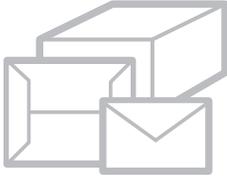


Design Standards

TOPICS

101 Physical Standards
102 Elements on the Face of a Mailpiece



101

Physical Standards

1.0 Physical Standards for Letters

- 1.1 Dimensional Standards for Letters
- 1.2 Nonmachinable Criteria

2.0 Physical Standards for Flats

- 2.1 General Definition of Flat-Size Mail
- 2.2 Length and Height of Flats
- 2.3 Minimum Flexibility Criteria for Flat-Size Pieces
- 2.4 Uniform Thickness
- 2.5 Flat-Size Pieces Not Eligible for Flat-Size Pricing

3.0 Physical Standards for Parcels

- 3.1 Processing Categories
- 3.2 Maximum Weight and Size
- 3.3 Two or More Packages
- 3.4 Machinable Parcels
- 3.5 Soft Goods and Enveloped Printed Matter
- 3.6 Irregular Parcels
- 3.7 Outside Parcel

4.0 Additional Physical Standards for Priority Mail Express

- 4.1 Physical Standards of Mailpieces
- 4.2 Two or More Packages

5.0 Additional Physical Standards for Priority Mail

- 5.1 Physical Standards of Mailpieces
- 5.2 Two or More Packages
- 5.3 Balloon Price
- 5.4 Dimensional Weight Price

6.0 Additional Physical Standards for First-Class Mail

- 6.1 Maximum Weight and Size
- 6.2 Minimum Standards
- 6.3 Cards Claimed at Card Prices
- 6.4 Nonmachinable Pieces
- 6.5 Parcels
- 6.6 Two or More Packages

7.0 Additional Physical Standards for Standard Post

- 7.1 Dimension and Weight Standards

8.0 Additional Physical Standards for Media Mail

- 8.1 Dimension and Weight Standards

9.0 Additional Physical Standards for Library Mail

- 9.1 Dimension and Weight Standards

102

Elements on the Face of a Mailpiece

1.0 All Mailpieces

- 1.1 Clear Space
- 1.2 Delivery and Return Address
- 1.3 Postage Payment

2.0 Address Placement for Letters

- 2.1 Delivery Address Placement
- 2.2 Address Placement Causing Mail to be Nonmailable or Nonmachinable

3.0 Placement and Content of Mail Markings

- 3.1 Placement of Priority Mail Marking
- 3.2 Placement of First-Class Mail Markings
- 3.3 Mail Markings

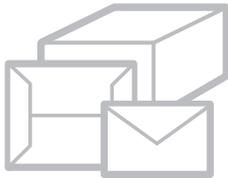
4.0 Endorsement Placement

- 4.1 Endorsements for Delivery Instructions and Ancillary Services
- 4.2 Return Address
- 4.3 Placement of Endorsement
- 4.4 Physical Standards for Endorsements

110 Priority Mail Express

TOPICS

- 113 Prices and Eligibility
- 114 Postage Payment Methods
- 115 Mail Preparation
- 116 Deposit



113 Prices and Eligibility

1.0 Priority Mail Express Prices and Fees

- 1.1 Prices Charged Per Piece
- 1.2 Computing Postage
- 1.3 Prices
- 1.4 Flat Rate Packaging
- 1.5 Sunday and Holiday Premium
- 1.6 Optional Delivery Fee
- 1.7 Pickup on Demand

2.0 Basic Eligibility Standards for Priority Mail Express

- 2.1 Definition
- 2.2 Matter Closed Against Postal Inspection

3.0 Content Standards for Priority Mail Express

- 3.1 Eligibility
- 3.2 Matter Required to be Mailed as First-Class Mail

4.0 Service Features of Priority Mail Express

- 4.1 General
- 4.2 Priority Mail Express 1-Day Delivery
- 4.3 Priority Mail Express 2-Day Delivery
- 4.4 Priority Mail Express Military Service (PMEMS)
- 4.5 Priority Mail Express Open and Distribute

114 Postage Payment Methods

1.0 Postage Payment Methods

- 1.1 Payment Method
- 1.2 Affixing Postage—Single-Piece Mailings
- 1.3 Prepaid Reply Postage

115 Mail Preparation

1.0 Priority Mail Express Supplies

- 1.1 Packaging Provided by USPS
- 1.2 Labels

2.0 Priority Mail Express 1-Day and 2-Day

- 2.1 Mailing Label

- 2.2 Waiver of Signature
- 2.3 Signature Required
- 2.4 ZIP Code Determination

3.0 Firm Mailing Book

- 3.1 Completing a Firm Mailing Book

116 Deposit

1.0 Priority Mail Express 1-Day and 2-Day Delivery

- 1.1 Deposit of 1-Day and 2-Day Delivery

2.0 Priority Mail Express Military Service

- 2.1 Deposit

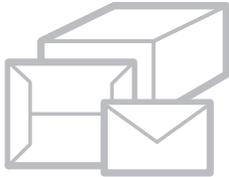
3.0 Pickup on Demand Service

- 3.1 Availability
- 3.2 Pickup on Demand Fee

120 Priority Mail

TOPICS

- 123 Prices and Eligibility
- 124 Postage Payment Methods
- 125 Mail Preparation
- 126 Deposit



123 Prices and Eligibility

1.0 Priority Mail Prices and Fees

- 1.1 Price Application
- 1.2 Prices
- 1.3 Balloon Price
- 1.4 Dimensional Weight Price for Low-Density Parcels to Zones 5-9
- 1.5 Flat Rate Envelopes and Boxes
- 1.6 Regional Rate Boxes
- 1.7 Prices for Keys and Identification Devices
- 1.8 Keys and Identification Devices
- 1.9 Pickup on Demand Fee
- 1.10 Determining Single-Piece Weight
- 1.11 Computing Postage

2.0 Basic Eligibility Standards for Priority Mail

- 2.1 Definition
- 2.2 Service Objectives
- 2.3 Matter Closed Against Postal Inspection

3.0 Content Standards for Priority Mail

- 3.1 Eligibility
- 3.2 Matter Required to be Mailed as First-Class Mail

124 Postage Payment Methods

1.0 Basic Standards for Postage Payment

- 1.1 Payment Method
- 1.2 Affixing Postage—Single-Piece Mailings
- 1.3 Forever Prepaid Flat Rate Packaging

125 Mail Preparation

1.0 Preparation

- 1.1 Priority Mail Packaging Provided by the USPS
- 1.2 Required Use

2.0 Marking for Priority Mail

126 Deposit

1.0 Deposit

- 1.1 Pieces Weighing 13 Ounces or Less
- 1.2 Pieces Weighing More than 13 Ounces

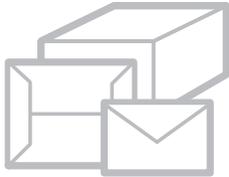
2.0 Pickup on Demand Service

- 2.1 Availability

130 First-Class Mail

TOPICS

- 133 Prices and Eligibility
- 134 Postage Payment Methods
- 135 Mail Preparation
- 136 Deposit



133 Prices and Eligibility

1.0 First-Class Mail Prices and Fees

- 1.1 First-Class Mail Single-Piece Price Application
- 1.2 Price Computation for First-Class Mail
- 1.3 Determining Single-Piece Weight
- 1.4 Keys and Identification Devices
- 1.5 Nonmachinable Surcharge
- 1.6 Computing Postage—First-Class Mail

2.0 Basic Eligibility Standards for First-Class Mail

- 2.1 Description of Service
- 2.2 Defining Characteristics

3.0 Content Standards

- 3.1 General Eligibility
- 3.2 Bills and Statements of Account
- 3.3 Personal Information
- 3.4 Handwritten and Typewritten Material
- 3.5 Matter Marked Postcard or Double Postcard
- 3.6 Matter Not Required to be Mailed as First-Class Mail
- 3.7 Prohibited Air Transportation

134 Postage Payment Methods

1.0 Postage Payment Methods for First-Class Mail

- 1.1 Payment Method
- 1.2 Affixing Postage—Single-Piece Price Mailings
- 1.3 More Than One Mailer
- 1.4 More Than One Letter
- 1.5 Agent

2.0 Postage Paid With Permit Imprint

- 2.1 Advance Deposit Account
- 2.2 Minimum Quantity
- 2.3 Postage Statement

135 Mail Preparation

1.0 Preparation for First-Class Mail

- 1.1 Preparation of First-Class Mail

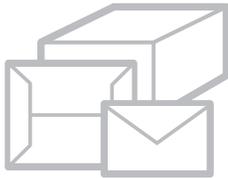
136 Deposit

1.0 Deposit for First-Class Mail

140
Every Door Direct
Mail-Retail
(EDDM-Retail)

TOPICS

- 143 Prices and Eligibility
- 144 Postage Payment and Documentation
- 145 Mail Preparation
- 146 Enter and Deposit



143
Prices and Eligibility

1.0 Description, Price, and Fees

- 1.1 General Description of EDDM-Retail Service
- 1.2 EDDM-Retail Flats Characteristics
- 1.3 Price
- 1.4 Fees and Services

2.0 Content Standards for EDDM-Retail Flats

- 2.1 Definition and Weight
- 2.2 Personal Information
- 2.3 Bills and Statements of Account
- 2.4 Handwritten and Typewritten Matter
- 2.5 Attachments and Enclosures
- 2.6 Inspection of Contents

3.0 Basic Standards for EDDM-Retail Flats

- 3.1 Basic Standards
- 3.2 Forwarding and Return Service
- 3.3 Extra Services
- 3.4 Additional Standards for EDDM-Retail Flats

144
Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options
- 1.2 Customer Registration
- 1.3 Postage Indicia

2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards

145
Mail Preparation

1.0 Preparation of EDDM-Retail Flats

- 1.1 General Information
- 1.2 Quantity per Mailing
- 1.3 Delivery Statistics, Sortation, and Bundling

146
Enter and Deposit

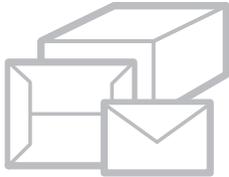
1.0 Basic Options

- 1.1 Entry at Delivery Post Office
- 1.2 Alternate Entry by Priority Mail

150 Standard Post

TOPICS

- 153 Prices and Eligibility
- 154 Postage Payment Methods
- 155 Mail Preparation
- 156 Deposit



153 Prices and Eligibility

1.0 Standard Post Prices and Fees

- 1.1 Price Eligibility
- 1.2 Standard Post Price Application
- 1.3 Computing Postage—Standard Post With Postage Affixed
- 1.4 Pickup on Demand Fees

2.0 Basic Eligibility Standards for Standard Post

- 2.1 Definition of Standard Post
- 2.2 Service Objectives
- 2.3 Postal Inspection
- 2.4 Delivery and Return Addresses

3.0 Content Standards

4.0 Attachments and Enclosures

- 4.1 Enclosures
- 4.2 Written Additions
- 4.3 Invoice
- 4.4 Incidental First-Class Mail Attachments and Enclosures

154 Postage Payment Methods

1.0 Postage Payment Methods for Standard Post

155 Mail Preparation

1.0 Preparation for Standard Post

- 1.1 Basic Preparation
- 1.2 Delivery and Return Addresses
- 1.3 Basic Markings

156 Deposit

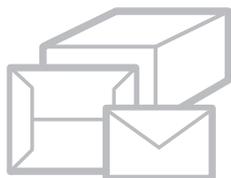
1.0 Deposit for Standard Post

- 1.1 Deposit
- 1.2 Pickup on Demand Fees
- 1.3 Stamped Pieces over 13 Ounces

170 Media Mail and Library Mail

TOPICS

- 173 Prices and Eligibility
- 174 Postage Payment and Documentation
- 175 Mail Preparation
- 176 Deposit and Entry



173 Prices and Eligibility

1.0 Media Mail and Library Mail Prices

- 1.1 Prices
- 1.2 Determining Single-Piece Weight
- 1.3 Price Application
- 1.4 Computing Postage—Pieces With Permit Imprint
- 1.5 Computing Postage—Pieces With Postage Affixed

2.0 Basic Eligibility Standards for Media Mail and Library Mail

- 2.1 Service Objectives
- 2.2 Postal Inspection
- 2.3 Delivery and Return Addresses

3.0 General Content Standards

4.0 Content Standards for Media Mail

- 4.1 Qualified Items
- 4.2 Enclosures in Books Mailed as Media Mail

5.0 Content Standards for Library Mail

- 5.1 Eligible Senders and Addressees
- 5.2 Qualified Mailings Between Entities
- 5.3 Qualified Mailings “To” or “From”
- 5.4 Enclosures in Books and Sound Recordings Mailed as Library Mail
- 5.5 Other Material in Library Mail

6.0 Enclosures and Attachments for both Media Mail and Library Mail

- 6.1 Loose Enclosures
- 6.2 Written Additions
- 6.3 Invoice
- 6.4 Incidental First-Class Mail Attachments and Enclosures

174 Postage Payment and Documentation

1.0 Postage Payment Methods for Media Mail and Library Mail

- 1.1 Payment Method
- 1.2 Affixing Postage—Single-Piece Price Mailings

2.0 Postage Paid With Permit Imprint

- 2.1 Advance Deposit Account
- 2.2 Minimum Quantity
- 2.3 Postage Statement

175 Mail Preparation

1.0 Preparation for Media Mail and Library Mail

- 1.1 Basic Preparation
- 1.2 Delivery and Return Addresses
- 1.3 Basic Markings

176 Deposit and Entry

1.0 Deposit for Media Mail and Library Mail

- 1.1 Single-Piece Mailings
- 1.2 Stamped Pieces over 13 Ounces

Design Standards

TOPICS

201 Physical Standards
202 Elements on the Face
of a Mailpiece



201 Physical Standards

1.0 Physical Standards for Machinable Letters and Cards

- 1.1 Physical Standards for Machinable Letters
- 1.2 Physical Standards for Cards Claimed at Card Prices

2.0 Physical Standards for Nonmachinable Letters

- 2.1 Criteria for Nonmachinable Letters
- 2.2 Additional Criteria for First-Class Mail Nonmachinable Letters
- 2.3 Additional Criteria for Standard Mail Nonmachinable Letters
- 2.4 Additional Criteria for Periodicals Nonmachinable Letters
- 2.5 Priority Mail Express, Priority Mail, and Critical Mail Letters

3.0 Physical Standards for Machinable and Automation Letters and Cards

- 3.1 Basic Standards for Automation Letters and Cards
- 3.2 Paper Weight
- 3.3 Dimensions and Shape
- 3.4 Standards for Letter-Size Pieces Containing One Disc (CD or DVD)
- 3.5 Maximum Weight, Machinable and Automation Letters and Cards
- 3.6 Heavy Letter Mail (over 3 ounces)
- 3.7 Aspect Ratio
- 3.8 Wraps and Closures
- 3.9 Staples and Saddle Stitching
- 3.10 Rigid and Odd-Shaped Items
- 3.11 Tabs, Tape, and Glue
- 3.12 Flexibility Standards for Automation Letters
- 3.13 Labels, Stickers, Release Cards, and Perforated Pockets Affixed to the Outside of Letter-Size Mailpieces
- 3.14 Folded Self-Mailers
- 3.15 Other Unenveloped Mailpieces
- 3.16 Booklets
- 3.17 Postcard
- 3.18 Enclosed Reply Cards and Envelopes

202 Elements on the Face of a Mailpiece

1.0 All Mailpieces

- 1.1 Clear Space
- 1.2 Delivery and Return Address
- 1.3 Postage Payment

2.0 Address Placement

- 2.1 Address Placement Causing Mail to be Nonmailable and Nonmachinable

3.0 Placement and Content of Mail Markings

- 3.1 Enclosures
- 3.2 Printing and Designs
- 3.3 Priority Mail Express, Priority Mail, and Critical Mail Markings
- 3.4 Placement of First-Class Mail and Standard Mail Markings
- 3.5 Exceptions to Markings
- 3.6 Marking Hazardous Materials

4.0 Placement and Physical Standards for Endorsements

- 4.1 Endorsements for Delivery Instructions and Ancillary Services
- 4.2 Return Address
- 4.3 Placement of Endorsement
- 4.4 Physical Standards for Endorsements

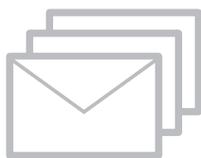
5.0 Barcode Placement

- 5.1 Barcode Clear Zone
- 5.2 General Barcode Placement for Letters
- 5.3 Barcode on a Mailpiece
- 5.4 Additional Barcode Permissibility
- 5.5 5-Digit Barcode Placement in Clear Zone
- 5.6 Barcode in Address Block
- 5.7 Barcode on Insert in Barcode Window
- 5.8 Edges of Barcode Window
- 5.9 Window Construction
- 5.10 Window Cover

210 Priority Mail Express Letters and Cards

TOPICS

- 213 Prices and Eligibility
- 214 Postage Payment and Documentation
- 215 Mail Preparation
- 216 Enter and Deposit



213 Prices and Eligibility

1.0 Prices and Fees

- 1.1 Prices Charged Per Piece
- 1.2 Determining Single-Piece Weight
- 1.3 Commercial Base Prices
- 1.4 Commercial Plus Prices
- 1.5 Flat Rate Envelopes
- 1.6 Sunday and Holiday Premium
- 1.7 Optional Delivery Fee
- 1.8 Pickup on Demand

2.0 Content Standards for Priority Mail Express

- 2.1 General
- 2.2 Matter Required to be Mailed as First-Class Mail

3.0 Basic Standards for Priority Mail Express

- 3.1 Definition
- 3.2 IMpb Standards
- 3.3 Matter Closed Against Postal Inspection

4.0 Service Features of Priority Mail Express

- 4.1 General
- 4.2 Priority Mail Express 1-Day Delivery
- 4.3 Priority Mail Express 2-Day Delivery
- 4.4 Priority Mail Express Military Service (PMEMS)
- 4.5 Open and Distribute

214 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment Options

- 1.1 Commercial Base Pricing
- 1.2 Commercial Plus Pricing

2.0 Corporate Accounts

- 2.1 Availability
- 2.2 Account
- 2.3 Postage Liability
- 2.4 Payment Method
- 2.5 USPS Report
- 2.6 Closing Account

215 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Priority Mail Express Packaging Provided by the USPS
- 1.2 Price Marking

2.0 Priority Mail Express 1-Day and 2-Day

- 2.1 Mailing Label
- 2.2 Waiver of Signature
- 2.3 Signature Required
- 2.4 ZIP Code Determination

3.0 Firm Mailing Book

216 Enter and Deposit

1.0 Priority Mail Express 1-Day and 2-Day Delivery

2.0 Priority Mail Express Military Service

3.0 Pickup on Demand Service

- 3.1 Availability
- 3.2 Pickup on Demand Fee

220 Priority Mail Letters and Cards

TOPICS

- 223 Prices and Eligibility
- 224 Postage Payment and Documentation
- 225 Mail Preparation
- 226 Enter and Deposit



223 Prices and Eligibility

1.0 Prices and Fees

- 1.1 Price Application
- 1.2 Commercial Base Prices
- 1.3 Commercial Plus Prices
- 1.4 Critical Mail Prices
- 1.5 Flat Rate Envelopes
- 1.6 Hold For Pickup
- 1.7 Pickup on Demand Fee
- 1.8 Determining Single-Piece Weight
- 1.9 Computing Postage

2.0 Content Standards for Priority Mail

- 2.1 General
 - 2.2 Matter Required to be Mailed as First-Class Mail
- ### 3.0 Basic Standards for Priority Mail
- 3.1 Definition
 - 3.2 Additional Standards for Critical Mail Letters
 - 3.3 IMpb Standards
 - 3.4 Service Objectives
 - 3.5 Matter Closed Against Postal Inspection

224 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options
- 1.2 Affixing Postage—Single-Piece Mailings

2.0 Postage Paid with Permit Imprint

- 2.1 Advance Deposit Account
- 2.2 Minimum Quantity
- 2.3 Postage Statement

225 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Priority Mail Packaging Provided by the USPS
- 1.2 Required Use of Return Address

2.0 Markings

3.0 Preparation of Permit Imprint Mailings

- 3.1 Identical Weight Pieces
- 3.2 Nonidentical Weight Pieces

4.0 Additional Standards for Preparing Critical Mail Letters

- 4.1 Preparing Critical Mail Letters in Trays
- 4.2 Postage for Critical Mail and Priority Mail

226 Enter and Deposit

1.0 Deposit

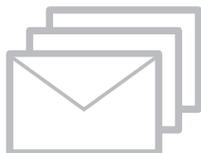
- 1.1 General
- 1.2 Stamped Pieces

2.0 Pickup on Demand Service

230 First-Class Mail Letters and Cards

TOPICS

- 233 Prices and Eligibility
- 234 Postage Payment and Documentation
- 235 Mail Preparation
- 236 Enter and Deposit



233 Prices and Eligibility

1.0 Prices and Fees for First-Class Mail

- 1.1 Price Application
- 1.2 Price Computation for First-Class Mail Letters
- 1.3 Presorted and Automation Prices for Cards and Letters
- 1.4 Nonmachinable Surcharge
- 1.5 Presort Mailing Fee
- 1.6 Computing Postage for First-Class Mail
- 1.7 Determining Single-Piece Weight

2.0 Content Standards for First-Class Mail Letters

- 2.1 General
- 2.2 Bills and Statements of Account
- 2.3 Personal Information
- 2.4 Handwritten and Typewritten Material
- 2.5 Matter Marked Postcard or Double Postcard
- 2.6 Matter Not Required to be Mailed as First-Class Mail
- 2.7 Prohibited Air Transportation
- 2.8 Round-Trip Mailings with One Optical Disc

3.0 Basic Standards for First-Class Mail Letters

- 3.1 3.1 Description of Service
- 3.2 Defining Characteristics
- 3.3 Additional Basic Standards for First-Class Mail
- 3.4 Presort Mailing Fee
- 3.5 Move Update Standard
- 3.6 ZIP Code Accuracy

4.0 Additional Eligibility Standards for Nonautomation First-Class Mail Letters

- 4.1 Additional Standards for Machinable First-Class Mail
- 4.2 Barcodes
- 4.3 Nonmachinable Surcharge for Letter-Size Pieces

5.0 Additional Eligibility Standards for Automation First-Class Mail Letters

- 5.1 Basic Standards for Automation First-Class Mail Letters

- 5.2 Additional Eligibility Standards for Full-Service Automation First-Class Mail Letters
- 5.3 Maximum Weight for Automation Letters
- 5.4 Price Application—Automation Cards and Letters
- 5.5 Address Standards for Barcoded Pieces

6.0 Eligibility Standards for Card Price First-Class Mail

- 6.1 Card Price
- 6.2 Cards and Letters

234 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

2.0 Postage Payment for Presorted and Automation Letters

- 2.1 Payment Methods
- 2.2 Affixing Postage for Presorted and Automation First-Class Mail
- 2.3 Postage Affixed at Lowest Price to All Pieces

3.0 Mailing Documentation

- 3.1 Completing Postage Statements
- 3.2 Basic Documentation Standards
- 3.3 Documentation Standards for Automation Mailings
- 3.4 Documentation Submission—Full-Service Automation Option
- 3.5 Preparing Documentation
- 3.6 Multiple Standards
- 3.7 Standard Format for Documentation
- 3.8 Providing Additional Information
- 3.9 Reporting Multiple Mailings on One Statement
- 3.10 Facsimile Postage Statements

235 Mail Preparation

1.0 General Definition of Terms

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels

230
First-Class Mail
Letters and Cards

- 1.4 Preparation Definitions and Instructions
- 1.5 Optional Containerization

2.0 Bundles

- 2.1 General

3.0 Letter Trays

- 3.1 Standard Containers
- 3.2 Letter Tray Sizes
- 3.3 Letter Tray Preparation
- 3.4 Tray Sleeving and Strapping
- 3.5 Strapping Exception
- 3.6 Origin/Entry 3-Digit/Scheme Trays

4.0 Tray Labels

- 4.1 Basic Standards
- 4.2 Physical Characteristics of a Tray Label
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Office of Mailing or Mailer Information Line)
- 4.6 Abbreviations for Lines 1 and 3
- 4.7 Placement of Extraneous Information
- 4.8 Placement of Tray Label
- 4.9 Barcoded Tray Labels

5.0 Preparing Nonautomation Letters

- 5.1 Basic Standards
- 5.2 Machinable Preparation
- 5.3 Nonmachinable Preparation

6.0 Preparing Automation Letters

- 6.1 Basic Standards
- 6.2 Mailings
- 6.3 Marking
- 6.4 General Preparation
- 6.5 Cards
- 6.6 Tray Preparation
- 6.7 Tray Line 2
- 6.8 Presentation

2.0 Verification

- 2.1 USPS Verification and Mailer Correction
- 2.2 Timeframe for Corrective Action
- 2.3 Payment at Single-Piece Price Rather Than Correcting Errors

236
Enter and Deposit

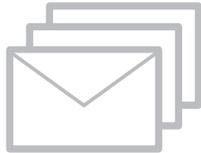
1.0 Deposit

- 1.1 Service Objectives
- 1.2 Time and Location of Deposit
- 1.3 Approved Collections
- 1.4 Permit Imprint Collection

240 Standard Mail Letters and Cards

TOPICS

- 243 Prices and Eligibility
- 244 Postage Payment and Documentation
- 245 Mail Preparation
- 246 Enter and Deposit



243 Prices and Eligibility

1.0 Prices and Fees for Standard Mail

- 1.1 Price Application
- 1.2 Standard Mail Price Application
- 1.3 Regular Standard Mail—ECR, Automation, and Nonautomation Prices
- 1.4 Nonprofit Standard Mail—ECR, Automation, and Nonautomation Prices
- 1.5 Fees
- 1.6 Computing Postage for Standard Mail

2.0 Content Standards for Standard Mail Letters

- 2.1 Definition and Weight
- 2.2 Personal Information
- 2.3 Bills and Statements of Account
- 2.4 Handwritten and Typewritten Matter
- 2.5 Attachments and Enclosures
- 2.6 Written Additions

3.0 Basic Standards for Standard Mail Letters

- 3.1 Description of Service
- 3.2 Defining Characteristics
- 3.3 Additional Basic Standards for Standard Mail
- 3.4 Presort Mailing Fees
- 3.5 Merging Similar Standard Mailings
- 3.6 Residual Volume Requirement
- 3.7 Residual Mail Subject to First-Class Mail or Priority Mail Prices
- 3.8 ZIP Code Accuracy
- 3.9 Move Update Standard

4.0 Price Eligibility for Standard Mail

- 4.1 General Information
- 4.2 Minimum Per Piece Prices
- 4.3 Piece/Pound Prices

5.0 Additional Eligibility Standards for Nonautomation Standard Mail Letters

- 5.1 Basic Standards
- 5.2 Weight Standards for Machinable Pieces
- 5.3 Price Application
- 5.4 Machinable Price Application
- 5.5 Nonmachinable Price Application

6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Letters

- 6.1 General Enhanced Carrier Route Standards
- 6.2 Carrier Route Accuracy Standard
- 6.3 Basic Price Enhanced Carrier Route Standards
- 6.4 High Density and High Density Plus (Enhanced Carrier Route) Standards
- 6.5 Saturation ECR Standards

7.0 Eligibility Standards for Automation Standard Mail

- 7.1 Basic Eligibility Standards for Automation Standard Mail
- 7.2 Additional Eligibility Standards for Full-Service Automation Standard Mail Letters
- 7.3 Maximum Weight for Automation Letters
- 7.4 Price Application for Automation Letters
- 7.5 Address Standards for Barcoded Pieces
- 7.6 Discount for Heavy Automation Letters

244 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

2.0 Postage Payment for Presorted and Enhanced Carrier Route Letters

- 2.1 Identical-Weight Pieces
- 2.2 Nonidentical-Weight Pieces
- 2.3 Combined Price

3.0 Postage Payment for Automation Letters

- 3.1 All Pieces
- 3.2 Affixing Postage for Automation Standard Mail Letters
- 3.3 Mixed Price Mailing Documentation

4.0 Mailing Documentation

- 4.1 Completing Postage Statements
- 4.2 Basic Documentation Standards
- 4.3 Documentation Standards for Automation Mailings

240 Standard Mail Letters and Cards

- 4.4 Documentation Submission—
Full-Service Intelligent Mail
Automation Option
- 4.5 Preparing Documentation
- 4.6 Multiple Standards
- 4.7 Standard Format for Documentation
- 4.8 Providing Additional Information
- 4.9 Reporting Multiple Mailings on One
Statement
- 4.10 Facsimile Postage Statements

5.0 Residual Pieces

- 5.1 Residual Standard Mail Subject to
First-Class Mail Prices
- 5.2 Residual Standard Mail Subject to
Priority Mail Prices

245 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and
Instructions

2.0 Bundles

- 2.1 General

3.0 Letter Trays

- 3.1 Standard Containers
- 3.2 Tray Sizes
- 3.3 Letter Tray Preparation
- 3.4 Tray Sleeving and Strapping
- 3.5 Strapping Exception
- 3.6 Origin/Entry 3-Digit/Scheme Trays

4.0 Tray Labels

- 4.1 Basic Standards
- 4.2 Physical Characteristics of Tray
Labels
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Office of Mailing or Mailer
Information Line)
- 4.6 Abbreviations for Lines 1 and 3
- 4.7 Placement of Extraneous
Information
- 4.8 Placement of Tray Label
- 4.9 Barcoded Tray Labels

5.0 Preparing Nonautomation Letters

- 5.1 Basic Standards
- 5.2 Marking
- 5.3 Machinable Preparation
- 5.4 Nonmachinable Preparation
- 5.5 Residual Pieces

6.0 Preparing Enhanced Carrier Route Letters

- 6.1 Basic Standards
- 6.2 Marking
- 6.3 Residual Pieces
- 6.4 Carrier Route Bundle Preparation
- 6.5 Bundles and Trays With Fewer Than
the Minimum Number of Pieces
Required
- 6.6 General Traying and Labeling
- 6.7 Traying and Labeling for
Automation-Compatible ECR Letters
- 6.8 Delivery Sequence Standards
- 6.9 Delivery Sequence Documentation

7.0 Preparing Automation Letters

- 7.1 Basic Standards
- 7.2 Mailings
- 7.3 Marking
- 7.4 General Preparation
- 7.5 Tray Preparation
- 7.6 Tray Line 2
- 7.7 Presentation

246 Enter and Deposit

1.0 Presenting a Mailing

- 1.1 Basic Standards for Standard Mail
Deposit
- 1.2 Separation of Mailings

2.0 Destination Entry

- 2.1 General
- 2.2 Minimum Volume
- 2.3 Postage Payment and
Documentation
- 2.4 Plant Loads
- 2.5 Verification
- 2.6 Deposit

3.0 Destination Network Distribution Center (DNDC) Entry

- 3.1 Definition
- 3.2 Eligibility

240
Standard Mail
Letters and Cards

- 3.3 Eligibility for ADC or AADC Mailpieces
- 3.4 Eligibility for Mixed ADC Bundles, Trays, or Mixed AADC Trays
- 3.5 Vehicles
- 3.6 Form 4410

4.0 Destination Sectional Center Facility (DSCF) Entry

- 4.1 Definition
- 4.2 Eligibility
- 4.3 Vehicles

5.0 Destination Delivery Unit (DDU) Entry

- 5.1 Definition
- 5.2 Eligibility

Design Standards

TOPICS

- 301 Physical Standards
- 302 Elements on the Face of a Mailpiece



301 Physical Standards

1.0 Physical Standards for Flats

- 1.1 General Definition of Flat Size Mail
- 1.2 Length and Height of Flats
- 1.3 Minimum Flexibility for Flat-Size Pieces
- 1.4 Uniform Thickness
- 1.5 Polywrap Coverings
- 1.6 Maximum Deflection for Flat-Size Mailpieces
- 1.7 Flat-Size Pieces Not Eligible for Flat-Size Prices
- 1.8 Labels, Stickers, and Release Cards
- 1.9 Catalogs

2.0 Physical Standards for Nonautomation Flats

- 2.1 First-Class Mail
- 2.2 Standard Mail
- 2.3 Bound Printed Matter
- 2.4 Media Mail
- 2.5 Library Mail
- 2.6 Priority Mail Express, Priority Mail, and Critical Mail Flats

3.0 Physical Standards for Automation Flats

- 3.1 Basic Standards for Automation Flats
- 3.2 Additional Criteria for Automation Flats
- 3.3 Prohibitions
- 3.4 Tabs, Wafer Seals, Tape, and Glue
- 3.5 Uniformity and Exterior Format

302 Elements on the Face of a Mailpiece

1.0 All Mailpieces

- 1.1 Clear Space
- 1.2 Delivery and Return Address
- 1.3 Postage Payment

2.0 Address Placement

- 2.1 Basic Standards
- 2.2 Address Placement on Enveloped or Polywrapped Pieces
- 2.3 Address Placement on Bound or Folded Pieces
- 2.4 Type Size and Line Spacing

3.0 Placement and Content of Mail Markings

- 3.1 Priority Mail Express, Priority Mail, and Critical Mail Markings
- 3.2 First-Class Mail and Standard Mail Markings
- 3.3 Bound Printed Matter, Media Mail, and Library Mail Markings
- 3.4 Enclosures
- 3.5 Printing and Designs
- 3.6 Marking Hazardous Materials

4.0 Placement and Physical Standards for Endorsements

- 4.1 Endorsements for Delivery Instructions and Ancillary Services
- 4.2 Return Address
- 4.3 Placement of Endorsements
- 4.4 Physical Standards for Endorsements

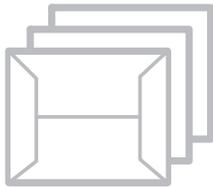
5.0 Barcode Placement

- 5.1 Barcode Placement for Flats
- 5.2 Delivery Point Routing Code Numeric Equivalent
- 5.3 Barcode in Address Block
- 5.4 Window Cover

310 Priority Mail Express Flats

TOPICS

- 313 Prices and Eligibility
- 314 Postage Payment and Documentation
- 315 Mail Preparation
- 316 Enter and Deposit



313 Prices and Eligibility

1.0 Prices and Fees

- 1.1 Prices Charged Per Piece
- 1.2 Determining Single-Piece Weight
- 1.3 Commercial Base Prices
- 1.4 Commercial Plus Prices
- 1.5 Flat Rate Envelopes
- 1.6 Sunday and Holiday Premium
- 1.7 Optional Delivery Fee
- 1.8 Pickup on Demand

2.0 Content Standards for Priority Mail Express

- 2.1 General
- 2.2 Matter Required to be Mailed as First-Class Mail

3.0 Basic Standards for Priority Mail Express

- 3.1 Definition
- 3.2 IMpb Standards
- 3.3 Matter Closed Against Postal Inspection

4.0 Service Features of Priority Mail Express

- 4.1 General
- 4.2 Priority Mail Express 1-Day Delivery
- 4.3 Priority Mail Express 2-Day Delivery
- 4.4 Priority Mail Express Military Service (PMEMS)
- 4.5 Open and Distribute

314 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment Options

- 1.1 Commercial Base Pricing
- 1.2 Commercial Plus Pricing

2.0 Corporate Accounts

- 2.1 Availability
- 2.2 Account
- 2.3 Postage Liability
- 2.4 Payment Method
- 2.5 USPS Report
- 2.6 Closing Account

315 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Priority Mail Express Packaging Provided by the USPS
- 1.2 Price Marking

2.0 Priority Mail Express 1-Day and 2-Day

- 2.1 Mailing Label
- 2.2 Waiver of Signature
- 2.3 Signature Required
- 2.4 ZIP Code Determination

3.0 Firm Mailing Book

316 Enter and Deposit

1.0 Priority Mail Express 1-Day and 2-Day Delivery

2.0 Priority Mail Express Military Service

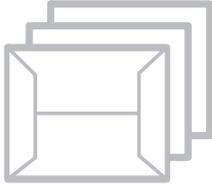
3.0 Pickup on Demand Service

- 3.1 Availability
- 3.2 Pickup on Demand Fee

320 Priority Mail Flats

TOPICS

- 323 Prices and Eligibility
- 324 Postage Payment and Documentation
- 325 Mail Preparation
- 326 Enter and Deposit



323 Prices and Eligibility

1.0 Prices and Fees

- 1.1 Price Application
- 1.2 Commercial Base Prices
- 1.3 Commercial Plus Prices
- 1.4 Critical Mail Prices
- 1.5 Flat Rate Envelopes-Basic Standards
- 1.6 Hold For Pickup
- 1.7 Pickup on Demand Fee
- 1.8 Determining Single-Piece Weight
- 1.9 Computing Postage

2.0 Content Standards for Priority Mail

- 2.1 General
 - 2.2 Matter Required to be Mailed as First-Class Mail
- ### 3.0 Basic Standards for Priority Mail
- 3.1 Definition
 - 3.2 Additional Standards for Critical Mail Flats
 - 3.3 IMpb Standards
 - 3.4 Service Objectives
 - 3.5 Matter Closed Against Postal Inspection

324 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options
- 1.2 Affixing Postage—Single-Piece Mailings

2.0 Postage Paid With Permit Imprint

- 2.1 Advance Deposit Account
- 2.2 Minimum Quantity
- 2.3 Postage Statement

325 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Priority Mail Packaging Provided by the USPS
- 1.2 Required Use of Return Address

2.0 Markings

3.0 Preparation of Permit Imprint Mailings

- 3.1 Identical Weight Pieces
- 3.2 Nonidentical Weight Pieces

4.0 Additional Standards for Preparing Critical Mail Flats

- 4.1 Preparing Critical Mail Flats in Trays
- 4.2 Postage for Critical Mail and Priority Mail

326 Enter and Deposit

1.0 Deposit

- 1.1 General
- 1.2 Stamped Pieces

2.0 Pickup on Demand Service

330 First-Class Mail Flats

TOPICS

- 333 Prices and Eligibility
- 334 Postage Payment and Documentation
- 335 Mail Preparation
- 336 Enter and Deposit



333 Prices and Eligibility

1.0 Prices and Fees for First-Class Mail

- 1.1 Price Application
- 1.2 Price Computation for First-Class Mail Flats
- 1.3 Presorted and Automation Prices for Flats
- 1.4 Presort Mailing Fee
- 1.5 Computing Postage for First-Class Mail
- 1.6 Determining Single-Piece Weight

2.0 Content Standards for First-Class Mail Flats

- 2.1 General
- 2.2 Bills and Statements of Account
- 2.3 Personal Information
- 2.4 Handwritten and Typewritten Material
- 2.5 Matter Not Required to be Mailed as First-Class Mail
- 2.6 Prohibited Air Transportation
- 2.7 Round-Trip Mailings with One Optical Disc

3.0 Eligibility Standards for First-Class Mail Flats

- 3.1 Description of Service
- 3.2 Defining Characteristics
- 3.3 Additional Basic Standards for First-Class Mail
- 3.4 Presort Mailing Fee
- 3.5 Move Update Standards
- 3.6 ZIP Code Accuracy

4.0 Additional Eligibility Standards for Nonautomation First-Class Mail Flats

- 4.1 Basic Standards for Nonautomation First-Class Mail
- 4.2 Barcodes on Nonautomation First-Class Mail
- 4.3 Nonmachinable Flat-Size Pieces

5.0 Additional Eligibility Standards for Automation First-Class Mail Flats

- 5.1 Basic Standards for Automation First-Class Mail
- 5.2 Eligibility Standards for Full-Service Automation First-Class Mail Flats
- 5.3 Price Application—Bundle-Based Flats

- 5.4 Price Application—Tray-Based Flats
- 5.5 Address Standards for Barcoded Pieces

334 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

2.0 Postage Payment for Presorted and Automation Flats

- 2.1 Payment Methods
- 2.2 Affixing Postage for Presorted and Automation First-Class Mail
- 2.3 Postage Affixed at Lowest Price to All Pieces

3.0 Mailing Documentation

- 3.1 Completing Postage Statements
- 3.2 Basic Documentation Standards
- 3.3 Documentation Standards for Automation Mailings
- 3.4 Documentation Submission—Full-Service Automation Option
- 3.5 Preparing Documentation
- 3.6 Multiple Standards
- 3.7 Standard Format for Documentation
- 3.8 Providing Additional Information
- 3.9 Reporting Multiple Mailings on One Statement
- 3.10 Facsimile Postage Statements

335 Mail Preparation

1.0 General Definition of Terms

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions

2.0 Bundles

- 2.1 General

3.0 Flat Trays

- 3.1 Presort
- 3.2 Standard Containers
- 3.3 Flat Tray and Letter Tray Sizes
- 3.4 Preparation for Flats in Flat Trays

330
First-Class Mail
Flats

3.5 Preparation for Flats in EMM Letter Trays

3.6 Origin/Entry 3-Digit/Scheme Trays

4.0 Tray Labels

4.1 Basic Standards

4.2 Physical Characteristics of a Tray Label

4.3 Line 1 (Destination Line)

4.4 Line 2 (Content Line)

4.5 Line 3 (Office of Mailing or Mailer Information Line)

4.6 Abbreviations for Lines 1 and 3

4.7 Placement of Extraneous Information

4.8 Placement of a Tray Label

4.9 Barcoded Tray Labels

5.0 Preparation of Nonautomation Flats

5.1 Basic Standards

5.2 Single-Piece Price Pieces Presented With Presort Mailings

5.3 Nonautomation Pieces

5.4 Bundling and Labeling

5.5 Traying and Labeling

5.6 Cotraying and Cobundling With Automation Price Mail

6.0 Preparation of Automation Flats

6.1 Basic Standards

6.2 Mailings

6.3 Marking

6.4 General Preparation

6.5 First-Class Mail Required Bundle-Based Preparation

6.6 First-Class Mail Optional Tray-Based Preparation

6.7 5-Digit Scheme Bundle Preparation

6.8 Cotraying and Cobundling With Presorted Price Mail

2.0 Verification

2.1 USPS Verification and Mailer Correction

2.2 Timeframe for Corrective Action

2.3 Payment at Single-Piece Price Rather than Correcting Errors

336

Enter and Deposit

1.0 Deposit

1.1 Service Objectives

1.2 Time and Location of Deposit

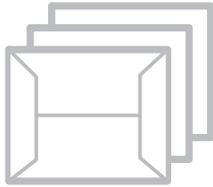
1.3 Approved Collections

1.4 Permit Imprint Collection

340 Standard Mail Flats

TOPICS

- 343 Prices and Eligibility
- 344 Postage Payment and Documentation
- 345 Mail Preparation
- 346 Enter and Deposit



343 Prices and Eligibility

1.0 Prices and Fees for Standard Mail

- 1.1 Price Application
- 1.2 Standard Mail Price Application
- 1.3 Regular and Nonprofit Standard Mail—Presorted, Enhanced Carrier Route, and Automation Prices
- 1.4 Fees
- 1.5 Computing Postage — Standard Mail

2.0 Content Standards for Standard Mail Flats

- 2.1 Definition and Weight
- 2.2 Personal Information
- 2.3 Bills and Statements of Account
- 2.4 Handwritten and Typewritten Matter
- 2.5 Attachments and Enclosures
- 2.6 Written Additions

3.0 Basic Standards for Standard Mail Flats

- 3.1 Description of Service
- 3.2 Defining Characteristics
- 3.3 Additional Basic Standards for Standard Mail
- 3.4 Presort Mailing Fees
- 3.5 Merging Similar Standard Mailings
- 3.6 Residual Volume Requirement
- 3.7 Residual Mail Subject to First-Class Mail or Priority Mail Prices
- 3.8 ZIP Code Accuracy
- 3.9 Move Update Standard

4.0 Price Eligibility for Standard Mail

- 4.1 General Information
- 4.2 Minimum Per Piece Prices
- 4.3 Piece/Pound Prices
- 4.4 Shape, Flexibility, and Uniform Thickness

5.0 Additional Eligibility Standards for Nonautomation Standard Mail Flats

- 5.1 Basic Standards
- 5.2 Price Application
- 5.3 5-Digit Prices for Flats
- 5.4 3-Digit Prices for Flats
- 5.5 ADC Prices for Flats
- 5.6 Mixed ADC Prices for Flats

6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Flats

- 6.1 General Enhanced Carrier Route Standards
- 6.2 Carrier Route Accuracy Standard
- 6.3 Basic Price Enhanced Carrier Route Standards
- 6.4 High Density and High Density Plus (Enhanced Carrier Route) Standards
- 6.5 Saturation Enhanced Carrier Route Standards

7.0 Additional Eligibility Standards for Automation Standard Mail Flats

- 7.1 Basic Eligibility Standards for Automation Standard Mail
- 7.2 Eligibility Standards for Full-Service Automation Standard Mail Flats
- 7.3 Price Application
- 7.4 Address Standards for Barcoded Pieces

344 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

2.0 Postage Payment for Presorted and Enhanced Carrier Route Flats

- 2.1 Identical-Weight Pieces
- 2.2 Nonidentical-Weight Pieces
- 2.3 Combined Price

3.0 Postage Payment for Automation Flats

- 3.1 All Pieces
- 3.2 Affixing Postage for Automation Standard Mail Flats
- 3.3 Mixed Price Mailing Documentation

4.0 Mailing Documentation

- 4.1 Completing Postage Statements
- 4.2 Basic Documentation Standards
- 4.3 Documentation Standards for Automation Mailings
- 4.4 Documentation Submission— Full-Service Automation Option
- 4.5 Preparing Documentation
- 4.6 Multiple Standards

340
Standard Mail
Flats

- 4.7 Standard Format for Documentation
- 4.8 Providing Additional Information
- 4.9 Reporting Multiple Mailings on One Statement
- 4.10 Facsimile Postage Statements

5.0 Residual Pieces

- 5.1 Residual Standard Mail Subject to First-Class Mail Prices
- 5.2 Residual Standard Mail Subject to Priority Mail Prices

345

Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions
- 1.5 Optional Containerization
- 1.6 FSS Preparation

2.0 Bundles

- 2.1 General

3.0 Sacks and Trays

- 3.1 Standard Containers
- 3.2 Sack Preparation
- 3.3 Tray Sizes
- 3.4 Preparing Flats in Letter Trays
- 3.5 Tray Sleevng and Strapping
- 3.6 Strapping Exception
- 3.7 Origin/Entry 3-Digit Sacks

4.0 Sack and Tray Labels

- 4.1 Basic Standards
- 4.2 Line 1 (Destination Line)
- 4.3 Line 2 (Content Line)
- 4.4 Line 3 (Office of Mailing or Mailer Information Line)
- 4.5 Abbreviations for Lines 1 and 3
- 4.6 Placement of Extraneous Information
- 4.7 Sack Label
- 4.8 Tray Labels
- 4.9 Use of Barcoded Sack and Tray Labels

5.0 Preparing Nonautomation Flats

- 5.1 Basic Standards
- 5.2 Required Bundling

- 5.3 Bundling and Labeling
- 5.4 Loose Packing
- 5.5 Required Sacking or Traying
- 5.6 Drop Shipment
- 5.7 Sacking and Labeling
- 5.8 Cotraying and Cobundling Flats With Automation Mail
- 5.9 Merged Containerization of Carrier Route, Automation, and Nonautomation Flats
- 5.10 Residual Pieces

6.0 Preparing Enhanced Carrier Route Flats

- 6.1 Basic Standards
- 6.2 Residual Pieces
- 6.3 Carrier Route Bundle Preparation
- 6.4 Bundles, Trays, and Sacks With Fewer Than the Minimum Number of Pieces Required
- 6.5 Multi Carrier Routes Bundle
- 6.6 Required Sack Minimums
- 6.7 Sack Preparation
- 6.8 Merged Containerization of Carrier Route, Automation, and Presorted Price Flats
- 6.9 Delivery Sequence Standards
- 6.10 Delivery Sequence Documentation

7.0 Preparing Automation Flats

- 7.1 Basic Standards
- 7.2 Mailings
- 7.3 Marking
- 7.4 Standard Mail Bundle and Sack Preparation

346

Enter and Deposit

1.0 Presenting a Mailing

- 1.1 Basic Standards for Standard Mail Deposit
- 1.2 Separation of Mailing

2.0 Destination Entry

- 2.1 General
- 2.2 Minimum Volume
- 2.3 Postage Payment and Documentation
- 2.4 Plant Loads
- 2.5 Verification
- 2.6 Deposit

340 Standard Mail Flats

3.0 Destination Network Distribution Center (DNDC) Entry

- 3.1 Definition
- 3.2 Eligibility
- 3.3 Eligibility for ADC Mailpieces
- 3.4 Eligibility for Mixed ADC Bundles,
Sacks or Trays
- 3.5 Vehicles
- 3.6 Form 4410

4.0 Destination Sectional Center Facility (DSCF) Entry

- 4.1 Definition
- 4.2 Eligibility
- 4.3 Vehicles

5.0 Destination Flat Sequencing System (DFSS) Facility Entry

- 5.1 Definition
- 5.2 Eligibility

6.0 Destination Delivery Unit (DDU) Entry

- 6.1 Definition
- 6.2 Eligibility

360 Bound Printed Matter Flats

TOPICS

- 363 Prices and Eligibility
- 364 Postage Payment and Documentation
- 365 Mail Preparation
- 366 Enter and Deposit



363 Prices and Eligibility

1.0 Prices and Fees for Bound Printed Matter

- 1.1 Nonpresorted Bound Printed Matter
- 1.2 Commercial Bound Printed Matter

2.0 Basic Eligibility Standards for Bound Printed Matter

- 2.1 Service Objectives
- 2.2 Postal Inspection
- 2.3 Delivery and Return Addresses

3.0 Content Standards for Bound Printed Matter Flats

- 3.1 Basic Content Standards
- 3.2 Attachments or Enclosures of Periodicals Sample Copies
- 3.3 Attachments and Enclosures
- 3.4 Written Additions

4.0 Price Eligibility for Bound Printed Matter Flats

- 4.1 Price Eligibility
- 4.2 Nonidentical Weight Pieces
- 4.3 ZIP Code Accuracy

5.0 Additional Eligibility Standards for Presorted and Carrier Route Bound Printed Matter Flats

- 5.1 Basic Standards
- 5.2 Additional Standards for Carrier Route Bound Printed Matter
- 5.3 Full-Service Intelligent Mail Eligibility Standards for Carrier Route Flats
- 5.4 Carrier Route Accuracy Standard

6.0 Additional Eligibility Standards for Barcoded Bound Printed Matter Flats

- 6.1 Basic Eligibility Standards for Barcoded Bound Printed Matter
- 6.2 Eligibility Standards for Full-Service Automation Bound Printed Matter Flats
- 6.3 Weight Standard
- 6.4 Address Standards for Barcode Discount

364 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options
- 1.2 Minimum Volume Requirements

2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards
- 2.3 Documentation for Nonpresorted, Nonidentical-Weight Mailpieces
- 2.4 Documentation Submission— Full-Service Automation Option
- 2.5 Preparing Documentation
- 2.6 Multiple Standards
- 2.7 Standard Format for Documentation
- 2.8 Providing Additional Information
- 2.9 Reporting Multiple Mailings on One Statement
- 2.10 Facsimile Postage Statements

365 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Basic Preparation—Nonpresorted
- 1.2 Definition of Presort Process
- 1.3 Definition of Mailings
- 1.4 Terms for Presort Levels
- 1.5 Preparation Definitions and Instructions
- 1.6 FSS Preparation

2.0 Bundles

- 2.1 General
- 2.2 Preparing Bundles
- 2.3 Bundle Sizes

3.0 Sacks

- 3.1 Preparation

4.0 Sack Labels

- 4.1 Basic Standards
- 4.2 Physical Characteristics of a Sack Label
- 4.3 Additional Standards for Barcoded Sack Labels
- 4.4 Line 1 (Destination Line)
- 4.5 Line 2 (Content Line)

360 Bound Printed Matter Flats

- 4.6 Line 3 (Office of Mailing or Mailer Information Line)
- 4.7 Abbreviations for Lines 1 and 3
- 4.8 Placement of Extraneous Information
- 4.9 Basic Standards for Barcoded Sack Labels

5.0 Preparing Presorted Flats

- 5.1 Basic Standards
- 5.2 Bundling
- 5.3 Sacking

6.0 Preparing Carrier Route Flats

- 6.1 Basic Standards
- 6.2 Required Bundling
- 6.3 Sacking

7.0 Preparing Barcoded Flats

- 7.1 Basic Standards
- 7.2 Mailings
- 7.3 Bundling
- 7.4 Sacking
- 7.5 Mixed Price Preparation

4.0 Destination Network Distribution Center (DNDC) Entry

- 4.1 Eligibility
- 4.2 Presorted and Carrier Route Flats

5.0 Destination Sectional Center Facility (DSCF) Entry

- 5.1 Eligibility
- 5.2 Presorted Flats
- 5.3 Carrier Route Flats

6.0 Destination Delivery Unit (DDU) Entry

- 6.1 Eligibility
- 6.2 Presorted Flats
- 6.3 Carrier Route Flats

366

Enter and Deposit

1.0 Deposit of Nonpresorted Bound Printed Matter

- 1.1 Nonpresorted Mailings

2.0 Presenting a Mailing

- 2.1 Verification and Entry—Presorted, Carrier Route, Destination Entry, and Barcoded Mailings
- 2.2 Verification and Entry—Nonpresorted Mailings
- 2.3 Office of Mailing
- 2.4 Redirected Mailings
- 2.5 NDC Acceptance
- 2.6 Drop Shipment Information

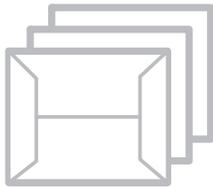
3.0 Destination Entry

- 3.1 General
- 3.2 Minimum Volume
- 3.3 Postage Payment
- 3.4 Mailing Fee
- 3.5 Documentation
- 3.6 Plant Loads
- 3.7 Mailings of Unsacked Bundles
- 3.8 Verification
- 3.9 Deposit

370 Media Mail and Library Mail Flats

TOPICS

- 373 Prices and Eligibility
- 374 Postage Payment and Documentation
- 375 Mail Preparation
- 376 Enter and Deposit



373 Prices and Eligibility

1.0 Prices and Fees for Media Mail and Library Mail

- 1.1 Price Application
- 1.2 Shape, Flexibility, and Thickness
- 1.3 Media Mail Prices and Library Mail Presorted Prices
- 1.4 Mailing Fees for Presorted Prices
- 1.5 Computing Postage

2.0 General Content Standards for Media Mail and Library Mail Flats

- 2.1 General
- 2.2 Delivery and Return Addresses
- 2.3 Postal Inspection
- 2.4 Enclosures

3.0 Content Standards for Media Mail Flats

- 3.1 Content Standards
- 3.2 Enclosures in Books

4.0 Content Standards for Library Mail Flats

- 4.1 Sender and Recipient Qualifications
- 4.2 Content Standards for Mailings Between Entities
- 4.3 Qualified Mailings “To” or “From”
- 4.4 Enclosures in Books and Sound Recordings

5.0 Enclosures and Attachments

- 5.1 Invoice
- 5.2 Incidental First-Class Mail Attachments and Enclosures
- 5.3 Loose Enclosures
- 5.4 Written Additions

6.0 Price Eligibility for Media Mail and Library Mail Flats

- 6.1 Basic Weight Standards
- 6.2 Price Eligibility Standards
- 6.3 Price Categories for Media Mail and Library Mail

374 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards
- 2.3 Reporting Multiple Mailings on One Statement
- 2.4 Facsimile Postage Statements

375 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions

2.0 Bundles

- 2.1 General

3.0 Sacks and Sack Labels

- 3.1 Maximum Weight of Sacks
- 3.2 Basic Standards for Sack Labels
- 3.3 Physical Characteristics of a Sack Label
- 3.4 Line 1 (Destination Line)
- 3.5 Line 2 (Content Line)
- 3.6 Line 3 (Office of Mailing or Mailer Information Line)
- 3.7 Abbreviations for Lines 1 and 3
- 3.8 Placement of Extraneous Information

4.0 Preparing Presorted Flats

- 4.1 Basic Standards
- 4.2 Bundling
- 4.3 Sacking

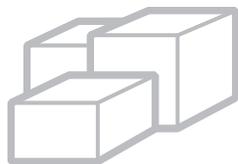
376 Enter and Deposit

1.0 Verification and Deposit

Design Standards

TOPICS

- 401 Physical Standards
- 402 Elements on the Face of a Mailpiece



401 Physical Standards

1.0 Physical Standards for Parcels

- 1.1 Processing Categories
- 1.2 Minimum Size
- 1.3 Maximum Weight and Size
- 1.4 Two or More Packages
- 1.5 Machinable Parcels
- 1.6 Irregular Parcel
- 1.7 Outside Parcel

2.0 Additional Physical Standards by Class of Mail

- 2.1 Priority Mail Express
- 2.2 Priority Mail
- 2.3 First-Class Package Service Parcels
- 2.4 Standard Mail Parcels
- 2.5 Parcel Select
- 2.6 Bound Printed Matter Parcels

- 3.4 Physical Standards for Endorsements

4.0 General Barcode Placement for Parcels

- 4.1 GS1-128 Routing Barcode or Intelligent Mail Package Barcode Location
- 4.2 Clear Zone for GS1-128 Routing Barcode or Intelligent Mail Package Barcode
- 4.3 Intelligent Mail Barcodes and POSTNET Barcodes

402 Elements on the Face of a Mailpiece

1.0 All Mailpieces

- 1.1 Clear Space
- 1.2 Delivery and Return Address
- 1.3 Postage Payment

2.0 Placement and Content of Markings

- 2.1 Priority Mail Express and Priority Mail Markings
- 2.2 Priority Mail Commercial Plus Cubic Markings
- 2.3 First-Class Package Service Markings
- 2.4 Standard Mail Markings
- 2.5 Parcel Select, Standard Post, Bound Printed Matter, Media Mail, and Library Mail Markings
- 2.6 Enclosures
- 2.7 Printing and Designs
- 2.8 Marking Hazardous Materials

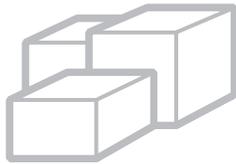
3.0 Placement and Physical Standards for Endorsements

- 3.1 Endorsements for Delivery Instructions and Ancillary Services
- 3.2 Return Address
- 3.3 Placement of Endorsements

410 Priority Mail Express Parcels

TOPICS

- 413 Prices and Eligibility
- 414 Postage Payment and Documentation
- 415 Mail Preparation
- 416 Enter and Deposit



413 Prices and Eligibility

1.0 Prices and Fees

- 1.1 Prices Charged Per Piece
- 1.2 Determining Single-Piece Weight
- 1.3 Commercial Base Prices
- 1.4 Commercial Plus Prices
- 1.5 Flat Rate Packaging
- 1.6 Sunday and Holiday Premium
- 1.7 Optional Delivery Fee
- 1.8 Pickup on Demand
- 1.9 Determining Single-Piece Weight

2.0 Content Standards for Priority Mail Express

- 2.1 General
- 2.2 Matter Required to be Mailed as First-Class Mail

3.0 Basic Standards for Priority Mail Express

- 3.1 Definition
- 3.2 IMpb Standards
- 3.3 Matter Closed Against Postal Inspection

4.0 Service Features of Priority Mail Express

- 4.1 General
- 4.2 Priority Mail Express 1-Day Delivery
- 4.3 Priority Mail Express 2-Day Delivery
- 4.4 Priority Mail Express Military Service (PMEMS)
- 4.5 Open and Distribute

414 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment Options

- 1.1 Commercial Base Pricing
- 1.2 Commercial Plus Pricing

2.0 Corporate Accounts

- 2.1 Availability
- 2.2 Account
- 2.3 Postage Liability
- 2.4 Payment Method
- 2.5 USPS Report
- 2.6 Closing Account

415 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Priority Mail Express Packaging Provided by the USPS
- 1.2 Price Marking

2.0 Priority Mail Express 1-Day and 2-Day

- 2.1 Mailing Label
- 2.2 Waiver of Signature
- 2.3 Signature Required
- 2.4 ZIP Code Determination

3.0 Firm Mailing Book

416 Enter and Deposit

1.0 Priority Mail Express 1-Day and 2-Day Delivery

2.0 Priority Mail Express Military Service

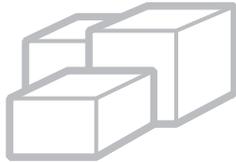
3.0 Pickup on Demand Service

- 3.1 Availability
- 3.2 Pickup on Demand Fee

420 Priority Mail Parcels

TOPICS

- 423 Prices and Eligibility
- 424 Postage Payment and Documentation
- 425 Mail Preparation
- 426 Enter and Deposit



423 Prices and Eligibility

1.0 Prices and Fees

- 1.1 Price Application
- 1.2 Commercial Base Prices
- 1.3 Commercial Plus Prices
- 1.4 Commercial Plus Cubic
- 1.5 Balloon Price
- 1.6 Dimensional Weight Price for Low-Density Parcels to Zones 5-9
- 1.7 Flat Rate Envelopes and Boxes
- 1.8 Pickup on Demand Fee
- 1.9 Hold For Pickup
- 1.10 Determining Single-Piece Weight
- 1.11 Computing Postage

2.0 Content Standards for Priority Mail

- 2.1 General
- 2.2 Matter Required to be Mailed as First-Class Mail

3.0 Basic Standards for Priority Mail

- 3.1 Definition
- 3.2 IMpb Standards
- 3.3 Service Objectives
- 3.4 Matter Closed Against Postal Inspection

424 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options
- 1.2 Affixing Postage—Single-Piece Mailings

2.0 Postage Paid With Permit Imprint

- 2.1 Advance Deposit Account
- 2.2 Minimum Quantity
- 2.3 Postage Statement

425 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Priority Mail Packaging Provided by the USPS
- 1.2 Required Use

2.0 Marking

- 2.1 Product Marking
- 2.2 Price Marking
- 2.3 Price Marking for Commercial Plus Cubic Prices

3.0 Preparation

- 3.1 Preparing a Commercial Plus Cubic Mailing
- 3.2 Preparing a Permit Imprint Mailing
- 3.3 Payment Method

426 Enter and Deposit

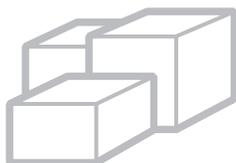
1.0 Time and Location of Deposit

2.0 Pickup on Demand Service

430 First-Class Package Service Parcels

TOPICS

- 433 Prices and Eligibility
- 434 Postage Payment and Documentation
- 435 Mail Preparation
- 436 Enter and Deposit



433 Prices and Eligibility

1.0 Prices and Fees for First-Class Package Service

- 1.1 Price Application
- 1.2 Price Determination for First-Class Package Service Parcels
- 1.3 Commercial Base Prices
- 1.4 Commercial Plus Prices
- 1.5 Surcharge
- 1.6 Presort Mailing Fee
- 1.7 Computing Postage for First-Class Package Service
- 1.8 Determining Single-Piece Weight

2.0 Content Standards for First-Class Package Service Parcels

- 2.1 General
- 2.2 Matter Required to be Mailed as First-Class Mail
- 2.3 Restricted Air Transportation

3.0 Basic Standards for First-Class Package Service Parcels

- 3.1 Description of Service
- 3.2 Defining Characteristics
- 3.3 Additional Basic Standards
- 3.4 IMpb Standards
- 3.5 Move Update Standard
- 3.6 ZIP Code Accuracy

4.0 Price Eligibility for Presorted First-Class Package Service Parcels

- 4.1 5-Digit Price
- 4.2 3-Digit Price
- 4.3 ADC Price
- 4.4 Single-Piece Price

434 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

2.0 Postage Payment for Presorted First-Class Package Service Parcels

- 2.1 Permit Imprint Postage
- 2.2 Affixed Postage for First-Class Package Service Parcels

3.0 Mailing Documentation

- 3.1 Completing Postage Statements
- 3.2 Basic Documentation Standards
- 3.3 Preparing Documentation
- 3.4 Multiple Standards
- 3.5 Providing Additional Information
- 3.6 Reporting Multiple Mailings on One Statement
- 3.7 Facsimile Postage Statements

435 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions

2.0 Sacks

- 2.1 Presort
- 2.2 Standard Containers
- 2.3 Sack Preparation

3.0 Sack Labels

- 3.1 Basic Standards
- 3.2 Line 1 (Destination Line)
- 3.3 Line 2 (Content Line)
- 3.4 Line 3 (Origin Line)
- 3.5 Electronic Verification System
- 3.6 Abbreviations for Lines 1 and 3
- 3.7 Placement of Extraneous Information

4.0 Preparing Parcels

- 4.1 Basic Standards
- 4.2 Single-Piece Mail
- 4.3 Bundling
- 4.4 Sacking and Labeling

436 Enter and Deposit

1.0 Deposit

- 1.1 Time and Location of Deposit
- 1.2 Approved Collections
- 1.3 Permit Imprint Collection

2.0 Verification

- 2.1 USPS Verification and Mailer Correction

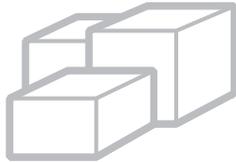
430
First-Class Mail
Parcels

- 2.2 Timeframe for Corrective Action
- 2.3 Payment at Single-Piece Price
Rather than Correcting Errors

440 Standard Mail Parcels

TOPICS

- 443 Prices and Eligibility
- 444 Postage Payment and Documentation
- 445 Mail Preparation
- 446 Enter and Deposit



443 Prices and Eligibility

1.0 Prices and Fees for Standard Mail

- 1.1 Standard Mail Price Application
- 1.2 Regular and Nonprofit Standard Mail—Marketing Parcel and Product Sample Prices
- 1.3 Nonprofit Standard Mail—Machinable and Irregular Parcel Prices
- 1.4 Presort Mailing Fee
- 1.5 Computing Postage for Standard Mail

2.0 Content Standards for Standard Mail Parcels

- 2.1 Definition and Weight
- 2.2 Personal Information
- 2.3 Bills and Statements of Account
- 2.4 Handwritten and Typewritten Matter
- 2.5 Attachments and Enclosures
- 2.6 Written Additions

3.0 Basic Standards for Standard Mail Parcels

- 3.1 Description of Service
- 3.2 Defining Characteristics
- 3.3 Additional Basic Standards for Standard Mail
- 3.4 IMpb Standards
- 3.5 Presort Mailing Fees
- 3.6 Merging Similar Standard Mail Mailings
- 3.7 Residual Volume Requirement
- 3.8 Residual Mail Subject to First-Class Mail or Priority Mail Prices
- 3.9 ZIP Code Accuracy
- 3.10 Move Update Standard

4.0 Price Eligibility for Standard Mail

- 4.1 General Information
- 4.2 Minimum Per Piece Prices
- 4.3 Piece/Pound Prices
- 4.4 Extra Services for Standard Mail

5.0 Additional Eligibility Standards for Presorted Standard Mail Pieces

- 5.1 Basic Standards
- 5.2 Price Application
- 5.3 Prices for Machinable Parcels
- 5.4 Prices for Irregular Parcels and Marketing Parcels

6.0 Additional Eligibility Standards for Marketing Parcels Mailed as Product Samples

- 6.1 General Product Sample Standards
- 6.2 Carrier Route Accuracy Standard
- 6.3 Additional Standards for Targeted Product Samples
- 6.4 Additional Standards for Saturation (Every Door) Product Samples
- 6.5 Saturation Enhanced Carrier Route Standards

444 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

2.0 Additional Postage Payment Standards

- 2.1 Identical-Weight Pieces
- 2.2 Nonidentical-Weight Pieces
- 2.3 Combined Price

3.0 Mailing Documentation

- 3.1 Completing Postage Statements
- 3.2 Basic Documentation Standards
- 3.3 Preparing Documentation
- 3.4 Multiple Standards
- 3.5 Standard Format for Documentation
- 3.6 Providing Additional Information
- 3.7 Reporting Multiple Mailings on One Statement
- 3.8 Facsimile Postage Statements

4.0 Residual Pieces

- 4.1 Postage Payment for Ineligible Standard Mail
- 4.2 Postage Payment for Barcoded Machinable Parcels

445 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions

440 Standard Mail Parcels

2.0 Bundles

- 2.1 General
- 2.2 Facing Slips

3.0 Sacks

- 3.1 Standard Containers
- 3.2 Sack Preparation

4.0 Sack Labels

- 4.1 Basic Standards
- 4.2 Physical Characteristics of a Sack Label
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Origin Line)
- 4.6 Electronic Verification System
- 4.7 Abbreviations for Lines 1 and 3
- 4.8 Placement of Extraneous Information

5.0 Preparing Presorted Parcels

- 5.1 Basic Standards
- 5.2 Markings
- 5.3 Preparing Marketing Parcels (6 Ounces or More) and Machinable Parcels
- 5.4 Preparing Marketing Parcels (Less Than 6 Ounces) and Irregular Parcels

6.0 Preparing Enhanced Carrier Route Product Sample Parcels

- 6.1 Basic Standards
- 6.2 Marking
- 6.3 Residual Pieces
- 6.4 Bundling
- 6.5 Preparing Product Samples
- 6.6 Delivery Sequence Documentation
- 6.7 Delivery Sequence Documentation

2.6 Deposit

3.0 Destination Network Distribution Center (DNDC) Entry

- 3.1 Definition
- 3.2 Eligibility
- 3.3 Additional Standards for Machinable Parcels
- 3.4 Vehicles
- 3.5 Form 4410

4.0 Destination Sectional Center Facility (DSCF) Entry

- 4.1 Definition
- 4.2 Eligibility
- 4.3 Vehicles

5.0 Destination Delivery Unit (DDU) Entry

- 5.1 Definition
- 5.2 Eligibility

446 Enter and Deposit

1.0 Presenting a Mailing

- 1.1 Basic Standards for Standard Mail Deposit
- 1.2 Separation of Mailings

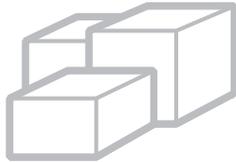
2.0 Destination Entry

- 2.1 General
- 2.2 Minimum Volume
- 2.3 Postage Payment and Documentation
- 2.4 Plant Loads
- 2.5 Verification

450 Parcel Select Parcels

TOPICS

- 453 Prices and Eligibility
- 454 Postage Payment and Documentation
- 455 Mail Preparation
- 456 Enter and Deposit



453 Prices and Eligibility

1.0 Prices and Fees

- 1.1 Price Application
- 1.2 Parcel Select Prices
- 1.3 Annual Mailing Fee
- 1.4 Computing Postage

2.0 Content Standards

- 2.1 Definition of Parcel Select
- 2.2 Basic Content Standards
- 2.3 Attachments or Enclosures of Periodicals Sample Copies
- 2.4 Postal Inspection
- 2.5 Attachments and Enclosures
- 2.6 Written Additions

3.0 Basic Standards for Parcel Select Parcels

- 3.1 Service Objectives
- 3.2 Delivery and Return Addresses
- 3.3 IMpb Standards

4.0 Price Eligibility for Parcel Select and Parcel Select Lightweight

- 4.1 Destination Entry Price Eligibility
- 4.2 Parcel Select NDC and ONDC Presort Price Eligibility
- 4.3 Parcel Select Nonpresort Price Eligibility
- 4.4 Parcel Select Lightweight
- 4.5 Oversized Price
- 4.6 Balloon Price
- 4.7 Delivery and Return Addresses
- 4.8 Hold For Pickup

454 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options
- 1.2 NDC as Agent
- 1.3 Completing Postage Statements
- 1.4 Documentation
- 1.5 Basic Documentation Standards
- 1.6 Preparing Documentation
- 1.7 Multiple Standards
- 1.8 Providing Additional Information

- 1.9 Reporting Multiple Mailings on One Statement
- 1.10 Facsimile Postage Statements

455 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Basic Standards
- 1.2 Definition of Presort Process
- 1.3 Definition of Mailings
- 1.4 Terms for Presort Level
- 1.5 Preparation Definitions and Instructions
- 1.6 Separation
- 1.7 Commingled Zones
- 1.8 Parcel Select Markings

2.0 Sacks

- 2.1 Maximum Weight

3.0 Sack Labels

- 3.1 Basic Standards
- 3.2 Physical Characteristics of a Sack Label
- 3.3 Line 1 (Destination Line)
- 3.4 Line 2 (Content Line)
- 3.5 Line 3 (Origin Line)
- 3.6 Electronic Verification System
- 3.7 Abbreviations for Lines 1 and 3
- 3.8 Placement of Extraneous Information

4.0 Preparing Destination Entry Parcel Select

- 4.1 Preparing Destination Delivery Unit (DDU) Parcel Select
- 4.2 Preparing Destination SCF (DSCF) Parcel Select
- 4.3 Preparing Destination NDC (DNDC) Parcel Select

5.0 Preparing NDC Presort and ONDC Presort Parcel Select

- 5.1 Definitions
- 5.2 Basic Standards

6.0 Preparing Machinable Parcels

- 6.1 Definition
- 6.2 Basic Standards
- 6.3 Sacking and Labeling

**450
Parcel Post
Parcels**

**7.0 Preparing Parcel Select
Lightweight**

- 7.1 Basic Standards
- 7.2 Preparing Machinable Parcels
- 7.3 Preparing Irregular Parcels

456

Enter and Deposit
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1.0 Verification

- 1.1 Verification and Entry
- 1.2 Office of Mailing
- 1.3 Redirected Mailings
- 1.4 NDC Acceptance
- 1.5 Drop Shipment Information

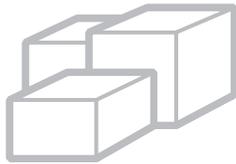
2.0 Deposit

- 2.1 Bedloaded Parcels
- 2.2 Mailer Transport
- 2.3 Freight
- 2.4 Mail Separation and Presentation of
Destination Entry Mailings
- 2.5 NDC as Agent
- 2.6 Appointments
- 2.7 Exception to Scheduling Standard
- 2.8 Redirection by USPS
- 2.9 Advance Scheduling
- 2.10 Deposit Conditions
- 2.11 Recurring Appointments
- 2.12 Vehicle Unloading
- 2.13 Demurrage
- 2.14 Appeals
- 2.15 Documentation
- 2.16 DNDC Parcel Select—Acceptance
at Designated SCF-USPS Benefit
- 2.17 DNDC Parcel Select—Acceptance
at Designated SCF

460 Bound Printed Matter Parcels

TOPICS

- 463 Prices and Eligibility
- 464 Postage Payment and Documentation
- 465 Mail Preparation
- 466 Enter and Deposit



463 Prices and Eligibility

1.0 Prices and Fees for Bound Printed Matter

- 1.1 Nonpresorted Bound Printed Matter
- 1.2 Commercial Bound Printed Matter

2.0 Basic Eligibility Standards for Bound Printed Matter

- 2.1 Service Objectives
- 2.2 Postal Inspection
- 2.3 Delivery and Return Addresses
- 2.4 USPS Tracking
- 2.5 IMpb Standards

3.0 Content Standards for Bound Printed Matter Parcels

- 3.1 Basic Content Standards
- 3.2 Attachments or Enclosures of Periodicals Sample Copies
- 3.3 Attachments and Enclosures
- 3.4 Written Additions

4.0 Price Eligibility for Bound Printed Matter Parcels

- 4.1 Price Eligibility
- 4.2 Nonidentical Weight Pieces
- 4.3 ZIP Code Accuracy

5.0 Additional Eligibility Standards for Presorted and Carrier Route Bound Printed Matter Parcels

- 5.1 Basic Standards
- 5.2 Carrier Route Accuracy Standard

464 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options
- 1.2 Minimum Volume Requirements

2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards
- 2.3 Documentation for Nonpresorted, Nonidentical-Weight Mailpieces
- 2.4 Preparing Documentation
- 2.5 Multiple Standards
- 2.6 Providing Additional Information
- 2.7 Reporting Multiple Mailings on One Statement

2.8 Facsimile Postage Statements

465 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Basic Preparation—Nonpresorted
- 1.2 Definition of Presort Process
- 1.3 Definition of Mailings
- 1.4 Terms for Presort Levels
- 1.5 Preparation Definitions and Instructions

2.0 Bundles

- 2.1 General
- 2.2 Bundle Sizes for Irregular Parcels

3.0 Sacks

- 3.1 Preparation

4.0 Sack Labels

- 4.1 Basic Standards
- 4.2 Physical Characteristics of a Sack Label
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Origin Line)
- 4.6 Electronic Verification System
- 4.7 Abbreviations for Lines 1 and 3
- 4.8 Placement of Extraneous Information

5.0 Preparing Presorted Parcels

- 5.1 Basic Standards
- 5.2 Preparing Irregular Parcels Weighing Less Than 10 Pounds
- 5.3 Preparing Irregular Parcels Weighing 10 Pounds or More
- 5.4 Preparing Machinable Parcels Not Claiming DNDC Prices
- 5.5 Preparing Machinable Parcels Claiming DNDC Prices

6.0 Preparing Carrier Route Parcels

- 6.1 Basic Standards
- 6.2 Preparing Irregular Parcels Weighing Less Than 10 Pounds
- 6.3 Preparing Irregular Parcels Weighing 10 Pounds or More
- 6.4 Preparing Machinable Parcels

**460
Bound
Printed Matter
Parcels**

466
Enter and Deposit

**1.0 Deposit of Nonpresorted Bound
Printed Matter**

1.1 Nonpresorted Mailings

2.0 Presenting a Mailing

2.1 Verification and Entry—Presorted,
Carrier Route, Destination Entry, and
Barcoded Mailings

2.2 Verification and Entry—
Nonpresorted Mailings

2.3 Office of Mailing

2.4 Redirected Mailings

2.5 NDC Acceptance

2.6 Drop Shipment Information

3.0 Destination Entry

3.1 General

3.2 Minimum Volume

3.3 Postage Payment

3.4 Mailing Fee

3.5 Documentation

3.6 Plant Loads

3.7 Mailings of Unsacked Bundles

3.8 Verification

3.9 Deposit

**4.0 Destination Network Distribution
Center (DNDC) Entry**

4.1 Eligibility

4.2 Acceptance at Designated SCF—
Mailer Benefit

4.3 Presorted Machinable Parcels

4.4 Presorted Irregular Parcels

4.5 Carrier Route Machinable Parcels

4.6 Carrier Route Irregular Parcels

**5.0 Destination Sectional Center
Facility (DSCF) Entry**

5.1 Eligibility

5.2 Presorted Machinable Parcels

5.3 Presorted Irregular Parcels

5.4 Carrier Route Machinable Parcels

5.5 Carrier Route Irregular Parcels

**6.0 Destination Delivery Unit (DDU)
Entry**

6.1 Eligibility

6.2 Presorted Machinable Parcels

6.3 Presorted Irregular Parcels

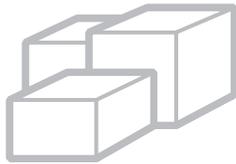
6.4 Carrier Route Machinable Parcels

6.5 Carrier Route Irregular Parcels

470 Media Mail and Library Mail Parcels

TOPICS

- 473 Prices and Eligibility
- 474 Postage Payment and Documentation
- 475 Mail Preparation
- 476 Enter and Deposit



473 Prices and Eligibility

1.0 Media Mail and Library Mail Prices and Fees

- 1.1 Price Application
- 1.2 Prices for Media Mail and Library Mail Parcels
- 1.3 Mailing Fees
- 1.4 Computing Postage

2.0 Basic Standards for Media Mail and Library Mail Parcels

- 2.1 General
- 2.2 Delivery and Return Addresses
- 2.3 Postal Inspection
- 2.4 Enclosures
- 2.5 IMpb Standards

3.0 Content Standards for Media Mail Parcels

- 3.1 Basic Content Standards
- 3.2 Enclosures in Books

4.0 Content Standards for Library Mail Parcels

- 4.1 Sender and Recipient Qualifications
- 4.2 Content Standards for Mailings Between Entities
- 4.3 Qualified Mailings “To” or “From”
- 4.4 Enclosures in Books and Sound Recordings

5.0 Enclosures and Attachments

- 5.1 Invoice
- 5.2 Incidental First-Class Mail Attachments and Enclosures
- 5.3 Loose Enclosures
- 5.4 Written Additions

6.0 Price Eligibility for Media Mail and Library Mail Parcels

- 6.1 Basic Weight Standards
- 6.2 Price Eligibility Standards
- 6.3 Price Categories for Media Mail and Library Mail Parcels

474 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards
- 2.3 Preparing Documentation
- 2.4 Multiple Standards
- 2.5 Providing Additional Information
- 2.6 Reporting Multiple Mailings on One Statement
- 2.7 Facsimile Postage Statements

475 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions

2.0 Bundles

- 2.1 General
- 2.2 Address Visibility
- 2.3 Arranging Pieces in a Bundle (“Facing”)
- 2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counter-stacking”)
- 2.5 Securing Bundles
- 2.6 Bundle Sizes
- 2.7 Exception to Bundle Sizes
- 2.8 Labeling Bundles

3.0 Sacks

- 3.1 Sack Preparation

4.0 Sack Labels

- 4.1 Basic Standards
- 4.2 Physical Characteristics of a Sack Label
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Origin Line)
- 4.6 Electronic Verification System
- 4.7 Abbreviations for Lines 1 and 3
- 4.8 Placement of Extraneous Information

5.0 Preparing Media Mail and Library Mail Parcels

- 5.1 Basic Standards
- 5.2 Preparing Machinable Parcels

470
Media Mail
Parcels

5.3 Preparing Irregular Parcels

476

Enter and Deposit

1.0 Verification and Deposit

1.1 Verification and Entry

500 Additional Services

TOPICS

- 503 Extra and Additional Services
- 505 Return Services
- 507 Mailer Services
- 508 Recipient Services
- 509 Other Services

503 Extra and Additional Services

1.0 Basic Standards for Extra Services

- 1.1 Description
- 1.2 Fees and Postage
- 1.3 Paying Fees and Postage
- 1.4 Matter Eligible for Extra Services
- 1.5 Mailing
- 1.6 Refunds
- 1.7 Forms and Labels
- 1.8 Obtaining Delivery Information and Delivery Records
- 1.9 Delivery
- 1.10 Receipts
- 1.11 USPS Mailing Records

2.0 Registered Mail

- 2.1 Basic Information
- 2.2 Fees and Liability
- 2.3 Mailing
- 2.4 Additional Standards for Delivery
- 2.5 Inquiry on Uninsured Article

3.0 Certified Mail

- 3.1 Basic Information
- 3.2 Mailing

4.0 Insured Mail

- 4.1 Insurance Coverage-Priority Mail Express
- 4.2 Insurance Coverage — Priority Mail
- 4.3 Basic Information
- 4.4 Bulk Insurance for Standard Mail

5.0 Certificate of Mailing

- 5.1 Basic Information
- 5.2 Other Bulk Quantities—Certificate of Bulk Mailing

6.0 Return Receipt

- 6.1 Basic Information
- 6.2 Obtaining Service
- 6.3 Other Requests for Delivery Information

7.0 Bulk Proof of Delivery

- 7.1 Basic Information
- 7.2 Eligibility
- 7.3 Certification
- 7.4 Prices and Fees

8.0 Restricted Delivery

- 8.1 Basic Information
- 8.2 Obtaining Service

8.3 Delivery

9.0 Adult Signature

- 9.1 Basic Information
- 9.2 Additional Standards for Mailing

10.0 Return Receipt for Merchandise

- 10.1 Basic Information
- 10.2 Mailing

11.0 USPS Tracking

- 11.1 Basic Information
- 11.2 Labels

12.0 Signature Confirmation

- 12.1 Basic Information
- 12.2 Labels

13.0 Collect on Delivery (COD)

- 13.1 Basic Information
- 13.2 Forms

14.0 Special Handling

- 14.1 Basic Information

15.0 Intelligent Mail Barcode Tracing

- 15.1 Basic Information
- 15.2 Barcodes

16.0 Money Orders

- 16.1 Fees for Money Orders
- 16.2 Issuing Money Orders
- 16.3 Cashing Money Orders
- 16.4 Federal Reserve System

505 Return Services

1.0 Business Reply Mail (BRM)

- 1.1 Business Reply Mail (BRM) Prices and Fees
- 1.2 Qualified Business Reply Mail (QBRM) Prices
- 1.3 Qualified Business Reply Mail (QBRM) Basic Standards
- 1.4 General Information
- 1.5 Permits
- 1.6 Postage, Per Piece Fees, and Account Maintenance Fees
- 1.7 Mailpiece Characteristics
- 1.8 Format Elements
- 1.9 Additional Standards for Letter-Size and Flat-Size BRM
- 1.10 Additional Standards for Qualified Business Reply Mail (QBRM)

500 Additional Services

1.11 BRM Distributed and Received by Agents of a Permit Holder

1.12 Bulk Weight Averaged Nonletter-size BRM

2.0 Permit Reply Mail

2.1 General Information

2.2 Authorization and Revocation

2.3 Format Elements

2.4 Permit Imprint Account

2.5 Company Permit Reply Mail Imprint

3.0 Merchandise Return Service

3.1 Prices and Fees

3.2 Basic Standards

3.3 Additional Standards for Permit Holder

3.4 Additional Standards for Permit Holder's Customer

3.5 Preparation

3.6 Enter and Deposit

4.0 USPS Return Services

4.1 Description

4.2 Permits, Authorizations and Fees

4.3 Extra Services

4.4 Pricing

4.5 Computing Postage

4.6 Label Requirements

4.7 Priority Mail Return Service

4.8 First-Class Package Return Service

4.9 Ground Return Service

5.0 Parcel Return Service

5.1 Basic Information

5.2 Postage and Fees

5.3 Prices

5.4 Label Formats

6.0 Parcel Return Service—Full Network

6.1 Description

6.2 Application

6.3 Postage and Fees

6.4 Prices

6.5 Label Formats

7.0 Bulk Parcel Return Service

7.1 Bulk Parcel Return Service (BPRS) Fees

7.2 Charges and Fees

7.3 General Information

7.4 Permits

7.5 Label Requirements

7.6 Format

507

Mailer Services

1.0 Treatment of Mail

1.1 Nondelivery of Mail

1.2 USPS Address Adjustments

1.3 Directory Service

1.4 Basic Treatment

1.5 Treatment for Ancillary Services by Class of Mail

1.6 Attachments and Enclosures

1.7 Mixed Classes

1.8 Returning Mail

1.9 Dead Mail

2.0 Forwarding

2.1 Change-of-Address Order

2.2 Forwardable Mail

2.3 Postage for Forwarding

3.0 Premium Forwarding Services

3.1 Premium Forwarding Service Residential

3.2 Preparation

3.3 Premium Forwarding Service Commercial

4.0 Address Correction Services

4.1 Address Correction Service

4.2 Address Change Service (ACS)

4.3 Sender Instruction

5.0 Package Intercept

5.1 Description of Service

5.2 Postage and Fees

5.3 Adding Extra Services

5.4 Registered Mail

5.5 Request for Intercept

6.0 Requesting Withdrawal and Disposal of a Mailing

6.1 Request Process

7.0 Pickup on Demand Service

7.1 Pickup on Demand Service Fee

7.2 Basic Standards

7.3 Postage and Fees

7.4 On-Call Service

7.5 Scheduled Service

8.0 Mailing List Services

8.1 Mailing List Service Fees

8.2 General Information

**500
Additional
Services**

- 8.3 Fee Assessment
- 8.4 Name and Address List Correction
- 8.5 Occupant Lists
- 8.6 Sortation of Lists on Cards by 5-Digit ZIP Code
- 8.7 Election Boards and Voter Registration Commissions

9.0 Address Sequencing Services

- 9.1 Address Sequencing Service Fees
- 9.2 Service Levels
- 9.3 Card Preparation and Submission
- 9.4 Sequencing Cards With Blanks for Missing Addresses or Sequencing Address Files With Missing Sequence Numbers
- 9.5 Sequencing With Address Cards or Address File Sequencing With Addresses Added for Missing and New Addresses
- 9.6 Service Charges
- 9.7 Submitting Properly Sequenced Mailings

508
Recipient Services

1.0 Recipient Options

- 1.1 Basic Recipient Concerns
- 1.2 Carrier Release Endorsement for Parcels
- 1.3 Jointly Addressed
- 1.4 Delivery to Addressee's Agent
- 1.5 Delivery to Individual at Organization
- 1.6 Delivery at Hotels, Institutions, Schools, and Similar Places
- 1.7 Conflicting Delivery Orders
- 1.8 Commercial Mail Receiving Agencies

2.0 Conditions of Delivery

- 2.1 City Delivery Service
- 2.2 Rural Delivery Service
- 2.3 Highway Contract Delivery Service

3.0 Customer Mail Receptacles

- 3.1 Basic Information for Customer Mail Receptacles
- 3.2 Curbside Mailboxes
- 3.3 Wall-Mounted Centralized Mail Receptacles

4.0 Post Office Box Service

- 4.1 Basic Information for PO Box Service

- 4.2 Service
- 4.3 Conditions of Use
- 4.4 Basis of Fees and Payment
- 4.5 Fee Group Assignments
- 4.6 Fee Refund
- 4.7 Keys and Locks
- 4.8 Service Refusal or Termination

5.0 Caller Service

- 5.1 Caller Service Fees
- 5.2 Basic Information
- 5.3 Service
- 5.4 Conditions of Use
- 5.5 Basis of Fees and Payment
- 5.6 Fee Refund
- 5.7 Service Refusal or Termination
- 5.8 Accelerated Reply Mail (ARM)

6.0 General Delivery

- 6.1 Purpose
- 6.2 Service Restrictions
- 6.3 Delivery to Addressee
- 6.4 Holding Mail

7.0 Hold For Pickup

- 7.1 Fees and Postage
- 7.2 Basic Information
- 7.3 Preparation Definitions and Instructions

8.0 Firm Holdout

- 8.1 Purpose
- 8.2 Obtaining and Using Service
- 8.3 Service Cancellation

9.0 Pandering Advertisements

- 9.1 Prohibitory Order
- 9.2 Taking Action Against Violations

10.0 Sexually Oriented Advertisements

- 10.1 Basic Information for Sexually Oriented Advertisements
- 10.2 Applying for Listing
- 10.3 Requesting Removal From List
- 10.4 Availability of USPS Lists
- 10.5 Envelope Marking
- 10.6 Violations
- 10.7 Reporting Unsolicited Advertisements

**500
Additional
Services**

509
Other Services

**1.0 Address Information System
Services**

- 1.1 General Information
- 1.2 Address Element Correction
- 1.3 Address Matching System
Application Program Interface
- 1.4 Advance Notification and Tracking
System
- 1.5 AEC II Service
- 1.6 Address Information Service Viewer
- 1.7 Carrier Route Information System
- 1.8 CASS Certification
- 1.9 Change-of-Address Information for
Election Boards and Registration
Commissions
- 1.10 City State
- 1.11 Computerized Delivery Sequence
(CDS)
- 1.12 Delivery Statistics
- 1.13 Delivery Type
- 1.14 Delivery Point Validation
- 1.15 DSF2 Service
- 1.16 eLine-Of-Travel Service
- 1.17 Five-Digit ZIP
- 1.18 Labeling Lists
- 1.19 LACS^{Link}
- 1.20 MAC Batch System Certification
- 1.21 MAC Gold System Certification
- 1.22 MAC System Certification
- 1.23 MASS Certification
- 1.24 NCOA^{Link}
- 1.25 NCOA^{Link} — ANK^{Link} Service
Option
- 1.26 Official National Zone Charts
- 1.27 Periodicals Accuracy, Grading, and
Evaluation System Certification
- 1.28 PAVE System Certification
- 1.29 RDI Service
- 1.30 Topological Integrated Geographic
Encoding and Referencing
- 1.31 Z4CHANGE
- 1.32 Z4INFO
- 1.33 ZIP+4 Service
- 1.34 ZIPMove
- 1.35 ZIP Code Sortation of Address Lists
- 1.36 99 Percent Accurate Method

2.0 Nonpostal Services

- 2.1 Bird Hunting Stamps
- 2.2 U.S. Savings Stamps
- 2.3 U.S. Savings Bonds
- 2.4 Postal Savings

600 Basic Standards For All Mailing Services

TOPICS

- 601 Mailability
- 602 Addressing
- 604 Postage Payment
Methods
- 607 Mailer Compliance and
Appeals of
Classification Decisions
- 608 Postal Information and
Resources
- 609 Filing Indemnity Claims
for Loss or Damage

601 Mailability

1.0 General Standards

- 1.1 Determining Mail Processing
Categories
- 1.2 Minimum Dimensions
- 1.3 Maximum Dimensions and Weight
- 1.4 Length and Height
- 1.5 Nonmailable and
Nonmachinable Placement of
Address
- 1.6 General Mailability and
Right of Refusal
- 1.7 Mailer's Responsibility

2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Arranging Pieces in a Bundle
("Facing")
- 2.3 Preparing Bundles of Letters
- 2.4 Exception to Bundle Preparation—
Full Trays
- 2.5 Securing Bundles of Flats
- 2.6 Address Visibility for Flats and
Parcels
- 2.7 Counterstacking Flats or Parcels in
Bundles
- 2.8 Preparing Bundles in Sacks
- 2.9 Preparing Bundles on Pallets
- 2.10 Additional Standards for Unsacked
Bundles Entered at DDU Facilities
- 2.11 Pieces with Simplified Address
- 2.12 Bundles with Fewer Than the
Minimum Number of Pieces
Required
- 2.13 Labeling Bundles
- 2.14 Identifying Carrier Route Information
- 2.15 Facing Slips—Carrier Route
Bundles

3.0 Packaging

- 3.1 General
- 3.2 Stationery
- 3.3 Odd-Shaped Items in
Paper Envelopes
- 3.4 Liquids
- 3.5 Aerosols
- 3.6 Perishable, Hazardous, and
Restricted Items
- 3.7 High-Density Items
- 3.8 Load Type
- 3.9 General Cushioning Standards

- 3.10 Tape and Tape Size
- 3.11 Adhesive
- 3.12 Banding
- 3.13 Staples and Steel Stitching

4.0 Acceptable Mailing Containers

- 4.1 Envelopes
- 4.2 Boxes
- 4.3 Fiberboard Tubes
and Similar Long Containers
- 4.4 Paper Bags and Wraps
- 4.5 Plastic Bags
- 4.6 Plastic Film
- 4.7 Cloth Bags
- 4.8 Difficult Load
- 4.9 Bales
- 4.10 Cans and Drums

5.0 Handling, Content, and Extra Service Markings

- 5.1 Handling, Content, and
Extra Service
- 5.2 Method

6.0 Mailing Containers—Special Types of Envelopes and Packaging

- 6.1 Priority Mail Express and
Priority Mail Packaging
- 6.2 Critical Mail Envelopes
- 6.3 Green Diamond Border Envelope
- 6.4 Window Envelope
- 6.5 Reusable Mailpiece
- 6.6 Alternative Reusable Mailpieces That
Originate as Permit Imprint Mailings

7.0 Packaging Standards for Mail Processed at Network Distribution Centers

- 7.1 High-Density Items
- 7.2 Books
- 7.3 Soft Goods
- 7.4 Sound Recordings
- 7.5 Magnetic Tapes

8.0 Nonmailable and Restricted Articles and Substances Generally

- 8.1 Nonmailable Matter—General
- 8.2 Basic Premise
- 8.3 Other Nonmailable Matter
- 8.4 Restricted Matter—General
- 8.5 Harmful Matter—General
- 8.6 Hazardous Materials
- 8.7 Marking of Restricted Articles
or Substances

600 Basic Standards For All Mailing Services

- 8.8 Mailer Responsibility
- 8.9 Statutory System
- 8.10 Other Laws and Regulations
- 8.11 Refusal of Nonmailable Matter
- 8.12 Authorizing Mailability
- 8.13 Protecting Employees
- 8.14 Applicability to Military Postal System

9.0 Perishables

- 9.1 Time Factor
- 9.2 Preparation of Perishables
- 9.3 Live Animals
- 9.4 Dead Wild Animals
- 9.5 Furs, Hides, Skins, And Pelts
- 9.6 Mailing Plants
- 9.7 Nonmailable Plant Pests, Injurious Animals, and Illegally Taken Fish or Wildlife

10.0 Hazardous Materials

- 10.1 Definitions
- 10.2 U.S. Department of Transportation Regulations of Hazardous Material
- 10.3 USPS Standards for Hazardous Material
- 10.4 Hazard Class
- 10.5 Mailer Responsibility for Mailing Hazardous Materials
- 10.6 Mailability Rulings for Hazardous Materials
- 10.7 Warning Labels for Hazardous Materials
- 10.8 Package Markings for Hazardous Materials
- 10.9 Shipping Papers for Hazardous Materials
- 10.10 Air Transportation Prohibitions for Hazardous Materials
- 10.11 Explosives (Hazard Class 1)
- 10.12 Gases (Hazard Class 2)
- 10.13 Flammable and Combustible Liquids (Hazard Class 3)
- 10.14 Flammable Solids (Hazard Class 4)
- 10.15 Oxidizing Substances, Organic Peroxides (Hazard Class 5)
- 10.16 Toxic Substances (Hazard Class 6, Division 6.1)
- 10.17 Infectious Substances (Hazard Class 6, Division 6.2)
- 10.18 Radioactive Materials (Hazard Class 7)

- 10.19 Corrosives (Hazard Class 8)
- 10.20 Miscellaneous Hazardous Materials (Hazard Class 9)
- 10.21 Other Regulated Materials—Magnetized Materials

11.0 Cigarettes and Smokeless Tobacco

- 11.1 Definitions
- 11.2 Nonmailability
- 11.3 Mailability Exceptions
- 11.4 Mailing Within Noncontiguous States
- 11.5 Exception for Business/Regulatory Purposes
- 11.6 Exception for Certain Individuals
- 11.7 Consumer Testing Exception
- 11.8 Public Health Exception

12.0 Other Restricted and Nonmailable Matter

- 12.1 Firearms
- 12.2 Rifles and Shotguns
- 12.3 Legal Opinions on Mailing Firearms
- 12.4 Replica or Inert Explosive Devices
- 12.5 Knives and Sharp Instruments
- 12.6 Prohibited Parcel Marking
- 12.7 Intoxicating Liquor
- 12.8 Matter Emitting Obnoxious Odor
- 12.9 Liquids and Powders
- 12.10 Motor Vehicle Master Keys and Locksmithing Devices
- 12.11 Drugs
- 12.12 Drug Paraphernalia
- 12.13 Household Substance
- 12.14 Pesticide
- 12.15 Fragrance Advertising Sample
- 12.16 Compliance Certificate
- 12.17 Battery-Powered Devices
- 12.18 Abortive and Contraceptive Devices
- 12.19 Building Construction Material
- 12.20 Prohibition on Sharp Instruments Intended for Use in an Animal Fighting Venture
- 12.21 Mail Weighing More Than 13 Ounces

13.0 Written, Printed, and Graphic Matter Generally

- 13.1 Solicitations in Guise of Bills, Invoices, or Statements of Account (39 USC 3001(D); 39 USC 3005)

600 Basic Standards For All Mailing Services

- 13.2 Solicitations Deceptively Implying Federal Connection, Approval, or Endorsement (39 USC 3001(H) and 3001(I); 39USC3005)
- 13.3 Lottery Matter (18 USC 1302)
- 13.4 Advertising Matter
- 13.5 Other Nonmailable Matter
- 13.6 Sweepstakes Matter (39 USC § 3001(K)(3)(A))
- 13.7 Skill Contests (39 USC 3001(K)(3)(B))
- 13.8 Facsimile Check (39 USC § 3001(K)(3)(C))
- 13.9 Exclusions and Disclosures (39 USC §§ 3001(K)(4) & 3001(K)(5))
- 13.10 Removal of Names from Mailing Lists (39 USC § 3001(L))
- 13.11 Unauthorized Decisions by Postmasters
- 13.12 Refusal Due to Improper Preparation

602 Addressing

1.0 Elements of Addressing

- 1.1 Clear Space
- 1.2 Delivery Address
- 1.3 Address Elements
- 1.4 Complete Addresses
- 1.5 Return Addresses
- 1.6 Ancillary Services
- 1.7 Attachment of Different Class
- 1.8 ZIP Codes
- 1.9 Additional Addressing Standards by Class

2.0 Restrictions

- 2.1 Dual Address
- 2.2 More Than One Post Office
- 2.3 Mail Addressed to CMRAs

3.0 Use of Alternative Addressing

- 3.1 General Information
- 3.2 Simplified Address
- 3.3 Occupant Address
- 3.4 Exceptional Address

4.0 Detached Address Labels (DALs) and Detached Marketing Labels (DMLs)

- 4.1 DAL and DML Use
- 4.2 Label Preparation

- 4.3 Mail Preparation
- 4.4 Disposition of Excess or Undeliverable Material
- 4.5 Postage

5.0 Move Update Standards

- 5.1 Basic Standards
- 5.2 USPS-Approved Methods
- 5.3 Mailer Certification

6.0 ZIP Code Accuracy Standards

- 6.1 Basic Standards
- 6.2 USPS-Approved Methods
- 6.3 Mailer Certification

7.0 Carrier Route Accuracy Standard

- 7.1 Basic Standards
- 7.2 Exception
- 7.3 USPS-Approved Methods
- 7.4 Mailer Certification

604 Postage Payment Methods

1.0 Stamps

- 1.1 Postage Stamp Denominations
- 1.2 Postage Stamps Valid for Use
- 1.3 Postage Stamps Invalid for Use
- 1.4 Imitations of Stamps
- 1.5 Imitations of Markings
- 1.6 Stamp Reproduction
- 1.7 Position of Stamp on Mailpiece
- 1.8 Reuse of Stamps
- 1.9 Perforating Stamps
- 1.10 Additional Standards for Forever Stamps
- 1.11 Additional Standards for Semipostal Stamps
- 1.12 Paying for Stamps
- 1.13 Seals and Stickers

2.0 Stamped Stationery

- 2.1 Plain Stamped Envelope
- 2.2 Personalized Stamped Envelopes
- 2.3 Other Stationery
- 2.4 Stamp Fulfillment Service

3.0 Precanceled Stamps

- 3.1 General Information
- 3.2 Permit to Use Precanceled Stamps
- 3.3 USPS Precanceled Stamps
- 3.4 Precancellation of Stamps by Mailer
- 3.5 Stamp Collectors

600
Basic Standards
For All Mailing
Services

- 3.6 Using High Value Stamps
- 4.0 Postage Meters and PC Postage Products (“Postage Evidencing Systems”)**
 - 4.1 Basic Information
 - 4.2 Authorization to Use Postage Evidencing Systems
 - 4.3 Postage Payment
 - 4.4 Shortpaid and Unpaid Information-Based Indicia (IBI)
 - 4.5 Special Indicia
 - 4.6 Mailings
 - 4.7 Authorization to Produce and Distribute Postage Evidencing Systems
- 5.0 Permit Imprint (Indicia)**
 - 5.1 General Standards
 - 5.2 Suspension and Revocation
 - 5.3 Indicia Design, Placement, and Content
 - 5.4 Picture Permit Imprint Indicia
- 6.0 Payment of Postage**
 - 6.1 Basic Standards
 - 6.2 Unpaid Mailable Matter for Private Delivery
 - 6.3 Payment for Postage Due Mail
 - 6.4 Advance Deposit Account
 - 6.5 Annual Accounting Fee for Extra Services
- 7.0 Computing Postage**
 - 7.1 General Standards
- 8.0 Insufficient or Omitted Postage**
 - 8.1 Insufficient Postage
 - 8.2 Omitted Postage
 - 8.3 Mailable Matter Without Postage in or on Mail Receptacles
- 9.0 Exchanges and Refunds**
 - 9.1 Stamp Exchanges
 - 9.2 Postage and Fee Refunds
 - 9.3 Refunds for Postage Evidencing Systems
 - 9.4 Value Added Refunds
 - 9.5 Priority Mail Express Postage and Fees Refunds
- 10.0 Revenue Deficiency**
 - 10.1 General
 - 10.2 Nonprofit Standard Mail

607
Mailer Compliance and Appeals
of Classification Decisions
.....

- 1.0 Mailer Compliance With Mailing Standards**
 - 1.1 Mailer Responsibility
 - 1.2 Postage Payment
 - 1.3 Request for Exception to Standards
- 2.0 Rulings on Mailing Standards**
 - 2.1 Local Decision
 - 2.2 Expedited Oral Decision
 - 2.3 Classification While Appeal Pending
 - 2.4 Decisions on National Rulings
 - 2.5 PCSC Decision
 - 2.6 Corresponding Standards

608
Postal Information and
Resources
.....

- 1.0 About the Domestic Mail Manual**
 - 1.1 Content of the DMM
 - 1.2 Copies of the DMM
 - 1.3 Revisions to the DMM
 - 1.4 Terms in the DMM
- 2.0 Domestic Mail**
 - 2.1 Definition of “Domestic”
 - 2.2 Mail Treated as Domestic
 - 2.3 International Mail
 - 2.4 Customs Forms Required
 - 2.5 Foreign Trade Regulations—U.S. Department of Commerce, U.S. Bureau of the Census
- 3.0 Post Offices and Holidays**
 - 3.1 Management of Post Offices
 - 3.2 Holiday Service
- 4.0 Philatelic (Stamp Collecting) Services**
 - 4.1 Basic Standards
 - 4.2 Special Cancellations
- 5.0 Private Express Statutes**
 - 5.1 Private Express Statutes
- 6.0 Complaints and Postal Law Violations**
 - 6.1 Consumer Complaints and Inquiries
 - 6.2 Postal Law Violations

**600
Basic Standards
For All Mailing
Services**

**7.0 Trademarks and Copyrights
of the USPS**

- 7.1 Use of USPS Trademarks
- 7.2 Common Law Marks or USPS Marks
with Pending Trademark
Applications
- 7.3 Inquiries about USPS Trademarks
and Copyrights

8.0 USPS Contact Information

- 8.1 Postal Service
- 8.2 Federal Agencies
- 8.3 Other Agencies
- 8.4 PCSC and District Business Mail
Entry Offices Contact Information

609

Filing Indemnity Claims for Loss
or Damage

1.0 General Filing Instructions

- 1.1 Extra Services With Indemnity
- 1.2 Bulk Insured Claims
- 1.3 Who May File
- 1.4 When to File
- 1.5 Where and How to File

2.0 Providing Proof of Loss or Damage

**3.0 Providing Evidence of
Insurance and Value**

- 3.1 Evidence of Insurance
- 3.2 Proof of Value

4.0 Claims

- 4.1 Payable Claim
- 4.2 Payable Priority Mail Express Claim
- 4.3 Nonpayable Claims

5.0 Compensation

- 5.1 Payment Limit
- 5.2 Depreciation
- 5.3 Insufficient Fee
- 5.4 Loss or Total Damage
- 5.5 Dual Claim
- 5.6 Incompetent or Deceased
- 5.7 Recovered Article

6.0 Adjudication of Claims

- 6.1 Initial Adjudication of Claims
- 6.2 Appealing a Claim Decision
- 6.3 Final USPS Decision of Claims

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
- 1.11 Revocation

2.0 Overseas Military and Diplomatic Post Office 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)
- 2.7 Delivery of Military Mail

3.0 Department of State Mail

- 3.1 Availability
- 3.2 Conditions For Authorized Mail
- 3.3 Mail Security

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
- 5.3 Matter Sent By Blind or Other Physically Handicapped Persons
- 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 Balloting Materials

- 8.1 Basic Standards
- 8.2 Special Exemption

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

700 Special Standards

- 9.12 Postage Payment for Combined Mailings of Media Mail and Bound Printed Matter
- 9.13 Extra Services for Mixed Classes

705 Advanced Preparation and Special Postage Payment 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

700 Special Standards

- 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
- 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 Metered Mail Drop Shipment**
- 19.1 Basic Information
- 19.2 Authorization
- 19.3 Option 1: Deposit at P&DC/F
- 19.4 Option 2: Deposit at Another
Post Office
- 19.5 Option 3: Consolidated Drop
Shipment With Endorsement
- 19.6 Option 4: Consolidated Drop
Shipment Without Endorsement
- 20.0 Postage Due Weight Averaging
Program**
- 20.1 Basic Information
- 20.2 Authorization
- 21.0 Optional Combined Parcel
Mailings**
- 21.1 Basic Standards for Combining
Parcel Select, Package Services,
and Standard Mail Parcels
- 21.2 Price Eligibility
- 21.3 Mail Preparation
- 22.0 Repositionable Notes (RPNs)**
- 22.1 Use

700 Special Standards

- 22.2 Mailpiece Characteristics
- 22.3 RPN Characteristics
- 22.4 RPNs on Automation-Price Mailpieces
- 22.5 Prices
- 22.6 Compliance
- 23.0 Full-Service Automation Option**
- 23.1 Description
- 23.2 General Eligibility Standards
- 23.3 Eligibility for Waiver of Annual Fees and Waiver of Deposit of Permit Imprint Mail Restrictions
- 23.4 Preparation
- 23.5 Additional Standards
- 24.0 Scan Based Payment**
- 24.1 Authorization
- 24.2 Price Adjustment
- 25.0 Alaska Bypass Service**
- 25.1 Prices
- 25.2 Price Eligibility

707 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

700
Special
Standards

9.2 Changing Qualification Categories

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

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 Standard

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 Centralized Postage Payment System

16.6 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

18.5 FSS Preparation

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

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

700 Special Standards

- 23.2 Bundle Preparation
- 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 Flat Sequencing System (DFSS) Facility Entry
- 29.6 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

**700
Special
Standards**

4.6 Barcode Software and Hardware Certification

5.0 Standards for Package and Extra Service Barcodes

5.1 Intelligent Mail Package Barcode

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 Specific Standards for Intelligent Mail Tray Labels

6.4 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

709

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

