

700 Special Standards

TOPICS

- 703 Nonprofit Standard Mail and Other Unique Eligibility
- 705 Advanced Preparation and Special Postage Payment Systems
- 707 Periodicals
- 708 Technical Specifications
- 709 Negotiated Service Agreements and Experimental and Temporary Classifications

703 Nonprofit Standard Mail and Other Unique Eligibility

1.0 Nonprofit Standard Mail

- 1.1 Basic Standards
- 1.2 Qualified Nonprofit Organizations
- 1.3 Qualified Political Committees and State or Local Voting Registration Officials
- 1.4 Ineligible Organizations
- 1.5 Identification of Nonprofit Organization
- 1.6 Eligible and Ineligible Matter
- 1.7 Authorization—Application
- 1.8 Confirmation of Authorization to Mail at Nonprofit Standard Mail Prices
- 1.9 Mailing While Application Pending
- 1.10 Ruling on Application
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2.0 Overseas Military Mail

- 2.1 Basic Standards
- 2.2 Addressing Military Mail
- 2.3 General Restrictions
- 2.4 Military Ordinary Mail (MOM)
- 2.5 Parcel Airlift (PAL)
- 2.6 Priority Mail Express Military Service (PMEMS)
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3.0 Department of State Mail

- 3.1 Availability
- 3.2 Conditions For Authorized Mail
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4.0 Mail Sent by U.S. Armed Forces

- 4.1 Letters Sent Postage Collect
- 4.2 Matter Sent Free

5.0 Free Matter for the Blind and Other Physically Handicapped Persons

- 5.1 Basic Information
- 5.2 Matter Sent To Blind or Other Physically Handicapped Persons
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- 5.4 Preparation

6.0 Official Mail (Franked)

- 6.1 Basic Information
- 6.2 Addressing

7.0 Official Mail (Penalty)

- 7.1 Definitions

- 7.2 Postage And Fees
- 7.3 Eligibility
- 7.4 Authorization
- 7.5 Services, Classes, Prices, Preparation, And Detention
- 7.6 General Standards for Penalty Indicia
- 7.7 Penalty Meter
- 7.8 Penalty Permit Imprint
- 7.9 Penalty Postage Stamps and Stationery
- 7.10 General Standards for Penalty Reply Mail
- 7.11 Penalty Business Reply Mail (BRM)
- 7.12 Penalty Merchandise Return Service
- 7.13 Penalty Periodicals
- 7.14 Penalty Priority Mail Express
- 7.15 Contractors

8.0 Absentee Balloting Materials

- 8.1 Basic Standards
- 8.2 Marking

9.0 Mixed Classes

- 9.1 Basic Information
- 9.2 Eligibility for Attachments of Different Classes
- 9.3 Eligibility for an Enclosure in Periodicals Publication
- 9.4 Eligibility for an Enclosure in Standard Mail, Parcel Select, and Package Services Parcels
- 9.5 Eligibility for an Incidental First-Class Mail Attachment or Enclosure
- 9.6 Eligibility for Combined Mailing of Media Mail and Bound Printed Matter
- 9.7 Markings on Mixed Mail
- 9.8 Postage Payment for Attachments of Different Classes
- 9.9 Postage Payment for Enclosure in Periodicals Publication
- 9.10 Postage Payment for Enclosure in Standard Mail, Parcel Select, or Package Services Parcel
- 9.11 Postage Payment for Incidental First-Class Mail Attachment or Enclosure
- 9.12 Postage Payment for Combined Mailings of Media Mail and Bound Printed Matter
- 9.13 Extra Services for Mixed Classes

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Advanced Preparation and
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Systems

1.0 Customized MarketMail

- 1.1 Basic Standards
- 1.2 Prices
- 1.3 Extra Services
- 1.4 Preparation Standards

2.0 Manifest Mailing System

- 2.1 Description
- 2.2 Basic Standards
- 2.3 Keyline
- 2.4 Authorization
- 2.5 Revocation
- 2.6 Priority Mail Express Manifesting Agreements
- 2.7 Basic Standards
- 2.8 Applications, Agreement Renewals, Modifications, Suspensions, and Cancellations
- 2.9 Electronic Verification System

3.0 Optional Procedure Mailing System

- 3.1 Basic Information
- 3.2 Authorization
- 3.3 Records

4.0 Alternate Mailing System

- 4.1 Basic Information
- 4.2 Authorization

5.0 First-Class Mail or Standard Mail Mailings With Different Payment Methods

- 5.1 Basic Provisions
- 5.2 Postage
- 5.3 Producing the Combined Mailing
- 5.4 Documentation

6.0 Combining Mailings of Standard Mail, Package Services, and Parcel Select Parcels

- 6.1 Basic Standards for Combining Parcels
- 6.2 Combining Parcels—DNDC Entry
- 6.3 Combining Parcels—Parcel Select ONDC Presort, NDC Presort, DSCF, and DDU Prices
- 6.4 Combining Package Services, Parcel Select, and Standard Mail—Optional 3-Digit SCF Entry

7.0 Combining Package Services and Parcel Select Parcels for Destination Entry

- 7.1 Combining Parcels—DSCF and DDU Entry
- 7.2 Combining Parcel Select and Package Services Machinable Parcels for DNDC Entry
- 7.3 Postage Payment
- 7.4 Documentation
- 7.5 Authorization

8.0 Preparing Pallets

- 8.1 Physical Characteristics
- 8.2 Top Caps
- 8.3 Stacking Pallets
- 8.4 Pallet Boxes
- 8.5 General Preparation
- 8.6 Pallet Placards
- 8.7 Copalletized, Combined, or Mixed-Price Level Palletized Mailings
- 8.8 Basic Uses
- 8.9 Bundles on Pallets
- 8.10 Pallet Presort and Labeling
- 8.11 Bundle Reallocation to Protect SCF Pallet for Periodicals Flats and Irregular Parcels and Standard Mail Flats on Pallets
- 8.12 Bundle Reallocation to Protect ADC Pallet for Periodicals Flats and Irregular Parcels on Pallets
- 8.13 Bundle Reallocation to Protect NDC Pallet for Standard Mail Flats on Pallets
- 8.14 Pallets of Bundles, Sacks, and Trays
- 8.15 Sacks
- 8.16 Copalletized Letter-size and Flat-size Pieces—Periodicals or Standard Mail
- 8.17 Pallets of Machinable Parcels
- 8.18 Parcel Select—Network Distribution Center (NDC) Presort Discount
- 8.19 Parcel Select—Origin Network Distribution Center (ONDC) Presort Discount
- 8.20 Parcel Select DSCF Prices—Parcels on Pallets
- 8.21 Parcel Select DSCF Prices—Sacks on Pallets
- 8.22 Parcel Select and Bound Printed Matter DDU Prices

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9.0 Combining Bundles of Automation and Nonautomation Flats in Trays and Sacks

- 9.1 First-Class Mail
- 9.2 Periodicals
- 9.3 Standard Mail
- 9.4 Bound Printed Matter

10.0 Merging Bundles of Flats Using the City State Product

- 10.1 Periodicals
- 10.2 Standard Mail

11.0 Combining Automation Price and Nonautomation Price Flats in Bundles

- 11.1 First-Class Mail
- 11.2 Periodicals
- 11.3 Standard Mail
- 11.4 Bound Printed Matter

12.0 Merging Bundles of Flats on Pallets Using a 5% Threshold

- 12.1 Periodicals

13.0 Merging Bundles of Flats on Pallets Using the City State Product and a 5% Threshold

- 13.1 Periodicals
- 13.2 Standard Mail

14.0 Combining Bundles of Flats Within FSS Zones

- 14.1 General
- 14.2 Periodicals
- 14.3 Standard Mail
- 14.4 Bound Printed Matter

15.0 Combining Standard Mail Flats and Periodicals Flats

- 15.1 Basic Standards
- 15.2 Combining Standard Mail Flats and Periodicals Flats in the Same Bundle
- 15.3 Combining Bundles of Standard Mail Flats and Periodicals Flats on the Same Pallet
- 15.4 Pallet Preparation

16.0 Plant Load Mailings

- 16.1 Basic Information
- 16.2 Application for Plant Load Privileges
- 16.3 Plant Load Operations
- 16.4 Expedited Plant Load Shipment
- 16.5 Mailer Responsibilities
- 16.6 Intradistrict Plant-Loaded Shipments

- 16.7 Interdistrict Plant-Loaded Shipments

17.0 Plant-Verified Drop Shipment

- 17.1 Description
- 17.2 Program Participation
- 17.3 Liability
- 17.4 Standard Mail Documentation
- 17.5 Parcel Select and Package Services PVDS Option

18.0 Priority Mail Express Open and Distribute and Priority Mail Open and Distribute

- 18.1 Prices and Fees
- 18.2 Basic Standards
- 18.3 Additional Standards for Priority Mail Express Open and Distribute
- 18.4 Additional Standards for Priority Mail Open and Distribute
- 18.5 Preparation
- 18.6 Enter and Deposit

19.0 Priority Mail Express Reshipment Service

- 19.1 Basic Information

20.0 Metered Mail Drop Shipment

- 20.1 Basic Information
- 20.2 Authorization
- 20.3 Option 1: Deposit at P&DC/F
- 20.4 Option 2: Deposit at Another Post Office
- 20.5 Option 3: Consolidated Drop Shipment With Endorsement
- 20.6 Option 4: Consolidated Drop Shipment Without Endorsement

21.0 Postage Due Weight Averaging Program

- 21.1 Basic Information
- 21.2 Authorization

22.0 Optional Combined Parcel Mailings

- 22.1 Basic Standards for Combining Parcel Select, Package Services, and Standard Mail Parcels
- 22.2 Price Eligibility
- 22.3 Mail Preparation

23.0 Repositionable Notes (RPNs)

- 23.1 Use
- 23.2 Mailpiece Characteristics
- 23.3 RPN Characteristics

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- 23.4 RPNs on Automation-Price Mailpieces
- 23.5 Prices
- 23.6 Compliance

24.0 Full-Service Automation Option

- 24.1 Description
- 24.2 General Eligibility Standards
- 24.3 Eligibility for Waiver of Annual Fees and Waiver of Deposit of Permit Imprint Mail Restrictions
- 24.4 Preparation
- 24.5 Additional Standards

25.0 Scan Based Payment

- 25.1 Basic Information
- 25.2 Authorization
- 25.3 Price Adjustment

26.0 Alaska Bypass Service

- 26.1 Prices
- 26.2 Price Eligibility

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Periodicals

1.0 Prices and Fees

- 1.1 Outside-County—Including Science-of-Agriculture
- 1.2 In-County
- 1.3 Ride-Along Price
- 1.4 Fees

2.0 Price Application and Computation

- 2.1 Price Application
- 2.2 Computing Postage

3.0 Physical Characteristics and Content Eligibility

- 3.1 Physical Characteristics
- 3.2 Addressing
- 3.3 Permissible Mailpiece Components
- 3.4 Impermissible Mailpiece Components
- 3.5 Mailpiece Construction
- 3.6 Printed Features

4.0 Basic Eligibility Standards

- 4.1 Second-Class Mail
- 4.2 Qualification Categories
- 4.3 General
- 4.4 Periodical Publications
- 4.5 Printed Sheets
- 4.6 Known Office of Publication

- 4.7 Regular Issuance
- 4.8 Eligible Formats
- 4.9 Issues
- 4.10 Editions
- 4.11 Back Issues and Reprints
- 4.12 Identification
- 4.13 Advertising Standards
- 4.14 Fees

5.0 Applying for Periodicals Authorization

- 5.1 Original Entry Application
- 5.2 Mailing While Application Pending
- 5.3 Decision on Application
- 5.4 Revocation or Suspension of Privileges

6.0 Qualification Categories

- 6.1 General Publication
- 6.2 Publications of Institutions and Societies
- 6.3 Publications of State Departments of Agriculture
- 6.4 Requester Publications
- 6.5 Electronic Copies
- 6.6 Foreign Publications
- 6.7 News Agent Registry

7.0 Mailing to Nonsubscribers or Nonrequesters

- 7.1 Sample Copies
- 7.2 Simplified Address
- 7.3 Advertising Copies
- 7.4 Gift Subscriptions
- 7.5 Exchange Copies
- 7.6 Expired Subscription
- 7.7 Complimentary Copies
- 7.8 Proof Copies
- 7.9 Nonrequester and Nonsubscriber Copies

8.0 Record Keeping Standards for Publishers

- 8.1 Basic Standards
- 8.2 Verification
- 8.3 Statement of Ownership, Management, and Circulation
- 8.4 Nonsubscriber and Nonrequester Copy Distribution

9.0 Changing Title, Frequency, or Known Office of Publication

- 9.1 General
- 9.2 Changing Qualification Categories

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9.3 Application for Reentry

10.0 Preferred Periodicals

10.1 Nonprofit Eligibility—Basic Standards

10.2 Nonprofit Eligibility—Qualified Organizations

10.3 Nonprofit Eligibility—Other Qualified Organizations

10.4 Classroom Eligibility

10.5 Application

10.6 Mailing While Application Pending

10.7 Decision on Application

11.0 Basic Eligibility

11.1 Outside-County Prices

11.2 Outside-County Science-of-Agriculture Prices

11.3 In-County Prices

11.4 Discounts

11.5 Copies Mailed by Public

12.0 Nonbarcoded (Presorted) Eligibility

12.1 Basic Standards

12.2 Prices—Outside-County

12.3 Prices—In-County

12.4 ZIP Code Accuracy

13.0 Carrier Route Eligibility

13.1 Basic Standards

13.2 Sorting

13.3 Walk-Sequence Prices

13.4 Full-Service Intelligent Mail Eligibility Standards

13.5 Carrier Route Accuracy

14.0 Barcoded (Automation) Eligibility

14.1 Basic Standards

14.2 Eligibility Standards for Full-Service Automation Periodicals

14.3 Prices—Outside-County

14.4 Prices—In-County

14.5 Address Standards for Barcoded Pieces

15.0 Ride-Along Eligibility

15.1 General

15.2 Basic Standards

15.3 Physical Characteristics

15.4 Marking

16.0 Postage Payment

16.1 Filing Each Issue

16.2 Filing Marked Copy

16.3 Mailer and Publisher Responsibility

16.4 Payment Method

16.5 Periodicals Accuracy, Grading, and Evaluation Program

17.0 Documentation

17.1 Postage Statement

17.2 Documentation

17.3 Basic Standards for Documentation

17.4 Basic Standards for Postage Statements

17.5 Monthly Postage Statements

17.6 Detailed Zone Listing for Periodicals

17.7 Additional Standards

18.0 General Mail Preparation

18.1 Definition of Presort

18.2 Definition of Mailings

18.3 Presort Terms

18.4 Mail Preparation Terms

19.0 Bundles

19.1 General

20.0 Sacks and Trays

20.1 Basic Standards

20.2 Letter Tray Preparation

20.3 Sack Preparation

20.4 Use of Flat Trays (Optional)

21.0 Sack and Tray Labels

21.1 Basic Standards

21.2 Sack Labels

21.3 Tray Labels

21.4 Use of Barcoded Sack and Tray Labels

22.0 Preparing Nonbarcoded (Presorted) Periodicals

22.1 Basic Standards

22.2 Bundle Preparation

22.3 Firm Bundles

22.4 Bundles With Fewer Than Six Pieces

22.5 Tray Preparation—Letter-Size Pieces

22.6 Sack Preparation—Flat-Size Pieces and Parcels

22.7 Optional Tray Preparation—Flat-Size Nonbarcoded Pieces

23.0 Preparing Carrier Route Periodicals

23.1 Basic Standards

23.2 Bundle Preparation

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- 23.3 Preparation—Letter-Size Pieces
- 23.4 Preparation—Flat-Size Pieces and Irregular Parcels
- 23.5 Firm Bundles
- 23.6 Bundles With Fewer Than Six Pieces
- 23.7 Multi-Box Section Bundles—Optional Preparation
- 23.8 Delivery Sequence Information
- 23.9 Delivery Sequence Documentation

24.0 Preparing Letter-Size Barcoded (Automation) Periodicals

- 24.1 Basic Standards
- 24.2 Additional Standards

25.0 Preparing Flat-Size Barcoded (Automation) Periodicals

- 25.1 Basic Standards
- 25.2 Physical Standards
- 25.3 Bundling and Labeling
- 25.4 Sacking and Labeling
- 25.5 Optional Tray Preparation—Flat-Size Barcoded Pieces

26.0 Physical Criteria for Nonmachinable Flat-Size Periodicals

- 26.1 General
- 26.2 Weight and Size
- 26.3 Flexibility and Deflection
- 26.4 Additional Criteria

27.0 Combining Multiple Editions or Publications

- 27.1 Description
- 27.2 Authorization
- 27.3 Minimum Volume
- 27.4 Labeling
- 27.5 Documentation
- 27.6 Additional Standards
- 27.7 Postage Statements
- 27.8 Postage Payment
- 27.9 Deposit of Mail

28.0 Enter and Deposit

- 28.1 Service Objectives
- 28.2 Basic Standards
- 28.3 Exceptional Dispatch
- 28.4 Deposit at AMC/AMF

29.0 Destination Entry

- 29.1 Basic Standards
- 29.2 Destination Network Distribution Center

- 29.3 Destination Area Distribution Center
- 29.4 Destination Sectional Center Facility
- 29.5 Destination Delivery Unit

30.0 Additional Mailing Offices

- 30.1 Basic Standards
- 30.2 Additional Standards

708 Technical Specifications

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

- 1.1 Basic Standards
- 1.2 Format and Content
- 1.3 Price Level Column Headings
- 1.4 Sortation Level
- 1.5 Combined, Copalletized, and Merged Mailings
- 1.6 Detailed Zone Listing for Periodicals
- 1.7 Bundle and Container Reports for Outside-County Periodicals Mail
- 1.8 Optional Information

2.0 Presort Accuracy Validation and Evaluation (PAVE)

- 2.1 Presort Accuracy Validation and Evaluation (PAVE)

3.0 Coding Accuracy Support System (CASS)

- 3.1 Basic Information
- 3.2 Software Certification
- 3.3 Date of Address Matching and Coding
- 3.4 Definitions—Mailing and Address Lists
- 3.5 Documentation
- 3.6 CASS Certification

4.0 Standards for Intelligent Mail and POSTNET Barcodes

- 4.1 General
- 4.2 POSTNET Barcode
- 4.3 Intelligent Mail Barcodes
- 4.4 Reflectance
- 4.5 Skew and Baseline Shift
- 4.6 Barcode Software and Hardware Certification

5.0 Standards for Package and Extra Service Barcodes

- 5.1 Intelligent Mail Package Barcode

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5.2 Other Package Barcodes

6.0 Standards for Barcoded Tray Labels, Sack Labels, and Container Placards

6.1 General

6.2 Specifications for Barcoded Tray and Sack Labels

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

6.4 Additional Standards—Barcoded 1-Inch Sack Labels

6.5 Intelligent Mail Tray Labels

6.6 Intelligent Mail Container Placards (Labels)

7.0 Optional Endorsement Lines (OELs)

7.1 OEL Use

7.2 OEL Format

8.0 Carrier Route Information Lines

8.1 Basic Information

8.2 Format and Content

9.0 Facing Identification Mark (FIM)

9.1 Using FIMs

9.2 Pattern

9.3 Specification

9.4 Dimensional Tolerances

9.5 Reflectance

10.0 Postal Zones

10.1 Basis

10.2 Application

10.3 Zone Charts

10.4 Specific Zones

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Negotiated Service Agreements and Experimental and Temporary Classifications

1.0 General Requirements for Negotiated Service Agreements (NSAs)

1.1 Basic Information

1.2 Candidate Factors and Requirements

1.3 Application Process

1.4 Market Dominant First-Class Mail and Standard Mail Letters NSAs

2.0 Alternate Postage Payment Method for Greeting Cards

2.1 Description and Purpose

2.2 Prices and Fees

2.3 Eligibility for Participation

2.4 Early Termination

2.5 Mailpiece Characteristics

2.6 USPS Responsibility

3.0 Promotions for First-Class Mail and Standard Mail for 2013

3.1 Summary of Programs

3.2 Registration and General Conditions for Documentation

3.3 Program Descriptions

3.4 Discounts

3.5 Mobile Barcode or Image Placement

