446 Enter and Deposit

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1.0 Presenting a Mailing

1.1 Basic Standards for Standard Mail Deposit

All Standard Mail must be presented at the Post Office where the permit or license is held and the presort mailing fee is paid, at the locations and times specified by the postmaster, except as follows:

a. Plant-verified drop shipment (PVDS) mailings must be presented under 705.16.0.

b. Plant-loaded mailings must be presented as specified by the plant load agreement.

c. Metered mailings may be deposited at other than the licensing Post Office only as permitted under 705.19.0.

d. Nonprofit Standard Mail must be presented only at Post Offices where the organization producing the mailing has an approved nonprofit authorization (703.1.0).

1.2 Separation of Mailings

Pieces at different prices may be combined in the same mailing as provided in 445.1.0, *General Information for Mail Preparation*. Separate mailings may be reported on the same postage statement if the pieces in the mailings are in the same processing category, are part of the same mailing job, and are presented for verification at the same time.

2.0 Destination Entry

2.1 General

Except for Customized MarketMail pieces defined in 705.1.0, all Standard Mail pieces meeting the basic standards in 443.2.0 through 443.4.0 may qualify for destination entry prices, if deposited at the correct destination postal facility, subject to the standards below and in 3.0, 4.0, and 5.0. Only one destination entry price may be claimed for each piece. A pallet may contain mail claimed at different destination entry prices.

2.2 Minimum Volume

A destination entry price Standard Mail mailing is subject to these minimum volume requirements:

a. Each mailing must contain at least 200 addressed pieces or 50 pounds of addressed pieces.

b. Except as provided in 2.2d, each group of pieces prepared for deposit at different destination entry facilities must be presented as a separate mailing meeting separate minimum volume requirements and be accompanied by a postage statement.

c. If a facility is authorized to accept mail at more than one entry level, all pieces claimed at the different entry prices may be in one mailing and may be recorded on the same postage statement.

d. When pieces from different price Standard Mail mailings are presented together under plant-verified drop shipment (PVDS) procedures in 705.16.0, a mailer may use the total piece count from one presort file (i.e., mailing job) reported on one Form 3602 and accompanied by Form 3602-C (or a postage statement register) to meet the minimum volume requirement for each mailing. Under this alternative, a mailer may enter fewer than 200 pieces or 50 pounds at a single destination entry facility if there is at least 200 pieces or 50 pounds of Presorted price mail, 200 pieces or 50 pounds of automation price mail, and/or 200 pieces or 50 pounds of Enhanced Carrier Route mail for all entry points combined for the single presort file.

2.3 Postage Payment and Documentation

Postage payment for destination entry mailings is subject to the same standards that apply generally to Standard Mail. No documentation for destination entry discounts is required.

2.4 Plant Loads

Plant load mailings are not eligible for destination entry discounts.

2.5 Verification

2.5.1 Mail Separation and Presentation

[4-17-11] Destination entry mail must be presented and verified under a PVDS system (705.16.0), presented for acceptance at a BMEU located at a destination postal facility; or presented for acceptance at an origin DMU or BMEU, and then prepared under Express Mail Open and Distribute or Priority Mail Open and Distribute standards (705.17.0). Only PVDS mailings may be deposited at a destination facility not co-located with a postal facility having a business mail entry unit. Destination entry mailings must meet the following requirements:

a. The mailer must present each mailing separately for verification. For PVDS, each mailing for deposit at one destination postal facility must be separated from mailings for deposit at other facilities to allow reconciliation with each required accompanying Form 8125, 8125-C, or 8125-CD.

b. Mail must be separated from freight transported on the same vehicle.

c. If Periodicals mail is on the same vehicle as Standard Mail, the mailer should load the Periodicals mail toward the tail of the vehicle so that Periodicals mail can be offloaded first.

2.5.2 Form 8125

[4-17-11] When mailings are verified and paid for at a postal facility different from the one at which they are deposited as mail, the mailer must ensure that they are accompanied by a completed Form 8125 (or 8125-C or 8125-CD), except for mailings prepared under Express Mail Open and Distribute or Priority Mail Open and Distribute standards in 705.17.0.

2.5.3 At NDC

For a mailing verified at a NDC, the Post Office where the mailer's account or license is held must be within the service area of that NDC. The Post Office must authorize the NDC to act as its agent by sending Form 4410 to the NDC.

2.5.4 Mailer Transport

The mailer must transport the PVDS mailing from the place where it was verified to the appropriate destination postal facility.

2.5.5 Volume Standards

Except as permitted for a local mailer under 2.6.13, destination entry mailings are subject to these volume standards:

a. The pieces for which a destination price is claimed must represent more than 50% of the mail (by weight or pieces, whichever is greater) presented by the same mailer within any 24-hour period. For this standard, *mailer* is the party presenting the mail to the USPS.

b. The same mailer (or agent) may not in a 24-hour period present for verification and acceptance more than four destination price mailings at the same destination postal facility, unless the mailer or agent has received a waiver when scheduling the deposit of the mailings. There is no maximum for PVDS mailings.

2.6 Deposit

2.6.1 Time and Location of Deposit

Each mailing claimed at a destination price must be deposited at the time and location specified by the USPS.

2.6.2 Freight

Drop shipments are freight until deposited and accepted as mail at the destination facility.

2.6.3 Appointments

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

a. Except for a local mailer under 2.6.13 and mailings of perishable commodities, appointments for deposit of destination entry price mail at NDCs, ASFs, and SCFs must be scheduled through the appropriate appointment control center at least one business day in advance. Same-day appointments may be granted by a control center only through a telephone request. All appointments for NDC loads must be scheduled by the appropriate NDC control center. Appointments for SCFs and ASFs must be scheduled through the appropriate district control center. Appointments may be made up to 30 calendar days before a desired appointment date. The mailer must adhere to the scheduled mail deposit time

and location. The mailer must cancel any appointment by notifying the appropriate control center at least 24 hours in advance of a scheduled appointment.

b. Electronic appointments may be made by a mailer or agent using a USPS-issued computer logon ID. Electronic appointments or cancellations must be made at least 12 hours before the desired time and date. All information required by the USPS appointment system regarding a mailing must be provided.

c. For deposit of DDU mailings, an appointment must be made by contacting the DDU at least 24 hours in advance. If the appointment must be canceled, the mailer must notify the DDU at least one business day in advance of a scheduled appointment. Recurring appointments are allowed if shipment frequency is once a week or more often.

2.6.4 Advance Scheduling

Mailers must schedule appointments for deposit of destination entry price mail under 2.6.3 and the conditions below. When making an appointment, or as soon as available, the mailer must provide the control center or DDU with the following information:

a. Mailer's name and address and, when applicable, the name and telephone number of the mailer's agent or local contact.

b. Description of what is being mailed, product name, number of mailings, volume of mail, how prepared and whether containerized (e.g., pallets). For DDU entries, the mailer also must provide the 5-digit ZIP Code(s) of the mail being deposited.

c. Where the mailing was verified.

d. Postage payment method.

e. Requested date and destination facility for mailing.

f. Vehicle identification number, size, and type.

2.6.5 Adherence to Schedule

The mailer must follow the scheduled deposit time or cancel the appointment by notifying the designated control center. Destination facilities may refuse acceptance or deposit of unscheduled mailings or shipments that arrive more than 2 hours after the scheduled appointment at ASFs, NDCs, or SCFs or more than 20 minutes at delivery units.

2.6.6 Redirection by USPS

A mailer may be directed to transport destination entry price mailings to a facility other than the designated DDU, SCF, or NDC due to facility restrictions, building expansions, peak season mail volumes, or emergency constraints.

2.6.7 Redirection at Mailer's Request

For service reasons, a mailer may ask to transport destination SCF price mail to a facility other than the designated SCF. This exception may be approved only by the district control center serving the destination facility. To qualify for the SCF price in this situation, mail deposited at a facility other than the SCF must destinate for processing within that facility and must not require backhauling to the SCF.

2.6.8 Recurring Appointments

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

a. Name, address, and telephone number of the mailer.

b. Transportation agent's name (contact person) and telephone number(s).

c. Mail volume and preparation (trays/sacks/parcels).

d. Containerization.

e. Size and type of trailer(s) transporting mail.

f. Frequency/schedule.

2.6.9 Vehicle Unloading

Unloading of destination entry mailings is subject to these conditions:

a. Properly prepared containerized loads (e.g., pallets) are unloaded by the USPS at NDCs, ASFs, and SCFs. The USPS does not unload or permit the mailer (or mailer's agent) to unload palletized loads that are unstable or severely leaning or that have otherwise not maintained their integrity in transit.

b. At NDCs, ASFs, and SCFs, the driver must unload bedloaded shipments within 8 hours of arrival. Combination containerized and bedloaded mailings are classified as bedloaded shipments for unload times. The USPS may assist in unloading.

c. At destination delivery units (DDUs), drivers must unload all mail within 1 hour of arrival. Unloading procedures are as follows:

   1. If pallets or pallet boxes are stacked, drivers must unload, unstrap, and unstack them.

   2. At DDUs that cannot handle pallets, drivers must unload any mail from pallets and place it into containers as delivery unit employees specify.

d. When driver unloading is required, the driver or assistant must stay with and continue to unload the vehicle once at the dock.

e. The driver must remove the vehicle from USPS property after unloading. The driver and assistant are not permitted in USPS facilities except for the dock and designated driver rest area.

2.6.10 Drop and Pick

Drop and pick service is not available for destination entry Standard Mail.

2.6.11 Demurrage

The USPS is not responsible for demurrage or detention charges incurred by a mailer who presents destination entry price mailings.

2.6.12 Appeals

Mailers who believe they are denied equitable treatment may appeal to the manager, customer service (district), responsible for the destination postal facility.

2.6.13 Exception for Local Mailer

The restrictions in 2.5.5, *Volume Standards*, and 2.6.4, *Advance Scheduling*, do not apply when a mailer deposits mailings for verification and acceptance at the local Post Office serving the facility where the mail was prepared, if the mailings are not verified under a plant load authorization or plant-verified drop shipment postage payment authorization. Under this exception, the mailer may claim the destination entry prices for mailings or portions of mailings deposited at the local Post Office that meet the standards in 3.0, *Destination Network Distribution Center (DNDC) Entry*, 4.0, *Destination Sectional Center Facility (DSCF) Entry*, and 5.0, *Destination Delivery Unit (DDU) Entry*.

3.0 Destination Network Distribution Center (DNDC) Entry

3.1 Definition

For this standard, *destination network distribution center (DNDC)* includes all network distribution centers (NDCs) and auxiliary service facilities (ASFs) as shown in Exhibit 3.1.

Exhibit 3.1 NDC/ASF—DNDC Price Eligibility

ELIGIBLE DESTINATION ZIP CODES	ENTRY FACILITY
005, 066, 068-079, 085-119, 124-127	NDC New Jersey NJ 00102
010-065, 067, 120-123, 128,129	NDC Springfield MA 05500
130-136, 140-149 [Except machinable parcels]	ASF Buffalo NY 140
130-136, 140-168, 260-266, 439-449 [Machinable parcels only or machinable parcels combined with bedloaded nonmachinable parcels]	NDC Pittsburgh PA 15195
150-168, 260-265, 439-449 [Except machinable parcels]	NDC Pittsburgh PA 15195
080-084, 137-139, 169-199	NDC Philadelphia PA 19205
200-212, 214-239, 244, 254, 267, 268	NDC Washington DC 20799
240-243, 245-249, 270-297, 376	NDC Greensboro NC 27075

ELIGIBLE DESTINATION ZIP CODES	ENTRY FACILITY
298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399	NDC Atlanta GA 31195
299, 313-316, 320-342, 344, 346, 347, 349.	NDC Jacksonville FL 32099
369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729	NDC Memphis TN 38999
250-253, 255-259, 266, 400-418, 421, 422, 425-427, 430-433, 437, 438, 450-457, 459-462, 469-474	NDC Cincinnati OH 45900
434-436, 458, 465-468, 480-497	NDC Detroit MI 48399
500-516, 520-528, 612, 680, 681, 683-689	NDC Des Moines IA 50999
498, 499, 540-564, 566	NDC Minneapolis/St. Paul MN 55202
570-577	ASF Sioux Falls SD 570
565, 567, 580-588	ASF Fargo ND 580
590-599, 821	ASF Billings MT 590
463, 464, 530-532, 534, 535, 537-539, 600-611, 613	NDC Chicago IL 60808
420, 423, 424, 475-479, 614-620, 622-639	NDC St. Louis MO 63299
640, 641, 644-658, 660-679, 739	NDC Kansas City KS 64399
730, 731, 734-738, 740, 741, 743-746, 748, 749	ASF Oklahoma City OK 730
706, 710-712, 718, 733, 747, 750-799, 880, 885	NDC Dallas TX 75199
690-693, 800-816, 820, 822-831	NDC Denver CO 80088
832-834, 836, 837, 840-847, 898, 979	ASF Salt Lake City UT 840
850-853, 855-857, 859, 860, 863, 864	ASF Phoenix AZ 852
865, 870-875, 877-879, 881-884	ASF Albuquerque NM 870
889-891, 893, 900-908, 910-928, 930-935	NDC Los Angeles CA 90901
894, 895, 897, 936-966	NDC San Francisco CA 94850
835, 838, 970-978, 980-986, 988-994	NDC Seattle WA 98000

3.2 Eligibility

Pieces in a mailing that meet the standards in 2.0 and 3.0 are eligible for the DNDC price when they meet all of the following conditions: 1) are deposited at a NDC or ASF; 2) are addressed for delivery to one of the 3-digit ZIP Codes served by the NDC or ASF where deposited that are listed in Exhibit 3.1; and 3) are placed in a sack or pallet (subject to the standards for the price claimed) that is labeled to the NDC or ASF where deposited, or labeled to a postal facility within the service area of that NDC or ASF (see Exhibit 3.1). DNDC price mail also must be eligible for Presorted or Enhanced Carrier Route prices, subject to the corresponding standards for those prices.

3.3 Additional Standards for Machinable Parcels

Additional standards for machinable parcels are as follows:

a. Destination NDC/ASF Containers. Machinable parcels palletized or sacked may be sorted to destination NDCs or to destination NDCs and ASFs. When machinable parcels are sorted to both destination NDCs and ASFs they qualify

for DNDC prices. Except as provided in Exhibit 3.1, sortation of machinable parcels to ASFs is optional but is required for the ASF mail to be eligible for DNDC prices. Mailers may opt to sort some or all machinable parcels for ASF service area ZIP Codes to ASFs *only* when the mail will be deposited at the respective ASFs where the DNDC price is claimed, under applicable volume standards, using L602; otherwise, mailers must sort machinable parcels only to destination NDCs under L601. If machinable parcels are sorted under L601, only mail for 3-digit ZIP Codes served by a NDC as listed in Exhibit 3.1 is eligible for DNDC prices (i.e., mail for 3-digit ZIP Codes served by an ASF in Exhibit 3.1 is not eligible for DNDC prices, nor is mail for 3-digit ZIP Codes that do not appear on Exhibit 3.1).

b. Mixed NDC Containers. Pieces in mixed NDC sacks or on mixed NDC pallets that are sorted to the origin NDC under 705.8.0, *Preparing Pallets*, or 445.5.0, *Preparing Presorted Parcels*, are eligible for the DNDC prices if both of the following conditions are met: 1) the mixed NDC sack or pallet is entered at the origin NDC facility to which it is labeled; and 2) the pieces are for 3-digit ZIP Codes listed as eligible destination ZIP Codes for that NDC in Exhibit 3.1.

3.4 Vehicles

Mailings deposited at a DNDC must be presented in vehicles compatible with NDC dock and yard operations.

3.5 Form 4410

Mailings may be deposited at the DNDC only if that facility is authorized (by Form 4410) to act as acceptance agent for the entry Post Office (where the meter license, precanceled stamp permit, or permit imprint authorization is held). Form 4410 is not required for plant-verified drop shipments.

4.0 Destination Sectional Center Facility (DSCF) Entry

4.1 Definition

For this standard, *destination sectional center facility (DSCF)* refers to the facilities listed in L002, Column C.

4.2 Eligibility

Pieces in a mailing that meets the standards in 2.0 and 4.0 are eligible for the DSCF price, as follows:

a. When deposited at a DSCF (or USPS-designated facility), addressed for delivery within that facility's service area, and placed in or on a sack or pallet that is labeled to that DSCF or to a postal facility within its service area.

b. When prepared in 5-digit bundles and placed on a 5-digit pallet or in a 5-digit scheme or 5-digit sack that is deposited at the destination delivery unit as defined in 5.1.

c. When prepared and deposited under 705.6.3.

4.3 Vehicles

Mailings deposited at a DSCF must be presented in vehicles that are compatible with SCF dock and yard operations.

5.0 Destination Delivery Unit (DDU) Entry

5.1 Definition

For this standard, *destination delivery unit (DDU)* refers to the facility designated by the USPS district drop shipment coordinator (for automation price Standard Mail) or the facility (Post Office, branch, station, etc.) where the carrier cases mail for delivery to the addresses on pieces in the mailing (for other Standard Mail).

5.2 Eligibility

Pieces in a mailing that meets the standards in 2.0 and 5.0 are eligible for the DDU price when deposited at a DDU, addressed for delivery within that facility's service area, and prepared as follows:

a. Irregular parcels in carrier route bundles sorted to carrier route sacks, and otherwise eligible for and claimed at a carrier route price.

b. One or more parcels or Not Flat-Machinable pieces in 5-digit containers.