

## Summary of Changes

### Overview

The Summary of Changes lists revisions to this edition of *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM) by effective date and by module.

## 1.0 Summary of Changes by Effective Date

### 1.1 June 7, 2010

#### Booklets: New Optional Design for Letter-Sized Booklets

We revised [201.3.0](#) to modify language that refers to the bound edge of a booklet as an edge and to rename the bound edge as the spine; to modify the reference to cover paper for one design format; to extend booklet design parameters; and to introduce a second folding option in the folded booklet category. We published this revision in the June 3, 2010, *Postal Bulletin*.

#### New Deflection Standards for Commercial Flat-Size Mail

We revised [301.1.0](#) to implement new deflection standards on commercial flat-size mail. We published this revision in the June 3, 2010, *Postal Bulletin*.

#### New Facing Identification Mark (FIM) E Pattern

We revised [708.9.0](#) to add a new FIM E pattern that will be used for future customized services. We published this revision in the May 20, 2010, *Postal Bulletin*.

#### Click-N-Ship Insurance Indemnity Coverage Increase—Feasibility Test Extension

We revised [709.4.0](#) to extend the feasibility test period that permits the purchase of domestic Click-N-Ship online insurance coverage up to \$5,000.00. We published this revision in the May 20, 2010, *Postal Bulletin*.

#### Labeling List Changes

We revised Labeling List(s) [L001](#), [L002](#), [L003](#), [L004](#), [L005](#), [L007](#), [L008](#), [L009](#), [L011](#), [L201](#), [L606](#), and [L607](#) to reflect changes in mail processing operations. We published this revision in the June 17, 2010, *Postal Bulletin*.

### 1.2 May 3, 2010

#### Scheduled Pickup on Demand

We revised [507.6.0](#) to standardize the process for scheduled Pickup on Demand service by providing a new service agreement form. Additionally, we authorized PC Postage as an approved method to pay for Pickup on Demand. We published this revision in the April 22, 2010, *Postal Bulletin*.

#### Change-of-Address Orders for Department of State Addresses - Update

We revised [507.2.0](#) and [703.3.0](#) to authorize Internet Change of Address (ICOA) orders for Department of State personnel when individuals move to, from, or between overseas destinations. We published this revision in the April 8, 2010, *Postal Bulletin*.

# Summary of Changes

---

## APO, FPO, and DPO Mailpieces Bearing a Customs Declaration—Clarification and Update

We revised [703.2.0](#) to clarify the correct customs declaration form (PS Form 2976, or PS Form 2976-A) for items addressed to APO, FPO, and DPO locations. We published this revision in the April 8, 2010, *Postal Bulletin*.

### **1.3 April 5, 2010**

#### New Optional Designs for Letter-Sized Booklets

We revised [201.3.0](#) to provide new design options for letter-size booklets. We published this revision in the March 25, 2010, *Postal Bulletin*.

#### Express Mail Open and Distribute and Priority Mail Open and Distribute Changes and Updates

We revised [705.16.0](#) to improve efficiencies in processing and to control costs for Express Mail Open and Distribute and Priority Mail Open and Distribute. We published this revision in the March 25, 2010, *Postal Bulletin*.

#### Updated Size and Weight Limits for Items Mailed to Department of State Addresses

We revised [703.3.2.3](#) to update the size and weight limits for items mailed specifically to Department of State addresses. We published this revision in the March 11, 2010, *Postal Bulletin*.

#### Parcel Return Service Mailer ID Clearance

We revised [507.13.4.4h2](#) which gives mailers the option to change the label format by reducing the required clearance space between the Parcel Return Service Mailer Identification (ID) characters and the edges of the printed box from 3/16 inch to 1/16 inch. We published this revision in the March 25, 2010, *Postal Bulletin*.

#### Extension of Not Flat-Machinable Prices and Eligibility of Mailpieces Specifically Approved as Automation Flats

We revised [301.3.3](#) to extend automation flats eligibility of pieces approved via the Pricing and Classification Service Center (PCSC) beyond May 2010. We also extended the timeframe for the Not Flat-Machinable (NFM) category of Standard Mail. We published this revision in the March 25, 2010, *Postal Bulletin*.

#### Deposit of APO, FPO, DPO, and U.S. Territory Mailpieces Bearing a Customs Declaration—Update

We revised [503.9.2.4](#), [503.10.2.3](#), [608.2.0](#), and [703.2.0](#) to authorize additional deposit options for items that bear a customs declaration when mailed to APO, FPO, DPO destinations, and to U.S. territory, possessions and Freely Associated States. We published this revision in the March 25, 2010, *Postal Bulletin*.

#### Labeling List Changes

We revised Labeling List(s) [L001](#), [L002](#), [L005](#), [L007](#), [L008](#), [L009](#), [L011](#), [L201](#), [L606](#), and [L607](#) to reflect changes in mail processing operations. We published this revision in the April 8, 2010, *Postal Bulletin*.

# Summary of Changes

---

## 1.4 March 14, 2010

### General Delivery Service Restrictions

We revised [508.6.2](#) through [508.6.4](#) to permit the postmaster of a Post Office with multiple facilities to designate more than one facility as an office that can provide general delivery service in accordance with customer and operational needs. We published this revision in the March 11, 2010, *Postal Bulletin*.

### New Options for Pallet Placards Bearing Intelligent Mail Container Barcodes

We revised [705.8.6.2](#) and [708.6.0](#) to provide a new option for Periodicals mailers preparing pallets or other approved containers bearing Intelligent Mail container placards. We published this revision in the March 11, 2010, *Postal Bulletin*.

### Nomenclature Change Relating to the Network Distribution Center (NDC) Transition

Pursuant to the ongoing transition of USPS bulk mail centers (BMC) to network distribution centers (NDC) we are replacing all text references to "BMC" with "NDC" throughout the DMM. We published this revision in the March 11, 2010, *Postal Bulletin*.

## 1.5 February 1, 2010

### Priority Mail Commercial Plus Cubic Prices

We revised [401.1.3](#), [401.2.2.1](#), [402.2.3](#), [423.3.1](#), [424.1.1](#), and [425.2.4](#) to clarify standards for Priority Mail commercial plus cubic prices that went into effect on January 4, 2010. We published this revision in the January 28, 2010, *Postal Bulletin*.

### Move Update Assessment Charges for Automation and Presort First-Class Mail and All Standard Mail Mailings

We revised [233.3.5](#), [243.3.9](#), [333.3.5](#), [343.3.9](#), [433.3.5](#), and [443.3.9](#) to describe the changes and procedures for how Move Update assessment charges are handled. We published this revision in the January 28, 2010, *Postal Bulletin*.

### Treatment of Undeliverable Books and Sound Recordings

We revised [507.1.9](#) to update the standards for the disposal or treatment of books and sound recordings that are undeliverable-as-addressed (UAA) in their original packaging. We published this revision in the January 28, 2010, *Postal Bulletin*.

### Advertisements for Animals and Sharp Instruments for Use in Animal Fighting Ventures are Nonmailable

We revised [601.9.3.1](#), [601.11.20](#), and [601.12.5.7](#) to align our standards with section 26 (7 U.S.C. 2156) of the Animal Welfare Act as amended by the Food, Conservation, and Energy Act of 2008. We published this revision in the January 28, 2010, *Postal Bulletin*.

### Labeling List Changes

We revised Labeling List(s) [L001](#), [L002](#), [L005](#), [L007](#), [L009](#), [L011](#), [L201](#), and [L606](#) to reflect changes in mail processing operations. We published this revision in the February 11, 2010, *Postal Bulletin*.

# Summary of Changes

---

## 1.6 January 4, 2010

### Pricing and Mailing Standards Changes for Shipping Services

We revised mailing standards and prices throughout the DMM to support the pricing change recommended by the Postal Regulatory Commission and approved by the Governors of the United States Postal Service. The new prices and standards are effective January 4, 2010 and are for the following Shipping Services; Express Mail, Priority Mail, Parcel Select, and Parcel Return Service. We published this revision in the December 3, 2009, *Postal Bulletin*.

### Permit Imprint with Extra Services

We revised [604.5.3.7](#) and [604.5.3.8](#) to clarify the permit imprint class markings for Standard Mail and Package Services mail items, and to allow abbreviated phrasing when using permit imprint postage with extra services. We published this revision in the December 31, 2009, *Postal Bulletin*.

### Products Mailable at Nonprofit Standard Mail Prices

We revised [703.1.6.11](#) to meet Internal Revenue Code restrictions for products that are mailed at the Nonprofit Standard Mail prices that meet at least one of three exceptions. We published this revision in the December 31, 2009, *Postal Bulletin*.

### Expanded Option for Hardcopy and Electronic Return Receipt

We revised [503.6.2.1](#) to allow a combined purchase of hardcopy and electronic return receipt service. We published this revision in the December 17, 2009, *Postal Bulletin*.

### Priority Mail Commercial Base and Commercial Plus Prices Expanded to Merchandise Return Service Priority Mail Items

We revised [402.2.1a](#), [423.1.0](#), [424.1.1](#), [425.2.2](#), and [507.11.1.5](#), to allow Priority Mail commercial base and commercial plus prices for permit holders who use Priority Mail service for Merchandise Return Service (MRS) mailpieces. We published this revision in the December 17, 2009, *Postal Bulletin*.

### Stamped Mail over 13 Ounces Must be Presented at a Retail Service Counter

We revised [116.1.0](#), [126.1.0](#), [156.1.0](#), [176.1.0](#), [186.1.0](#), [426.1.0](#), [507.6.0](#), [601.11.0](#), and [703.2.0](#) to require all mailpieces weighing more than 13 ounces bearing only postage stamps be presented to a Postal Service employee at a retail service counter in a Post Office. We published this revision in the December 17, 2009, *Postal Bulletin*.

### Permit Imprint Postage Payment Allowed for Express Mail Using the Electronic Verification System (eVS)

We revised [413.1.0](#) and [414.1.0](#) to clarify that Express Mail commercial base and commercial plus prices are available to permit imprint customers using the Electronic Verification System (eVS) program to document and pay postage. We published this revision in the December 17, 2009, *Postal Bulletin*.

# Summary of Changes

---

## 1.7 November 29, 2009

### Contact Information for Business Mail Entry Offices

We revised [Exhibit 608.8.4.1](#) to provide updated contact information for business mail entry offices that were subject to district realignment during the summer of 2009. We published this revision in the December 3, 2009, *Postal Bulletin*.

### Commercial Express Mail and Priority Mail Standards and Mail Markings

We revised [101.4.1](#), [102.3.1](#), [113.1.1](#), [113.4.0](#), [114](#), [115.1.0](#), [115.2.0](#), [123.2.1](#), [125.2.0](#), [401.2.0](#), [414.2.0](#), [415.2.0](#), [415.3.0](#), [423.1.0](#), [423.3.0](#), [503.1.0](#), and [705.16.0](#) to add and clarify standards and mail markings for consistency with the standards that apply to all commercial Express Mail and Priority Mail mailpieces. We published this revision in the November 19, 2009, *Postal Bulletin*.

### Click-N-Ship Insurance Indemnity Coverage Increase - Feasibility Test

We revised [503.4.0](#) and added [709.4.0](#) to permit the purchase of Click-N-Ship online insurance coverage up to \$5,000.00 during a six-month feasibility test period. We published this revision in the November 19, 2009, *Postal Bulletin*.

### Reassignment of ZIP Codes 856 and 857 from Denver BMC (NDC) to Phoenix ASF

We revised [246.3.1](#), [346.3.1](#), [366.4.1](#), [446.3.1](#), [453.3.1.3](#), [466.4.4](#), and [705.6.2.3](#) due to changes in mail processing operations as reflected in revisions to labeling lists on October 5, 2009. We published this revision in the November 19, 2009, *Postal Bulletin*.

### Mail Receptacles and Private Express Statutes Updates

We revised [604.8.3.1](#) and [608.5.1](#) to update the information as a result of changes to Title 18 USC 1725 and Private Express Statutes (PES) reporting responsibilities. We published this revision in the November 19, 2009, *Postal Bulletin*.

### Expanded Options for Attachments to Letters and Flats

We revised [201.3.0](#), [243.2.0](#), [301.1.0](#), [301.3.0](#), and [343.2.0](#) to allow certain attachments to a broader variety of Standard Mail letters and flats. We published this revision in the November 19, 2009, *Postal Bulletin*.

### Confirmation Services Clarifications

We revised [503.9.0](#) and [503.10.0](#) to clarify that the electronic price for Delivery Confirmation service and Signature Confirmation service is available when customers privately print electronic Delivery Confirmation and Signature Confirmation labels. We published this revision in the November 19, 2009, *Postal Bulletin*.

### Firm Mailing Sheets for Certificates of Mailing

We revised [503.5.2.3](#) to comply with revised requirements for the completion of firm mailing sheets for mailers sending multiple items for which they request a certificate of mailing via, PS Form 3877, *Firm Mailing Book for Accountable Mail*. We published this revision in the November 5, 2009, *Postal Bulletin*.

# Summary of Changes

---

## Labeling List Changes

We revised Labeling List(s) [L001](#), [L002](#), [L005](#), [L007](#), [L201](#), [L601](#), [L606](#), and [L801](#) to reflect changes in mail processing operations. We published this revision in the December 17, 2009, *Postal Bulletin*.

## **1.8 November 2, 2009**

### Updated U. S. Census Requirements When Sending Shipments Between or to U.S. Territories, Possessions, and Freely Associated States

We revised [608.2.0](#) to comply with specific Foreign Trade Regulations (FTR) issued by the U.S. Census Bureau when sending shipments between or to U.S. territories, possessions, and Freely Associated States. We published this revision in the October 8, 2009, *Postal Bulletin*.

### Price Marking Requirements for Express Mail and Priority Mail Commercial Base and Commercial Plus Pricing

We revised [402.2.0](#), [415.1.0](#), and [425.2.0](#) to implement new price marking requirements on Express Mail and Priority Mail pieces mailed at commercial base and commercial plus prices. We published this revision in the October 8, 2009, *Postal Bulletin*.

## **1.9 October 5, 2009**

### Permit Imprint Postage Payment Allowed for Express Mail in the Electronic Verification System (eVS)

We revised [414.1.0](#), [604.5.0](#), and [705.2.0](#) to allow Express Mail postage payment via permit imprint for commercial manifest mailers participating in the Electronic Verification System (eVS) program. We published this revision in the October 8, 2009, *Postal Bulletin*.

### Removal of Reference to the 5-Digit Metro Pallet

We revised [246.4.1](#), [345.1.0](#), [346.4.1](#), [365.1.0](#), [366.5.0](#), [446.4.1](#), [705.8.0](#), [705.10.0](#), through [705.13.0](#), [707.2.1.9](#), [707.18.0](#), [707.22.4](#), [707.23.6](#), [707.25.1.8](#), [707.29.4.1](#), and [708.1.4](#) to remove references to the 5-digit metro pallet level for Standard Mail, Periodicals and Package Services. We published this revision in the September 24, 2009, *Postal Bulletin*.

### Updates to Express Mail and Priority Mail Commercial Base Price Requirements for Information-Based Indicia Postage Meters

We revised [413.1.3](#), [414.1.1](#), [423.1.2](#), and [424.1.1.1](#) to offer an alternative solution to the requirements for mailers using Information-Based Indicia (IBI) postage meters to pay Express Mail and Priority Mail commercial base prices. We published this revision in the September 24, 2009, *Postal Bulletin*.

### Clarification of Standards for the Optional Palletization of First-Class Mail

We revised [705.8.10.1](#) to clarify that all mixed AADC and mixed area distribution center (ADC) trays should be placed on the origin SCF pallet. Origin mixed ADC surface and mixed ADC air pallet levels, prepared under the optional pallet standards for First-Class Mail, should contain only ADC or finer presort level trays. We published this revision in the September 24, 2009, *Postal Bulletin*.

# Summary of Changes

---

## First-Class Mail Incentive Program

We added [709.3.0](#) to implement a volume incentive program for qualified mailers of commercial (automation and/or Presort) First-Class Mail cards, letters and/or flats, for volume mailed during the program period, above their USPS-determined threshold level. We published this revision in the September 24, 2009, *Postal Bulletin*.

## New Polywrap Standards for Commercial Flat-Size Mail

We revised [301.1.0](#) and [301.3.0](#) to adopt new polywrap standards for commercial flat-size mail. Formerly applicable only to automation flats, the standards now apply to all flat-size mailpieces using polywrap, except saturation and high-density Periodicals or Standard Mail flats. We published this revision in the July 30, 2009, *Postal Bulletin*.

## New Optional Design for Small Letter-Sized Booklets

We revised [201.3.15.4](#) to add a two-tab sealing option for smaller, simple spine "wallet-style" booklets mailed at automation and machinable letter prices. We published this revision in the September 10, 2009, *Postal Bulletin*.

## Labeling List Changes

We revised Labeling List(s) [L001](#), [L004](#), [L006](#), [L007](#), [L201](#), [L601](#), [L602](#), [L605](#), and [L606](#) to reflect changes in mail processing operations. We published this revision in the October 8, 2009, *Postal Bulletin*.

### **1.10 September 8, 2009**

#### Express Mail Refunds for Shipments of Live Animals

We revised [114.2.1](#), [414.3.0](#), and [604.9.2.4](#) to reflect that Express Mail shipments containing live animals are now exempt from next day or second day delivery guarantee. The delivery refund guarantee of live animals is extended to within three days from the date of mailing. We published this revision in the September 10, 2009, *Postal Bulletin*.

#### Change in Intelligent Mail Barcode Requirements for Qualified Business Reply Mail and Permit Reply Mail

We revised [507.9.0](#), [507.10.0](#), and [708.4.3.1](#) to postpone the Intelligent Mail barcode requirement for qualified Business Reply Mail (QBRM) and permit reply mail (PRM) pieces until May 2011. We published this revision in the August 27, 2009, *Postal Bulletin*.

#### Booklets: Sealing Letter-Sized Booklets Mailed at Automation Prices

We revised [201.1.0](#) and [201.3.0](#) to reflect changes to the construction and sealing of letter-sized booklets mailed at automation, presorted machinable or carrier route letter prices. We published this revision in the July 30, 2009, *Postal Bulletin*.

### **1.11 August 3, 2009**

#### Labeling List Changes

We revised Labeling List(s) [L001](#), [L007](#), [L009](#), [L010](#), [L201](#), [L601](#), [L602](#), [L605](#), and [L606](#) to reflect changes in mail processing operations. We published this revision in the August 3, 2009, *Postal Bulletin*.

# Summary of Changes

---

## New Barcode Placement Standards for Automation Letters

We revised [202.5.3](#) and [507.9.8.1](#) to implement a more liberal barcode placement standard for mailers printing a barcode in the lower right corner of automation letters, barcoded carrier route letters or Business Reply Mail mailpieces. We published this revision in the July 30, 2009, *Postal Bulletin*.

## Clarification of Standards Relating to Mailpieces Bearing a Simplified Address

We revised [245.6.8.4](#), [245.6.8.5](#), [345.6.9.4](#), and [345.6.9.5](#) to provide clarification relating to delivery sequence standards for mailpieces bearing a simplified address. We published this revision in the July 30, 2009, *Postal Bulletin*.

## Expanded Eligibility Criteria for the Saturation Mail Volume Incentive Program for Standard Mail

We revised [243.1.7.1](#) and [343.1.6.1](#) to expand the eligibility criteria for the Saturation Mail Volume Incentive Program. We published this revision in the July 16, 2009, *Postal Bulletin*.

### **1.12 July 1, 2009**

## Arizona District ZIP Codes Realigned to Include "851" 3-Digit Service Area

We revised [246.3.1](#), [346.3.1](#), [366.4.1](#), [446.3.1](#), [453.3.1.3](#), [466.4.4](#), [608.8.4.1](#), [705.6.2.3](#), and [705.8.13.1](#) to realign Zip Code boundaries and establish new ZIP Codes for the Arizona District. We published this revision in the July 2, 2009, *Postal Bulletin*.

## Confirmation Services/eVS Barcoded Label Precertification Program

We revised [503.9.4.3](#) and [503.10.4.3](#) to include a new Confirmation Services/eVS Barcoded Label Precertification Program. We published this revision in the July 2, 2009, *Postal Bulletin*.

## Standard Mail Volume Incentive Program (aka Summer Sale)

We added [709.2.0](#) which describes the Standard Mail Volume Incentive Program. Commonly known as the "Summer Sale," the Standard Mail Volume Incentive Program is a volume incentive program for qualified high-volume mailers of commercial or Nonprofit Standard Mail letters and flats mailed between July 1, 2009 and September 30, 2009. The program provides a 30 percent credit, to participating mailers, for qualifying volume exceeding their USPS-determined threshold level. We published this revision in the July 2, 2009, *Postal Bulletin*.

## Extended Enrollment Period for the Standard Mail Saturation Mail Volume Incentive Program

We revised [243.1.7.2](#) and [343.1.6.2](#) to extend the enrollment period for participation in the Saturation Mail Volume Incentive Program to August 1, 2009. We published this revision in the June 18, 2009, *Postal Bulletin*.

## Labeling List Changes

We revised Labeling List [L010](#) to reflect changes in mail processing operations. We published this revision in the June 4, 2009, *Postal Bulletin*.



# Summary of Changes

---

## 1.13 June 1, 2009

### Revised Process for Postage Refund Appeals

We revised [604.9.2.8](#) to update the department and address for appealing denied refunds of unused meter postage. We published this revision in the June 4, 2009, *Postal Bulletin*.

### Changes to the Requirements for Mailing Cigarette Lighters

We revised [601.10.13.4](#) to conform to updated Department of Transportation (DOT) regulations. With this change, the design of a lighter must be approved by an authorized DOT lighter certification agency before shipping. Additionally, a test report identifier code followed by an alpha/numeric identifier (LAA\*\*\*\*) issued by a lighter certification agency for a specified lighter is required on the address side of the outer shipping container. We published this revision in the May 21, 2009, *Postal Bulletin*.

### Labeling List Changes

We revised Labeling List(s) [L001](#), [L002](#), [L004](#), [L005](#), [L007](#), [L008](#), [L009](#), [L011](#), [L201](#), [L601](#), [L602](#), [L605](#), [L606](#), [L607](#), and [L801](#) to reflect changes in mail processing operations. We published this revision in the June 4, 2009, *Postal Bulletin*.

## 2.0 Summary of Changes by DMM Module

### 2.1 100—Retail Mail

[101.4.1](#), [102.3.1](#), [113.1.1](#), [113.4.0](#), [114](#), [115.1.0](#), [115.2.0](#), [123.2.1](#), and [125.2.0](#) were revised to add and clarify standards and mail markings for consistency with the standards that apply to all commercial Express Mail and Priority Mail mailpieces. Effective November 29, 2009.

[116.1.0](#), [126.1.0](#), [156.1.0](#), [176.1.0](#), and [186.1.0](#) were revised to require all mailpieces weighing more than 13 ounces bearing only postage stamps be presented to a Postal Service employee at a retail service counter in a Post Office. Effective January 4, 2010.

[114.2.1](#) was revised to reflect that Express Mail shipments containing live animals are now exempt from next day or second day delivery guarantee. The delivery refund guarantee of live animals is extended to within three days from the date of mailing. Effective September 8, 2009.

### 2.2 200—Commercial Letters and Cards

[201.1.0](#) and [201.3.0](#) were revised to reflect changes to the construction and sealing of letter-sized booklets mailed at automation, presorted machinable or carrier route letter prices. Effective September 8, 2009.

[201.3.0](#) was revised to modify language that refers to the bound edge of a booklet as an edge and to rename the bound edge as the spine; to modify the reference to cover paper for one design format; to extend booklet design parameters; and to introduce a second folding option in the folded booklet category. Effective June 7, 2010.

# Summary of Changes

---

[201.3.0](#) was revised to provide new design options for letter-size booklets. Effective April 5, 2010.

[201.3.0](#) and [243.2.0](#) were revised to allow certain attachments to a broader variety of Standard Mail letters and flats. Effective November 29, 2009.

[201.3.15.4](#) was revised to add a two-tab sealing option for smaller, simple spine "wallet-style" booklets mailed at automation and machinable letter prices. Effective October 5, 2009.

[202.5.3](#) was revised to implement a more liberal barcode placement standard for mailers printing a barcode in the lower right corner of automation letters, barcoded carrier route letters or Business Reply Mail mailpieces. Effective August 3, 2009.

[233.3.5](#) and [243.3.9](#) were revised to describe the changes and procedures for how Move Update assessment charges are handled. Effective January 4, 2010.

[243.1.7.1](#) was revised to expand the eligibility criteria for the Saturation Mail Volume Incentive Program. Effective August 3, 2009.

[243.1.7.2](#) was revised to extend the enrollment period for participation in the Saturation Mail Volume Incentive Program to August 1, 2009. Effective July 1, 2009.

[245.6.8.4](#) and [245.6.8.5](#) were revised to provide clarification relating to delivery sequence standards for mailpieces bearing a simplified address. Effective August 3, 2009.

[246.3.1](#) was revised due to changes in mail processing operations as reflected in revisions to labeling lists on October 5, 2009. Effective November 29, 2009.

[246.3.1](#) was revised to realign Zip Code boundaries and establish new ZIP Codes for the Arizona District. Effective July 1, 2009.

[246.4.1](#) was revised to remove references to the 5-digit metro pallet level for Standard Mail, Periodicals and Package Services. Effective October 5, 2009.

## **2.3 300—Commercial Flats**

[301.1.0](#) to implement new deflection standards on commercial flat-size mail. Effective June 7, 2010.

[301.1.0](#) and [301.3.0](#) were revised to adopt new polywrap standards for commercial flat-size mail. Formerly applicable only to automation flats, the standards now apply to all flat-size mailpieces using polywrap, except saturation and high-density Periodicals or Standard Mail flats. Effective October 5, 2009.

[301.1.0](#), [301.3.0](#), and [343.2.0](#) were revised to allow certain attachments to a broader variety of Standard Mail letters and flats. Effective November 29, 2009.

[301.3.3](#) was revised to extend automation flats eligibility of pieces approved via the Pricing and Classification Service Center (PCSC) beyond May 2010. We also extended the timeframe for the Not Flat-Machinable (NFM) category of Standard Mail. Effective April 5, 2010.

# Summary of Changes

---

[333.3.5](#) and [343.3.9](#) were revised to describe the changes and procedures for how Move Update assessment charges are handled. Effective January 4, 2010.

[343.1.6.1](#) was revised to expand the eligibility criteria for the Saturation Mail Volume Incentive Program. Effective August 3, 2009.

[343.1.6.2](#) was revised to extend the enrollment period for participation in the Saturation Mail Volume Incentive Program to August 1, 2009. Effective July 1, 2009.

[345.1.0](#), [346.4.1](#), [365.1.0](#), and [366.5.0](#) were revised to remove references to the 5-digit metro pallet level for Standard Mail, Periodicals and Package Services. Effective October 5, 2009.

[345.6.9.4](#) and [345.6.9.5](#) were revised to provide clarification relating to delivery sequence standards for mailpieces bearing a simplified address. Effective August 3, 2009.

[346.3.1](#) and [366.4.1](#) were revised due to changes in mail processing operations as reflected in revisions to labeling lists on October 5, 2009. Effective November 29, 2009.

[346.3.1](#) and [366.4.1](#) were revised to realign Zip Code boundaries and establish new ZIP Codes for the Arizona District. Effective July 1, 2009.

## **2.4 400—Commercial Parcels**

[401.1.3](#), [401.2.2.1](#), [402.2.3](#), [423.3.1](#), [424.1.1](#), and [425.2.4](#) were revised to clarify standards for Priority Mail commercial plus cubic prices that went into effect on January 4, 2010. Effective February 1, 2010.

[401.2.0](#), [414.2.0](#), [415.2.0](#), [415.3.0](#), [423.1.0](#), and [423.3.0](#) were revised to add and clarify standards and mail markings for consistency with the standards that apply to all commercial Express Mail and Priority Mail mailpieces. Effective November 29, 2009.

[402.2.0](#), [415.1.0](#), and [425.2.0](#) were revised to implement new price marking requirements on Express Mail and Priority Mail pieces mailed at commercial base and commercial plus prices. Effective November 2, 2009.

[402.2.1a.](#), [423.1.0](#), [424.1.1](#), and [425.2.2](#) were revised to allow Priority Mail commercial base and commercial plus prices for permit holders who use Priority Mail service for Merchandise Return Service (MRS) mailpieces. Effective January 4, 2010.

[413.1.0](#) and [414.1.0](#) were revised to clarify that Express Mail commercial base and commercial plus prices are available to permit imprint customers using the Electronic Verification System (eVS) program to document and pay postage.

[413.1.3](#), [414.1.1](#), [423.1.2](#), and [424.1.1.1](#) were revised to offer an alternative solution to the requirements for mailers using Information-Based Indicia (IBI) postage meters to pay Express Mail and Priority Mail commercial base prices. Effective October 5, 2009.

# Summary of Changes

---

[414.1.0](#) was revised to allow Express Mail postage payment via permit imprint for commercial manifest mailers participating in the Electronic Verification System (eVS) program. Effective October 5, 2009.

[414.3.0](#) was revised to reflect that Express Mail shipments containing live animals are now exempt from next day or second day delivery guarantee. The delivery refund guarantee of live animals is extended to within three days from the date of mailing. Effective September 8, 2009.

[426.1.0](#) was revised to require all mailpieces weighing more than 13 ounces bearing only postage stamps be presented to a Postal Service employee at a retail service counter in a Post Office. Effective January 4, 2010.

[433.3.5](#), and [443.3.9](#) were revised to describe the changes and procedures for how Move Update assessment charges are handled. Effective January 4, 2010.

[446.3.1](#), [453.3.1.3](#), [466.4.4](#) were revised due to changes in mail processing operations as reflected in revisions to labeling lists on October 5, 2009. Effective November 29, 2009.

[446.3.1](#), [453.3.1.3](#), and [466.4.4](#) were revised to realign Zip Code boundaries and establish new ZIP Codes for the Arizona District. Effective July 1, 2009.

[446.4.1](#) was revised to remove references to the 5-digit metro pallet level for Standard Mail, Periodicals and Package Services. Effective October 5, 2009.

## **2.5 500—Additional Services**

[503.1.0](#), was revised to add and clarify standards and mail markings for consistency with the standards that apply to all commercial Express Mail and Priority Mail mailpieces. Effective November 29, 2009.

[503.4.0](#) was revised to permit the purchase of Click-N-Ship online insurance coverage up to \$5,000.00 during a six-month feasibility test period. Effective November 29, 2009.

[503.5.2.3](#) was revised to comply with revised requirements for the completion of firm mailing sheets for mailers sending multiple items for which they request a certificate of mailing via, PS Form 3877, *Firm Mailing Book for Accountable Mail*. Effective November 29, 2009.

[503.6.2.1](#) was revised to allow a combined purchase of hardcopy and electronic return receipt service. Effective January 4, 2010.

[503.9.0](#) and [503.10.0](#) were revised to clarify that the electronic price for Delivery Confirmation service and Signature Confirmation service is available when customers privately print electronic Delivery Confirmation and Signature Confirmation labels. Effective November 29, 2009.

# Summary of Changes

---

[503.9.2.4](#) and [503.10.2.3](#) were revised to authorize additional deposit options for items that bear a customs declaration when mailed to APO, FPO, DPO destinations, and to U.S. territory, possessions and Freely Associated States. Effective April 5, 2010.

[503.9.4.3](#) and [503.10.4.3](#) were revised to include a new Confirmation Services/eVS Barcoded Label Precertification Program. Effective July 1, 2009.

[507.1.9](#) was revised to update the standards for the disposal or treatment of books and sound recordings that are undeliverable-as-addressed (UAA) in their original packaging. Effective February 1, 2010.

[507.2.0](#) was revised to authorize Internet Change of Address (ICOA) orders for Department of State personnel when individuals move to, from, or between overseas destinations. Effective May 3, 2010.

[507.6.0](#) was revised to require all mailpieces weighing more than 13 ounces bearing only postage stamps be presented to a Postal Service employee at a retail service counter in a Post Office. Effective January 4, 2010.

[507.6.0](#) was revised to standardize the process for scheduled Pickup on Demand service by providing a new service agreement form. Additionally, we authorized PC Postage as an approved method to pay for Pickup on Demand. Effective May 3, 2010.

[507.9.0](#) and [507.10.0](#) were revised to postpone the Intelligent Mail barcode requirement for qualified Business Reply Mail (QBRM) and permit reply mail (PRM) pieces until May 2011. Effective September 8, 2009.

[507.9.8.1](#) was revised to implement a more liberal barcode placement standard for mailers printing a barcode in the lower right corner of automation letters, barcoded carrier route letters or Business Reply Mail mailpieces. Effective August 3, 2009.

[507.11.1.5](#) was revised to allow Priority Mail commercial base and commercial plus prices for permit holders who use Priority Mail service for Merchandise Return Service (MRS) mailpieces. Effective January 4, 2010.

[507.13.4.4h2](#) was revised to give mailers the option to change the label format by reducing the required clearance space between the Parcel Return Service Mailer Identification (ID) characters and the edges of the printed box from 3/16 inch to 1/16 inch. Effective April 5, 2010.

[508.6.2](#) through [508.6.4](#) were revised to permit the postmaster of a Post Office with multiple facilities to designate more than one facility as an office that can provide general delivery service in accordance with customer and operational needs. Effective March 14, 2010.

## **2.6 600—Basic Standards**

[601.9.3.1](#), [601.11.20](#), and [601.12.5.7](#) were revised to align our standards with section 26 (7 U.S.C. 2156) of the Animal Welfare Act as amended by the Food, Conservation, and Energy Act of 2008. Effective February 1, 2010.

# Summary of Changes

---

[601.10.13.4](#) has been revised to conform to updated Department of Transportation (DOT) regulations. With this change, the design of a lighter must be approved by an authorized DOT lighter certification agency before shipping. Additionally, a test report identifier code followed by an alpha/numeric identifier (LAA\*\*\*\*) issued by a lighter certification agency for a specified lighter is required on the address side of the outer shipping container. Effective June 1, 2009.

[601.11.0](#) was revised to require all mailpieces weighing more than 13 ounces bearing only postage stamps be presented to a Postal Service employee at a retail service counter in a Post Office. Effective January 4, 2010.

We revised [604.8.3.1](#) and [608.5.1](#) to update the information as a result of changes to Title 18 USC 1725 and Private Express Statutes (PES) reporting responsibilities. Effective November 29, 2009.

[604.5.0](#) was revised to allow Express Mail postage payment via permit imprint for commercial manifest mailers participating in the Electronic Verification System (eVS) program. Effective October 5, 2009.

[604.5.3.7](#) and [604.5.3.8](#) were revised to clarify the permit imprint class markings for Standard Mail and Package Services mail items, and to allow abbreviated phrasing when using permit imprint postage with extra services. Effective January 4, 2010.

[604.9.2.4](#) was revised to reflect that Express Mail shipments containing live animals are now exempt from next day or second day delivery guarantee. The delivery refund guarantee of live animals is extended to within three days from the date of mailing. Effective September 8, 2009.

[604.9.2.8](#) was revised to update the department and address for appealing denied refunds of unused meter postage. Effective June 1, 2009.

[608.2.0](#) was revised to comply with specific Foreign Trade Regulations (FTR) issued by the U.S. Census Bureau when sending shipments between or to U.S. territories, possessions, and Freely Associated States. Effective November 2, 2009.

[608.2.0](#) was revised to authorize additional deposit options for items that bear a customs declaration when mailed to APO, FPO, DPO destinations, and to U.S. territory, possessions and Freely Associated States. Effective April 5, 2010.

[608.8.4.1](#) was revised to realign Zip Code boundaries and establish new ZIP Codes for the Arizona District. Effective July 1, 2009.

[Exhibit 608.8.4.1](#) was revised to provide updated contact information for business mail entry offices that were subject to district realignment during the summer of 2009. Effective November 29, 2009.

## **2.7 700—Special Standards**

[703.1.6.11](#) was revised to meet Internal Revenue Code restrictions for products that are mailed at the Nonprofit Standard Mail prices that meet at least one of three exceptions. Effective January 4, 2010.

# Summary of Changes

---

[703.2.0](#) was revised to require all mailpieces weighing more than 13 ounces bearing only postage stamps be presented to a Postal Service employee at a retail service counter in a Post Office. Effective January 4, 2010.

[703.2.0](#) was revised to authorize additional deposit options for items that bear a customs declaration when mailed to APO, FPO, DPO destinations, and to U.S. territory, possessions and Freely Associated States. Effective April 5, 2010.

[703.2.0](#) was revised to clarify the correct customs declaration form (PS Form 2976, or PS Form 2976-A) for items addressed to APO, FPO, and DPO locations. Effective May 3, 2010.

[703.3.0](#) was revised to authorize Internet Change of Address (ICOA) orders for Department of State personnel when individuals move to, from, or between overseas destinations. Effective May 3, 2010.

[703.3.2.3](#) was revised to update the size and weight limits for items mailed specifically to Department of State addresses. Effective April 5, 2010.

[705.2.0](#) was revised to allow Express Mail postage payment via permit imprint for commercial manifest mailers participating in the Electronic Verification System (eVS) program. Effective October 5, 2009.

[705.6.2.3](#) was revised due to changes in mail processing operations as reflected in revisions to labeling lists on October 5, 2009. Effective November 29, 2009.

[705.6.2.3](#) and [705.8.13.1](#) were revised to realign Zip Code boundaries and establish new ZIP Codes for the Arizona District. Effective July 1, 2009.

[705.8.0](#), [705.10.0](#), through [705.13.0](#), [707.2.1.9](#), [707.18.0](#), [707.22.4](#), [707.23.6](#), [707.25.1.8](#), [707.29.4.1](#), and [708.1.4](#) were revised to remove references to the 5-digit metro pallet level for Standard Mail, Periodicals and Package Services. Effective October 5, 2009.

[705.8.6.2](#) and [708.6.0](#) were revised to provide a new option for Periodicals mailers preparing pallets or other approved containers bearing Intelligent Mail container placards. Effective March 14, 2010.

[705.8.10.1](#) was revised to clarify that all mixed AADC and mixed area distribution center (ADC) trays should be placed on the origin SCF pallet. Origin mixed ADC surface and mixed ADC air pallet levels, prepared under the optional pallet standards for First-Class Mail, should contain only ADC or finer presort level trays. Effective October 5, 2009.

[705.16.0](#) was revised to improve efficiencies in processing and to control costs for Express Mail Open and Distribute and Priority Mail Open and Distribute. Effective April 5, 2010.

[705.16.0](#) was revised to add and clarify standards and mail markings for consistency with the standards that apply to all commercial Express Mail and Priority Mail mailpieces. Effective November 29, 2009.

# Summary of Changes

---

[708.4.3.1](#) was revised to postpone the Intelligent Mail barcode requirement for qualified Business Reply Mail (QBRM) and permit reply mail (PRM) pieces until May 2011. Effective September 8, 2009.

[708.9.0](#) was revised to add a new FIM E pattern that will be used for future customized services. Effective June 7, 2010.

[709.2.0](#) was added which describes the Standard Mail Volume Incentive Program. Commonly known as the “Summer Sale,” the Standard Mail Volume Incentive Program is a volume incentive program for qualified high-volume mailers of commercial or Nonprofit Standard Mail letters and flats mailed between July 1, 2009 and September 30, 2009. The program provides a 30 percent credit, to participating mailers, for qualifying volume exceeding their USPS-determined threshold level. Effective July 1, 2009.

[709.3.0](#) was added to implement a volume incentive program for qualified mailers of commercial (automation and/or Presort) First-Class Mail cards, letters and/or flats, for volume mailed during the program period, above their USPS-determined threshold level. Effective October 5, 2009.

[709.4.0](#) was added to permit the purchase of Click-N-Ship online insurance coverage up to \$5,000.00 during a six-month feasibility test period. Effective November 29, 2009.

[709.4.0](#) was revised to extend the feasibility test period that permits the purchase of domestic Click-N-Ship online insurance coverage up to \$5,000.00. Effective June 7, 2010.

## **2.8 Appendix 1—Labeling Lists**

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