346 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 705.15.0.

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 705.18.0.

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 Mailing

Pieces at different prices may be combined in the same mailing as provided in 345.1.0. Separate mailings may be reported on the same postage statement if the pieces in the mailings are in the same flat-size 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 343.2.0 through 343.4.0 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 705.15.0, 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

Destination entry price mail must be verified under a PVDS system (705.15.0) or be presented for verification and acceptance at a BMEU located at a destination postal facility. 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

When mailings are verified and paid for at a postal facility different from the one at which they are accepted and deposited as mail, the mailer must ensure that they are accompanied by a completed Form 8125 (or 8125-C or 8125-CD).

2.5.3 At BMC

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

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 BMCs, 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 BMC loads must be scheduled by the appropriate BMC 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.

d. When Periodicals are transported together with Standard Mail or Package Services as a mixed load (707.29.0, *Destination Entry*), an appointment must be obtained for deposit at a destination entry facility.

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, BMCs, 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 BMC 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 BMCs, 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 BMCs, 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. When drivers unload containerized mail, delivery unit employees may require drivers to place the containers together by 5-digit ZIP Codes or 5-digit schemes.

3. When mail is not containerized or on pallets, drivers must place the mail into containers as delivery unit employees specify. Delivery unit employees may require drivers to place mail into containers to separate mail by 5-digit ZIP Codes or 5-digit schemes.
4. 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 Bulk Mail Center (DBMC) Entry*, 4.0, *Destination Sectional Center Facility (DSCF) Entry*, and 5.0, *Destination Delivery Unit (DDU) Entry*.

3.0 Destination Bulk Mail Center (DBMC) Entry

3.1 Definition

For this standard, *destination bulk mail center (DBMC)* includes all bulk mail centers (BMCs) and auxiliary service facilities (ASFs) as shown in Exhibit 3.1, *BMC/ASF—DMBC Price Eligibility*.

Exhibit 3.1 BMC/ASF—DMBC Price Eligibility

ELIGIBLE DESTINATION ZIP CODES	ENTRY FACILITY
005, 068-079, 085-098, 100-119, 124-127	BMC New Jersey NJ 00102
010-067, 120-123, 128,129	BMC Springfield MA 05500
130-136, 140-149	ASF Buffalo NY 140
150-168, 260-266, 439-449	BMC Pittsburgh PA 15195
080-084, 137-139, 169-199	BMC Philadelphia PA 19205
200-212, 214-239, 244, 254, 267, 268	BMC Washington DC 20499
240-243, 245-249, 270-297, 376	BMC Greensboro NC 27075
298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399	BMC Atlanta GA 31195
299, 313-316, 320-342, 344, 346, 347, 349.	BMC Jacksonville FL 32099
369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729	BMC Memphis TN 38999
250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 450-462, 469-474	BMC Cincinnati OH 45900
434-436, 465-468, 480-497	BMC Detroit MI 48399
500-516, 520-528, 612, 680, 681, 683-689	BMC Des Moines IA 50999
498, 499, 540-564, 566	BMC 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	BMC Chicago IL 60808
420, 423, 424, 475-479, 614-620, 622-639	BMC St. Louis MO 63299
640, 641, 644-658, 660-679, 739	BMC 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	BMC Dallas TX 75199
690-693, 800-816, 820, 822-831, 856-857	BMC Denver CO 80088
832-834, 836, 837, 840-847, 898, 979	ASF Salt Lake City UT 840
850, 852, 853, 855, 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	BMC Los Angeles CA 90901
894, 895, 897, 936-966	BMC San Francisco CA 94850
835, 838, 970-978, 980-986, 988-994	BMC Seattle WA 98000

3.2 Eligibility

Pieces in a mailing that meet the standards in 2.0 and 3.0 are eligible for the DBMC price when they meet all of the following conditions: 1) are deposited at a BMC or ASF; 2) are addressed for delivery to one of the 3-digit ZIP Codes served by the BMC or ASF where deposited that are listed in Exhibit 3.1; and 3) are placed in a

tray, sack, or pallet (subject to the standards for the price claimed) that is labeled to the BMC or ASF where deposited, or labeled to a postal facility within the service area of that BMC or ASF (see Exhibit 3.1). If bundles of flats on pallets are reallocated from an ASF pallet to a BMC pallet under 705.8.14, mail for the ASF ZIP Codes placed on the BMC pallet is not eligible for the DBMC prices. DBMC price mail also must be eligible for Presorted, automation, or Enhanced Carrier Route prices, subject to the corresponding standards for those prices.

3.3 Eligibility for ADC Mailpieces

All pieces in an ADC sack or tray are eligible for the DBMC discount if the ADC facility ZIP Code (as shown on Line 1 of the corresponding container label) is within the service area of the BMC or ASF at which the sack or tray is deposited as shown in Exhibit 3.1. All pieces in a palletized ADC bundle are eligible for the DBMC discount if the ADC facility that is the destination of the bundle (determined by using the "Label To" ZIP Code in Column B of L004) is within the service area of the BMC or ASF at which it is deposited as shown in Exhibit 3.1.

3.4 Eligibility for Mixed ADC Bundles, Sacks or Trays

Mailpieces either in a mixed ADC bundle, sack, or tray can qualify for the DBMC prices if the following standards are met:

a. All pieces in the bundle, sack, or tray must destinate within the ASF or BMC service area shown in Exhibit 3.1.

b. Use labeling list L009 when labeling bundles, sacks, or trays containing such pieces.

c. Pieces claiming DBMC prices and any mixed ADC pieces not claiming DBMC prices must be prepared in separate mixed ADC bundles, sacks, or trays.

d. Otherwise applicable restrictions (e.g., minimum volume, number of less-than-full trays) are excepted when necessary to meet the standards in 3.4.

3.5 Vehicles

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

3.6 Form 4410

Mailings may be deposited at the DBMC 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, and L006, 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 in or on a merged 5-digit scheme or merged 5-digit sack or pallet that is deposited at the destination delivery unit as defined in 5.1.

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

Properly prepared Enhanced Carrier Route (ECR) flat-size pieces entered according to standards in 2.0 and 5.0 are eligible for the DDU price when deposited at a DDU and addressed for delivery within that facility's service area. Mailers must unload mail at DDUs according to standards in 2.6.9. Only pieces eligible for and claimed at ECR prices are eligible for the DDU discount. No other prices or discounts are available for pieces receiving the DDU discount. When mailings contain pieces claimed at more than one destination entry price, mailers must separate mail according to standards in 2.5.1.