be on the left side of the sack label.

d. *Quiet Zones.* Two quiet zones (clear areas) must be maintained, one to the left and one to the right of the barcode, each measuring at least 10 times the X dimension (see 6.3.3f) and extending the full height of the barcode. The quiet zones must meet the space reflectance specification in 6.3.3i.

e. *Height.* The height of the barcode must be at least 0.700 inch.

f. *X Dimension.* The width of the narrow bar element and narrow space element is defined as the X dimension. It must be selected as a single dimension and it must be uniform within the barcode. The minimum X dimension or narrow element width is 0.012 inch and the maximum is 0.016 inch. The optimum X dimension or narrow bar/space width is 0.015 inch.

g. *Wide-to-Narrow Bar Ratio.* The wide-to-narrow ratio for bars and spaces within the barcode must be between 3 to 1 and 2.3 to 1 and be uniform within the barcode. The optimum ratio is 3 to 1.

h. *Printing Tolerances.* The maximum irregularity in the edge straightness of any bar element is 0.3 times the X dimension. The printing tolerance for any (narrow or wide) bar or space is +0.004 inch and is not cumulative. Example 1: If an X dimension of 0.015 inch is selected, each individual narrow bar or narrow space element on the printing of the barcode must not be less than 0.011 inch or more than 0.019 inch. Example 2: If the wide bar/space dimension of 0.045 inch is selected, each individual wide bar or space must not be less than 0.041 inch or more than 0.049 inch.

i. *Reflectance.* When measured at 633 nanometers, bar reflectance must be less than 30% and space reflectance must be more than 40%. The bar-to-space reflectance difference must be more than 40%.

7.0 Optional Endorsement Lines (OELs)

7.1 OEL Use

7.1.1 Basic Standards

[5-1-07] An optional endorsement line (OEL) may be used to label bundles instead of applying pressure-sensitive bundle labels or facing slips to the top piece of bundles. The OEL must show carrier route information or the type of bundle and ZIP Code information as shown in Exhibit 7.1.1, *OEL Formats*. Use of OELs on bundles is subject to the standards for the price claimed. At the mailer's option, pieces in trays of noncarrier route automation letter-size mail may bear OEL information that corresponds to the sortation level of the tray in which the pieces are placed. The ZIP Code for use on OELs must include the 3-digit ZIP Code prefix or 5-digit ZIP Code as required. OELs are required under the following conditions:

a. OELs are required with 5-digit scheme and 3-digit scheme bundles.

b. When flat-size pieces bear an Intelligent Mail barcode (under 4.3) for automation-price eligibility purposes, the barcode on a piece that contains an optional endorsement line (OEL) must contain OEL coding that includes information in Exhibit 708.7.1.1 that corresponds to the correct sortation level of each bundle. The OEL information in the Intelligent Mail barcode is required in addition to a physical OEL. See the *Intelligent Mail Barcode Resource Guide* available at ribbs.usps.gov/OneCodeSOLUTION for more information on incorporating OELs in Intelligent Mail barcodes.

Exhibit 7.1.1 OEL Formats

SORTATION LEVEL	OEL EXAMPLE
Firm—BPM machinable parcels	* FIRM 12345
Firm—Periodicals	* FIRM 12345
Origin Mixed ADC—Periodicals (3-digit ZIP Code prefix)	* ORIGIN MIXED ADC 117
Carrier Route—Periodicals basic	* CAR-RT LOT**C-001 * CR LOT 1234A**C-001
Carrier Route—Periodicals high density	* CAR-RT WSH**C-001
Carrier Route—Periodicals saturation	* CAR-RT WSS**C-001
ECR—Standard Mail basic	* ECRLOT**C-001 * ECRLOT 1234A**C-001
ECR—Standard Mail high density	* ECRWSH**C-001
ECR—Standard Mail saturation	* ECRWSS**C-001
Carrier Route—Bound Printed Matter	* CAR-RT SORT**C-001
5-Digit	* 5-DIGIT 12345
5-Digit Scheme (automation-compatible flats)	* SCH 5-DIGIT 12345
3-Digit	* 3-DIGIT 771

SORTATION LEVEL	OEL EXAMPLE
3-Digit Scheme (automation-compatible flats)	* SCH 3-DIGIT 006
ADC (3-digit ZIP Code prefix)	* *ALL FOR ADC 105
ADC (5-digit ZIP Code)	* *ALL FOR ADC 90197
Mixed ADC (3-digit ZIP Code prefix)	* MIXED ADC 640
Mixed ADC (5-digit ZIP Code)	* MIXED ADC 60821
Optional tray level piece ID for automation letters:	
AADC (3-digit ZIP Code prefix)	* *ALL FOR AADC 050
AADC (5-digit ZIP Code)	* *ALL FOR AADC 07099
Mixed AADC (3-digit ZIP Code prefix)	* MIXED AADC 870
Mixed AADC (5-digit ZIP Code)	* MIXED AADC 75197

7.1.2 Keyline

A mailer's keyline or comparable information may not be placed on the same line as the OEL or on the line above the OEL. A keyline used on valid ACS mailpieces is subject also to 7.2.4, *No ACS Code in OEL*.

7.1.3 Firm Bundles

On a firm bundle of carrier route presorted Periodicals, “FIRM” may precede “CAR-RT SORT” in the carrier route information line under 6.0.

7.1.4 Price Markings

At the mailer’s option, price markings required by the standards for the price claimed may be included in the OEL if the OEL appears on each piece in the mailing and if it remains a single line with the basic bundle label information (required by 7.1.1) at the right end (e.g., on a carrier route bundle of Enhanced Carrier Route Saturation Standard Mail: * * * * ECRWSS**C-001; on an automation Standard Mail 3-digit bundle: * * * * AUTO**3-DIGIT 750).

7.1.5 Exceptional Address Format

The exceptional address format may appear above the OEL as specified in 602.3.0, *Use of Alternative Addressing*.

7.1.6 OEL With LOT Information

At the mailer’s option, line-of-travel (LOT) information for carrier route Periodicals and Enhanced Carrier Route Standard Mail may be included in the OEL using the applicable format in 7.1.1. All other OEL requirements apply. If there is insufficient space within the OEL to include any other information required (e.g., ACS participant code), this OEL format may not be used.

7.2 OEL Format

7.2.1 Presort Identification

Except when an address block barcode is placed above the optional endorsement line (OEL), the appropriate presort identification must be the first line at the top of the address block or label. A mailer receiving address corrections through Address Change Service (ACS) may use the first eight positions on the left side of the OEL for an ACS human-readable participant code.

7.2.2 Style and Size of Type

The information in the OEL must be in capital letters with letter size and line spacing no less than the size and line spacing of the largest letters or characters in the address block or any part of the address label. Letters in the endorsement line must be the same type font as those in the address block. Only capital letters of the alphabet, Arabic numerals, or asterisks may be used in the OEL.

7.2.3 ACS Code in OEL

If an ACS human-readable participant code (see 507.4.2) is used in an OEL on a label or in an address block, the delimiter symbol (#) must be in the first position at the left margin of the OEL, followed by the seven-character USPS-assigned ACS participant code, then one blank space. The remaining blank spaces between the left-justified delimiter and ACS participant code and the first character of the right-justified mail sortation information of the OEL must be filled with asterisks.

7.2.4 No ACS Code in OEL

If an ACS human-readable participant code is not placed in the OEL as permitted by 507.4.2.4, the OEL must be filled with asterisks from the left margin of the label or address block up to the first character in the OEL. A keyline prepared under 7.1.2 is required on valid ACS mailpieces if an ACS participant wants to receive notification of nondelivery information under 507.1.4.1 in addition to address correction service.

7.2.5 ZIP Code Information

Except for carrier route bundles, the OEL must include the ZIP Code information (5-digit ZIP Code or 3-digit ZIP Code prefix) determined by the sortation level and, when applicable, by the labeling list designated in Exhibit 7.2.5 for ADC, mixed ADC, AADC, or mixed AADC sortation levels. Carrier route OELs must show carrier route information as specified in 8.2.

Exhibit 7.2.5 OEL Labeling Lists

PROCESSING CATEGORY AND PRESORT TYPE	ADC/ AADC	MIXED ADC/ MIXED AADC
First-Class Mail		
Letters, nonmachinable	L004	L201, Column C
Letters, machinable	L801	L201, Column C
Letters, automation	L801	L201, Column C
Flats, nonautomation	L004	L201, Column C
Flats, automation	L004	L201, Column C
Parcels	L004	L201, Column C

PROCESSING CATEGORY AND PRESORT TYPE	ADC/ AADC	MIXED ADC/ MIXED AADC
Periodicals [1]		
Letters, nonbarcoded (nonautomation)	L004	L011
Letters, barcoded (automation)	L801	L011
Flats, nonbarcoded	L004	L201, L009
Flats, barcoded	L004	L201, L009
Irregular parcels	L004	L201, L009
Standard Mail [1]		
Letters, nonmachinable	L004	L011 [2]
Letters, machinable	L801	L011 [2]
Letters, automation	L801	L011 [2]
Flats, nonautomation	L004	L009
Flats, automation	L004	L009
Irregular parcels	L603 [3]	L604 [3]

PROCESSING CATEGORY AND PRESORT TYPE	ADC/ AADC	MIXED ADC/ MIXED AADC
Bound Printed Matter [1]		
Flats, nonbarcoded	L004	L009
Flats, barcoded	L004	L009
Irregular parcels	L004	L009
Media Mail		
Flats, nonautomation	L004	L009
Irregular parcels	L004	L004 [2]
Library Mail		
Flats, nonautomation	L004	L009
Irregular parcels	L004	L004 [2]

1. For automation-compatible flats, label according to L007 for optional 5-digit scheme preparation.
2. L010 if mail entered by mailer at a destination ASF or BMC or for mail placed on an ASF or BMC pallet under 705.8.0.
3. For irregular parcels of uniform thickness (see 445.5.4.1), use L004 for ADCs and L009 for mixed ADCs.

8.0 Carrier Route Information Lines

8.1 Basic Information

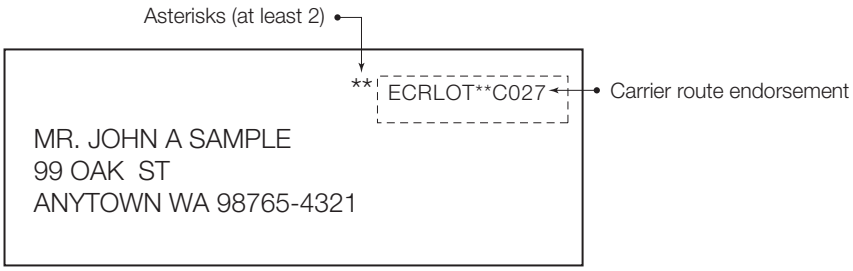
Mailers must prepare bundles of all mailpieces mailed at carrier route prices with optional endorsement lines under 7.0, carrier route information lines under 8.2, or facing slips (see 245.2.10 for Standard Mail letters, 345.2.13 for Standard Mail flats, 365.2.12 for Bound Printed Matter flats, 445.2.11 for Standard Mail parcels, 465.2.11 for Bound Printed Matter parcels, and 707.19.15 for Periodicals). Carrier route information lines may be on all pieces in a mailing, regardless of presort level. Mailers must use optional endorsement lines or carrier route information lines on all pieces in mailings of Standard Mail letters prepared under 245.6.7, except for pieces in full carrier routes trays.

8.2 Format and Content

8.2.1 Route Information

Carrier route information consisting of a descriptive prefix (or its abbreviation), plus a route number or numeric code, must be on the top line of the address, either alone or with other information (e.g., addressee, account data). Alternatively, when permitted by standard, the carrier route information may appear with the applicable carrier route endorsement on the line above or two lines above the address if the carrier route price marking is in the address area (see Exhibit 8.2.1).

Exhibit 8.2.1 Address Format With Carrier Route Information



8.2.2 Descriptive Prefix

The authorized descriptive prefixes and their abbreviations are “Carrier Route” (“C”), “Rural Route” (“R”), “Highway Contract Route” (“H”), “Post Office Box Section” (“B”), and “General Delivery Unit” (“G”).

8.2.3 Route Code

These conditions apply to the carrier route code:

a. The one-character descriptive prefix in 8.2.2 must be followed by a 3-digit route or post office box section number.

b. On Periodicals and Standard Mail pieces bearing a simplified address that does not include a ZIP Code, the descriptive prefix in 8.2.2 must be followed by the last two digits of the 5-digit ZIP Code and the 3-digit route number or post office box section number.

c. The route code required for simplified address mailings in 8.2.3b may also be used on mailings of any class that contain a ZIP Code in the address.

8.2.4 Other Elements

The following elements also are included in the carrier route information line:

a. The carrier route code must be preceded by at least two asterisks (**).

b. At least 10 spaces must be reserved for the carrier route code if other information is included on the top line.

c. The carrier route information line may also contain the basic markings required by standard for the class of mail and price claimed, prepared under 202 for letters, 302 for flats, and 402 for parcels.

d. The carrier route information line may also include information to identify bundles of Periodicals matter mailed at:

   1. carrier route saturation prices (“SATURATION WALK-SEQUENCED CARRIER ROUTE MAIL” or the abbreviation “CAR-RT WSS”),

   2. high density walk-sequenced prices (“HIGH DENSITY WALK-SEQUENCED CARRIER ROUTE MAIL” or the abbreviation “CAR-RT WSH”), or

   3. basic carrier route prices (“CARRIER ROUTE LINE-OF-TRAVEL” or the abbreviation “CAR-RT LOT”).

8.2.5 Firm Bundle

On a firm bundle of carrier route presorted Periodicals, “FIRM” may precede “CAR-RT LOT” or “CAR-RT WSH” or “CAR-RT WSS,” as applicable, in the carrier route information line.

9.0 Facing Identification Mark (FIM)

9.1 Using FIMs

The facing identification mark (FIM) serves to orient and separate certain types of First-Class Mail during the facing-canceling process. Mailers must use the appropriate FIM as follows:

a. All letter-size business reply mail (BRM) under 507.9.0.

b. All letter-size permit reply mail (PRM) under 507.10.0.

c. Letter-size courtesy reply mail (CRM) and meter reply mail (MRM) provided as enclosures in automation-price mailings under 201.3.0.

d. Letter-size mail with IBI printed with nonfluorescent ink directly onto the envelope by an IBI meter or a PC postage system must use FIM D.

e. Cards and letter-size envelopes containing absentee balloting materials under 703.8.0.

f. A FIM must not be used on other types of mail, except that a FIM may be used on a letter-size envelope with a permit imprint indicia when that envelope is designed for use as a reusable mailpiece under 601.6.0. A FIM used for this purpose must be the appropriate FIM for the postage payment method on the returned envelope (see 9.2).

9.2 Pattern

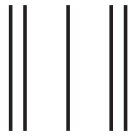
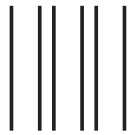
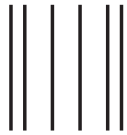
The FIM pattern is a nine-bit binary code represented by vertical bars (with corresponding space element). A printed bar is considered binary 1; a nonprinted bar (placeholder), binary 0. The required FIM pattern as shown below depends on the type of mail and the presence of a POSTNET barcode as follows:

a. FIM A is used for CRM and MRM with a preprinted barcode. (FIM A binary code is 110010011.)

b. FIM B is used for BRM without a preprinted BRM ZIP+4 barcode. (FIM B binary code is 101101101.)

c. FIM C is used for BRM with a preprinted BRM ZIP+4 barcode and for PRM with a preprinted delivery-point barcode. (FIM C binary code is 110101011.)

d. FIM D is used for letter-size First-Class Mail with IBI printed with nonfluorescent ink directly on the envelope. (FIM D binary code is 111010111.)

NAME	PATTERN	USE	POSTNET BARCODED?
FIM A		Courtesy reply mail Meter reply mail	Yes
FIM B		Business reply mail	No
FIM C		Business reply mail	Yes
FIM D		IBI meters and PC Postage systems	Not required

9.3 Specification

The FIM must meet these specifications:

a. A FIM clear zone to the upper right of the address side of the mailpiece must be maintained and must contain no printing other than the FIM. Exhibit 9.3 shows the FIM position and the FIM clear zone as defined by these boundaries:

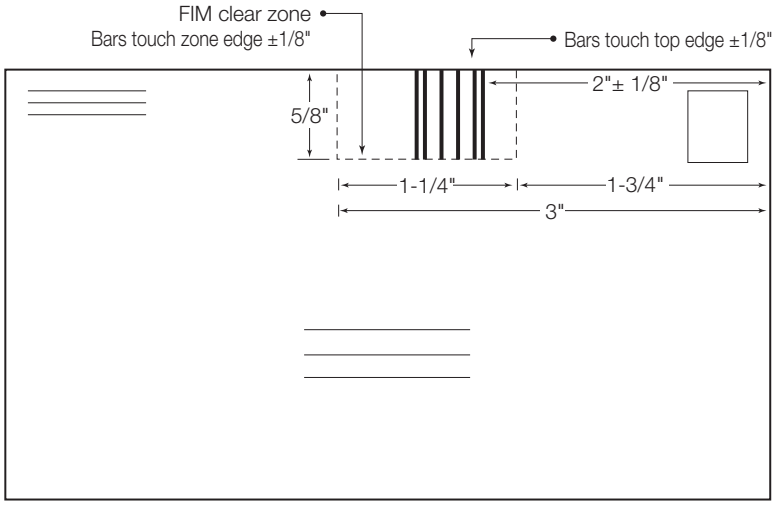
   1. Left: 3 inches from the right edge of the piece.
   2. Right: 1-3/4 inches from the right edge of the piece.
   3. Top: top edge of the piece.
   4. Bottom: 5/8 inch from the top edge of the piece.

b. The FIM bars must be 5/8 inch (±1/8 inch) high and 1/32 inch (±0.008 inch) wide and positioned as follows:

   1. The right edge of the rightmost bar of the FIM must be 2 inches (±1/8 inch) from the right edge of the piece.
   2. The tops of the FIM bars must be no lower than 1/8 inch from the top edge of the piece. The tops of the bars may extend over the top edge of the piece to the back (flap) of the piece if at least a 1/2-inch bar height is maintained on the address side.

3. The bottoms of the FIM bars must touch the bottom boundary of the FIM clear zone or be no more than 1/8 inch above or below this boundary.

Exhibit 9.3 Position of FIM



9.4 Dimensional Tolerances

Extraneous ink must not cause a FIM bar to exceed the specifications in 9.3. The combined effects of positional skew (slant of the entire FIM) and rotational skew (slant of the individual FIM bars) must be limited to ±5 degrees from the perpendicular edge of the printed FIM to the top edge of the mailpiece. Mail required to bear a FIM is considered nonmailable when the FIM has insufficient ink coverage, improper measurement, or ink in the space between the bars or when the FIM is enlarged or reduced. Camera-ready positives of FIMs, which must not be enlarged or reduced, are available at no charge from the USPS.

9.5 Reflectance

There must be at least a 30% print reflectance difference between the ink used for printing the FIM and the background material on which the FIM is printed in the red and green portions of the optical spectrum when measured with a USPS or USPS-licensed envelope reflectance meter.

10.0 Postal Zones

10.1 Basis

Postal prices for certain subclasses of mail are based on the weight of the individual piece and the distance that the piece travels from origin to destination (i.e., the number of postal zones crossed). For the administration of these postal zones, the earth is divided into units of area 30 minutes square, identical with a quarter of the area formed by the intersecting parallels of latitude and meridians of longitude. Postal zones are based on the distance between these units of area. The distance is

measured from the center of the unit of area containing the SCF serving the origin post office to the SCF serving the destination post office. The SCFs serving the origin and destination post offices are determined by using L005, Column B.

10.2 Application

Zones are used to compute postage on zoned mail sent between USPS facilities, including military post offices (MPOs), as follows:

a. For the purposes of computing postal zone information, except for items 10.2b and 10.2c, the following table applies to MPOs not listed in L005.

3-DIGIT ZIP CODE PREFIX GROUP	SCF SERVING THE DESTINATION OFFICE
090-098	SCF New York NY 100
340	SCF Miami FL 331
962-966	SCF San Francisco CA 940

b. The postage prices for zoned mail transported between the United States, the Canal Zone, Puerto Rico, or U.S. territories or possessions, including the Trust Territory of the Pacific on the one hand, and MPOs on the other, or, among the MPOs, are the applicable zone prices for mail between the place of mailing or delivery and the city of the postmaster serving the MPO concerned.

c. The postage price for zoned mail mailed at or addressed to an MPO and transported directly to or from MPOs at Department of Defense expense, without transiting any of the 48 contiguous states (including the District of Columbia), is the applicable local zone price. If such mail transits any area served by the USPS at USPS expense and the distance from the place of mailing to the embarkation point or from the debarkation point to the place of delivery is more than the local zone for such mail, postage is assessed by the distance from the place of mailing to the embarkation point or from the debarkation point to the place of delivery of such mail, as the case may be. The word transiting does not include en route transfers at coastal gateway cities necessary to transport military mail directly between MPOs. For example, a parcel mailed at Honolulu, HI, for direct dispatch by the Department of Defense from Honolulu to an MPO in the Pacific is subject to the local zone price. A parcel mailed at Hilo, HI, and transported at USPS expense to Honolulu, HI, for direct dispatch at Department of Defense expense from Honolulu to an MPO in Japan is subject to zone 2 prices.

10.3 Zone Charts

The USPS Official National Zone Chart Data Program is administered from the National Customer Support Center (NCSC) in Memphis, TN. Single-page zone charts for originating mail are available at no cost from local post offices or online at pe.usps.com. Zone chart data for the entire nation can be purchased in print and CD-ROM formats. For more information or to purchase zone charts, call the Zone Chart program administrator at 800-238-3150 or write to the NCSC (see 608.8.0 for address).

10.4 Specific Zones

10.4.1 Local Zone

The local zone applies to mail deposited at any post office for delivery to addresses within the delivery area of that post office. For various types of post offices, the local zone applies to all mail that both originates and destinates within:

a. The 5-digit ZIP Code area(s) assigned to the same post office.

b. Any of the 5-digit ZIP Codes that are part of any unique 3-digit ZIP Code prefix(es) or other separate 5-digit ZIP Code(s), as applicable, assigned to the same post office.

10.4.2 Nonlocal Zone

Nonlocal zones are defined as follows:

a. The zone 1 price applies to pieces not eligible for the local zone in 10.4.1 that are mailed between two post offices with the same 3-digit ZIP Code prefix identified in L005, Column A. Zone 1 includes all units of area outside the local zone lying in whole or in part within a radius of about 50 miles from the center of the area.

b. Zone 2 includes all units of area outside zone 1 lying in whole or in part within a radius of about 150 miles from the center of a given unit of area.

c. Zone 3 includes all units of area outside zone 2 lying in whole or in part within a radius of about 300 miles from the center of a given unit of area.

d. Zone 4 includes all units of area outside zone 3 lying in whole or in part within a radius of about 600 miles from the center of a given unit of area.

e. Zone 5 includes all units of area outside zone 4 lying in whole or in part within a radius of about 1,000 miles from the center of a given unit of area.

f. Zone 6 includes all units of area outside zone 5 lying in whole or in part within a radius of about 1,400 miles from the center of a given unit of area.

g. Zone 7 includes all units of area outside zone 6 lying in whole or in part within a radius of about 1,800 miles from the center of a given unit of area.

h. Zone 8 includes all units of area outside zone 7.

10.4.3 Delivery Unit (Office)

The delivery unit price applies to mail destinating within the delivery area of the delivery unit at which it is deposited by the mailer.

708.10.4.3