

600 Basic Standards For All Mailing Services

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- 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

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- 9.2 Preparation of Perishables
- 9.3 Live Animals
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- 9.6 Mailing Plants
- 9.7 Nonmailable Plant Pests, Injurious Animals, and Illegally Taken Fish or Wildlife

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- 10.2 U.S. Department of Transportation Regulations of Hazardous Material
- 10.3 USPS Standards for Hazardous Material
- 10.4 Hazard Class
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- 10.12 Gases (Hazard Class 2)
- 10.13 Flammable and Combustible Liquids (Hazard Class 3)
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- 10.15 Oxidizing Substances, Organic Peroxides (Hazard Class 5)
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- 10.17 Infectious Substances (Hazard Class 6, Division 6.2)
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- 10.19 Corrosives (Hazard Class 8)
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- 11.1 Definitions
- 11.2 Nonmailability
- 11.3 Mailability Exceptions
- 11.4 Mailing Within Noncontiguous States
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- 11.6 Exception for Certain Individuals
- 11.7 Consumer Testing Exception
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- 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
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- 12.16 Compliance Certificate
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- 12.19 Building Construction Material
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- 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)

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- 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

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
- 3.6 Using High Value Stamps

4.0 Postage Meters and PC Postage Products ("Postage Evidencing Systems")

- 4.1 Basic Information

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- 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 Refund

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

7.0 Trademarks and Copyrights of the USPS

- 7.1 Trademarks and Service Marks
- 7.2 Copyrights
- 7.3 Inquiries about USPS Trademarks and Copyrights

8.0 USPS Contact Information

- 8.1 Postal Service

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- 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 to File
- 1.6 How to File
- 1.7 Filing Duplicate Claims

2.0 Providing Proof of Loss or Damage

- 2.1 Missing Contents
- 2.2 Proof of Damage

**3.0 Providing Evidence of
Insurance and Value**

- 3.1 Evidence of Insurance
- 3.2 Evidence 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

