UNITED STATES POSTAL SERVICE®

Domestic Mail Manual

DMM Issue 57 (6-30-02)

Purpose. The *Domestic Mail Manual* (DMM), revised and published periodically, contains the standards of the U.S. Postal Service governing domestic mail services (see G020).

Effective Date. This book includes all revisions issued since the publication of DMM Issue 56 (dated 1-7-01). This edition includes all of the rate and classification changes effective June 30, 2002.

Summary of Changes. A description of revisions made since the publication of DMM Issue 56 is in I010. The summary of changes is presented in two ways: by effective date and by DMM module. Mailing standards in the DMM are amended or rescinded by notices in the *Postal Bulletin* or the *Federal Register.*

Availability

Public. The public can access the DMM online in PDF and HTML formats through Postal Explorer at http://pe.usps.gov. The online DMM is updated monthly. Annual subscriptions for printed copies are available only through the Superintendent of Documents, U.S. Government Printing Office, 202-512-1800.

USPS. Postal employees can access the DMM and other publications in PDF and HTML formats on the USPS web site. The online DMM is updated monthly. Each printed issue of the DMM is distributed to postal facilities. Offices requiring more copies must order them through the Material Distribution Center using Form 7380, *MDC Supply Requisition.*

How to Use This Book. A "how-to" guide is located at the beginning of this book. Also included is a series of *Quick Service Guides* — two-page overviews of mail classification and preparation.

Comments. Contact your local post office, business mail entry unit, or rates and classification service center with comments or questions about the standards in this document (see G042 for addresses and telephone numbers).

Stephen M. Kearney
Vice President
Pricing and Classification

DOMESTIC MAIL MANUAL

DMM Issue 57 (6-30-02)

Published by
Mail Preparation and Standards,
Pricing and Classification,
US Postal Service

Addressing

DMM Issue 57 (6-30-02)

Contents

A000 Basic Addressing

A010 General Addressing Standards

A040 Alternative Addressing Formats

A060 Detached Address Labels (DALs)

A800 Addressing for Barcoding

A900 Customer Support

A910 Mailing List Services

A920 Address Sequencing Services

A930 Other Services

A950 Coding Accuracy Support System (CASS)

A000 Basic Addressing

A010 General Addressing Standards

Summary A010 describes the required elements of a complete address and proper placement of delivery and return addresses. It also provides standards for addressing military mail, Periodicals, and using a return address.

1.0 ADDRESS CONTENT AND PLACEMENT

Delivery Address
1.1 The delivery address specifies the location to which the USPS is to deliver a mailpiece. Except for mail prepared with detached address labels under A060, the piece must have the address of the intended recipient, visible and legible, only on the side of the piece bearing postage.

Address Elements
1.2 All mail not bearing a simplified address under A040 must bear a delivery address that contains at least the following elements in this order from the top line:

a. Intended recipient's name or other identification.

b. Private mail box designator ("PMB" or optional "#") and number.

c. Street and number. (Include the apartment number, or use the post office box number, or general delivery, or rural route or highway contract route designation and box number, as applicable.)

d. City and state. (The city is any acceptable mailing name shown for the 5-digit ZIP Code listed in the USPS city state file serving the intended recipient.)

e. ZIP Code (5-digit or ZIP+4) where required. ZIP Codes may be omitted from pieces mailed by the general public at the single-piece rates for First-Class Mail and from pieces bearing a simplified address. ZIP Codes (5-digit or ZIP+4) are required on Presorted First-Class Mail, all mail claimed at automation rates, postcards mailed under specific First-Class standards, Periodicals, Standard Mail, Package Services, business reply mail, merchandise return service, mail sent to military addresses within the United States, and penalty mail. ZIP Codes are also required in the return address of mail on which postage is paid with precanceled stamps and company permit imprint and in the sender's return address on Periodicals when return service is requested.

OCR Read Area
1.3 On a letter-size piece, the recommended address placement is within the optical character reader (OCR) read area, which is a space on the address side of the mailpiece defined by these boundaries (see Exhibit 1.3):

a. Left: 1/2 inch from the left edge of the piece.

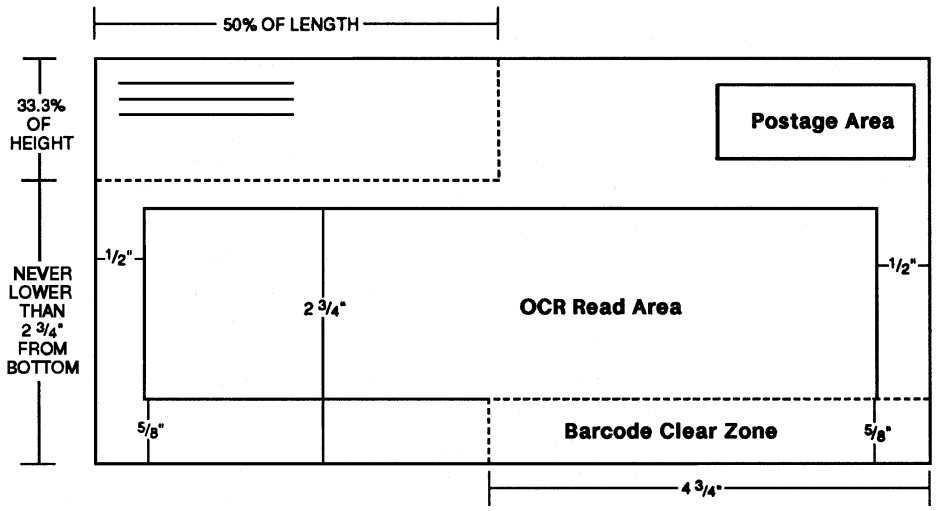
b. Right: 1/2 inch from the right edge of the piece.

c. Top: 2-3/4 inches from the bottom edge of the piece.

d. Bottom: 5/8 inch from the bottom edge of the piece.

Nonmailable, Nonmachinable Placement
1.4 The location of the delivery address on a letter-size mailpiece determines which dimensions are the length and height of the piece. Consequently, the placement of the address may render a piece nonmailable or nonmachinable.

OCR Read Area
Exhibit 1.3



Clear Space
1.5 A clear space must be available on all mail for the address, postage (permit imprint, postage stamp, or meter stamp), postmarks, and postal endorsements.

Attachment of Different Class
1.6 If the names and addresses of the sender and intended recipient do not appear on both the host and attachment, the sender's name and address must be placed on one piece and the recipient's name and address on the other. Combination containers that have inseparable parts or compartments are mailable with the names and addresses on only one.

Basic Addressing
1.7 Basic addressing standards for First-Class Mail, Express Mail, Standard Mail, and Package Services are in E100, E500, E600, and E700, respectively. Additional standards for Periodicals are in 7.0. Additional standards apply to overseas military mail, Department of State mail, mail in window envelopes, international mail, and mail claimed at any automation rate.

2.0 ZIP CODE

Purpose
2.1 The ZIP (Zone Improvement Plan) Code system is a numbered coding system that facilitates efficient mail processing. The USPS assigns ZIP Codes. All post offices are assigned at least one unique 5-digit ZIP Code. Larger post offices may be assigned two or more 5-digit ZIP Codes (multi-5-digit ZIP Code offices). Separate 5-digit ZIP Codes are assigned to each delivery unit at these offices. Unique 3-digit and multi-5-digit ZIP Code post offices have street listings in Publication 65, *National Five-Digit ZIP Code and Post Office Directory.*

ZIP+4
2.2 The most complete ZIP Code is a nine-digit number consisting of five digits, a hyphen, and four digits, which the USPS describes by its trademark ZIP+4. The correct format for a numeric ZIP+4 code is five digits, a hyphen, and four digits. The first five digits represent the 5-digit ZIP Code; the sixth and seventh digits (the first two after the hyphen) identify an area known as a sector; the eighth and ninth digits identify a smaller area known as a segment. Together, the final four digits identify geographic units such as a side of a street between intersections, both sides of a street between intersections, a building, a floor or group of floors in a building, a firm within a building, a span of boxes on a rural route, or a group of post office boxes to which a single USPS employee makes delivery.

Numeric DPBC
2.3 A numeric equivalent of a delivery point barcode (DPBC) consists of five digits followed by a hyphen and seven digits as specified in C840. The numeric equivalent is formed by adding three digits directly after the ZIP+4 code.

3.0 COMPLETE ADDRESS

Definition
3.1 A complete address has all the address elements necessary to allow an exact match with the current USPS ZIP+4 File to obtain the finest level of ZIP+4 code for the delivery address. A complete address may be required on mail at some automation rates.

Elements
3.2 A complete delivery address includes:

a. Addressee name or other identifier and/or firm name where applicable.

b. Private mail box designator and number (PMB 300 or #300).

c. Urbanization name (Puerto Rico only, ZIP Code prefixes 006 to 009, if area is so designated).

d. Street number and name (including predirectional, suffix, and postdirectional as shown in USPS ZIP+4 File for the delivery address or rural route and box number (RR 5 BOX 10), highway contract route and box number (HC 4 BOX 45), or post office box number (PO BOX 458), as shown in USPS ZIP+4 File for the delivery address). ("PO Box" is used incorrectly if preceding a private box number, e.g., a college mailroom.)

e. Secondary address unit designator and number (such as an apartment or suite number (APT 202, STE 100)).

f. City and state (or authorized two-letter state abbreviation). Use only city names and city and state name abbreviations as shown in USPS City State File. Contact the National Customer Support Center (see A930) for more information about the City State File.

g. Correct 5-digit ZIP Code or ZIP+4 code. If a firm name is assigned a unique ZIP+4 code in the USPS ZIP+4 File, the unique ZIP+4 code must be used in the delivery address.

4.0 RETURN ADDRESS

Purpose
4.1 The return address tells the USPS where the sender of a mailpiece wants it returned if the piece cannot be delivered. The return address contains elements corresponding to those for the delivery address. Although the sender's name is required in the return address in only specific circumstances (under 4.3), if the sender's name is not included in the return address, another clear designation (apartment, suite, or room number) is required to ensure proper handling of ancillary services and/or return of the piece.

Ancillary Services
4.2 The USPS uses the return address to provide ancillary services requested by the mailer (e.g., "Return Service Requested"). The return address on any mailpiece endorsed for an ancillary service must identify where the piece is to be returned and where the mailer is prepared to pay applicable postage and fees for pieces returned or for ancillary service provided at the mailer's request. A domestic return address must be placed in the upper left corner of the address side of the piece or the upper left corner of the addressing area.

Required Use 4.3

Except as provided in 4.1, the sender's domestic return address must appear legibly on:

a. Mail of any class, when its return and/or an address correction service is requested.

b. Official mail.

c. Mail paid with precanceled stamps.

d. Matter bearing a company permit imprint.

e. Priority Mail.

f. Periodicals in envelopes or wrappers.

g. Package Services (except unendorsed Bound Printed Matter).

h. Registered mail.

i. Insured mail.

j. Collect on delivery (COD) mail.

k. Certified mail if a return receipt is requested.

l. Express Mail if a return receipt is requested. The return address on the Express Mail label meets this standard.

Postmark 4.4

An endorsement directing return to point of mailing (postmark) is not honored.

5.0 RESTRICTIONS

Dual Address 5.1

Mail with a dual address, i.e., both a street address and a post office box number, is delivered to the address immediately above the city and state (or to the post office box if both the street address and post office box are on the same line). If a ZIP+4 code or 5-digit ZIP Code is used, it must correspond to the address element immediately above the city and state (or with the post office box number in the address if both the street address and post office box are on the same line). These restrictions also apply to return addresses on mail (for more information, see Publication 28, *Postal Addressing Standards*).

More Than One Post Office 5.2

Mail with the name of more than one post office in the delivery address or return address is not acceptable for mailing.

Mail Addressed to CMRAs 5.3

Mail sent to an addressee at a commercial mail receiving agency (CMRA) must be addressed to their private mailbox ("PMB" or "#") number at the CMRA mailing address.

6.0 MILITARY MAIL

Overseas Address 6.1

Overseas military addresses must conform to domestic addressing standards. The delivery line (i.e., the second line from the bottom in the address) must show the ship name, unit number, CMR or PSC number, and box number if assigned. The last line must contain the APO and FPO designation and the appropriate two-letter "state" abbreviation (AA, AE, or AP), followed by the ZIP+4 or 5-digit ZIP Code. AA, AE, and AP are used for addresses with the 3-digit ZIP Code prefixes 340, 090-098, and 962-966, respectively. In addition:

a. Mail addressed to Army personnel must show grade; full name, including first name and middle name or initial; and unit number.

b. Mail addressed to Air Force personnel must show grade; full name, including first name and middle name or initial; and PSC or unit number.

c. Mail addressed to Navy and Marine Corps personnel must show rank or rating; full name, including first name and middle name or initial; and PSC number for shore-based units, or ship name.

d. Mail sent to dependents residing in overseas areas must be addressed in care of the sponsor.

Geographic Address
6.2 Mail showing a foreign city and country in addition to the military address is subject to the postage rates and conditions for international mail.

Address Within United States
6.3 Mail addressed to military personnel within the United States must show the name of the military installation, state, either the correct ZIP Code or ZIP+4 code, and:

a. Mail addressed to Army personnel must show grade; full name, including first name and middle name or initial; and organization.

b. Mail addressed to Air Force personnel must show grade; full name, including first name and middle name or initial; organization; and box number (if served by a PSC).

c. Mail addressed to Navy and Marine Corps personnel must show full name, including first name and middle name or initial; rank or rating; and organization.

d. Mail sent to dependents of military personnel for delivery through the sponsor's military unit must be addressed in care of the sponsor.

e. Mail sent to dependents of military personnel for delivery at the sponsor's military quarters need not be addressed in care of the sponsor.

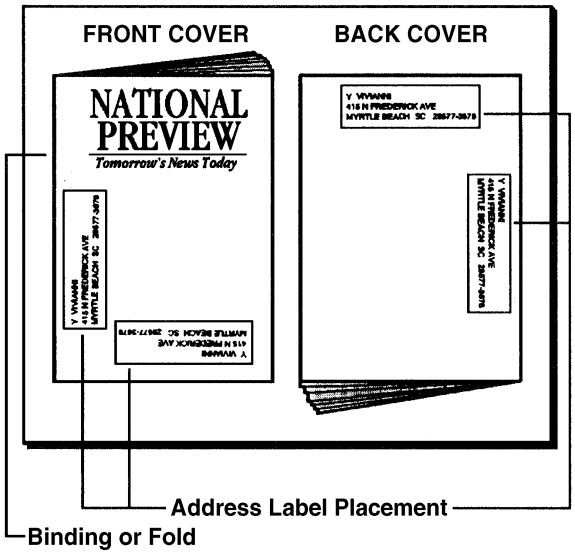
7.0 ADDITIONAL STANDARDS FOR PERIODICALS

Preparation
7.1 Each addressed piece, including the top copy of a firm package, must bear the addressee's name and address. The address must include the correct ZIP+4 code or 5-digit ZIP Code.

Address Label
7.2 White or other light-colored paper must be used for the address label. To identify the mailpiece as Periodicals, the mailer may place, vertically along the left-hand side of the label, a 1/4-inch or narrower strip of solid pink or of pink "PER" characters.

Address Placement
7.3 The delivery address must be clearly visible on or through the outside of the mailpiece, whether placed on a label or directly on the host publication, a component, or the mailing wrapper. If placed on the mailing wrapper, the address must be on a flat side, not on a fold (see Exhibit 7.3). If a polybag is used, the address must not appear on a component that rotates within the bag, and the address must remain visible throughout the addressed component's range of motion.

Address Placement for Periodicals
Exhibit 7.3



Return Address
7.4 The return address must appear on any mailing wrapper that is endorsed "Address Service Requested."

A000 Basic Addressing

A040 Alternative Addressing Formats

Summary A040 describes the simplified address format (i.e., "Postal Customer"), the occupant format address (i.e., "Postal Customer" or "Occupant"), the exceptional address format (i.e., "Jane Doe" or "Current Occupant"), standards for their use, and mail preparation. It also covers the addressing and delivery of mail sent under the franking privilege for members of Congress.

1.0 SIMPLIFIED ADDRESS

Use—Rural and Highway Contract Routes, P.O. Boxholders
1.1 The simplified address format (i.e., "Postal Customer") may be used on mail when general distribution is desired to each boxholder on a rural route or highway contract route, each family on a rural route or highway contract route (at any post office), or all post office boxholders at a post office without city carrier service. A more specific address such as "Rural Route Boxholder," followed by the name of the post office and state, may be used. The word "Local" is optional.

Use—City Routes, P.O. Boxholders
1.2 When distribution is to be made to each stop or possible delivery on city carrier routes or to each post office boxholder at a post office with city carrier service, the addressee's name, street address or post office box number, city, state, and ZIP Code may be omitted from the address only on pieces mailed as official matter by agencies of the federal government, any state, county, or municipal government, and the governments of the District of Columbia, the Commonwealth of Puerto Rico, and any U.S. territory or possession listed in G010. Such mail must be prepared under the standards for the rate claimed and the following:

a. Only these forms of address may be used instead of the addressee's name and address:
   (1) "Postal Customer" (delivery desired at all addresses).
   (2) "Residential Customer" (delivery desired at residential addresses only).
   (3) "Business Customer" (delivery desired at business addresses only).

b. At least 10 days before the mailing date, the mailer must submit a sample mailpiece and the following information to the entry office postmaster (in response, the mailer receives a mailing schedule that must be followed):
   (1) Proposed mailing date.
   (2) Total number of pieces being mailed.
   (3) Method of postage payment.
   (4) Names of all city delivery post offices to receive any of the mailing and the number of pieces for each.

Mail Preparation
1.3 In preparing the mailing, all pieces for the same post office must be tied in packages of 50, so far as practicable, and each package must bear a facing slip showing desired distribution (e.g., rural route boxholders). If the pieces are tied in quantities other than 50 each, the actual number must be shown on the facing slip.

Selective Distribution
1.4 If selective distribution is desired, enough pieces must be presented to cover the route or routes selected. The route numbers must be shown on the facing slips. Delivery statistics may be obtained as described in A930.

Postage
1.5 Postage is paid according to the standards for the class of mail.

Address Designation
1.6 Only the address designations in 1.1 or 1.2 may be used. Other designations (e.g., "Food Buyer," "Voter") are not permitted.

Prohibited Use
1.7 The simplified address format is prohibited on mail addressed to an overseas post office and on Periodicals publications intended to count as subscriber or requester copies to meet the applicable circulation standards.

2.0 OCCUPANT ADDRESS

Use
2.1 The occupant address format (i.e., "Postal Customer" (or "Occupant," "Householder," or "Resident") may be used to address mail selectively to a rural route and box number, a specific street number, or a specific post office box number without using the addressee's name:

Example

POSTAL CUSTOMER
2711 ORDWAY ST NW APT 204
WASHINGTON DC 20008-5036

Prohibited Use
2.2 The occupant address format is prohibited on mail addressed to an overseas post office and on Periodicals publications intended to count as subscriber or requester copies to meet the applicable circulation standards.

3.0 EXCEPTIONAL ADDRESS

Use
3.1 The exceptional address format (i.e., "Jane Doe or Current Resident" or "Jane Doe or Current Occupant") may be used on any mail except mail types listed in 3.2. The word "Current" is optional. The order of the words may be reversed (e.g., "Current Resident or Jane Doe" rather than "Jane Doe or Current Resident").

Prohibited Use
3.2 The exceptional address format cannot be used on any of the following:

a. Express Mail.
b. Mail sent with any special service (S900).
c. Mail with any ancillary service endorsement (F010).
d. Periodicals publications intended to count as subscriber or requester copies to meet the applicable circulation standards.
e. Mail addressed to an overseas post office (E030).

Placement
3.3 The exceptional address format must be placed in the address block, with the following exceptions:

a. If all the current resident/occupant information cannot be placed on the first or second line of the address, the exceptional address format may be placed no more than 3/4 inch above the address block.
b. If an optional endorsement line (OEL) is used, the mailer may elect to place the exceptional address format above the OEL. In these cases, the exceptional address format must be at least 1/2 inch, but not more than 3/4 inch, above the optional endorsement line. If a window envelope is used with an OEL, the exceptional address information may be printed either in the area on the insert showing through the window or on the envelope above the window.

Undeliverable Mail
3.4 Mail with an exceptional address format is delivered as addressed and may not be forwarded. Mail is treated as undeliverable only if the address is incorrect or incomplete, or the mail cannot be delivered for another reason. Undeliverable mail

is handled in accordance with F010. The reason for nondelivery of Periodicals with an exceptional address format is provided to the publisher only if the mail is undeliverable for reasons other than a move by the named addressee. The mail is not returned or forwarded.

4.0 CONGRESSIONAL FRANK

Required Addressing 4.1 Except as permitted below, all mail sent under the franking privilege (see E050) must be addressed to the recipient by name and post office address.

Alternative Addressing 4.2 Mail sent under the franking privilege of a member of, or member-elect to, the Congress, or a delegate, delegate-elect, resident commissioner, or resident commissioner-elect to the House of Representatives may be addressed under the alternative addressing formats in 1.0 through 3.0 for delivery to customers within the congressional district, state, or area that he or she was elected to represent. A member of the House of Representatives may not, under the franking privilege, use the alternative addressing formats to send mail outside the congressional district that elected that member. Any representative elected at large may send franked mail with the simplified address format to postal customers within the entire state that elected the member.

Delivery 4.3 Mail with an alternative addressing format is delivered within the district, state, or area to any or all the following:

a. Each boxholder or each family on a rural or highway contract route.

b. Each post office boxholder.

c. Each stop or possible delivery on city carrier routes.

Delivery Information 4.4 Delivery information as described in A930 is provided on request for a congressional district when a post office serves areas located in more than one district.

A000 Basic Addressing

A060 Detached Address Labels (DALs)

Summary A060 describes how to use DALs. It covers the label preparation including paper stock, placement and type of address format, mail preparation, and postage. It also describes the handling of excess DALs or mailpieces.

1.0 USE

Definition
1.1 For these standards, *item(s)* refers inclusively to the types of mail described in 1.2 through 1.4.

Periodicals or Standard Mail Flats
1.2 Saturation mailings of unaddressed Periodicals or Standard Mail flats may be mailed with detached address labels (DALs). For this standard, saturation mailing means a mailing sent to at least 75% of the total addresses on a carrier route or 90% of the residential addresses on a route, whichever is less. Deliveries are not required to every carrier route of a delivery unit.

Standard Mail Merchandise Samples
1.3 Merchandise samples more than 5 inches wide (high) or 1/4 inch thick, or nonuniform in thickness, mailed at Standard Mail rates, must be mailed with DALs when prepared for general distribution on city delivery routes. Merchandise samples may be mailed with DALs for general distribution on other (e.g., rural) routes and for the residual portion of a general distribution mailing. For this standard, *general distribution* means distribution in a single mailing to at least 25% of the addresses in any 5-digit ZIP Code delivery area regardless of the number of samples addressed to a single route or the number of 5-digit areas to which samples are addressed. If the same mailing includes a general distribution to one or more 5-digit areas and a secondary distribution of lesser quantities to one or more other 5-digit areas, pieces in the secondary distribution are considered residual.

Bound Printed Matter
1.4 Unaddressed pieces of Bound Printed Matter may be mailed with DALs when:

a. The mail is prepared on 5-digit pallets meeting the standards in M040 and M045, except that for flat-size mail, separate 5-digit pallets of Carrier Route and Presorted rate mail are not required. The destination delivery unit is determined using the Drop Shipment Product under the provisions for the DDU rate in E752. The mail may not be prepared on pallets when the Drop Shipment Product indicates that the delivery unit that serves the 5-digit pallet destination cannot handle pallets. For such delivery units, mail with DALs must be prepared in sacks. The trays or cartons of DALs must be prepared under 3.0, placed on the same pallet as the pieces, and must be stretch-wrapped together as one unit.

b. The mail is prepared in 5-digit sacks and entered at the destination delivery unit. The destination delivery unit is determined by using the Drop Shipment Product under the provisions for the DDU rate in E752. DALs must be packaged under 3.0 and presented to the destination delivery unit with the accompanying items to be distributed with the DALs.

Alternative Addressing
1.5 The addresses on DALs may be prepared using an alternative address format under A040, subject to the applicable eligibility, volume, density, and preparation standards.

Documentation 1.6 When requested by the USPS, DAL mailers must provide documentation to establish that the applicable distribution standards in 1.2 through 1.4 are met.

Special Services 1.7 Items mailed with DALs may not be combined with any special services.

2.0 LABEL PREPARATION

Label Construction 2.1 Each DAL must be made of paper or cardboard stock that is not folded, perforated, or creased, and that meets these measurements:

a. Between 3-1/2 and 5 inches high (perpendicular to the address label).

b. Between 5 and 9 inches long (parallel to the address label).

c. At least 0.007 inch thick.

Addressing 2.2 The address for each item must be placed on a DAL, parallel to the longest dimension of the DAL, and may not appear on the item it accompanies. The DAL must contain the recipient's delivery address and the mailer's return address. A ZIP+4 code or 5-digit ZIP Code is required unless a simplified address format is used. The delivery address may include the correct delivery point barcode.

Ratio 2.3 Only one DAL may be prepared for each accompanying item, and only one item may be identified for delivery per DAL (i.e., a single DAL may not be prepared to deliver one each of different accompanying items or multiples of the same item).

Required Information 2.4 The following words must appear in bold type at least 1/8 inch high on the front of each DAL: "USPS regulations require that this address label be delivered with its accompanying postage-paid mail. If you should receive this label without its accompanying mail, please notify your local postmaster." The title or brand name of the item (which may include an illustration of the item) must also appear on the front or back of the DAL to associate it with the accompanying item.

Other Information 2.5 Nothing may appear on the front of a DAL except the information described in 2.2 and 2.4, an indicium of postage payment, and official pictures and data circulated by the National Center for Missing and Exploited Children. Ancillary service endorsements are not permitted. Undeliverable material is treated under 4.0.

3.0 MAIL PREPARATION

Notice to Delivery Office 3.1 Each delivery office to receive a DAL mailing must be notified in writing at least 10 days before the requested delivery period. To ensure that the delivery office can readily relate the notice to the cartons containing the corresponding items, a copy of that letter must be enclosed with the DALs unless the initial notice and the cartons used for the DALs and items each conspicuously bears a mailing identification number. The letter must contain the following information:

a. Name and telephone number of mailer or representative.

b. Origin post office of mailing.

c. Expected mailing date.

d. Description of mailing.

e. Number of addressees for each 5-digit ZIP Code.

f. Number of DALs per carton or package.

g. Number of items per carton or package.

h. Expected delivery period (range of dates).

i. Requested action for excess or undeliverable DALs or items (see 4.0).

DALs
3.2 The DALs must be presorted, counted, and packed by 5-digit ZIP Code delivery area. Only DALs for the same 5-digit area may be placed in the same carton. DAL mailings claimed at carrier route or walk-sequence rates must be further prepared under the corresponding standards. Different size cartons may be used in the same mailing, but each must be filled with dunnage as necessary to ensure that the DALs retain their integrity while in transit. Each carton of DALs must bear a label showing the information in 3.5 unless a mailing identification number is used (see 3.1). Multiple containers of DALs must be numbered sequentially ("1 of __," "2 of __," etc.).

Items
3.3 The items to be distributed with the DALs must be placed in cartons or prepared in packages placed in sacks, as appropriate for the type of item and subject to the standards for the rate claimed. A label bearing the content description information in 3.5 must be affixed to each carton, sacked package, or pallet unless a mailing identification number is used (see 3.1). Cartons of items (including those on pallets) may be of different sizes but must be filled with dunnage as necessary to ensure the integrity of the items while in transit. The gross weight of each carton or sack must not be more than 40 pounds.

Combined Cartons
3.4 Both the DALs and the accompanying items may be enclosed in the same carton when sent to a small volume 5-digit ZIP Code area. If packed together, these standards apply:

a. The DALs must be packaged and labeled under 3.2 and placed on top of the items.

b. The carton must be packed with dunnage to ensure the integrity of the contents while in transit.

c. The gross weight of the carton must not exceed 40 pounds.

d. The exterior of the carton must be labeled under 3.5 and marked "DALs ENCLOSED" in letters not less than 1/2 inch high.

Label Information
3.5 Sacks, cartons, and pallets of DAL mail must be labeled under the preparation standards for the rate claimed. A second label must be affixed to each carton or sacked package to provide the following information (unless a mailing identification number is used under 3.1):

a. Delivery post office name and 5-digit ZIP Code delivery area.

b. Title, brand name, or other description of the items.

c. Name and telephone number of the mailer or representative.

d. Number of labels or items in the carton, as applicable.

e. Instructions to open and distribute either the DALs with matching items or the items with matching DALs, as appropriate.

Use of Equipment
3.6 Cartons, packages of flats, and sacks of items may be palletized under the applicable standards; cartons of DALs must be palletized with the corresponding items under the same standards. The USPS plant manager at whose facility a DAL mailing is deposited may authorize other types of equipment for the portion of the mailing to be delivered in that plant's service area.

4.0 DISPOSITION OF EXCESS OR UNDELIVERABLE MATERIAL

Excess Material
4.1 The letter required under 3.1 must either request that the delivery office contact the mailer (or representative) about excess DALs or items, or provide instructions for their treatment. (If the mailer does not provide information about excess DALs or items, such material is disposed of as waste by the USPS.) The mailer must choose one of the following options for each DAL mailing and the items:

a. Disposal of any excess material as waste.

b. Return of the excess material to the mailer, postage due at the applicable single-piece rate under 5.0.

c. Holding of the excess material for pickup by the mailer (or representative). If pickup is not made within 15 calendar days of the notice to the mailer, the material is returned to the mailer postage due.

d. Holding of the excess material while additional DALs or items are supplied (as applicable). If additional material is not supplied within 15 days of the notice to the mailer, the excess material is returned to the mailer postage due. Additional material must be sent prepaid to the delivery post office as First-Class Mail, Priority Mail, or Express Mail.

Undeliverable DAL
4.2 A DAL that is undeliverable as addressed (UAA) is handled under F010 for the applicable class of mail. The accompanying item is treated as specified by the mailer under 4.1.

5.0 POSTAGE

Available Rates
5.1 DAL mailings are not eligible for any automation rate, but they may qualify for a carrier route rate, subject to the applicable standards.

Initial Distribution
5.2 Postage is computed based on the weight of the entire mailpiece (i.e., the combined weight of the item and the accompanying DAL). If the number of DALs and items mailed is not identical, the number of pieces used to determine postage is the greater of the two. No postage refund is allowed in these situations. The total weight of the mailing excludes the weight of the cartons used to carry the DALs or items, dunnage, and carton labels. In addition, these methods of postage payment apply:

a. Periodicals flats must be prepaid. A notice of entry must appear in the upper right corner of the DAL.

b. Standard Mail flats and samples and Bound Printed Matter must be paid by permit imprint, which must appear on each DAL. Standard Mail postage is computed at the applicable nonletter rates.

Returns
5.3 Postage for excess or undeliverable DALs that are properly endorsed or for items being returned is computed at the single-piece rate (First-Class Mail, Priority Mail, or Package Services) applicable to the combined weight of the DAL and the accompanying item, regardless of whether both are returned. The total amount due for returned material, which includes the return postage and the applicable address correction fee for each DAL or item returned, is collected when the material is returned to the mailer.

Additional Items
5.4 Postage for additional material (DALs or items) mailed to the USPS under 4.1d must be prepaid as First-Class Mail, Priority Mail, or Express Mail, subject to the eligibility standards for the rate claimed and the conditions in 5.2.

A800 Addressing for Barcoding

Summary A800 describes the basic address standards and current ZIP+4 file matching when used with CASS-certified address matching software for automation-compatible mail.

1.0 ACCURACY

Basic Standards
1.1 To qualify for automation rates, addresses must be sufficiently complete to enable matching to the current USPS ZIP+4 File when used with current CASS-certified address matching software. Standardized address elements are not required. Any barcode as defined in C840 that appears on a mailpiece claimed at an automation rate must be the correct barcode for the corresponding delivery address on the piece.

Numeric ZIP+4
1.2 A numeric ZIP+4 code must consist of five digits, a hyphen, and four digits.

Numeric DPBC
1.3 A numeric equivalent of the delivery point barcode (DPBC) consists of five digits followed by a hyphen and seven digits as specified in C840. The numeric equivalent is formed by adding three digits directly after the ZIP+4 code.

2.0 DEPTH OF CODE

Firm Name
2.1 An address must include a firm name when necessary to obtain a match with the finest level of ZIP+4 code in the USPS ZIP+4 File. If an address contains a firm name assigned a unique ZIP+4 code in the USPS ZIP+4 File, the unique ZIP+4 code must be used. If the firm name is not one assigned a unique ZIP+4 code in the USPS ZIP+4 File and the apartment/suite number is included in the address, the ZIP+4 code for the range in which the apartment/suite number appears must be used in that address. If the firm name does not correspond to a firm name that has a unique ZIP+4 code assigned in the USPS ZIP+4 File and the apartment/suite number is not included in the address, the ZIP+4 code for the building must be used.

Elements
2.2 Addresses must include the correct street number, predirectional, street name, suffix, and postdirectional that are input to obtain a match with the current USPS ZIP+4 File.

Secondary Designator
2.3 If a secondary address designator (e.g., an apartment number) is shown in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that secondary address as contained in the current USPS ZIP+4 File. If a secondary address designator is required to obtain an exact match with the finest level of ZIP+4 code in the USPS ZIP+4 File but the information is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the building must be used.

Rural and Highway Contract Routes
2.4 If a rural route or highway contract route box number is included in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that box number as contained in the current USPS ZIP+4 File. If a rural route or highway contract route box number is required to obtain a match with the finest level of ZIP+4 code but is not available, the alternative ZIP+4 code or ZIP+4 or

delivery point barcode for the rural route or highway contract route must be used. If used, the rural route or highway contract route box number must be placed on the line immediately above the city/state/ZIP Code line.

P.O. Box
2.5 A post office box address must contain a post office box number that can be exactly matched with the USPS ZIP+4 File in effect.

3.0 ENVELOPE WITH ADDRESS WINDOW AND INSERT

Clear Space
3.1 A clear space of at least 1/8 inch is required between the address block and the top, bottom, and side edges of the address window, and must remain when the insert is moved to its full limits in each direction within the envelope. The bottom edge of the address window must not extend more than 1/8 inch into the barcode clear zone. An envelope that contains a window that intrudes into the barcode clear zone is not eligible for MLOCR or RVE *FASTforward*[SM] under F030.

Cover Material
3.2 Window cover material, if used over the address window, must be made of a nontinted clear or transparent material (e.g., cellophane or polystyrene) and must permit the address, as viewed through the window material, to meet the print-contrast ratio standards in C840. Glassine may be used for window cover material subject to 3.3.

Edges
3.3 All edges of the window cover material must be glued securely to the envelope. The bottom edge of an address window must be at least 1/2 inch from the bottom edge of the envelope.

A900 Customer Support

A910 Mailing List Services

Summary A910 describes the services available for improving address quality of mailing lists. It includes the procedures for submitting mailing lists and the fees associated with these services. Also listed are the procedures for use of ancillary service endorsements and change-of-address information by election boards and voter registration commissions.

1.0 BASIC INFORMATION

Definition
1.1 A *mailing list* is a listing of names and addresses, or addresses only, produced on individual cards or in sheet form.

Carrier Route File
1.2 The official city delivery scheme, called the Carrier Route File, is available to mailers.

Purpose
1.3 To improve address quality, the USPS offers (for a designated fee) mailing list services to correct name and address lists; correct occupant lists; and sort mailing lists on cards by 5-digit ZIP Code (available only for multi-ZIP Code post offices). These services are available for mailing lists submitted by members of Congress; federal agencies; departments of state governments; municipalities; religious, fraternal, and recognized charitable organizations; and concerns or persons who solicit business by mail. For the designated fee, the USPS also provides address changes to election boards and voter registration commissions.

Lists
1.4 In providing services, the USPS does not compile any mailing list, including an occupant list. All corrections are marked on the list submitted by the customer.

Prohibitions
1.5 Persons other than USPS employees may not copy, or record by any means, names or addresses from carrier cases. Labels, wrappers, envelopes, stamped cards, or postcards indicating one-time use are not accepted as mailing lists.

2.0 FEE ASSESSMENT

Corrections
2.1 The fee for correcting name and address lists or occupant lists is assessed for each name or street address on the list. Individual apartments are considered separate addresses. The minimum fee in R900 applies to lists with fewer than 30 names or addresses. For assessing the fee, the USPS considers a list to be all the addresses sent at one time to the appropriate postal facility.

Rural Route Consolidation
2.2 No fee is charged for correcting name and address lists or occupant lists where rural routes are consolidated or changed to another post office, or where rural route and box number addresses are changed to city-style addresses. The lists must contain only names and/or addresses of persons residing on the routes involved, and the lists must be submitted for correction during the time when the local post office is required to keep the address conversion information.

Cards
2.3 The fee for sorting mailing lists on cards by 5-digit ZIP Code is assessed per 1,000 addresses or fraction thereof.

Election Board and Voter Commissions
2.4 The fee for address changes provided to election boards and voter registration commissions is assessed for each Form 3575 submitted. The fee is collected on a per card basis regardless of the number of changes made on the card and

whether the change concerns a person on the board's or commission's list of registrants. Instead of the actual forms, the USPS may supply facsimiles of the forms or copies of the information they contain at no additional fee.

Payment
2.5 The post office providing the correction service annotates the total fee due on the outside of the package containing the corrected cards or lists. Payment must be made to the postal installation to which the list was submitted. Payment must be in cash or by check or money order made payable to the postmaster. Payment for correcting a list submitted by a federal agency or a person authorized to send matter as official mail may be made under the official mail reimbursement program. Payment may be made when the list is submitted or when the corrected list is delivered.

Time Limit
2.6 The USPS corrects and returns a mailing list to the owner within 15 workdays after receipt. This time limit does not apply to mailing lists received for correction between November 16 and January 1; they are returned as soon as possible.

3.0 NAME AND ADDRESS LIST CORRECTION

Preparation
3.1 If addresses are submitted in list form, the list must be typewritten, printed, or computer-prepared and in sheet form, with enough space between or next to each address to permit entry of corrections. The list owner's name must appear in the upper left corner of each page or sheet. Lists must be separated by post office. A separate list must be presented for each carrier route served by a post office with 190 or more revenue units. Each post office can advise customers in this regard.

Card Size
3.2 If the addresses are submitted on cards, the cards must be about the size (3-1/2 by 5-1/2 inches) and quality of a stamped card; data processing cards are acceptable. Information on the cards must be typewritten, printed, or computer-prepared, having only one name and address per card, and with enough space to permit entry of corrections. The list owner's name must appear in the upper left corner of each card. Lists (groups of cards) must be separated by individual post office.

Submission
3.3 The customer must submit the address cards or mailing lists to the district manager of Address Management Systems for addresses within the district. (The address of each district and the ZIP Codes each serves may be found in Publication 65, *National Five-Digit ZIP Code and Post Office Directory.)* Unless directed otherwise by the district, the customer must address the submission as follows:

MANAGER
ADDRESS MANAGEMENT SYSTEMS
[STREET ADDRESS]
[CITY STATE ZIP CODE]

Postage
3.4 Cards or lists may be mailed by their owners to the designated district, but the list owner must prepay the postage for such items at the applicable rate. The submitted items are returned free of postage.

Elements Corrected
3.5 USPS employees:

a. Cross off names to which mail cannot be delivered or forwarded.

b. Correct initials and/or last names when the name apparently is known to the owner of the list.

c. Correct the house, rural, or post office box number; correct the last line (post office name, state abbreviation, and 5-digit ZIP Code); and, in multiple-unit buildings, add apartment, suite, or room numbers if known by the USPS employee.

d. Correct spelling of street names, suffixes, and placement of directionals to conform to the Carrier Route File scheme.

e. Provide new addresses, including ZIP Codes, for customers who have moved and filed permanent forwarding orders that are still active, and for addresses, if known, that are undeliverable because of USPS adjustments.

f. Mark an "X" in the upper right corner of the card or next to each entry on the sheet where no change is necessary.

No Additions 3.6 In making list corrections, USPS employees do not add a new name or address to a card or list.

4.0 OCCUPANT LISTS

Submission 4.1 Customers must submit occupant lists of street addresses in the same way as for name and address corrections. Customers must not submit lists that include more than 110% of the possible deliveries for a specific 5-digit ZIP Code delivery area.

Elements Corrected 4.2 USPS employees:

a. Provide new addresses, if known, for addresses that are undeliverable because of USPS adjustments.

b. Correct last lines (post office names, state abbreviations, and 5-digit ZIP Codes), spelling of street names, suffixes, and placement of directionals to conform to the Carrier Route File scheme.

c. Cross off numbers representing incorrect or nonexistent street addresses, but do not change or add numbers.

d. Indicate business addresses with a "B" in the upper right corner of the card, or opposite the street number as printed on the sheet, as applicable.

e. Indicate rural route addresses with an "R" in the upper right corner of the card, or opposite the street number as printed on the sheet, as applicable.

f. Enter the number of separate family units opposite addresses of multiple-unit dwellings.

g. Mark an "X" in the upper right corner of the card or next to each entry on the sheet where no change is necessary.

h. Group the corrected cards or sheets by carrier route for return to the list owner.

5.0 SORTATION OF LISTS ON CARDS BY 5-DIGIT ZIP CODE

Coding 5.1 The customer must code mailing lists by 5-digit ZIP Code for single 5-digit ZIP Code post offices.

Preparation 5.2 To allow the USPS to sort a mailing list to 5-digit ZIP Codes, a mailing list of addresses only for multi-ZIP Code post offices must be prepared on cards about the size (3-1/2 by 5-1/2 inches) and quality of a stamped card; data processing cards are acceptable. Only one address may appear on each card. The owner must separate the cards by post office of address and submit each group to the district manager of Address Management Systems serving that post office. The list

owner must wrap mailing lists (cards) for mailing when practicable. The owner's name and address must appear on the outside of the wrap or container.

USPS Sortation
5.3 USPS employees sort cards by 5-digit ZIP Code and securely package them with a facing slip marked "All for ZIP Code Area (00000)." ZIP Codes are not written on individual cards.

6.0 ELECTION BOARDS AND VOTER REGISTRATION COMMISSIONS

General
6.1 Election boards or voter registration commissions may use the "Return Service Requested" endorsement and/or the National Change of Address (NCOA) system to maintain current address lists.

Procedure
6.2 Election boards or voter registration commissions using permanent registration also may obtain residential change-of-address information from Forms 3575:

a. An authorized official of the board or commission must sign and submit to the manager, address management systems (district), a written request that lists the post offices for which change-of-address information is desired.

b. If the request is approved, an agreement must be obtained from and signed by an authorized official of the board or commission detailing the terms under which the change-of-address information is to be released.

c. The board or commission receives the requested information from the postmasters of the listed post offices and pays those postmasters the applicable fees.

A900 Customer Support

A920 Address Sequencing Services

Summary A920 describes address card sequencing services, including the procedures for preparation and submission of address cards and the fees associated with each of these services.

1.0 SERVICE LEVELS

The USPS provides the following levels of manual or electronic address sequencing service for city carrier routes, rural routes, highway contract routes, and post office box sections:

a. Sequencing of address cards or electronic address files.

b. Sequencing of address cards or electronic address files, plus inserting only blank cards for missing addresses or missing sequence numbers for the addresses missing from the electronic files.

c. Sequencing of address cards or electronic address files, plus inserting cards with addresses for missing or new addresses, or inserting addresses into electronic files for missing or new addresses.

d. For address cards or electronic files, if qualification is met, the Postal Service will provide seeded addresses to the list owners for inclusion in their address files for file protection.

e. If a request for sequencing contains a seeded address, the owner of the seeded address will be notified within 30 days of detection. If all known possibilities of fraud cannot be ruled out, the request will be denied and the Postal Inspection Service will be notified.

2.0 CARD PREPARATION AND SUBMISSION

Color, Size, and Quantity
2.1 When submitting cards, all address cards must be made of white or buff-colored card stock and of an identical size (5 to 8-5/16 inches long and 2-1/4 to 4-1/4 inches high). Blank cards for missing and/or new addresses must be of the same size as the submitted address cards but of a different color. A customer must provide enough blank cards to equal at least 10% of the number of address cards submitted.

Limitation
2.2 The customer must not submit address cards or an address file in excess of 110% of the possible deliveries for a specific 5-digit ZIP Code delivery area. Customers requesting the service level in 1.0c will be allowed three attempts to qualify a ZIP Code for the service within a 12-month period. Failure to qualify within three attempts within 12 months will result in a suspension of 1 year for any additional attempts to qualify the ZIP Code.

Addressing Format
2.3

Addressing format is specific to the media being used.

a. Card Processing. Cards must be faced in the same direction and bear only one address each. The customer's current address information must be computer-generated, typed, or printed along the top of the card. The address must be within 1 inch from the top edge of the card in about the same location on each card submitted. Each card must include a complete address, but the ZIP Code is optional. Street designators may be abbreviated as shown in Publication 28, *Postal Addressing Standards.* When sequence cards are used to obtain address sequencing information for post office boxes, the box section number must be substituted for the carrier route number (if shown).

b. Electronic Processing. The customer must submit address files on electronic media, as described by the Postal Service. Call the National Customer Support Center at 1-800-331-5747 for a copy of the required format.

Header Cards
2.4

When submitting address cards, customers must provide carrier route header cards prepared with standard 80-column computer card stock (or another size as described in 2.1). The header cards must be typed, computer-generated, or printed by the customer. A route header card of the same size as the address cards must be placed in front of the cards for each route. All columns must be provided on the header cards, regardless of the service level requested. Column headings may be abbreviated. Examples of the required format for the route header card can be obtained from the National Customer Support Center (see G043 for address).

Delivery Unit Summary
2.5

A Delivery Unit Summary must be typed, computer-generated, or printed and provided by the customer for card processing. A printed copy or electronic file will be acceptable for address file submissions. When submitting address cards, an original and two copies must be submitted for each 5-digit ZIP Code. When submitting an address file, an original and two copies of a printed form or one electronic file must be submitted for each 5-digit ZIP Code. This form, used by the Postal Service to provide summary information to the customer, is necessary for calculating total charges for the service level provided. For address card submissions, the original is returned to the customer with the cards as the customer's bill. For electronic address file submissions, a computer- generated Delivery Unit Summary is returned as the customer's bill. Upon receipt of payment, the ZIP Code will be qualified for Computerized Delivery Sequence (CDS), and product fulfillment will begin. Examples of the required hardcopy or electronic format of the Delivery Unit Summary can be obtained from the National Customer Support Center (see G043 for address).

5-Digit ZIP Codes
2.6

When submitting address cards, the cards for each 5-digit ZIP Code must be placed in separate containers, each with an envelope affixed containing a packing list and Delivery Unit Summary sheets for that 5-digit ZIP Code. For each 5-digit ZIP Code, the customer must also show the number of containers submitted on the Delivery Unit Summary and number those containers sequentially (e.g., "1 of 3," "2 of 3," and "3 of 3"). If there is more than one container for the 5-digit ZIP Code, the Delivery Unit Summary must be affixed to the first container.

Submitting Cards or Electronic Files
2.7

The designated place for submission of addresses for sequencing depends on the type of media used.

a. Card Processing. The customer must submit the containers of address cards to the district manager of Address Management Systems for carrier routes within the corresponding district. (Exception: Address cards only for addresses in the city where the customer is located may be submitted to the postmaster of that city.) Unless directed otherwise, the customer must address containers of address cards to:
MANAGER ADDRESS MANAGEMENT SYSTEMS
UNITED STATES POSTAL SERVICE
[STREET ADDRESS]
[CITY/STATE/ZIP+4]

b. Electronic Processing. The customer must submit address files on electronic media to:
COMPUTERIZED DELIVERY SEQUENCING DEPARTMENT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001

Postage
2.8

Containers of cards mailed to the post office must have postage paid at the applicable rate. Address files can be mailed at the appropriate rate or be electronically transmitted, as determined by the USPS, to the National Customer Support Center. They are returned to the customer free of postage.

USPS Sequencing
2.9

Unsequenced address cards received at post offices or unsequenced address files received at the National Customer Support Center will be arranged in sequence of carrier route delivery without charge. Cards with incorrect or undeliverable addresses are removed from carrier route packages, packaged separately, and returned to the customer. When address files are submitted, incorrect or undeliverable addresses are removed from the original file and returned as a separate file.

USPS Time Limits and Billing
2.10

The post office or the National Customer Support Center, whichever performs the service, returns the cards or address file and the bill for applicable charges to the customer within 15 working days after receiving a properly prepared request for address sequencing. This time limit does not apply to cards received between November 16 and January 1; they are returned as soon as possible.

Seasonal Addresses
2.11

Under all service levels, correct addresses subject to seasonal occupancy, but which do not indicate seasonal treatment, will be identified with an “S” on cards or a flag on address files. If the address is included in a series, such as those used for apartment buildings, trailer parks, and seasonal delivery areas in general, the appropriate “seasonal” indicator box is checked on the card or flagged on the address file. When correct address cards or address files that are not subject to seasonal occupancy but that include seasonal treatment notations are submitted, the seasonal indicator is marked out on cards or left blank on address files. For cards, a rubber band is placed around the card to identify it before it is put in carrier route sequence order in the returned deck of cards. No charge is assessed for this service.

3.0 SEQUENCING CARDS WITH BLANKS FOR MISSING ADDRESSES OR SEQUENCING ADDRESS FILES WITH MISSING SEQUENCE NUMBERS

USPS employees at post offices (for cards) or the National Customer Support Center (for address files) arrange unsequenced addresses in sequence of carrier route delivery without charge, remove incorrect or undeliverable addresses, and, if cards, package separately for return to the customer, and insert a blank card or missing sequence number for address files for each existing address that is not included in the customer's cards or address file. (If several addresses in a series are missing, a single blank card is inserted for the series showing the number of missing addresses, or for address files a series of missing sequence numbers will be omitted identifying the number of missing addresses.)

4.0 SEQUENCING WITH ADDRESS CARDS OR ADDRESS FILE SEQUENCING WITH ADDRESSES ADDED FOR MISSING AND NEW ADDRESSES

USPS Sequencing
4.1 USPS employees at post offices (for cards) or the National Customer Support Center (for address files) arrange unsequenced addresses in sequence of carrier route delivery without charge, remove incorrect or undeliverable addresses, and, if cards, package separately for return to the customer or, if an address file, return as a separate file, and add new or missing addresses (including rural address conversions to city delivery) for each existing address that is not included in the customer's cards or address file.

Separate Address Groups
4.2 Separate groups of address cards must be submitted for the addresses in each 5-digit ZIP Code delivery area: city carrier (residential addresses only); city carrier (business addresses only); city carrier (combination of residential and business addresses); rural and highway contract route addresses; or post office box addresses (whether business, residential, or a combination). If submitting an electronic address file, a single file meeting the same requirements is acceptable. Each group must be accompanied by a statement showing:

a. Types of addresses (i.e., residential, business, or a combination).

b. Number of addresses on the cards or in the address file.

c. Name, mailing address, and telephone number of the list owner or agent.

Post Office Boxes
4.3 Within a 5-digit ZIP Code, post office box addresses must be placed in separate groups from city carrier, rural, and highway contract route addresses and separately identified on the customer's statement.

Address Percentage
4.4 For the 5-digit ZIP Code, the mailing list that the cards or address file represents must contain 90% of all possible residential or business city carrier addresses in the respective address group, 90% of all city carrier addresses in a combination residential/business address group, or 90% of all possible deliveries in rural/highway contract route and post office box groups.

Calculating Percentage
4.5 In calculating the total number of addresses within a 5-digit ZIP Code, each apartment unit in an apartment building or each office in an office building that is a deliverable address is treated as a separate address.

Resubmitting Cards or Address File
4.6 Customers must monitor community growth and determine when address cards or address files need to be submitted for resequencing to maintain the 90% eligibility level of address coverage. Such a determination is not supplied by the USPS. See A930 for information on obtaining delivery statistics.

5.0 SERVICE CHARGES

Basic Service
5.1 For sequencing of address cards or address files, the fee in R900.2.1 is charged for each address card or address that is removed because of an incorrect or undeliverable address. All cards removed are packaged separately and returned to the customer.

Blanks for Missing Addresses
5.2 For sequencing of address cards or address files with total possible deliveries shown, the fee in R900.2.2 is charged for each address card or address that is removed because it is incorrect or undeliverable. No charge is assessed for the insertion of blank cards or missing sequence numbers (for address files) showing the range of missing addresses in a submitted list.

Missing or New Addresses
5.3 For sequencing of address cards or address files with missing or new addresses added, the fee in R900.2.3 is charged for each address card or address that is removed because it is incorrect or undeliverable, and for each address (possible delivery) that is added to the customer's list. For apartment or office buildings with a series of addresses for which the USPS provides a range of addresses, the charge is for each address (possible delivery) in the range or series.

Customer's Bill
5.4 For all services, the original of the Delivery Unit Summary is returned to the customer after completion by USPS employees and serves as the customer's bill. The customer must submit payment for the amount due to the local post office or as instructed.

Free Services
5.5 These services are provided at no charge for all three levels of service:

a. If the customer includes a rural address (box number) in a deck of cards or address file submitted for sequencing, and a street address is assigned to that box number so it can be served on a city delivery route, a correct address card or address is included at no charge.

b. The USPS attempts, but does not guarantee, to make simple corrections to addresses (e.g., obvious spelling errors) that can be identified as a specific delivery address and are not undeliverable as addressed or nonexistent. Corrections are noted on the cards placed in proper carrier route sequence in the returned cards and identified by a rubber band around the card.

6.0 SUBMITTING PROPERLY SEQUENCED MAILINGS

Customer Responsibility
6.1 The customer must ensure that mailings are prepared in correct carrier route delivery sequence and resequence cards or an address file when necessary. The USPS does not provide list-sequencing service for mailings not prepared in correct carrier route delivery sequence if the customer is so notified but fails to take corrective action.

Changes
6.2 When delivery changes affect delivery sequence but do not cause scheme changes, card customers will be notified in writing and must then submit cards for the affected routes or the complete ZIP Code for resequencing. Computerized Delivery Sequence (CDS) customers will automatically receive an updated electronic file from the Postal Service.

Out-of-Sequence Mailing
6.3 If a mailing is found to be out of sequence, the customer is informed in writing both of the error and that, unless the situation is corrected, the USPS will not provide carrier route sequencing service. If the customer does not take corrective action, the USPS gives written notice that the customer is no longer allowed to submit

address cards to the post office or address files to the National Customer Support Center for sequencing. Within 30 days, the customer may file a written appeal with the postmaster who gave notice.

Reinstatement

6.4 Generally, a customer denied address card or address file sequencing service for a specific ZIP Code may not submit address cards (to the post office) or address files (to the National Customer Support Center) for sequencing where that sequencing service was terminated for 1 year after the effective date of termination. After that time, the customer is again authorized to submit the ZIP Code address cards (to the post office) or address files (to the National Customer Support Center) for sequencing. At any time during the year after termination of service, the customer may renew the submission if the postmaster (for address cards) or the National Customer Support Center (for address files) is convinced that the customer has taken all necessary action to correct the past errors.

A900 Customer Support

A930 Other Services

Summary A930 describes delivery statistics file, Address Information System (AIS) products and database products, carrier route schemes, and delivery statistics. It also provides information about ordering and using these products.

1.0 DELIVERY STATISTICS FILE

Delivery statistics for all city carrier routes, rural routes, highway contract routes, general delivery units, and post office box sections are included in the Delivery Statistics File. This database is available on CD-ROM or cartridge for the entire nation. Hard copy files may be obtained only for individual 3-digit or 5-digit areas. Information by states also is available on CD-ROM. The information is updated monthly through transaction files and can be ordered either with a single base file in the initial shipment or with a base file provided bimonthly. For information on charges and an order form, call 1-800-238-3150. To order the products, send a written request and appropriate payment to the USPS Delivery Statistics File, National Customer Support Center (see G043 for address).

2.0 AIS PRODUCTS

Customers may use USPS Address Information System (AIS) products to obtain correct 5-digit ZIP Codes for the addresses on their mailing lists. These products generally are more economical than mailing list services. Customers with computerized address lists may obtain the City State File, Five-Digit ZIP Code File, Line-of-Travel (LOT) or enhanced Line of Travel (eLOT) information, Z4CHANGE File, ZIPMOVE File, Carrier Route File, and ZIP+4 tapes. Customers also may use the USPS 5-digit directory product to find correct 5-digit ZIP Codes for single and multi-ZIP Coded offices. Information about ordering and using these products is available by calling 1-800-238-3150.

3.0 AIS DATABASE PRODUCTS

Descriptions 3.1

The following products may be ordered from the USPS:

a. Database Cartridge and Bimonthly Cumulative Updates, which contain a master copy plus bimonthly updates of all add, change, or delete actions that have occurred within the database since the last release date.

b. Database Cartridge and Monthly Transactions, which contain a master copy plus monthly updates of all add, change, or delete actions that have occurred within the database since the last release date.

c. Technical Guide, a hard copy (paper) document that provides data formats and field definitions of the records in AIS products. The guide accompanies any product ordered, but may also be ordered separately or accessed on www.usps.com.

Ordering 3.2

The products in 3.1 may be obtained by sending a written request and appropriate payment to the National Customer Support Center. For information on charges, call 1-800-238-3150.

Specifications 3.3

In the written request, mailers must specify the name of the product needed. The request must specify CD-ROM, ASCII, or EBCDIC cartridge at 38K BPI.

4.0 CARRIER ROUTE SCHEMES

Under A910, a mailer may ask for a copy of the city scheme used by clerks for sorting mail. The mailer may also ask that the USPS sort address cards, plates, or stencils by carrier routes. However, the mailer is responsible for sorting under the latest bimonthly Carrier Route File scheme. The mailer is considered to have made a sorting error only if the mail was not sorted according to the latest bimonthly Carrier Route File scheme.

5.0 DELIVERY STATISTICS

In post offices with rural delivery, highway contract box delivery, and post office box delivery, postmasters must provide, at no charge, the following information for their respective offices:

a. Number of post office boxes rented.

b. Route numbers, number of boxes, and number of families on each rural and highway contract box delivery route (including seasonal data, if applicable).

c. Number of families served or number of business places served by rural or highway contract box delivery routes within the total delivery area.

6.0 COMPUTERIZED DELIVERY SEQUENCE (CDS)

The Computerized Delivery Sequence (CDS) file is a 5-digit ZIP Code-based electronic customer product that provides and updates delivery sequence address information by carrier route for qualified mailers. Mailers must first qualify for CDS information through the manual card sequencing described in A920. Once a mailer has qualified for a 5-digit ZIP Code area, delivery sequence information is made available via electronic media. The CDS file is updated bimonthly.

7.0 DELIVERY SEQUENCE FILE (DSF)

The Delivery Sequence File (DSF) is a computerized file that contains all delivery point addresses serviced by the USPS, with the exception of general delivery. In the file, each delivery point is a separate record that conforms to all USPS addressing standards. Each record contains the ZIP+4 code, carrier route code, delivery sequence, delivery type, and seasonal delivery information. The DSF is updated monthly and is available through licensees approved by the USPS. A new version of this file will be available in fall 2001, known as the "Delivery Sequence File, Second Generation" ("DSF^2"). A list of licensees is available at www.ribbs.gov or by contacting the National Customer Support Center.

8.0 LINE-OF-TRAVEL (LOT) PRODUCT

The USPS provides an electronic product called the "LOT product" that sequences addresses in a mailing list in line-of-travel order. An enhanced version of this product is called "eLOT." The USPS requires address lists to be processed through CASS-certified ZIP+4 address-matching software before being processed against a LOT product. Non ZIP+4-coded records may not be used with this product. LOT products are updated bimonthly and are available for purchase from the National Customer Support Center.

A900 Customer Support

A950 Coding Accuracy Support System (CASS)

Summary A950 describes use of CASS-certified software for automation and carrier route rate mailings and describes the documentation required for each mailing.

1.0 BASIC INFORMATION

Purpose 1.1 The Coding Accuracy Support System (CASS) improves the accuracy of delivery point codes, ZIP+4 codes, 5-digit ZIP Codes, and carrier route codes on mailpieces. CASS provides a common platform to measure the quality of address matching software and to diagnose and correct software problems.

Requirement 1.2 Any mailing claimed at an automation rate must be produced from address lists properly matched and coded with CASS-certified address matching methods listed below. A mailer using multiline optical character readers (MLOCRs) to print delivery point barcodes on mailpieces (or for flats, ZIP+4 barcodes) must also obtain CASS certification (including Multiline Accuracy Support System (MASS)) for the address matching software used on the MLOCRs.

Methods 1.3 Delivery point or ZIP+4 coding may be obtained by using the National Change of Address (NCOA) process; CASS-certified DPC address matching software; CASS-certified Z4CHANGE process; USPS CD-ROM diskette ZIP+4 coding service; or Delivery Sequence File (DSF) or Delivery Sequence File, Second Generation (DSF^2) process.

2.0 SOFTWARE CERTIFICATION

General 2.1 Any user of address matching software that applies ZIP+4 codes to address lists to obtain an automation rate must use address matching software that is CASS-certified. Address matching software used to ZIP+4 code address records must, as part of its process, return a standardized address to ensure that the ZIP+4 code or mailer-applied barcode represents the proper depth of code available. The original input address submitted for coding may also be returned. The CASS-certified address matching software must be used according to specific parameter settings (configurations) as described below.

Software Configuration 2.2 All address lists used to produce mailings for automation rates must be matched and ZIP+4 coded with current CASS-certified software in line with the configuration standards shown below. Summary output reports or computer-generated facsimile Forms 3553 must contain information about the configuration used when processing the address list on the CASS-certified address matching software.

Permissible Configurations 2.3 These are permissible configurations for address matching software:

a. Vendor-Supplied Software With Vendor CASS-Certified Software Configurations. The software vendor is CASS-certified for specific configurations. The user is using that software as prescribed by the vendor and with the CASS-certified configurations obtained by the vendor.

b. Vendor-Supplied Software With User CASS-Certified Software Configurations. The software user is using vendor-supplied software in a configuration not CASS-certified by the vendor but by the user.

c. User-Developed Software for Which User Obtained CASS Certification. The software user obtained individual user CASS certification for self-developed software and is using it as certified.

Use
2.4 When used for ZIP+4 or delivery point barcoding, the address matching software and coding methods must have a valid CASS certification and use the current USPS ZIP+4 File updated to include all applicable change transaction files.

3.0 DATE OF ADDRESS MATCHING AND CODING

Update Standards
3.1 Unless Z4CHANGE is used, all automation and carrier route mailings bearing addresses coded by any AIS product must be coded with current CASS-certified software and the current USPS database. Coding must be done within 90 days before the mailing date for all carrier route mailings and within 180 days before the mailing date for all non-carrier route automation rate mailings. All AIS products may be used immediately on release. New product releases must be included in address matching systems no later than 45 days after the release date. The overlap in dates for product use allows mailers adequate time to install the new data files and test their systems. Mailers are expected to update their systems with the latest data files as soon as practicable and need not wait until the "last permissible use" date. The mailer's signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS. The "current USPS database" product cycle is defined by the following matrix.

File Release *Use of file released on…*	**Required Use** *Must begin no later than…*	**Last Permissible Use** *And must end no later than…*
February 15	April 1	May 31
April 15	June 1	July 31
June 15	August 1	September 30
August 15	October 1	November 30
October 15	December 1	January 31
December 15	February 1	March 31

Z4CHANGE List Matching
3.2 When using Z4CHANGE to match and code address lists for automation rate mailings:

a. The entire address list must first be matched and ZIP+4 coded with current CASS-certified software and the current USPS ZIP+4 File (defined in 3.1).

b. Every 60 days after the first matching, the address list must be processed through Z4CHANGE using USPS-certified software to identify changed records since the last update.

c. The changed records identified through the Z4CHANGE processing must then be matched and coded using current CASS-certified address matching software and the current ZIP+4 File (defined in 3.1).

d. The entire address list must be rematched and ZIP+4 coded every 3 years using current CASS-certified software and the current USPS ZIP+4 File (defined in 3.1).

4.0 DEFINITIONS—MAILING AND ADDRESS LISTS

For this section, *mailing list* or *address list* is the group of names and addresses to which mailpieces in the corresponding mailing are addressed. Whether the addresses used in a mailing are obtained from a single list or from two or more

lists (whole lists or extracts of those lists), each list used to produce a mailing claimed at an automation rate must meet the standards in A950.

5.0 DOCUMENTATION

Form 3553
5.1 Unless excepted by standard, the mailer must complete a Form 3553 for each mailing claimed at all automation rates and all carrier route rates. A computer-generated facsimile may be used if it contains the required data elements in a format similar to the USPS form. The data recorded on Form 3553 must refer only to the address list used to produce the mailing with which it is presented. The postage statement must be annotated in the block(s) provided to reflect the date when address matching and coding were performed. When a mailing is produced using multiple lists, the mailer must show the earliest (oldest) date of address matching and coding (shown on Form 3553, section B2). The mailer certifies compliance with this standard when signing the corresponding postage statement.

Retention Period
5.2 Form 3553 and other documentation must be retained by the mailer or the mailer's agent for 1 year from the date of mailing and be made available to the USPS on 24-hour notice.

Using Output Information
5.3 The data recorded on Form 3553 is taken from the summary output report generated by the computer process by which address lists are matched and ZIP+4 coded using CASS-certified software. The summary output information may also be generated as a facsimile Form 3553. Form 3553 may show summary output information for a single address list or consolidate summary output information from multiple address lists combined to produce a single mailing. Figures on Form 3553 are not required to match total mailpiece figures on the corresponding postage statement.

Providing Required Data
5.4 Summary output reports or computer-generated Forms 3553 must contain this information:

a. CASS-certified company name as it appears on the CASS certificate; name and software version that received CASS certification; and the software configuration used when processing the address list.

b. Name of the list processor using the CASS-certified software to match and code the address list, the date the address list was processed, the date of the USPS database used to code the address list, the address list name or identification number, the total number of address records on the list submitted for coding, the total number of address records successfully coded to the appropriate depth of code, and the valid dates for the records successfully coded.

Using a Single List
5.5 When a mailing is produced using all or part of a single address list, the mailer must retain one Form 3553 and other required documentation reflecting the summary output information for the entire list, as obtained when the list was coded. When the same address list is used for other mailings within 180 days of the date it was matched and coded, a copy of the Form 3553 must be retained with the documentation for each mailing.

Using Multiple Lists
5.6 When a mailing is produced using multiple address lists, the mailer must retain a consolidated Form 3553 summarizing the individual summary output and/or facsimile Forms 3553 for each list used (and other required documentation). As an alternative, the mailer may combine the addresses selected from the multiple lists into a single new list, reprocess the addresses using CASS-certified address

matching software, and retain one Form 3553 for the summary output generated by that process.

Using CASS Certificate
5.7 If the name of the CASS-certified company entered on Form 3553 does not appear on the list published by the USPS, a copy of the CASS certificate for the software used also must be retained by the mailer with the documentation.

6.0 CASS CERTIFICATION

Testing Arrangements
6.1 To obtain information on standards and arrange for testing of carrier route, ZIP+4, or delivery point address matching software, contact the National Customer Support Center by calling 1-800-238-3150, or by writing to CASS/ZIP+4 Matching, National Customer Support Center (see G043 for address).

CASS Stage I
6.2 The CASS certification process is a two-stage procedure. Stage I is a test file with answers supplied on request to customers wanting to certify an address matching software product. The Stage I file contains fabricated sample addresses from address ranges across the country with missing or incorrect address elements. The correct answers supplied on this Stage I test file allow self-assessment of address matching software/hardware accuracy so that software/hardware vendors or users can predetermine product readiness for the actual test.

CASS Stage II
6.3 The Stage II file is the actual test without answers. This test measures the accuracy of address matching software/hardware. Similar to the Stage I file, the Stage II file contains fabricated sample addresses from address ranges across the country with missing or incorrect address elements that the address matching software must correct. Software vendors or users process the Stage II file against their address matching products, appending the correct or missing information in each address record. After completing the test, the vendor or user returns the Stage II file to the USPS for analysis, scoring, and, if qualified, certification. For multiline optical character readers (MLOCRs) and encoding stations, CASS certification is obtained by barcoding sample mailpieces in a test deck. After completing the test, the vendor or user returns the test deck to the USPS for analysis, scoring, and, if qualified, certification.

Certification Standards
6.4 To be CASS-certified:

a. Delivery point code address matching software/hardware must correctly ZIP+4 code the addresses in the Stage II file or test deck with 98% accuracy and must correctly append the additional two digits of the delivery point code (plus a check digit) to the Stage II file or test deck with 100% accuracy.

b. A 2-digit utility (separate or stand-alone address matching software that appends only the correct 2-digit DP9019C information) must use the standardized address information returned by DPC address matching software when determining the correct delivery point code. A 2-digit utility must assign the 2-digit delivery point code (plus a check digit) to the addresses in the Stage II file with 100% accuracy.

c. Address matching software used to assign 5-digit ZIP Codes and carrier route codes must assign the appropriate codes to the Stage II file with 98% accuracy.

Customer Notification
6.5 The USPS sends written notice informing the customer of the results of the analysis and the product certification status. Follow-up notification is mailed to remind previously certified vendors and users of the next certification.

Characteristics and Content

DMM Issue 57 (6-30-02)

Contents

C000 General Information
- C010 General Mailability Standards
- C020 Restricted or Nonmailable Articles and Substances
  - C021 Articles and Substances Generally
  - C022 Perishables
  - C023 Hazardous Materials
  - C024 Other Restricted or Nonmailable Matter
- C030 Nonmailable Written, Printed, and Graphic Matter
  - C031 Written, Printed, and Graphic Matter Generally
  - C032 Sexually Oriented Advertisements
  - C033 Pandering Advertisements
- C050 Mail Processing Categories

C100 First-Class Mail

C200 Periodicals

C500 Express Mail

C600 Standard Mail

C700 Package Services

C800 Automation-Compatible and Machinable Mail
- C810 Letters and Cards
- C820 Flats
- C840 Barcoding Standards for Letters and Flats
- C850 Barcoding Standards for Parcels

C000 General Information

C010 General Mailability Standards

Summary C010 describes the minimum and maximum dimensions for a mailpiece. It details the kind of container to use for a parcel and proper ways to seal and reinforce your mailpieces. The proper packaging of books, high-density items, magnetic tapes, and other odd-size mail is also described.

1.0 MINIMUM AND MAXIMUM DIMENSIONS

Minimum 1.1 All mailpieces (except keys and identification devices mailed under the applicable standards) that are 1/4 inch thick or less must be rectangular, at least 3-1/2 inches high, and at least 5 inches long (see Exhibit 1.1). All mailable matter must be at least 0.007 inch thick.

Maximum 1.2 No mailpiece may weigh more than 70 pounds. Except for Parcel Post (see C700), no mailpiece may measure more than 108 inches in length and girth combined. Length is the distance of the longest dimension as determined by 1.3, and girth is the distance around the thickest part.

Length and Height 1.3 The location and orientation of the delivery address on a mailpiece generally establish which dimensions of the piece are the length and the height. The *length* is the dimension parallel to the address as read; the *height* is the dimension perpendicular to the length; the *top* and *bottom* of the piece are the upper and lower edges, respectively, when the address is positioned for normal reading. This general rule does not apply to:

a. Automation rate flats.

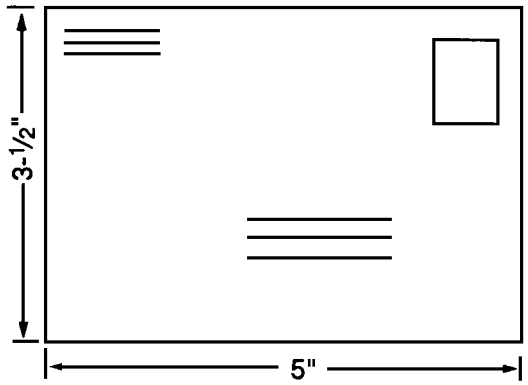
b. Standard Mail Enhanced Carrier Route flats.

c. Pieces thicker than 1/4” that are not prepared and mailed as a flat.

Other Limits 1.4 Mail of some classes or at certain rates may be subject to higher minimum and/or lower maximum limits on size and/or weight as described in this part.

Nonmailable 1.5 Except for keys and identification devices, all pieces not meeting the minimum size standards above are nonmailable.

Minimum Dimensions, Pieces 1/4" Thick or Less
Exhibit 1.1



	Minimum Dimensions
Height	3-1/2"
Length	5"
Thickness	0.007"

(except keys and identification devices)

2.0 PACKAGING

Adequacy
2.1 Articles presented for mailing must be prepared under the general and specific standards in this document. The USPS accepts properly packaged and marked parcels but reserves the right to refuse nonmailable or improperly packaged articles or substances. Additional or other standards can apply to overseas military post offices and international mail.

Acceptability
2.2 No item may be packaged so that its contents could harm employees, equipment, or other mail. Fragile items must be packaged to withstand mail processing and transportation. Heavy items must be braced and cushioned to prevent damage to other mail.

Stationery
2.3 Stationery-type items thicker than 1 inch or heavier than 1 pound are not accepted in letter-style envelopes. The contents of these packages must be unitized by tying, banding, or using partitions on close-fitting interior containers to prevent shifting.

Liquids
2.4 Containers of liquid with only friction-top closures are generally not acceptable; screw caps, soldering, clips, or other means must be used for closure. Glass and other breakable containers of liquid with a capacity of more than 4 fluid ounces must be cushioned, with material sufficient to absorb all leakage in case of breakage, inside a sealed, waterproof container. Containers of liquid with a capacity of more than 32 fluid ounces are acceptable for mailing if cushioned as above and packaged within another sealed, waterproof container such as a can or plastic bag. The outer shipping container must be strong enough to protect the contents and must be marked to show the liquid nature of the contents. Steel pails and drums with carrying handles and positive closures, such as locking rings or recessed spouts under screw-cap closures, may be accepted without additional packing.

Aerosols
2.5 Aerosols (i.e., containers under pressure) are hazardous materials (see C023) and must be constructed to prevent accidental discharge of the contents during postal handling. Mailable aerosol containers must be packaged under C023.

High-Density Item
2.6 High-density items are defined as packages of solid objects other than books whose weight is comparatively high for their volume (e.g., hardware, machine and auto parts, tools). Such items weighing more than 15 pounds and packaged so that they exert no more than 60 pounds per square foot (0.4167 pound per square inch) pressure on the smallest side of the container are machinable.

Infectious Substances
2.7 Infectious substances (etiologic agents), clinical specimens, and biological products must be packaged and marked as specified in C023 and C050, as applicable.

Load Type
2.8 The following three terms describe types of loads, based on the content, degree of protection, and strength of the package used:

a. An *easy load* is one that contains items of moderate density that either completely fill the container or are packaged in interior containers that completely fill the outer mailing container. This load type is not readily damaged by puncture or shock and does not move within the package or present a hazard to other parcels.

b. An *average load* is one that contains moderately concentrated items packed directly into a shipping container or are subjected to an intermediate stage of packing and providing partial support to all surfaces of the container. This load type can be prepackaged by nesting items within partitions or in separate paperboard boxes to stabilize items and prevent shifting and damage.

c. A *difficult load* is one that contains items that require a high degree of protection to prevent puncture, shock, or distortion to the items or the package. Fragile items, delicate instruments, and high-density, small-bulk items that do not support the mailing container are not acceptable in paperboard boxes, bags, or wraps.

Preservation 2.9 The mailer must package the contents of a shipment to prevent deterioration or degradation.

3.0 ACCEPTABLE CONTAINERS

Boxes 3.1 Boxes are acceptable, subject to these standards:

a. Paperboard boxes may be used for easy and average loads to 10 pounds.

b. Metal-stayed paperboard boxes may be used for easy and average loads to 20 pounds.

c. Solid and corrugated fiberboard boxes may be used according to the limits in the following chart, unless otherwise specified. *The first maximum reached governs the grade of the box used.*

Maximum Weight of Box and Content (pounds)			
Easy or Average Load	Difficult Load	Maximum Length and Girth (inches)	Box Grade
20	—	67	125
40	20	100	175
65	45	108	200
70	65	108	275
—	70	108	350

d. Wood, metal, or plastic boxes may be used for all types of loads, assuming adequate construction.

e. The size of the box must be adequate to contain the items and provide enough space for cushioning material.

f. Good, rigid, used boxes with all flaps intact are acceptable.

g. Boxes with difficult loads to out-of-town destinations must be reinforced with banding about every 8 inches in each direction around the package.

Difficult Load 3.2 The USPS does not accept bags, bales, or wraps with difficult loads. The contents in bags, bales, and wraps must be compressed when possible.

Paper Bags and Wraps 3.3 For easy loads of up to 5 pounds, paper bags and wraps are acceptable when at least of a 50-pound basis weight (the strength of an average large grocery bag) and the items are immune from impact or pressure damage. A combination of plies adding up to or exceeding 50-pound basis weight is not acceptable. For easy and average loads of up to 20 pounds, reinforced bags or bags with a minimum of 70-pound basis weight are acceptable. Nonreinforced loose-fill padded bags are not acceptable as exterior containers, unless the exterior ply is at least 60-pound basis weight.

Plastic Bags 3.4
Plastic bags must be at least 2-mil thick polyethylene or equivalent for easy loads up to 5 pounds; 4 mil thick for easy loads up to 10 pounds.

Plastic Film 3.5
Heat-shrinkable plastic film—either irradiated polyethylene, linear low-density polyolefin, or copolymer—must be at least 3/4 mil thick for an easy load up to 5 pounds, and 1-1/4 mil thick for an average load up to 5 pounds. When requested, mailers must provide documentation that these types of film are being used for mailing.

Cloth Bags 3.6
Cloth bags are acceptable for easy and average loads of up to 10 pounds, if the seams of the bags equal the strength of the basic material.

Bales 3.7
Bales are acceptable within postal weight limits, if adequately compressed and reinforced to contain the material.

Envelopes 3.8
Envelopes may be used as containers for articles if the package can reasonably be expected to be processed and delivered without damage to the contents or other mail. Letter-style (nongusseted flat) envelopes are acceptable as containers for nonrigid stationery and similar material, up to 1 pound and 1 inch thick. Larger or heavier envelopes are acceptable for easy loads up to 5 pounds if made from envelope paper equivalent to 28 substance weight or greater, or made from extra-strength materials with a Mullen strength of more than 90 pounds per square inch. Envelopes for photographic film mailers or gusseted (three dimensional) envelopes are acceptable if made from envelope paper equivalent to 24 substance weight or greater. Envelopes may be used as containers for odd-shaped items mailed at nonautomation Standard Mail rates, if the piece meets the standards for that class of mail.

Fiberboard Tubes and Similar Long Packages 3.9
Fiberboard tubes and similar long packages are acceptable if their length does not exceed 10 times their girth. The strength of the tube ends must be at least equal to the tube sidewall strength, unless the contents are lightweight, rolled items. Sidewall strength is always equal to solid fiberboard 1/16 inch thick for tubes less than 18 inches long, 3/32 inch thick for tubes 18 to 32 inches long, and 5/32 inch thick for tubes more than 32 inches long. Crimped or taped end closures are not acceptable for other than lightweight rolled items. Tape must completely encircle the seams on friction slide closures of mailing tubes.

Cans and Drums 3.10
Cans and drums with positive closures are acceptable. Generally, friction closures alone are not acceptable. Protruding devices, such as locking rings, must be shielded by padding to prevent injury to USPS employees, equipment, or other mail.

4.0 CUSHIONING

Volume 4.1
Loose-fill cushioning must overfill the container before closure to hold the item and prevent its movement to an outside surface of the container or to other items in the package. Shock and pressure forces must be dissipated over as much of the surface of the item as possible.

Several Items Within Container 4.2
When several items are inside a package, they must be protected from each other as well as from external forces. Concentrated heavy items must not be packaged with fragile items unless extreme care is exercised to separate them from each other. Heavy items must be adequately stabilized.

5.0 CLOSURE, SEALING, AND REINFORCEMENT

Tape
5.1 Cellophane and masking tape may not be used for closure or reinforcement of packages but may be used to augment adhesive closures on envelopes or to cover staples on bags.

Paper Tape
5.2 Paper tape must be at least 60-pound basis weight kraft. The adhesives on gummed tapes must be adequately activated before application and firmly applied with the tape extending at least 3 inches over the adjoining side of the box.

Tape Size
5.3 Except for pressure-sensitive filament tape, tapes used for closure and reinforcement may not be less than 2 inches (or 48 mm metric) wide. Nonreinforced plastic tapes must be at least as strong in the cross direction as in the machine (long) direction.

Adhesive
5.4 Adhesives for closure on box flaps or on tapes must remain serviceable from -20 degrees to +160 degrees Fahrenheit. Hot-melt adhesive may be used if at least four strips are applied on each part of the box flap where the outer flap overlays the inner flap; each strip is 3/16 inch wide after compression; the strips are not more than 1-1/2 inches apart, with the first strip no more than 1/2 inch from the center seam; and all strips are the full width of the inner flap, unless hot-melt adhesive is applied to 25% of the area where the outer flap lies over the inner flap.

Banding
5.5 When banding is used for closure and reinforcement, it must encircle the length and girth of the package at least once. If twine or cord is used for closure and reinforcement, it must be at least 20-pound tensile strength and secured at an intersection at least once on each side. Loose strapping and metal strapping are not acceptable.

Staples and Steel Stitching
5.6 Staples and steel stitching are acceptable if spaced not more than 5 inches apart for easy and average loads (or 2-1/2 inches apart for difficult loads) and not more than 1-1/4 inches from the ends of the box. Boxes not meeting these requirements may be made acceptable by applying a strip of 3-inch-wide reinforced tape in the gap between the staples or by strapping to compensate for the gap in the staple closure. Improperly clinched staples in flats, envelopes, and cards are not acceptable.

6.0 SPECIAL MAILING ENVELOPES

Window Envelope
6.1 Any window envelope used for letter-size or flat-size mail must meet the following standards and, for automation-compatible mail, the physical standards in C800:

a. The address and any barcode visible through the window must be printed on white paper or paper of a very light color.

b. The window opening must be of sufficient size and, if covered, of sufficient transparency so that all characters in the address, any optional endorsement line, and any barcode are completely visible throughout the full range of the movement of the insert within the envelope.

c. For letter-size mail, the delivery address window must be parallel with the longest edge of the envelope. For flat-size mail, the address window may be parallel with any edge of the envelope.

d. For registered mail, the opening on a window envelope must be covered as described in S911.

Express Mail and Priority Mail Packaging
6.2

Express Mail and Priority Mail packaging provided by the USPS must be used only for Express Mail or Priority Mail, as applicable. Regardless of how the packaging is reconfigured or how markings may be obliterated, any matter mailed in USPS-provided Express Mail or Priority Mail packaging is charged the appropriate Express Mail or Priority Mail rate.

Green Diamond Border Envelope
6.3

An envelope or card bearing a green diamond border must be used only for First-Class Mail. Any envelope or card bearing a green diamond border is charged the appropriate First-Class Mail rate, regardless of mail content or of requested class or service. When printed on letter-size mail, the border must not enter the OCR read area or barcode clear zone unless a delivery point barcode appears in the address block as described in C840.

Reusable Mailpiece
6.4

A reusable mailpiece is an envelope, self-mailer, or similar mailpiece designed for two-way mailing. The recipient removes part of the original mailpiece or refolds the piece to cover the delivery address of the recipient and reveal the delivery address of the originator (sender) for return. Except for reusable mailpieces that originate as permit imprint mailings, the piece must meet these standards:

a. Basic Design. The piece must be designed and constructed to allow the recipient to reconfigure or modify the piece to remove or obscure the address, POSTNET barcode, postage, and any marking or endorsement that applied to the piece when it was originally mailed so that these elements are not mistaken by USPS employees or mail processing equipment as applying to the returned piece. The instructions on the piece must ensure that the recipient can prepare the piece correctly for remailing. If a reusable mailpiece does not meet the applicable standards, the piece must be reenveloped and new postage affixed before distribution by the originator.

b. Distribution. When the piece is mailed by the originator, the piece must show only one complete delivery address and, if used, the corresponding barcode; the appropriate postage; and any required marking or endorsement. The originator's address and barcode for returning the piece and any postage, marking, endorsement, and facing identification mark (FIM) provided for that purpose must be obscured so that they are not mistaken by USPS employees or postal mail processing equipment as applying to the originating piece.

c. Return. When the piece is reconfigured for return from the recipient to the originator, the piece must show only one complete delivery address and, if used, the corresponding barcode; the appropriate postage; and any required marking, endorsement, and FIM. If a reusable mailpiece does not meet the applicable standards, the piece must be reenveloped and new postage affixed before return by the recipient.

Reusable Mailpieces That Originate as Permit Imprint Mailings
6.5

As an alternative to the standards in 6.4, reusable mailpieces that originate as permit imprint mailings may meet these standards:

a. Basic Design. The piece must be designed and constructed so that the recipient may reconfigure or modify it to remove or obscure the address that applied to the piece when it was originally mailed. The instructions on the piece must ensure that the recipient can prepare the piece correctly for remailing. If a reusable piece does not meet the applicable standards, the piece must be reenveloped and new postage affixed before distribution by the originator.

b. Distribution. When reusable mailpieces are originally mailed, postage must be paid with permit imprint and a complete address and corresponding

barcode must be located in the address block. Reusable pieces must be entered at a postal facility as part of a permit imprint mailing. On mailpieces other than window envelopes, the address block for return of the piece (including the delivery address and a corresponding barcode) and FIM A will be located on the reverse side. If included, prepaid reply postage must be located or obscured so that it is not mistaken by postal mail processing equipment or employees as applying to the originating piece.

c. Return. When the piece is reconfigured for return from the recipient to the originator, only one complete address with a corresponding barcode located in the address block and a FIM must be visible on the piece. If a reusable mailpiece does not meet the applicable standards, the piece must be reenveloped and new postage affixed before return by the recipient.

7.0 MAILING TEST PACKAGES

Packaging not meeting the minimum standards described above may be allowed in a "test" status by the originating BMC manager. If the test packaging achieves acceptable performance levels, the mailer may continue to use the packaging. This decision is subject to appeal as detailed in G020. Test status is also available for any provision under the bulk mail system standards in 8.0.

8.0 BULK MAIL SYSTEM STANDARDS

Books
8.1 Books with 24 pages or more, fastened together along one edge between hardback, paperback, or self-covers, and more than 1 inch thick or 1 pound must not be accepted in letter-style nongusseted, flat envelopes. Other envelopes meeting the standards above must be used. Void spaces within multiple book containers must be filled with dunnage or otherwise stabilized to prevent shifting or damage to the contents or container. Shipments of books are packaged according to these weight categories:

a. Up to 5 pounds, closure must be by multiple friction closures, completely clinched staples, heat-sealing, adhesives, tape, or nonmetallic banding. Although shrinkwrap is not acceptable as the only packaging for hardback books exceeding 1 pound or 1 inch thick, it may be used on the exterior of otherwise acceptable containers. Shrinkwrap may be used as the only method of packaging for paperback books up to 3 pounds.

b. From 5 to 10 pounds, closure must be by tape, nonmetallic banding, or adhesives. Reinforced tape or nonmetallic banding is adequate for both closure and reinforcement. Nonmetallic banding must be firmly applied to the point that the straps must be tightened until they depress the carton at the edges.

c. From 10 to 25 pounds, reinforced tape or nonmetallic banding is adequate for closure and reinforcement. Nonmetallic banding must be firmly applied to the point that the straps tighten until they depress the carton at the edges.

d. From 25 to 50 pounds, hardbound books must be packaged in 275-pound test fiberboard boxes and paperback books must be packaged in 200-pound test fiberboard boxes.

e. From 50 to 70 pounds, hardbound books must be packaged in 350-pound test fiberboard boxes and paperback books must be packaged in 275-pound test fiberboard boxes.

High-Density Items
8.2 High-density items (see 2.6) weighing from 20 to 45 pounds must be packaged in fiberboard boxes constructed of a minimum 200-pound test board or equivalent

wood, metal, or plastic containers. Plastic, metal, and similar hard containers must be packaged, treated, or otherwise prepared so that their coefficient of friction or ability to slide on a smooth, hard surface is similar to that of a domestic-class fiberboard box of the same approximate size and weight. Closure must be done by staples, heat-shrinking, adhesives, or tape. Boxes without inner packing or containing loose material must be reinforced or banded with reinforced paper or plastic tape, pressure-sensitive filament tape, or firmly applied nonmetallic banding. Internal blocking and bracing, including the use of interior containers, cut forms, partitions, dunnage, and liners, must be used as required so that packages are capable of maintaining their integrity without damage to the contents if dropped once on one of their smallest sides on a solid surface from a height of 3 feet. These items from 45 to 70 pounds must be similarly packaged, closed, and reinforced, except that exterior containers must be a minimum of 275-pound test fiberboard or equivalent.

Soft Goods
8.3 Boxes containing soft goods (e.g., textiles, clothing, sheets, blankets, pillows and pillowcases, draperies, cloth, and any wearing apparel) weighing up to 5 pounds must be filled to capacity. Soft goods between the weight range of 5 to 20 pounds must be packaged in material with a minimum 70-pound outer ply basis weight. Closure of bags must be by completely clinched staples, heat-sealing, adhesives, sewing, or tape. Improperly clinched staples must be removed. Shrinkwrapping is not acceptable as the only packaging. Fiberboard containers must be made of at least 200-pound test board for soft goods weighing from 20 to 45 pounds and at least 275-pound test board for soft goods weighing from 45 to 70 pounds.

Sound Recordings
8.4 Shipments of recordings (e.g., records and cassette tapes in paper sleeves, paperboard, or chipboard shells) weighing up to 10 pounds must be packed in 70-pound basis weight envelopes for weights up to 3 pounds, or outer corrugated, fiberboard containers for weights up to 10 pounds. When shipments weigh from 20 to 40 pounds, multiple shell containers must be packaged in 175-pound test fiberboard containers or equivalent and closed and reinforced by adhesives, kraft paper tape, equivalent plastic tape, or staples. When shipments weigh from 40 to 65 pounds, multiple shell containers up to 65 pounds must be packaged in 200-pound test fiberboard containers or equivalent and closed and reinforced as described for 20- to 40-pound containers, except that containers must be reinforced about every 8 inches around the package. Shipments weighing more than 65 pounds must be packaged in 275-pound test fiberboard containers or equivalent.

Magnetic Tapes
8.5 Shipments of multiple magnetic tapes and cartridges up to 5 pounds must be packed in outer fiberboard containers or chipboard containers (minimum 0.022 mil). Closure must be by multiple friction closures, completely clinched staples, heat-shrinking or adhesives, or by tape. Paper tape must be a minimum of 60-pound basis weight kraft. Shrinkwrapping is acceptable on the exterior of otherwise acceptable boxes of multiple tape shipments. Standards for shipments weighing from 5 to 20 pounds are similar, except that closure must be only by the use of adhesives, tape, or staples. Standards are also similar for shipments weighing from 20 to 40 pounds, except that the contents must be placed in 175-pound test containers that are banded or reinforced at two points with reinforced paper or plastic tape, pressure-sensitive filament tape, or firmly applied nonmetallic banding. Shipments from 40 to 65 pounds must be similarly packaged, except that fiberboard containers of at least 200-pound test board or equivalent must be used. Shipments weighing more than 65 pounds must be packaged in 275-pound test fiberboard containers or equivalent.

9.0 MARKING

Method
9.1 The mailer must mark the package using material that is not readily water soluble or easily smeared or rubbed off. The marking must be readable at a distance of 30 inches. Marking methods or surfaces must permit application and retention of adhesive stamps, postage meter impressions, and postal endorsements made with hand stamp, ballpoint pen, or Number 2 pencil. Any address label or envelope must be firmly affixed to the mailing container, with no more than an 1/8-inch separation between the ends of the label or envelope and the container.

Handling, Content, and Special Service
9.2 Certain markings may be used to identify handling, content, and special service. Unauthorized markings not designating rate, class, address, handling, content, or special service are not permitted. Extraneous information, which can be confused with ZIP Codes, may not be placed next to or directly under the last line of the delivery address. Any obsolete marking on a container to be reused for mailing must be obliterated. The following markings must be placed in an area below the postage and above the addressee's name in the delivery address and to the right of the return address:

a. Handling markings such as "Fragile" must be applied only to packages containing delicate items such as glass and electrical appliances. Markings such as "Do Not Bend" must be used only when the content is protected with stiffeners.

b. Content markings such as "Perishable" must be applied to any package containing items or substances that can degrade or decompose rapidly such as meat, produce, plants, or certain chemical and hazardous materials samples. Restricted and hazardous articles must be marked and labeled under applicable standards. A container improperly identified by content is not acceptable for mailing (e.g., a box marked "Art Supplies" that contains flammable liquid or a box marked "Bleach" that contains clothing).

c. Special service markings such as "Return Receipt Requested" must use the wording or label required by the applicable special service standards.

10.0 NONMAILABLE MATTER

Scope
10.1 Certain potentially undesirable, harmful, or dangerous matter is nonmailable by statute or regulation. The standards for nonmailable articles and substances and the special conditions under which certain of these articles and substances may be mailed are in C020. The standards in C030 apply to nonmailable matter in written, printed, or graphic form and contains the rules on advising mailers of matter covered in C020 and C030. The standards in C030 apply to the military postal system, its employees, and undelivered mail that is or has been in the official custody of this system and its employees. References to Inspection Service apply to the Postal Inspection Service and authorized employees, not military investigative services.

Other Nonmailable Matter
10.2 Matter is also nonmailable when it cannot be forwarded to its destination because of illegible, incorrect, or insufficient address, or when it does not meet USPS standards for mail preparation, classification, postage rates, size, or weight.

Mailer's Responsibility
10.3 It is the mailer's responsibility to refrain from depositing nonmailable matter in the mail. The mailer must comply with applicable postal laws and regulations governing mailability and preparation for mailing, as well as nonpostal laws and regulations on the possession, treatment, transmission, or transfer of particular

matter. Information about USPS standards is available from postmasters, business mail entry managers, and RCSC managers (see G042).

Unauthorized Decisions
10.4 Postmasters are not authorized to decide whether written, printed, or graphic matter is nonmailable based on its content or to deny entry to such matter or exclude it from the mail.

Refusal
10.5 Written, printed, or graphic matter not properly prepared for mailing can be refused.

C000 General Information

C020 Restricted or Nonmailable Articles and Substances

C021 Articles and Substances Generally

Summary C021 describes the legal regulations prohibiting or restricting the mailing of certain items such as liquors, abortive and contraceptive devices, odd-shaped items in envelopes, motor vehicle master keys, and locksmithing devices.

1.0 RESTRICTED MATTER—GENERAL

Restricted matter is an article or substance prohibited or limited by Title 18, U.S. Code (liquors, abortive and contraceptive devices, odd-shaped items in envelopes, motor vehicle master keys, and locksmithing devices). It also includes matter not otherwise described in C020 that is restricted by 18 USC 1716(a) because it may, under conditions encountered in the mail, be injurious to life, health, or property (obnoxious odors, liquids, powders, and battery-powered devices).

2.0 NONMAILABLE ARTICLES AND SUBSTANCES—GENERAL

Basic Information 2.1 The basic premise of the postal mailability statutes is that anything "which may kill or injure another, or injure the mails or other property..." is nonmailable. Several statutory exceptions to this rule permit mailings of otherwise nonmailable matter under specified conditions. Statutory exceptions apply to live scorpions, poisonous drugs and medicines, poisons for scientific use, switchblade knives, firearms, motor vehicle master keys, locksmithing devices, and abortive and contraceptive devices. The statutes also provide that the USPS may, by regulation, permit the mailing, under required conditions of preparation and packing, of potentially harmful matter not "outwardly or of [its] own force dangerous or injurious to life, health, or property." The standards in C021 summarize the statutory prohibitions and exceptions. The specific mailability standards that apply to perishable, hazardous, and restricted matter are detailed in C022, C023, and C024, respectively. Publication 52, *Acceptance of Hazardous, Restricted, or Perishable Matter,* contains additional clarification and further describes the conditions of preparation and packaging under which the USPS accepts for mailing potentially harmful matter that is otherwise nonmailable.

Mailer Responsibility 2.2 The mailer must comply with applicable postal laws and regulations governing mailability and preparation for mailing, as well as nonpostal laws and regulations on the shipment of particular matter.

USPS Refusal 2.3 USPS employees may refuse an article for mailing if the content of the article is described by the mailer or otherwise revealed to be nonmailable.

Other Laws and Regulations 2.4 Particular matter may be mailable under postal statutes and regulations, but customers may have responsibilities under nonpostal statutes and regulations concerned with possession, treatment, transmission, or transfer of such matter (e.g., 49 CFR 100-185 (Department of Transportation Regulations); the Comprehensive Drug Abuse Prevention and Control Act of 1970 (Public Law 91-513), 21 USC 801, et seq.; and the Gun Control Act of 1968 (Public Law 90-618), 18 USC 921, et seq.).

Statutory System 2.5 18 USC 2510, et seq., constitutes a statutory system of regulating interception of wire, oral, or electronic communications. Any person contemplating the mailing of a device primarily useful for surreptitiously effecting such interception should consider the provisions of 18 USC 2510, et seq., particularly section 2512. This

statute makes it a crime, except as otherwise provided in 18 USC 2510, et seq., for a person intentionally to send through the mail any device whose design that person knows, or has reason to know, renders the device primarily useful for surreptitious interception of wire, oral, or electronic communications. The statute does not declare that such a device in itself constitutes nonmailable matter but, as indicated, provides criminal penalties for the act of intentionally mailing it.

Authorizing Mailability
2.6 A postmaster may decide whether articles and substances other than written, printed, or graphic matter are nonmailable and, where appropriate, is authorized to refuse to accept for mailing such matter determined to be nonmailable. The mailer may seek a review of the postmaster's decision by the RCSC. The mailer may file a written appeal of the RCSC ruling with the USPS Recorder, Judicial Officer, with a copy or description of the determination or ruling. The rules of procedure for the determination of such appeals are in 39 CFR 953.

Protecting Employees
2.7 A postmaster may take any step reasonable and necessary to protect USPS employees and equipment from potentially dangerous or injurious materials or substances found in the mail.

Applicability to Military Postal System
2.8 C020 applies to the military postal system, its personnel, and undelivered mail that is or has been in the official custody of that system and its personnel. References to the Inspection Service refer to the Postal Inspection Service and its authorized employees, not to military investigative services.

3.0 INJURIOUS AND HARMFUL ARTICLES

General
3.1 Except as provided in this document, any article, composition, or material is nonmailable if it can kill or injure another or injure the mail or other property. Harmful matter includes, but is not limited to:

a. All types and classes of poisons, including controlled substances.

b. All poisonous animals, except scorpions; all poisonous insects; all poisonous reptiles; and all types of snakes, turtles, and spiders.

c. All disease germs or scabs.

d. All explosives, flammable material, infernal machines, and mechanical, chemical, or other devices or compositions that may ignite or explode.

Hazardous Materials
3.2 Harmful matter also includes hazardous materials that are likely to harm USPS employees or to destroy, deface, or otherwise damage mail or postal equipment. This includes materials such as caustic poisons (acids and alkalies), oxidizers, or highly flammable liquids, gases, or solids; or materials that are likely, under conditions incident to transportation, to cause fires through friction, absorption of moisture, or spontaneous chemical changes or from retained heat from manufacturing or processing, including explosives or containers previously used for shipping high explosives with a liquid ingredient (such as dynamite), ammunition, fireworks, radioactive materials, matches, or articles emitting obnoxious odors.

4.0 MARKING

Content
4.1 Except firearms and switchblade knives, controlled substances, radioactive materials, and motor vehicle master keys and locksmithing devices, the identity of the content of anything mailed under C020 must be plainly and durably marked on the address side of each mailpiece as a condition of mailing. When the content is a hazardous material as defined in 49 CFR, each mailpiece must be marked as required in C023.

Addressing
4.2 On any package, the mailing of which is covered by C020, the name and address of both the mailer and the addressee must be affixed to the outside using a material or method that is not water-soluble, easily rubbed off, or smeared.

Warning Label
4.3 Except for controlled substances mailed under C024, any label or other marking required by federal law or the regulation of any federal agency must be securely affixed or applied to the address side of each mailpiece. See C023 for warning labels for hazardous material.

C000 General Information

C020 Restricted or Nonmailable Articles and Substances

C022 Perishables

Summary C022 describes the normal transit time standards for mailing perishable goods including live animals, furs, plants, and nonmailable plant pests. In addition, provides preparation and packaging information.

1.0 TIME FACTOR

Mailable perishable matter may be sent through the mail only if it can reach its destination in good condition in the normal transit time between the mailing and address points. Mailable perishable foods that do not rapidly decay or generate obnoxious odors in the mail may be sent at the mailer's risk.

2.0 PREPARATION

Container 2.1 Any container used to mail perishable matter must be constructed to protect and securely contain the contents.

Produce 2.2 Fruits and vegetables are not mailable unless presented in dry condition.

Water Ice 2.3 Water ice used as a refrigerant must be packed under C010 as though it were a liquid.

Dry Ice 2.4 A parcel containing dry ice (carbon dioxide solid) must be packed in a container that allows the release of carbon dioxide gas. If a fiberboard box is used, enough insulation is necessary to prevent condensation and wetting of the mailing carton.

3.0 LIVE ANIMALS

Day-Old Poultry 3.1 Day-old poultry vaccinated with Newcastle disease (live virus) is nonmailable. Live day-old chickens, ducks, geese, partridges, pheasants (pheasants may be mailed only from April through August), guinea fowl, quail, and turkeys are acceptable in the mail only if:

a. They are not more than 24 hours old and are presented for mailing in the original unopened hatchery box from the hatchery of origin.

b. The date and hour of hatching is noted on the box by a representative of the hatchery who has personal knowledge thereof. (For COD shipments made by a hatchery for the account of others, the name or initials and address of the hatchery or the post office box number and address of the hatchery must be prominently shown for this standard.)

c. The box is properly ventilated, of proper construction and strength to bear safe transmission in the mail, and not stacked more than 10 units high.

d. They are mailed early enough in the week to avoid receipt at the office of address, in case of missed connections, on a Sunday, on a national holiday, or on the afternoon before a Sunday or holiday.

e. They can be delivered to the addressee within 72 hours of the time of hatching, whether the addressee resides in town or on a rural route or highway contract route.

f. The shipment bears special handling postage in addition to regular postage, unless sent at the First-Class Mail or Priority Mail rate.

g. If live, day-old poultry is to be transported by aircraft, all provisions of the airline tariffs are met and air carriers have equipment available to safely deliver shipments within the specified time limits, allowing for delays en route in air and ground transportation.

h. Day-old poultry, originally shipped by air express or air cargo and then presented for mailing, must be in first-class condition and prepared as specified in 3.1a through 3.1e.

i. Boxes of day-old poultry of about identical size, securely fastened together to prevent separation in transit, may be accepted for mailing as a single parcel, if such parcel is not more than 100 inches in length and girth combined.

Small Cold-Blooded Animals
3.2 Small, harmless, cold-blooded animals (except snakes and turtles) that do not require food or water or attention during handling in the mail and that do not create sanitary problems or obnoxious odors are mailable (e.g., baby alligators and caimans not more than 20 inches long, bloodworms, earthworms, mealworms, salamanders, leeches, lizards, snails, and tadpoles).

Adult Fowl
3.3 Adult turkeys, guinea fowl, doves, pigeons, pheasants, partridges, and quail, as well as ducks, geese, and swans sent by Express Mail in biologically secure containers approved by the Mail Preparation and Standards manager, USPS Headquarters, are mailable if the number of birds per parcel follows the container manufacturer limits, and if each bird weighs more than 6 ounces. Under the applicable standards, indemnity may be paid only for loss, damage, or rifling, and not for death of the birds in transit if there is no visible damage to the mailing container.

Adult Chickens
3.4 Adult chickens must be sent by Express Mail. The Express Mail containers used must pass the standards in International Safe Transit Association (ISTA) Test Procedure 1A (detailed in Publication 2, *Packaging for Mailing*); be designed to remain intact during normal handling; be constructed to *totally* confine the chickens; contain shavings or other material to prevent damage to the bottom of the container; and be ventilated properly to ensure humane treatment in transit. The number of birds in each parcel must not exceed the container manufacturer's limit. Under the applicable standards, indemnity may be paid only for loss, damage, or rifling, and not for death of the chickens in transit if there is no visible damage to the container. Mailing of chickens for fighting is subject to 7 USC 2156.

Warm-Blooded Animals
3.5 Warm-blooded animals, except the specified birds under specific conditions detailed above, are not mailable (e.g., hamsters, mice, rats, guinea pigs, rabbits, cats, dogs, squirrels, parakeets, and canaries).

Pacific Islands
3.6 Animals mailed to the Republic of Palau, the Republic of the Marshall Islands, and the Federated States of Micronesia require a permit issued by the government of the destination country.

Bees
3.7 Bees are acceptable in the continental surface mail when shipped under federal and state regulations to ensure that they are free of disease. Packages of honeybees must bear special handling postage, except those sent at a First-Class Mail rate. Only queen honeybees may be shipped via air transportation. Each queen honeybee shipped via air transportation may be accompanied by up to eight attendant honeybees.

Other Insects
3.8 Other live, nonpoisonous, and nondisease-conveying insects may be sent through the mail when properly prepared for mailing and when shipped under regulations of the U.S. Department of Agriculture. Such insects mailed to the Republic of

Palau, the Republic of the Marshall Islands, and the Federated States of Micronesia are also subject to the regulations of the destination country.

Live Scorpions
3.9 Live scorpions that are to be used for medical research or the manufacture of antivenin are accepted only in the continental surface mail when packaged in a double mailing container, both parts of which are closed or fastened to prevent escape of the scorpions. The inner container must be of material that cannot be punctured by the scorpions and must be plainly marked “Live Scorpions.” Cushioning material must be used when necessary to prevent shifting of the inner container. The outer container must be strong enough to prevent crushing of the package or exposure of the contents during normal handling in the mail. The outer container must be plainly marked “Live Scorpions.”

Packaging
3.10 Any mailing container used for mailable animals must be made of at least 275-pound test, double wall, corrugated, weather-resistant fiberboard (W5c) or equivalent and must be adequately ventilated. The container must be constructed to prevent escape of the animals while in the mail and to preclude the container and its contents from being crushed in normal handling. The outside of the container must include a return address and a description of the contents. A container marked “If Undeliverable, Abandon” is not accepted.

Acceptance
3.11 The USPS does not accept any shipment of animals that the USPS reasonably believes cannot reach its destination in a viable condition. Such a determination is based on factors including the expected temperatures (weather conditions) while the shipment is in the mail; the types of vehicles on which the shipment is to be transported; the expected transit time; and the types of packaging used for protection against suffocation, crushing, and handling.

Disposal
3.12 Any parcel of live animals that cannot be delivered to the addressee or returned to the sender within 72 hours (for live day-old poultry) or within the delivery period marked on the parcel (for other animals) is immediately disposed of under the relevant standards. A parcel not marked with the delivery period is disposed of immediately if it reasonably appears that the animals cannot be returned to the sender in a viable condition.

4.0 DEAD WILD ANIMALS

The dead bodies, or parts thereof, of any wild animals, wild birds, or eggs are acceptable for mailing only when they are lawfully killed or taken, and their shipment is not prohibited by law of the United States or of the state, territory, district, or foreign country or subdivision thereof in which killed or taken or offered for shipment. Mailing of fresh game is also subject to these standards.

5.0 FURS, HIDES, SKINS, AND PELTS

General
5.1 A parcel containing the fur, hide, skin, or pelt of a wild animal is mailable only if the matter is properly dried or cured and has no offensive odor, and only if the parcel is plainly marked, labeled, or tagged on the outside with the names and addresses of the shipper and addressee. The parcel must bear any endorsement required by state laws.

Wrapping
5.2 Hides and pelts must be wrapped when necessary to prevent damage to other mail.

6.0 MAILING PLANTS

Mailability
6.1 In general, plants and plant products are mailable within the United States and its territories and possessions, subject to certain prohibitions imposed under U.S. agriculture and conservation statutes. To the extent specified below, when such prohibitions make shipment of plants or plant products unlawful, those articles constitute nonmailable matter. More detailed information is in Publication 14, *Prohibitions and Restrictions on Mailing Animals, Plants, and Related Matter.*

Nonmailable Quarantined Matter
6.2 Under 39 USC 3014(b), any plant, plant product, or other article capable of carrying a dangerous plant disease or insect infestation is nonmailable from a quarantined area, if shipping such item by common carrier is prohibited by a U.S. Department of Agriculture (USDA) quarantine issued under 7 USC 161, except, any such item is mailable from a quarantined area if:

a. Its movement by common carrier is allowed under conditions prescribed in the quarantine notice or in other USDA regulations, issued under 7 USC 161, governing its inspection, disinfection, certification, and other conditions for its movement.

b. Its movement by mail complies with all such conditions.

Additional Quarantined Matter
6.3 Any plant, article, or matter, the importation or interstate shipment of which is prohibited under the Act of August 20, 1912 (37 Stat. 315, chapter 308; 7 USC 151 et seq.), commonly known as the Plant Quarantine Act, is made nonmailable by 39 USC 3015(c).

Illegally Taken Plants
6.4 Any plant, the conveyance of which is prohibited under section 3 of the Lacey Act Amendments of 1981 (16 USC 3372), is made nonmailable by 39 USC 3015(d).

Criminal Penalties
6.5 18 USC 1716B provides criminal penalties for mailing anything nonmailable under 39 USC 3014(b), unless the item is excepted under USPS regulations. 18 USC 1716D provides criminal penalties for mailing anything nonmailable under 39 USC 3015(c) and (d).

USDA Notices and Regulations
6.6 USDA quarantine notices, issued under 7 USC 161, are published in the *Federal Register* and codified in 7 CFR (e.g., 7 CFR 301 and 318). Details on these and other USDA regulations may be obtained by writing to the USDA Animal and Plant Health Inspection Service (APHIS) Plant Protection and Quarantine (PPQ) Programs (see G043 for address).

7.0 NONMAILABLE PLANT PESTS, INJURIOUS ANIMALS, AND ILLEGALLY TAKEN FISH OR WILDLIFE

Nonmailable Matter
7.1 More detailed information is in Publication 14. Under the respective provisions of 39 USC 3015(a), (b), and (d), the following items are nonmailable:

a. Any injurious animal, the importation or interstate shipment of which is prohibited under 18 USC 42.

b. Any plant pest, the movement of which is prohibited under section 103 or 104 of the Federal Plant Pest Act (7 USC 150bb or 150cc).

c. Any fish or wildlife, the conveyance of which is prohibited under section 3 of the Lacey Act Amendments of 1981 (16 USC 3372).

Criminal Penalties
7.2 18 USC 1716D provides criminal penalties for mailing anything nonmailable under 39 USC 3015(a), (b), or (d).

C000 General Information

C020 Restricted or Nonmailable Articles and Substances

C023 Hazardous Materials

Summary C023 describes the standards, restrictions, and prohibitions for mailing hazardous materials, such as explosives, gasses, flammable and combustible liquids, flammable solids, oxidizing substances, organic peroxides, toxic and infectious substances, radioactive materials, and corrosives. It also provides information on package markings, shipping papers, and warning labels.

1.0 GENERAL

Definitions 1.1 The following definitions apply:

a. *Hazardous material* is any article or substance designated by the U.S. Department of Transportation (DOT) as being capable of posing an unreasonable risk to health, safety, and property during transportation. In international commerce, hazardous material is known as dangerous goods.

b. *Limited quantity* is the maximum amount of a specific hazardous material that is exempted from the labeling or packaging requirements in 49 CFR. Not every hazardous material is eligible to be shipped as a limited quantity.

c. *ORM-D (Other Regulated Material) material* is a limited quantity of a hazardous material that presents a limited hazard during transportation due to its form, quantity, and packaging. In almost all instances, the proper shipping name for an ORM-D material is consumer commodity. Not all hazardous material permitted to be shipped as a limited quantity can qualify as an ORM-D material.

d. *Consumer commodity* is a hazardous material that is packaged and distributed in a quantity and form intended or suitable for retail sale and designed for consumption by individuals for their personal care or household use purposes. This term can also include certain drugs or medicines. Not all hazardous material permitted to be shipped as a limited quantity can qualify as a consumer commodity.

e. *Air transportation,* for the purposes of this section only, applies to all mailable hazardous materials sent at First-Class Mail, Priority Mail, or Express Mail rates (see 1.9).

f. *Surface transportation,* for the purposes of this section only, applies to all mailable hazardous materials sent at Standard Mail or Package Services rates.

g. *Primary receptacle* is the container (e.g., tube, vial, bottle) that holds the hazardous material.

h. *Secondary packaging* is the container into which a primary receptacle is placed.

i. *Outer packaging* is the container into which a primary receptacle and secondary packaging, together with absorbent material and cushioning, are placed. The outer packaging bears the addressing information along with all required markings.

U.S. Department of Transportation 1.2 The U.S. Department of Transportation regulates the surface and air carriage of hazardous materials within the United States via any means of transportation. DOT regulations on hazardous materials are codified in Title 49, *Code of Federal*

Regulations (49 CFR), parts 100-185. Postal mailing standards for hazardous materials adhere to 49 CFR and often include additional limitations and prohibitions. Generally, postal standards restrict the mailing of hazardous materials to ORM-D materials that meet the postal volume limitations for the appropriate hazard class.

Hazard Class 1.3

Every hazardous material is assigned to one of nine hazard classes identified in 49 CFR 172.101 and 173. Some hazard classes are further separated into divisions based on their physical or chemical properties. For postal purposes, Exhibit 1.3 generally summarizes the mailability of hazardous materials by hazard class.

Exhibit 1.3 **DOT Hazard Classes and Mailability Summary**

Class	Hazard Class Name and Division	Domestic Mail Air Transportation	Domestic Mail Surface Transportation	International Mail
1	**Explosives** Division 1.1 Mass Explosive Hazard Division 1.2 Projection Hazard Division 1.3 Fire Hazard and/or Minor Blast/Minor Projection Hazard Division 1.4 Minor Blast Hazard Division 1.5 Very Insensitive With Mass Explosion Hazard Division 1.6 Extremely Insensitive With No Mass Explosion Hazard	Prohibited	Prohibited except with written permission as allowed in 2.2	Prohibited
2	**Gases** Division 2.1 Flammable Gases Division 2.2 Nonflammable, Nontoxic Gases Division 2.3 Toxic Gases	Division 2.1 and 2.3: Prohibited. Division 2.2: Only ORM-D material per 3.3	Divisions 2.1, 2.2: Only ORM-D material per 3.3. Division 2.3: Prohibited	Prohibited
3	**Flammable and Combustible Liquids**	Flammable liquids: Prohibited. Combustibles: Only ORM-D material per 4.3	Flammable liquids: Only ORM-D material per 4.2. Combustibles: Only ORM-D material per 4.3	Prohibited
4	**Flammable Solids** Division 4.1 Flammable Solids Division 4.2 Spontaneously Combustible Division 4.3 Dangerous When Wet	Prohibited	Only ORM-D material per 5.2	Prohibited
5	**Oxidizing Substances, Organic Peroxides** Division 5.1 Oxidizing Substances Division 5.2 Organic Peroxides	Only ORM-D material per 6.2	Only ORM-D material per 6.2	Prohibited
6	**Toxic Substances and Infectious Substances** Division 6.1 Toxic Substances Division 6.2 Infectious Substances	Division 6.1: Only ORM-D material per 7.2. Division 6.2: Only per 8.0	Division 6.1: Only ORM-D material per 7.2. Division 6.2: Only per 8.0	Division 6.1: Prohibited. Division 6.2: Only mailable per IMM 135
7	**Radioactive Materials**	Prohibited	Only in limits per 9.0 and Publication 52	Only mailable in limits per IMM 135
8	**Corrosives**	Only ORM-D material per 10.2	Only ORM-D material per 10.2	Prohibited
9	**Miscellaneous Hazardous Materials**	Only ORM-D material per 11.0	Only ORM-D material per 11.0	Prohibited, except magnetized materials per IMM 136

Mailer Responsibility
1.4 Full responsibility rests with the mailer to comply with all postal and nonpostal laws and regulations regarding the mailing of hazardous materials. Anyone who mails, or causes to be mailed, a nonmailable or improperly packaged hazardous material can be subject to legal penalties, including but not limited to those specified in 18 USC.

Mailability Rulings
1.5 Generally, the acceptability for mailing chemicals and other types of hazardous materials depends on container fluid/vapor capacities, the ability of the complete package to contain the material, and the method of absorbing and containing the product in case of accidental leakage of the primary receptacle. To determine mailability of a specific material, a mailer must submit a material safety data sheet (MSDS) and the following information to the appropriate rates and classification service center (RCSC):

a. Name of material, hazard class, and assigned United Nations (UN) or North America (NA) identification number.

b. Chemical composition by percentage of ingredient.

c. Flashpoint.

d. Toxic properties.

e. Irritant action when inhaled, swallowed, or contacted by eyes or skin.

f. Special precautions necessary to permit handling without harm to USPS employees or damage to property or other mail.

g. Explanation of warning labels and shipping papers required by state or federal regulations.

h. Proposed packaging method, including the addressing and required markings.

i. Proposed number of pieces to be mailed, class of mail, and post office(s) of mailing.

Warning Labels
1.6 With few exceptions as noted in these standards, most hazardous materials acceptable for mailing fall within the Other Regulated Materials (ORM-D) regulations of CFR 49 173.144, which do not require DOT hazard class warning labels. Except for division 6.2 materials under 8.3 and dry ice under 11.4, any hazardous material bearing or required to bear a DOT hazard class warning label under the requirements in 49 CFR is prohibited from mailing. Mailable ORM-D material must be marked as required in 1.7. Mailable hazardous material must bear DOT handling labels (e.g., orientation arrows, magnetized materials) when applicable.

Package Markings
1.7 Each mailpiece containing a mailable hazardous material must be plainly and durably marked on the address side with the required shipping name and UN identification number. The UN identification number is not required on a mailpiece that contains an ORM-D material. A mailable ORM-D material must be marked on the address side with “ORM-D” or “ORM-D AIR,” as applicable, immediately following or below the proper shipping name. The proper shipping name for a mailable ORM-D material is consumer commodity. Mailable ORM-D material sent via surface transportation must be marked on the address side as “Surface Mail Only.”

Shipping Papers
1.8 For domestic surface transportation, a mailpiece containing a mailable hazardous material, except for an ORM-D material or a specimen mailed under 8.4, must be accompanied by a shipping paper prepared under 49 CFR 172.200 through 172.205. For domestic air transportation, a mailpiece containing a mailable

hazardous material, except for a specimen mailed under 8.4, must be accompanied by a shipper's declaration for dangerous goods (i.e., shipping paper) completed and signed in triplicate by the mailer. The shipping paper must be affixed to the outside of the mailpiece.

Air Transportation Prohibitions
1.9 All mailable hazardous materials sent at First-Class Mail, Priority Mail, or Express Mail rates are subject to the limitations that apply to air transportation. The following types of hazardous materials are prohibited from transport via aircraft:

a. Anything susceptible to damage or that can become harmful because of changes in temperature or atmospheric pressures unless protected against the effects of such changes.

b. Magnetic materials that have a field strength sufficient to cause a compass deviation at a distance of 15 feet (4.6 meters) or more from any point on the outer packaging.

c. Flammable materials (gases, liquids, and solids).

d. Radioactive materials.

e. Materials excluded from air shipment by DOT regulations (49 CFR 100-185) or of the applicable state (country) or air carrier operator variations. Certain restricted articles, as described in 49 CFR 100-185 and the operator variations of the air carriers, may be accepted for air transportation if properly packaged. These articles must be labeled and bear a shipper's declaration in triplicate, as required by 49 CFR 172.204, or must be marked according to the air carrier's operator variations. Refer to the technical instruction of the International Civil Aviation Organization (ICAO) for air carrier operator variations.

2.0 EXPLOSIVES (HAZARD CLASS 1)

Definition
2.1 An *explosive* is any substance, article, or device that is designed to function by explosion (i.e., an extremely rapid release of gas and heat) or that, by chemical reaction within itself, is able to function in a similar manner even if not designed to function by explosion, unless the substance or article is otherwise classed under the provisions in 49 CFR. Hazard class 1 has six divisions as shown in Exhibit 1.3. No further explanation of the six divisions is provided in these standards because explosives are prohibited in the mail except as permitted in 2.2.

Mailability
2.2 Explosives are prohibited in international mail. Explosives are prohibited in the domestic mail via air transportation. For domestic surface transportation, explosives are prohibited except for certain division 1.4 toy propellant devices and safety fuses specifically approved by the Mail Preparation and Standards manager, USPS Headquarters, before mailing. A mailable explosive must meet the packaging and marking requirements provided with the Manager's approval. A shipping paper is required.

3.0 GASES (HAZARD CLASS 2)

Definition
3.1 Hazard class 2 consists of three divisions:

a. Division 2.1, Flammable Gases. A material that is a gas at 68°F (20°C) or less and 14.7 psi (101.3 kPa) of pressure. Flammable gases also include materials that have a boiling point of 68°F (20°C) or less at 14.7 psi (101.3 kPa) and that are ignitable at 14.7 psi (101.3 kPa) when in a mixture of 13% or less by volume with air or that have a flammable range at 14.7 psi (101.3 kPa) with air of at least 12% regardless of the lower limit. These conditions

must be established in accordance with ASTM E681-85, Standard Test Method for Concentration Limits of Flammability of Chemicals, or other approved equivalent method. The flammability of aerosols must be determined using the tests specified in 49 CFR 173.306(i).

b. Division 2.2, Nonflammable, Nontoxic Gases. A material that does not meet the definition of division 2.1 or 2.3 and exerts in its packaging an absolute pressure of 40.6 psia (280 kPa) or greater at 68°F (20°C).

c. Division 2.3, Toxic Gases. A material that is poisonous by inhalation and is a gas at 68°F (20°C) or less and a pressure of 14.7 psi (101.3 kPa) or a material that has a boiling point of 68°F (20°C) or less at 14.7 psi (101.3 kPa).

Mailability 3.2 Gases are prohibited in international mail. Toxic gases in division 2.3 are prohibited in domestic mail. Flammable gases in division 2.1 are prohibited in domestic mail via air transportation, but are permitted via surface transportation if the material can qualify as an ORM-D material and meet the standards in 3.3 and 3.4. Nonflammable gases in division 2.2 are generally permitted in the domestic mail via air or surface transportation if the material can qualify as an ORM-D material and meet the standards in 3.3 and 3.4.

Container 3.3 An other-than-metal container of a mailable gas may be acceptable if the water capacity of the container is 4 fluid ounces (7.22 cubic inches) or less per mailpiece and the container meets 49 CFR requirements. Mailable nonflammable and flammable compressed gases are acceptable in metal inside containers that have a water capacity up to 33.8 fluid ounces (1 liter or 61.0 cubic inches), depending on their internal pressure. A DOT 2P container must be used if the internal pressure is from 140 to 160 psig at 130°F (55°C). A DOT 2Q container must be used if the pressure is from 161 to 180 psig at 130°F (55°C). A container with an internal pressure over 180 psig at 130°F (55°C) is prohibited from mailing. Mailable flammable compressed gases are restricted to 33.8 fluid ounces (1 liter) per mailpiece. Mailable nonflammable compressed gases are permitted in individual 33.8 fluid ounce (1 liter) containers that may be securely packed within a single mailpiece up to a weight of 66 pounds (30 kg) per 49 CFR 173.306.

Marking 3.4 For surface transportation, packages of mailable gases must be clearly marked on the address side with “Surface Mail Only” and “ORM-D” immediately following or below the proper shipping name (consumer commodity). For air transportation, packages must be plainly and durably marked on the address side with “ORM-D AIR” immediately following or below the proper shipping name and must also bear a shipper's declaration for dangerous goods.

4.0 FLAMMABLE AND COMBUSTIBLE LIQUIDS (HAZARD CLASS 3)

Definitions 4.1 The terms used in the standards that apply to hazard class 3 are defined as follows:

a. *Flammable liquid* means a liquid that has a flashpoint of not more than 141°F (60.5°C), or any material in a liquid phase that has a flashpoint at or above100°F (38°C).

b. C*ombustible liquid* means any liquid that does not meet the definition of any other hazard class and has a flashpoint above 141°F (60.5°C) and below 200°F (93°C). Note: A flammable liquid with a flashpoint at or above 100°F (38°C) that does not meet the definition of any other hazard class may be reclassified as a combustible liquid per 49 CFR 173.120(b).

Flammable Liquid Mailability
4.2

Flammable liquid is prohibited in international mail. Flammable liquid with a flashpoint of 20°F (-7°C) or below is prohibited in domestic mail. Other flammable liquid is prohibited in domestic mail via air transportation but is permitted via surface transportation if the material can qualify as an ORM-D material and meet the following conditions as applicable:

a. The flashpoint is above 20°F (-7°C) but no more than 73°F (23°C); the liquid is in a metal primary receptacle not exceeding 1 quart, or in another type of primary receptacle not exceeding 1 pint, per mailpiece; enough cushioning surrounds the primary receptacle to absorb all potential leakage; the cushioning and primary receptacle are packed within a securely sealed secondary packaging that is placed within a strong outer packaging; and each mailpiece is plainly and durably marked on the address side with "Surface Mail Only" and "ORM-D" immediately following or below the proper shipping name.

b. The flashpoint is above 73°F (23°C) but less than 100°F (38°C); the liquid is in a metal primary receptacle not exceeding 1 gallon, or in another type of primary receptacle not exceeding 1 quart, per mailpiece; enough cushioning surrounds the primary receptacle to absorb all potential leakage; the cushioning and primary receptacle are placed within a securely sealed secondary packaging that is placed within a strong outer packaging; and each mailpiece is plainly and durably marked on the address side with "Surface Mail Only" and "ORM-D" immediately following or below the proper shipping name.

Combustible Liquid Mailability
4.3

Combustible liquid is prohibited in international mail. Combustible liquid is permitted in domestic mail if the material can qualify as an ORM-D material and meet the following conditions as applicable:

a. For surface transportation, if the flashpoint is 100°F (38°C) but no more than 141°F (60.5°C); the liquid is in a metal primary receptacle not exceeding 1 gallon, or in another type of primary receptacle not exceeding 1 quart, per mailpiece; enough cushioning surrounds the primary receptacle to absorb all potential leakage; the cushioning and primary receptacle are packed in a securely sealed secondary packaging that is placed within a strong outer packaging; and each mailpiece is plainly and durably marked on the address side with "Surface Mail Only" and "ORM-D" immediately following or below the proper shipping name.

b. For surface or air transportation, if the flashpoint is above 141°F (60.5°C) but no more than 200°F (93°C); the liquid is in a primary receptacle not exceeding 1 gallon per mailpiece; enough cushioning surrounds the primary receptacle to absorb all potential leakage; the cushioning and primary receptacle are packed in a securely sealed secondary packaging that is placed within a strong outer packaging; and each mailpiece is plainly and durably marked on the address side with "ORM-D" or "ORM-D AIR," as applicable, immediately following or below the proper shipping name. Mailable material sent via surface transportation must be marked on the address side as "Surface Mail Only." For air transportation, each mailpiece must bear a shipper's declaration for dangerous goods.

c. For air or surface transportation without restriction, if the flashpoint is above 200°F (93°C). Mailable combustible liquids must be properly and securely packaged to prevent leakage.

Cigarette Lighters
4.4

A cigarette lighter equipped with an ignition element and containing fuel is a Class 3 flammable liquid. A cigarette lighter that contains a flammable gas is classed as

a division 2.1 flammable gas. A cigarette lighter containing either flammable liquid or flammable gas is permitted only in domestic mail via surface transportation when all of the following conditions are met:

a. The design of the lighter and its packaging are approved by the DOT Associate Administrator for Hazardous Material Safety, per 49 CFR 173.21(i) and 173.308; and a DOT Approval Number (T-Number) is issued.

b. The prospective mailer of the lighter submits to the appropriate RCSC manager a written request for authorization to mail the lighter, accompanied by a legible photocopy of the official DOT notice conveying the approval described in 4.4a and a specimen of the actual lighter, the packaging materials in which each lighter is to be mailed, the number of mailpieces and mailing location; and the mailer receives from the RCSC manager a letter approving the requested authorization for mailing.

c. When presented for mailing, the address side of the mailpiece containing the lighter prominently displays the T-Number, the proper shipping name "Lighter for Cigarette," and the marking "Surface Mail Only"; all preparation and packaging requirements in the RCSC manager's approval letter are met; and a legible photocopy of the RCSC manager's approval letter accompanies the mailing.

5.0 FLAMMABLE SOLIDS (HAZARD CLASS 4)

Definitions
5.1

Hazard class 4 consists of three divisions:

a. Division 4.1, Flammable Solids. Any solid material other than one classed as an explosive that, under conditions normally incident to transportation, is likely to cause fires through friction or retained heat from manufacturing or processing, or that can be ignited readily and, when ignited, burns so vigorously and persistently as to create a serious transportation hazard.

b. Division 4.2, Spontaneously Combustible. A liquid or solid pyrophoric material that even in small amounts and without an external ignition source can ignite within 5 minutes after coming in contact with air, or a self-heating material that, when in contact with air and without an energy supply, is liable to self-heat.

c. Division 4.3, Dangerous When Wet. A material that, by contact with water, is likely to become spontaneously flammable or to give off flammable or toxic gas at a rate greater than 1 liter per kilogram of the material per hour.

Mailability
5.2

Flammable solids are prohibited in international mail. Flammable solids are prohibited in domestic mail via air transportation. A flammable solid that can qualify as an ORM-D material is permitted in domestic mail via surface transportation if the material is contained in a secure primary receptacle having a weight of 1 pound or less; the primary receptacle(s) is packed in a strong outer packaging with a total weight of 25 pounds or less per mailpiece; and each mailpiece is plainly and durably marked on the address side with "Surface Mail Only" and "ORM-D" immediately following or below the proper shipping name.

Matches
5.3

Matches are classified as flammable solids. Strike-anywhere matches are prohibited in international and domestic mail. Safety matches (book, card, or strike-on-box) are prohibited in international mail, and in domestic mail via air transportation, but are permitted in domestic mail via surface transportation if:

a. They do not ignite spontaneously under conditions normally incident to transportation or when subjected for 8 consecutive hours to a temperature of 220°F (93°C).

b. They cannot be readily ignited by friction unless struck on their own or a similar box, card, or book.

c. They are tightly packed in a securely sealed inner packaging to prevent any shifting or movement that could cause accidental ignition by rubbing against adjoining items. The inner packaging(s) is placed securely within an outer container made of fiberboard, wood, or other equivalent material. Multiple inner packagings may be placed in a single outer packaging. The address side of the mailpiece is marked "Surface Mail Only" and "Book Matches," "Strike-on-Card Matches," or "Card Matches," as appropriate. A shipping paper is required.

d. The gross weight of each mailpiece is not more than 50 pounds.

6.0 OXIDIZING SUBSTANCES, ORGANIC PEROXIDES (HAZARD CLASS 5)

Definition
6.1 Hazard class 5 consists of two divisions:

a. Division 5.1, Oxidizing Substances. A material that may, generally by yielding oxygen, cause or enhance the combustion of other materials.

b. Division 5.2, Organic Peroxides. Any organic compound that contains oxygen in the bivalent structure and that may be considered a derivative of hydrogen peroxide, where one or more of the hydrogen atoms have been replaced by organic radicals.

Mailability
6.2 Oxidizing substances and organic peroxides are prohibited in international mail. For domestic mail, a material that can qualify as an ORM-D material is permitted via air or surface transportation. Liquid materials must be enclosed within a primary receptacle having a capacity of 1 pint or less; the primary receptacle(s) must be surrounded by absorbent cushioning material and held within a secondary leak-resistant container that is packed within a strong outer packaging. Solid materials must be contained within a primary receptacle having a weight capacity of 1 pound or less; the primary receptacle(s) must be surrounded with cushioning material and packed within a strong outer packaging. Each mailpiece may not exceed a total weight of 25 pounds. The address side of each mailpiece must be plainly and durably marked with "ORM-D AIR" or "ORM-D," as applicable, immediately following or below the proper shipping name. A mailable class 5 material sent via surface transportation must be marked "Surface Mail Only" on the address side. A mailable material sent via air transportation must bear a shipper's declaration for dangerous goods.

7.0 TOXIC SUBSTANCES (HAZARD CLASS 6, DIVISION 6.1)

Definitions
7.1 The terms used in the standards for division 6.1 material are:

a. *Toxic substance* is a poisonous material, other than a gas, that is known to be so toxic to humans as to cause death, injury, or harm to human health if swallowed, inhaled, or contacted by the skin.

b. *Oral toxicity* applies to a liquid with a lethal dose (LD_{50}) for acute oral toxicity of not more than 500 mg/kg or a solid with an LD_{50} for acute oral toxicity of not more than 200 mg/kg that when administered by mouth is likely to cause death within 14 days in half of the test animals.

c. *Dermal toxicity* applies to a material with an LD_{50} for acute dermal toxicity of not more than 1,000 mg/kg that when administered by continuous contact with bare skin is likely to cause death within 14 days in half of the test animals.

d. *Inhalation toxicity* applies to a dust or mist with a lethal concentration (LC_{50}) for acute inhalation toxicity of not more than 10 mg/L; or a saturated vapor concentration in air at 68°F (20°C) of more than one-fifth of the LC_{50} for acute toxicity on inhalation of vapors and with an LC_{50} for acute inhalation toxicity of vapors of not more than 5,000 ml/m^3; that when administered by continuous inhalation for 1 hour is likely to cause death within 14 days in half of the test animals.

e. *Irritating material* is any liquid or solid substance (e.g., tear gas) that gives off intense fumes and causes extreme irritation and impairment to a person's ability to function.

Mailability
7.2

Toxic substances or poisons are prohibited in international mail. For domestic mail, a division 6.1 toxic substance or poison that can qualify as an ORM-D material is permitted when packaged under the applicable requirements in 7.4. Certain other poisonous materials are permitted to be mailed only between the authorized parties and under the conditions in 7.3.

Authorized Parties
7.3

A division 6.1 toxic substance having an LD_{50} for oral toxicity of greater than 5mg/kg but less than or equal to 50 mg/kg is mailable only if packaged under the applicable requirements in 7.4 and when sent between authorized parties and under specified conditions, as follows:

a. Toxic substances for scientific use (not outwardly or of their own force dangerous or injurious to life, health, or property) may be sent only between manufacturers, dealers, bona fide research or experimental scientific laboratories, and employees of federal, state, or local governments who have official use for such poisons and are designated by the agency head to receive or send such poisons. For air transportation, a shipper's declaration for dangerous good is required.

b. Poisonous drugs and medicines may be sent only from the manufacturer or dealer of the drugs and medicines to licensed physicians, surgeons, dentists, pharmacists, druggists, cosmetologists, barbers, and veterinarians (18 USC 1716).

Packaging and Marking
7.4

The following requirements must be met, as applicable:

a. A toxic substance that can qualify as an ORM-D material and does not exceed a total capacity of 8 ounces per mailpiece is permitted if: the material is held in an inner receptacle(s); enough cushioning material surrounds the primary receptacle to absorb all potential leakage; the cushioning and primary receptacle(s) are packed in another securely sealed secondary packaging that is placed within a strong outer packaging. Each mailpiece must be plainly and durably marked on the address side with "ORM-D" or "ORM-D AIR," as applicable, immediately following or below the proper shipping name. Mailable material sent via surface transportation must be marked on the address side as "Surface Mail Only."

b. Other toxic substances and poisons are permitted to be sent between the authorized parties and under the conditions in 7.3 when they do not exceed 8 ounces per mailpiece and if: the material is held in a leak-resistant primary receptacle(s); sufficient absorbent and cushioning material completely surround each primary receptacle; the primary receptacle(s) and the absorbent and cushioning materials are firmly held within a secondary leakproof (for liquids) or siftproof (for solids) packaging; the secondary packaging is firmly and securely held within a strong outer packaging of 200-pound grade corrugated fiberboard or equivalent strength. The address side of each mailpiece must be marked with the proper shipping name and UN (or NA) identification number of the material (unless exempted by C024.11.2). Mailable materials sent via surface transportation must be marked on the address side as "Surface Mail Only." Each mailpiece must bear a shipping paper.

Irritating Material
7.5

Irritants are prohibited in international mail and domestic mail.

8.0 INFECTIOUS SUBSTANCES (HAZARD CLASS 6, DIVISION 6.2)

General
8.1

Infectious substances (i.e., etiologic agents), clinical specimens, and biological products are not permitted in international mail or domestic mail, except when they are intended for medical or veterinary use, research, or laboratory certification related to public health; and when it is determined that such items are properly prepared for mailing to withstand shocks, pressure changes, and other conditions incident to ordinary handling in transit. Mailable infectious substances sent as international mail must meet the standards in *International Mail Manual* 135. For domestic mail, mailable infectious substances must meet the applicable standards in 8.0.

Definitions
8.2

The terms used in the standards for division 6.2 material are:

a. *Infectious substance* (etiologic agent) means a viable microorganism, or its toxin, that causes or may cause disease in human beings or animals, and includes those agents listed in 42 CFR 72.3 and any other agent that causes or may cause severe, disabling, or fatal disease. The terms infectious substance and etiologic agent are synonymous.

b. *Clinical (diagnostic) specimen* means any human or animal material including, but not limited to, excreta, secreta, blood, blood components, tissue, and tissue fluids, collected and being shipped for purposes of diagnosis.

c. *Biological product* means a material derived from a living organism that is prepared and manufactured in accordance with 9 CFR 102-104 (licenses for biological products; experimental products, distribution, and evaluation prior to licensing; and permits for biological products), 21 CFR 312 (investigational new drug application), or 21 CFR 600-680 (biologics) and that, under such provisions, may be shipped in interstate commerce. Biological products include, but are not limited to, products such as vaccines.

d. *Sharps* means any item of medical waste having a projecting cutting edge or fine point that was used in animal or human patient care or treatment or in medical research or industrial laboratories. The term includes, but is not limited to, hypodermic needles, syringes (with or without the attached needles), pasteur pipettes, scalpel blades, blood vials, needles with attached tubing, and culture dishes (regardless of the presence of infectious agents). Also included are other types of broken or unbroken glassware that were in contact with infectious agents, such as used slides or cover slips. The term does not include new unused medical devices such as hypodermic needles, syringes, and scalpel blades.

e. *Other medical devices* means all materials or devices used in animal or human patient care or treatment or in medical research that are not, or do not contain, a projecting sharp and are not known or not reasonably believed to contain an infectious substance (etiologic agent).

Packaging Infectious Substances (Etiologic Agents)
8.3

Packaging for all infectious substances (etiologic agents) is subject to these standards:

a. All infectious substances, clinical specimens, and biological products known or reasonably believed to contain an etiologic agent must meet the packaging requirements of 42 CFR 72.3 and must not exceed 50 ml per mailpiece. The primary receptacle or the secondary packaging must be capable of withstanding, without leakage, an internal pressure that produces a pressure differential of not less than 14 psi (95 kPa) and temperature in the range of -40°F to 131°F (-40°C to 55°C) as required by 49 CFR 173.196.

b. The material must be packaged in a securely sealed and watertight primary receptacle (test tube, vial, etc.) that is enclosed in another securely sealed, watertight, and durable secondary packaging. Several primary receptacles may be enclosed in a single secondary packaging if there is adequate shock-absorbent material between them to prevent breakage during ordinary handling and if the total liquid volume of all enclosed primary receptacles does not exceed 50 ml.

c. The space between the primary receptacle(s) and the secondary packaging at the top, bottom, and sides must contain enough material to absorb the entire content of the primary receptacle(s) in case of breakage or leakage.

d. The primary receptacle(s) and the secondary packaging must be enclosed in an outer packaging constructed of fiberboard or other equivalent material. No external surface of the outer packaging may be less than 3.9 inches (100 mm) as required by 49 CFR 173.196.

e. Each mailpiece must be designed and constructed so that, if it were subject to the environmental and test conditions in 49 CFR 178.609, there would be no release of the content to the environment and no significant reduction in the effectiveness of the packaging.

f. The address side of the mailpiece must bear the “Etiologic Agents/Biohazard Material” label required by 42 CFR 72.3(d) and must be sent by Express Mail, Priority Mail, or First-Class Mail. Those specific etiologic agents listed in 42 CFR 72.3(f) must be sent registered mail. Each mailpiece must be marked on the address side with the proper shipping name and UN number of the material (e.g., “Infectious Substances Affecting Humans, UN2814,” or “Infectious Substances Affecting Animals, UN2900”). Each mailpiece must bear a DOT Class 6 label for infectious substances (etiologic agents), proper UN package specification markings, and orientation markings.

g. Articles that include dry ice as a refrigerant for the infectious substance must meet the requirements of 42 CFR 72.3(c) and 49 CFR 173.196(e)(2)(ii).

Packaging Clinical Specimens and Biological Products
8.4

A clinical specimen or biological product known or reasonably believed to contain an infectious substance (etiologic agent) must be packaged under 8.3. The packaging of a clinical specimen (e.g., a urine or blood specimen used in drug-testing programs or for insurance purposes) or a biological product (e.g., polio vaccine) that is not known or not reasonably believed to contain an infectious substance (etiologic agent) is subject to these packaging standards:

a. Not Exceeding 50 ml. A clinical specimen or biological product consisting of 50 ml or less per mailpiece must be packaged in a securely sealed primary receptacle. Sufficient shock-resistant material to withstand shock and pressure changes and absorbent material must surround the primary receptacle, or be otherwise configured to take up the content in case of leakage. The primary receptacle and the absorbent cushioning must be enclosed in a secondary packaging having a leakproof barrier that can prevent failure of the secondary packaging should there be leakage of the primary receptacle during shipment. The secondary packaging may serve as the outer packaging.

b. Exceeding 50 ml. In addition to meeting the requirements in 8.4a, a clinical specimen or biological product that exceeds 50 ml per mailpiece also is subject to these requirements:
   (1) A single primary receptacle must not contain more than 1,000 ml of specimen; two or more primary receptacles whose combined volume does not exceed 1,000 ml may be enclosed in a single secondary packaging.
   (2) The secondary packaging cannot serve as the outer packaging; the secondary packaging must be enclosed in a fiberboard box or container of equivalent strength; the maximum amount of a specimen that may be enclosed in a single outer packaging must not exceed 4,000 ml.

c. Markings. Mailable material must be marked as specified in 8.7.

Sharps
8.5

The types of used sharps waste defined in 8.2d are permitted for mailing only using merchandise return service (see S923) in conjunction with First-Class Mail or Priority Mail, subject to these standards:

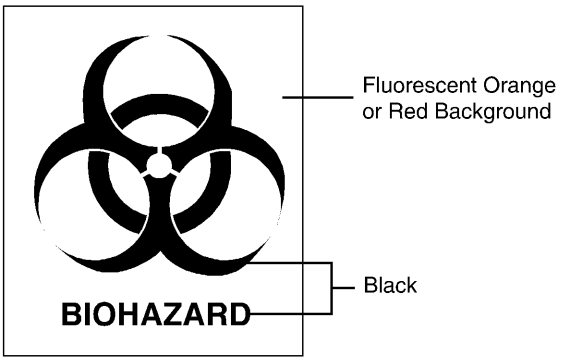
a. Authorization. Each distributor or manufacturer of a complete sharps mailing kit or packaging assembly, including containers, cartons, and any other related material to be used to mail sharps to a storage or disposal facility, must obtain authorization from the USPS. Before applying for authorization, each type of mailing kit must be tested and certified against the standards in 8.5d by an independent party. A written request for authorization is sent to the Mail Preparation and Standards manager, USPS Headquarters (see G043 for address). The request must contain the following:
   (1) A $50,000 surety bond or letter of credit as proof of sufficient financial responsibility to cover disposal costs if the manufacturer (or distributor) ceases doing business before all its shipping containers are disposed of, or to cover cleanup costs if spills occur while the containers are in USPS possession.
   (2) Address of the headquarters or general business office of the distributor or manufacturer.
   (3) Address of each disposal and storage site.

(4) List of all types of mailing kits to be covered by the request, a complete sample of each mailing kit, and proof of package testing certifications performed by the independent testing facility that subjected the packaging materials to the testing requirements in 8.5d.
(5) Copy of the proposed manifest to be used with all mailings.
(6) 24-hour telephone number for emergencies.
(7) List of the types of sharps waste to be mailed for disposal.

b. Packaging. The packaging for used sharps waste and unsterilized containers is subject to these standards:
(1) Used sharps waste must be packaged in a securely sealed, leak-resistant, and puncture-resistant primary receptacle that may not contain more than 50 ml of residual waste liquid. The primary receptacle must maintain its integrity when exposed to temperatures between 0° and 120°F.
(2) The primary receptacle must be packaged within a watertight secondary packaging or containment system. The secondary packaging may consist of more than one component. If one of the components is a plastic bag, it must be at least 3.0 mils thick and reinforced with a fiberboard sleeve having a minimum thickness of 40-point. A plastic bag by itself does not meet the requirement for a secondary packaging. Several primary receptacles may be enclosed in a secondary packaging.
(3) The secondary packaging must be enclosed in an outer packaging or shipping container constructed of 200-pound grade corrugated fiberboard or similar material of equivalent strength. The secondary packaging must fit securely within the outer packaging to prevent breakage during ordinary processing.
(4) There must be enough material within a watertight barrier to absorb and retain three times the total liquid allowed within the primary receptacle (150 ml per primary receptacle) in case of leakage.
(5) Each mailpiece must not weigh more than 35 pounds.
(6) In each sharps mailing kit, the manufacturer or distributor must include a step-by-step instruction sheet that clearly details the proper sequence and methods of kit assembly prior to mailing to prevent package failure during transport due to improper assembly.

c. Package documentation, marking, and labeling.
(1) Each primary receptacle and outer packaging must bear a label, which cannot be detached intact, showing: (a) company name of the manufacturer or the distributor; (b) U.S. Postal Service Authorization Number; and (c) container ID number (or unique model number) signifying that the packaging material is certified and the manufacturer or distributor obtained an authorization required by 8.5a.
(2) The outer packaging must bear the international biohazard symbol in black with either a fluorescent orange or fluorescent red background as shown in Exhibit 8.5c(2).

International Biohazard Symbol
Exhibit 8.5c(2)



(3) All mailpieces containing used sharps must be accompanied by a four-part manifest or mail disposal service shipping record. The manifest must be placed in an envelope affixed to the outside of the mailpiece. The manifest must comply with all applicable requirements imposed by the laws of the state from which the package is mailed. At a minimum, the information shown in Exhibit 8.5c(3) must be on the manifest.

(4) The outer packaging must bear a properly prepared merchandise return service label (see S923).

(5) Mailable material must be marked as specified in 8.7.

d. Package testing. Testing must be performed on one sample of each type of kit to prove compliance with 8.5a. The sample packaging kit must withstand the tests in 49 CFR 178.604 (leakproof test), 178.606 (stacking test), 178.608 (vibration standard), and 178.609 (test requirements for packaging for infectious substances/etiologic agents). In addition, the outer packaging must be subjected to the bursting test in 49 CFR 178.609(h)(2) and an absorbency test for the absorbent material commensurate with the requirements in 8.5b(4) must be performed. The test results must show that if every packaging kit prepared for mailing were to be subject to the environmental and test conditions in 49 CFR, there would be no release of the contents to the environment and no significant reduction in the effectiveness of the packaging. Periodic retesting must be performed whenever a change is made to the packaging design or every 24 months, whichever occurs first.

Other Used Medical Devices
8.6

USPS authorization is not required to mail other used medical devices and waste as defined in 8.2e. Packaging for other used medical devices is subject to these standards:

a. Other used medical devices must be mailed as First-Class Mail, Priority Mail, or Express Mail.

b. Other used medical devices must be packaged in a securely sealed, leak-resistant primary receptacle, the total liquid volume of which must not exceed 50 ml unless the devices are shipped in formalin or its equivalent. The primary receptacle must maintain its integrity when exposed to temperatures between 0° and 120°F.

c. The primary receptacle must be enclosed in an outer packaging constructed of 200-pound grade corrugated fiberboard or similar material of equivalent strength. The primary receptacle must fit securely within the outer packaging to prevent breakage during ordinary processing.

Exhibit 8.5c(3) **Manifest for Sharps Containers**

1. Generator (Mailer)

a. Name.
b. Complete address (not a post office box).
c. Telephone number.
d. Description of contents of shipping container. “Used Medical Sharps” is required.
e. Date shipping container was mailed.
f. State permit number of approved facility in which contents are to be disposed.

2. Destination Facility (Disposal Site)

Complete address (not a post office box).

3. Generator’s (Mailer’s) Certification

“I certify that this carton has been approved for the mailing of used medical sharps, has been prepared for mailing in accordance with the directions for that purpose, and does not contain excess liquid or nonmailable material in violation of the applicable postal regulations. I AM AWARE THAT FULL RESPONSIBILITY RESTS WITH THE GENERATOR (MAILER) FOR ANY VIOLATION OF 18 USC 1716 WHICH MAY RESULT FROM PLACING IMPROPERLY PACKAGED ITEMS IN THE MAIL. I also certify that the contents of this consignment are fully and accurately described above by proper shipping name and are classified, packed, marked, and labeled, and in proper condition for carriage by air according to the applicable national governmental regulations.”
This printed statement is to be followed by printed name of generator (mailer), signature of generator, and date when manifest was signed.

4. Destination Facility (Storage or Disposal Site)

a. Printed certification of receipt, treatment, and disposal stating: “I certify that the contents of this package have been received, treated, and disposed of in accordance with all local, state, and federal regulations.”
b. Printed or typewritten name of an authorized recipient at destination facility.
c. Signature of authorized recipient at destination facility.
d. Date representative of destination facility signed manifest.

5. Transporter or Intermediate Handler Other Than U.S. Postal Service (If Different From Destination Facility)

a. Name.
b. Complete street address (not a post office box).
c. Printed name of transporter or intermediate handler.
d. Signature of transporter or intermediate handler.

6. Serialized Manifests

Manifest or mail disposal service shipping forms must be serialized.

7. Area Reserved for Comments

Manifest must contain an area designated for entering discrepancies and comments, especially if an alternative destination facility is used.

8. Completion and Distribution of Manifest

Manifest must contain instructions for properly completing manifest and distributing copies.
a. One copy must be kept by generator (mailer).
b. One copy must be kept by transporter or intermediate handler for 90 days.
c. One copy must be kept by destination facility for 90 days.
d. One copy must be mailed to generator by destination facility.

9. Emergency Telephone Number

Manifest must bear following statement with appropriate information:
“IN CASE OF EMERGENCY, OR THE DISCOVERY OF DAMAGE OR LEAKAGE,
CALL 1-800-XXX-XXXX.”

d. There must be enough absorbent material and secondary leakproof material between the primary receptacle and the outer packaging to absorb three times the total liquid allowed. If the device is mailed in a formalin solution or its equivalent, there must be enough absorbent material and secondary leakproof material to absorb the entire liquid contents in case of leakage.

e. Each parcel containing other used medical devices must bear a complete street return address (not a post office box) and cannot exceed 35 pounds.

f. Mailable material must be marked as specified in 8.7.

Marking and Labeling of Division 6.2 Material
8.7

All mailable division 6.2 materials, except those prepared under 8.4, must be sent via air transportation. The following markings and labels are required, as applicable:

a. Infectious Substances (Etiologic Agents). Materials mailable under 8.3 must be marked and labeled as specified in 8.3f. A shipper's declaration for dangerous goods is required.

b. Clinical Specimens and Biological Products. Materials mailable under 8.4 must be marked on the address side with "Clinical Specimen—Blood Sample," "Clinical Specimen—Urine Sample," "Clinical Specimen—Saliva Sample," "Biological Product," etc., as appropriate. The universal biohazard symbol shown in Exhibit 8.5c(2) may appear on the address side. A shipping paper is not required for material sent under 8.4.

c. Sharps Wastes. Parcels containing sharps waste mailable under 8.5 must be marked on the address side with the proper shipping name and correct UN number (e.g., "Regulated Medical Waste—Sharps, UN 3291"). The universal biohazard symbol shown in Exhibit 8.5c(2) must appear on the outside of the mailpiece. The manifest required in 8.5c serves as the shipping paper.

d. Other Used Medical Devices. Parcels containing other used medical devices mailable under 8.6 must be marked on the address side with the proper shipping name and correct UN number (e.g., "Regulated Medical Waste, UN 3291"). The universal biohazard symbol shown in Exhibit 8.5c(2) must appear on the outside of the mailpiece. A shipping paper is required.

9.0 RADIOACTIVE MATERIALS (HAZARD CLASS 7)

Radioactive materials are prohibited in international mail and domestic mail if required to bear the DOT Radioactive White-I, Radioactive Yellow-II, or Radioactive Yellow-III label (49 CFR 172.436, 172.438, or 172.440, respectively) or if it contains quantities of radioactive material in excess of those authorized in Publication 52, *Acceptance of Hazardous, Restricted, or Perishable Matter*. Radioactive materials are prohibited in domestic mail via air transportation. For international mail, the standards in IMM 135 apply.

10.0 CORROSIVES (HAZARD CLASS 8)

Definition
10.1

A *corrosive* is any liquid or solid that causes visible destruction or irreversible alteration in human skin tissue at the site of contact or a liquid that has a severe corrosion rate on steel.

Mailability
10.2

Corrosives are prohibited in international mail. A corrosive that can qualify as an ORM-D material is permitted in domestic mail via air or surface transportation subject to these limitations:

a. Liquid Corrosive. A liquid mixture must be 1 pint or less and must contain 15% or less corrosive material with the remainder of the mixture not being a hazardous material, unless otherwise specified for a specific corrosive material. Primary receptacles must be securely sealed compatible glass bottles that are enclosed within securely sealed metal or plastic secondary packagings. The secondary packaging must be packed within a strong outer packaging that does not exceed 25 pounds per mailpiece.

b. Solid Corrosive. A solid mixture must be 10 pounds or less per primary receptacle and must contain 10% or less corrosive material with the remainder of the mixture not being a hazardous material, unless otherwise specified for a specific corrosive solid. The primary receptacle(s) and secondary packaging must be securely sealed compatible siftproof containers packed in strong outer packaging. The total weight of a mailable solid corrosive cannot exceed 25 pounds per mailpiece.

Marking
10.3 For surface transportation, the mailpiece must be plainly and durably marked on the address side with “Surface Mail Only” and “ORM-D” immediately following or below the proper shipping name. For air transportation, the mailpiece must be plainly and durably marked on the address side with “ORM-D AIR” immediately following or below the proper shipping name and must bear a shipper's declaration for dangerous goods.

Nonspillable Wet Electric Storage Batteries
10.4 A battery containing liquid electrolyte is prohibited from mailing unless the battery casing is completely sealed to prevent the liquid corrosive from spilling during handling. Nonspillable batteries with UN2800 are prohibited in international mail, but may be sent as domestic mail via air or surface transportation under the following conditions:

a. The nonspillable battery must be protected from short circuits and securely packaged in a strong fiberboard box.

b. The outer packaging must be marked “NONSPILLABLE BATTERY, UN2800” on the address side.

c. The nonspillable battery must be capable of withstanding the vibration and pressure differential tests cited in 49 CFR 173.159(d)(i) and (ii).

d. Only one nonspillable battery is allowed per mailpiece and the weight of the mailpiece cannot exceed 50 pounds.

11.0 MISCELLANEOUS HAZARDOUS MATERIALS (HAZARD CLASS 9)

Definition
11.1 A *miscellaneous hazardous material* is a substance or article that presents a hazard during transportation but does not meet the definition of any other hazard class. Examples of miscellaneous hazardous materials (not all of which are mailable) include solid dry ice, magnetized materials, elevated temperature substances, environmentally hazardous substances, life-saving appliances, and asbestos.

Mailability
11.2 A miscellaneous hazardous material is prohibited in international mail. A miscellaneous hazardous material that can qualify as an ORM-D material is permitted for domestic mail via air or surface transportation, subject to the applicable 49 CFR requirements.

Marking
11.3 For surface transportation, the mailpiece must be plainly and durably marked on the address side with “Surface Mail Only” and “ORM-D” immediately following or below the proper shipping name. For air transportation, a mailable material must

be plainly and durably marked on the address side with “ORM-D AIR” immediately following or below the proper shipping name and bear a shipper's declaration for dangerous goods.

Dry Ice
11.4

Dry ice (carbon dioxide solid) is prohibited in international mail. Dry ice is permitted in the domestic mail via air or surface transportation when used as a refrigerant to cool the contents of a mailpiece. A mailpiece containing dry ice must be packed in a container that is designed to permit the release of carbon dioxide gas and prevent a build-up of pressure that could rupture the parcel. Containers must conform to 49 CFR 173.217 and 175.10(a)(13). Additionally, the following applies:

a. Air Transportation. Each mailpiece may not contain more than 5 pounds of dry ice. The address side of each mailpiece must be clearly marked “Carbon Dioxide Solid, UN1845” or “Dry Ice, UN1845” along with the net weight of the dry ice and the identity of the contents being cooled. A shipper’s declaration prepared in triplicate and a DOT Class 9 warning label for miscellaneous hazardous materials must be affixed to the outside of the mailpiece.

b. Surface Transportation. The amount of dry ice per mailpiece may exceed 5 pounds. The address side of each mailpiece must be clearly marked “Carbon Dioxide Solid” or “Dry Ice” and “Surface Mail Only” along with the net weight of the dry ice and the identity of the contents being cooled. A shipper’s declaration and a DOT Class 9 warning label is not required for the dry ice.

Magnetized Materials
11.5

A magnetized material is a hazard class 9 material subject to these limitations:

a. Definition. A magnetized material is any article that has a magnetic field strength capable of causing the deviation of aircraft instruments. A magnetized material is regulated as a hazard class 9 material when it is presented for air transportation and has a measurable magnetic field strength greater than 0.00525 gauss at 15 feet. Magnetized materials include magnets and magnetized devices such as magnetrons and light meters of sufficient strength to possibly cause erroneous aircraft compass readings. If the maximum field strength observed at a distance of 7 feet is less than 0.002 gauss or there is no significant compass deflection (less than 0.5 degree), the article is not restricted as a magnetized material.

b. Mailability. Regulated magnetized material is prohibited in international mail. A material with a measurable magnetic field strength greater than 0.00525 gauss at 15 feet is prohibited from domestic mail via air transportation. Mailable materials must be packaged and marked as specified in Publication 52. Mailable material permitted via air transportation must bear a shipper’s declaration for dangerous goods. Magnetized material is not regulated as a hazardous material when transported via surface transportation.

C000 General Information

C020 Restricted or Nonmailable Articles and Substances

C024 Other Restricted or Nonmailable Matter

Summary C024 describes other restricted or nonmailable items (e.g., firearms, sharp instruments, controlled substances, pesticides).

1.0 PISTOLS, REVOLVERS, AND OTHER CONCEALABLE FIREARMS

Definitions
1.1 The terms used in this standard are defined as follows:

a. *Handgun* means any pistol, revolver, or other firearm or device the mailing of which is regulated by this standard.

b. *Pistol* or *revolver* means a handgun styled to be fired by the use of a single hand and to fire or otherwise expel a projectile by the action of an explosion, spring, or other mechanical action, or air or gas pressure with enough force to be used as a weapon.

c. *Firearm* means any device, including a starter gun, designed to, or may readily be converted to, expel a projectile by the action of an explosion, spring, or other mechanical action, or air or gas pressure with enough force to be used as a weapon.

d. *Other firearms capable of being concealed on the person* includes, but is not limited to, short-barreled shotguns, and short-barreled rifles.

e. *Short-barreled shotgun* means a shotgun that has one or more barrels less than 18 inches long. The term *short-barreled rifle* means a rifle that has one or more barrels less than 16 inches long. These definitions include any weapon made from a shotgun or rifle, whether by alteration, modification, or otherwise, if such weapon as modified has an overall length of less than 26 inches. A short-barreled shotgun or rifle of greater dimension may be regarded as nonmailable when it has characteristics to allow concealment on the person.

f. *Licensed manufacturer* and *licensed dealer* mean, respectively, a manufacturer of firearms or a bona fide dealer of firearms, duly licensed by the Bureau of Alcohol, Tobacco and Firearms of the Department of the Treasury, under the Gun Control Act of 1968 (Public Law 90-618), 18 USC 921, et seq.

g. *Antique firearm* means any firearm (including those with a matchlock, flintlock, percussion cap, or similar type of ignition system) manufactured in or before 1898, or any replica thereof, if such replica:
   (1) Is not designed or redesigned for using rimfire or conventional centerfire fixed ammunition.
   (2) Uses rimfire or conventional centerfire fixed ammunition, which is no longer manufactured in the United States and which is not readily available in the ordinary channels of commercial trade.

Handguns
1.2 Pistols, revolvers, and other firearms capable of being concealed on the person (referred to as *handguns)* are nonmailable unless mailed between the parties listed in 1.3 and 1.5 after the filing of an affidavit or statement required by 1.4 and 1.6.

Authorized Persons
1.3 Subject to 1.4, handguns may be mailed by a licensed manufacturer of firearms, a licensed dealer of firearms, or an authorized agent of the federal government or

the government of a state, territory, or district, only when addressed to a person in one of the following categories for use in the person's official duties:

a. Officers of the Army, Coast Guard, Air Force, Navy, Marine Corps, or Organized Reserve Corps.

b. Officers of the National Guard or militia of a state, territory, or district.

c. Officers of the United States or of a state, territory, or district, whose official duty is to serve warrants of arrest or commitment.

d. USPS employees authorized by the Chief Postal Inspector.

e. Officers and employees of enforcement agencies of the United States.

f. Watchmen engaged in guarding the property of the United States, a state, territory, or district.

g. Purchasing agent or other designated member of agencies employing officers and employees included in 1.3c through 1.3e.

Affidavit of Addressee
1.4

Any person proposing to mail a handgun under 1.3 must file with the postmaster, at the time of mailing, an affidavit signed by the addressee setting forth that the addressee is qualified to receive the firearm under a particular category of 1.3a through 1.3g, and that the firearm is intended for the addressee's official use. The affidavit must also bear a certificate stating that the firearm is for the official duty use of the addressee, signed by one of the following, as appropriate:

a. For officers of Armed Forces, by the commanding officer.

b. For officers and employees of enforcement agencies, by the head of the agency employing the addressee to perform the official duty with which the firearm is to be used.

c. For watchmen, by the chief clerk of the department, bureau, or independent branch of the government of the United States, the state, the territory, or the district by which the watchman is employed.

d. For the purchasing agent or other designated member of enforcement agencies, by the head of such agency, that the firearm is to be used by an officer or employee included in 1.3c through 1.3e.

Manufacturers and Dealers
1.5

Handguns may also be mailed between licensed manufacturers of firearms and licensed dealers of firearms in customary trade shipments, or for repairing or replacing parts.

Certificate of Manufacturers and Dealers
1.6

A licensed manufacturer or dealer need not file the affidavit under 1.4, but must file with the postmaster a statement on Form 1508 signed by the mailer that he or she is a licensed manufacturer or dealer of firearms, that the parcels containing handguns (or major component parts thereof) are customary trade shipments or contain such articles for repairing or replacing parts, and that to the best of his or her knowledge or belief the addressees are licensed manufacturers or dealers of firearms.

FBI Crime Detection Bureaus
1.7

Handguns may be mailed without regard to 1.3 through 1.6 if:

a. Addressed to the Federal Bureau of Investigation (FBI), or its director, or to the scientific laboratory or crime detection bureau of any agency whose members are federal law enforcement officers or officers of a state, territory, or district authorized to serve warrants of arrest or commitment; or

b. Offered by an authorized agent of the federal government as an official shipment to any qualified addressee in categories 1.3a through 1.3g, or to a licensed manufacturer or dealer of firearms or to a federal agency.

2.0 ANTIQUE FIREARMS

Antique firearms sent as curios or museum pieces may be accepted for mailing without regard to 1.3 through 1.6.

3.0 RIFLES AND SHOTGUNS

Although unloaded rifles and shotguns not precluded by 1.1e and 1.2 are mailable, mailers must comply with the Gun Control Act of 1968, Public Law 90-618, 18 USC 921, et seq., and the rules and regulations promulgated thereunder, 27 CFR 178, as well as state and local laws. The mailer may be required by the USPS to establish, by opening the parcel or by written certification, that the gun is unloaded and not precluded by 1.1e.

4.0 LEGAL OPINIONS ON MAILING FIREARMS

Postmasters are not authorized to give opinions on the legality of any shipment of rifles or shotguns. Contact the nearest office of the Bureau of Alcohol, Tobacco and Firearms for further advice.

5.0 KNIVES AND SHARP INSTRUMENTS

Mailability
5.1 Knives (including sharp-pointed instruments such as stilettos that lack cutting edges) with a blade that opens automatically by hand pressure applied to a button or other device in the handle, or by operations of inertia, gravity, or both, or with a detachable blade propelled by a spring-operated mechanism, are mailable only when sent to:

a. The respective government's or organization's designated supply or procurement officers and employees ordering, procuring, or buying such knives for use with the activities of the federal government; the National Guard, the Air National Guard, or the militia of a state, territory, or the District of Columbia; or the municipal government of the District of Columbia or of the government of any state or territory, or of any county, city, or other political subdivision of a state or territory.

b. Manufacturers of such knives, or bona fide dealers of such knives, in connection with a shipment made under an order from any person designated in 5.1a.

Addressee Identification
5.2 Before delivering a shipment (or parcel) that contains an article or articles described in 5.1, a USPS employee may require that the recipient identify himself or herself as in one of the categories in 5.1a.

Wrapping
5.3 Sharp-pointed or sharp-edged instruments such as knives, tools, ice picks, razor blades, that are otherwise mailable, must be wrapped to protect their points and edges from cutting through the outer carton in which they are mailed.

6.0 PROHIBITED PARCEL MARKING

For any parcel containing a firearm or a ballistic or switchblade knife, any marking that indicates the contents is not permitted on the outside wrapper or container.

7.0 INTOXICATING LIQUOR

A potable beverage is nonmailable if it is of 0.5% or more alcoholic content by weight, which is taxable under Chapter 51, Internal Revenue Service Code. The product may be mailed if it conforms to applicable requirements of the Internal Revenue Service and Food and Drug Administration and is not an alcoholic beverage, poisonous, or flammable.

8.0 MATTER EMITTING OBNOXIOUS ODOR

Any matter that is a source of an obnoxious odor is nonmailable.

9.0 LIQUIDS AND POWDERS

Liquids and Semisolids
9.1

Liquids and semisolids that may liquefy under normal conditions and are otherwise mailable must be adequately prepared for mailing under C010.

Powders
9.2

Powders that, if allowed to escape from their containers, could cause damage, discomfort, destruction, or soiling, must either be packed in siftproof containers or in other containers sealed in durable siftproof outer containers.

10.0 MOTOR VEHICLE MASTER KEYS AND LOCKSMITHING DEVICES

Motor Vehicle Master Key—Definition
10.1

A *motor vehicle master key* is any key (other than the key furnished by the manufacturer with the motor vehicle, or the key furnished with a replacement lock, or an exact duplicate of such keys) designed to operate two or more motor vehicle ignition, door, or trunk locks of different combinations, including any pattern, impression, or mold from which such a master key can be made (18 USC 1716A; 39 USC 3002).

Nonmailable
10.2

Any motor vehicle master key, as defined in 10.1, and any advertisement for the sale of such item, are nonmailable, unless sent to any of the following:

a. Lock manufacturer.

b. Professional locksmith.

c. Motor vehicle manufacturer or dealer.

d. Federal, state, or local government agency.

Marking
10.3

Any marking identifying the contents is not permitted on the outside wrapper or container of any parcel containing motor vehicle master keys.

Locksmithing Device—Definition
10.4

A *locksmithing device* is:

a. A device or tool (other than a key) designed to manipulate the tumblers in a lock into the unlocked position through the keyway of such lock.

b. A device or tool (other than a key or a device or tool under 10.4a) designed for bypassing a lock or similar security device, or for opening it by a method normally not used by consumers to open such locks or security devices.

c. A device or tool designed for making an impression of a key or similar security device to duplicate such key or device.

Nonmailable
10.5 Any locksmithing device, as defined in 10.4, is nonmailable, unless sent to any of the following:

a. Lock manufacturer or distributor.

b. Bona fide locksmith.

c. Bona fide repossessor.

d. Motor vehicle manufacturer or dealer.

e. Bona fide automotive repair shops or businesses.

11.0 CONTROLLED SUBSTANCES

Definition
11.1 A *controlled substance* means any anabolic steroid, narcotic, hallucinogenic, stimulant, or depressant drug in Schedules I through V of the Controlled Substances Act, 21 USC 801, et seq., and 21 CFR 1300, et seq. If distribution of a controlled substance is unlawful under 21 USC 801, et seq., and any implementing regulation in 21 CFR 1300, et seq., then distribution of such matter by mail also is unlawful under 18 USC 1716.

Mailing Standards
11.2 If distribution of a controlled substance is lawful under 21 USC 801, et seq., and any implementing regulation in 21 CFR 1300, et seq., the USPS considers such distribution by mail to constitute the mailing of matter not outwardly or of its own force dangerous or injurious to a person's life or health and accordingly mailable, subject to these standards:

a. The inner container of any package containing controlled substances is marked and sealed under the applicable provisions of the Controlled Substances Act (21 USC 801, et seq., and any implementing regulation in 21 CFR 1300, et seq.) and placed in a plain outer mailing container or securely overwrapped in plain paper.

b. If the mailing includes prescription drugs containing controlled substances, the inner container is also labeled to show the prescription number and the name and address of the pharmacy, practitioner, or other person dispensing the prescription.

c. The outer mailing wrapper or container is free of markings that indicate the nature of the content.

12.0 DRUG PARAPHERNALIA

Definition and Examples
12.1 It is unlawful to use domestic or international mail to transport drug paraphernalia. The term *drug paraphernalia* refers to any equipment, product, or material of any kind primarily intended or designed for use in manufacturing, compounding, converting, concealing, producing, processing, preparing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance, possession of which is unlawful under the Controlled Substances Act. Examples of drug paraphernalia are items primarily intended or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, hashish oil, PCP, or amphetamines into the human body, such as metal, wooden, acrylic, glass, stone, plastic, or ceramic pipes with or without screens, permanent screens, hashish heads, or punctured metal bowls; water pipes, chamber pipes, carburetor pipes, electric pipes, ice pipes or chillers, and air-driven pipes; carburetion tubes and devices; smoking and carburetion masks; roach clips (i.e., objects used to hold burning material that is too small or short to be held in the hand); miniature spoons with level capacities of 1/10 cubic centimeter or less; chillums; bongs; wired cigarette papers; and cocaine freebase kits.

Determination
12.2 In determining whether an item constitutes drug paraphernalia, in addition to all other logically relevant factors, these factors may be considered:

a. Oral or written instructions or other descriptive materials provided with the item that explain or depict its use.

b. National and local advertising on its use.

c. The manner in which the item is displayed for sale.

d. Whether the owner, or anyone in control of the item, is a legitimate supplier of like or related items to the community, such as a licensed distributor or dealer of tobacco products.

e. Direct or circumstantial evidence of the ratio of sales of the items to the total sales of the business enterprise.

f. The existence and scope of legitimate uses of the item in the community.

g. Expert testimony on its use.

Exceptions
12.3 The standards in 12.1 and 12.2 apply neither to any person authorized by local, state, or federal law to manufacture, possess, or distribute items described in 12.1 or 12.2; nor to any item that, in the normal lawful course of business, is sold through the mail and traditionally intended for use with tobacco products, including any pipe, paper, or accessory.

13.0 HOUSEHOLD SUBSTANCE

A household substance (39 USC 3001(f)), i.e., any matter unsolicited by the addressee, that contains a substance as defined by section 2 of the Poison Prevention Packaging Act of 1970 (15 USC 1471(2)), is permitted in the mail only if it complies with the requirements for special child-resistant packaging established for that substance by the Consumer Product Safety Commission (16 CFR 1700).

14.0 PESTICIDE

A pesticide (18 USC 1716), i.e., any matter that contains a pesticide as defined by section 2 of the Federal Insecticide, Fungicide, and Rodenticide Act (7 USC 136(u)), is permitted in the mail only if it complies with child-resistant packaging standards established by the Environmental Protection Agency applicable to that particular matter (40 CFR 157) and meets the applicable standards in C023.

15.0 FRAGRANCE ADVERTISING SAMPLE

A fragrance advertising sample (39 USC 3001(g)), i.e., any matter normally acceptable in the mail but containing a fragrance advertising sample, is permitted in the mail only if it is sealed, wrapped, treated, or otherwise prepared in a manner reasonably designed to prevent individuals from being unknowingly or involuntarily exposed to the sample. A sample meets this requirement if it uses paper stocks with a maximum porosity of 20 Sheffield units or 172 Gurley-Hill units treated exclusively with microencapsulated oils, and if the sample is produced so that it cannot be activated except by opening a glued flap or binder or by removing an overlying ply of paper.

16.0 COMPLIANCE CERTIFICATE

A mailer who presents matter that is generally permitted in the mail under 13.0, 14.0, and 15.0 but for compliance with the specified packaging and preparation requirements may submit an accompanying written statement certifying that the matter is packaged or prepared under the applicable federal laws and postal standards. The certifying statement may be made on the mailer's letterhead, on a

postage statement, or as a notice on the exterior of each item presented for mailing.

17.0 BATTERY-POWERED DEVICES

Any device powered by dry-cell batteries must have the batteries removed or deactivated to prevent activating the device in the mail. A battery with liquid electrolyte is not permitted in the mail unless it is a nonspillable type battery that meets the standards in C023.

18.0 ABORTIVE AND CONTRACEPTIVE DEVICES

Abortion Devices
18.1 Any article or thing designed, adapted, or intended for producing abortion is not permitted in the mail (18 USC 1461).

Contraceptives
18.2 Unsolicited samples of an article or thing designed, adapted, or intended for preventing conception is permitted in the mail only when sent to a manufacturer or a dealer of such an article or things, to a licensed physician or surgeon, or to a nurse, pharmacist, druggist, hospital, or clinic (39 USC 3001; 18 USC 1461).

19.0 BUILDING CONSTRUCTION MATERIAL

Building construction material is not permitted in the mail if the acceptance and processing is likely to harm or injure USPS employees, mail, or equipment. Factors considered include but are not limited to whether the material may pose potential storage problems at the postal facilities that may process the material; whether the volume of material may impede the flow of mail in USPS transportation or mail distribution systems; whether the volume of material may lead to security problems; and whether processing the material may create safety hazards for USPS employees.

C000 General Information

C030 Nonmailable Written, Printed, and Graphic Matter

C031 Written, Printed, and Graphic Matter Generally

Summary C031 describes the mailing of solicitations requiring a disclaimer, lottery and advertising matter, and other matter that may not be mailed (e.g., lewd, matter inviting violence, animal fighting).

1.0 SOLICITATIONS IN GUISE OF BILLS, INVOICES, OR STATEMENTS OF ACCOUNT (39 USC 3001(D); 39 USC 3005)

General
1.1 Any otherwise mailable matter that reasonably could be considered a bill, invoice, or statement of account due, but is in fact a solicitation for an order, is nonmailable unless it conforms to 1.2 through 1.6. A nonconforming solicitation constitutes prima facie evidence of violation of 39 USC 3005. Compliance with this section does not avoid violation of Section 3005 if any part of the solicitation or any information with it misrepresents a material fact to the addressee (e.g., misleading the addressee about the identity of the sender of the solicitation or about the nature or extent of the goods or services offered may be a violation of Section 3005).

Required Disclaimer
1.2 The solicitation must bear on its face either the disclaimer required by 39 USC 3001(d)(2)(A) or the notice: "THIS IS NOT A BILL. THIS IS A SOLICITATION. YOU ARE UNDER NO OBLIGATION TO PAY THE AMOUNT STATED ABOVE UNLESS YOU ACCEPT THIS OFFER." The statutory disclaimer or the alternative notice must be displayed in conspicuous boldface capital letters of a color prominently contrasting with the background against which it appears, including all other print on the face of the solicitation and that are at least as large, bold, and conspicuous as any other print on the face of the solicitation but not smaller than 30-point type (see Exhibit 1.2).

Surrounding Matter
1.3 The notice or disclaimer required by this section must be displayed conspicuously apart from other print on the page immediately below each portion of the solicitation that reasonably could be construed to specify a monetary amount due and payable by the recipient. It must not be preceded, followed, or surrounded by words, symbols, or other matter that reduces its conspicuousness or that introduces, modifies, qualifies, or explains the required text, such as "Legal Notice Required by Law."

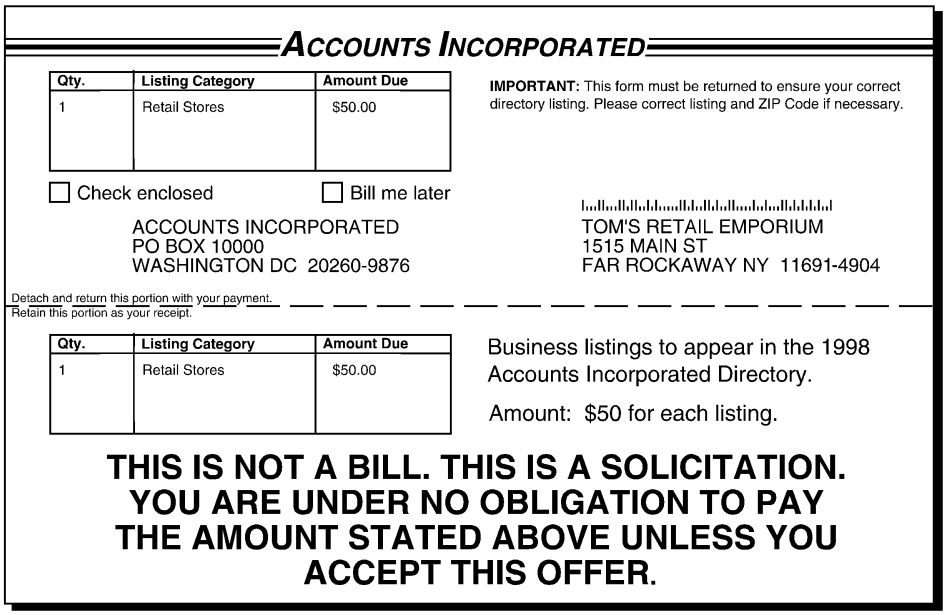
Intelligibility
1.4 The notice or disclaimer must not, by folding or any other device, be made unintelligible or less prominent than any other information on the face of the solicitation.

Separable Pages
1.5 If a solicitation consists of more than one page or if any page is designed to be separated into portions (e.g., by tearing along a perforated line), the notice or disclaimer required by 1.2 must be displayed in its entirety on the face of each page or portion of a page that might be reasonably considered a bill, invoice, or statement of account due as required by 1.2 and 1.3.

Definitions
1.6 For this standard, *color prominently contrasting* excludes any color, or any intensity of an otherwise included color, that does not permit legible reproduction by ordinary office photocopying equipment used under normal operating conditions,

and which is not at least as vivid as any other color on the face of the solicitation; and *color* includes black.

Solicitation Disclaimer
Exhibit 1.2



ACCOUNTS INCORPORATED

Qty.	Listing Category	Amount Due
1	Retail Stores	$50.00

IMPORTANT: This form must be returned to ensure your correct directory listing. Please correct listing and ZIP Code if necessary.

☐ Check enclosed ☐ Bill me later

ACCOUNTS INCORPORATED
PO BOX 10000
WASHINGTON DC 20260-9876

TOM'S RETAIL EMPORIUM
1515 MAIN ST
FAR ROCKAWAY NY 11691-4904

Detach and return this portion with your payment.
Retain this portion as your receipt.

Qty.	Listing Category	Amount Due
1	Retail Stores	$50.00

Business listings to appear in the 1998 Accounts Incorporated Directory.

Amount: $50 for each listing.

THIS IS NOT A BILL. THIS IS A SOLICITATION. YOU ARE UNDER NO OBLIGATION TO PAY THE AMOUNT STATED ABOVE UNLESS YOU ACCEPT THIS OFFER.

2.0 SOLICITATIONS DECEPTIVELY IMPLYING FEDERAL CONNECTION, APPROVAL, OR ENDORSEMENT (39 USC 3001(H) AND 3001(I); 39 USC 3005)

USPS Endorsement
2.1

Any solicitation stating that it is approved by the USPS or the postmaster general or that it conforms to any postal law or regulation is nonmailable.

Nonmailable by Government Misrepresentation
2.2

A solicitation that misrepresents a government entity is nonmailable subject to these conditions:

a. Matter that contains a solicitation for products, services, information, or funds that imply any federal government connection, approval, or endorsement through the use of a seal, insignia, reference to the Postmaster General, citation to a federal statute, name of a federal agency, department, or commission, or program, trade, or brand name, or any other term or symbol; or contains any reference to the Postmaster General or a citation to a federal statute that misrepresents either the identity of the mailer or the protection or status afforded such matter by the federal government is nonmailable unless it conforms to 2.3. A nonconforming solicitation constitutes prima facie evidence of violation of 39 USC 3005. Compliance with 2.3 does not avoid violation of 39 USC 3005 if the solicitation or accompanying information misrepresents material fact such as the nature, value, quantity, quality, or efficacy of the products or services offered for sale, or of the activities of an organization asking for information or monetary contributions.

b. Such solicitations must not contain a false representation that federal government benefits or services will be affected by whether or not the recipient makes a purchase or contribution.

c. Solicitations for payment for services otherwise available to the recipient free of charge from the federal government are nonmailable unless they contain a clear and conspicuous statement giving notice of that fact.

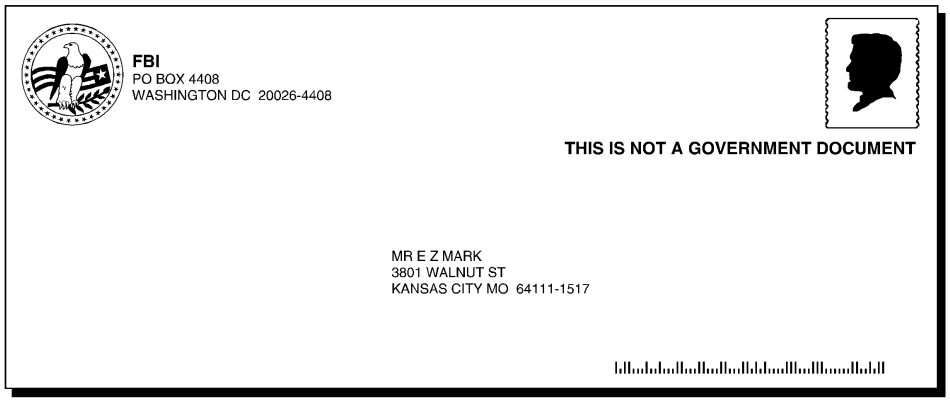
Permitted Solicitations
2.3

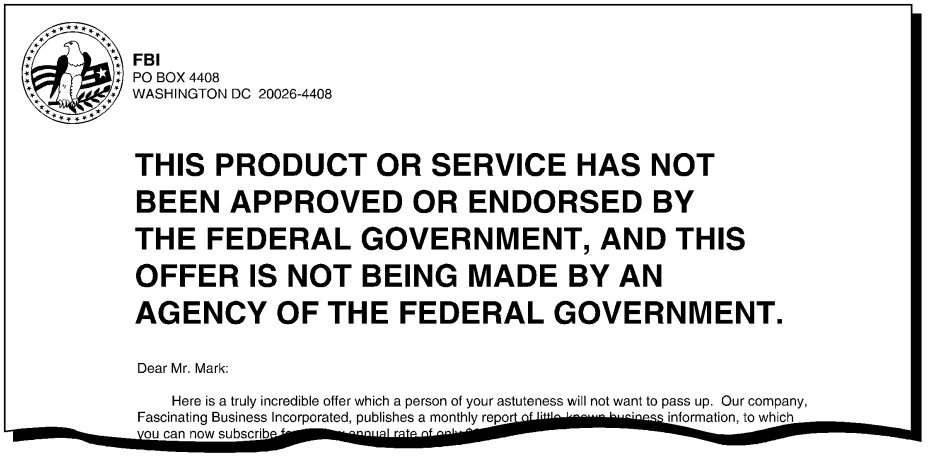
A solicitation described in 2.2a may be mailable if it meets at least one of these conditions (see Exhibit 2.3):

a. The solicitation is by a nongovernmental entity that actually has the federal government connection, approval, or endorsement implied by the solicitation's terms or symbols.

b. The solicitation appears in a publication for which the addressee has paid or promised to pay a consideration or which the addressee has otherwise indicated he or she wants to receive, and the solicitation is not on behalf of the publisher of the publication.

Disclaimers for Solicitations Implying Federal Connection
Exhibit 2.3





c. The solicitation displays the notice required by 2.3c(1) on the envelope or outside cover or wrapper in which the solicitation is mailed, and one of the two notices required by 2.3c(2) on the contents. These notices must be printed in boldface capital letters of a color prominently contrasting with the background against which they appear. "Color prominently contrasting" excludes any color or intensity that ordinary photocopying cannot reproduce legibly. The color, which can include black, must be at least as vivid as any other color on the face of the solicitation and its envelope or outside cover or wrapper. The required wording, type size and style, and placement for the notices are as follows:

(1) On the Envelope, Cover, or Wrapper. The face of the envelope or outside cover or wrapper must bear the notice: "THIS IS NOT A GOVERNMENT DOCUMENT." The letters for printing this notice must be as large, bold, and conspicuous as any other letters on the face of

such envelope, cover, or wrapper, but never smaller than 12-point type. The notice must appear in the upper right quadrant, below the postage stamp or other postage indicia and above the address, and it must be surrounded by a clear space not less than 1/4 inch wide.

(2) On the Contents. The solicitation mailed within the envelope, cover, or wrapper must bear at the outset on its face one of these two headlines, depending on its purpose as indicated in parentheses: (a) "THIS PRODUCT OR SERVICE HAS NOT BEEN APPROVED OR ENDORSED BY THE FEDERAL GOVERNMENT, AND THIS OFFER IS NOT BEING MADE BY AN AGENCY OF THE FEDERAL GOVERNMENT" (for the purchase of or payment for a product or service); (b) "THIS ORGANIZATION HAS NOT BEEN APPROVED OR ENDORSED BY THE FEDERAL GOVERNMENT, AND THIS OFFER IS NOT BEING MADE BY AN AGENCY OF THE FEDERAL GOVERNMENT" (for information or the contribution of funds or membership fees). The letters for printing these notices must be as large, bold, and conspicuous as any other letters on the face of the solicitation, but never smaller than 30-point type. The notice must be surrounded by a clear space at least 1/2 inch wide. The notice must not be preceded, followed, or surrounded by words, symbols, or other matter that reduces its conspicuousness or introduces, modifies, qualifies, or explains the required text, such as "Notice Required by Law." The notice must not, by folding or any other device, be made unintelligible or less prominent than any other information on the face of the solicitation.

3.0 LOTTERY MATTER (18 USC 1302)

Definition
3.1

For this standard, *lottery* is any scheme or promotion, whether lawful under the laws of any state, which, on paying a consideration, offers a prize dependent in whole or in part on lot or chance.

Unlawful Mail Matter
3.2

Unlawful matter includes any letter, newspaper, periodical, parcel, stamped card or postcard, circular, or other matter permitting or facilitating participation in a lottery; any lottery ticket or part thereof or substitute; and any form of payment for a lottery ticket or share.

Fishing Contests, Indian Gaming Regulatory Act, Lotteries
3.3

This standard does not apply to:

a. Any fishing contest not conducted for profit, in which prizes are awarded for the species, size, weight, or quality of fish caught by contestants in any bona fide fishing or recreational event (18 USC 1305).

b. Any gaming conducted by an Indian tribe under the Indian Gaming Regulatory Act (25 USC 2720).

c. An advertisement, list of prizes, or other information on a lottery not prohibited by the state where it is conducted.

4.0 ADVERTISING MATTER

Restrictions
4.1

Any advertising, promotional, or sales matter that solicits or induces the mailing of any article described in C021, C022, or C023 is nonmailable except that such matter relating to controlled substances, radioactive materials, restricted liquids and powders, battery-powered devices, odd-shaped items in envelopes, and switchblade and ballistic knives, as described in C021, C022, and C023, is

mailable if it contains packaging instructions and any other mailing limitations under C020 and C030 (18 USC 1716).

Master Keys
4.2 Advertisements for motor vehicle master keys are nonmailable (18 USC 1716A, 39 USC 3002), except to lock manufacturers, professional locksmiths, motor vehicle manufacturers or dealers; and federal, state, or local government agencies.

5.0 OTHER NONMAILABLE MATTER

Fictitious Name
5.1 Matter addressed to a person using a fictitious name, title, or address in conducting, through the mail, any scheme or device in violation of law is nonmailable if:

a. After notification, the addressee fails to appear at the post office and be identified.

b. The fictitious character of such mail is established to the Judicial Officer's satisfaction in consequence of a proceeding initiated under 39 CFR 953 (18 USC 1342).

Foreign Origin
5.2 Mail of foreign origin is nonmailable if it contains matter determined by a court of competent jurisdiction or by the International Trade Commission to violate the Semiconductor Chip Protection Act of 1984 (17 USC 901-914) or to violate the copyright laws of the United States or any copyright convention or treaty to which the United States is a party (17 USC 601-603).

Foreign Destination
5.3 Matter addressed to foreign countries posted in violation of law or treaty stipulation is nonmailable.

Lewd or Filthy Matter
5.4 Obscene, lewd, lascivious, or filthy publications or writings, or mail containing information on where, how, or from whom such matter may be obtained, and matter that is otherwise mailable but that has on its wrapper or envelope any indecent, lewd, lascivious, or obscene writing or printing, and any mail containing any filthy, vile, or indecent thing is nonmailable (18 USC 1461, 1463).

Matter Inciting Violence
5.5 Any matter of a character tending to incite arson, murder, assassination, treason, insurrection, or forcible resistance to any law of the United States, or containing any threat to take the life of, or to inflict harm upon, the President of the United States is nonmailable (18 USC 1461, 1717).

Other Matter
5.6 Other matter that is nonmailable (18 USC 1717) includes every letter, writing, circular, stamped card or postcard, picture, print, engraving, photograph, newspaper, pamphlet, book, publication, or thing as described in these statutes:

a. Forged or altered military or official passes (18 USC 499).

b. Matter bearing forged or altered seals of government departments or agencies (18 USC 506).

c. Defense information (18 USC 793, 794).

d. Documents obtained by persons falsely assuming to be foreign diplomats (18 USC 915).

e. False statements influencing foreign governments (18 USC 954).

f. Matter relating to a conspiracy to injure property of a foreign government (18 USC 956).

g. Matter unlawfully in aid of a foreign government (18 USC 957).

h. Matter relating to an expedition against a friendly nation (18 USC 960).

i. Matter relating to delivery of an armed vessel to a belligerent nation (18 USC 964).

j. Matter wrongfully bearing the seal of a government department or agency (18 USC 1017).

k. Forged, altered, or misused passports (18 USC 1543, 1544). Passport applications containing false statements, and passports falsely obtained (18 USC 1542).

l. Matter bearing false statements intended to injure Armed Forces during war (18 USC 2388).

Animal Fighting
5.7

Matter promoting or furthering an animal-fighting venture conducted in any state (except a venture involving live birds permitted under the laws of the state in which it is conducted) is nonmailable (7 USC 2156). For this standard:

a. *State* means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, or any U.S. territory or possession.

b. *Animal* means any live bird, or any live dog or other mammal, except man.

c. *Animal-fighting venture* means any event involving a fight between at least two animals that is conducted for sport, wagering, or entertainment. The term does not include any activity whose primary purpose involves using one or more animals in hunting other animals.

Private Identification Without Disclaimer
5.8

A private identification document without a disclaimer is nonmailable (18 USC 1738; 39 USC 3001(a)). This group includes any document that:

a. Is of a type intended or commonly accepted for the identification of individuals;

b. Bears a birth date or age purported to be that of the person named in it;

c. Is not issued by or under the authority of a government;

d. Is deposited in the mail by someone in the business of furnishing, for valuable consideration, documents that meet criteria 5.8a and 5.8c;

e. Is deposited in the mail to further that business; and

f. Is deposited by someone who knows that it fails to carry diagonally printed, clearly and indelibly on both the front and back, “NOT A GOVERNMENT DOCUMENT” in capital letters no smaller than 12-point type.

6.0 SWEEPSTAKES MATTER (39 USC § 3001(K)(3)(A))

Definition
6.1

The term *sweepstakes* means a game of chance for which no consideration is required to enter.

Mailable Matter
6.2

Sweepstakes matter is mailable only if it discloses all of the following:

a. In the body, in the rules, and on the order or entry form that no purchase is necessary.

b. In the body, in the rules, and on the order or entry form that a purchase will not increase the odds of winning.

c. All terms and conditions, including rules and entry procedures of the sweepstakes.

d. The sponsor or mailer, with the principal place of business or address at which the sponsor or mailer may be contacted.

e. Sweepstakes rules, including the odds of winning, quantity, value, and nature of the prize and the schedule of any payments over time.

Nonmailable Matter
6.3

Sweepstakes matter is nonmailable if it does any of the following:

a. Represents that individuals not making a purchase may be disqualified from receiving future solicitations.

b. Requires that the entry be accompanied by an order or payment for a product or service previously ordered.

c. Represents that the recipient has won a prize unless that individual has won such prize.

d. Otherwise contradicts or is inconsistent with any disclosure required by 6.2 or 6.3.

7.0 SKILL CONTESTS (39 USC 3001(K)(3)(B))

Definition
7.1

The term *skill contest* means a puzzle, game, competition, or other contest in which a prize is awarded, the outcome depends upon the skill of the contestant, and for which a payment, purchase, or donation is required to enter.

Mailable Matter
7.2

Skill contests are mailable only if they include all of the following:

a. Disclose the terms and conditions of the contest, including the rules and entry procedures.

b. Disclose the sponsor or mailer, with the principal place of business or address at which the sponsor or mailer may be contacted.

c. Contain rules that state all of the following:

(1) Number of rounds or levels and the cost to enter each round.
(2) If subsequent rounds will be more difficult.
(3) Maximum cost to enter all rounds.
(4) Number of entrants or percentage expected to correctly solve the contest.
(5) Identity or qualifications of the judges, if judged by other than the sponsor.
(6) Method of judging.
(7) Dates the winners will be determined and the prizes awarded.
(8) Quantity, value, and nature of the prize.
(9) Schedule of any payments over time.

8.0 FACSIMILE CHECKS (39 USC § 3001(K)(3)(C))

A facsimile check is nonmailable unless it states on the face of the check that it is not a negotiable instrument and has no cash value.

9.0 EXCLUSIONS AND DISCLOSURES (39 USC §§ 3001(K)(4) & 3001 (K)(5))

Mailable Matter
9.1

Matter described in 6.0, 7.0, and 8.0 is mailable if it appears in a magazine, newspaper, or other periodical if the promotions are not directed to a named individual, or the promotions do not include the opportunity to make a payment or order a product or service.

Notices and Disclaimers
9.2

Any notice or disclaimer required under 6.0, 7.0, or 8.0 shall be clearly and conspicuously displayed. Disclaimers required by 6.2a and 6.2b must be more conspicuously displayed than any other disclaimer.

10.0 REMOVAL OF NAMES FROM MAILING LISTS (39 USC § 3001(L))

Lists
10.1 In general, any person who uses the mails for any mailing falling under 2.0, 6.0, 7.0, or 8.0 shall adopt reasonable practices or procedures to prevent the mailing of such matter to any person who, personally or through their legal representative, submits a written request that no such matter shall be mailed to that person. Such request may be made either to the mailer, or the Attorney General, or their representative, of the appropriate state. Such requests shall be honored for a period of five years from the date of the request. The mailer shall maintain a record of all such written requests.

Special Requirements for Sweepstakes and Skill Contests
10.2 Any promoter of sweepstakes or skill contests must make a clear and conspicuous disclosure of the address or toll-free telephone number by which an individual, or their duly authorized representative, may notify a promoter to have that individual's name and address removed from all lists of names and addresses used by that promoter to mail any skill contest or sweepstakes. Promoters have 60 days from the date of receipt of the removal request to effect the removal of the name and address from all mailing lists used by that promoter for any skill contest or sweepstakes.

C000 General Information

C030 Nonmailable Written, Printed, and Graphic Matter

C032 Sexually Oriented Advertisements

Summary C032 describes the standards involving the mailing of sexually oriented advertisements.

1.0 BASIC INFORMATION

Legal Means
1.1 Section 3010 of Title 39 USC provides members of the public with a means to protect themselves and their minor children from receiving unsolicited sexually oriented advertisements through the mail. This section permits any person served by the USPS to file with the USPS a statement that he or she does not want to receive such advertisements through the mail. Any mailer who sends that person an unsolicited sexually oriented advertisement more than 30 days after the date when the USPS adds that person's name to its reference list of those who want this protection may be subject to civil and criminal sanctions, under 39 USC 3011 and in 18 USC 1735-37.

Definition
1.2 39 USC 3010(d) defines *sexually oriented advertisement* as "any advertisement that depicts, in actual or simulated form, or explicitly describes, in a predominantly sexual context, human genitalia, any act of natural or unnatural sexual intercourse, any act of sadism or masochism, or any other erotic subject directly related to the foregoing." It also provides that "material otherwise within the definition of this subsection shall be deemed not to constitute a sexually oriented advertisement if it constitutes only a small and insignificant part of the whole of a single catalog, book, periodical, or other work the remainder of which is not primarily devoted to sexual matters."

Mailer Responsibility
1.3 The responsibility for ensuring that no unsolicited sexually oriented advertisement is sent through the mail to any person in violation of section 3010 is placed by that section on the mailer of such advertisements. No USPS regulations may be used to place this responsibility on the USPS.

2.0 APPLYING FOR LISTING

USPS Form
2.1 A person may invoke the protection of section 3010 by completing and filing, with any postmaster or designated USPS representative, Form 1500, available at post offices.

Authorized Filers
2.2 A person may file in his or her own behalf and in behalf of any of that person's children under the age of 19 years who reside with that person or are under his or her care, custody, or supervision. An authorized officer, agent, fiduciary, surviving spouse, or other representative, may file in behalf of a corporation, firm, association, estate, or deceased or incompetent addressee.

Five-Year Retention on List
2.3 A person's name and address are kept on the list for 5 years, unless a request for revocation is filed sooner by that person. A person must file a new application at the end of the 5-year period to keep his or her name on the list. The names and addresses of minor children are removed from the list after the 5-year period or when they reach 19 years of age, whichever comes first. A minor must file an original application in his or her own behalf if the minor wants his or her name to remain on the list after reaching 19 years of age.

Applications for Different Addresses
2.4 The filing of a single application results in the listing of a single address for the person filing. A person who moves must file a new Form 1500 to receive the protection of section 3010 at his or her new address. Form 3575 may not be used for this purpose.

Using Listed Addresses
2.5 It is not a violation of section 3010 to mail a sexually oriented advertisement to a person at an address other than that which is shown for that person on the list. It is a violation to mail such an advertisement to that person at the address shown for that person even though he or she has moved from that address.

3.0 REMOVAL FROM LIST

Removal
3.1 A person, at any time, may request the removal of his or her name and address, or that of one or more of his or her minor children, from the list by notifying the manager of the Prohibitory Order Processing Center (POPC) (see G043 for address).

Receipt After Removal
3.2 It is not evidence of a violation of section 3010 if a person (or that person's minor child) receives a sexually oriented advertisement in the mail on or after the date he or she requests the removal of his or her name from the list or his or her minor child's name.

4.0 AVAILABILITY OF USPS LISTS

General
4.1 Copies of the list and/or periodic amendments to the list are available to any person paying the annual service fee. The list is provided on a CD-ROM. Information about or requests for the list must be submitted to the manager of the Prohibitory Order Processing Center (see G043 for address). A certified or cashier's check made payable to the USPS must be received in payment before the list is provided to the buyer. More information on CD-ROM format can be obtained from the manager.

Annual Service Fee
4.2 The annual service fee is determined by dividing the number of buyers for the previous calendar year into the total cost to the USPS of compiling, processing, printing, and distributing the list.

Using Lists
4.3 This list may be used by a mailer only to protect persons whose names appear on it from receiving unwanted sexually oriented advertisements through the mail. No person, including a subscriber to the list, may use the list for any other purpose, and no person may sell, lease, rent, lend, exchange, or license another to use this list for any other purpose, including its use by another to remove names from a list of persons to whom sexually oriented advertisements are to be sent. No person may use the list or a copy of the list for preparing mailings or other lists for sale, lease, rent, loan, exchange, or use by another. Violators are subject to criminal prosecution.

5.0 ENVELOPE MARKING

Section 3010(a) authorizes and directs the USPS to provide a mark or notice that must be placed on the envelope or cover of any sexually oriented advertisement sent through the mail, with the sender's name and address. The following provisions implement this authority and direction:

a. Any person who mails or causes to be mailed any sexually oriented advertisement must place in the upper left corner of the exterior face of the mailpiece, whereon appear the address designation and postmarks, postage stamps, or indicia thereof, the sender's name and address. In the right portion

below the postage stamp, or indicia thereof, and above the addressee designation, there must be placed "Sexually Oriented Ad." The words "Sexually Oriented Ad," however, need not be placed on the exterior envelope or cover of a mailpiece containing such an advertisement, if the contents of the mailpiece are enclosed in a sealed envelope or cover, inside the exterior envelope or cover, and the sealed envelope or cover bears conspicuously the words "Sexually Oriented Ad."

b. The name and address of the sender and the required legend, if it is placed on the exterior face of the mailpiece, must be printed in a type size no smaller than that used for any other word on the envelope or other cover, and never smaller than 12-point type. Such type must be no less conspicuous than the boldest type used to print other words on the exterior face of the mailpiece.

c. The contrast between the background and printing of the sender's name and address and the contrast between the background and the printing of the required notice must be no less than the contrast between the background and printing of any other word on the envelope or other wrapper.

d. A clear space no less than 1/4 inch wide must surround the sender's name and address and the required notice, separating each from any other matter on the same envelope or cover.

6.0 VIOLATIONS

Partial Listing
6.1 This is a partial list of conduct that may violate 39 USC 3010 or 18 USC 1735:

a. The mailing of a sexually oriented advertisement in an envelope or other wrapper that does not bear the name and address of the sender and the legend "Sexually Oriented Ad," under 5.0.

b. The mailing directly or indirectly of a sexually oriented advertisement to a person whose name and address are on the list for more than 30 days.

c. The sale, loan, lease, or licensing of the use of the list or a copy thereof in whole or in part.

d. The use of the list or a copy of it in whole or in part for any purpose other than to ensure that no mailings of sexually oriented advertisements are made to persons on the list.

Complying With Law
6.2 A person who mails sexually oriented advertisements only to persons who request to receive them does not violate the statute or regulations, if otherwise in compliance with the law whether buying and using the USPS list.

Reporting Unsolicited Advertisements
6.3 Anyone who wants to report receipt of an unsolicited sexually oriented advertisement after an addressee's name and address are on the list for more than 30 days should submit to any postmaster, or directly to the POPC manager, the entire mailpiece, including the envelope or other wrapper. The piece must have been opened by the addressee. When submitting the piece, the addressee must endorse the envelope or other wrapper and also the inside contents in substance as follows: "I received this mailpiece on [date]," and sign the statement. If received by the postmaster, the piece must be forwarded promptly to the POPC manager. The manager then forwards the piece to the appropriate Inspection Service Field Division Office.

Inclusion
6.4 A customer wanting to verify inclusion on the list should write to the Prohibitory Order Processing Center (see G043 for address).

Reporting Unsolicited Advertisements

6.5 Anyone who wants to report receipt of an unsolicited sexually oriented advertisement after an addressee's name and address are on the list for more than 30 days should submit to any postmaster, or directly to the POPC manager, the entire mailpiece, including the envelope or other wrapper. The piece must have been opened by the addressee. When submitting the piece, the addressee must endorse the envelope or other wrapper and also the inside contents in substance as follows: "I received this mailpiece on [date]," and sign the statement. If received by the postmaster, the piece must be sent promptly to the POPC manager. The manager then forwards the piece to the appropriate Inspection Service Field Division Office.

C000 General Information

C030 Nonmailable Written, Printed, and Graphic Matter

C033 Pandering Advertisements

Summary C033 describes instructions for how recipients of sexual material may file an order forbidding the mailer from sending additional material to the recipient.

1.0 PROHIBITORY ORDER

Addressee Initiation
1.1 Pursuant to 39 USC 3008, an addressee who receives a solicited or unsolicited advertisement offering for sale matter that, in the addressee's sole discretion, is "erotically arousing or sexually provocative," may, by completing Form 1500, obtain a prohibitory order directing the mailer of the advertisement to refrain from making further mailings to that addressee. Using this form is not mandatory if the information that the form solicits is in a signed written statement.

Applying for Order
1.2 The application for prohibitory order may be submitted at any post office and must be accompanied by the advertisement on which the application is based, and its opened envelope or other cover or wrapper. When applying for a prohibitory order, if the addressee receives mail at more than one address, the addressee should complete an additional Form 1500 for each address.

On Behalf of Children
1.3 An addressee who is the parent of one or more children less than 19 years of age residing with that parent may request an order on behalf of any or all such children. If the parent of any such child determines that matter offered for sale in an advertisement addressed to the child is "erotically arousing or sexually provocative," the parent may request issuance of an order prohibiting further mailings to such child. This order is not enforced for mailings received by such person after that person reaches 19 years of age. Such person, however, may ratify the order by giving written notice to the manager of the Prohibitory Order Processing Center (see G043 for address) that the order is to continue in effect for himself or herself.

Deceased
1.4 A person entitled to receive mail addressed to a deceased person is regarded as the addressee of such mail for obtaining a prohibitory order in the name of the deceased.

Addressed to Job Title
1.5 A person authorized to receive mail addressed to a job title (e.g., sales manager) of any business, government agency, or institution, is regarded as the addressee of such mail for obtaining a prohibitory order covering such job title.

Apparent Authority
1.6 Any person with apparent authority to act for a business, governmental, or institutional addressee is regarded as the addressee of such organization's mail for obtaining a prohibitory order in the name of such organization.

Issuing Orders
1.7 The prohibitory order forbids the mailer, his or her agents, or assigns from making further mailings to the designated addressees, effective on the 30th calendar day after the mailer's receipt of the order; directs immediate deletion of such addressees from all mailing lists owned or controlled by the mailer, his or her agents, or assigns; and prohibits any sale, rental, exchange, or other transaction by the mailer, his or her agents, or assigns, involving mailing lists bearing the names of the designated addressees.

Denying Application
1.8

A prohibitory order is not issued when the application is based on any of these:

a. The request of a person who the USPS finds does not qualify under any of the foregoing paragraphs of this section.

b. A mailpiece that the USPS finds does not offer matter for sale.

c. A mailpiece not originating with the person against whom the order is sought (e.g., a newspaper or magazine not mailed by the person on whose advertisement the application is based).

d. A mailpiece received by a foreign addressee who has no regular mailing address at which mail is delivered directly by the USPS.

e. A mailpiece sent by a mailer not subject to U.S. jurisdiction.

f. A basis in any other way insufficient under the statute.

Abandoning Application
1.9

An applicant for a prohibitory order or its enforcement is deemed to have abandoned the application if the applicant fails to comply, within 60 days, with any USPS request to supplement, correct, or complete the application. The USPS does not keep abandoned applications.

Voiding Orders
1.10

A prohibitory order is considered void on expiration of 5 years from the date of issuance, except that, when application for enforcing a prohibitory order is made, it is not considered void until expiration of 5 years from the last application for enforcement. USPS files on such void orders may be disposed of, if a record is kept of the disposal of each such file and the reason for the disposal.

Continuing Order With Address Change
1.11

An addressee protected by a prohibitory order who has a permanent change of mailing address may continue the protection provided by the order by notifying the mailer of his or her change of address and desire to have the order honored for the new address. The notification must be sent by certified mail, return receipt requested. To enforce any violation of the order at the new address, a copy of the notification and return receipt must be submitted to the manager of the Prohibitory Order Processing Center (see G043 for address). Such written notification must modify the order by substituting the new address for the address designated in the original or previously modified order. An order thus modified takes effect in the same manner as the original order.

2.0 AVAILABILITY OF REMEDIES

The fact that a name and address is on the USPS list of persons not wanting to receive sexually oriented advertisements through the mail does not limit or affect the authority of the USPS to issue a prohibitory order protecting such name and address. The issuance of a prohibitory order also does not limit or affect the authority of the USPS to list, under C032, the name and address protected by such prohibitory order.

3.0 VIOLATIONS

Requesting Enforcement
3.1

If a person protected by a prohibitory order who receives a mailpiece apparently in violation of such order opens the envelope or other outside cover of such piece and writes on it the identifying number of the prohibitory order (if known) and a statement indicating receipt by mail and the date of receipt (for example, “I received this mailpiece on [date].”), followed by the person’s signature. The person submits the piece directly, or through a post office, to the Prohibitory Order Processing Center. Such submission constitutes an application for enforcing the order.

Enforcement

3.2 When the USPS finds, after appropriate administrative proceedings under POPC Standard Operation Procedures (formerly Notice 241) and 39 CFR 963, that enforcement is warranted, it requests the U.S. Department of Justice to seek a court order directing compliance with the prohibitory order.

C000 General Information

C050 Mail Processing Categories

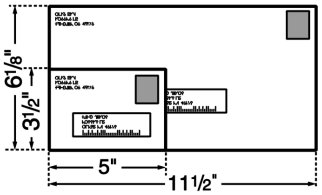
Summary C050 describes the minimum and maximum size standards for all mail processing categories. The minimum and maximum dimensions for cards, letters, flats, and parcels are described.

1.0 BASIC INFORMATION

Every mailpiece is assigned to one of the mail processing categories in the following sections. These categories are based on the physical dimensions of the piece, regardless of the placement (orientation) of the delivery address on the piece. Exhibit 1.0 shows the minimum and maximum dimensions for some mail processing categories.

Mail Dimensions
Exhibit 1.0

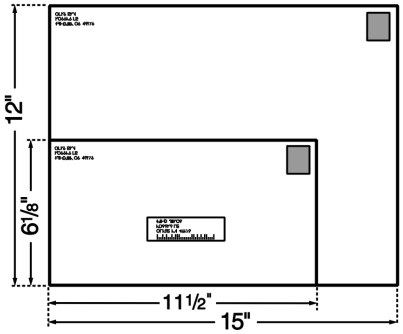
Letter-Size Mail



For automation rates, see size standards in C810.

Dimension	Minimum	Maximum
Height	3-1/2"	6-1/8"
Length	5"	11-1/2"
Thickness	0.007"	0.250" (1/4")

Flat-Size Mail

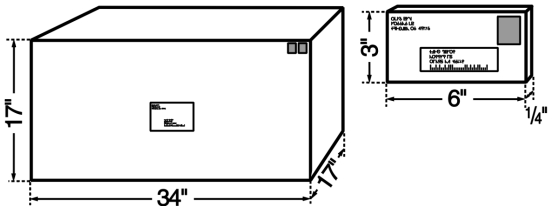


For automation rates, see size standards in C820.

Dimension	Minimum	Maximum
Height	6-1/8"*	12"
Length	11-1/2"*	15"
Thickness	0.250" (1/4")*	3/4"

** Must exceed at least one of these letter-size maximums.*

Machinable Parcels



Dimension	Minimum	Maximum
Height	3"	17"
Length	6"	34"
Thickness	1/4"	17"
Weight	6 oz.*	35 lb.

** Machinability also is determined by the content and packaging of the piece.*

2.0 LETTER-SIZE MAIL

Minimum and Maximum Size
2.1

Letter-size mail is:

a. Not less than 5 inches long, 3-1/2 inches high, and 0.007-inch thick.

b. Not more than 11-1/2 inches long, or more than 6-1/8 inches high, or greater than 1/4-inch thick.

Nonmachinable Criteria
2.2

A letter-size piece is nonmachinable if it has one or more of the following characteristics (see C010.1.1 for how to determine the length, height, top, bottom, and sides of a mailpiece):

a. Has an aspect ratio (length divided by height) of less than 1.3 or more than 2.5.

b. Is polybagged, polywrapped, or enclosed in any plastic material.

c. Has clasps, strings, buttons, or similar closure devices.

d. Contains items such as pens, pencils, or loose keys or coins that cause the thickness of the mailpiece to be uneven.

e. Is too rigid (does not bend easily when subjected to a transport belt tension of 40 pounds around an 11-inch diameter turn).

f. For pieces more than 4-1/4 inches high or 6 inches long, the thickness is less than 0.009 inch.

g. Has a delivery address parallel to the shorter dimension of the mailpiece.

h. Self-mailers with a folded edge perpendicular to the address if the piece is not folded and secured according to C810.7.2.

i. Booklet-type pieces with the bound edge (spine) along the shorter dimension of the piece or at the top, regardless of the use of tabs, wafer seals, or other fasteners.

Automation Rates
2.3

Letters and cards mailed at automation rates must meet the standards in C810.

3.0 FLAT-SIZE MAIL

General Definition
3.1

Flat-size mail other than that in 3.2 is (see Exhibit 1.0):

a. More than 11-1/2 inches long, or more than 6-1/8 inches high, or more than 1/4 inch thick.

b. Not more than 15 inches long, or more than 12 inches high, or greater than 3/4 inch thick.

c. Unwrapped, sleeved, wrapped, or enveloped.

Automation
3.2

For determining automation rate eligibility, automation-compatible flat-size mail is all mail meeting the dimensional criteria in C820.

4.0 MACHINABLE PARCEL

Criteria
4.1

A machinable parcel is any piece that is (see Exhibit 1.0):

a. Not less than 6 inches long, 3 inches high, 1/4 inch thick, and 6 ounces in weight. (A mailpiece exactly 1/4 inch thick is subject to the 3 1/2-inch height minimum under C010.)

b. Not more than 34 inches long, or 17 inches high, or 17 inches thick, or 35 pounds in weight. For books or other printed matter, the maximum weight is 25 pounds.

Soft Goods and Enveloped Printed Matter
4.2

Soft goods wrapped in paper or plastic bags and enveloped printed matter are machinable only if all packaging standards in C010 are met.

Exception
4.3

Some parcels may be successfully processed on BMC parcel sorters even though they do not conform to the general machinability criteria in 4.1. A destinating BMC plant manager may authorize a mailer to enter such parcels as machinable parcels rather than as irregular parcels if the parcels are tested on BMC parcel sorters and prove to be machinable. In addition, the following requirements must be met: all mailed pieces must be properly labeled, entered at a post office within the service area of the authorizing BMC, and bear delivery addresses located within the service area of the authorizing BMC.

Exclusions
4.4

Items categorized as flats, irregular parcels, or outside parcels may not be prepared as machinable parcels.

5.0 IRREGULAR PARCEL (NONMACHINABLE)

An irregular parcel is a parcel not meeting the dimensional criteria in 4.1. This processing category also includes parcels that cannot be processed by BMC parcel sorters, including rolls and tubes up to 26 inches long; merchandise samples that are not individually addressed and are not letter-size or flat-size; unwrapped, paper-wrapped, or sleeve-wrapped articles that are not letter-size or flat-size; and articles enclosed in envelopes that are not letter-size, flat-size, or machinable parcels.

6.0 OUTSIDE PARCEL (NONMACHINABLE)

An outside parcel is a parcel that exceeds the dimensions for machinable parcels. This processing category also includes high-density parcels (other than books and printed matter) weighing more than 15 pounds and exerting more than 60 pounds per square foot (0.4167 pound per square inch) pressure on their smallest side; cartons containing more than 24 ounces of liquid in one or more glass containers; cartons containing 1 gallon or more of liquid in metal or plastic containers; cans, paints; rolls and tubes longer than 26 inches; metal-band strapped boxes, metal boxes, and wood boxes; articles not mailed in boxes or other containers; harmful matter; hazardous materials except ORM-D materials; and containers with all dimensions exceeding the minimum dimensions for a machinable (regular) parcel, if their coefficient of friction or ability to slide on a smooth, hard surface is not similar to that of a domestic-class fiberboard box of the same approximate size and weight.

C100 First-Class Mail

Summary C100 describes maximum weight and size for First-Class Mail, including pieces mailed at card rates. Also described are the definitions, specifications, and positioning of facing identification marks (FIMs).

1.0 DIMENSIONS

Maximum Weight and Size
1.1 Each piece may not weigh more than 70 pounds. Matter at First-Class Mail rates cannot exceed 13 ounces. First-Class Mail weighing more than 13 ounces is Priority Mail (E120). The combined length and girth of a piece (i.e., the length of its longest side plus the distance around its thickest part) may not exceed 108 inches. (Lower size or weight standards apply to mail claimed at certain rates or addressed to certain APOs and FPOs.)

Minimum
1.2 Pieces are subject to the minimum standards in C010 and may be subject to other minimum dimensions, based on the standards for specific rates.

Two or More Packages
1.3 Two or more packages may be mailed as a single parcel, if they are about the same size or shape or if they are parts of one article, if they are securely wrapped or fastened together, and if they do not together exceed the weight or size limits.

2.0 CARDS CLAIMED AT CARD RATES

Postcard Dimensions
2.1 Each card (i.e., each stamped card or postcard or each half of a double stamped card or postcard) claimed at a card rate must be:

a. Rectangular.

b. Not less than 3-1/2 inches high, 5 inches long, and 0.007 inch thick.

c. Not more than 4-1/4 inches high, or more than 6 inches long, or greater than 0.016 inch thick.

Other Cards
2.2 A card that does not meet the applicable standards in 2.0 must not bear the words “Postcard” or “Double Postcard.”

Stock
2.3 A postcard (i.e., a card not supplied by the USPS) must be of uniform thickness and made of unfolded and uncreased paper or cardstock of approximately the quality and weight of a stamped card. It may be formed of one piece of paper or cardstock or two pieces of paper that are permanently and uniformly bonded together. The stock used for a postcard may be of any light color that does not prevent legible addresses and postmarks from being placed thereon. Brilliant colors must not be used.

Acceptable Attachment
2.4 A card may bear an attachment that is:

a. A paper label, such as a wafer seal or decal affixed by permanent adhesive to the back or the left part of the address side, or a label affixed by permanent adhesive for showing the address and return address.

b. A small reusable seal or decal, to be removed from the first half of a double card and applied to the reply half, if prepared with pressure-sensitive and nonremovable adhesive for application to the reply half.

Unacceptable Attachment
2.5

A card may not bear an attachment that is:

a. Other than paper.

b. Not totally adhered to the card surface.

c. An encumbrance to postal processing.

Face
2.6

For the purposes of 2.0, the *face* is the side of a postcard bearing the postage and delivery address. To be eligible for the card rate, a card must meet the physical standards in 2.0 and the applicable eligibility and preparation standards for the rate claimed. In addition, if it contains a message area on the face, then the card must be formatted as follows:

a. The face must be divided vertically into a right side and a left side, with or without a vertical rule.

b. The delivery address, postage, and any postal marking or endorsement must appear on the right side; this side must be at least 2-1/8 inches wide (measured from the right edge of the card, top to bottom inclusive). The delivery address must not be shaded. If non-address information is printed on the right side of the face as permitted in 2.6d, then the delivery address must be at least 1 inch tall.

c. The non-delivery address information must appear on the left side.

d. Non-delivery address information may extend into the right side of the face above the address block only and must be shaded or surrounded by a border. Mailers may choose not to shade or border the non-delivery address information if they place a border around the delivery address, leaving at least 1/8 inch clearance between the delivery address and the border.

Tearing Guides
2.7

A card may have perforations as long as they do not eliminate or interfere with any address element, postage, or postal markings and do not compromise the physical integrity of the card.

Special Rules for Cards
2.8

Single-piece rate cards with the characteristics noted in 2.6d or 2.7 must:

a. Be prepared in mailings containing cards of identical size and weight.

b. Have an address that includes the correct ZIP Code or ZIP+4 code.

c. Have postage paid with permit imprints, meter stamps, or precanceled stamps.

d. Be prepared under E130.

Double Card
2.9

A double card (i.e., a double stamped card or double postcard) must be folded before mailing and prepared so that the address on the reply half is on the inside when the double card is mailed.

Reply Half
2.10

The first half of a double card must be detached when the reply half is mailed for return. The reply half of a double card must be used for reply and may not convey a message to the original addressee or to send statements of account.

Fastening Edges
2.11

Plain stickers, seals, or a single wire stitch may be used to fasten the edges of double cards if fixed so that the inner surfaces of the cards can be readily examined.

3.0 ENCLOSURES

Enclosures in double cards are prohibited. Envelopes and cards enclosed in automation rate First-Class Mail are subject to the corresponding standards in C810.

4.0 NONMACHINABLE PIECES

Letter-size pieces that weigh 1 ounce or less and meet one or more of the nonmachinable characteristics in C050.2.2 may be subject to the nonmachinable surcharge (see E130 and E140). Nonletters (flats and parcels) that weigh 1 ounce or less are subject to the nonmachinable surcharge if any one of the following applies (see C010.1.3 for how to determine the length and height of a mailpiece):

a. The piece is greater than 1/4-inch thick.

b. The length is more than 11-1/2 inches or the height is more than 6-1/8 inches.

c. The aspect ratio (length divided by height) is less than 1.3 or more than 2.5.

5.0 PARCELS

For the purposes of adding Delivery Confirmation or Signature Confirmation, a First-Class Mail parcel is defined as any piece that:

a. Has an address side with enough surface area to fit the delivery address, return address, postage, markings and endorsements, and special service label; and,

b. Is in a box or, if not in a box, is more than 3/4-inch thick at its thickest point.

6.0 FACING IDENTIFICATION MARK (FIM)

Use
6.1 The facing identification mark (FIM) serves to orient and separate certain types of First-Class Mail during the facing-canceling process. The appropriate FIM is required on all letter-size business reply mail (BRM) under S922. The appropriate FIM also is required on letter-size courtesy reply mail (CRM) and meter reply mail (MRM) provided as enclosures in automation rate mailings under C810. Letter-size mail with IBI printed with nonfluorescent ink directly onto the envelope by an IBI meter or a PC postage system must use FIM D. A FIM must not be used on any other type of mail.

Pattern
6.2 The FIM pattern is a nine-bit binary code represented by vertical bars (with corresponding space element). A printed bar is considered binary 1; a nonprinted bar (placeholder), binary 0. The required FIM pattern as shown below depends on the type of mail and the presence of a POSTNET barcode as follows:

a. FIM A is used for CRM and MRM with a preprinted barcode. (FIM A binary code is 110010011.)

b. FIM B is used for BRM without a preprinted BRM ZIP+4 barcode. (FIM B binary code is 101101101.)

c. FIM C is used for BRM with a preprinted BRM ZIP+4 barcode. (FIM C binary code is 110101011.)

d. FIM D is used for letter-size First-Class Mail with IBI printed with nonfluorescent ink directly on the envelope. (FIM D binary code is 111010111.)

Name	Pattern	Use	POSTNET Barcoded?
FIM A		Courtesy reply mail Meter reply mail	Yes
FIM B		Business reply mail	No
FIM C		Business reply mail	Yes
FIM D		IBI meters and PC Postage systems	Not required

Specifications 6.3

The FIM must meet these specifications:

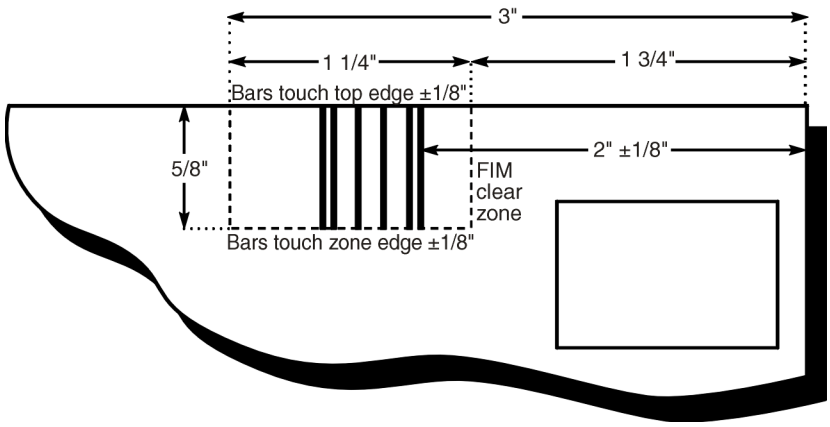
a. A FIM clear zone to the upper right of the address side of the mailpiece must be maintained and must contain no printing other than the FIM. Exhibit 6.3 shows the FIM position and the FIM clear zone as defined by these boundaries:

(1) Left: 3 inches from the right edge of the piece.
(2) Right: 1-3/4 inches from the right edge of the piece.
(3) Top: top edge of the piece.
(4) Bottom: 5/8 inch from the top edge of the piece.

b. The FIM bars must be 5/8 inch (±1/8 inch) high and 1/32 inch (±0.008 inch) wide and positioned as follows:

(1) The right edge of the rightmost bar of the FIM must be 2 inches (±1/8 inch) from the right edge of the piece.
(2) The tops of the FIM bars must be no lower than 1/8 inch from the top edge of the piece. The tops of the bars may extend over the top edge of the piece to the back (flap) of the piece if at least a 1/2-inch bar height is maintained on the address side.
(3) The bottoms of the FIM bars must touch the bottom boundary of the FIM clear zone or be no more than 1/8 inch above or below this boundary.

Position of FIM
Exhibit 6.3



Dimensional Tolerances
6.4

Extraneous ink must not cause a FIM bar to exceed the specifications in 6.3. The combined effects of positional skew (slant of the entire FIM) and rotational skew (slant of the individual FIM bars) must be limited to ±5 degrees from the perpendicular edge of the printed FIM to the top edge of the mailpiece. Mail required to bear a FIM is considered nonmailable when the FIM has insufficient ink coverage, improper measurement, or ink in the space between the bars or when the FIM is enlarged or reduced. Camera-ready positives of FIMs, which must not be enlarged or reduced, are available at no charge from the USPS.

Reflectance
6.5

There must be at least a 30% print reflectance difference between the ink used for printing the FIM and the background material on which the FIM is printed in the red and green portions of the optical spectrum when measured with a USPS or USPS-licensed envelope reflectance meter.

C200 Periodicals

Summary C200 describes permissible mailpiece components (e.g., enclosures, attachments, and supplements), impermissible or prohibited components, and mailpiece construction for Periodicals.

1.0 PERMISSIBLE MAILPIECE COMPONENTS

Pages
1.1 Pages are the printed sheets forming the publication or one of the mailpiece's components, bearing advertising, nonadvertising, or both, including pages having textual and graphic matter (see E211), blank spaces for writing or marking, and material to be completed or used by the reader. A minor portion of the pages in a Periodicals mailpiece may have unusual characteristics, such as a different size, shape, or construction, or portions that may be wholly or partially separable, and pages prepared for folding out. No page may have dimensions (when folded, if folded) that exceed the dimensions of the publication. Pages are also subject to these standards:

a. Multilayer pages (including pages formed by sheets glued together and pages that have unusual shapes, such as cutouts, movable flaps, or "pop-ups") may include small amounts of fastening material such as grommets, string, or rubber bands as needed to assemble the page. Multilayer pages may also be formed as pouches or pockets but may contain only permissible loose enclosures (see 1.4) or other securely affixed permissible components.

b. Multiple pages may be held together by staples or other means separate from and in addition to the regular binding of the publication.

c. Oversized pages may be used for illustrations, charts, maps, and other advertising and nonadvertising content.

Parts and Sections
1.2 Parts and sections are pages (subject to 1.1) that are physically separate subdivisions of the publication, as identified by the publisher. Each part or section must show the publication title, and the number of parts or sections in the issue must be stated on the cover of the first part or section. Parts or sections produced by someone other than the publisher may not be mailed at Periodicals rates if these parts or sections are prepared by or for advertisers or if they are provided to the publisher free or at a nominal charge. On request, the publisher must submit contracts entered into with producers of parts or sections.

Enclosure at First-Class Mail or Standard Mail Rate
1.3 Matter to be paid at the applicable First-Class Mail or Standard Mail rate may be enclosed in a Periodicals mailpiece subject to these conditions:

a. The total weight of all enclosed Standard Mail matter must be less than 16 ounces.

b. Postage and fee payment is subject to P070. A permit imprint that may appear on a First-Class Mail or Standard Mail enclosure must not be visible when the mailpiece is prepared for mailing except as provided under P070.

c. When enclosing nonincidental First-Class Mail or any Standard Mail, combination envelopes or containers with separate parts for the two classes of mail may be used. If both the sender's and addressee's names and addresses are not on both pieces, the sender's name and address must be placed on one piece and the addressee's name and address on the other. Combination containers with inseparable parts may bear the names and addresses on only one part.

d. The applicable "First-Class Mail Enclosed" or "Standard Mail Enclosed" marking must be placed on or in the host publication if it contains any nonincidental First-Class Mail or any Standard Mail enclosure. If placed on the outer wrapper, polybag, envelope, or cover of the host publication, the marking must be set in type no smaller than any used in the required "POSTMASTER: Send change of address..." statement. If placed in the identification statement, the marking must meet the applicable standards. The marking must not be on or in copies not accompanied by a First-Class Mail or Standard Mail enclosure unless additional information is provided under the applicable postage payment standards in P070.

Loose Enclosures at Periodicals Rate
1.4

Only the following material may be included loose as an enclosure in a Periodicals mailpiece and be paid at Periodicals rates, subject to the corresponding conditions:

a. An incidental First-Class piece must be closely related but secondary to the Periodicals publication with which it is enclosed and must consist of matter that, if mailed separately, would require First-Class postage. Examples of an incidental First-Class enclosure are a bill for the publication, a statement of account for past publication purchases, or a personal message or greeting included with the publication.

b. A receipt, request, or order for a subscription may be printed or written; prepared as a reply mail card or envelope for any authorized Periodicals publication (or a publication pending Periodicals authorization); or inserted in an envelope within the publication. The receipt or request may be part of, or accompanied by, printed matter containing information related exclusively to a receipt or request or order for a subscription provided the printed matter does not advertise, promote, or offer for sale other products or services.

c. A card or form for the recipient's use in providing address correction information to the publisher may be printed or written; prepared as a card or envelope, including business reply, or as a combination form for two or more Periodicals publications issued by the same publisher; inserted in an envelope that is attached to, bound in, or loose within the publication; or prepared as a detachable part of another permissible enclosure.

d. Enclosures listed in 1.4b and 1.4c are not counted when determining the percentage of advertising in the publication, but they are included in the total weight of the publication reported on the postage statement. If the publication otherwise consists entirely of nonadvertising matter, an incidental First-Class enclosure as described in 1.4a may be treated as nonadvertising matter. In all other cases, an incidental First-Class enclosure is considered part of the advertising portion of the publication.

Supplement
1.5

A supplement is one or more pages (subject to 1.1) formed by one or more printed sheets that are not bound into a publication. A supplement may be devoted to a single topic and may contain material different from that in the host publication. The external dimensions of a supplement (i.e., its length and height) may not exceed those of the host publication except when the host publication and the

supplement are contained in an envelope, polybag, or other complete wrapper. Supplements are also subject to these conditions as applicable:

a. A loose supplement to a bound Periodicals publication must contain at least 25% nonadvertising matter and bear the endorsement "Supplement to" followed by the title of the publication or the name of the publisher. A bound publication with one or more supplements must be enclosed in a wrapper under 3.4. If a supplement to a bound publication is formed of more than one sheet, all sheets making up the supplement must be bound together.

b. A supplement to an unbound publication must be combined with and inserted within the publication under 3.3. If the supplement is included loose outside the unbound publication, the publication and its supplement must be enclosed in a wrapper or envelope under 3.4, and the supplement must bear the endorsement "Supplement to" followed by the title of the publication or the name of the publisher.

Cover and Protective Cover
1.6 A cover may be placed on the outside of a Periodicals publication. A protective cover is an additional cover placed around the outside of a publication; preparation is subject to 3.5. Advertising, nonadvertising, or both may be printed on the cover or protective cover. The cover and protective cover on a publication are included when measuring advertising percentage. Nothing may be attached to the cover or protective cover except as permitted under 1.8.

Mailing Wrapper
1.7 A mailing wrapper is an envelope, sleeve, partial wrapper, or polywrap used to enclose the mailpiece. Advertising may be printed on the mailing wrapper and is included when measuring advertising percentage. Nothing may be attached to the mailing wrapper except as permitted under 1.8.

Attachment
1.8 The following may be attached to a cover, protective cover, or mailing wrapper of a publication:

a. Stickers of any size and shape. If stickers are attached to the cover, protective cover, or mailing wrapper, no portion of the publication title may be obscured.

b. Material allowed as a loose enclosure described in 1.3 or 1.4. When nonincidental First-Class Mail and/or Standard Mail enclosures (see 1.3) are attached, the marking "First-Class" or "Letter Enclosed" must be on a First-Class Mail attachment; "Standard" or "STD," on a Standard Mail attachment.

c. Material normally allowed within the contents of the publication composed of advertising, nonadvertising, or a combination of both may be attached to the cover or protective cover only when the publication and attached material are enclosed in a wrapper. No portion of the publication title may be obscured.

Printed Addition
1.9 Only the following may be printed on a copy of a Periodicals publication after it is printed or placed on its cover, protective cover, or mailing wrapper:

a. The name and address of the intended recipient or of the publisher or sender.

b. The printed title of the publication and its place of publication.

c. The expiration date of the subscription.

d. The request for address correction information from the addressee.

e. The words "Sample Copy" (if the copy is a sample), "Marked Copy" (if the copy contains a marked item or article), or "Address Service Requested" (if the copy is to be returned to the sender if undeliverable as addressed).

f. The number of copies enclosed in a package (on the outside of the package) or a package count such as “2 of 4” (on the package wrapper).

g. Corrections of typographical errors or a mark, except by written or printed words, to call attention to a word or passage.

h. Printed messages not required to be mailed as First-Class Mail or Express Mail.

Label Carrier
1.10 A label carrier may be used to carry the delivery address for the mailpiece and must consist of a single unfolded, uncreased sheet of card or paper stock, securely affixed to the cover of the publication or large enough so that it does not rotate inside the wrapper (as defined in 1.7), subject to these conditions:

a. The label carrier must bear the title of the Periodicals publication or the name and address of the publisher; the Periodicals imprint “Periodicals Postage Paid at...” or the word “Periodicals” in the upper right corner of the address side (unless “Periodicals” is printed on the address side of the polybag); and the address to which the mailpiece can be returned if undeliverable (if endorsed “Address Service Requested”).

b. The label carrier may bear a request for address correction from the addressee. It also may bear information about requesting or subscribing to any Periodicals publication (or a publication pending Periodicals authorization), including a request or subscription form.

c. As applicable, the label carrier may show the endorsement “First-Class Mail Enclosed” or “Standard Mail Enclosed” or the permit imprint used to pay postage for the First-Class Mail or Standard Mail enclosure if that permit imprint is below the Periodicals imprint or the word “Periodicals.”

d. Other printed information, whether advertising or nonadvertising, is permitted only on the back of the label carrier and is subject to measurement and postage payment accordingly. A single line of text calling attention to information on the reverse may be placed on the front of the label carrier. If any information on the reverse of the label carrier is advertising, the line of text on the front is also treated as advertising.

2.0 IMPERMISSIBLE MAILPIECE COMPONENTS

General Standard
2.1 Regardless of preparation or characteristics, or whether otherwise meeting the standards in 1.0, the materials described in 2.2 through 2.5 are not eligible for Periodicals rates.

Prohibited Matter
2.2 Material that contains any one of the following printed items or that is referred to in a component of the Periodicals mailpiece (by the use of one of these items) is ineligible to be mailed at Periodicals rates:

a. A separate price or subscription instructions different from those of the host publication.

b. The word “catalog.”

c. A First-Class Mail, Standard Mail, or Package Services permit imprint.

d. An ISBN (International Standard Book Number).

e. An ISSN (International Standard Serial Number) or USPS number different from that of the host publication.

Products
2.3 Products may not be mailed at Periodicals rates. Examples include stationery (such as pads of paper or blank printed forms); cassettes; floppy disks; merchandise; envelopes containing enclosures, other than receipts, orders for subscriptions, and incidental First-Class matter; and wall, desk, and blank calendars. Printed pages, including oversized pages and calendars, are not considered products if they are not offered for sale.

Package Services
2.4 Package Services may not be combined with a Periodicals publication.

Nonprinted Sheets
2.5 Any matter not formed of printed sheets (except as permitted under 1.1a) is not eligible for Periodicals rates.

3.0 MAILPIECE CONSTRUCTION

Bound/Unbound
3.1 Publications may be prepared in either a bound or unbound form, with or without wrappers unless required by 3.6. A bound publication is a publication in which pages are securely held together by two or more staples, spiral binding, glue, stitching, or other permanent fastening. All other publications are unbound, including folded multisheet and single-sheet publications and those in which pages are loose and collated ("nested") or in which pages are held together by a single staple.

Physical Size
3.2 Standards for size or weight may apply to publications claimed at certain rates. Requester publications must contain at least 24 pages per issue.

Without Mailing Wrapper
3.3 When the mailpiece does not have a mailing wrapper, all the components of an unbound publication must be combined with and inserted inside the publication. Only enclosures mailable at Periodicals rates under 1.4 may be included loose inside a bound unwrapped publication. An enclosure under 1.3 or 1.4 may be securely attached on the outside of an unwrapped publication along the bound edge if it does not exceed any dimension of the cover of the publication and comes within 3/4 inch of the edge opposite the fold or binding.

With Mailing Wrapper
3.4 Except as provided in 1.5, when the mailpiece is completely enclosed in a mailing wrapper, the components may be placed anywhere within that wrapper. When a sleeve or other partial wrapper is used, the components must be secured so that they do not fall out during handling. Bound publications carrying loose supplements or prepared in physically separate parts or sections must be either completely enclosed in an envelope, plastic wrapper (polybag), or paper wrapper or inserted within a sleeve so that the component parts do not become separated while in the mail.

Cover Page and Protective Cover
3.5 If the piece is not completely enclosed in a mailing wrapper, then any protective cover or cover page must cover both the front and back of the host publication and extend to within at least 3/4 inch of the edge opposite the fold or binding.
Exception: Flat-size pieces may have short covers as provided in C820.6.2. If the host publication is bound, the protective cover must be permanently attached to the publication.

APO/FPO Copy
3.6 Any single copy of an unbound publication that includes any enclosure, supplement, or more than one part or section and that is mailed to an APO/FPO address must be completely enclosed in a mailing wrapper.

Sealing
3.7 Periodicals mail must be prepared so that it can be easily examined. The mailing of publications at Periodicals postage rates represents consent by the sender to USPS inspection of the contents whether loose or inserted in envelopes, wrappers, or other covers. Mailers who want to ensure that publications are not opened for postal inspection must pay First-Class rates and mark such mail accordingly.

4.0 PRINTED FEATURES

Publication Title and Address Notices
4.1 The publication title must be displayed prominently on the publication and any protective cover. The title or the name and address of the publisher must be displayed prominently on any opaque mailing wrapper. The publication title, followed immediately by the USPS publication number (or ISSN if one has been assigned), and the mailing address to which undeliverable copies or change-of-address notices are to be sent may be shown in the upper left corner of the address side of a mailing wrapper or directly on the outside of the host publication if it can be read when the mailing wrapper is in place. The publication number includes an alpha prefix and is to be within parentheses, e.g., THE NATIONAL WEEKLY (ISSN 9876-543X) or THE COMMUNITY (USPS 123-456).

Periodicals Imprint
4.2 Mailing wrappers that completely enclose the host publication must bear the Periodicals imprint “Periodicals Postage Paid at...” or the word “Periodicals” in the upper right corner of the address area. If a clear plastic wrapper is used, those words may appear anywhere on the address side of the wrapper or the topmost item inside.

Advertising
4.3 Advertising (as defined in E211) may be printed on the pages of any component of a publication, subject to the corresponding standards. Regardless of location, an advertisement must be prepared as an integral part of the publication. Except for advertisements in supplements, all advertisements in a bound publication must be permanently attached. Except as provided in 1.4d, all advertising must be included in the advertising portion of the issue measured under P200. Different advertising may occupy the same space in different editions of the same issue.

Marking of Paid Reading Matter
4.4 Pursuant to 18 USC 1734, if a valuable consideration is paid, accepted, or promised for the publication of any editorial or other reading matter in a Periodicals publication, that matter must be plainly marked “advertisement” by the publisher. When a single item of paid editorial or other reading matter occupies more than one page, it need only be marked “advertisement” on the first page. The word “advertisement” may be included in a statement that explains why the material is marked “advertisement.” Such a statement must be prominent on the first page of the material and the word “advertisement” in the statement must be in bold or italicized print or otherwise emphasized so that it can be plainly seen. Editors or publishers who print such matter without plainly marking it “advertisement” are subject to a fine of not more than $500.

5.0 SIZE

Periodicals mail may not weigh more than 70 pounds or measure more than 108 inches in length and girth combined. Additional size limitations apply to individual Periodicals rate categories.

C500 Express Mail

Summary C500 describes maximum weight and size for Express Mail and standards for mailing outside parcels.

1.0 MAXIMUM WEIGHT AND SIZE

Each piece of Express Mail may not weigh more than 70 pounds. The combined length and girth of a piece (i.e., the length of its longest side plus the distance around its thickest part) may not exceed 108 inches. (Lower size or weight standards apply to Express Mail addressed to certain APOs and FPOs.)

2.0 OUTSIDE PARCELS

Express Mail items not required to be presented in a pouch (outside parcels) must be large enough to hold the required mailing labels and indicia without bending or folding on a single optical plane.

C600 Standard Mail

Summary C600 describes the basic dimension standards and weight limits for Standard Mail.

1.0 DIMENSIONS

Basic Standards
1.1

These standards apply to Standard Mail:

a. Each piece must weigh less than 16 ounces. Lower limits apply to pieces mailing at automation rates.

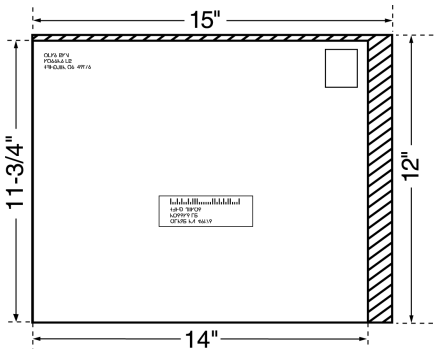
b. Presorted rate pieces are subject only to the basic mailability standards in C010.

c. ECR pieces mailed at high-density and saturation letter rates must meet the standards for automation-compatible mail in C810 and barcoding in C840.

d. Automation rate pieces are subject to the size and weight limits in C810 (letters) or C820 (flats).

e. Except for automation basic carrier route rate pieces and merchandise samples mailed with detached address labels (DALs), the maximum size for Enhanced Carrier Route Standard Mail is 14 inches long, 11-3/4 inches high, and 3/4 inch thick (see Exhibit 1.1e). Merchandise samples whose dimensions exceed these maximums may be sent at the Enhanced Carrier Route rates if mailed using DALs, provided that the samples meet all other applicable standards and the DALs meet the standards in A060.

Maximum Dimensions for Standard Mail Flats
Exhibit 1.1e



Measure (Maximums)	Enhanced CR Rates	Other Std. Mail
Height	11-3/4"	12"
Length	14"	15"
Thickness	3/4"	3/4"
Weight	Less than 16 ounces	Less than 16 ounces

Cover Page and Protective Cover
1.2

If the piece is not completely enclosed in a mailing wrapper, then any protective cover or cover page must cover both the front and back of the host publication and extend to within at least 3/4 inch of the edge opposite the fold or binding. *Exception:* Flat-size pieces may have short covers as provided in C820.6.2.

2.0 RESIDUAL SHAPE SURCHARGE

Mail that is prepared as a parcel or is not letter-size or flat-size as defined in C050 is subject to a residual shape surcharge. There is one surcharge for Presorted rate pieces and a different surcharge for Enhanced Carrier Route rate pieces.

3.0 NONMACHINABLE PIECES

Letter-size pieces that weigh 3.3 ounces or less and meet one or more of the nonmachinable characteristics in C050.2.2 may be subject to the nonmachinable surcharge (see E620).

4.0 POSTAL INSPECTION

Standard Mail is not sealed against postal inspection. Standard Mail may be prepared for automated processing but must allow easy examination.

5.0 ENCLOSURES

Envelopes and cards enclosed in automation Standard Mail are subject to the corresponding standards in C810.

C700 Package Services

Summary C700 describes the basic dimension standards and weight limits for Package Services, including the criteria for nonmachinability.

1.0 PACKAGE SERVICES

These standards apply to Package Services:

a. No piece may weigh more than 70 pounds, *except* matter at Bound Printed Matter rates may not weigh more than 15 pounds.

b. Except for Parcel Post under 1.0c, the combined length and girth of a piece (i.e., the length of its longest side plus the distance around its thickest part) may not exceed 108 inches.

c. Parcel Post pieces measuring over 108 inches in combined length and girth, but not more than 130 inches in combined length and girth, are mailable at the applicable oversized rate.

d. Parcel Post pieces measuring over 84 inches in combined length and girth, but not more than 108 inches in combined length and girth, and weighing less than 15 pounds are mailable at the rate equal to that of a 15-pound parcel for the zone to which the parcel is addressed.

e. Two or more packages may be mailed as a single parcel, if they are about the same size or shape or if they are parts of one article, if they are securely wrapped or fastened together, and if they do not together exceed the weight or size limits.

f. Lower size or weight standards apply to mail claimed at certain rates, addressed to certain APOs and FPOs, or sent by the Department of State to U.S. government personnel abroad.

g. Pieces might be subject to minimum weight or dimensions based on the standards for specific rates.

h. For the purposes of adding Delivery Confirmation or Signature Confirmation, a Package Services parcel is defined as any piece that:
   (1) Has an address side with enough surface area to fit the delivery address, return address, postage, markings and endorsements, and special service label; and,
   (2) Is in a box or, if not in a box, is more than 3/4-inch thick at its thickest point.

2.0 NONMACHINABLE PARCEL POST

Mailpieces described in this section that are mailed at the Inter-BMC/ASF Parcel Post, Intra-BMC/ASF Parcel Post, DSCF Parcel Select, or DBMC Parcel Select rates are subject to the applicable nonmachinable surcharge in R700 unless the applicable special handling fee is paid. An oversized parcel as described in 1.0c is not subject to the nonmachinable surcharge. Mailpieces are nonmachinable if they meet any of the following criteria:

a. A parcel more than 34 inches long, 17 inches wide, or 17 inches high.

b. A parcel less than 6 inches long, 1/4 inch thick, or 3 inches high.

c. A parcel that weighs less than 6 ounces or more than 35 pounds.

d. A parcel containing more than 24 ounces of liquid in glass containers, or 1 gallon or more of liquid in metal or plastic containers.

e. An insecurely wrapped or metal-banded parcel.

f. A can, roll, or tube, or wooden or metal box.

g. Books, printed matter, or business forms weighing more than 25 pounds.

h. A high-density parcel weighing more than 15 pounds and exerting more than 60 pounds per-square-foot pressure on its smallest side.

i. A film case weighing more than 5 pounds or with strap-type closures, except any film case the USPS authorizes to be entered as a machinable parcel under C050 and to be identified by the words “Machinable in United States Postal Service Equipment” permanently attached as a nontransferable decal in the lower right corner of the case.

j. Parcels with characteristics (such as inadequate packaging) that could result in damage to the contents of the mailpiece, other parcels, or postal machinery if mechanical sortation is used.

3.0 POSTAL INSPECTION

Package Services is not sealed against postal inspection. Package Services may be prepared for automated processing but must allow easy examination.

C800 Automation-Compatible and Machinable Mail

C810 Letters and Cards

Summary C810 describes dimensions, aspect ratio, flexibility, and weight standards for automation-compatible letter-size pieces including cards. It also covers additional standards for other types of automation-compatible pieces like self-mailers, booklets, postcards, heavy letter mail, and reply cards, and envelopes.

1.0 BASIC STANDARDS

Letters and cards claimed at automation rates and at some Standard Mail Enhanced Carrier Route rates must meet the standards in 2.0 through 8.08.0. Pieces claimed at First-Class Mail automation card rates also must meet the standards in C100. Unless prepared under 7.2 through 7.4, each mailpiece must be prepared either as a sealed envelope (the preferred method) or, if unenveloped, must be sealed or glued on all four sides.

2.0 DIMENSIONS

Shape and Size
2.1

Each letter-size piece must be rectangular and:

a. For height, no more than 6-1/8 or less than 3-1/2 inches high.

b. For length, no more than 11-1/2 or less than 5 inches long.

c. For thickness, no more than 0.25 or less than

(1) 0.007 inch thick *if no more than 4-1/4 inches high and 6 inches long;* or
(2) 0.009 inch thick *if more than 4-1/4 inches high or 6 inches long, or both.*

Aspect Ratio
2.2

The aspect ratio (length of the mailpiece divided by height) must be between 1.3 and 2.5, inclusive. Length and height are defined in C010.1.3.

Maximum Weight
2.3

Maximum weight limits are as follows:

a. First-Class Mail:
(1) Machinable Presorted: 3.3 ounces (0.2063 pound).
(2) Automation (see 7.5 for pieces heavier than 3 ounces): 3.3 ounces (0.2063 pound).

b. Periodicals automation (see 7.5 for pieces heavier than 3 ounces): 3.3 ounces (0.2063 pound).

c. Standard Mail:
(1) Machinable Presorted: 3.3 ounces (0.2063 pound).
(2) Automation (see 7.5 for pieces heavier than 3 ounces): 3.5 ounces (0.2188 pound).
(3) Enhanced Carrier Route high density and saturation and automation carrier route (see 7.5 for pieces heavier than 3 ounces): 3.5 ounces (0.2188 pound).

3.0 GENERAL PROHIBITIONS AND RESTRICTIONS

Wraps and Closures
3.1

An automation-compatible mailpiece may not be polywrapped, polybagged, or shrinkwrapped; have clasps, strings, buttons, or similar closure devices; or have protrusions that might impede or damage the mail or mail processing equipment.

Staples and Saddle Stitching
3.2 Staples or saddle stitching may be used only on booklet-type mailpieces to join the bound edge (spine). Inserted staples or stitching must parallel the bound edge, seat tightly and securely, and have no protrusions that might impede or damage the mail or mail processing equipment.

Rigid and Odd-Shaped Items
3.3 Rigid items (e.g., pens, pencils, keys, bottle caps) are prohibited within mailpieces. Reasonably flexible items (e.g., credit cards) are permitted. Subject to 5.0, odd-shaped items (e.g., coins and tokens) are permitted if firmly affixed to and wrapped within the contents of the mailpiece and envelope to streamline the shape of the mailpiece for automated processing.

4.0 TABS, WAFER SEALS, TAPE, AND GLUE

Tabs, wafer seals, cellophane tape, or permanent glue (continuous or spot) may be used as applicable to the particular type of mailpiece under 7.0 if the sealing devices do not interfere with the recognition of the barcode, rate marking, postage information, or delivery or return addresses. In all cases, additional tabs or seals may be used. Cellophane tape is not acceptable within the barcode clear zone. Tabs or wafer seals placed in the barcode clear zone must contain a paper face meeting the standards for background reflectance and, if the barcode is not preprinted by the mailer, the standards for acceptance of water-based ink. Tabs, wafer seals, and tape must have a peel adhesion (shear strength) value of at least 15 ounces/inch at a speed of 12 inches/minute after application to a stainless steel plate; the test is to be conducted 10 minutes after the material is applied to the plate.

5.0 FLEXIBILITY

Machinability
5.1 To ensure transport through automated mail processing machines, a mailpiece and its contents must bend easily when subjected to a transport belt tension of 40 pounds around an 11-inch-diameter drum.

Testing Flexibility
5.2 A mailer wanting to have mailpieces tested for flexibility must submit at least 50 sample pieces and a written request to USPS Engineering at least 6 weeks before the mailing date. The request must describe mailpiece contents and construction, number of pieces being produced, and preparation level (e.g., presort). Engineering advises the mailer by letter of its findings. If the mailpiece is approved, the letter includes a unique number identifying the piece tested and serves as evidence that the piece meets the relevant standards. A copy of the letter must be attached to each postage statement submitted for mailings of the approved piece. If requested by the USPS, the mailer must show that pieces presented for mailing are the same as those tested and approved.

6.0 OUTSIDE LABELS AND STICKERS

Use
6.1 Permanent labels and stickers (i.e., those designed not to be removed or relocated) must be affixed directly to the outside of the mailpiece with permanent adhesive. A mailer may provide recipients with relocatable labels to place on the outside of response pieces sent back to the mailer. On pieces mailed at First-Class card rates or at Periodicals rates, labels and stickers may be used only if permitted by the applicable standards.

Pressure-Sensitive Label
6.2 Any pressure-sensitive label or sticker affixed directly to a mailpiece before mailing must have a minimum peel adhesion to stainless steel of 8 ounces/inch. This standard does not apply to pressure-sensitive labels provided by the USPS to label packages to sortation levels.

"Sandwich" Label
6.3 A face stock/liner label ("sandwich" label) is a two-part unit with a face stock (top label) attached to a liner (bottom label) affixed to the mailpiece. The face stock must have a peel adhesion value of at least 2 ounces/inch with respect to the liner label and at least 8 ounces/inch when reapplied to stainless steel.

7.0 ADDITIONAL STANDARDS FOR SPECIFIC TYPES OF PIECES

Envelope or Piece Sealed on All Sides
7.1 An envelope or any mailpiece formed by an outer sheet or sheets sealed on all four edges must be prepared from paper with a minimum basis weight of 16 pounds (measured weight for 500 17- by 22-inch sheets).

Folded Self-Mailer
7.2 Except as noted in 7.2c, a folded self-mailer must be prepared with the folded edge parallel to the longest dimension and the address of the mailpiece. Based on the number of tabs used, these additional standards apply:

a. With one tab or wafer seal, the folded edge must be at the bottom of the self-mailer. The tab or wafer seal must be placed in the middle of the top edge of the piece. If formed of a single folded sheet, the self-mailer must be prepared from paper with a minimum basis weight of 28 pounds (measured weight for 500 17- by 22-inch sheets) or 70 pounds (measured weight for 500 25- by 38-inch sheets). If formed of multiple folded sheets, the self-mailer must be prepared from paper with a minimum basis weight of 24 pounds (measured weight for 500 17- by 22-inch sheets) or 60 pounds (measured weight for 500 25- by 38-inch sheets).

b. With two tabs or wafer seals, the folded edge may be at the top or bottom of the self-mailer. The two tabs or wafer seals must be placed on the open edge, opposite the folded edge. One tab or wafer seal must be placed within 1 inch of the left edge of the piece; the other, within 1 inch of the right edge of the piece. The whole tab need not be placed within 1 inch of the edge. The tabs must not obscure the FIM, postage, or required address information. The folded self-mailer must be prepared from paper with a minimum basis weight of 20 pounds (measured weight for 500 17- by 22-inch sheets).

c. In specifically identified formats, a self-mailer may have the final fold on the right side (leading edge) of the piece. The left edge (trailing edge) and other open edges must be secured with at least one tab or a glue line. The number of tabs required is determined by the final trim size and paper basis weight of the piece. If the piece is 7 inches long or more, the piece must be sealed on the top and the bottom. In all cases, additional tabs, seals, or glue spots or glue lines may be used. Newsprint paper is acceptable if the basis weight of the paper meets the minimum standards in 7.2 and the piece is certified by the USPS mailpiece design analyst to be acceptable for automated processing.

Booklet-Type Piece
7.3 A booklet-type piece must meet these standards:

a. The front and back covers must be prepared from paper with a minimum basis weight of 20 pounds (measured weight for 500 17- by 22-inch sheets).

b. Except as noted in 7.3d, the bound edge (spine) must be the longest edge of the piece and at the bottom, parallel to the address.

c. The unbound edge (top) must be secured with at least two tabs or wafer seals. One tab or wafer seal must be placed within 1 inch of the left edge of the piece; the second tab or seal, within 1 inch of the right edge of the piece. As an alternative, one tab or wafer seal must be placed within 1 inch from the top left side (trailing edge) of the piece; the second tab or seal, within 1 inch from the top right side (leading edge) of the piece.

d. In specifically identified formats, prepared with a minimum paper basis weight of 24-pound bond paper, the spine may be on the shorter side (leading edge) of the piece. The address must still be parallel to the longest side of the piece. The unbound edges must be secured with at least two tabs or wafer seals. If the outside covers are prepared with a minimum paper basis weight of 20-pound bond or equivalent, the spine may be on the right side (leading edge) of the piece. The address must still be parallel to the longest side of the piece. The following restrictions apply:

(1) If the final trim size of the piece is no more than 4 1/4 inches high and no more than 6 inches long, the unbound left edges must be secured with at least one tab or wafer seal placed at the vertical center of the piece.

(2) If the final trim size of the piece is more than 4 1/4 inches high or more than 6 inches long, the unbound left edge must be secured with two tabs or wafer seals placed within 1 inch of the top and bottom edges.

Postcard
7.4 Any postcard must be prepared from paper stock meeting the industry standard for a basis weight of 75 pounds or greater, with none less than 71.25 pounds (measured weight for 500 25- by 38-inch sheets). The stock must be free from groundwood unless coated with a substance adding to the stock's ability to resist an applied bending force. A double postcard not prepared with all edges sealed must have the folded edge at the top or bottom, and the open edge parallel to the address must be secured with one tab (or other permitted closure) in the middle of the length.

Heavy Letter Mail
7.5 Heavy letter mail (i.e., barcoded letter-size mail weighing more than 3 ounces) must have a barcode in the address block (see C840) and must be prepared in a sealed envelope. Heavy letter mail may neither contain stiff enclosures nor be prepared as a self-mailer or booklet-type mailpiece.

8.0 ENCLOSED REPLY CARDS AND ENVELOPES

Basic Standard
8.1 All letter-size reply cards and envelopes (business reply mail (BRM), courtesy reply mail (CRM), and meter reply mail (MRM)) provided as enclosures in automation First-Class Mail, Periodicals, and Standard Mail and addressed for return to a domestic delivery address must meet the applicable standards for automation-compatible mail in C810. The mailer's signature on the postage statement certifies that this standard, and the standards listed below, have been met when the corresponding mail is presented to the USPS:

a. Each reply piece must include the appropriate facing identification mark (FIM) under C100.

b. Each BRM piece must bear the correct BRM ZIP+4 barcode; each MRM and CRM piece must bear the correct barcode for the delivery address, subject to C840.

c. Each BRM piece must meet any applicable standard under S922; each MRM piece must meet any applicable standard under P030; and each CRM piece as defined in 8.2 must meet the standards of this section.

Courtesy Reply Mail (CRM)
8.2 For these standards, courtesy reply mail (CRM) is reply mail other than BRM or MRM enclosed in other mail, with or without prepayment of postage, for return to the address on the reply piece. If postage is required, the customer returning the piece affixes the applicable First-Class Mail postage. Each piece must meet the physical standards for mailability in C010 and C100. CRM has no additional required design standards unless enclosed in automation mail.

C800 Automation-Compatible Mail

C820 Flats

Summary C820 describes the physical criteria for automation-compatible flats, including the use of tabs, wafer seals, tape, outside labels and stickers on flats, and the uniformity of exterior surface. It also lists polywrap specifications.

1.0 BASIC STANDARDS

Flats claimed at automation rates must meet the standards in 1.0 through 8.0 and the general and specific standards for mailability and for the class of mail and rates claimed. Pieces may qualify for automation rates either under the dimensions and characteristics for AFSM 100 processing in 2.0 or under the dimensions and characteristics for FSM 1000 processing in 3.0 except for Bound Printed Matter (BPM) flats, which can qualify only under AFSM 100 criteria. If polywrap is used with pieces that meet AFSM 100 criteria in 2.0, the polywrap must also meet all the physical properties in Exhibit 4.1a and Exhibit 4.1b in order to qualify for automation rates for flats. If polywrap is used with pieces that meet FSM 1000 criteria but do not meet all the AFSM 100 criteria, the polywrap needs to meet only physical property number 2 (haze) in Exhibit 4.1a and the criteria in Exhibit 4.1b.

2.0 CRITERIA FOR AFSM 100 FLATS

Determining Length and Height 2.1

The length and height of an automation-compatible flat-size mailpiece is not determined by the orientation of the address, but by the preparation of the piece:

a. For a piece prepared as a single sheet or in an envelope, full-length wrapper, or full-length sleeve, the length is the longest dimension. The height is the dimension perpendicular to the length.

b. For a piece prepared with a bound, folded, or closed edge (e.g., a catalog, a newspaper or tabloid, a folded envelope), the length is the dimension parallel to the bound, folded, or closed edge. The height is the dimension perpendicular to the length. If the piece is folded more than once or is bound and then folded, the length is the dimension parallel to the final fold.

Final Fold 2.2

An AFSM 100 flat-size piece with a final fold must be designed so that the address is in view when the final folded edge is at the bottom of the piece and any intermediate bound or folded edge is to the right.

Shape and Size 2.3

Each flat-size piece must be rectangular and:

a. For height, no more than 12 inches and no less than 5 inches high.

b. For length, no more than 15 inches and no less than 6 inches long.

c. For thickness, no more than 0.75 inch and no less than 0.009 inch thick.

Maximum Weight 2.4

Maximum weight limits are as follows:

a. For First-Class Mail, 13 ounces.

b. For Periodicals, 20 ounces.

c. For Standard Mail, less than 16 ounces.

d. For Bound Printed Matter, 20 ounces.

Turning Ability and Deflection
2.5

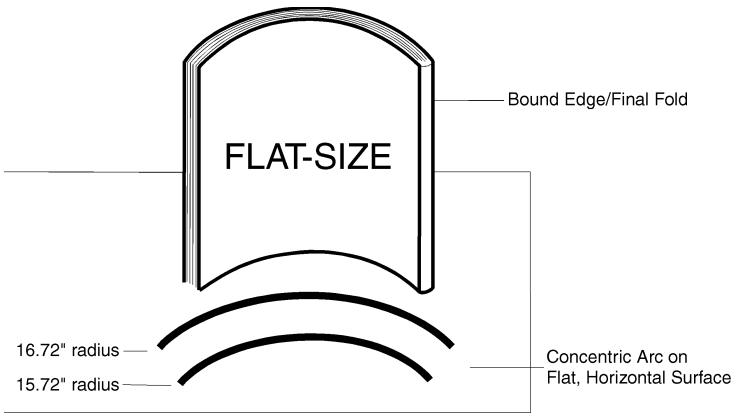
The piece must meet the following standards for turning ability and deflection:

a. Turning Ability. The mailpiece must fit between two concentric arcs drawn on a horizontal flat surface, one with a radius of 15.72 inches and the other with a radius of 16.72 inches, in one of the following ways:
   (1) The piece must be flexible enough to bend between the two arcs when positioned vertically, with (if applicable) the bound, folded, or final folded edge perpendicular to the surface where the arcs are drawn.
   (2) If rigid (constructed of or containing inflexible materials), the piece must be small enough to allow its longest edge to be placed between the two arcs without touching the lines of the arcs.

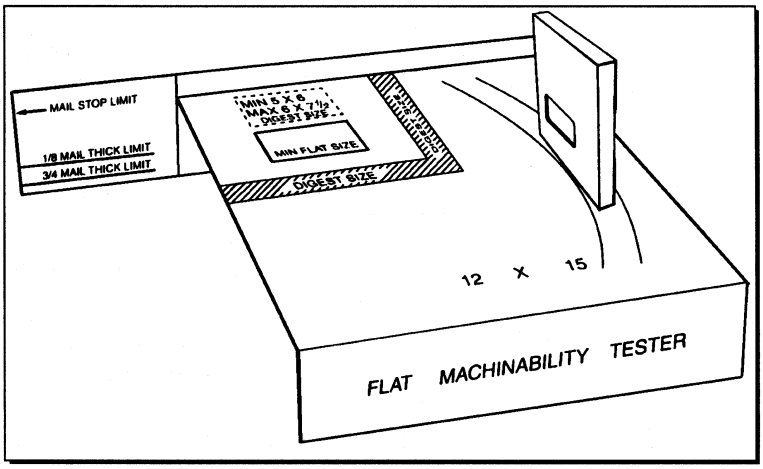
b. Deflection. A flat-size mailpiece meeting the AFSM 100 dimensions must be rigid enough so that, when placed flat on a surface to extend unsupported 5 inches off that surface, no part of the edge of the piece that is opposite the bound, folded, or final folded edge (as applicable) deflects more than 1-3/4 inches (if the piece is less than 1/8 inch thick) or more than 2-3/8 inches (if the piece is from 1/8 to 3/4 inch thick).

c. Test Device. Testing for compliance with the above standards must be done with a flat mail machinability tester constructed to USPS specification USPS-STD-28 and following the instructions for use of that device. Information about obtaining or using the tester is available from the local USPS area or district marketing office or local postmaster.

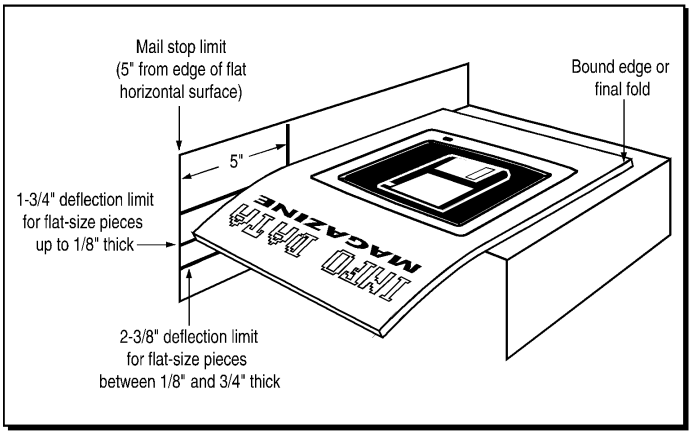
Turning Ability Flexible Flat
Exhibit 2.5a(1)



Turning Ability Rigid Flat
Exhibit 2.5a(2)



Deflection Flat-Size Mail
Exhibit 2.5b



3.0 CRITERIA FOR FSM 1000 FLATS

Determining Length and Height
3.1

The length and height of an automation-compatible flat-size mailpiece eligible for FSM processing is not determined by the orientation of the address. It is determined by the following:

a. For a piece prepared as a single sheet or in an envelope, full-length wrapper, or full-length sleeve, the length is the longest dimension. The height is the dimension perpendicular to the length.

b. For a piece that has a bound or folded edge (e.g., a newspaper, tabloid, and catalog), the length is the dimension parallel to the bound or folded edge. The height is the dimension perpendicular to the length. If the piece is folded more than once or bound and then folded, the length of the mailpiece is based on the final fold.

Address Placement and Folded Pieces
3.2

The following requirements apply to folded pieces:

a. A flat-size piece with a final fold must be designed so that the address is in view when the final folded edge is to the right and any intermediate bound or folded edge is at the bottom of the piece.

b. Unbound flat-size pieces must be at least double-folded.

Shape and Size
3.3

Pieces must meet the following requirements:

a. Height: no more than 12 inches or less than 4 inches.

b. Length: no more than 15-3/4 inches or less than 4 inches.

c. Minimum thickness:

(1) For pieces at least 5 inches long: 0.009 inch.
(2) For pieces at least 4 inches long but less than 5 inches long: greater than 0.25 inch.

d. Maximum thickness:

(1) For pieces 13 inches long or less: 1.25 inches.
(2) For pieces longer than 13 inches up to and including 15-3/4 inches: 7/8 inch.

Maximum Weight
3.4

Maximum weight limits are as follows:

a. For First-Class Mail, 13 ounces.

b. For Periodicals, 6 pounds.

c. For Standard Mail, less than 16 ounces.

4.0 POLYWRAP COVERINGS

Polywrap Films
4.1

Mailers may wrap their automation flats in polywrap films provided the films meet the requirements described in Exhibit 4.1a and Exhibit 4.1b. The Postal Service will allow plastic manufacturers to use the results of their American Standard Testing Methods (ASTM) product tests to certify that the polywrap films meet or exceed the minimum properties in Exhibit 4.1a.

AFSM 100 Polywrapped Flats Specifications
Exhibit 4.1a

Polywrapped AFSM 100 flats (see 2.0) must be prepared with polywrap that meets all eight properties in this exhibit. Polywrapped FSM 1000 flats (see 3.0) must be prepared with polywrap that meets, at a minimum, only property 2 (haze).

Property	Requirement	Test Method	Comment
1. Kinetic Coefficient of Friction, MD			Stainless steel finish must be in accordance with ASTM A 480/A 480M.
a. Film on Stainless Steel with No. 8 (Mirror) Finish	<0.28	ASTM D1894	
b. Film on Film	0.20 to 0.40	ASTM D1894	
2. Haze	<70	ASTM D1003	Address labels are an alternative to meeting this requirement.
3. Secant Modulus, 1% elongation			
a. TD, psi	>50,000	ASTM D882	
b. MD, psi	>40,000	ASTM D882	
4. Tensile Strength			
a. TD, psi	>2,000	ASTM D882	
b. MD, psi	>3,000	ASTM D882	
5. Density, g/cc	0.900 to 0.950	ASTM D1505	
6. Nominal Gauge, in	>0.001	ASTM D374	
7. Static Charge, kV	<2.0	ASTM D4470	Antistatic additives can regulate this charge.
8. Blocking, g	<15	ASTM D3354-96	

Wrap Instructions
Exhibit 4.1b

1. Wrap direction is the direction around the longer axis of the mailpiece so that the seam is on the addressed side of the mailpiece and oriented parallel to the longest direction. This seam must not cover any part of the address and barcode read areas.
2. Overhang around edges:
   a. For an AFSM 100 mailpiece, overhang (selvage) must not be more than 0.75 inch from the top of the mailpiece and 0.75 inch from the bottom of the mailpiece when the contents are centered inside the polywrap. Overhang (selvage) must not be more than 1.5 inches at the top of the mailpiece when the contents are totally positioned at the bottom of the polywrap. Overhang (selvage) on each side must not be more than 0.25 inch. The polywrap covering must not be so tight that it causes the mailpiece to bend.
   b. For an FSM 1000 mailpiece, overhang (selvage) must not be more than 0.75 inch from any edge when the mailpiece is centered inside the polywrap. Overhang (selvage) must not be more than 1.5 inches at the top of the mailpiece when the contents are totally positioned at the bottom of the polywrap and not more than 1.5 inches when the contents are totally positioned to the left or to the right side of the polywrap.

Polywrap Certification Process
4.2

The polywrap certification program requires plastic manufacturers to provide to the producer of the polywrapped flats an official ASTM certification of conformance verifying that their polywrap product meets the physical properties described in Exhibit 4.1a. Prior to the initial mailing with that polywrap product, the producer of the polywrapped pieces must submit to a mailpiece design analyst (MDA) the certificate of conformance verifying that the polywrap material meets the physical

property specifications in Exhibit 4.1a, for either the AFSM 100 mailpieces or the FSM 1000 mailpieces. The MDA will certify the polywrap product as either AFSM 100 or FSM 1000 approved automatable polywrap if the ASTM certification of conformance shows it meets the applicable specifications. The MDA who certifies the polywrap will provide written confirmation to the producer of the polywrapped flats and notify the applicable business mail entry unit of the certification.

Mailpiece Identification
4.3 Polywrapped flats must be endorsed to show that the polywrap has been approved by the USPS as automation compatible regardless of the placement of the address label. This requirement may be met by printing "USPS AFSM 100 Approved Polywrap" or "USPS 100 Approved Poly" or "USPS FSM 1000 Approved Polywrap" or "USPS 1000 Approved Poly," as applicable, on the address side of the piece(s), preferably below the postage area or in another visible location on the outside of the mailpiece. The polywrap marking may be printed directly onto the polywrap material. The polywrap marking must not interfere with the delivery address or the recognition of the barcode. A list of polywrap products approved by the Postal Service appears on the USPS Web site http://ribbs.usps.gov.

Suspension of Approval
4.4 Any mailing found to be improperly prepared will not be accepted at the automation rates for flats. The repeated submission of nonmachinable mailings is cause for exclusion from the polywrap flat automation rates for polywrap pieces.

AFSM 100 Polywrap
4.5 Mailpieces that meet the dimensions and the turning ability and deflection characteristics in 2.0 are able to be processed on the AFSM 100 and therefore must meet all of the polywrap requirements in Exhibit 4.1a.

FSM 1000 Polywrap
4.6 Polywrapped pieces that do not meet all of the dimensions and characteristics in 2.0 but that meet the dimensions in 3.0 and other criteria for FSM 1000 processing may be prepared in polywrap meeting only property 2 (haze). When the address label is placed on the outside of the polywrap, the haze requirement does not apply.

5.0 PROHIBITIONS

Protrusions
5.1 Clasps, strings, buttons, or like materials, or other protrusions that impede or damage mail processing equipment are prohibited.

Staples
5.2 Staples must not be substituted for tabs or wafer seals on pieces in automation rate mailings. As a binding method, staples may be placed in the fold or spine of a magazine or booklet-type or similar mailpiece if parallel with the bound edge, tightly and securely inserted, and not protruding to damage or interfere with mail processing equipment.

6.0 TABS, WAFER SEALS, TAPE, AND GLUE

General
6.1 Although not required, mailpieces may be prepared with tabs, wafer seals, cellophane tape, or permanent glue (continuous or spot) if these sealing devices do not interfere with the recognition of the barcode, rate marking, postage information, and delivery and return addresses. Cellophane tape may not be placed over the barcode or where any part of the barcode will be printed. Tabs or seals placed in the area on which any part of the barcode is printed must contain a paper face meeting the standards for background reflectance. Tabs, wafer seals, and tape must have a peel adhesion (shear strength) value of at least 15 ounces/inch at a speed of 12 inches/minute after application to a stainless steel plate; the test is to be conducted 10 minutes after the material is applied to the plate.

Short Covers
6.2 Flats may be prepared with a cover page or protective cover that is more than 3/4 inch from each edge if the cover page is secured with at least two tabs, wafer seals, or glue spots placed within 1 inch of the top and bottom edges of the cover page or protective cover.

7.0 UNIFORMITY

Surface
7.1 The exterior surface of a flat-size mailpiece must not have protuberances caused by prohibited closures; attachments (except as provided below); irregularly shaped or distributed contents; or untrimmed excess material from the envelope, wrapper, or sleeve.

Outside Attachment
7.2 An attachment to a flat-size mailpiece must be a single sheet, the same size as the cover. The attachment must be permanently, securely, and uniformly affixed to the front or back cover along a bound, folded, or otherwise closed edge. Pieces claimed at a Periodicals rate may bear attachments only if permitted by the applicable standards.

Contents
7.3 The contents of a flat-size mailpiece must be of approximately uniform thickness. Where applicable, the contents must also be of approximately the same size as the envelope, wrapper, or sleeve in which mailed. If the contents are of irregular thickness or significantly smaller than the envelope, wrapper, or sleeve in which mailed, those contents must be secured in place, if necessary, to prevent shifting within the wrapping during processing.

Regular Shape
7.4 Each flat-size mailpiece must have a smooth and regular shape, free of creases, folds, tears, or other irregularities not compatible with processing on automated equipment.

Booklet-Type Piece or Magazine
7.5 The contents of flat-size mailpieces prepared in sleeves or other wrappers must be sufficiently secure in the sleeve or wrapper to stay in place during processing. If material bearing the delivery address or barcode for the mailpiece is enclosed in a partial wrapper, that wrapper must be sufficiently secure to prevent the contents from shifting and obscuring the delivery address or barcode.

8.0 OUTSIDE LABELS AND STICKERS

Use
8.1 Permanent labels and stickers (i.e., those designed not to be removed or relocated) must be affixed directly to the outside of the mailpiece with permanent adhesive. A mailer may provide recipients with relocatable labels to place on the outside of response pieces sent back to the mailer. On pieces mailed at Periodicals rates, labels and stickers may be used only if permitted by the applicable standards.

Pressure-Sensitive Label
8.2 Any pressure-sensitive label or sticker affixed directly to a mailpiece before mailing must have a minimum peel adhesion to stainless steel of 8 ounces/inch. This standard does not apply to pressure-sensitive labels provided by the USPS to label packages to sortation levels.

“Sandwich” Label
8.3 A face stock/liner label (“sandwich” label) is a two-part unit with a face stock (top label) attached to a liner (bottom label) affixed to the mailpiece. The face stock must have a peel adhesion value of at least 2 ounces/inch with respect to the liner label and at least 8 ounces/inch when reapplied to stainless steel.

C800 Automation-Compatible Mail

C840 Barcoding Standards for Letters and Flats

Summary C840 describes POSTNET barcodes and defines the barcode location for letter-size and flat-size pieces. It also defines the dimensions, spacing, placement, and reflectance standards for barcodes.

1.0 GENERAL

POSTNET 1.1 POSTNET (Postal Numeric Encoding Technique) is the USPS-developed barcode method to encode ZIP Code information on mail that can be read for sorting by automated machines. A POSTNET barcode can represent a 5-digit ZIP Code (32 bars), a 9-digit ZIP+4 code (52 bars), or an 11-digit delivery point code (62 bars). The information content of the barcode is based on the combination of tall (full) bars and short (half) bars. A tall bar represents "1," and a short bar represents "0." When separated into groups of five, these bars sequentially represent each of the digits of the ZIP Code (or ZIP+4 code or delivery point code) for the delivery address, plus an additional digit designated as the *correction digit*. The correction digit is derived from adding the numbers in the ZIP Code (or ZIP+4 or delivery point code) and determining which single-digit number must be added to that sum to make the total a multiple of 10. The first and last bars of the barcode are *frame bars* and must always be full bars.

5-Digit Barcode 1.2 A 5-digit barcode is a single field of 32 bars consisting of a frame bar, a series of 25 bars that represent the correct 5-digit ZIP Code for the address on the piece, 5 bars that represent the correction digit, and a final frame bar.

ZIP+4 Barcode 1.3 A ZIP+4 barcode is a single field of 52 bars consisting of a frame bar, a series of 45 bars that represent the correct ZIP+4 code for the address on the piece, 5 bars that represent the correction digit, and a final frame bar.

Delivery Point Barcode 1.4 A delivery point barcode (DPBC) is formed by adding 10 bars (representing two additional digits) to the ZIP+4 barcode. The correct DPBC must be derived from a CASS-certified delivery point code address matching process. To obtain information on the rules for delivery point code calculation, contact the National Customer Support Center by calling (toll-free) 1-800-642-2914, or by writing to CASS/ZIP+4 Matching, National Customer Support Center (see G043 for address). The following unique codes are also valid DPBCs:

a. For a firm (unique) 5-digit ZIP Code, the correct DPBC represents the 5-digit ZIP Code: either the USPS-assigned -0001 or (if the customer assigns four-digit add-ons to internal separations) the correct four digits applicable to the point of delivery, followed by the last two digits of the primary street number, post office box number, or rural/highway contract route box number derived from the standardized address returned by the CASS-certified ZIP+4 or delivery point code address matching process.

b. For an individual (unique) ZIP+4 code assigned to a business customer, the correct DPBC represents the ZIP+4 code followed by the last two digits of the primary street number derived from the standardized address returned by the CASS-certified ZIP+4 or delivery point address matching process.

2.0 BARCODE LOCATION FOR LETTER-SIZE PIECE

Barcode Clear Zone
2.1 Each letter-size piece in an automation rate mailing or claimed at an Enhanced Carrier Route saturation or high density rate must have a barcode clear zone unless the piece bears a DPBC in the address block. The barcode clear zone and all printing and material in the clear zone must meet the reflectance standards in 5.0. The barcode clear zone is a rectangular area in the lower right corner of the address side of cards and letter-size pieces defined by these boundaries:

a. Left: 4-3/4 inches from the right edge of the piece.

b. Right: right edge of the piece.

c. Top: 5/8 inch from the bottom edge of the piece.

d. Bottom: bottom edge of the piece.

General Standards
2.2 Automation rate pieces and pieces claimed at an Enhanced Carrier Route saturation or high density rate that weigh 3 ounces or less may bear a DPBC either in the address block or in the barcode clear zone. Pieces that weigh more than 3 ounces must bear a DPBC in the address block.

Barcode on Mailpiece
2.3 Except as noted in 8.2 for 5-digit barcodes, if the barcode is printed directly on the mailpiece in the lower right corner, the entire barcode must be within the barcode read area defined by these limits:

a. Horizontally, the leftmost bar must be between 3-1/2 inches and 4-1/4 inches from the right edge of the piece.

b. Vertically, the barcode must be within the area between 3/16 inch and 7/16 inch from the bottom edge of the piece; the bottom of the bars must be 1/4 inch ±1/16 inch from the bottom edge of the piece.

Barcode on Insert
2.4 If the barcode is printed on an insert to appear through a window in the lower right corner of an envelope:

a. The envelope and window must meet the physical standards in 7.0.

b. The entire barcode must be within the barcode clear zone (but need not be completely within the barcode read area).

c. When the insert showing through the window is moved to any of its limits inside the envelope, the entire barcode must remain within the barcode clear zone, and a clear space must be maintained that is at least 1/8 inch between the barcode and the left and right edges of the window, at least 1/25 inch between the barcode and the top edge of the window, and at least 3/16 inch between the barcode and the bottom edge of the mailpiece.

Barcode in Address Block
2.5 When the barcode is included as part of the address block:

a. The barcode must be placed in one of these positions:

(1) Above the address line containing the recipient's name.
(2) Below the city, state, and ZIP Code line.
(3) Above or below the keyline information.
(4) Above or below the optional endorsement line.

b. The printing of the barcode is prohibited anywhere between the address line containing the recipient's name and the city, state, and ZIP Code line.

c. The minimum clearance between the barcode and any information line above or below it within the address block must be at least 1/25 inch, and the separation between the barcode and top line or bottom line of the address block must not exceed 5/8 inch. The clearance between the leftmost and rightmost bars and any adjacent printing must be at least 1/8 inch.

d. If a window envelope is used, the clearance between the leftmost and rightmost bars and any printing or window edge must be at least 1/8 inch, and the clearance between the barcode and the top and bottom window edges must be at least 1/25 inch. These clearances must be maintained during the insert's range of movement in the envelope. Address block windows on heavy letter mail (as defined in 2.2) *must* be covered; such windows *may* be covered on other mail. Covers for address block windows are subject to 7.3.

e. If an address label is used, a clear space of at least 1/8 inch must be left between the barcode and the left and right edges of the address label, and the clearance between the barcode and the top and bottom edges of the address label must be at least 1/25 inch.

f. The rightmost bar must be at least 1/2 inch from the right edge of the mailpiece, and the leftmost bar must be less than 10-1/2 inches from the right edge of the mailpiece and at least 1/2 inch from the left edge of the mailpiece; the top of each bar must be less than 4 inches from the bottom edge of the mailpiece; and the bottom line of the address block, including the barcode, must be at least 5/8 inch from the bottom of the mailpiece.

3.0 BARCODE APPLICATION—FLAT-SIZE PIECE

General Requirements
3.1 On any flat-size piece claimed at automation rates, the piece may bear one POSTNET barcode under 3.2 or may bear two POSTNET barcodes under 3.3. Other mailer-applied non-POSTNET barcodes may appear on the address side of the piece if the barcode format is not detectable or confusing to automated postal equipment.

Applying One POSTNET Barcode
3.2 On any flat-size mailpiece claimed at an automation rate, the barcode may be anywhere on the address side as long as it is at least 1/8 inch from any edge of the piece. For FSM 1000 mailpieces, the preferred location of the barcode is at least 2 inches from the edge of the dimension that is the length for that type of automation piece (the longest edge or, for pieces with a folded or bound edge, the folded or bound edge). The portion of the surface of the piece on which the barcode is printed must meet the barcode dimensions and spacing requirements in 4.0 and the reflectance standards in 5.0. Address block barcodes are subject to the standards in 2.5a through 2.5e.

Applying a Second POSTNET Barcode
3.3 At the mailer's option, a second POSTNET barcode may be applied to the piece only if the first POSTNET barcode on the piece is an address block barcode prepared under 3.2 that is not CASS-certified. In addition, the second barcode must meet the following requirements:

a. It must be must be a delivery point barcode (DPBC).

b. The preferred placement is the lower right corner of the mailpiece parallel to and in the same direction as the delivery address.

c. It must be placed at least 1 inch below the return address.

d. The space between the two POSTNET barcodes must be greater than 1 inch.

4.0 BARCODE DIMENSIONS AND SPACING

Barcodes are subject to these standards for bar dimensions and spacing. Extraneous ink or ink voids must not cause any bar to fail to meet these standards:

a. A full bar must be 0.125 ±0.010 inch high.

b. A half bar must be 0.050 ±0.010 inch high.

c. All bars must be 0.020 ±0.005 inch wide.

d. Measured over any 1/2 inch, horizontal spacing of the bars must be 22 ±2 bars per inch, and pitch (a bar and a space) must average at least 0.0416 inch but no more than 0.05 inch. The clear vertical space between bars must not be less than 0.012 inch or more than 0.04 inch.

5.0 REFLECTANCE

Background Reflectance
5.1

A background reflectance of at least 50% in the red portion and 45% in the green portion of the optical spectrum must be produced in the following locations when measured with a USPS or USPS-licensed envelope reflectance meter:

a. The barcode clear zone of a card-size or a letter-size piece barcoded in the lower right corner.

b. The area surrounding the barcode (within 1/8 inch of the leftmost and rightmost bars and 1/25 inch above and below the barcode) of a card-size, letter-size, or flat-size piece barcoded in the address block and of a flat-size piece barcoded elsewhere.

Print Reflectance Difference
5.2

A print reflectance difference (PRD) of at least 30% in the red and green portions of the optical spectrum is required between the background material of the mailpiece and the barcode, when measured with a USPS or USPS-licensed envelope reflectance meter. (PRD equals the reflectance of the background minus the reflectance of the ink.)

Opacity
5.3

The material on which the barcode appears must have enough opacity to prevent printing from “showing through” to the extent that it interferes with postal equipment that reads the barcode. The PCR of print (other than the barcode) that shows through the barcode clear zone or the barcode area in the address block must not exceed 15% when measured in the red and green portions of the optical spectrum.

Dark Fibers and Background Patterns
5.4

Dark fibers or background patterns (e.g., checks) that produce a print contrast ratio of more than 15% when measured in the red and green portions of the optical spectrum are prohibited in these locations:

a. The area of the address block or the barcode clear zone where the barcode appears on a card-size or a letter-size piece mailed at automation rates or at Enhanced Carrier Route saturation or high density rates.

b. The area of the address block or the area of the mailpiece where the barcode appears on a flat-size piece in an automation rate mailing.

6.0 SKEW AND BASELINE SHIFT

Card-Size and Letter-Size Pieces
6.1

For a barcode on a card-size or a letter-size piece, the combined effects of positional skew (slant or tilt of the entire barcode baseline) and rotational skew (slant or tilt of the individual barcode bars) must be limited to a maximum rotation of the bars of ±5 degrees from a perpendicular to the bottom edge of the piece.

The individual bars of a barcode must not shift (be vertically offset) more than 0.015 inch from the average baseline of the barcode.

Flat-Size Piece
6.2 For a barcode on a flat-size piece, the maximum rotational skew (slant or tilt of the individual barcode bars) is ±10 degrees from a perpendicular to the baseline of the barcode; there is no positional skew requirement. The individual bars of a barcode must not shift (be vertically offset) more than 0.015 inch from the average baseline of the barcode.

7.0 LOWER RIGHT CORNER BARCODE WINDOW FOR LETTER-SIZE MAIL

Edges of Barcode Window
7.1 The edges of the barcode window must meet these criteria:

a. Left: at least 4-3/4 inches from the right edge of the envelope.

b. Right: at least 1/4 inch from the right edge of the envelope.

c. Top: at least 5/8 inch from the bottom of the envelope.

d. Bottom: form part of the bottom edge of the envelope.

Window Construction
7.2 A barcode window must extend fully to the bottom edge of the envelope, must be of wraparound construction, and must be covered subject to 7.3.

Window Cover
7.3 The window cover must be of a nontinted clear or transparent material (e.g., cellophane or polystyrene) that permits the barcode and its background, as viewed through the window material, to meet the reflectance standards in 5.0. The edges of the window cover must be securely glued to the envelope.

8.0 5-DIGIT AND ZIP+4 BARCODES

Permissibility
8.1 An automation rate letter-size piece may not bear a 5-digit or ZIP+4 barcode in the lower right corner (barcode clear zone); the piece may bear a 5-digit or ZIP+4 barcode in the address block only if a DPBC appears in the lower right corner. A Qualified Business Reply Mail piece and other barcoded letter-size Business Reply Mail must bear only a ZIP+4 barcode. The ZIP+4 barcode may appear in the address block when printed on an insert that appears through a window or on an address label affixed directly to the piece; or it may appear in the lower right corner either printed directly on the mailpiece or on an insert that appears through a window. An automation rate flat-size piece must not bear a 5-digit barcode.

Leftmost Bar
8.2 Any 5-digit barcode must be located as specified in 2.0, except that, if placed in the barcode clear zone, the leftmost bar of the barcode must be between 4-1/8 and 4-1/4 inches from the right edge of the mailpiece.

9.0 DPBC NUMERIC EQUIVALENT

In delivery point barcoded automation rate mailings only, the numbers corresponding to the POSTNET bars in a correct delivery point barcode (DPBC) may appear in the delivery address. If read from left to right, a correct DPBC numeric equivalent consists of five digits, a hyphen, and seven digits.

10.0 BARCODE SOFTWARE AND HARDWARE CERTIFICATION

Purpose
10.1 To help mailers evaluate the quality of their equipment producing barcodes, the USPS offers optional testing and certification to manufacturers of barcoding software and hardware. Certified barcoding equipment ensures that the equipment can produce dimensionally correct barcodes meeting postal specifications. Certification does not ensure that barcodes produced from that equipment can

meet the requirements for automation rates because many other variables in barcode production (e.g., ink color and quality, paper color and contrast, equipment operation and maintenance) affect the quality of the barcodes printed on mailpieces.

Testing Arrangements
10.2 Manufacturers who want their products tested and mailers who want information on available certified products should contact the National Customer Support Center (see G043 for address).

C800 Automation-Compatible Mail

C850 Barcoding Standards for Parcels

Summary C850 describes the technical standards for barcoded parcels. It defines parcel barcode characteristics, location, and content.

1.0 GENERAL

Basic Requirement
1.1 Every parcel eligible for a barcode discount must bear a properly prepared barcode that represents the correct ZIP Code information for the delivery address on the mailpiece plus the appropriate verifier character suffix or application identifier prefix characters as described in 1.0 through 4.0. The combination of appropriate ZIP Code and verifier or application identifier characters uniquely identifies the barcode as the postal routing code.

Permissible Barcode Symbologies
1.2 Until January 10, 2004, barcodes must be printed in one of the following symbologies: UCC/EAN Code 128, USS Code 128, USS Code I 2/5, and USS Code 39. Effective January 10, 2004, only the UCC/EAN Code 128 may be used.

Postal Routing Barcode Elements
1.3 Postal routing barcodes must contain the following elements:

a. UCC/EAN Code 128. For barcodes prepared using the UCC/EAN Code 128 symbology the postal routing barcode must consist of the leading Application Identifier (AI) of "420" followed by the ZIP Code for the address on the mailpiece. The ZIP Code for the address on the mailpiece may be either the 5-digit ZIP Code or the ZIP+4 code. The AI indicates the meaning of the barcode. The USPS has designated 420 as the AI for domestic postal routing barcodes (and 421 as the AI for international postal routing barcodes). UCC/EAN Code 128 barcodes must not include the trailing verifier character "9."

b. Other Permissible Symbologies. For the USS Code 128, USS Code I 2/5, and USS Code 39 symbologies, the postal routing barcode must consist of the 5-digit ZIP Code for the address on the mailpiece, followed by the 1-digit verifier character "9." Barcodes prepared under these symbologies must not include the prefix "420."

Use With Delivery Confirmation and Signature Confirmation Services
1.4 A mailer may qualify for the machinable parcel barcode discount and may apply Delivery Confirmation and Signature Confirmation barcodes in one of the following ways:

a. Separate Barcodes. Mailers may place both a postal routing code prepared under 1.0 through 4.0 and separate Delivery Confirmation or Signature Confirmation barcodes on the same mailpiece.

b. Single Concatenated Barcode. Mailers may print on the same mailpiece a single concatenated barcode that combines the postal routing code and Delivery Confirmation and/or Signature Confirmation information as follows:
   (1) Only the UCC/EAN Code 128 barcode symbology may be used.
   (2) The barcode must be prepared according to the barcode specifications for the UCC/EAN Code 128 in S918, S919, and Publication 91.

(3) The barcode must be prepared according to the data format requirements for concatenated barcodes in Publication 91, Appendix G, Table 25. This format contains the start code, function one code, the "420" application identifier, the 5-digit code of the delivery address on the mailpiece, the function one code, the "91" application identifier, the service type code, the customer ID, the sequential package ID, the MOD 10 check digit, the MOD 103 check digit, and the stop code. The MOD 10 check digit must be calculated using only the Delivery Confirmation barcode or Signature Confirmation barcode elements. The function one codes, the "420" application identifier, and the 5-digit code of the delivery address are not included in the MOD 10 check digit calculation.

(4) Instead of the requirements in 3.0 and 4.0, mailers must use the format, placement, and human-readable information requirements found in S918, S919, and Publication 91. The human-readable numeric representation of the concatenated barcode must show the "420" application identifier, the 5-digit code of the delivery address, the "91" application identifier, the service type code, customer ID, sequential package ID, and MOD 10 check digit. The human-readable information also must include the "USPS Delivery Confirmation" or "USPS Signature Confirmation" text and identification bars.

(5) In addition to the human readable requirements in S918, S919, and Publication 91, the word "ZIP" must be printed to the left of the barcode in 12 point or larger sans serif type. A clear zone between the end of the word "ZIP" and the beginning of the barcode must be maintained. The clear zone must be no less than 10 times the average narrow bar or space element width and no more than 1/2 inch to the left of the barcode. A clear zone of 0.25 inch is recommended.

(6) If a mailpiece bears a concatenated barcode, then no other barcodes that appear on the mailpiece may contain the postal routing code structure (see 1.5).

(7) All barcode symbols must be printed on substrate material that preserves the optical specification as described in the AIM-USA Uniform Symbology Specification documents. Typically, white label stock commonly used for barcode generation is suitable, providing it is not glossy (causing mirror-like (specular) reflection) nor prone to smearing or smudging.

c. A single integrated barcode may be used by Delivery Confirmation electronic option mailers who choose to combine Delivery Confirmation or Signature Confirmation service with insurance. Mailers printing their own barcodes and using the electronic option must meet existing specifications in S918 or S919. Two required changes are:

(1) Change the text above the barcode to identify the service requested. Exhibits are included in Publication 91.

(2) Change the service type code in the barcode to identify the class of mail and/or type of special service combined with Delivery Confirmation. Additional information on the Service Type Code Matrix can be found in Publication 91.

Technical Specifications

1.5 UCC/EAN Code 128 barcodes must meet the technical specifications in UCC/EAN-128 Application Identifier Standard, which can be obtained from Uniform Code Council, Inc. (see G043), and the specifications in 2.0. USS Code I 2/5, USS Code 39, and USS Code 128 barcodes must meet the technical specifications in Uniform Symbology Specification (USS) documents USS-I 2/5,

USS-39, and USS-128, respectively, and the specifications in 2.0. The USS Code specifications are available from Automatic Identification Manufacturers (AIM) (see G043).

One Postal Routing Barcode
1.6 A mailer may include more than one barcode on a mailpiece provided there is only one barcode that is prepared under the postal routing code structure. That is, a mailpiece must contain only one barcode encoded with a 5-digit numeric code followed by the character "9" or encoded with "420" followed by a 5-digit or 9-digit numeric code.

2.0 BARCODE CHARACTERISTICS

Dimensions
2.1 The preferred range of widths of narrow bars and spaces is 0.015 inch to 0.017 inch. The width of the narrow bars or spaces must be at least 0.013 inch but no more than 0.021 inch. All bars must be at least 0.75 inch high. The wide/narrow bar width ratio for Code I 2/5 and Code 39 must be at least 2.5 to 1.

Reflectance
2.2 When measured in the red spectral range between 630 nanometers and 675 nanometers, the minimum white bar (space) reflectance (Rs) must be greater than 50%, and the maximum bar reflectance (Rb) must be less than 25%. The minimum print reflectance difference (Rs-Rb) is 40%. Reflectance must be measured with a USPS-specified reflectance meter or barcode verifier.

Quality
2.3 All barcodes in each mailing must measure American National Standards Institute (ANSI) grade C or above. At least 70% of the barcodes in each mailing must measure ANSI grade A or B. For all printing processes, it is strongly recommended that the symbols be tested to ensure that they meet specification requirements. Information concerning ANSI guidelines X3.182-1990 may be obtained from the American Standards Institute (see G043).

Substrate Material
2.4 All barcode symbols must be printed on substrate material that preserves the optical specification as described in the AIM-USA Uniform Symbology Specification documents. Typically, white label stock commonly used for barcode generation is suitable, providing it is not glossy (causing mirror-like (specular) reflection) nor prone to smearing or smudging.

3.0 BARCODE LOCATION

General Standards
3.1 The address and barcode must be on the side of the mailpiece with the largest surface area, except that the address and barcode must be on the top surface of the mailpiece when its shape requires specific orientation for stability during automated processing. The barcode should be placed immediately adjacent to the address and at least 1 inch from the edge of the mailpiece. The delivery address or barcode may be printed on an attachment or on an enclosure in a window envelope, subject to the reflectance standards in 2.2.

Barcode Clear Zone
3.2 The barcode must be located as specified in 3.1. No printing may appear in an area 1/8 inch above and below the barcode regardless of location. A minimum clear zone equal to 10 times the average measured narrow element (bars or space) width must be maintained to the left and right of the barcode.

4.0 HUMAN-READABLE BARCODE INFORMATION

If the barcode is printed on the same label as the mailing address and in close proximity to that address, the human-readable equivalent of the ZIP Code or ZIP+4 code encoded in the barcode may be omitted. If the barcode is printed on a

separate label from the mailing address, the human-readable equivalent of the 5-digit ZIP Code or ZIP+4 code encoded in the barcode (i.e., omitting the existing "420" Application Identifier for UCC/EAN 128 and omitting the existing "9" verifier character for the other three barcode symbologies) must be printed between 1/8 inch and 1/2 inch below the barcode preceded by the word "ZIP" in 10 point or larger bold sans serif type. In addition, the location of the word "ZIP" may be alternatively placed no less than 10 times the average narrow bar or space element width and no more than 1/2 inch to the left of the barcode, in 12 point or larger bold sans serif type.

Deposit, Collection, and Delivery

DMM Issue 57 (6-30-02)

Contents

D000 Basic Information
- D010 Pickup Service
- D020 Plant Load
- D030 Recall of Mail
- D040 Delivery of Mail
  - D041 Customer Mail Receptacles
  - D042 Conditions of Delivery
- D070 Drop Shipment
  - D071 Express Mail and Priority Mail
  - D072 Metered Mail

D100 First-Class Mail

D200 Periodicals
- D210 Basic Information
- D230 Additional Entry

D500 Express Mail

D600 Standard Mail

D700 Package Services

D900 Other Delivery Services
- D910 Post Office Box Service
- D920 Caller Service
- D930 General Delivery and Firm Holdout

D000 Basic Information

D010 Pickup Service

Summary D010 describes what mail classes are available for pickup service and situations when pickup service is not available. It also covers additional standards for on-call and scheduled services.

1.0 BASIC STANDARDS

Availability
1.1 Pickup service is available from designated post offices for:

a. Express Mail.

b. Priority Mail.

c. Single-piece rate Parcel Post.

Special Services
1.2 Certified mail, Delivery Confirmation, and Signature Confirmation are the only special postal services that may be used with pieces that are picked up.

Volume
1.3 There are no limitations on the number of pieces that may be picked up. The USPS may defer pickup or make multiple pickups at no additional charge to the customer if the volume to be picked up exceeds available vehicle capacity. The USPS may establish plant load service if warranted.

Standards
1.4 Each piece of Express Mail, Priority Mail, or Parcel Post must meet all applicable eligibility and preparation standards. Material prepared for Express Mail or Priority Mail drop shipment must meet the applicable standards in M072.

Form 5541
1.5 When paying the fee, a customer must sign Form 5541. The USPS employee completes the information required on the form.

Collecting Other Mail
1.6 Incidental amounts of other postage-affixed, full-rate mail also may be collected when pickup service is provided.

Service Changes
1.7 The USPS may suspend or refuse pickup service due to exceptional or unsafe situations (e.g., hazardous weather or road conditions, facility emergencies on customer or USPS property, unforeseen employee or vehicle shortages, or unsafe or inadequate mailer facilities).

International Mail
1.8 Certain types of international mail that meet all eligibility and preparation standards required in the *International Mail Manual* may be collected when pickup service is provided.

2.0 POSTAGE AND FEES

Postage
2.1 The correct amount of postage must be affixed to each piece. *Exception:* Express Mail paid with a corporate account, Priority Mail or Parcel Post with a merchandise return service permit label (S923), and manifest mailings approved by Business Mailer Support (BMS) do not need to have postage affixed.

Fee Charged
2.2 Pickup fees are listed in R100, R500, and R700. The customer is charged the required fee:

a. Every time pickup service is provided, regardless of the number of pieces or combination of classes of mail.

b. For additional trips to pick up exceptional volume of which the serving post office was not notified.

Fee Not Charged
2.3 The customer is not charged the applicable fee for:

a. A scheduled pickup that is canceled as required.

b. An on-call pickup that is canceled before the USPS employee is dispatched for the pickup.

c. Express Mail, Priority Mail, or Parcel Post that is collected during a regular delivery stop or a scheduled stop to collect mail not subject to a pickup fee.

d. Priority Mail or Parcel Post using a merchandise return service label that indicates that the permit holder will pay for pickup service.

e. Priority Mail reshipment service (E120).

Fee Payment Method
2.4 The pickup fee must be paid by one of these methods:

a. Meter, precanceled, or adhesive stamps affixed to Form 5541.

b. Federal agency number or Express Mail Corporate Account Number written on Form 5541.

c. Check payable to the postmaster of the serving post office.

d. Advance deposit account used by the merchandise return service permit holder to pay other applicable postage and fees (S923).

e. Regular postage due account maintained by the mailer at the serving post office.

3.0 ON-CALL SERVICE

Availability
3.1 On-call pickup service is available only from designated post offices with city delivery.

Requesting a Pickup
3.2 A customer may obtain information about the availability of pickup service and schedule a pickup by calling 1-800-222-1811. Pickups are made within 2 hours of the request. A pickup can be made later than 2 hours after the request if the customer and the serving post office agree and service is not adversely affected. Depending on the time of the request and the delivery schedule of the serving post office, the pickup may be deferred to the next business day. When scheduling a pickup, the customer must indicate the quantity of mail to be picked up.

4.0 SCHEDULED SERVICE

Availability
4.1 Scheduled pickup service is available from post offices with city delivery and from other post offices where the customer's address is along the line of travel and within the regular delivery period of a rural route or highway contract route.

Service Agreement
4.2 A customer requesting scheduled pickup service must enter into a service agreement with the USPS. The agreement specifies the time, place, day or date, frequency of service, and approximate volume per pickup.

Service Hours
4.3 Scheduled pickup service may be requested during the regular business hours of the serving post office. Scheduled pickup service begins the day after the service agreement is finalized and continues until the customer cancels it.

Customer Changes
4.4 The customer must notify the serving post office at least 24 hours before a scheduled pickup if the pickup is to be canceled or the volume of mail to be picked

up is more than 20% higher than the volume specified in the service agreement. The customer may:

a. Amend the service agreement, effective 5 business days after the USPS receives the customer's written notice to the serving post office.

b. Terminate scheduled pickup service, effective 24 hours after the USPS receives the customer's written notice to the serving post office. The customer must pay all fees for pickup service provided before termination of service.

USPS Changes

4.5 The USPS may:

a. Change the service agreement, effective 5 business days after the customer receives written notice from the serving post office. The customer may appeal this notice to the district manager but must pay all fees for pickup service provided during the appeal period.

b. Terminate scheduled pickup service, effective 24 hours after the customer receives written notice from the serving post office. Termination must be based on the customer's failure to pay postage and fees or to meet the standards for pickup service or Express Mail, Priority Mail, or Parcel Post. The customer may appeal this notice to the district manager but must pay for all fees for pickup service provided during the appeal period.

D000 Basic Information

D020 Plant Load

Summary D020 describes plant load operations, how to apply for plant load privileges, and explains expedited plant load shipment.

1.0 BASIC INFORMATION

Purpose 1.1 In a plant load operation, the USPS receives mail at a mailer's plant and transports it to bypass handling otherwise required at one or more postal facilities. Plant loads are authorized if they benefit the USPS. The USPS selects the appropriate mode of transportation and determines responsibility as shown below.

Type	Who Arranges, Pays Transport	Responsibility	Postage Paid From	Additional Forms[a]
Collection[b]	USPS	USPS	Affixed/Mailer Plant	None
Pickup[c]	USPS With Fee	USPS	Affixed/Mailer Plant	None
Drop Shipment[d]	Mailer/USPS	USPS	Acceptance Post Office	None
Drop Shipment Metered Mail	Mailer	Mailer	Post Office of License	None/ Endorsement
Business Mail Entry Unit (BMEU)	Mailer	Mailer	BMEU Post Office	None
Destination Entry (drop shipment)	Mailer	Mailer	Entry Office	Form 8125
Periodicals Additional Entry	Mailer	Mailer	Entry Office	Form 3510
Periodicals Exceptional Dispatch	Mailer	Mailer	Entry Office	Statements
Periodicals Airport Mail Facility	Mailer	Mailer	Entry Office	Form 3510
Plant Load	USPS	USPS	Mailer Plant	None
Expedited Plant Load Shipment	Mailer	Mailer	Mailer Plant	Form 8017

a. Postage statements and other appropriate mailing documentation forms are required.
b. Collection applies to mail that is part of an approved collection service and may include Presorted First-Class Mail and all automation rate mail. It generally does not apply to mailings at bulk rates.
c. Express Mail, Priority Mail, and scheduled Parcel Post only.
d. Express Mail or Priority Mail service to expedite other class. Only at designated postal facilities; mailers must submit/present shipment to acceptance unit designated by postmaster (mailer transportation). USPS transports by Express Mail or Priority Mail from origin post office to destination post office of the shipment. If authorized, the shipment is accepted at mailer plant acceptance unit and transported from mailer plant with other mail on USPS transportation.

Service Objectives 1.2 The service objectives for the class of mail transported apply to the plant-loaded mail. Plant-loaded mail may have deferred service objectives if provided in the plant load agreement.

Service Not Provided 1.3 The USPS does not hold, store, or delay the dispatch of plant-loaded mail released to the USPS, except under the plant load agreement with the mailer. The USPS does not relocate trailers on the mailer's premises.

2.0 APPLICATION FOR PLANT LOAD PRIVILEGES

Application 2.1 To have mail plant-loaded, the mailer must complete Form 3815 and submit it to the postmaster of the post office serving the mailer's plant.

Approval
2.2 Generally, a plant load application is approved if transportation is available and cost savings to the USPS are shown. If the application is approved, the mailer must enter into a plant load agreement with the USPS.

Denial and Appeal
2.3 If the application is denied, the mailer may appeal through the local postmaster within 10 calendar days of the mailer's receipt of the denial notice to the vice president of area operations for the area in which the mailer's plant is located, giving the reasons why the application should be approved.

3.0 PLANT LOAD OPERATIONS

Mixed Mail Classes
3.1 A mailer may combine Periodicals, Standard Mail, and Package Services in a single vehicle if the mailings are physically separated, a postage statement is submitted for each mailing, and the service standards are met for each class of mail combined in the vehicle or trailer.

Compliance
3.2 The mailer must meet all relevant mailing standards and the terms of the plant load agreement. Destination loads must be prepared under M074 and as specified by the postmaster administering the plant load.

Reimbursement by Mailer
3.3 Under the plant load privileges and the terms of the plant load agreement, the mailer must reimburse the USPS for services it furnished while providing plant load service, including:

a. Detention charges when trailers furnished by the USPS are held up for some action or inaction of the mailer.

b. Costs for bobtailing, deadheading, or waiting/holding, if such charges are incurred by the USPS to provide plant load service for some action or inaction of the mailer.

4.0 EXPEDITED PLANT LOAD SHIPMENT

Definition
4.1 Under an expedited plant load shipment authorization, the USPS verifies and receives postage payment for mailable matter at the mailer's plant, after which the mailer transports the shipment (at the mailer's expense) to a destination postal facility.

Authorization
4.2 Only an authorized plant load mailer may prepare and transport expedited plant load shipments. Authorization is by written request to the postal official who authorized the plant load. The request must state, for each destination to which mail is to be transported, the material to be deposited as an expedited plant load shipment (e.g., the class, characteristics, and quantity), the frequency of mailing, and whether the request is for one or for a series of mailings. The mailer must meet all conditions in the authorization, if approved.

Liability
4.3 The mailer assumes all liability and responsibility for any loss or damage to the shipment before it is deposited in and accepted at a postal facility, whether a third party is used to transport the shipment. The USPS is not liable or responsible for any loss of or damage to an expedited plant load shipment before it is deposited in and accepted at a postal facility.

Postage Refund
4.4 The USPS does not refund postage for any failure to provide service caused in whole or in part by any event that occurs before the shipment is deposited in and accepted at a postal facility, except under the applicable standards for refunds.

D000 Basic Information

D030 Recall of Mail

Summary D030 describes who may recall mail and how to request withdrawal and disposal of mail with and without a scheduled delivery date.

1.0 WHO MAY RECALL MAIL

Sender
1.1 Mail deposited in a collection box or at a post office may be recalled, with proper identification, by the sender or the sender's representative. Form 1509 must be submitted to the postmaster at the office of mailing.

Federal Agency
1.2 A federal agency may recall any mailpiece sent as official mail by submitting to any post office a Mailgram or an Express Mail letter identifying the piece. This provision excepts a federal agency only from the requirement to file recall orders at the office of mailing and does not authorize an agency to recall mail that it did not send.

Expenses and Postage
1.3 The mailer must pay all expenses of recalling mail (including return postage for other than First-Class Mail). If mail recalled before dispatch is again presented for mailing, the original stamps are accepted for postage at face value. This provision does not apply to stamps paying for registry, insurance, or COD fees.

Registered Mail
1.4 For recalled registered mail, the sender must write or stamp "Withdrawn Before Dispatch" on the customer's copy of the registered mail receipt, sign it, and surrender it. The same words must be written or stamped on the face of the article.

2.0 MAILER REQUEST FOR WITHDRAWAL AND DISPOSAL OF MAIL

Mail Without Scheduled Delivery Date
2.1 The mailer may request the USPS to withdraw and dispose of mail without a scheduled delivery date before its delivery if:

a. The mailing contains at least 200 pieces.

b. The mailer gives the USPS a written and signed request, describing the mail by size, color, weight, identifying markings, number of pieces, class of mail, and type of postage payment. The request must include the authorization to withdraw and dispose of the mail.

c. The mailer sends the request to the postmaster of the accepting post office (if the mailing has been deposited but not accepted) or to the postmaster of each destination office (if the mailing has been accepted).

Mail With Scheduled Delivery Date
2.2 The mailer may request the USPS to withdraw and dispose of mail with a scheduled delivery date (time-dated) before its delivery if:

a. The mailing contains at least 200 pieces.

b. The mailer entered the mailing early enough so that delivery can be expected on or before the scheduled delivery date.

c. The mailer sends the request to the postmaster of the accepting post office (if the mailing has been deposited but not accepted) or, if the mailing has been accepted, the mailer either:

(1) Attaches a facing slip to each package of mail showing the company name, person to contact, telephone number (where collect calls are accepted), and the scheduled delivery date after which the mailer does not want the mail delivered. The mailer also authorizes the withdrawal but not the disposal of the mail.

(2) Sends a written request to the postmasters of destination post offices before depositing the mail, stating that time-dated mail is to be received at their offices and describing the mail by size, color, weight, identifying markings, number of pieces, class of mail, and type of postage payment. The mailer also authorizes the withdrawal and disposal of time-dated mail if received after the scheduled dates.

No Guarantee 2.3 The USPS does not guarantee success in preventing delivery of all pieces in a withdrawn mailing.

Mail Disposal 2.4 Disposal of mail at the mailer's request creates no obligation of the USPS to refund postage. The mailer must pay all expenses that the USPS incurred in disposing of the mail.

D000 Basic Information

D040 Delivery of Mail

D041 Customer Mail Receptacles

Summary D041 describes the standards for letterboxes or other receptacles for the deposit or receipt of mail. It also contains the standards for curbside mailboxes.

1.0 BASIC STANDARDS

Authorized Depository 1.1 Except as excluded by 1.2, every letterbox or other receptacle intended or used for the receipt or delivery of mail on any city delivery route, rural delivery route, highway contract route, or other mail route is designated an authorized depository for mail within the meaning of 18 USC 1702, 1705, 1708, and 1725.

Exclusions 1.2 Door slots and nonlockable bins or troughs used with apartment house mailboxes are *not* letterboxes within the meaning of 18 USC 1725 and are *not* private mail receptacles for the standards for mailable matter not bearing postage found in or on private mail receptacles. The post or other support is *not* part of the receptacle.

Use for Mail 1.3 Except under 2.11, the receptacles described in 1.1 may be used only for matter bearing postage. Other than as permitted by 2.10 or 2.11, no part of a mail receptacle may be used to deliver any matter not bearing postage, including items or matter placed upon, supported by, attached to, hung from, or inserted into a mail receptacle. Any mailable matter not bearing postage and found as described above is subject to the same postage as would be paid if it were carried by mail.

Clear Approach 1.4 Customers must keep the approach to their mailboxes clear of obstructions to allow safe access for delivery. If USPS employees are impeded in reaching a mail receptacle, the postmaster may withdraw delivery service.

2.0 CURBSIDE MAILBOXES

Manufacturer Specifications 2.1 Manufacturers of all mailboxes designed and made to be erected at the edge of a roadway or curbside of a street and to be served by a carrier from a vehicle on any city route, rural route, or highway contract route must obtain approval of their products under USPS Standard 7, *Mailboxes, City and Rural Curbside.* To receive these construction standards and drawings or other information about the manufacture of curbside mailboxes, write to USPS Engineering (see G043 for address).

Custom-Built Mailbox 2.2 The local postmaster may approve a curbside mailbox constructed by a customer who, for aesthetic or other reasons, does not want to use an approved manufactured box. The custom-built box must generally meet the same standards as approved manufactured boxes for flag, size, strength, and quality of construction.

Address Identification 2.3 Every curbside mailbox must bear the following address information:

a. A box number, if used, inscribed in contrasting color in neat letters and numerals at least 1 inch high on the side of the box visible to the carrier's regular approach, or on the door if boxes are grouped.

b. A house number if street names and house numbers have been assigned by local authorities, and the postmaster authorizes their use as a postal address. If the box is on a different street from the customer's residence, the street name and house number must be inscribed on the box.

Owner's Name
2.4 The mailbox may bear the owner's name.

Advertising
2.5 Any advertising on a mailbox or its support is prohibited.

Mailbox Post
2.6 The post or other support for a curbside mailbox must be neat and of adequate strength and size. The post may not represent effigies or caricatures that tend to disparage or ridicule any person. The box may be attached to a fixed or movable arm.

Location
2.7 Subject to state laws and regulations, a curbside mailbox must be placed to allow safe and convenient delivery by carriers without leaving their vehicles. The box must be on the right-hand side of the road in the direction of travel of the carriers on any new rural route or highway contract route, in all cases where traffic conditions are dangerous for the carriers to drive to the left to reach the box, or where their doing so would violate traffic laws and regulations.

More Than One Family
2.8 If more than one family wishes to share a mail receptacle, the following standards apply:

a. Route and Box Number Addressing. On rural and highway contract routes authorized to use a route and box numbering system (e.g., RR 1 BOX 155), up to five families may share a single mail receptacle and use a common route and box designation. A written notice of agreement, signed by the heads of the families or individuals who want to join in the use of such box, must be filed with the postmaster at the delivery office.

b. Conversion to Street Name and Number Addressing. When street name and numbering systems are adopted, those addresses reflect distinct customer locations and sequences. Rural and highway contract route customers who are assigned different primary addresses (e.g., 123 APPLE WAY vs. 136 APPLE WAY) should erect individual mail receptacles in locations recommended by their postmasters and begin using their new addresses. Customers having different primary addresses who wish to continue sharing a common receptacle must use the address of the receptacle's owner and the "care of" address format:

JOHN DOE
C/O ROBERT SMITH
123 APPLE WAY

Customers having a common primary address (e.g., 800 MAIN ST) but different secondary addresses (e.g., APT 101, APT 102, etc.) may continue to share a common receptacle if single-point delivery is authorized for the primary address. Secondary addresses should still be included in all correspondence.

Locked Box
2.9 A mailbox with a lock must have a slot that is large enough to accommodate the customer's normal daily mail volume. The USPS neither opens a locked box nor accepts a key for this purpose.

Delivery of Unstamped Newspapers
2.10 Generally, curbside mailboxes are to be used for mail only. However, publishers of newspapers regularly mailed as Periodicals may, on Sundays and national holidays only, place copies of the Sunday or holiday issues in the rural route and highway contract route boxes of subscribers if those copies are removed from the boxes before the next scheduled day of mail delivery.

Newspaper Receptacle
2.11

A receptacle for newspaper delivery by private carriers may be attached to the post of a curbside mailbox used by the USPS if the receptacle:

a. Does not touch the mailbox or use any part of the mailbox for support.

b. Does not interfere with the delivery of mail, obstruct the view of the mailbox flag, or present a hazard to carrier or vehicle.

c. Does not extend beyond the front of the mailbox when the box door is closed.

d. Does not display advertising, except the publication title.

D000 Basic Information

D040 Delivery of Mail

D042 Conditions of Delivery

Summary D042 describes how addressees may control delivery of their mail, the standards for returning refused mail, and specific conditions that apply to the delivery of Express Mail and accountable mail. It covers the standards for delivery to a commercial mail receiving agency, institutions, military post offices and city, rural, and highway contract delivery services.

1.0 BASIC STANDARDS

Delivery to Addressee 1.1 Addressees may control delivery of their mail. Without a contrary order, the mail is delivered as addressed. Mail addressed to several persons may be delivered to any one of them.

Refusal at Delivery 1.2 The addressee may refuse to accept a mailpiece when it is offered for delivery.

Refusal After Delivery 1.3 After delivery, an addressee may mark a mailpiece “Refused” and return it within a reasonable time, if the piece or any attachment is not opened. Mail that may not be refused and returned unopened under this provision may be returned to the sender only if it is enclosed in a new envelope or wrapper with a correct address and new postage. The following may not be refused and returned postage-free after delivery:

a. Pieces sent as registered, insured, certified, collect on delivery (COD), and return receipt for merchandise mail.

b. Response mail to the addressee’s sales promotion, solicitation, announcement, or other advertisement that was not refused when offered to the addressee.

Mail Withheld From Delivery 1.4 An addressee may request the postmaster, in writing, to withhold from delivery for a period not to exceed 2 years any foreign letter or printed matter with a specified name or address on the outside.

Addressee Identification 1.5 If a person claiming to be the addressee of certain mail is unknown to the delivery employee, the mail may be withheld pending identification of the claimant.

Remailing Returned Mail 1.6 Generally, a returned mailpiece that was undeliverable-as-addressed or refused by the addressee may not be remailed unless it is placed in a new envelope or wrapper with a correct address and new postage. A returned shortpaid mailpiece can have the necessary additional postage affixed to the original piece and does not have to be placed in a new envelope or wrapper.

Express Mail and Accountable Mail 1.7 The following specific conditions also apply to the delivery of Express Mail and accountable mail (registered, certified, insured for more than $50, or COD, as well as mail for which a return receipt or a return receipt for merchandise is requested or for which the sender has specified restricted delivery):

a. The recipient (addressee or addressee’s representative) may obtain the sender’s name and address and may look at the mailpiece while held by the USPS employee before accepting delivery and endorsing the delivery receipt.

b. The mailpiece may not be opened or given to the recipient before the recipient signs and legibly prints his or her name on the delivery receipt (and return receipt, if applicable) and returns the receipt(s) to the USPS employee.

c. Suitable identification can be required of the recipient (if not known to the USPS employee) before delivery of the mailpiece.

d. When delivery is not restricted at the sender's request, mail addressed to a person at a hotel, apartment house, etc., may be delivered to any person in a position to whom mail for that location is usually delivered.

e. USPS responsibility ends when the mailpiece is delivered to the recipient (or another party, subject to 1.7d and 2.0 through 8.0).

f. A notice is left for a mailpiece that cannot be delivered. If the piece is not called for or redelivery is not requested, the piece is returned to the sender after 15 days (5 days for Express Mail, 30 days for COD) unless the sender specifies fewer days on the piece.

g. A hand stamp approved by the postmaster may be used to provide the signature and name of the individual or organization receiving the mailpiece. In accordance with the electronic signature capture process, the hand stamp must be sized to fit within the Signature and Printed Name blocks on PS Form 3849, *Delivery Notice/Reminder/Receipt* (November 1999 or later version). The stamp must not overlap into the delivery office information section or the Delivery Address block of the form. To obtain approval for such a stamp, the company must submit a written statement to the postmaster that the person whose name appears on the stamp is the person authorized to accept accountable mail, accompanied by a sample of the authorized employee's signature that can be verified against the signature on the stamp. After approval, the stamped signature and name are acceptable only if a clean, legible impression is provided within the Signature and Printed Name blocks on PS Form 3849. On mail addressed to a federal or state official, the stamp need show only the name and location of the accepting organization. In these cases, the stamp should fit within the Printed Name and Delivery Address block of PS Form 3849 (November 1999 or later version) but must not overlap into the Signature block or barcode sections.

2.0 DELIVERY TO ADDRESSEE'S AGENT

Basic Standard
2.1 Unless otherwise directed, an addressee's mail may be delivered to an employee, to a competent member of the addressee's family, or to any person authorized to represent the addressee. A person or several persons may designate another to receive their mail.

Minor
2.2 A minor's guardian may control delivery of mail addressed to the minor. If there is no guardian and the minor is unmarried, either parent may receive delivery of the minor's mail.

Incompetent Person
2.3 Mail may be delivered under the order of the guardian or conservator for a person legally declared incompetent. If there is no legal representative, the mail is delivered as addressed.

Deceased Person
2.4 Mail addressed to a deceased person may be received at the address of the deceased by anyone who would normally receive the addressee's mail at that address. The mail may also be forwarded to a different address, such as that of an appointed executor or administrator, if an order of request is filed at the post office.

CMRA
2.5 The procedures for establishing a commercial mail receiving agency (CMRA) are as follows:

a. An addressee may request mail delivery to a CMRA. The CMRA accepts delivery of the mail and holds it for pickup or re-mails it to the addressee, prepaid with new postage.

b. Each CMRA must register with the post office responsible for delivery to the CMRA. Any person who establishes, owns, or manages a CMRA must provide Form 1583-A to the postmaster (or designee) responsible for the delivery address. The CMRA owner or manager must complete all entries and sign the Form 1583-A. The CMRA owner or manager must furnish two items of valid identification; one item must contain a photograph of the CMRA owner or manager. Social Security cards or credit cards and birth certificates are unacceptable as identification. The following are acceptable identification:

(1) Valid driver's license or state non-driver's identification card.
(2) Armed forces, government, university, or recognized corporate identification card.
(3) Passport, alien registration card, or certificate of naturalization.
(4) Current lease, mortgage, or deed of trust.
(5) Voter or vehicle registration card.
(6) Home or vehicle insurance policy.

The identification presented must be current. It must contain sufficient information to confirm that the applicant is who he or she claims to be and is traceable to the bearer. The postmaster (or designee) may retain a photocopy of the identification for verification purposes and must list and record sufficient information to identify the two types of identification on Form 1583-A (block 10). Furnishing false information on the application or refusing to give required information is reason for denying the application. When any information required on Form 1583-A changes, the CMRA owner or manager must file a revised application (write "revised" on the form) with the postmaster.

c. The postmaster (or designee) must verify the documentation to confirm that the CMRA owner or manager resides at the permanent home address shown on Form 1583-A; witness the signature of the CMRA owner or manager; and sign Form 1583-A. The postmaster must provide the CMRA with a copy of the DMM regulations relevant to the operation of a CMRA. The CMRA owner or manager must sign the Form 1583-A acknowledging receipt of the regulations. The postmaster must file the original of the completed Form 1583-A at the post office and provide the CMRA with a duplicate copy.

d. A CMRA is authorized to accept the following accountable mail from their customers for mailing at the post office: insured, COD, Express Mail, certified mail, Delivery Confirmation, and Signature Confirmation mail. The sender (CMRA customer) must present accountable mail items not listed to the post office for mailing.

Delivery to CMRA
2.6 Procedures for delivery to a CMRA are as follows:

a. Mail delivery to a CMRA requires that the CMRA owner or manager and each addressee complete and sign Form 1583. Spouses may complete and sign one Form 1583. Each spouse must furnish two items of valid identification. If any information that is required on Form 1583 is different for either spouse it must be entered in the appropriate box. A parent or guardian may receive delivery of a minor's mail by listing the name(s) and age(s) of each minor on Form 1583 (block 12). The CMRA owner or manager, authorized employee, or a notary public must witness the signature of the

addressee. The addressee must complete all entries on Form 1583. The CMRA owner or manager must verify the documentation to confirm that the addressee resides or conducts business at the permanent address shown on Form 1583. The address is verified if there is no discrepancy between information on the application and the identification presented. If the information on the application does not match the identification, the applicant must substantiate to the CMRA that the applicant resides or conducts business at the address shown. A document from a governmental entity or recognized financial institution or a utility bill with the applicant's name and current permanent address may be used for such purpose. If the applicant is unable to substantiate the address, the CMRA must deny the application. Furnishing false information on the application or refusing to give required information is reason for withholding the addressee's mail from delivery to the agent and returning it to the sender. When any information required on Form 1583 changes, the addressee must file a revised application (write "revised" on the form) with the CMRA. The addressee must furnish two items of valid identification; one item must contain a photograph of the addressee. Social Security cards or credit cards and birth certificates are unacceptable as identification. The following are acceptable identification:

(1) Valid driver's license or state non-driver's identification card.
(2) Armed forces, government, university, or recognized corporate identification card.
(3) Passport, alien registration card, or certificate of naturalization.
(4) Current lease, mortgage, or deed of trust.
(5) Voter or vehicle registration card.
(6) Home or vehicle insurance policy.

The identification presented must be current. It must contain sufficient information to confirm that the applicant is who he or she claims to be and is traceable to the bearer. The CMRA owner or manager may retain a photocopy of the identification for verification purposes. The CMRA owner or manager must list and record sufficient information to identify the two types of identification on Form 1583 (block 8) and write the complete CMRA delivery address used to deliver mail to the addressee on Form 1583 (block 3).

b. A CMRA must not modify or alter Form 1583 or Form 1583-A. Modified or altered forms are invalid and the addressee's mail must be returned to sender in accordance with Postal Service regulations.

c. The CMRA must provide the original of completed Forms 1583 to the postmaster. This includes revised Forms 1583 submitted by an addressee based on information changes to the original Form 1583 (write "revised" on form). The CMRA must maintain duplicate copies of completed Forms 1583 on file at the CMRA business location. The Forms 1583 must be available at all times for examination by postal representatives and postal inspectors. The postmaster must file the original Forms 1583 first by CMRA and then alphabetically by the addressee's last name at the station, branch, or post office. The postmaster files the original Forms 1583 without verifying the address of residence or firm shown on Forms 1583. The postmaster is required to verify only when the postmaster receives a request by the Postal Inspector in Charge, or when there is reason to believe that the addressee's mail may be, or is being, used for unlawful purposes.

d. When the agency relationship between the CMRA and the addressee terminates, the CMRA must write the date of termination on its duplicate copy of Form 1583. The CMRA must notify the post office of termination dates through the quarterly updates (due January 15th, April 15th, July 15th, and October 15th) of the alphabetical list of customers cross-referenced to the CMRA addressee delivery designations. The alphabetical list must contain all new customers, current customers, and those customers who terminated within the past 6 months, including the date of termination. The CMRA must retain the endorsed duplicate copies of Forms 1583 for at least 6 months after the termination date. Forms 1583 filed at the CMRA business location must be available at all times for examination by postal representatives.

e. A CMRA must represent its delivery address designation for the intended addressees by the use of "PMB" (private mailbox) or the alternative "#" sign. Mailpieces must bear a delivery address that contains at least the following elements, in this order:

Preferred Format:

(1) Line 1: Intended addressee's name or other identification. *Examples: JOE DOE or ABC CO.*
(2) Line 2: "PMB" and number or the alternative "#" (pound sign) and number. *Examples: PMB 234 or #234.*
(3) Line 3: Street number and name or post office box number or rural route designation and number. *Examples: 10 MAIN ST STE 11 or PO BOX 34 or RR 1 BOX 12*.
(4) Line 4: City, state, and ZIP Code (5-digit or ZIP+4). *Example: HERNDON VA 22071-2716.*

Alternate Format:

(1) Line 1: Intended addressee's name or other identification. *Examples: JOE DOE or ABC CO.*
(2) Line 2: Street number and name or post office box number and "PMB" and number or the alternative "#" (pound sign) and number. *Examples: 10 MAIN ST PMB 234 or #234 or PO BOX 34 PMB 234 or #234.*
(3) Line 3: City, state, and ZIP Code (5-digit or ZIP+4). *Example: HERNDON VA 22071-2716.*

Exception: When the CMRA's physical address contains a secondary address element (e.g., rural route box number, "suite," "#," or other term), the CMRA customer must use "PMB" in the three-line format, as follows:

JOE DOE
10 MAIN ST STE 11 PMB 234
HERNDON VA 22071-2716

and

JOE DOE
RR 12 BOX 512 PMB 234
HERNDON VA 22071-2716

It is not permissible to combine the secondary address element of the physical location of the CMRA address and the CMRA customer private mailbox number, e.g., 10 MAIN ST STE 11-234. The CMRA must write the complete CMRA delivery address used to deliver mail to each individual addressee or firm on the Form 1583 (block 3). The Postal Service may return mail without a proper address to the sender endorsed "Undeliverable as Addressed, Missing PMB or # Sign."

f. The CMRA must be in full compliance with 2.5 through 2.7 and other applicable postal requirements to receive delivery of mail from the post office.

g. The postmaster may, with the next higher level approval and notification to the Postal Inspector-In-Charge, suspend delivery to a CMRA that, after proper notification, fails to comply with 2.5 through 2.7 or other applicable postal requirements. The proper notification must be in writing outlining the specific violation(s) with a reasonable time to comply.

h. With the approval of suspension of delivery, the postmaster must provide the CMRA with written notification of the effective date and the reason(s). If the CMRA fails to comply by the effective date, return mail to the sender endorsed "Delivery Suspended to Commercial Mail Receiving Agency."

Addressee and CMRA Agreement
2.7

In delivery of the mail to the CMRA, the addressee and the CMRA agree that:

a. When the agency relationship between the CMRA and the addressee terminates, neither the addressee nor the CMRA will file a change-of-address order with the post office.

b. The CMRA must re-mail mail intended for the addressee (customer) for at least 6 months after the termination date of the agency relationship between the CMRA and addressee. Mail that is re-mailed by the CMRA requires new postage. This re-mailing obligation need not be fulfilled if the CMRA customer provides written instructions to the CMRA that the mail (or specific types of mail) not be re-mailed upon termination of the relationship. This instruction may be provided in an internal service agreement between the customer and CMRA or by a separate document. Written instructions from the customer regarding the handling of this mail must not stipulate that the CMRA refuse mail or return it to sender, or hold the mail during the 6-month re-mail period and return it to the post office, or redeposit mail in the mails without new postage. At the end of the 6-month re-mail period the CMRA may return to the post office only First-Class Mail, Priority Mail, Express Mail, accountable mail, or Parcel Post received for the former addressee (customer). The CMRA must return this mail to the post office the next business day after receipt with this endorsement: "Undeliverable, Commercial Mail Receiving Agency, No Authorization to Receive Mail for this Addressee." This mail is returned to the post office without new postage. The CMRA must not deposit return mail in a collection box. The CMRA must give the return mail to the letter carrier or return it to the post office responsible for delivery to the CMRA. Upon request, the agent must provide to the Postal Service all addresses to which the CMRA re-mails mail.

c. If mail is re-mailed by the CMRA to the address of a former customer during the 6-month re-mail period and returned by the Postal Service endorsed "Moved, Left No Address," then the CMRA may return that mail to the post office with the approval of the postmaster or station manager. The approval is subject to evidence that the mail was re-mailed with new postage to the former customer at the address provided when the relationship was terminated and/or the verified home or business permanent address provided on the customer's Form 1583. Upon approval, the CMRA may return to the post office only First-Class Mail, Priority Mail, Express Mail, accountable mail, and Parcel Post received for the former customer. The CMRA must return this mail to the post office the next business day after receipt without new postage.

d. The CMRA must provide to the postmaster a quarterly list (due January 15th, April 15th, July 15th, and October 15th) of its customers in alphabetical order cross-referenced to the CMRA addressee delivery designation. The alphabetical list must contain all new customers, current customers, and those customers who terminated within the past 6 months, including the date of termination.

e. A CMRA may not refuse delivery of mail if the mail is for an addressee who is a customer or former customer (within the past 6 months). The agreement between the addressee and the CMRA obligates the CMRA to receive all mail, except restricted delivery, for the addressee. The addressee may authorize the CMRA in writing on Form 1583 (block 5) to receive restricted delivery mail for the addressee.

f. If the CMRA has no Form 1583 on file for the intended addressee, the CMRA must return that mail to the post office responsible for delivery with this endorsement: "Undeliverable, Commercial Mail Receiving Agency, No Authorization to Receive Mail for this Addressee." This mail is returned to the post office without new postage. The CMRA must return misdelivered mail the next business day after receipt.

g. The CMRA must not deposit return mail in a collection box. The CMRA must give the return mail to the letter carrier or return it to the post office responsible for delivery to the CMRA.

Office Business Center Acting as a CMRA
2.8

The procedures for an office business center (OBC) or part of its operation acting as a CMRA for postal purposes are as follows:

a. An OBC is a business that operates primarily to provide private office facilities and other business support services to individuals or firms (customers). OBCs receive single-point delivery. OBC customers that receive mail at the OBC address will be considered CMRA customers for postal purposes under the standards set forth in 2.8b. Parties considered CMRA customers under this provision must comply with the standards set forth in 2.5 through 2.7. An OBC must register as a CMRA on Form 1583-A and comply with all other CMRA standards if one or more customers receiving mail through its address is considered a CMRA customer.

b. An OBC customer is considered to be a CMRA customer for postal purposes if its written agreement with the OBC provides for mail service only or mail and other business support services (without regard for occupancy or other services that the OBC might provide). Additionally, an OBC customer receiving mail at the OBC address is considered to be a CMRA customer for postal purposes if each of the following is true:
   (1) The customer's written agreement with the OBC does not provide for the full-time use of one or more of the private offices within the OBC facility.
   (2) The customer's written agreement with the OBC does not provide all of the following: (a) the use of one or more of the private offices within the facility for at least 16 hours per month at market rate for the location; (b) full-time receptionist service and live personal telephone answering service during normal business hours and voicemail service after hours; (c) a listing in the office directory in the building in which the OBC is located; (d) use of conference rooms and other business services on demand, such as secretarial services, word processing, administrative services, meeting planning, travel arrangements, and video conferencing.

c. Notwithstanding any other standards, a customer whose written agreement provides for mail services only or mail and other business support services will not be considered an OBC customer (without regard for occupancy or other services that an OBC may provide and bill for on demand).

d. The USPS may request from the OBC copies of written agreements or any other documents or information needed to determine compliance with these standards. Failure to provide requested documents or information might be basis for suspending delivery service to the OBC under the procedures set forth in 2.6.

3.0 JOINTLY ADDRESSED MAIL

Control
3.1 For mail that is jointly addressed (e.g., "Mr. and Mrs. John Doe," "John and Jim Doe"), neither party is entitled to control delivery of such mail over the objection of the other.

Spouses
3.2 For mail that is addressed to husbands or wives, neither party may control delivery of mail addressed to the other.

4.0 DELIVERY TO INDIVIDUAL AT ORGANIZATION

To Address
4.1 All mail addressed to a governmental or nongovernmental organization or to an individual by name or title at the address of the organization is delivered to the organization, as is similarly addressed mail for former officials, employees, contractors, agents, etc. If disagreement arises where any such mail should be delivered, it must be delivered under the order of the organization's president or equivalent official.

Not to Address
4.2 Mail addressed to a governmental or nongovernmental official by title or by organization name, but not to the address of the organization, is delivered to the organization if the organization so directs.

5.0 DELIVERY AT HOTELS, INSTITUTIONS, SCHOOLS, AND SIMILAR PLACES

Patient or Inmate
5.1 Mail addressed to a patient or inmate at an institution is delivered to the institution authorities. If the addressee is no longer at that address, the mail must be redirected to the current address, if known, or endorsed appropriately and returned by the institution to the post office.

Hotel or School
5.2 Mail addressed to a person at a hotel, school, or similar place is delivered to the hotel, school, etc. If the addressee is no longer at that address, the mail must be redirected to the current address, if known, or endorsed appropriately and returned by the institution to the post office.

Prisoner
5.3 Mail addressed to a prisoner is subject to the mail security standards in the *Administrative Support Manual.*

Registered Mail
5.4 Registered mail addressed to a person at a hotel or apartment house is delivered to the persons designated by the management of the hotel or apartment house in a written agreement with the USPS (Form 3801-A). If the sender restricts delivery of the registered mail, it may not be delivered to that designated person, unless the addressee authorized that person in writing to receive restricted-delivery mail.

6.0 CONFLICTING DELIVERY ORDERS

Delivery to Third Party 6.1 If persons make conflicting orders for delivery of the same mail, and they cannot agree among themselves who should receive the mail, the mail may be delivered to a named receiver or third party unanimously agreed to by the disputing parties.

Receiver in Dispute 6.2 If the disputing parties are unable to select a receiver, they must furnish the postmaster all available evidence on which they rely to exercise control over the disputed mail. The USPS may hold or return mail pending resolution of the dispute.

Court Order 6.3 Mail is delivered under a court order issued for mail claimed by different persons.

7.0 DELIVERY OF PARCELS

An uninsured parcel is not left in an unprotected place, such as a porch or stairway, unless the addressee has filed a written order or the mailer has endorsed the parcel "Carrier—Leave If No Response." The endorsement must appear directly below the return address as specified in M012.

8.0 MILITARY UNITS AND NAVAL VESSELS

Units Without MPOs 8.1 For units not operating military post offices (MPOs), mail addressed to officials by title and personnel of military organizations is delivered to unit mail clerks or mail orderlies if such individuals are designated on DD Form 285 to receive all mail addressed to that unit. Registered, numbered insured, certified, and restricted-delivery mail addressed to individuals by name may be delivered to the unit mail clerk or mail orderly only if the addressee so authorizes in a letter to the post office, on Form 3849 or Form 3801.

Units With MPOs 8.2 For units operating military post offices (MPOs), all mail is delivered to the military postal clerk, an assistant postal clerk, or postal finance clerk for the organization. Mail for other military organizations may be delivered to military postal clerks or military postal finance clerks for further delivery, when requested.

Identification 8.3 To obtain mail, unit mail clerks, mail orderlies, postal clerks, and assistant postal clerks must provide proper identification.

Receipts 8.4 Return receipts for registered, numbered insured, and certified mail must not be completed by anyone other than the addressee.

9.0 CITY DELIVERY SERVICE

Establishment 9.1 City delivery is provided according to USPS policies and procedures, the characteristics of the area to be served, and the methods needed to provide adequate service. Requests or petitions to establish, change, or extend city delivery service must be made to the local postmaster.

Hardship 9.2 Changes in the type of delivery authorized for a delivery point may be considered if service by existing methods imposes an extreme physical hardship on the customer.

Maintenance of Receptacles 9.3 Customers must provide authorized mail receptacles or door slots, except for mail receptacles authorized by the USPS to be owned and maintained by the USPS. The purchase, installation, maintenance, and replacement of mail receptacles used by customers for mail delivery are not the responsibility of the USPS.

However, the USPS may authorize neighborhood delivery and collection boxes and parcel lockers to be purchased, installed, maintained, or replaced by the USPS.

Businesses
9.4 Mail receptacles or door slots are not required at businesses and offices that are open and have someone on hand to receive the mail when the carrier calls.

Receptacle Lock
9.5 If a lock is used on a mail receptacle, the receptacle must have a slot large enough to accommodate the normal daily mail volume.

Door Slot
9.6 A door slot for mail must meet specific criteria:

a. The clear rectangular opening in the outside slot plate must be at least 1-1/2 inches wide and 7 inches long.

b. The slot must have a flap, hinged at the top if placed horizontally, or hinged on the side away from the hinge side of the door if placed vertically.

c. When an inside hood is used to provide greater privacy, the hooded portion must not be below the bottom line of the slot in the outside plate if placed horizontally, or beyond the side line of the slot in the outside plate nearest the hinge edge of the door if placed vertically.

d. The hood at its greatest projection must not be less than 2-1/16 inches beyond the inside face of the door.

e. The bottom of the slot must be at least 30 inches above the finished floor line.

Apartment Mail Receptacles
9.7 Apartment house mail receptacles must be approved by the USPS. The purchase, installation, maintenance, and replacement of mail receptacles, boxes, or parcel lockers are not the responsibility of the USPS except for neighborhood delivery and collection boxes and parcel lockers authorized by the USPS to be owned and maintained by the USPS. When apartment buildings are substantially renovated or remodeled to provide additional apartments, or a material change is made in the location of boxes, obsolete receptacles must be replaced by currently approved receptacles.

Mailbox Information
9.8 Information on the installation of receptacles, specifications for construction, and approval procedures for manufacturers is in Postal Operations Manual 632.

10.0 RURAL DELIVERY SERVICE

Establishment
10.1 Rural stations and branches are established, and rural delivery is provided, according to USPS policies and procedures, the characteristics of the area to be served, and the methods needed to provide adequate service. Requests or petitions to establish, change, or extend rural delivery service, signed by the heads of families wanting this service, must be given to the postmaster of the post office from which delivery service is desired, or from which the route operates, as applicable.

Exception
10.2 On the customer's written request, the postmaster may approve an exception to the currently authorized method of delivery, if the type of rural delivery authorized imposes an extreme physical hardship.

Parcel Delivery
10.3 An ordinary parcel too large to fit into a customer's mailbox is not left unless the customer has filed a written order with the postmaster relieving the USPS and carriers of all responsibility in case of loss or depredation of any such parcel left outside the box.

Contagious Disease 10.4
Mail is delivered to a customer's mailbox if a quarantined disease exists, provided that delivery can be made without exposure to contagion. No mail is collected from such box while the quarantine is in force.

Insufficient Postage/ Mailable Matter 10.5
Generally, mailable matter is collected from a rural mailbox if postage is fully prepaid or money equal to the required postage is left in the mailbox. Money in a rural box is left at the customer's risk. When postage or money is insufficient to cover postage, the mail is not collected, or if the sender cannot be identified, the mail is treated as unpaid mail. Mailable matter not bearing postage found in, placed on, attached to, supported by, or hanging from rural boxes is handled under the applicable standards.

Mailboxes 10.6
Rural mailboxes must meet the standards in D041 for installation, location, and use.

11.0 HIGHWAY CONTRACT DELIVERY SERVICE

Establishment 11.1
Highway contract routes are established, and delivery service on such routes is provided, according to USPS policies and procedures, the characteristics of the area to be served, and the methods needed to provide adequate service. Requests or petitions for new routes, or for extensions of service or changes in the line of travel or schedule of highway contract service must be directed to the USPS distribution networks office with supervision over the transportation of mail in the area involved.

Parcel Delivery 11.2
An ordinary parcel too large to fit into a customer's mailbox is not left unless the customer has filed a written order with the postmaster relieving the USPS and carriers of all responsibility in case of loss or depredation of any such parcel left outside the box.

Mail Collection 11.3
Generally, mailable matter is collected from a mailbox if postage is fully prepaid or money equal to the required postage is left in the mailbox. Money in a mailbox is left at the customer's risk. When postage or money is insufficient to cover postage, the mail is not collected, or if the sender cannot be identified, the mail is treated as unpaid mail. Mailable matter not bearing postage found in, placed on, attached to, supported by, or hanging from boxes is handled under the applicable standards.

Mailbox Location 11.4
Curbside mailboxes meeting the applicable standards in D041must be placed where they protect the mail and can be conveniently served by carriers without leaving their vehicles. These boxes must be on the right side of the road in the direction of travel when required by traffic conditions or when driving to the left to reach the boxes would violate traffic laws by the carrier.

D000 Basic Information

D070 Drop Shipment

D071 Express Mail and Priority Mail

Summary D071 describes drop shipment using Express Mail and Priority Mail. It explains where to deposit this mail and what times it may be accepted.

1.0 EXPRESS MAIL

Description
1.1 Express Mail drop shipment (Express Mail Custom Designed Service, Express Mail Next Day Service, or Express Mail Second Day Service) expedites movement of any other class of mail between domestic postal facilities. The drop shipment receives the Express Mail service selected from the origin post office to the destination post office of the shipment, where the enclosed mail is processed and provided the appropriate service from that post office to its destination.

Deposit Site
1.2 An Express Mail drop shipment must be made at a postal facility designated by the postmaster to accept both the class of mail enclosed and Express Mail. The shipment must be prepared under M072 and presented to the business mail entry unit (BMEU) of the origin post office.

Acceptance Time
1.3 An Express Mail drop shipment must be presented to the BMEU with enough time for acceptance, processing, and dispatch to the Express Mail unit before the cutoff time for Express Mail.

Special Services
1.4 No special services can be added to the Express Mail portion of the drop shipment.

2.0 PRIORITY MAIL

Description
2.1 Priority Mail drop shipment expedites movement of any other class or subclass of mail (except Express Mail) between domestic postal facilities. The drop shipment receives Priority Mail service from the origin post office to the destination post office of the shipment, where the enclosed mail is processed and provided the appropriate service from that post office to its destination.

Deposit Site
2.2 A Priority Mail drop shipment must be prepared under M072 and presented to the business mail entry unit (BMEU) authorized by the postmaster to accept the class of mail enclosed.

Acceptance Time
2.3 A Priority Mail drop shipment must be presented to the BMEU with enough time for acceptance, processing, and dispatch before the critical dispatch time for Priority Mail.

Special Services
2.4 No special services can be added to the Priority Mail portion of the drop shipment.

D000 Basic Information

D070 Drop Shipment

D072 Metered Mail

Summary D072 describes the application procedures for mailing metered mail. It presents four options for depositing and drop-shipping metered mail.

1.0 BASIC INFORMATION

General
1.1 A customer may affix postage using a postage meter (postage evidencing system) licensed at one post office (licensing post office) and deposit that mail at another post office (entry post office) only if prior authorization is obtained from the USPS under one of the procedures described below. Such authorization may be revoked under 2.6 when the USPS determines that information or circumstances supporting the original authorization may no longer be accurate, complete, or applicable. (P030 provides an exception to this standard for metered Express Mail, Priority Mail, and single-piece rate metered mail.) These general conditions apply:

a. The meter stamp or indicium must show the name of the licensing post office.

b. Metered mailpieces that bear meter impressions or other endorsements containing the wrong post office name, authorization number (as applicable), or other required information are not accepted.

c. A metered mail drop shipment must be deposited at the time and place and under any additional condition specified by the USPS.

Effect on Service
1.2 The USPS assumes no responsibility for the material presented until it is accepted into the mail. The USPS is not responsible for service delays when the mailer does not meet the applicable preparation or entry requirements. Entry of mail by drop shipment may adversely affect the USPS's ability to achieve the applicable service objectives.

Changes
1.3 A mailer authorized to drop ship metered mail must inform the approving official of all changes to the information originally provided as part of the application. When the USPS asks, the mailer must submit additional information supporting that authorization. Failure to provide this information is grounds to revoke the authorization.

2.0 AUTHORIZATION

Options 1 & 2
2.1 For authorization under Options 1 or 2 (see 3.0 or 4.0, respectively), the meter license holder must provide a written application to the district manager whose area includes the licensing post office.

Options 3 & 4
2.2 For authorization under Options 3 or 4 (see 5.0 or 6.0, respectively), the mailer/consolidator must provide a written application to the district manager in whose area the mailer/consolidator is located.

Application
2.3 The application must describe the classes of mail to be deposited, and the volume, processing category, frequency of mailing, and requested schedule of deposit of each. The application must also state how the mail to be entered meets applicable eligibility standards and must identify any third party preparing and presenting the mail. The application must be prepared on the mailer's letterhead stationery and signed by an authorized manager or representative. There is no USPS form for this

purpose. Additional information is required for applications submitted for Options 3 and 4.

Notification
2.4 The licensing postmaster notifies the applicant if the application is approved or denied.

Application Denial
2.5 A decision denying an application for operational reasons may be appealed within 15 days of its receipt to the area manager of processing and distribution. If denied because of noncompliance with applicable eligibility standards, the applicant may appeal the denial under G020.

Revocation
2.6 An authorization may be revoked:

a. When it is determined that the authorized entry no longer reduces postal handling or improves service, or is not in the best interests of the USPS.

b. For nonuse during any consecutive 12 months.

c. When used in operating any unlawful scheme or enterprise, or for any noncompliance with the regulations governing the use of postage meters.

USPS Authorities
2.7 Authorization is revoked by:

a. The district manager (if Option 1 or 2).

b. The RCSC manager (if Option 3 or 4).

c. The postmaster of the licensing post office (under any option) when it is used in operating any unlawful scheme or enterprise, or for any noncompliance with the regulations for postage meters.

Nonuse
2.8 If revocation is for nonuse, and the mailer shows that use is to resume within 90 days after the revocation notice, revocation may be deferred for a period not to exceed 90 days from the date of the original revocation notice.

Appeal
2.9 Written appeal of the revocation notice may be made within 15 days of its receipt, under G020.

3.0 OPTION 1: DEPOSIT AT P&DC/F

Metered mail of any class may be deposited at the local processing and distribution center/facility (P&DC/F) making initial originating distribution for mail deposited at the licensing post office, if this mail is prepared under the standards for the class and rate claimed and as specified in the drop shipment authorization. This preparation may extend beyond that which is required to qualify for the rate paid for the mail, and may require the mail to be configured and its deposit scheduled to enhance USPS handling. Failure to meet these standards may lead to revocation of the authorization.

4.0 OPTION 2: DEPOSIT AT ANOTHER POST OFFICE

Eligibility
4.1 Metered mail of any class may be deposited at a post office other than the licensing post office if such mail is prepared under the standards for the class and rate claimed and as specified in the drop shipment authorization. This preparation may extend beyond that which is required to qualify for the rate paid for the mail, and may require the mail to be configured and its deposit scheduled to enhance USPS handling. Failure to meet these standards may lead to revocation of the authorization.

Endorsement
4.2 The ad plate area in letterpress indicia must contain an endorsement with the city and state of the entry post office, the words “Drop Shipment Authorization” (or the

abbreviation “D/S AUTH”), and the unique authorization number issued by the district. If “D/S AUTH” is not used, the mailing office ZIP Code (3-digit ZIP Code prefix for uniquely coded cities, 5-digit ZIP Code of the acceptance facility for other locations) may be used in place of the city and state of mailing. The endorsement may be included in digital indicia or may be placed outside the indicium boundary. The application and the endorsement format must be approved before drop shipment mailings are presented for acceptance.

Examples

Full Endorsement—Mailing Office City and State

MAILED AT	
CHICAGO IL	DROP SHIPMENT
DROP SHIPMENT	AUTHORIZATION 48
AUTHORIZATION 12	MAILED AT YAKIMA WA

Full Endorsement—Mailing Office ZIP Code

MAILED AT 606	DROP SHIPMENT
DROP SHIPMENT	AUTHORIZATION 48
AUTHORIZATION 12	MAILED AT 98901

Abbreviated Format

CHICAGO IL	D/S AUTH 48
D/S AUTH 12	YAKIMA WA

Not Valid
4.3 Drop shipment endorsements authorized before March 19, 1989, are no longer valid.

Rate and Class Marking
4.4 The drop shipment endorsement placed in the ad plate area or within the indicium boundary may include the marking required by the standards for the rate claimed if that marking is placed directly below the drop ship endorsement and meets the standards in M012. The marking may also be provided separately directly below the indicium boundary if the marking meets the relevant size and legibility standards.

5.0 OPTION 3: CONSOLIDATED DROP SHIPMENT WITH ENDORSEMENT

General
5.1 Metered matter (bearing postage from meters licensed at different post offices) may be collected and deposited at another post office, subject to the conditions and limitations in 5.0.

Barcoded and Nonbarcoded Portions
5.2 The majority of the mail consolidated for entry under Option 3 must be prepared in a single mailing (with a single postage statement) in which all pieces, regardless of rate claimed, have the correct barcode (ZIP+4 for flats, delivery point for letters and cards) and are physically compatible with automated mail processing equipment. The entry post office may reject a mailing if all pieces do not have the correct barcode. A minor portion of the consolidated mail may be prepared as a second, separate mailing (with its own postage statement) in which the pieces do not bear the correct barcode (or are not compatible with automated processing equipment) but do meet the standards that apply to the rates claimed.

Service Objective
5.3 When a mailpiece is part of a consolidated mailing, the service objective that applies must be the same as or better than that which would have applied had the piece been entered at the licensing post office. As part of the application, documentation must be provided by the mailer to show compliance with this standard to USPS satisfaction. (Typical documentation lists the service objective

that applies to each licensing post office from whose area mail is to be consolidated and the standard that applies to that mail when it is entered under Option 3.)

Information
5.4 An application under Option 3 must be submitted by the mailer (i.e., the party to present the consolidated mailing to the USPS). In addition to the information detailed in 2.3, the application must identify the meter licensees whose mail is to be consolidated and the serial numbers of each licensee's meters.

Notice to Licensees
5.5 After receiving an authorization notice, the mailer must give written notice to each licensee whose mail is to be consolidated under the authorization. The mailer's notice must include a copy of the authorization, a full explanation of preparation requirements, and a reminder that consolidation of their mail can adversely affect service. The mailer must give copies of each licensee notice to the entry office and licensing office postmasters.

Additional Standards
5.6 Metered mail deposited under Option 3 must be prepared as specified by the USPS. This preparation may extend beyond that which is required to qualify for the rate paid for the mail, and may require the mail to be configured and its deposit scheduled to enhance USPS handling. Failure to meet these standards can lead to revocation of the authorization.

Endorsement
5.7 Each piece must be endorsed with the letters "DS," followed by a unique 2-digit drop shipment authorization number (issued by the district) and the words "MAILED AT," followed by the 3-digit ZIP Code prefix of the entry post office. The endorsement may also include a date, if it is the correct mailing date. (Including this date does not relieve the meter licensee from meeting the standards for correct dating of metered mail.) The endorsement must be printed immediately below the meter stamp or indicium or in the lower left corner of the piece, in 8-point or larger type, by computer-driven printer or another mechanical method providing a clear and legible endorsement. The district manager must approve the endorsement before drop shipment mailings may be made.

Examples

DSnn MAILED AT zzz—mm/dd/yy
MAILED AT zzz DSnn—mm/dd/yy
DSnn MAILED AT zzz
MAILED AT zzz DSnn

Note

nn—Unique authorized number issued by district.
zzz—3-digit ZIP Code prefix of entry office.
mm/dd/yy—Correct date of mailing, if used.

Placement
5.8 The drop shipment endorsement must not interfere with the barcode clear zone or any other marking.

Preparation
5.9 The preparation and documentation standards that apply to the rates claimed in the mailing remain unaffected by entry under Option 3.

Consolidation
5.10 Mail collected from licensees for mailing under Option 3 may not be further collected or consolidated by any other mailer or consolidator.

6.0 OPTION 4: CONSOLIDATED DROP SHIPMENT WITHOUT ENDORSEMENT

General
6.1 A mailer (the party presenting a consolidated mailing to the USPS) may apply to collect metered matter bearing postage from meters licensed at different post

offices and consolidate that matter for deposit at other entry post offices within that area, subject to the conditions and limitations in 6.0.

Barcoded and Nonbarcoded Portions
6.2 The majority of the mail consolidated for entry under Option 4 must be prepared in a single mailing (with a single postage statement) in which all pieces, regardless of rate claimed, have the correct barcode (ZIP+4 for flats, delivery point for letters and cards) and are physically compatible with automated mail processing equipment. The entry post office may reject a mailing if all pieces do not have the correct barcode. A minor portion of the consolidated mail may be prepared as a second, separate mailing (with its own postage statement) in which the pieces do not bear the correct barcode (or are not compatible with automated processing equipment) but do meet the standards that apply to the rates claimed.

Service Objective
6.3 When a mailpiece is part of a consolidated mailing, the service objective that applies must be the same as or better than that which would have applied had the piece been entered at the licensing post office. As part of the application, documentation must be provided by the mailer to show compliance with this standard to USPS satisfaction. (Typical documentation lists the service objective that applies to each pair of origin/destination 3-digit ZIP Codes in the consolidated mailing, both if entered at the licensing post office and if entered as authorized under Option 4.)

Information
6.4 An application under Option 4 must be submitted by the mailer (i.e., the party to present the consolidated mailing to the USPS). The information in 2.0 must be provided for each post office at which mail is to be entered under Option 4. The application must also detail: the meter licensees whose mail is to be consolidated and the serial numbers of each licensee's meters; the mailer's method of sortation, documentation, and quality control; and the mailer's procedures for ensuring that all pieces in the consolidated mailing are entered to meet or exceed the service objectives for the place of origin.

Notice to Licensees
6.5 After receiving the authorization notice, the mailer must give written notice to each licensee whose mail is to be consolidated under the authorization. The mailer's notice must include a copy of the authorization, a full explanation of preparation requirements, and a reminder that consolidation of their mail can adversely affect service. The mailer must give copies of each licensee notice to the entry office and licensing office postmasters.

Additional Standards
6.6 Metered mail deposited under Option 4 must be prepared in segments for entry at postal facilities according to schemes and schedules provided by the USPS. Further, each segment must be prepared for dispatch without additional postal processing or handling, and deposited at places and times specified by the USPS. The USPS may stipulate preparation beyond that required to qualify for the rate paid for the mail. Failure to meet these standards can lead to revocation of the authorization.

Transportation
6.7 The mailer must provide transportation for the consolidated mailing, unless the USPS provides plant load service.

Endorsement
6.8 A drop shipment endorsement is not required on pieces mailed under Option 4.

Preparation
6.9 The preparation and documentation standards that apply to the rates claimed in the mailing remain unaffected by entry under Option 4.

Consolidation 6.10 Mail collected from licensees for mailing under Option 4 may not be further collected or consolidated by any other mailer or consolidator.

Documentation 6.11 The mailer/consolidator must keep documentation supporting each consolidated mailing, including the volume collected from each meter licensee, for at least 1 year from the date of mailing, and make it available for postal inspection on request.

D100 First-Class Mail

Summary D100 describes the standards for depositing First-Class Mail (including Priority Mail). It also covers procedures to verify correct presort preparation, postage payment, and corrective action taken, if required.

1.0 SERVICE OBJECTIVES

All First-Class Mail receives expeditious handling and transportation. The USPS follows uniform guidelines for distributing and delivering mail but does not guarantee delivery within the specified time. Local postmasters can provide more information.

2.0 MAIL DEPOSIT

Single-Piece and Card Rates
2.1 Single-piece rate and card rate First-Class Mail and Priority Mail weighing less than 16 ounces may be deposited into any collection box, mail chute, or mail receptacle or at any place where mail is accepted if the full required postage is paid with adhesive stamps. Metered mail must be deposited in locations under the jurisdiction of the licensing post office, except as permitted under P030. Permit imprint mail must be presented at a post office under P040 or P900.

Presorted and Automation Rates
2.2 First-Class Mail paid at the Presorted rate or at any automation rate must be deposited at locations and times designated by the postmaster. Metered mail must be deposited in locations under the jurisdiction of the licensing post office except as permitted in P030. Permit imprint mail must be deposited under P040 and P900.

Zoned Rate Priority Mail
2.3 Unless restricted by 2.6, pickup service for Priority Mail is available under D010. Priority Mail paid with postage stamps and weighing 16 ounces or more must be presented at a post office retail counter or handed to a postal carrier as prescribed by 2.6. Metered mail must be deposited in locations under the jurisdiction of the licensing post office, except as permitted under P030. Permit imprint mail must be presented at a post office under P040 or P900.

Permit Imprint
2.4 The USPS does not collect presort mailings from a customer's facility if paid with a permit imprint and not covered by optional procedures.

Approved Collections
2.5 The USPS may collect Presorted First-Class Mail and automation rate First-Class Mail at a mailer's facility if part of an approved collection service for other classes of mail; space is available on the transportation required for those classes; and:

a. Acceptance and verification are done at the customer's facility; or

b. Postage is paid with permit imprint under an optional procedure; or

c. Postage is paid with meter or precanceled stamps.

Restriction
2.6 Priority Mail weighing 16 ounces or more must be presented at a post office retail counter if postage is paid with adhesive stamps. The sender may be required to provide identification before the mail is accepted by the USPS. Such mail may be presented by a sender known to the postal carrier at the sender's residence or place of business. Priority Mail weighing 16 ounces or more and not complying with the requirements of this section is returned to the sender for proper deposit.

3.0 PRESORT VERIFICATION

USPS Verification and Mailer Correction
3.1 Mailings are subject to USPS procedures to verify correct preparation and postage payment. The mailer is responsible for correcting irregularities found in the mailing. If, at the acceptance unit, a mailing is found not to qualify for a Presorted First-Class rate or an automation First-Class rate, the mailer must either take corrective action or pay the full single-piece rate. The return of such mailings to the mailer's facility for any reworking is the mailer's responsibility.

Corrective Action
3.2 If a mailer corrects the presort or preparation problems in a metered or precanceled stamped mailing that caused its disqualification when originally presented for acceptance, but cannot resubmit that mailing on the same day, the date shown in the meter or mailer's precancel postmark must be corrected. The mailer may either reenvelope each piece and reapply postage and request a postage refund under P014 or apply a legible ".00" meter impression that includes the correct mailing date.

Payment of Single-Piece Rate
3.3 A mailer who pays the single-piece First-Class rate rather than correcting errors in a mailing paid with meter or precanceled stamps must pay the difference in cash at the window and present the copy of the cash receipt to the acceptance point before the mail may be released for processing. A mailer who makes the same choice for a mailing paid with a permit imprint must correct the postage statement presented with the mailing to show that postage is to be paid at the higher rate.

D200 Periodicals

D210 Basic Information

Summary D210 describes service objectives and standards for mailing at the Periodicals rate. It also covers exceptional dispatch and deposit of Periodicals at airport mail facilities.

1.0 SERVICE OBJECTIVES

The USPS does not guarantee the delivery of Periodicals within a specified time. Publications authorized or pending authorization for Periodicals entry receive, where practicable, expeditious distribution, dispatch, transit handling, and delivery. Publications labeled "NEWS" receive newspaper treatment if published weekly or more often or if authorized such treatment as of March 1, 1984.

2.0 MAIL DEPOSIT

Only a publisher or registered news agent authorized Periodicals mailing privileges may mail at the Periodicals rates. The First-Class Mail, Standard Mail, or Package Services rate must be paid on all copies mailed by the public or by a printer to a publisher. The publisher or news agent must present mailings at the Periodicals rates only:

a. At post offices where original entry, additional entry, or exceptional dispatch is authorized.

b. At the times and places designated by the postmaster of the office of mailing.

3.0 EXCEPTIONAL DISPATCH

Purpose 3.1 The postmaster of an entry post office may authorize a publisher to deliver copies of a time-sensitive Periodicals publication, at the publisher's own expense and risk, by exceptional dispatch from the post office of original or additional entry to other post offices.

Intended Use 3.2 The provision for exceptional dispatch is intended for short-haul local distribution (zones 1 and 2) of publications with total circulation of no more than 25,000 and is not to be used to circumvent additional entry standards. Applications for exceptional dispatch for publications with over 25,000 total circulation may be considered on a case-by-case basis for possible waiver of the 25,000-circulation limit.

Prohibition 3.3 Exceptional dispatch may not be used for publications authorized to be mailed under the Centralized Postage Payment System or under the plant-verified drop shipment postage payment system.

Destination Rates 3.4 Copies of Periodicals publications deposited under exceptional dispatch may be eligible for and claimed at the destination sectional center facility (DSCF) or destination delivery unit (DDU) rates if the applicable standards in E250 are met.

Application 3.5 The publisher must file an application for exceptional dispatch at the office of original or additional entry where the postage is paid on the copies to be transported. The application must fully explain the proposed exceptional dispatch and include information on the mode of transportation and approximate time of arrival and the number of pieces qualifying for and mailed at the various presort level discount rates. If the number of pieces qualifying for and mailed at such rates

changes more than 2%, the publisher must file an amended application with the approving office. The application may be filed jointly with applications for original entry, reentry, or special rates, or filed separately. No form is provided for this application.

Approval 3.6 The postmaster who received the application approves it if the requested exceptional dispatch improves service and does not add to USPS costs.

Denial 3.7 Denial of an application for exceptional dispatch may be appealed to the RCSC serving the post office of the known office of publication. The RCSC manager issues the final decision.

4.0 DEPOSIT AT AMF

General 4.1 A publisher that airfreights copies of a Periodicals publication to an airport mail facility (AMF) must be authorized additional entry at the post office where the copies are presented for postal verification. Postage must be paid at that office unless an alternative postage payment method is authorized. Copies presented at an AMF may be eligible for the delivery unit rate, subject to the applicable standards.

Application 4.2 Authorization to enter airfreighted copies of a Periodicals publication at an AMF is obtained by filing an additional entry application. The distribution plan on Form 3510 must show the AMF as the entry point rather than the administering office (i.e., the post office responsible for the AMF). A publisher using plant-verified drop shipment must submit a copy of the distribution plan for the airfreighted copies to the administering office postmaster.

Reentry Fee 4.3 The required additional entry fee is not due if:

a. Form 3510 is submitted with either an initial application for Periodicals mailing privileges or an application for reentry at a new original entry office, and the AMF is under the jurisdiction of that original entry office.

b. The verifying office is already an authorized original or additional entry for the publication.

Publisher Responsibilities 4.4 For each mailing to be presented at the AMF, the publisher or agent is required:

a. To provide the administering office postmaster with a delivery schedule (including the publication title, volume, air carrier, flight number, and arrival schedule) before the first mailing under the authorization. A revised schedule must be provided when there are changes.

b. To arrange for delivery of the airfreighted copies of the publication to the AMF dock or other area specified by the postmaster.

c. To arrange for payment of postage and submission of required postage statements and documentation with the copies of the publication to the verifying post office.

d. To notify the designated AMF contact person when there are deviations from established transportation and delivery schedules.

D200 Periodicals

D230 Additional Entry

Summary D230 describes the eligibility and standards for depositing Periodicals at additional entry locations. This includes establishing a distribution plan, authorization, and required forms.

1.0 BASIC INFORMATION

Definition
1.1 The term additional entry office refers to a post office where a publisher is authorized by the USPS to present copies of a Periodicals publication for postal verification. An additional entry authorization must be in effect for each post office where copies of the Periodicals publications are presented for postal verification. The publisher must deposit money and file postage statements for copies presented at an additional entry office unless the USPS authorizes an alternative postage payment method (e.g., Centralized Postage Payment (CPP) System under P200). Except for publications authorized an alternative payment method, the verification post office is also the office where Periodicals postage is paid.

Eligibility
1.2 The additional entry office must be a post office. Publication 65, *National Five-Digit ZIP Code and Post Office Directory*, shows whether a particular postal facility is a post office.

Restrictions
1.3 An additional entry may be authorized only at a post office where transportation and mail processing resources are adequate. The USPS does not authorize an additional entry if the publisher's requested effective date would cause the USPS additional transportation costs in serving the affected entry office.

Same County
1.4 Additional entries may be authorized in the same county as the office of original entry. If the publication is eligible for In-County rates, the publisher must provide the original entry office postmaster with a duplicate of all postage statements on which those rates are claimed.

2.0 DISTRIBUTION PLAN

The publisher must establish a distribution plan for each additional entry to detail the volume and ZIP Code ranges to be presented. Revisions to a distribution plan must account for copies for any additional entry being modified or canceled. When applicable, the publisher must specify how the distribution plan is to vary during the year (e.g., periodic fluctuations or transfers of volume or mailing activity). Separate distribution plans are required if there are differences in the distribution of regular issues, special issues, or back issues.

3.0 AUTHORIZATION

Filing
3.1 The publisher is responsible for timely filing of all forms and supporting documentation to establish, modify, or cancel an additional entry.

Method
3.2 To establish or cancel an additional entry for the scheduled presentation of regular, special, or back issues or for unscheduled contingency use, the publisher must submit two copies of Form 3510 marked "Pending" to the postmaster of the original entry post office. A publisher authorized to mail under the Centralized Postage Payment (CPP) System has additional filing requirements.

Documentation
3.3 Two copies of the most recent issue of the publication must accompany the application. If applicable, these copies must either contain an amended identification statement or show how it is to be amended in a specific future issue.

Modifying Distribution
3.4 The publisher must file Form 3510 and pay the required fee to modify a distribution plan and cancel additional entry points no longer used.

Concurrent Application
3.5 The publisher may *concurrently* apply for:

a. Original entry and additional entry, although separate forms and fees are required for each.

b. Establishment, modification, and/or cancellation of more than one additional entry, by filing a single Form 3510 and paying a single fee, if all required information is supplied for each entry, and the effective dates for the additional entry actions cover no more than 30 calendar days.

Separate Application
3.6 The publisher must submit a *separate* Form 3510 (with the applicable fee) for:

a. Each additional entry action that cannot meet the standards of 3.5.

b. Each reentry request.

c. Any modification to the publication's distribution plan other than frequency of issuance or location of original entry.

Fee
3.7 The required additional entry fee must accompany an application for additional entry. One fee is charged regardless of the number of additional entries established. No additional fee is charged if the same Form 3510 is used to close or modify other additional entries, subject to the conditions stated above. The required reentry fee must accompany a Form 3510 that modifies or closes an additional entry. Only one fee is charged if the same Form 3510 is used to close or modify more than one additional entry, subject to the conditions stated above.

Submission Date
3.8 Timely adjustment of transportation without penalty to the USPS requires the publisher to submit requests for establishing, modifying, or canceling an additional entry at least 30 days before the requested effective date. A publisher authorized to mail under the Centralized Postage Payment (CPP) System has additional filing requirements.

Information
3.9 The USPS reserves the right to ask for more information about the application. The publisher's failure to give such information is sufficient grounds to deny the application.

Application Denial
3.10 Except for pending publications, the Memphis Nonprofit Service Center (NSC) rules on all applications requesting additional entry. If the application is denied, the denial takes effect 15 days from the publisher's receipt of the notice unless, within that time, the publisher files an appeal, through the Memphis NSC, with the Mail Preparation and Standards manager, USPS Headquarters, who issues the final agency decision.

4.0 USE OF ENTRY

Effective Date
4.1 Subject to the restrictions detailed above, the effective date for use of an additional entry authorization is that requested by the publisher. However, the USPS may defer that date until transportation or other resources are in place to support the action requested. If the deferral is due to contractual limitations, the publisher's

requested effective date may be approved if the publisher agrees to reimburse the USPS for any cost for modifying or canceling contracted transportation.

Unauthorized 4.2 An additional entry may not be used until authorized by the USPS. A publisher may not pay postage at another rate to present copies at an unauthorized additional entry.

Annual Use 4.3 Copies of a Periodicals publication must be presented at each additional entry (including contingency entries) at least once each calendar year.

Following Plan 4.4 Once an entry and its distribution plan are authorized, the publisher must ensure that copies are presented accordingly or as provided in 5.0 for limited temporary changes. Additional entry offices may not accept copies not included in the publisher's authorized distribution plan.

Mixed Loads 4.5 Advance appointments for deposit must be made for mixed loads of Periodicals and Standard Mail, handled operationally as Standard Mail.

Postage 4.6 Postage must be prepaid and available for all copies presented for verification at an additional entry office before their release.

5.0 MODIFICATION

Permanent Change 5.1 Except as provided below, the publisher may modify the use of an authorized entry post office only after submitting Form 3510 and receiving USPS approval.

Temporary Change 5.2 When a limited, temporary change affects only the distribution plans of two existing authorized entry post offices for one specific issue of a publication, the publisher must submit a letter detailing the specific issue, the dates and duration of mailing of the issue, the entry offices, and the volume and distribution area (ZIP Codes) affected by the modification. The postmaster of the original entry and additional entry offices affected for the issue of the publication involved and all distribution networks offices involved must receive the request at least 10 calendar days before the effective date of the change. See 4.1 above.

Misuse 5.3 Limited temporary changes must not be used instead of permanent alterations to authorized distribution plans.

6.0 CANCELLATION, REVOCATION, AND RESTORATION

Cancellation 6.1 When a distribution plan modification results in nonuse of an additional entry, that entry must be canceled as part of the additional entry action. If a publisher fails to file Form 3510 to cancel an authorized additional entry, the Manager, Memphis NSC will cancel the additional entry upon notification by the additional entry postmaster that no mailings have been made for an entire calendar year.

Revocation 6.2 The USPS may revoke an additional entry authorization when the publication is found ineligible for such authorization. The revocation is effective 15 days after the publisher receives notice, unless an appeal is filed through the Memphis NSC with the Mail Preparation and Standards manager, USPS Headquarters, who issues the final agency decision.

Restoration 6.3 To restore an additional entry authorization previously canceled or revoked, the publisher must submit Form 3510 and pay the required fee.

D500 Express Mail

Summary D500 describes service objectives and refund conditions for Express Mail.

1.0 SERVICE OBJECTIVES AND REFUND CONDITIONS

Express Mail Same Day Airport Service
1.1 For Express Mail Same Day Airport Service, the USPS refunds the postage for an item not available for customer pickup at destination by the time specified at acceptance, unless the delay was caused by one of the situations in 1.6.

Express Mail Custom Designed Service
1.2 For Express Mail Custom Designed Service, the USPS refunds the postage for an item not available for customer pickup at destination or not delivered to the addressee within 24 hours of mailing, unless the item was mailed under a service agreement that provides for delivery more than 24 hours after scheduled presentation at the point of origin or if the delay was caused by one of the situations in 1.6.

Express Mail Next Day and Second Day Services
1.3 For Express Mail Next Day Service, the USPS refunds the postage for an item not available for customer pickup at destination or for which delivery to the addressee was not attempted, subject to the standards for this service, unless the delay was caused by one of the situations in 1.6.

Express Mail Military Service
1.4 For Express Mail Military Service (EMMS), items presented at APO/FPO facilities before the published cut-off time are delivered the second day after acceptance. Items presented after the published cut-off time are delivered the third day after acceptance. For EMMS, the USPS refunds postage for an item not available for customer pickup at the APO/FPO of address or for which delivery to the addressee was not attempted domestically within the times specified by the standards for this service, unless the item was delayed by Customs; the item was destined for an APO/FPO that was closed on the intended day of delivery (delivery is attempted the next business day); or the delay was caused by one of the situations in 1.6.

Drop Shipment
1.5 The service guarantee for an Express Mail shipment using drop shipment procedures ends on receipt at the postal facility where the shipment is destined.

Postage Not Refunded
1.6 Postage refunds may not be available if delivery was attempted within the times required for the specific service, or if the delay of the item was caused by any of the following reasons:

a. Properly detained for law enforcement purpose; strike or work stoppage; delayed because of an incorrect ZIP Code or address; forwarding or return service was provided after the item was made available for claim; delay or cancellation of flights. Attempted delivery occurs under any of these situations when the delivery is physically attempted, but cannot be made; the shipment is available for delivery, but the addressee made a written request that the shipment be held for a specific day or days; the delivery employee discovers that the shipment is undeliverable as addressed before leaving on the delivery route.

b. As authorized by USPS Headquarters, when the delay was caused by governmental action beyond the control of the USPS or air carriers; war, insurrection, or civil disturbance; breakdown of a substantial portion of the USPS transportation network resulting from events or factors outside the control of the USPS; or acts of God.

2.0 MAIL DEPOSIT

Same Day Airport Service 2.1 Express Mail Same Day Airport Service items must be presented at a designated airport mail facility (AMF) retail counter. These items may not be collected, picked up, or dropped in a collection box.

Scheduled 2.2 Express Mail Custom Designed Service items must be deposited on a scheduled basis under the service agreement.

Next Day and Second Day Services 2.3 Express Mail Next Day and Second Day Service items:

a. If not prepaid, must be deposited at places and times designated by the postmaster, including post offices, branches, or stations. The "time and date of mailing" for these items is the time and date when the items are presented and accepted.

b. If prepaid, may be deposited in Express Mail collection boxes, handed to delivery and collection employees during their normal delivery and collection duties, or picked up by USPS pickup service. The "time and date of mailing" for items deposited in these ways is the time and date the items are brought to the Express Mail acceptance unit.

c. If manifested, will be accepted at the locations specified in the Express Mail Manifesting agreement.

Military 2.4 Express Mail Military Service items must be presented by the times authorized by the local postmaster.

3.0 EXPRESS MAIL RESHIP SERVICE

The USPS picks up shipments made up of mail addressed to post office boxes and dispatches it as a Custom Designed or Next Day Service shipment under a service agreement (on Form 5631) between the USPS and the mailer, subject to these standards:

a. Service frequency is scheduled.

b. For each pickup stop, the mailer is charged the applicable pickup fee no matter how many of the same mailer's post office boxes are checked in the same post office box unit at the same time.

c. Express Mail postage and fees are paid by Express Mail Corporate Account or federal agency "Postage and Fees Paid" indicia.

d. The mailer must keep a postage-due or business reply account at the postal facility where the post office box is located for any shortpaid or business reply mail. The service agreement must state that such an account exists.

e. Express Mail reship service is not available for registered, certified, COD, insured, or Express Mail items addressed to the post office box. The mailer must give instructions for redirecting such items on Form 1093.

f. The service agreement must: (1) list the Expedited Mail analyst at the originating office as the "Firm Representative"; (2) show the pickup time is when the USPS employee picks up the mail from the post office boxes and prepares it for dispatch as Express Mail.

g. Commencement and termination of service agreements are subject to the standards for Express Mail Custom Designed Service.

4.0 DELIVERY

Delivery of Express Mail is subject to D042.

D600 Standard Mail

Summary D600 describes standards regarding deposit and service objectives for Standard Mail.

1.0 SERVICE OBJECTIVES

The USPS does not guarantee the delivery of Standard Mail within a specified time. Standard Mail might receive deferred service. Local postmasters can provide more information.

2.0 MAIL DEPOSIT

General 2.1

Standard Mail must be presented at the post office where the permit or license is held and the presort mailing fee is paid. Mailings must be presented at the locations and times specified by the postmaster. Plant-verified drop shipment (PVDS) mailings must be presented for verification, acceptance, and entry under P950. Plant-loaded mailings must be presented, verified, accepted, and entered as specified by the plant load agreement and applicable standards. Metered Standard Mail may be deposited at other than the licensing post office only as permitted under D072. Nonprofit Standard Mail must be presented only at post offices where the organization producing the mailing has an approved nonprofit authorization (E670).

Separation of Mailings 2.2

Pieces at different rates (e.g., 3/5 and basic) may be combined in the same mailing as provided in M011. Separate mailings may be reported on the same postage statement if the pieces in the mailings are in the same processing category (C050), are part of the same mailing job, and are presented for verification at the same time.

D700 Package Services

Summary D700 describes standards regarding deposit and service objectives for Package Services.

1.0 SERVICE OBJECTIVES

The USPS does not guarantee the delivery of Package Services (Parcel Post (including Parcel Select), Bound Printed Matter, Media Mail, and Library Mail) within a specified time. Package Services might receive deferred service. The local post office can provide more information concerning delivery times within its area.

2.0 MAIL DEPOSIT

Single-Piece Rate Mailings
2.1 Single-piece rate Package Services mail must be deposited at a time and place specified by the postmaster or designee at the office of mailing. Metered mail may be deposited at other than the licensing post office only as permitted under D072. Permit imprint mail must be presented at the post office under P040 or P700.

Presorted, Carrier Route, Destination Entry, and Barcoded Discount Mailings
2.2 All presorted, carrier route, destination entry, and barcoded discount mailings must be presented for verification and acceptance at the post office where the permit or license is held. All such mailings must be deposited at locations and times specified by the postmaster or designee at the office that verifies and accepts the mailing. Plant-verified drop shipment (PVDS) mailings must be presented for verification, acceptance, and entry under P950. Plant-loaded mailings must be presented as specified by the applicable standards and the plant load agreement. Metered mail may be deposited at other than the licensing post office only as permitted under D072.

Zoned Rates
2.3 Pieces paid at zoned rates must be entered at the post office from which the applicable zoned rate postage is computed unless an exception is permitted under E710.

Drop Shipment Information
2.4 Essential information for entering drop shipment Package Services mailings at specific postal facilities can be found in the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see G043). There is a charge for the Drop Shipment Product.

D900 Other Delivery Services

D910 Post Office Box Service

Summary D910 describes post office box service and the use of this service. It explains the basis of fees, when fees are due, and when fees are refunded.

1.0 BASIC INFORMATION

Purpose
1.1 Post office box service is a premium service offered for a fee to any customer requiring more than free carrier delivery or general delivery and for no fee to customers who are not eligible for carrier delivery. The service allows a customer to obtain mail during the hours the box lobby is open or access is otherwise available. Post office box service is provided only through receptacles owned or operated by the Postal Service or its agents. Post office box service does not include alternate means of delivery established to replace, simplify, or extend carrier delivery service. A postmaster and a box customer may not make any agreement that contravenes the regulations on post office box service or its fees.

Definitions
1.2 The term *post office box* (or its address abbreviation *PO BOX*) designates this service in an address. The term *box customer* applies only to the person who signs the application as an individual or to the organization on whose behalf an individual signs the application.

Number Assignment
1.3 A number is assigned to each post office box. Mail intended for delivery through a box must show the assigned post office box number in the address immediately above the city, state, and ZIP Code.

Box Size
1.4 There are five box sizes. A facility might not have each size. A customer is assigned a box size based on the customer's needs and the availability of boxes. The postmaster may require a customer to use a larger size box if the customer's mail volume increases beyond the capacity of the present box.

Box Availability
1.5 When no box of the appropriate size is available, an application for box service may be handled, at the postmaster's discretion, in any one or more of the following ways: by referring the customer to another postal facility with available capacity; by placing the customer's name on a waiting list for box service; by providing general delivery service until an appropriate size box becomes available; by offering a smaller or larger box at its fee; or by offering caller service. Regardless of the box size applied for, customers must pay the correct fee for the service they receive.

Limitation on Service
1.6 The postmaster may require a box customer to use caller service under D920 based on the volume of mail received by the customer, the level of service requested by the customer, or the availability of boxes to meet demand. Existing box customers will not be allowed to use additional boxes at post offices having a waiting list for post office boxes. Not more than once per semiannual payment period, a customer who was required to use caller service based on the volume of mail may submit a written request to the postmaster for a new determination of whether sufficient volume remains to require caller service.

Service Period
1.7 Post office box service is provided in 6-month increments.

Fees 1.8 Post office box fees for each 6-month period are listed in R900. Each box customer is charged a refundable deposit for post office box keys. Customers also are charged fees for duplicate and replacement post office box keys and for initiating lock changes on post office boxes.

2.0 SERVICE

Application 2.1 Procedures for applying for post office box service are as follows:

a. The applicant must complete all required items on Form 1093, *Application for Post Office Box or Caller Service,* and submit it to any postal facility that provides window service to the public. The facility need not be the one where box service is desired. Furnishing false information on the application or refusing to furnish required information may be sufficient reason for denial of the application or discontinuance of service.

b. Spouses may complete and sign one Form 1093. Each spouse must present two items of valid identification. A parent or guardian may receive delivery of a minor's mail by listing the name(s) and age(s) of each minor on Form 1093. Other adult persons who receive mail in the post office box of an individual box customer must be listed on Form 1093 and must present two items of valid identification to the post office.

c. Employees or members who receive mail in the post office box of an organization box customer must be listed on Form 1093. Each person must have verifiable identification and, upon request, present this identification to the Postal Service.

d. When any information required on Form 1093 changes, the box customer must update the application on file at the post office.

Verification 2.2 An application for post office box service may not be approved until the applicant's identity and current permanent physical address where he or she resides or conducts business is verified. Verification criteria are as follows:

a. At the time of application, applicants must present two items of valid identification; one item must contain a photograph of the applicant. Social Security cards or credit cards and birth certificates are unacceptable as identification. The following are acceptable identification:
   (1) Valid driver's license or state non-driver's identification card.
   (2) Armed forces, government, university, or recognized corporate identification card.
   (3) Passport, alien registration card, or certificate of naturalization.
   (4) Current lease, mortgage, or deed of trust.
   (5) Voter or vehicle registration card.
   (6) Home or vehicle insurance policy.

b. The identification presented must be current. It must contain sufficient information to confirm that the applicant is who he or she claims to be and must be traceable to the bearer.

Transferring Service 2.3 Post office box service may be transferred, without payment of an additional fee, to any box of the same size and fee group at a different facility of the same post office. To transfer service, the box customer must submit a new application either to the facility where service is currently provided or to the facility where service is desired. A box customer may transfer service no more than once in any semiannual payment period and must submit a completed Form 3575 at the time of transfer.

Minor
2.4 Post office box service may be provided to a minor (a person under 18 years of age) unless the minor's parent or guardian submits a written objection to the appropriate postmaster.

3.0 CONDITIONS OF USE

Mail Receipt
3.1 In accordance with the application and verification standards in 2.0, any individual box customer or organization may receive through the box any mail properly addressed to the box number.

Mail Only
3.2 Only mail and official USPS notices may be placed into a post office box.

Accumulation
3.3 A box customer must remove mail promptly from the box. If mail will not be removed from the box for more than 30 days and an overflow condition is probable, the customer must make prior arrangements with the postmaster.

Overflow
3.4 When mail for a customer's post office box(es) exceeds the capacity of the box(es) on 12 of any 20 consecutive business days (excluding Saturdays, Sundays, and national holidays), the customer must use caller service, change to a larger box, or use one or more additional boxes (subject to availability) to which mail will be addressed.

Unlawful Activity
3.5 A post office box may not be used for, or in connection with, a scheme or enterprise that violates any federal, state, or local law; breaches an agreement with a federal, state, or local agency whereby the box customer has agreed to discontinue a specified activity; or violates or attempts to evade any order of a court or administrative body.

Forwarding
3.6 A post office box may not be used when the primary purpose is to have the USPS forward or transfer mail to another address free of charge.

Address Change
3.7 Only the box customer or authorized representatives of the organization listed on the Form 1093 may file change-of-address orders. Forwarding of mail for other persons is the responsibility of the box customer.

4.0 BASIS OF FEES AND PAYMENT

General
4.1 Post office box fees are based on the size of the box provided and the fee group to which the box's 5-digit ZIP Code is assigned.

Box Size
4.2 Box sizes are standardized and the fees for boxes increase with box size. The following chart describes approximate box capacities and frontal dimensions.

Box Size	Capacity (Cubic Inches)	Width and Height (Linear Inches)
1	Under 296	3 by 5.5
2	296 through 499	5 by 5.5
3	500 through 999	11 by 5.5
4	1,000 through 1,999	11 by 11
5	2,000 or more	22.5 by 12

Fee Changes
4.3 A change in post office box service fees applicable to a given 5-digit ZIP Code can arise from a general fee change. In addition, the Manager, Special Services, can assign a fee group to a new ZIP Code, and may authorize the reassignment of one or more 5-digit ZIP Codes to the next higher or lower fee group if the past fee group assignments were in error. The Postal Service also may regroup 5-digit ZIP

Codes. No ZIP Code may be moved more than once a calendar year and a ZIP Code may be moved only into the next higher or lower fee group. Any change in post office box service fees takes effect on the date of the action that caused the change unless an official announcement specifies another date. If post office box service fees are increased, no customer must pay the new rate until the end of the current service period, and no retroactive adjustment is to be made for a payment received before the date of the change. The fee charged is that in effect on the date of payment.

Payment
4.4 All fees for post office box service are for a 6-month period. Except under 4.6, 4.7, and 4.10, fees must be paid in advance for each 6-month period. The fee may be paid for two periods at a time (i.e., up to one year in advance), but not more. The fee that must be paid is the one that is in effect on the day that the fee is paid. Fees may be paid using cash, credit or debit card, or check or money order payable to the postmaster. A mailed payment must be received by the postmaster on or before the due date.

Payment Period
4.5 Except under 4.7, the beginning date for a box fee payment period is determined by the approval date of the application. The period begins on the first day of either the same month if the application is approved on or before the 15th of the month, or the next month if approved after the 15th of the month. After that, box fees for service renewal may be paid any time during the last 30 days of the service period, but no later than the last day of the service period.

U.S. Agencies
4.6 Federal agencies whose payment period coincides with the federal fiscal year may pay their box fees during the first quarter rather than in advance.

Exception
4.7 Postmasters at offices with fewer than 500 post office boxes may set April 1 and October 1 as the beginning of payment periods for box customers in their offices. Payment periods beginning other than April 1 or October 1 are brought into alignment with these respective dates by adjusting fees as follows:

a. New service, one-sixth of the semiannual fee is charged for each remaining month between the beginning of the new payment period and the next April 1 or October 1.

b. Existing service, one-sixth of the semiannual fee is charged for each remaining month between the end of all currently paid periods and the next April 1 or October 1.

c. Next one or two semiannual payment periods, an adjustment may be accepted in addition to fees.

Change of Payment Period
4.8 Except for customers at post offices subject to 4.7, a box customer of record may change the payment period by submitting a new application noting the month to be used as the start of the revised payment period. The date selected must be before the end of the current payment period. The unused fee for the period being discontinued may be refunded under 6.0, and the fee for the new payment period must be fully paid in advance. A change of payment period date may not be used to circumvent a change in box fees.

Academic Institutions
4.9 The USPS does not set or collect fees for boxes owned by an academic institution if the boxes are separate from designated USPS areas and serviced by employees or agents of the institution.

Adjusting Fees
4.10 In postal facilities primarily serving academic institutions or their students, box fees may be adjusted to fit the semester schedules, using the matrix below. Charges

are rounded up to the next multiple of $0.10. No refund is made for discontinued service when a box is obtained under this standard.

Service Period	Adjusted Fee
95 days or less	1/2 semiannual fee
96 to 140 days	3/4 semiannual fee
141 to 190 days	Full semiannual fee
191 to 230 days	1-1/4 semiannual fee
231 to 270 days	1-1/2 semiannual fee
271 days to full year	2 semiannual fees

5.0 FEE GROUP ASSIGNMENTS

Regular Fee Groups
5.1 Post office boxes are assigned to fee groups listed in R900 based upon cost estimates of the facility space for post office boxes in each 5-digit ZIP Code. Local post offices can provide information about fees for a particular ZIP Code.

Free Box Service (Group E)
5.2 Customers may qualify for free (Group E) post office box service if their physical address or business location meets all of the following criteria:

a. The physical address or business location is within the geographic delivery ZIP Code boundaries administered by a post office.

b. The physical address or business location constitutes a potential carrier delivery point of service.

c. The USPS chooses not to provide carrier delivery to the physical address or business location.

d. The customer does not receive carrier delivery via an out-of-bounds delivery receptacle.

Additional Standards for Free Box Service
5.3 Only one free (Group E) post office box may be obtained for each potential carrier delivery point of service. Group E customers are assigned the smallest available box that will reasonably accommodate their daily mail volume. Eligibility for Group E boxes does not extend to individual tenants, contractors, employees, or other individuals receiving or eligible to receive single-point delivery such as delivery to a hotel, college, military installation, or transient trailer park. A customer must pay the applicable fee for each additional box requested beyond the initial box obtained at the Group E fee.

6.0 FEE REFUND

Calculation
6.1 When post office box service is terminated or surrendered by the customer, the unused portion of the fee may be refunded as follows:

a. If service is discontinued any time within the first 3 months of the service period, then one-half of the fee is refunded.

b. If service is discontinued after the beginning of the fourth month of the service period, then none of the fee is refunded.

c. If service is discontinued and the customer has prepaid for the next semiannual service period, then the entire fee for that next period is refunded.

Discontinued Postal Facility
6.2 When a postal facility is discontinued or relocated, a box customer at that facility may obtain a refund of unused box fees if box service at that location is discontinued and additional travel of 1/4 mile or more (from the physical address on the customer's Form 1093) is required to obtain equivalent service. For this purpose, one-sixth of a semiannual fee is refunded for each month left in the

payment period. The refund is computed from the first day of that month (if the effective date of the facility discontinuance is on or before the 15th of the month) or from the first day of the next month (if the effective date is after the 15th of the month).

7.0 KEYS AND LOCKS

Key Deposit
7.1 Two post office box keys are initially issued to each new box customer. Box customers must pay a refundable key deposit on each of these keys. The refundable key deposit must be paid on each additional key requested under 7.2. When box service is terminated, the key deposit is refunded to the customer for each key (including additional or replacement keys in 7.2) that is returned to the post office where the box was issued.

Additional Key Fee
7.2 A box customer may obtain additional or replacement keys by submitting Form 1094 and paying the refundable key deposit (see 7.1) and the key fee in R900. The fee for additional or replacement keys is not refundable. Worn or broken keys are replaced without charge when returned to the post office where the box is located.

Restrictions
7.3 A customer using a post office box may not obtain or use keys other than those issued by the USPS.

Lock Replacement
7.4 The primary box customer (box applicant) may request that the post office box lock be changed. To change the lock, the customer must first pay the applicable lock fee in R900. Lock fees are charged for replacing keyed locks and combination locks and for re-setting combination locks. Lock fees are not refundable. Customers may turn in post office box keys for the old lock and get a refund of the key deposit. Two keys are provided with the new lock, with a refundable deposit for each key charged under 7.1. Customers may obtain additional keys for the new lock under 7.2.

8.0 SERVICE REFUSAL OR TERMINATION

Refusal
8.1 A postmaster may refuse to approve post office box service if: the applicant submits a falsified or incomplete application for box service; within the 2 years immediately before submitting the application, the applicant physically abused a box or violated a standard on the care or use of a box; or there is substantial reason to believe that the box is to be used for activities as described in 3.5 or 3.6.

Termination
8.2 A postmaster may terminate post office box service, including that of a customer paying a Group E fee, if the box customer or its representative falsifies the application for the box; physically abuses the box; refuses to update information on the box application; violates any standard on the care or use of the box; conducts himself or herself in a violent, threatening, or otherwise abusive manner on postal premises; or uses it for any unlawful activity as described in 3.5. The customer is notified of the postmaster's determination to refuse or terminate service and of the appeal procedures for that determination.

Customer Appeal
8.3 The applicant or box customer may file a petition appealing the postmaster's determination to refuse or terminate service within 20 calendar days after notice, as specified in the postmaster's determination and 39 CFR 958. The filing of a petition prevents the postmaster's determination from taking effect and transfers the case to the USPS Judicial Officer. The Administrative Law Judge's or the Judicial Officer's decision under 39 CFR 958 constitutes the final USPS decision.

Surrendered Box
8.4

A post office box is surrendered if:

a. A box customer refuses or fails to pay the proper fees by the due date.

b. A box customer submits a written notice to discontinue service.

c. Any person other than the box customer attempts to renew service at the end of the period for which the box is issued.

d. A box customer, or an appointed executor or administrator of a deceased box customer, submits a permanent change-of-address order.

Boxes Not Surrendered
8.5

A post office box is not surrendered if:

a. A box customer dies or disappears before the end of the period for which the box is issued.

b. A box customer submits a temporary change-of-address order.

c. A change-of-address order is submitted by any person other than the box customer, or an appointed executor or administrator of a deceased box customer for mail going to the box.

D900 Other Delivery Services

D920 Caller Service

Summary D920 describes caller service and the use of this service. It explains the basis of fees, the payment schedule, fee refund, and refusal or termination of caller service. It also covers accelerated reply mail (ARM).

1.0 BASIC INFORMATION

Purpose
1.1 Caller service is a premium service available for a fee to any customer requiring more than free carrier service or the largest installed box size, or to any customer who is required to use caller service by standard. The service allows a customer to pick up mail at a post office call window or loading dock when the office is open. Caller service does not include general delivery service. A customer may obtain caller service for receiving the mail of a client, subject to D042. A postmaster and a caller may not make any agreement that contravenes the regulations on caller service or its fees.

Caller
1.2 A caller is the person signing the application as an individual, or the organization represented by the individual signing the application.

Service Types
1.3 Destination caller service is caller service provided at the postal facility to which the caller's mail is addressed. Origin caller service (accelerated reply mail) is described in 7.0.

Caller Service Number
1.4 Except for origin caller service, the customer (including a customer using a post office box number) is assigned a caller service number before caller service may begin. A caller number is assigned for each separation used. Except under 1.6, mail addressed to a caller service customer must include "Post Office Box" or "PO BOX" followed by the assigned number in the mailing address immediately above the city, state, and ZIP Code.

Reserving a Caller Number
1.5 Customers may reserve a caller number for future use by paying the caller number reservation fee in R900.5.0. The postmaster determines the reserved numbers and may restrict the availability of this service.

Exemption
1.6 A postmaster may exempt any customer continuously receiving firm holdout service since July 3, 1994, from the standard in 1.4 that correspondents must use the assigned post office box (caller service) number in the address.

Restriction
1.7 The USPS may restrict caller service if such service adversely affects postal operations.

Required Use
1.8 When mail for a customer's post office box(es) exceeds the capacity of the box(es) on 12 of any 20 consecutive business days (excluding Saturdays, Sundays, and national holidays), or when the customer seeks multiple caller service separations, the postmaster can require the customer to use caller service, change to a larger box, or use one or more additional boxes (subject to availability) to which mail will be addressed. A customer required to use caller service because of the mail volume received may, once per semiannual payment period, make a written request to the postmaster for a new determination of whether current mail volume requires continued use of caller service.

U.S. Agencies and Schools
1.9 Federal agencies and the various schools and departments within educational institutions are considered separate customers for 1.8.

Eligible Customers
1.10 Caller service may be provided to the following:

a. A new customer planning to receive an incoming volume of mail that cannot fit into the largest available post office box.

b. A customer wanting a post office box when a box is unavailable, and the postmaster determines that such service does not adversely affect postal operations.

c. A customer formerly receiving firm holdout service.

2.0 SERVICE

Application
2.1 To apply for caller service, the applicant must complete all relevant spaces on Form 1093 and submit it to any postal facility that provides public window service. The facility need not be the one where destination caller service is desired. An incomplete or falsified application is sufficient reason to deny or discontinue service. An application is not considered approved until the USPS verifies the applicant's identity.

Transferring Service
2.2 Caller service may be transferred, without payment of an additional fee, to a different facility of the same post office if that facility has caller service. To transfer service, the caller must submit a new application either to the facility where service is currently provided or to the facility where service is desired. A caller may transfer service no more than once in any semiannual payment period and must submit a completed Form 3575 at the time of transfer.

Minor
2.3 Caller service may be provided to a minor (a person under 18 years of age) unless the minor's parent or guardian submits a written objection to the postmaster.

3.0 CONDITIONS OF USE

Mail Receipt
3.1 An individual caller or organization may receive mail properly addressed to the caller number. Mail addressed only to a caller number is delivered to the caller so long as no improper or unlawful business is conducted. A caller who, as a regular practice, wants to call for mail at a postal facility more than once in any 24-hour period must obtain the postmaster's approval of the pickup schedule.

Updating
3.2 When any information required to be provided by the caller on Form 1093 changes, the caller must notify the post office of such changes.

Unlawful Activity
3.3 Caller service may not be used for, or in connection with, a scheme or enterprise that violates any federal, state, or local law; breaches an agreement between the caller and a federal, state, or local agency for the caller to discontinue a specified activity; or violates or attempts to evade any order of a court or administrative body.

Forwarding
3.4 Caller service may not be used when the primary purpose is to have the USPS forward or transfer mail to another address free of charge.

4.0 BASIS OF FEES AND PAYMENT

Caller Service Fee
4.1 Customers must pay the caller service fee listed in R900.5.0. The fee must be paid for each caller number or separation used, with the following exceptions:

a. If a caller uses many caller numbers but receives only a bulk delivery of mail not separated to those numbers, either because this mail is sorted to the customer's unique 5-digit ZIP Code or because sortation is made by caller name or other identification, then the caller service fee is charged only for each separation actually made. The reserved number fee is charged for each of the caller numbers to which mail received by the caller is addressed.

b. When a post office box service applicant is provided a single caller service separation because of a shortage of available post offices boxes, then the fee charged is the fee for the largest installed post office box. In this instance, neither the caller service fee nor the reserved number fee is charged.

Reserved Number
4.2 The reserved caller number fee in R900.5.0 is charged per calendar year or any part of a calendar year for each number reserved by a customer. Reserved caller number fees are not prorated.

Fee Changes
4.3 A change in caller service fees (including reserved number fees) can arise from a general fee change. Any change in caller service fees takes effect on the date of the action that caused the change unless an official announcement specifies another date. If a caller service fee is increased, no customer must pay at the new rate until the end of the current service period, and no retroactive adjustment is to be made for a payment received before the date of the change. The fee charged is that in effect on the date of payment.

Box Number
4.4 If a caller uses a physical post office box to obtain a caller number, the applicable fees for both post office box service and caller service must be paid.

Payment
4.5 The basic caller service fee is for a 6-month period. The fee must be paid in advance for each 6-month period. The fee may be paid for two periods at a time (i.e., up to 1 year in advance), but not more. The fee that must be paid is the one that is in effect on the day that the fee is paid. Fees may be paid using cash, credit or debit card, or check or money order payable to the postmaster. A mailed payment must be received by the postmaster on or before the due date.

Payment Period
4.6 Except under 4.8, the beginning date for a caller fee payment period is determined by the approval date of the application. The period begins on the first day of either the same month if the application is approved on or before the 15th of the month, or the next month if approved after the 15th of the month. After that, caller fees for renewal of service may be paid any time during the last 30 days of the service period, but no later than the last day of the service period.

Change of Payment Period
4.7 A caller of record may change the payment period by submitting a new application noting the month to be used as the start of the revised payment period. The date selected must be before the end of the current payment period. The unused fee for the period being discontinued may be refunded under 5.0, and the fee for the new payment period must be fully paid in advance. A change of payment period date may not be used to circumvent a change in caller service fees.

Exception 4.8 Postmasters at offices with fewer than 500 post office boxes may set April 1 and October 1 as the beginning of payment periods for caller service customers in their offices. Payment periods beginning other than April 1 or October 1 are brought into alignment with these respective dates by adjusting fees as follows:

a. New service, one-sixth of the semiannual fee is charged for each remaining month between the beginning of the new payment period and the next April 1 or October 1.

b. Existing service, one-sixth of the semiannual fee is charged for each remaining month between the end of all currently paid periods and the next April 1 or October 1.

c. Next one or two semiannual payment periods, an adjustment may be accepted in addition to fees.

5.0 FEE REFUND

Discontinued Number 5.1 When caller service is terminated or surrendered by the customer, the unused portion of the fee may be refunded as follows:

a. If service is discontinued any time within the first 3 months of the service period, then one-half of the fee is refunded.

b. If service is discontinued after the beginning of the fourth month of the service period, then none of the fee is refunded.

c. If service is discontinued and the customer has prepaid for the next semiannual service period, then the entire fee for that next period is refunded.

Discontinued Postal Facility 5.2 When a postal facility is discontinued or relocated, a caller service customer at that facility may obtain a refund of unused caller service fees if caller service at that location is discontinued and additional travel of 1/4 mile or more (from the physical address on the caller's Form 1093) is required to obtain equivalent service. For this purpose, one-sixth of a semiannual fee is refunded for each month left in the payment period. The refund is computed from the first day of that month (if the effective date of the facility discontinuance is on or before the 15th of the month) or from the first day of the next month (if the effective date is after the 15th of the month).

Reserved Number Fee 5.3 The reserved number fee is not refundable.

6.0 SERVICE REFUSAL OR TERMINATION

Refusal 6.1 A postmaster may refuse to approve caller service if the applicant submits a falsified or incomplete application for caller service; within the 2 years immediately before submitting the application, the applicant violated a standard on the use of the service; or there is substantial reason to believe that the service is to be used for activities described in 3.3 or 3.4.

Termination 6.2 A postmaster may terminate caller service if the caller or its representative falsifies the application for the service; refuses to update information on the application; violates any standard on the use of the service; conducts himself or herself in a violent, threatening, or otherwise abusive manner on postal premises; or uses it for any unlawful activity as described in 3.3. The caller is notified of the postmaster's determination to refuse or terminate service and of the appeal procedures to that determination.

Customer Appeal 6.3
The applicant or caller may file a petition opposing the postmaster's determination to refuse or terminate service within 20 calendar days after notice, as specified in the postmaster's determination and 39 CFR 958. The filing of a petition prevents the postmaster's determination from taking effect and transfers the case to the USPS Judicial Officer. The Administrative Law Judge's or Judicial Officer's decision under 39 CFR 958 constitutes the final USPS decision.

Surrendered Service 6.4
Caller service is deemed surrendered if the caller submits a permanent change-of-address order, fails or refuses to pay the appropriate fees by the due date, or submits a written notice to discontinue service.

7.0 ACCELERATED REPLY MAIL (ARM)

Purpose 7.1
Accelerated reply mail (ARM) is *origin caller service* provided at a postal facility other than the one to which the caller's mail is addressed. ARM is subject to the applicable standards for caller service and the additional standards in 7.0.

Applicability 7.2
ARM must be obtained at an originating mail processing facility that is fully automated to process prebarcoded mail.

Barcoding 7.3
The caller's mail must meet the standards for barcoded First-Class Mail and must be certified by the mailpiece design analyst at the origin facility where ARM service is requested. The barcode on the mailpiece must represent the ZIP+4 code or the mailer's unique 5-digit ZIP Code printed on the mailpiece.

FIM A 7.4
The caller's mail must bear facing identification mark (FIM) A.

Caller Service 7.5
Caller service must also be obtained at the destinating postal facility. The address on all mailpieces to be received through ARM must be the post office box address assigned where destination caller service is authorized. Mailpieces that show a dual address must show only the post office box on the line immediately above the city, state, and ZIP Code line.

Mailer Receipt 7.6
The mailer may either pick up ARM at the origin facility caller service window or have it reshipped, through Express Mail Custom Designed Service, to the destination caller service address or to another address specified by the mailer in the Custom Designed Service Agreement. To change the destination address on the Custom Designed Service Agreement, the mailer must provide a 30-day advance notice and submit an amended ARM application, completing only the "Applicant Information" and "Express Mail Reship."

CMRA 7.7
An applicant who is a commercial mail receiving agent (CMRA) must also meet the applicable standards in D042.

Mailer Compliance 7.8
An applicant for ARM must meet the application procedures in 2.0. Besides completing Form 1093, an applicant for ARM must also complete Form 8061 and submit both forms to the facility where ARM service is desired.

USPS Actions 7.9
ARM service is not provided until the USPS verifies the applicant's identity and service availability at the requested facility, and makes scheme preparations.

ARM Assignment 7.10
When the application is approved and the caller service fee received, an ARM number is assigned. A separate basic fee must be paid for each facility where ARM service is provided.

Transfer
7.11 An ARM authorization may not be transferred to another facility.

Past-Due Caller Fee
7.12 Payments for ARM service must be received at least 45 days before the applicable semiannual period. Payment of the renewal fee is due at least 45 days before the last day of the last month of the current period. Payment may be made for the next semiannual or annual period, as appropriate. If, on notice, the customer does not pay the fee by the 30th day before the end of the current payment period, the barcode sortation scheme is revised to remove the separation for the caller. Once that change is made, the caller must reapply to obtain further ARM service.

Refund
7.13 A refund is made only for future prepaid periods if a caller discontinues ARM service. No refund is made for the remaining part of the current fee period.

D900 Other Delivery Services

D930 General Delivery and Firm Holdout

Summary D930 describes the intent of general delivery and how to obtain and use a firm holdout.

1.0 GENERAL DELIVERY

Purpose
1.1 General delivery is intended primarily as a temporary means of delivery:

a. For transients and customers not permanently located.

b. For customers who want post office box service when boxes are unavailable.

Service Restrictions
1.2 General delivery is available at only one facility under the administration of a multifacility post office. A postmaster may refuse or restrict general delivery:

a. To a customer who is unable to present suitable identification.

b. To a customer whose mail volume or service level (e.g., mail accumulation) cannot reasonably be accommodated.

Delivery to Addressee
1.3 A general delivery customer can be required to present suitable identification before mail is given to the customer.

Holding Mail
1.4 General delivery mail is held for no more than 30 days, unless a shorter period is requested by the sender. Subject to 1.2, general delivery mail may be held for longer periods if requested by the sender or addressee.

2.0 FIRM HOLDOUT

Purpose
2.1 Firm holdout service allows a customer to obtain street-addressed mail from the post office when the customer normally receives 50 letters or more on the first delivery trip, or when the customer is a news agent or publisher's representative and receives publications that qualify for newspaper treatment.

Obtaining and Using Service
2.2 To obtain firm holdout service, a customer must fill out Form 3801. The form must include the signature of each employee or agent authorized to pick up the mail. There is no fee for firm holdout service. On the postmaster's approval, based on the availability of resources, the customer may pick up mail at a postal unit once each delivery day at the time and place of delivery specified by the postmaster.

Service Cancellation
2.3 A customer may cancel a firm holdout at any time. The postmaster may cancel firm holdout service when the mail volume falls below the 50-piece requirement on each delivery day over a 30-day period. The postmaster may also cancel the service when the mail is not picked up for 10 consecutive days and the customer does not arrange with the postmaster to hold the mail. A customer may not request restoration of the service for 1 year after its cancellation.

Eligibility

DMM Issue 57 (6-30-02)

Contents

E000 Special Eligibility Standards

E010 Overseas Military Mail
E020 Department of State Mail
E030 Mail Sent by U.S. Armed Forces
E040 Free Matter for the Blind and Other Handicapped Persons
E050 Official Mail (Franked)
E060 Official Mail (Penalty)
E070 Mixed Classes
E080 Absentee Balloting Materials

E100 First-Class Mail

E110 Basic Standards
E120 Priority Mail
E130 Nonautomation Rates
E140 Automation Rates
E150 Qualified Business Reply Mail (QBRM)

E200 Periodicals

E210 Basic Standards
- E211 All Periodicals
- E212 Qualification Categories
- E213 Periodicals Mailing Privileges
- E214 Reentry
- E215 Copies Not Paid or Requested by Addressee
- E216 Publisher Records
- E217 Basic Rate Eligibility

E220 Presorted Rates
E230 Carrier Route Rates
E240 Automation Rates
E250 Destination Entry
E260 Ride Along
E270 Preferred Periodicals

(Continued on reverse)

E500 Express Mail

E600 Standard Mail

- E610 Basic Standards
- E620 Presorted Rates
- E630 Enhanced Carrier Route Rates
- E640 Automation Rates
- E650 Destination Entry
- E670 Nonprofit Standard Mail

E700 Package Services

- E710 Basic Standards
  - E711 Parcel Post
  - E712 Bound Printed Matter
  - E713 Media Mail
  - E714 Library Mail
- E750 Destination Entry
  - E751 Parcel Select
  - E752 Bound Printed Matter
  - E753 Combining Package Services Parcels

E000 Special Eligibility Standards

E010 Overseas Military Mail

Summary E010 describes the standards and general restrictions for mailing military mail overseas.

1.0 BASIC STANDARDS

First-Class Mail
1.1 First-Class letter mail, including postal cards and postcards, and sound-recorded communications that have the character of personal correspondence are given airlift service on a space available basis between overseas military post offices outside the 48 contiguous states, and between those military post offices and the point of embarkation or debarkation of this mail within the 50 states. Unless sent free under E030, sound recordings must be marked "Sound Recorded Personal Correspondence" by the mailer on the address side.

SAM Parcels
1.2 Parcels of any class, paid at surface postage rates, are airlifted to, from, or between overseas military post offices outside the 48 contiguous states. These parcels must be marked "SAM" (space available mail) on the address side, preferably below the postage and above the addressee's name. These maximum weight and size limits apply when mailed from:

a. The 48 contiguous states: 15 pounds, 60 inches in length and girth combined.

b. An APO or FPO outside the 48 contiguous states: Package Services weight and size limits (C700).

Periodicals Publications
1.3 Periodicals publications featuring current news of general interest and published weekly or more frequently, mailed at or addressed to any military post office outside the 48 contiguous states, are given airlift service under 1.2. Airlift service in 1.2 and 1.3 is not provided for mailings of publications sent in bulk to exchanges or news agents for later resale or distribution.

Preparation
1.4 Items sent by air or surface mail are subject to the size and weight standards in C100 or C700 unless limited further by this standard. Mail must be addressed under A010. Postage at the applicable Priority Mail or Package Services rates is charged for parcels sent by air or surface transportation.

Privacy of Mail
1.5 The Department of Defense (DOD) can provide information on mail security and mail cover regulations for mail in the military postal system overseas.

Restriction
1.6 Regardless of postage payment method, single-piece rate Priority Mail and single-piece rate Package Services weighing 16 ounces or more must be presented at a post office retail counter. The sender may be required to provide identification before the mail is accepted by the USPS. Such mail may be presented by a sender known to the postal carrier at the sender's residence or place of business. Mail not complying with the requirements of this section and requiring air transportation is returned to the sender for proper deposit.

2.0 GENERAL RESTRICTIONS

Mailability Conditions
2.1 Hazardous, restricted, or perishable materials mailed to, from, and between overseas military post offices are subject to the conditions of *International Mail Manual* 130, the standards in C010, C020, and C030, and conditions prescribed

by the Department of Defense (DOD), as listed in *Conditions Applied to Mail Addressed to Military Post Offices Overseas* in the *Postal Bulletin.*

Firearms
2.2 Firearms are subject to C024. To export firearms not specifically prohibited by the *Conditions Applied to Mail Addressed to Military Post Offices Overseas,* periodically printed in the *Postal Bulletin,* a mailer exporting permissible firearms must present an export license from the Office of Munitions Control, Department of State, Washington, DC 20520-0001. Importing firearms by military personnel by mail from overseas military post offices is subject to 27 CFR 178.114(b), Revenue Ruling 69-309 of the Bureau of Alcohol, Tobacco and Firearms (ATF), preparation of ATF Form 6, Department of Defense regulation 5030.49-R, and other appropriate military directives and standards of the U.S. Customs Service.

Animals and Plants
2.3 The conditions for importing animal and plant products are in Publication 4, *Importing Animal and Plant Products Through Overseas Military Post Offices.*

Military Retirees
2.4 Except for eligible mail marked "Free Matter for the Blind or Handicapped," any mailpiece addressed to a retiree at a military post office overseas must weigh less than 1 pound when the designation "Box R" is part of the address.

Packaging
2.5 Packages addressed from, to, or between overseas military post offices must meet the standards in C010 and C020. All containers of liquids and substances that easily liquefy must be packed, with enough absorbent material to take up all leakage in case of breakage, inside a second sealed waterproof container.

Customs Declarations
2.6 Any mailpiece weighing 16 ounces or more that is addressed to an APO or FPO ZIP Code must bear Form 2976 and must be presented to an employee at a post office or as designated by the postmaster. Certain destination APO and FPO addresses require Form 2976-A, as shown in the chart *Conditions Applied to Mail Addressed to Military Post Offices Overseas,* published in the *Postal Bulletin.* Unless the destination ZIP Code has a customs declaration form requirement in the chart, any known mailer (see *International Mail Manual* (IMM) 123.62) presenting bulk mailings that are declared on a postage statement is not required to use customs forms. IMM 123 contains procedures for completing the forms. Regardless of method of postage payment, mail from government agencies and their contractors going to, from, or between APO or FPO ZIP Codes is exempt from the requirements of this section unless customs declarations are necessary for customs treatment as indicated in the chart.

3.0 MILITARY ORDINARY MAIL (MOM)

Military ordinary mail (MOM) is DOD official mail sent at Periodicals, Standard Mail, or Package Services postage rates that requires faster service than sealift transportation to, from, and between military post offices. USPS transportation of MOM is by surface means. Expedited service is determined and provided by and at the expense of the DOD. MOM is limited to mail originated by the DOD or DOD-authorized contractors and each piece must:

a. Be conspicuously marked "MOM" on the address side, below the postage or penalty mail indicia, and above the addressee's name.

b. Conform to the maximum size and weight limits for the postage rate claimed (i.e., Periodicals, Standard Mail, or Package Services).

E000 Special Eligibility Standards

E020 Department of State Mail

Summary E020 describes the standards for sending mail to the U.S. Department of State for transmission overseas.

1.0 AVAILABILITY

General
1.1 Subject to its own conditions and restrictions, the U.S. Department of State transmits certain types of personal mail to authorized U.S. citizen employees of the federal government stationed in other countries. If authorized, the mailer pays domestic postage rates and avoids foreign customs clearance standards. Current information on services provided by the Department of State, including restrictions, may be obtained from the U.S. Department of State Diplomatic Pouch Division.

Inspection
1.2 The Department of State opens and inspects mail sent to it for transmission abroad to determine whether the mail meets its standards. Mail that does not comply may be returned to the USPS.

If Not Available
1.3 If Department of State facilities are not available, senders may send articles to the addressee directly, either as regular international mail or, if the addressee has an APO or FPO address, as military mail under E010.

Express Mail
1.4 Express Mail may not be sent through the Department of State.

2.0 CONDITIONS FOR AUTHORIZED MAIL

Mailability
2.1 USPS mailability standards for international mail apply to mail sent to the Department of State for transmission abroad, in addition to any restriction imposed by the Department of State.

Address Format
2.2 All items authorized for transmission by the Department of State must be addressed:

NAME
FOREIGN CITY [OMIT NAME OF COUNTRY]
DEPARTMENT OF STATE
WASHINGTON DC 20521

Special Services
2.3 The following special services are not available for mail transmitted through the Department of State: certified, COD, Delivery Confirmation, insured, registered, restricted delivery, return receipt, return receipt for merchandise, Signature Confirmation, and special handling. If one of those services is requested on this mail, it is returned to the sender endorsed “Service Not Available.”

Weight and Size
2.4 Weight and size limits are 40 pounds, 24 inches in length, and 62 inches in length and girth combined.

Postage Rates
2.5 Postage at the applicable domestic rate for the class of mail and the type of service requested applies to mail sent through the Department of State. Zoned rates are computed from Washington, DC.

Customs
2.6 Customs declarations and stickers are not required on mail sent through Department of State facilities.

Prohibited Material 2.7

The Department of State does not accept dangerous or fragile materials, glass containers, parcels not meeting its size and weight limits, and items specified in its regulations, including the following:

a. The personal effects of deceased U.S. citizens.

b. Any item that is illegal to import into the receiving country or export from the sending country.

c. Goods from third-country sources addressed to the Department of State requiring clearance by customs authorities before onward shipment to posts abroad.

d. Alcoholic beverages, plants, and animals.

e. Foodstuffs weighing more than 25 pounds per authorized individual per calendar year.

f. Any item shipped to circumvent the weight limits provided for household effects, air freight, and food allowances. *This prohibition does not preclude the occasional shipment of clothing, gifts, printed materials, personal necessities, or household wares.*

3.0 MAIL SECURITY

The Department of State does not assume liability for loss or damage to any mail it accepts for transmission abroad. By using the department's facilities, the sender consents both to the department's examining the mail by means such as x-ray and letter-bomb detector and to the department's opening, searching, and divulging the content of any package. The Department of State does not open a sealed envelope that it believes to contain only correspondence or documents, except with the consent of the sender or addressee or under a federal search warrant.

E000 Special Eligibility Standards

E030 Mail Sent by U.S. Armed Forces

Summary E030 describes the standards for mail sent by a member of the U.S. Armed Forces.

1.0 LETTERS SENT POSTAGE COLLECT

Eligibility and Marking
1.1 Letters sent by soldiers, sailors, airmen, and marines in the U.S. military service stationed in the United States or other places where U.S. domestic mail service operates, addressed to places in the United States, may be dispatched without postage for collection of the postage on delivery, if endorsed as follows:

a. The address side of the letter must be marked "Soldier's Letter," "Airman's Letter," "Sailor's Letter," or "Marine's Letter," as applicable.

b. Under the marking, the letter must bear the signature and official designation with a facsimile hand stamp or in writing of a commissioned officer to whose command the soldier or airman belongs, or of a surgeon or chaplain at a hospital where he or she is. In the Navy and Marine Corps, the letter must bear the signature and official designation with a facsimile hand stamp or in writing of a commissioned officer attached to the vessel on which the member is serving or an officer commanding a hospital or detachment ashore where he or she is.

Postage
1.2 Postage at the applicable single-piece rate for First-Class Mail is collected from the addressee on delivery.

2.0 MATTER SENT FREE

Description
2.1 Matter that may be mailed free of postage by certain military personnel under 2.0 is restricted to letters, postcards, and recorded communications (whether sound or video) with the character of personal correspondence.

Eligibility
2.2 The free mailing privilege authorized by 2.0 may be used only by members of the U.S. Armed Forces on active duty who are either:

a. Assigned to military duty in a certain overseas area, as designated by the President or designee under 39 USC 3401(a)(1), and who mail the matter at an Armed Forces post office in that area.

b. Hospitalized in a facility under the jurisdiction of the U.S. Armed Forces because of disease or injury from military service in an overseas area, as designated by the President or designee.

Description of Overseas Areas
2.3 For the purposes of 2.2, the definition of *overseas areas* is administered by the Military Postal Service Agency, which periodically provides the USPS with information for publication in the *Postal Bulletin* listing current overseas areas and other pertinent details.

Military Address
2.4 Matter mailed free under 2.0 must be addressed to a military post office (APO/FPO) or a place in the United States (including its territories, possessions, and Puerto Rico) served by a U.S. post office.

Preparation
2.5 The address side of a mailpiece mailed under 2.0 must be marked “FREE,” written in the sender’s handwriting, in the upper right corner; and the sender’s name, military grade, and complete military address, in the upper left corner.

Special Services
2.6 Matter mailed free under 2.0 may not be registered, certified, or insured.

Undeliverable Mail
2.7 If matter mailed free under 2.0 is undeliverable as addressed, the matter is treated as First-Class Mail for transportation, processing, delivery, and handling.

E000 Special Eligibility Standards

E040 Free Matter for the Blind and Other Handicapped Persons

Summary E040 describes the standards under which mail may be sent to or from blind or handicapped persons free of postage.

1.0 BASIC INFORMATION

General
1.1 Subject to the standards below, matter mailed by or for the use of blind or other handicapped persons may be mailed free of postage. The provisions of E040 apply to domestic mail only.

Mail Classification
1.2 Matter mailed free under this standard is not considered part of any particular class of mail and is not protected against postal inspection. This matter is treated as First-Class Mail for the exclusive purposes of determining appropriate standards for processing and delivery and for handling if undeliverable.

Definitions
1.3 For purposes of this standard:

a. *Blind or other handicapped persons* are those who cannot read or use conventionally printed material because of a physical impairment and who are certified by a competent authority as unable to read normal reading material.

b. *Competent authority* includes any licensed medical doctor, ophthalmologist, optometrist, registered nurse, or professional staff member of a hospital or other institution or agency.

List of Qualified Individuals
1.4 A postmaster must establish and maintain USPS 010.060 (see *Administrative Support Manual*) as a record of customers who are blind or handicapped and eligible to mail matter under this standard. Conditions that apply to this record include:

a. The postmaster may require, and include as part of the record, a statement by a competent authority certifying that the customer is unable to read conventionally printed material.

b. A customer may determine whether he or she is recorded as a blind or other handicapped person by contacting the postmaster, giving his or her full name and address.

c. A customer may be added to the record by submitting his or her respective name and address, with a written statement of certification by a competent authority.

d. Based on personal knowledge about a customer, and without requiring a written statement of certification, the postmaster may include that customer on the record and may extend to that customer mailing privileges under this standard.

2.0 MATTER SENT TO BLIND OR OTHER HANDICAPPED PERSONS

Acceptable Matter
2.1 Subject to 2.2, this matter may be mailed free:

a. Reading matter and musical scores.

b. Sound reproductions.

c. Paper, records, tapes, and other material for the production of reading matter, musical scores, or sound reproductions.

d. Reproducers or parts of them for sound reproductions.

e. Braille writers, typewriters, educational or other materials or devices, or parts thereof, used for writing by, or designed or adapted for use of, a blind person or a person who has a physical impairment as described in 1.3.

Conditions
2.2 The matter listed in 2.1 must meet these conditions:

a. The matter must be for the use of a blind or other handicapped person.

b. Either no charge, rental, subscription, or other fee is required for this matter; or, if required, may not exceed the cost of the item.

c. The matter may be opened and inspected by the USPS.

d. The matter contains no advertising.

Letters From Sighted
2.3 Letters prepared in any form by sighted individuals, to be sent to a blind or other handicapped person, or empty shipping materials for mailing matter described in this section, may not be sent free and must bear the full applicable postage.

3.0 MATTER SENT BY BLIND OR OTHER HANDICAPPED PERSONS

Acceptable Letters
3.1 Only letters in raised characters or in sightsaving type (i.e., 14 points or larger) or in the form of sound recordings may be mailed free, and only if unsealed and sent by a blind or other physically handicapped person.

Other Letters
3.2 Letters that are handwritten, or printed or typed in a type size smaller than 14 points, may not be sent free. These letters must bear the full applicable postage.

4.0 PREPARATION

Basic Standards
4.1 All matter mailed under this standard:

a. Must be marked “Free Matter for the Blind or Handicapped” in the upper right corner of the address side.

b. Must meet the minimum and maximum dimensions in C010 and C700, respectively.

c. Is subject to the mailability standards in C020 and C030.

Special Services
4.2 Insurance is the only special service that can be added to mail sent under this standard. The fee for insurance must be paid by the sender.

E000 Special Eligibility Standards

E050 Official Mail (Franked)

Summary E050 describes the standards for the use of official mail by Members of Congress.

1.0 BASIC INFORMATION

Members of Congress
1.1 Official mail of Members of Congress is sent without prepayment of postage and bears instead either a written or printed facsimile signature or a specified marking. Exhibit 1.1 shows what is accepted under frank and who is authorized its use.

Former President and Spouse
1.2 Any former President of the United States and any surviving spouse of a former President may send nonpolitical mail as franked mail if it bears the sender's written or facsimile signature and the words "Postage and Fees Paid" in the upper right corner of the address side.

Surviving Spouse of Member of Congress
1.3 When a Member of Congress dies during the term of office, the Member's surviving spouse may send correspondence relating to the death without prepayment of postage, for a period not to exceed 180 days after the death of the Member. The mail must bear the sender's written or facsimile signature in the upper right corner of the address side. If there is no surviving spouse, this privilege may be exercised by an immediate family member of the deceased Member of Congress designated by the Secretary of the Senate or the Clerk of the House of Representatives, as appropriate.

Use
1.4 A person entitled to use franked mail may not lend this frank or permit its use by any committee, organization, association, or other person. This restriction does not apply to a committee of the Congress.

Criteria
1.5 Franked mail must be addressed to the recipient by name, except under A040, and it must meet the mailability criteria in C010, C020, and C030 and the physical standards for the class of mail used.

Handling
1.6 Franked mail is entitled to all special services for which it is properly endorsed, and is handled and forwarded as ordinary mail, except that after delivery to the addressee, it may not be remailed.

Package to One Addressee
1.7 A person entitled to use franked mail may send a package of franked mail to one addressee, who may open the package and, on behalf of such person, address the franked articles and mail them.

Exhibit 1.1 **Franked Mail of Members of Congress**

User Entitled	Matter Permitted	Marking Required	Period Authorized
Vice President of the United States, Members of Congress, Resident Commissioners, Secretary of the Senate, Sergeant at Arms of the Senate, and each elected officer of the House of Representatives (other than Members of the House)	Public documents printed by order of Congress	"Public Document" and "U.S.S." or "M.C." must appear on address side.	During 90 days immediately after expiration of term of office
Members of Congress and Resident Commissioners	*Congressional Record* or any part of it (including reprints of any part, speech, or report contained in it) if for official business, activities, or duties	"Congressional Record" or "Part of Congressional Record" and "U.S.S." or "M.C." must appear on address side.	During term of office only
Members of Congress	Seed and agricultural reports from Department of Agriculture	Signature and title (written or printed facsimile) of person entitled to frank must appear on address side.	During 90 days immediately after expiration of term of office
Vice President of the United States, Members and Members-elect of Congress, Resident Commissioners, Secretary of the Senate, Sergeant at Arms of the Senate, each elected officer of the House of Representatives (other than a Member of the House), Legislative Counsels of the House of Representatives and the Senate, Law Revision Counsel of the House of Representatives, and Senate Legal Counsel	Official correspondence including Mailgrams	Mailgrams may be sent in standard Mailgram envelopes. For other correspondence, signature and title (written or printed facsimile) of person entitled to frank must appear on address side.	During term of office only. When position of Secretary, Sergeant at Arms, elected officer, Legislative Counsel, Law Revision Counsel, or Senate Legal Counsel is vacant, privileges may be exercised in officer's name by authorized persons.
Vice President-elect	All mail connected with preparation for assumption of official duties as Vice President	Signature and title (written or printed facsimile) of Vice President-elect must appear on address side.	Until assumption of duties as Vice President
Former Vice President, each former Member of Congress, former Secretary of the Senate, former Sergeant at Arms of the Senate, each former elected officer of the House (other than former Member of the House), and each former Delegate or Resident Commissioner	Matter on official business about closing of offices	Signature and title (written or printed facsimile) of person entitled to frank must appear on address side.	During 90 days immediately after date of leaving office
Former Speakers of the House	Public documents, seeds, and agricultural reports from Department of Agriculture, official correspondence including Mailgrams	Signature and title (written or printed facsimile) of former Speaker, or Mailgram or public document marking as shown above, must appear on address side.	For as long as former Speaker determines necessary

E000 Special Eligibility Standards

E060 Official Mail (Penalty)

Summary E060 describes the standards for the use of penalty mail for mail related to U.S. government business. It includes the standards for using penalty indicia, penalty metered mail, penalty permit imprint, penalty postage stamps and stationery, penalty reply mail, and penalty merchandise return service.

1.0 DEFINITIONS

The term *penalty mail* refers to official mail, sent by U.S. government agencies, relating solely to the business of the U.S. government, that is authorized by law to be carried in the mail without prepayment of postage. For this standard, *agencies* are departments, agencies, corporations, establishments, commissions, committees, and all officers and authorities of the U.S. government authorized to use penalty mail.

2.0 POSTAGE AND FEES

Reimbursement
2.1 Agencies must reimburse the USPS the equivalent amount of postage and fees due for the penalty mail service they receive, following instructions from the USPS. The USPS requires agencies to use penalty postage meters (postage evidencing systems) or other forms of direct accountability for penalty mail services to ensure proper reimbursement through the Official Mail Accounting System (OMAS).

Prepayment
2.2 An agency may also prepay postage by any method available to private-sector mailers. This prepaid mail is not considered penalty mail.

3.0 ELIGIBILITY

Matter Sent as Penalty Mail
3.1 Only matter relating solely to the business of the U.S. government may be sent without prepayment of postage as penalty mail when mailed by officers of the executive and judicial branches of the government, the Legislative Counsel for the House of Representatives and the Senate, the Superintendent of Documents, and the Joint Committee on Printing when it mails correspondence on the Congressional Directory. Generally, the USPS holds that the agency determines which matter relates solely to its own business. Cases of questionable use must be referred to the agency.

USDA
3.2 Special conditions that apply to the U.S. Department of Agriculture (USDA) include:

a. All correspondence, bulletins, and reports about agriculture extension work and home economics carried on in cooperation with the USDA may be sent as penalty mail when mailed by the college officer or other person connected with the extension department of the college and designated by the Secretary of Agriculture. The designated officer may deposit mailings only at the post office authorized by the RCSC. Correspondence must be conducted under the designated officer's name. Correspondence with an autograph signature may be sealed. All other matter must be unsealed.

b. All correspondence, bulletins, and other matter promoting cooperative extension work as a federal enterprise or relating exclusively to the business of the U.S. government may be sent as penalty mail by cooperative extension agents of the USDA Extension Service when part of their official duties. If cooperative extension employees mail correspondence, authorized USDA agents must sign it and give their official titles to show that they are authorized to use penalty mail.

c. Annual reports of government-aided colleges (under 7 USC 325) may be sent as penalty mail when addressed to the Secretary of Education, the Secretary of Agriculture, or to any other such government-aided college.

Employment Security Offices
3.3 All mail prepared under 7.0, 8.0, 9.0, and 11.0 by state employment security offices cooperating with the U.S. Department of Labor is accepted without prepayment of postage or fees.

Others Authorized
3.4 The general secretariat of the Organization of American States and Pan American Health Organization (or Pan American Sanitary Bureau) are authorized by law to transmit official matter without prepayment (see the *International Mail Manual*).

Vice President-Elect
3.5 The Vice President-elect of the United States may send franked mail in connection with preparations for assuming official duties as Vice President. The right to use penalty mail ceases immediately on inauguration to the vice presidency.

4.0 AUTHORIZATIONS

Authorized Agencies
4.1 Agencies authorized to use penalty mail are listed in Handbook DM-103, *Official Mail,* and are updated periodically in the *Postal Bulletin.* Other agencies may request authorization to use penalty mail by writing to the Post Office Accounting manager, USPS Headquarters (see G043 for address).

College Officer
4.2 The college officer or other person connected with the extension department of the college and designated by the Secretary of Agriculture to use penalty mail under 3.2a must be authorized by the RCSC to deposit penalty mail at a specific post office.

Licenses and Permits
4.3 Any agency authorized to use penalty mail must obtain licenses or permits to use penalty postage meters, penalty permit imprints, penalty business reply mail, and penalty Periodicals at specific post offices under 7.0 through 13.0.

Private Use
4.4 Unless permitted by USPS standards, an agency may not lend or provide penalty envelopes, cards, cartons, labels, meter stamps, or penalty mail stamps to any private person, concern, or organization. The use of these items for matter not relating exclusively to the business of the U.S. government is prohibited.

Permit and BRM Numbers
4.5 Penalty mail permit imprint or BRM numbers, or information to help agencies track and account for penalty mail postage by cost center, may be obtained by written request to the Post Office Accounting manager, USPS Headquarters.

5.0 SERVICES, CLASSES, RATES, PREPARATION, AND DETENTION

Postal Services
5.1 USPS policy is to give penalty mail customers all postal services for which they qualify, including forwarding, return, and address correction, unless otherwise provided by law or regulation. Agencies must pay for services in accordance with P011.

Nonprofit Rates
5.2 Agencies are not permitted to send penalty mail at any nonprofit or subsidized rate.

Basic Preparation
5.3 Penalty mail must:

a. Be prepared with an appropriate penalty indicia format.

b. Meet the eligibility, marking, preparation, and physical standards for the class of mail and rate of postage used.

c. Include a ZIP+4 code or a 5-digit ZIP Code in all delivery and return addresses.

d. For all methods of payment, be endorsed for class or rate except for single-piece rate First-Class Mail.

Discounted Rates
5.4 Discounted rate penalty mail mailings must meet additional preparation standards:

a. Presorted mailings must be prepared with penalty postage meters or penalty permit imprints or, for Periodicals, the penalty Periodicals imprint.

b. Mailing fees and application fees are reimbursed under 2.0 and are not paid to the local post office, but are charged and billed through the Official Mail Accounting System (OMAS) from records of mailing activity.

c. Discounted rate mailings must meet the eligibility and preparation standards and must be submitted to the designated USPS acceptance unit with the proper USPS postage statement.

d. Discounted rate mailings are subject to the same USPS procedures for verifying mail preparation as private-sector mailings. First-Class Mail and Priority Mail, however, are not detained for improper mailer preparation. If the agency cannot be reached about a disqualified discounted rate mailing, the single-piece rate is charged and the mailing is accepted.

Special Services
5.5 Penalty mail endorsed for a special service is given the requested service. Penalty mail may not be used for:

a. Money orders.

b. Collect on delivery (COD) mail.

c. Post office box service fees.

Shortpaid and Unpaid Mail
5.6 P011 applies to shortpaid and unpaid penalty mail, except that military units engaged in hostile operations or operating under arduous conditions may send mail postage-due, using a special postage-due format, when permitted under 5.7.

Military Units
5.7 Military units engaged in hostile operations or operating under arduous conditions may be authorized to use a special form of postage-due penalty mail, subject to these conditions:

a. This mail must be in the format shown in Exhibit 5.7.

b. The special postage-due endorsement must be printed or hand-stamped above the delivery address where postage normally is affixed.

c. Endorsements for class and requested special services must be placed below the special postage-due indicia.

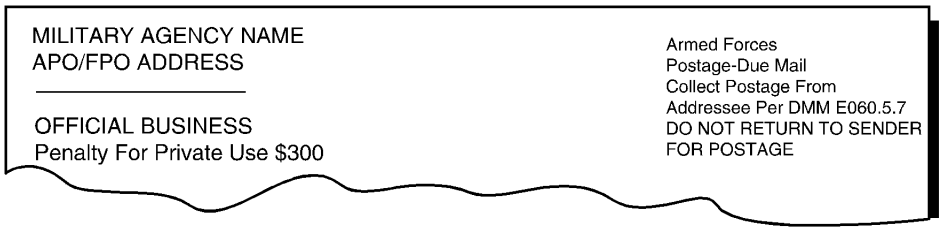
d. The return address must be a military post office (APO/FPO).

e. The Military Postal Service Agency must notify the Post Office Accounting manager, USPS Headquarters, within 3 business days after effecting the provisions of 5.7.

f. The use of these provisions is limited to 120 days from date of authorization unless otherwise announced.

g. With prior agreement, the Military Postal Service Agency and the USPS may conduct tests of these provisions during designated military training exercises.

Postage-Due Mail for Military Units Engaged in Hostile Operations
Exhibit 5.7



Foreign
5.8 Penalty mail may be sent to other countries under the applicable standards and restrictions.

Mail Detention
5.9 Except as permitted by standard, the USPS does not hold penalty mail even if the mail appears to abuse official mailing privileges. Reports of indicated abuse are submitted to an RCSC for referral to the proper agency for investigation and action.

6.0 GENERAL STANDARDS FOR PENALTY INDICIA

General
6.1 The formats and methods of mailing penalty mail are penalty metered mail, penalty permit imprint mail, penalty mail stamps, penalty Periodicals imprint mail, and penalty reply mail. There are also special procedures for penalty Express Mail. Information on use of INTELPOST may be obtained from the Post Office Accounting manager, USPS Headquarters. All penalty mail matter must meet the applicable standards in 6.0 through 15.0.

Use
6.2 Envelopes and labels prepared under these standards may be used only to transmit penalty mail within the U.S. Mail, except when:

a. Official items are carried by employees of the originating agency.

b. Official items are carried by contractors for later entry into the U.S. Mail.

c. Agencies reach written agreement with the Post Office Accounting manager, USPS Headquarters, to account for and pay postage on official items carried outside the U.S. Mail (18 USC 1693-1699 and 39 USC 601-606).

7.0 PENALTY METER

Description
7.1 Any agency may use postage meters (postage evidencing systems) with a special penalty design, following the procedures in P030 as modified in 7.2 through 7.11.

License
7.2 The agency must include its 3-digit agency code on each application for a meter license submitted under P030 and may assign one cost code to each license. A meter may be licensed for use at only one licensing post office. The agency must have a license and assigned meter(s) for each post office where it will deposit mail. The agency may have any number of meters under a single license. All transactions for each meter on a single license are charged to the agency code on the license application.

Meter Indicia Format
7.3 Penalty mail meter stamp designs must be placed in the upper right corner of the mailpiece. Except under P030.9.9 or P030.9.10, envelopes used with a penalty

postage meter must not contain facing identification marks (FIMs) or printing other than the meter indicia in the area where the meter stamps are applied.

Return Address
7.4 The complete return address (agency name and mailing address) must be in the upper left corner of each mailpiece. The preprinted words "Official Business" must be immediately below the return address.

Refunds for Unused Penalty Meter Indicia
7.5 Refunds for complete, legible, valid, unused penalty mail meter indicia are made under P014.3.2. No refunds are made in cash or applied to a meter.

Transferring Meter
7.6 An agency transferring a meter from one licensing post office to another must obtain a license from the new licensing office under 7.2.

On-Site Service
7.7 An agency wanting on-site meter service must pay the required fee in cash or with a check when the service is rendered.

Replacement Meter
7.8 If a meter is replaced, the remaining postage is transferred from the original meter to the replacement meter under P030. The postage may not be transferred to a penalty meter operating under a different license number. Cash refunds are not issued to agencies for penalty mail postage meters checked out of service.

Insufficient Postage
7.9 Penalty metered mail with insufficient postage imprinted, and envelopes and labels designed for penalty meter use found in the mail without a penalty meter stamp, are treated as postage due under P011.

Computerized Meter Resetting
7.10 An agency may use a penalty mail version of the authorized postage meter payment process for remotely reset meters if it is offered by the postage meter provider and approved by the USPS. The agency must follow the procedures in P030, except the agency is not required to prepay for metered postage.

Disaster Field Office Meters
7.11 Authorized federal government agencies also may use a special penalty version of the authorized postage meter payment process for remotely reset meters for meters known as Disaster Field Office (DFO) meters. These meters are *only* for temporary use in federal government-declared disaster areas and must be replaced by regular penalty meters within 30 days, except for those used by designated agency staff specialists not in a fixed location (e.g., mobile vehicle or temporary office), who may use them through the duration of the emergency operation declaration. Written requests for authorization to use DFO meters must be submitted to the Post Office Accounting Manager (see G043) and include the name, office address, and telephone number of an agency headquarters manager responsible for tracking and maintaining these meters, including complying with the necessary examination requirements. License applications for DFO meters are handled by the meter providers, who set up the licenses through the Washington, DC, licensing post office under normal meter licensing procedures.

8.0 PENALTY PERMIT IMPRINT

Application
8.1 An agency may apply to use penalty permit imprint procedures by completing Form 3615. The agency submits it to the post office where the mailings are to be deposited. The agency must show the complete name of the agency and, if applicable, the name of the component unit in the "Name of Applicant" section of the form. When the agency receives authorization to use a penalty permit imprint number not shown in the most recent listing in the *Postal Bulletin*, a copy of the authorizing letter from the Post Office Accounting manager, USPS Headquarters,

must be submitted with Form 3615 to the post office where mailings are to be made. These procedures also apply when an agency uses a contractor to mail penalty permit imprint matter, unless the agency provides the contractor with the completed Form 3615 to submit to the entry post office. Fees are reimbursed under 2.0 and are not paid to the local post office. The USPS is not required to complete Form 3615 to activate its own permit imprint number (G-10) at post offices.

Format
8.2 The penalty permit imprint indicia must be in a rectangular box in the upper right corner of the mailpiece. The indicia must include the words "Postage and Fees Paid," the agency name, and the agency's assigned penalty permit imprint number or other penalty permit imprint number authorized by the Post Office Accounting manager, USPS Headquarters, preceded by the letter "G." In addition, the class of mail or appropriate rate endorsement must be the first item within the indicia or immediately below or to the left of the indicia. Rate endorsements for certain rate categories may also be directly above the top line of the address. The city of mailing, amount of postage, and weight of the piece may be included within the indicia but are not required. First-Class Mail penalty permit imprints may also show the date.

Return Address
8.3 The complete return address (agency name and mailing address) must be in the upper left corner. The preprinted words "Official Business" and "Penalty for Private Use $300" must be directly below the return address. The penalty statement must not be handwritten or typewritten.

Standards of P040
8.4 Mail sent under penalty permit imprint procedures must meet the standards of P040, except for prepayment and imprint format. The proper USPS postage statement must be submitted with each penalty permit imprint mailing. If a receipt is needed, the mailer must submit a duplicate of the postage statement. When a postage statement is submitted by a Government Printing Office (GPO) contractor, the serial number of the accompanying GPO Form 712 must be shown in the upper right corner.

GPO Contractor
8.5 As an exception to the general standard in 8.4, an agency mailing submitted by a GPO contractor may contain nonidentical-weight pieces or more than one class of mail, if:

a. The pieces are for mailing only at single-piece rates.

b. All other applicable standards for use of permit imprints are met, including those on minimum quantity and class of mail endorsements.

c. A completed Form 3602-G is submitted to the entry post office for each mailing, in duplicate if the contractor wants a copy.

d. The mailing is separated by the class and weight categories on Form 3602-G when presented to the post office. Postage is computed on the average weight of a piece for each category of mailing reported.

e. Mailings reported on Form 3602-G are not eligible for intra-BMC Parcel Post rates.

f. GPO Form 712 is submitted with the mailing and the proper USPS postage statement.

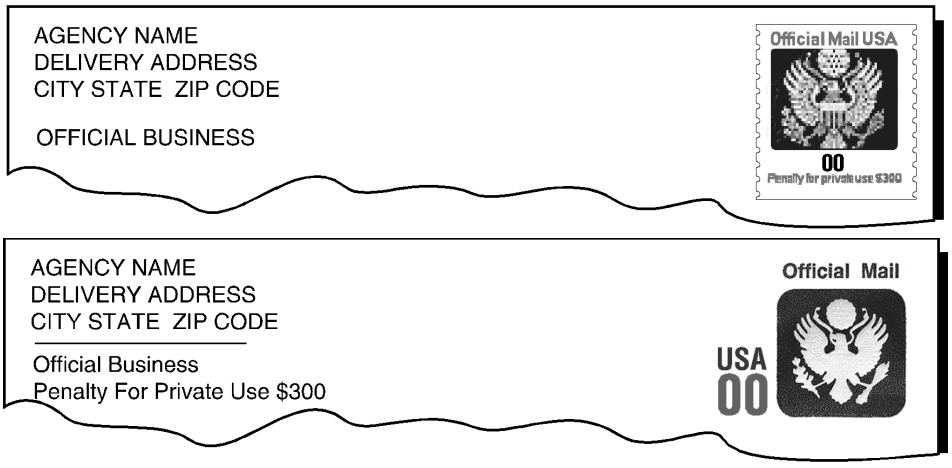
9.0 PENALTY POSTAGE STAMPS AND STATIONERY

Use
9.1 Penalty mail stamps may be used by any authorized federal agency to facilitate postage accountability. Enough penalty mail stamps to cover the correct

single-piece rate postage, including applicable surcharges or special service fees, must be affixed to each mailpiece. Pieces with insufficient penalty mail stamps affixed, and envelopes and labels designed for penalty mail stamps found in the mail without a penalty mail stamp are handled under P011.

Availability
9.2 Penalty mail stamped stationery (plain stamped envelopes, personalized envelopes, and stamped cards) and penalty mail adhesive stamps (see Exhibit 9.2) are available in various denominations.

Penalty Mail Postage Format
Exhibit 9.2



Application
9.3 A federal agency may apply to use penalty mail stamps by submitting a letter to the Post Office Accounting manager, USPS Headquarters, stating how the agency plans to use the stamps. The Post Office Accounting manager provides a written response stating approval or denial of the application.

Placement
9.4 Penalty mail adhesive stamps must be affixed in the upper right corner of the address side of the mailpiece.

Return Address
9.5 The complete return address of the agency (agency name and mailing address) must be in the upper left corner of the address side of the mailpiece. The preprinted words “Official Business” must be immediately below the return address. On penalty stamped stationery, “Penalty for Private Use $300” must be placed below “Official Business.”

Ordering Stock
9.6 An agency authorized to use penalty mail stamps must order penalty mail stock as follows:

a. Orders for penalty mail stamp stock other than personalized envelopes must be sent on Form 17-G to the stamp distribution office (SDO) serving the ZIP Code area to which the stamp stock is to be shipped. Orders for personalized envelopes must be sent on Form 17-J to Stamp Fulfillment Services (see G043 for address).

b. Each order must total at least $50. Smaller orders received are increased to meet or exceed the minimum by adding full 100-stamp coils at the current First-Class single-piece 1-ounce rate.

c. Each denomination of stamps must be ordered in multiples of 100 (i.e., full sheets or coils), except that $1 and $5 stamps must be ordered in multiples of 10.

d. Penalty stamped cards must be ordered in full units of 250 cards.

e. Penalty stamped envelopes (plain and personalized) must be ordered in full units of 500 envelopes.

Exchanges
9.7 Incorrectly shipped items or items damaged in shipping or defective or otherwise unserviceable may be exchanged by the SDO at full value.

10.0 GENERAL STANDARDS FOR PENALTY REPLY MAIL

Restriction to Approved Formats
10.1 An agency may distribute penalty envelopes, cards, cartons, or labels to any person, concern, or organization. To distribute penalty reply mail, agencies must use the penalty business reply mail format; the penalty metered reply format; penalty mail adhesive stamps or penalty mail stamped stationery; or the penalty merchandise return service label.

Prepayment
10.2 Prepaid adhesive postage stamps may be affixed to cards and envelopes distributed for reply purposes.

Penalty Metered Reply
10.3 An agency that holds a penalty postage meter license may distribute penalty metered reply cards and envelopes for return to the meter license holder, subject to the relevant standards in P030.

Penalty Stamped Mail
10.4 An agency authorized to use penalty mail may furnish to a person, concern, or organization from or through whom official matter is desired, for reply purposes, printed penalty mail stamped stationery or envelopes or cards bearing penalty mail stamps that contain the preprinted address of a federal office or officer.

Format
10.5 Letter-size reply mail pieces enclosed in automation rate mailings must meet the standards in C810 and S922.

11.0 PENALTY BUSINESS REPLY MAIL (BRM)

General
11.1 An agency may participate in business reply mail service (including Qualified Business Reply Mail). Standards for business reply mail are in S922. Agencies can choose to pay postage and per piece charges for BRM by setting up a BRM advance deposit account to be billed through the Official Mail Accounting System (OMAS) or by paying for BRM through an OMAS postage due account. Under a BRM advance deposit account, the agency is billed an annual accounting fee by each post office ZIP Code where mail is returned, the appropriate postage, and high-volume BRM per piece charges. Under the postage due option, the agency pays the appropriate postage and basic BRM per piece charges through an OMAS postage due account. The postage, fees, and per piece charges are the same as those for private-sector customers (see R900). Government agencies cannot use cash, penalty meter stamps, or penalty mail stamps to pay postage due.

Application
11.2 An agency must apply for a BRM permit on Form 3615 at each post office where its BRM is to be returned. The form must include the BRM permit number, the agency code, the agency cost code (if desired), and whether the agency wants to set up a BRM account. A contractor for the agency may submit the form if it is signed by an authorized agency representative. The USPS is not required to complete Form 3615 to activate its own BRM permit number at post offices.

Permit Fees
11.3

If an agency uses BRM at any location, it is charged an annual BRM permit and renewal fee for each permit number assigned. These fees are billed automatically by USPS Headquarters each year, and no agency action is necessary.

Addressing and Format
11.4

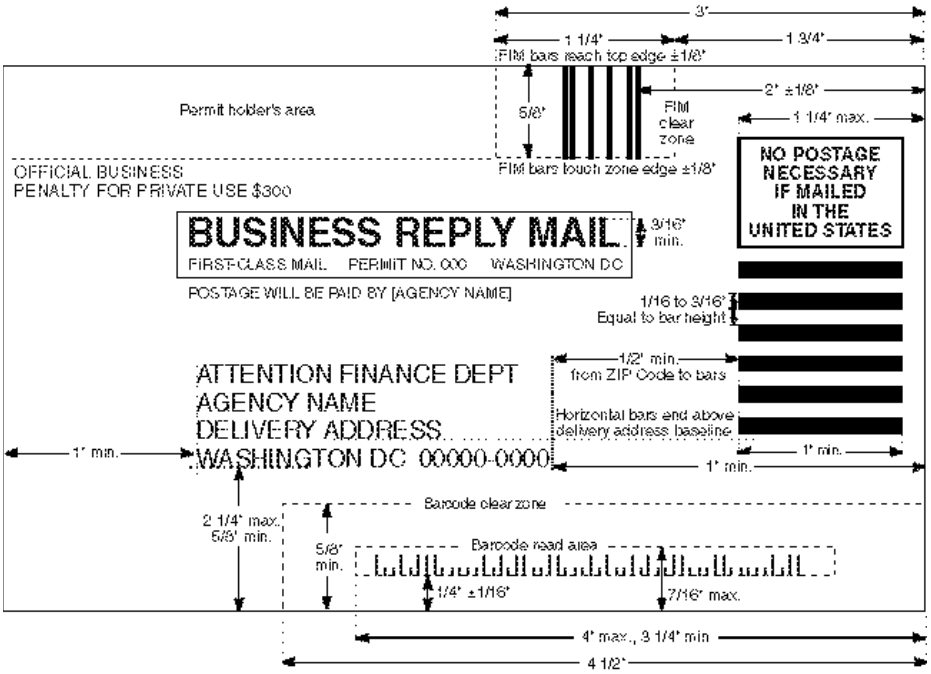
Penalty BRM envelopes must show the address of an authorized agency or a component unit. Envelopes must be printed as detailed in S922 and as shown in Exhibit 11.4, with these exceptions:

a. The address may be printed, typewritten, or hand-stamped directly on the mailpiece, or a printed gummed label may be affixed in the address area. The address must not be handwritten. Letter-size BRM enclosed in automation rate mailings must meet the standards in C810 and S922.

b. The required legend must read "Postage Will Be Paid By [name of authorized agency]."

c. The space for the permit holder's use must include the statement "Official Business, Penalty for Private Use $300." Space above this statement may be used for return address, logos, and distribution codes.

Penalty Business Reply Mail Format
Exhibit 11.4



Cancellation
11.5

If an agency wants to cancel a BRM account, the agency must notify the post office handling the account.

12.0 PENALTY MERCHANDISE RETURN SERVICE

Description
12.1

Merchandise return service allows an authorized permit holder to pay the postage and special service fees on single-piece rate First-Class Mail, Priority Mail, and Package Services (Parcel Post, Bound Printed Matter, and Media Mail only) that is returned by the permit holder's customers via a special label produced by the permit holder as specified by S923.

Postage and Special Service Fees
12.2

The standards for payment of postage and fees are:

a. The permit holder guarantees payment of the proper postage and special service fees on all returned merchandise return service articles distributed under the permit holder's permit number. Postage is collected for each article from an OMAS MRS account.

b. Returned parcels are charged single-piece rate postage and special service fees based on the class or subclass marking on the label. If a piece is unmarked, then it is charged Parcel Post rates. If the postage for the returned piece is zoned and there is no way to determine the zone of origin (i.e., no postmark or return address), then postage is calculated at zone 4 (for Priority Mail) or zone 4 Inter-BMC rates (for Parcel Post).

c. There is no per piece charge per parcel returned.

Annual Accounting Fee
12.3

All MRS permit holders are required to pay the annual accounting fee in R900, which is assessed automatically through OMAS.

Application
12.4

An agency must apply by letter to the Post Office Accounting manager, USPS Headquarters, to use merchandise return labels. A single permit number is assigned to each agency unless the agency asks for multiple numbers.

Post Office Notification
12.5

Agencies must apply for authorization to use their penalty merchandise return permit by submitting a Form 3615, *Mailing Permit Application and Customer Profile,* at each post office where pieces bearing penalty merchandise return labels will be received. No fee should accompany this application since all fees for penalty mailers are assessed through OMAS.

Permit Renewal
12.6

Authorization to use a penalty merchandise return permit number at a local post office is renewed automatically unless the agency notifies the post office that it wishes to cancel its authorization. Annual authorization fees are assessed automatically through OMAS.

Label Format
12.7

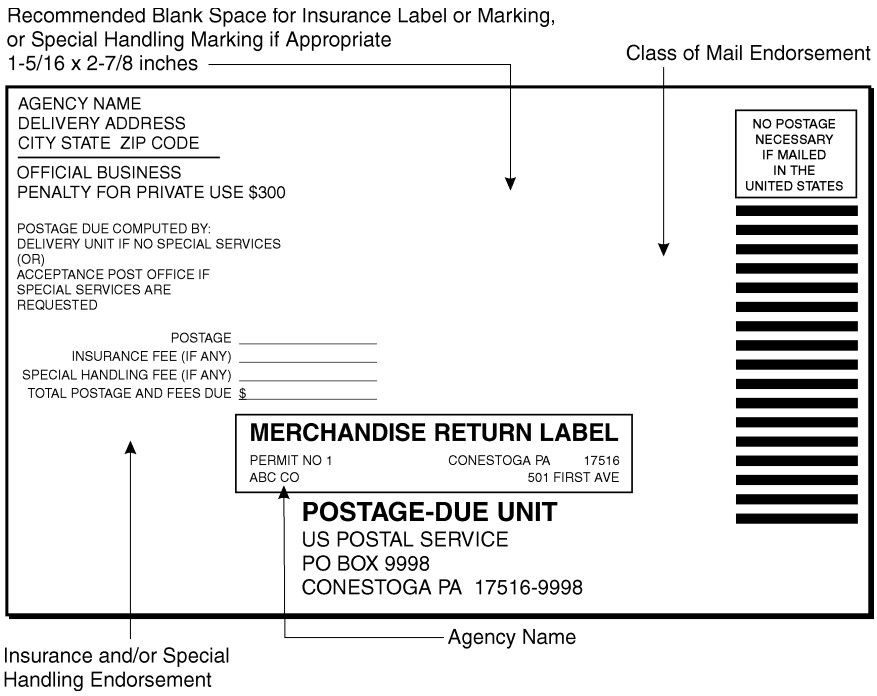
The one-part merchandise return labels available for federal agencies must bear the address of an authorized agency or a component. Exhibit 12.7a shows the format required when no special services are requested or when insurance and/or special handling are requested. Exhibit 12.7b shows the format required when registered service without postal insurance is requested. The label must be printed in the format required by S923, except:

a. The phrases “Official Business” and “Penalty for Private Use $300” must be printed directly below the return address and above the class of service requested in the upper left corner of the label.

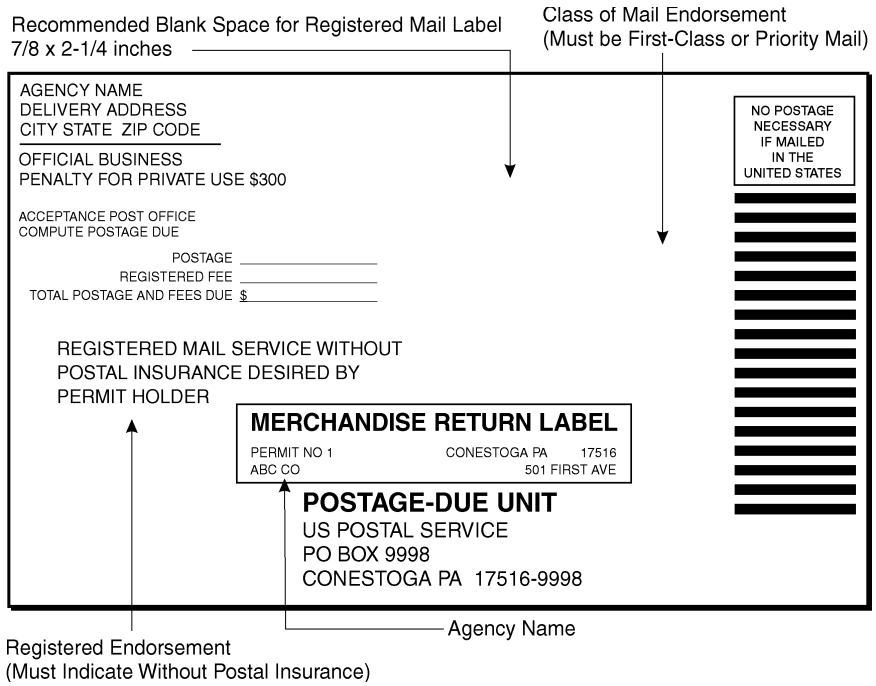
b. The post office name required in the “Merchandise Return Label” legend must be the same as the post office authorized to receive the mail.

c. Permit holders are encouraged, but are not required, to put the rate marking in the space to the right and above the “Merchandise Return Label” legend. The marking must be at least 3/16 inch high and be printed or rubber-stamped. Only the permit holder may apply this marking.

Merchandise Return Label With No Special Services or With Insurance and/or Special Handling
Exhibit 12.7a



Merchandise Return Label for Registered Mail Service Without Insurance
Exhibit 12.7b



Insurance Indicated by Permit Holder
12.8

The permit holder may obtain insured mail service with MRS. Indemnity under penalty mail merchandise return is limited to $100. Items requiring insurance greater than $100 may not be mailed under penalty merchandise return service. Only Package Services matter (i.e., matter not required to be mailed at First-Class Mail rates under E110) may be insured. Insured mail may be combined with other special services as listed in S913. To request insured mail service, the permit holder must preprint or rubber-stamp “Insurance Desired by Permit Holder for $_____ (value)” to the left of and above the “Merchandise Return Label” legend and below the “Total Postage and Fees Due” statement on the merchandise return

label. The value part of the endorsement, showing the dollar amount of insurance for the article, may be handwritten by the permit holder. If insurance is paid for by the MRS permit holder, then only the MRS permit holder may file a claim (S010).

Insured Mail Added by Sender
12.9 If the permit holder has not indicated insured mail service on the MRS label, then the sender has the option of adding insurance at the sender's own expense. There is no limit on the indemnity coverage paid for by the sender. If insurance is paid by the sender, then only the sender may file a claim (S010).

Registered Mail
12.10 Only the permit holder may request that the piece receive registered mail service by preprinting the endorsement noted below. All applications for registered merchandise return service must be submitted to the Mail Preparation and Standards Manager, USPS Headquarters. Registered mail service may be obtained only on articles returned at First-Class Mail or Priority Mail rates. Only registered mail service without postal insurance is available under penalty mail merchandise return procedures. An agency wanting to register merchandise return articles with postal insurance must follow the procedures in S923. When registered mail service is requested for single-piece First-Class Mail or Priority Mail, no other special service is available. The format in Exhibit 12.7b must be used for the merchandise return label, and the following endorsement must be preprinted to the left of and above the “Merchandise Return Label” legend and below the “Total Postage and Fees Due” statement: “Registered Mail Service Without Postal Insurance Desired by Permit Holder.”

Special Handling
12.11 Only the permit holder may request that the mailpiece receive special handling. The format in Exhibit 12.7a must be used for the merchandise return label. Package Services items requiring special handling must have the following endorsement preprinted or rubber-stamped to the left of and above the “Merchandise Return Label” legend and below the “Total Postage and Fees Due” statement: “Special Handling Desired by Permit Holder.”

Permit Cancellation
12.12 A permit may be canceled by the Post Office Accounting manager, USPS Headquarters, for violation of postal regulations, including:

a. Refusing to accept and pay the required charges for merchandise return offered for delivery.

b. Distributing merchandise return labels that do not meet USPS specifications.

Later Receipt
12.13 When a permit is canceled, mailpieces received after the cancellation are treated under S923.

13.0 PENALTY PERIODICALS

Application
13.1 An agency may apply for penalty Periodicals mailing privileges for periodical publications that meet the basic eligibility standards in E200. The correct application form and supporting materials must be submitted to the post office where the known office of publication is located.

Compliance
13.2 Except for prepayment of postage, penalty Periodicals must meet the standards that apply to private-sector Periodicals publications.

Format
13.3 A penalty mail Periodicals imprint must be printed on the front or back cover of each copy, either in the upper right corner of the address area or in the upper right corner of the address side of the envelope or wrapper. The imprint for copies mailed while an application is pending must read “Application to Mail at Periodicals Rates Pending.” The imprint for authorized publications must contain the words

"Periodicals" or "Periodicals Newspaper" (as appropriate); the words "Postage and Fees Paid"; the agency name; and the International Standard Serial Number assigned by the Library of Congress, if the publication has one, or the publication number assigned by the USPS at the time of authorization. See Exhibit 13.3 for format.

Penalty Periodicals Formats
Exhibit 13.3

Publications Mailed While Application Pending

AGENCY NAME
DELIVERY ADDRESS
CITY STATE ZIP CODE

OFFICIAL BUSINESS
Penalty for Private Use $300

Application to Mail at Periodicals Rates Pending

Authorized Periodicals Publications

AGENCY NAME
DELIVERY ADDRESS
CITY STATE ZIP CODE

OFFICIAL BUSINESS
Penalty for Private Use $300

Periodicals
Postage and Fees Paid
Agency Name
ISSN or USPS Pub. No.

Return Address
13.4 For both authorized publications and those with applications pending, the front or back cover of each copy or the address side of its envelope or wrapper must also show the agency name and a complete return address. The words "Official Business" and "Penalty for Private Use $300" must be preprinted directly below the return address. The penalty statement must not be handwritten or typewritten (see Exhibit 13.3).

Postage and Fees
13.5 Postage and fees are billed through OMAS. Agencies must submit a completed postage statement to the entry office with each mailing of each edition or as otherwise permitted by the standards for Periodicals in P200.

14.0 PENALTY EXPRESS MAIL

Agencies have the same service and contract options as other mailers when arranging for penalty Express Mail service. Agencies may prepay Express Mail

postage or pay with penalty postage meters or penalty mail stamps. They may also use the 3-digit agency code (and 5-digit cost code) if authorized according to the most recent listing in the *Postal Bulletin.* If postage is prepaid or paid with penalty meters or penalty mail stamps, the 3-digit agency code is not written in the customer number block on Express Mail labels. If the 3-digit agency code is used, an agency envelope or label must be used that contains a complete agency return address and the preprinted phrases "Official Business" and "Penalty for Private Use $300."

15.0 CONTRACTORS

Reimbursement
15.1 An agency authorized to use penalty mail must reimburse the USPS for contractor use of penalty mail services. The agency must promptly provide, in the form requested, all information on contractor use of penalty mail services that the Post Office Accounting manager, USPS Headquarters, considers necessary for accurate reimbursement to the USPS.

Preparation
15.2 Preparation standards for a contractor's penalty mailings include:

a. First-Class Mail, Standard Mail, and Package Services penalty mailings must be prepared with penalty permit imprints or penalty meters. Single-piece rate mailings may also be prepared with penalty mail stamps.

b. Periodicals must be prepared with a penalty Periodicals imprint.

c. Reply mail must be prepared under 10.0, 11.0, and 12.0, as applicable.

d. Express Mail must be prepared with penalty postage meters, penalty mail stamps, or use of 3-digit agency code under 14.0.

Postage Statement
15.3 A contractor submitting a mailing that requires a postage statement must prepare the statement in duplicate if the mailer wants a copy.

Providing Materials
15.4 When an agency requires a contractor to provide progress reports or to return government materials to the agency by mail, the agency may either require the contractor to prepay postage on these items or provide the contractor with BRM or merchandise return envelopes and labels.

Return Address
15.5 Penalty envelopes and labels used by any contractor must show the printed return address of an authorized agency. The name and address of a private person, concern, organization, or contractor may not be shown in the return address.

E000 Special Eligibility Standards

E070 Mixed Classes

Summary E070 describes the standards where one class of mail can be combined, attached, or enclosed with a different class of mail.

1.0 BASIC INFORMATION

General
1.1 When mail of a higher class is enclosed with mail of a lower class, the postage on the entire piece or package is charged at the rate of the higher class, except under 2.0 through 7.0.

Concealing Higher Classes
1.2 A mailer is subject to a fine if the mailer knowingly conceals letters or other mail of a higher class (or rate) in mail sent at a lower class (or rate) without paying the correct postage on the enclosures (18 USC 1723).

2.0 ATTACHMENTS OF DIFFERENT CLASSES

First-Class Mail or Standard Mail
2.1 Letters or other pieces of First-Class Mail or Standard Mail may be placed in an envelope and attached to the address side of a Periodicals, Standard Mail, or Package Services piece. Combination envelopes or containers with separate parts for the two classes of mail may be used.

Rate Qualification
2.2 If a Periodicals, Standard Mail, or Package Services host piece qualifies for:

a. A presort discount, a First-Class Mail or Standard Mail attachment is eligible for the comparable First-Class Mail or Standard Mail presort rate. The attachment need not meet the volume standard that would apply if mailed separately.

b. An automation rate, a First-Class Mail or Standard Mail attachment is eligible for the comparable First-Class Mail or Standard Mail rate. The attachment need not meet the volume standards that would apply if mailed separately. An automation rate may not be claimed for an attachment unless a similar automation rate is claimed for the host piece. If the attachment makes the host piece incompatible with automation standards, neither the host piece nor the attachment qualifies for an automation rate.

c. A carrier route rate, a First-Class Mail or Standard Mail attachment is eligible for the comparable First-Class Mail or Standard Mail rate if every host piece for which the carrier route rate is claimed has a Standard Mail attachment. The attachment need not meet the volume standard that would apply if mailed separately. A carrier route rate may not be claimed for an attachment unless a similar rate is claimed for the host piece.

d. A destination entry rate (DDU, DSCF, DADC, or DBMC), a Standard Mail attachment is eligible for the comparable destination entry rate. The attachment need not meet the volume standard that would apply if mailed separately. A rate including a destination entry discount may not be claimed for an attachment unless a similar rate is available and claimed for the host piece.

3.0 ENCLOSURE IN PERIODICALS PUBLICATION

All Enclosures
3.1 Except under 3.2, all enclosures mailed with a bound publication must be bound into the publication or securely affixed to a page of the publication. Enclosures

mailed with an unbound publication must be combined with, and inserted within, the publication. Subject to payment of the applicable postage, separate and independent pieces of nonincidental First-Class Mail and pieces of Standard Mail may be mailed as enclosures with Periodicals publications.

Loose Enclosure
3.2

A loose enclosure may be mailed with a bound Periodicals publication only if:

a. The enclosure and the Periodicals materials are totally enclosed in an envelope or plastic or paper wrapper; or the enclosure and the Periodicals materials are inside a sleeve and the enclosures are inserted within the publication and held by tension or secured to prevent separating from the publication while in the mail.

b. For Standard Mail matter, the total weight of all enclosed material is less than 16 ounces.

c. The publication and the enclosure are prepared so that any permit imprint on the enclosure is not visible to USPS employees.

d. If enclosed in a plastic wrapper or polybag, the Periodicals publication is the top or bottom piece, faces out, and its title is visible.

e. The enclosure is not addressed.

4.0 ENCLOSURE IN STANDARD MAIL AND PACKAGE SERVICES PARCELS

First-Class Mail
4.1

Letters or other pieces of First-Class Mail may be enclosed in pieces of Standard Mail and Package Services. Postage at the appropriate First-Class rate must be paid for each piece of First-Class Mail, except incidental First-Class attachments or enclosures under 5.0.

Standard Mail
4.2

Standard Mail may be enclosed in a Package Services parcel mailed at Package Services rates or under E030. Postage at the applicable First-Class Mail or Standard Mail rate must be paid on this matter, unless excepted by the standards in E700.

5.0 INCIDENTAL FIRST-CLASS ATTACHMENT OR ENCLOSURE

An incidental attachment or enclosure must be closely associated with or related to the piece to which it is attached or in which it is enclosed; must be secondary to that piece; must not encumber postal processing; and must *require* First-Class postage if mailed separately. Incidental First-Class matter may be enclosed in or attached to Periodicals matter, Standard Mail merchandise (including books but excluding merchandise samples), and Package Services matter. The attached or enclosed incidental matter may be mailed at the applicable postage rate of the host piece with which it is attached or enclosed. Incidental First-Class matter includes a bill for the product or publication, a statement of account for past purchases, and a personal message or greeting included with a product, publication, or parcel.

6.0 COMBINED MAILING OF MEDIA MAIL AND BOUND PRINTED MATTER

Machinable Parcels
6.1

A mailer may combine into one parcel separate and distinguishable pieces of Media Mail and Bound Printed Matter for the same addressee, if these combined pieces form a regular machinable parcel as defined in C050.

Presorted Rates
6.2

Presorted rates may be claimed, subject to the applicable preparation standards. If presorted rates are claimed on both subclasses, the mail must be prepared under the standards for Bound Printed Matter in M722.

7.0 EXPRESS MAIL AND PRIORITY MAIL DROP SHIPMENTS

Standards
7.1 The Express Mail or Priority Mail shipment and the enclosed mail must meet all corresponding eligibility and preparation standards.

Enclosed Mail
7.2 The mail enclosed in an Express Mail or Priority Mail pouch must consist either entirely of single-piece rate matter or entirely of presorted matter that is part of the same mailing, unless an exception is granted by the RCSC.

E000 Special Eligibility Standards

E080 Absentee Balloting Materials

Summary E080 describes the eligibility standards and required markings on envelopes or postcards for mailing absentee balloting materials.

1.0 BASIC STANDARDS

Definition
1.1 Balloting materials, consisting of postcard applications, ballots, voting instructions, and envelopes, may be sent through the mail without prepayment of postage to enable persons in the following categories to apply for registration and vote by absentee ballot when absent from the place of voting residence and otherwise eligible to vote as an absentee:

a. Members of the Armed Forces in active service and their spouses and dependents.

b. Members of the U.S. Merchant Marine and their spouses and dependents.

c. U.S. citizens residing outside the territorial limits of the United States and the District of Columbia and their spouses and dependents residing with or accompanying them.

Eligibility
1.2 To be mailable without prepayment of postage, the balloting materials must be deposited at a U.S. post office, an overseas U.S. military post office, or an American Embassy or American Consulate.

Between Officials
1.3 Balloting materials may be mailed between state and local election officials, individually or in bulk, without prepayment of postage. Packages of materials mailed in bulk must bear an address label as described in 2.0.

Elections Affected
1.4 Materials may be for any general election of electors for President and Vice President, or of senators and representatives in Congress, and other general, primary, and special elections.

2.0 MARKING

Envelope
2.1 The envelope used to send balloting material and the envelope supplied for return of the ballots must have printed across the face the words “Official Absentee Balloting Material—First-Class Mail” (or similar language required by state law) in a rectangular box. Immediately below, the words “No Postage Necessary in the U.S. Mail—DMM E080” must be printed. Envelopes previously approved with the citations “DMM 137.3” or “DMM 138” must not be rejected. In the upper right corner of the envelope, in a rectangular box, the words “U.S. Postage Paid, 39 USC 3406,” must be printed. An appropriate inscription or blank spaces for the return address of the sender must be shown in the upper left corner (see Exhibit 2.1).

Postcard
2.2 The federal voting registration postcard application must be approximately 5 by 8 inches. The design shown in Exhibit 2.1 must be printed on the address side of the card.

FIM
2.3 The correct facing identification mark (FIM) as described in S922 must be printed on the address side of envelopes and cards.

Balloting Material Formats
Exhibit 2.1

Balloting Material Envelope Format

Name and Complete Address

U.S. Postage Paid
39 USC 3406

PAR AVION

OFFICIAL ABSENTEE BALLOTING MATERIAL—FIRST-CLASS MAIL
NO POSTAGE NECESSARY IN THE U.S. MAIL—DMM E080

SECRETARY OF STATE OF MARYLAND
MONTGOMERY COUNTY ELECTIONS BOARD
MONTGOMERY COUNTY COURTHOUSE
1234 MAIN ST
ANYWHERE MD 00000-0000

Federal Voting Registration Postcard Format

Name and Complete Address

U.S. Postage Paid
39 USC 3406

PAR AVION

OFFICIAL ABSENTEE BALLOTING MATERIAL—FIRST-CLASS MAIL
NO POSTAGE NECESSARY IN THE U.S. MAIL—DMM E080

TO:

E100 First-Class Mail

E110 Basic Standards

Summary E110 describes letter and card-size pieces eligible to be mailed as First-Class Mail, presort mailing fees and documentation.

1.0 CLASSIFICATION AND DESCRIPTION

Eligibility
1.1 All mailable matter may be sent as First-Class Mail (which for the purposes of the standards in 1.0 includes Priority Mail) or as Express Mail.

Written or Typewritten Matter
1.2 Matter wholly or partially in handwriting or typewriting must be mailed as First-Class Mail or Express Mail, except authorized additions to Periodicals, Standard Mail, and Package Services and written or typewritten matter in Library Mail and Media Mail, as permitted by the corresponding standards.

Matter Closed Against Postal Inspection
1.3 Matter closed against postal inspection includes First-Class Mail and Express Mail. Electronic documents created by means of NetPost Mailing Online for possible transmission as First-Class Mail are closed against postal inspection. Hard copy versions of NetPost Mailing Online documents, while being prepared for entry as First-Class Mail, also are closed against postal inspection. The USPS may open mail other than First-Class Mail or Express Mail to determine whether the proper rate of postage is paid. Material wrapped or packaged so that it cannot be examined easily or examined without destruction or serious damage is closed against postal inspection and is charged the appropriate First-Class Mail or Express Mail rate.

Correspondence
1.4 Matter that has the character of actual and personal correspondence must be mailed as First-Class Mail or Express Mail.

Bills and Statements of Account
1.5 Bills and statements of account must be mailed as First-Class Mail or Express Mail according to these definitions:

a. A *bill* is a request for payment of a definite sum of money claimed to be owing by the addressee to the sender or a third party. The mere assertion of a debt in a definite sum combined with a demand for payment is sufficient to make the message a bill.

b. A *statement of account* is the assertion of a debt in a definite amount owed by the addressee to the sender or a third party but does not necessarily contain a request or a demand for payment. The amount may be immediately due or may become due after a certain time or on demand or billing at a later date.

c. A bill or statement of account must present enough details of a debt to inform the debtor of the amount the debtor must pay to acquit himself or herself of the debt. Neither a bill nor a statement of account need state the precise amount if the bill or statement contains enough information to enable the debtor to determine the exact amount of the claim asserted.

d. A bill or statement of account does not lose that character just because the amount claimed is not, in fact, owing or may not be legally collectible.

Examples 1.6 These are examples of material that must be mailed at First-Class Mail or Express Mail rates:

a. Handwritten or typewritten matter, including identical copies prepared by automatic typewriter and manifold or carbon copies of this matter. Handwritten or typewritten matter does not include all matter produced by computers, but computer-prepared material is subject to First-Class postage if it has the character of actual and personal correspondence.

b. Autograph albums containing writing.

c. Notebooks or blank books containing written or typewritten entries or stenographic or shorthand notes.

d. Blank printed forms filled out in writing, such as notices, certificates, and checks, either canceled or uncanceled.

e. Printed price lists containing written figures changing individual items.

f. Printed cards or letters bearing a written date, where the date is not the date of the card but gives information about when something is to occur or has occurred.

g. Any matter marked “Postcard” or “Double Postcard.”

2.0 AIR TRANSPORTATION PROHIBITIONS

All First-Class Mail is subject to limitations for air transportation. Generally, all mailable matter may be transported by aircraft, unless restricted in C023.

3.0 CARD RATE

To be eligible for a card rate, a stamped card, postcard, and each part of a double (reply) card must meet the physical standards in C100. The reply half of a double card need not bear postage when originally mailed, but it must bear postage at the applicable rate when returned, unless prepared as business reply mail (S922) or as a merchandise return service label (S923.5.4).

4.0 FEES

Presort Mailing 4.1 A First-Class Mail presort mailing fee must be paid once each 12-month period at each office of mailing by any person or organization entering mailings at automation or Presorted First-Class Mail rates. Payment of one fee allows a mailer to enter mail at all those rates. Persons or organizations paying this fee may enter mail of their clients as well as their own mail. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment. Customers using NetPost Mailing Online service to create mailings pay fees under G091 and are not required to pay an annual presorted mailing fee.

Address Correction 4.2 The fee for manual or automated address correction service is charged per notice issued.

5.0 DOCUMENTATION

A postage statement, completed and signed by the mailer, using the correct USPS form or an approved facsimile, must be submitted with each mailing except for single-piece First-Class Mail or single-piece Priority Mail mailings in which the correct postage is affixed to each piece. Supporting documentation might be required by the standards for the rate claimed or the postage payment method used.

E100 First-Class Mail

E120 Priority Mail

Summary E120 describes Priority Mail eligibility, required marking, and associated rates.

1.0 BASIC STANDARDS

Description
1.1 Priority Mail is First-Class Mail weighing more than 13 ounces and, at the mailer's option, any other mail matter (including regular First-Class Mail) weighing 13 ounces or less. Priority Mail rates are based on zone and weight.

Weight
1.2 The maximum weight limit is 70 pounds, except for some APO and FPO mail subject to E010 and E030 and for Department of State mail subject to E020.

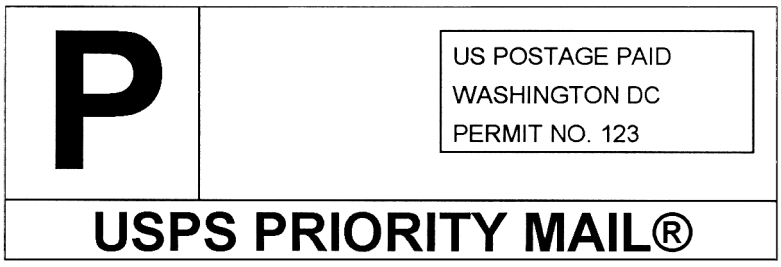
Reshipment
1.3 Through merchandise return service, mail received at a post office box address at one postal facility may be reshipped to the addressee at another postal facility by Priority Mail.

Marking
1.4 The marking "Priority" or "Priority Mail" must be placed prominently on the address side of each piece of Priority Mail. Matter mailed in USPS-provided Priority Mail packaging is subject to Priority Mail rates regardless of how the packaging is reconfigured or how markings may be obliterated. If shipping address labels are used, it is recommended that they contain the Priority Mail service indicator composed of two elements, the service icon and service banner (see Exhibit 1.4):

a. The service icon should appear in a 1-inch square in the upper left corner of the shipping label. The letter "P" must be printed inside the 1-inch square and must be 0.75 inches (3/4") or greater. A minimum 3/4-point line must border the 1-inch square.

b. The service banner should appear directly below the postage payment area and the service icon, and it should extend across the shipping label. When the service banner is used, the text "USPS PRIORITY MAIL" must be printed in minimum 20-point bold sans serif typeface, uppercase letters, centered within the banner, and bordered above and below by minimum 1-point separator lines. There must be a 1/16-inch clearance above and below the text.

Priority Mail Service Indicator
Exhibit 1.4



2.0 RATES

Application
2.1 Priority Mail rates apply to pieces meeting the standards in 1.0.

Flat-Rate Envelope
2.2 Any amount of material that can be mailed in the special flat-rate envelope available from the USPS is subject to the 1-pound Priority Mail rate, regardless of the weight of the mailpiece.

Balloon Rate
2.3 Items weighing less than 15 pounds but measuring more than 84 inches in combined length and girth are charged a minimum rate equal to that for a 15-pound parcel for the zone to which it is addressed.

Keys and Identification Devices
2.4 Keys and identification devices (e.g., identification cards or uncovered identification tags) that weigh more than 13 ounces but not more than 1 pound are returned at the 1-pound Priority Mail rate plus the fee shown in R100.10.0. Keys and identification devices weighing more than 1 pound but not more than 2 pounds are mailed at the 2-pound Priority Mail rate for zone 4 plus the fee in R100.10.0. The key or identification device must bear, contain, or have securely attached the name and complete address of a person, organization, or concern, with instructions to return the key or identification device to that address and a statement guaranteeing payment of postage due on delivery.

E100 First-Class Mail

E130 Nonautomation Rates

Summary E130 describes the basic eligibility standards and mail preparation for nonautomation First-Class Mail at single-piece and presorted rates. Also includes the nonstandard surcharge, when applicable.

1.0 BASIC STANDARDS

All Pieces 1.1

All pieces of nonautomation First-Class Mail must:

a. Meet the basic standards for First-Class Mail in E110.

b. Weigh 13 ounces or less.

c. Bear a delivery address.

d. Meet the applicable documentation and postage payment standards in P012, P013, and P100.

Barcodes 1.2

Any POSTNET barcode on a mailpiece in a nonautomation First-Class mailing must be correct for the delivery address and meet the standards in C840 and A950.

2.0 SINGLE-PIECE RATE

Rate Application 2.1

The single-piece rates for First-Class Mail are applied as follows:

a. The card rate applies to a card meeting the applicable standards in C100 that is not eligible for or claimed at the Presorted rate, an automation rate, or a qualified business reply mail (QBRM) rate.

b. The letter rate applies to any other First-Class Mail (letter, flat, and parcel) weighing 13 ounces or less that is not eligible for and claimed at the card rate, the Presorted rate, an automation rate, a qualified business reply mail (QBRM) rate, or required to be paid at a rate for keys and identification devices.

Keys and Identification Devices 2.2

Keys and identification devices (e.g., identification cards or uncovered identification tags) that weigh 13 ounces or less are mailed at the applicable single-piece letter rate plus the fee in R100.10.0, and if applicable, the nonmachinable surcharge. The keys and identification devices must bear, contain, or have securely attached the name and complete address of a person, organization, or concern, with instructions to return the piece to that address and a statement guaranteeing payment of postage due on delivery.

Preparation 2.3

Single-piece rate mail must be prepared under M110.

Nonmachinable Surcharge—Letter-Size Pieces 2.4

The nonmachinable surcharge in R100.11.0 applies to letter-size pieces:

a. That weigh 1 ounce or less and meet one or more of the nonmachinable characteristics in C050.2.2. Pieces mailed at the card rate are not subject to the nonmachinable surcharge.

b. For which the mailer chooses the manual only (“do not automate”) option. Pieces mailed at the card rate may choose this option but are not subject to the surcharge.

Nonmachinable Surcharge—Nonletters
2.5

Nonletters (flats and parcels) that weigh 1 ounce or less are subject to the nonmachinable surcharge in R100.11.0 if any one of the following applies (see C010.1.3 for how to determine the length and height of a mailpiece):

a. The piece is greater than 1/4-inch thick.

b. The length is more than 11-1/2 inches or the height is more than 6-1/8 inches.

c. The aspect ratio (length divided by height) is less than 1.3 or more than 2.5.

3.0 PRESORTED RATE

All Pieces
3.1

In addition to the standards in 1.0, all pieces in a Presorted First-Class rate mailing must:

a. Be part of a single mailing of at least 500 pieces of Presorted First-Class Mail, subject to 3.2.

b. Be in the same processing category and meet the applicable physical standards in C100.

c. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets the corresponding standards for accuracy and maintenance in 3.3 and 3.4.

d. Be marked, sorted, and documented as specified in M130 or, alternatively for flat-size mail, under M910.

Cards and Letters
3.2

Cards claimed at card rates must meet the physical standards for card rates in C100. Pieces claimed at card rates and pieces claimed at letter rates are subject to separate minimum volume criteria, but may be combined in the same mailing and reported on the same postage statement.

Address Quality
3.3

The move update standards for address quality are listed below. The mailer's signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS:

a. *Basic Standards.* Addresses on all Presorted First-Class Mail must be updated within 180 days before the mailing date with a USPS-approved method (i.e., Address Change Service (ACS), National Change of Address (NCOA), *FASTforward*[SM], or the appropriate ancillary service endorsement under F010). Other methods may be used only if authorized by the National Customer Support Center. The update standard applies to each address, not to a specific list or mailing. When an address on a piece in a mailing at another rate is updated with an approved method, other than *FASTforward* MLOCR and/or RVE (*FASTforward* Mailing List Correction is an approved method), the address is considered valid during the following 180 days to meet the update standard. A mailer must certify compliance with the update standard when the corresponding mail is presented to the USPS.

b. *FASTforward Standards. FASTforward* MLOCR processes meet the update standard only if used each time before mail entry. If a piece that initially uses *FASTforward* MLOCR processing is rejected and then entered into a supplemental remote video encoding (RVE) operation (or similar system), the piece does not meet the standard. The name and address information on the piece must then be processed through a *FASTforward* RVE system to meet the update standard. *FASTforward* RVE processes also meet the update standard if used each time before mail entry. Stand-alone encoding desk operations are not eligible for *FASTforward* applications.

ZIP Code Accuracy
3.4

All 5-digit ZIP Codes included in addresses on pieces claimed at the Presorted rate must be verified and corrected within 12 months before the mailing date using a USPS-approved method. The mailer's signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS. This standard applies to each address individually, not to a specific list or mailing. An address meeting this standard may be used in mailings at any other rate to which the standard applies during the 12-month period after its most recent update.

Nonmachinable Surcharge—Letter-Size Pieces
3.5

Letter-size pieces that weigh 1 ounce or less and meet one or more of the nonmachinable characteristics in C050.2.2 are subject to the nonmachinable surcharge in R100.11.0. Pieces mailed at the card rate are not subject to the nonmachinable surcharge. Double cards that are not prepared in accordance with C810 are considered nonmachinable; they are not charged the surcharge but must be prepared according to the standards for nonmachinable pieces in M130. Pieces that weigh more than 3.3 ounces but still meet the dimensions for a letter must be prepared according to the standards for nonmachinable pieces in M130.

Nonmachinable Surcharge—Nonletters
3.6

Nonletters (flats and parcels) that weigh 1 ounce or less are subject to the nonmachinable surcharge in R100.11.0 if any one of the following applies (see C010.1.3 for how to determine the length and height of a mailpiece):

a. The piece is greater than 1/4-inch thick.

b. The length is more than 11-1/2 inches or the height is more than 6-1/8 inches.

c. The aspect ratio (length divided by height) is less than 1.3 or more than 2.5.

Manual Only Option
3.7

The nonmachinable surcharge in R100.11.0 applies to any letter-size piece (except card rate pieces) for which a mailer chooses the manual only ("do not automate") option. For card rate pieces, a mailer can specify manual handling, but a surcharge does not apply.

E100 First-Class Mail

E140 Automation Rates

Summary E140 describes the basic eligibility standards for First-Class automation rate mailings, address quality, and the application of rates.

1.0 BASIC STANDARDS

All Pieces
1.1 All pieces in a First-Class Mail automation rate mailing must:

a. Meet the basic standards for First-Class Mail in E110.

b. Be part of a single mailing of at least 500 pieces of automation rate First-Class Mail, subject to 1.2, or be part of a mailing using NetPost Mailing Online service or a functionally equivalent service under G091.

c. Be in the same processing category and meet the physical standards in C810 (letters and cards) or C820 (flats).

d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC).

e. Meet the address quality and coding standards in 1.3, 1.4 (if applicable), A800, and A950.

f. Bear an accurate barcode meeting the standards in C840, either a DPBC (if a card or letter) or a ZIP+4 barcode or DPBC (if a flat), either on the piece or on an insert showing through a barcode window.

g. Be marked, sorted, and documented as specified in M810 for letters and cards, or as specified in M820 or M910 for flats.

h. Meet the applicable documentation and postage payment standards in P012, P013, and P100.

Cards and Letters
1.2 Cards claimed at card rates must meet the physical standards for card rates in C100. Pieces claimed at card rates and pieces claimed at letter rates are subject to separate minimum volume criteria, but may be combined in the same mailing and reported on the same postage statement.

Address Quality
1.3 The move update standards for address quality are listed below. The mailer's signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS:

a. *Basic Standards.* Addresses on all automation rate First-Class Mail must be updated within 180 days before the mailing date with a USPS-approved method (i.e., Address Change Service (ACS), National Change of Address (NCOA), *FASTforward*[SM], or the appropriate ancillary service endorsement under F010). Other methods may be used only if authorized by the National Customer Support Center. The update standard applies to each address, not to a specific list or mailing. When an address on a piece in a mailing at another rate is updated with an approved method, other than *FASTforward* MLOCR and/or RVE (*FASTforward* Mailing List Correction is an approved method), the address is considered valid during the following 180 days to meet the update standard. A mailer must certify compliance with the update standard when the corresponding mail is presented to the USPS.

b. *FASTforward Standards. FASTforward* MLOCR processes meet the update standard only if used each time before mail entry. If a piece that initially uses

FASTforward MLOCR processing is rejected and then entered into a supplemental remote video encoding (RVE) operation (or similar system), the piece does not meet the standard. The name and address information on the piece must then be processed through a *FASTforward* RVE system to meet the update standard. *FASTforward* RVE processes also meet the update standard if used each time before mail entry. Stand-alone encoding desk operations are not eligible for *FASTforward* applications.

Carrier Route Presort
1.4 Carrier route rates are available only for letter-size mail and only for those 5-digit ZIP Code areas identified with an "A" or "B" in the Carrier Route Indicators field of the USPS City State File used for address coding. Carrier route codes must be applied to mailings using CASS-certified software and the current USPS Carrier Route File scheme or another AIS product containing carrier route information, subject to A930 and A950. Carrier route and City State File information must be updated within 90 days before the mailing date. The mailer's signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS.

Enclosed Reply Cards and Envelopes
1.5 All letter-size reply cards and envelopes provided as enclosures in automation First-Class Mail and addressed for return to a domestic delivery address must meet the standards in C810 for enclosed reply cards and envelopes. The mailer must certify that this standard has been met when the corresponding mail is presented to the USPS.

2.0 RATE APPLICATION—CARDS AND LETTERS

Automation rates apply to each piece that is sorted under M810 into the corresponding qualifying groups:

a. Pieces in full carrier route trays, in carrier route groups of 10 or more pieces each placed in 5-digit carrier routes trays, or in carrier route packages of 10 or more pieces each placed in 3-digit carrier routes trays qualify for the carrier route rate. Preparation to qualify for the carrier route rate is optional and need not be done for all carrier routes in a 5-digit area.

b. Groups of 150 or more pieces in 5-digit or 5-digit scheme trays qualify for the 5-digit rate. Preparation to qualify for the 5-digit rate is optional and need not be done for all 5-digit or 5-digit scheme destinations.

c. Groups of 150 or more pieces in 3-digit or 3-digit scheme trays qualify for the 3-digit rate.

d. Groups of fewer than 150 pieces in origin 3-digit or origin 3-digit scheme trays and all pieces in AADC trays qualify for the AADC rate.

e. All pieces in mixed AADC trays qualify for the mixed AADC rate.

3.0 RATE APPLICATION—FLATS AND OTHER NONLETTERS

Package-Based Preparation
3.1 Automation rates apply to each piece that is sorted under M820.2.0 or M910.1.0 into the corresponding qualifying groups:

a. Pieces in 5-digit packages of 10 or more pieces qualify for the 5-digit rate. Preparation to qualify for the 5-digit rate is optional and need not be done for all 5-digit destinations.

b. Pieces in 3-digit packages of 10 or more pieces qualify for the 3-digit rate.

c. Pieces in ADC packages of 10 or more pieces qualify for the ADC rate.

d. Pieces in mixed ADC packages qualify for the mixed ADC rate.

Tray-Based Preparation
3.2

Automation rates apply to each piece that is sorted under M820.4.0 into the corresponding qualifying groups:

a. Groups of 90 or more pieces in 5-digit trays qualify for the 5-digit rate. Preparation to qualify for the 5-digit rate is optional and need not be done for all 5-digit destinations.

b. Groups of 90 or more pieces in 3-digit trays qualify for the 3-digit rate.

c. Groups of fewer than 90 pieces in origin 3-digit trays and all pieces in ADC trays qualify for the ADC rate.

d. All pieces in mixed ADC trays qualify for the mixed ADC rate.

Nonmachinable Surcharge
3.3

Pieces that weigh 1 ounce or less are subject to the nonmachinable surcharge in R100.11.0 if any one of the following applies (see C010.1.3 for how to determine the length and height of a mailpiece):

a. The piece is greater than 1/4-inch thick.

b. The length is more than 11-1/2 inches or the height is more than 6-1/8 inches.

c. The aspect ratio (length divided by height) is less than 1.3 or more than 2.5.

E100 First-Class Mail

E150 Qualified Business Reply Mail (QBRM)

Summary E150 describes QBRM, how to participate, and how rates and fees are applied.

1.0 BASIC STANDARDS

Description

1.1 Qualified Business Reply Mail (QBRM) is First-Class Mail that:

a. Is letter-size and is prepared to meet the automation compatibility requirements in C810 (except C810.7.1).

b. Meets all the Business Reply Mail (BRM) standards in S922.

c. Has postage and per piece charges deducted from a BRM advance deposit account.

d. Is authorized to mail at QBRM rates and fees under 2.0. During the authorization process, the mailer is assigned a unique ZIP+4 code for each rate category of QBRM to be returned under the system (one for card-rate pieces, one for letter-size pieces weighing 1 ounce or less, and one for letter-size pieces weighing over 1 ounce up to and including 2 ounces).

e. Bears the unique ZIP+4 code assigned during the application process in the address of each piece distributed. The ZIP+4 code on each piece must be the proper one assigned to the rate category of the piece on its return. The ZIP+4 codes assigned for this program must be used only on the organization's appropriate QBRM pieces.

f. Bears the correct barcode that corresponds to the unique ZIP+4 code in the address on each piece distributed. The barcode must be correctly prepared under C840 and S922.6.0.

g. Bears a properly prepared facing identification mark (FIM) C on each piece distributed.

2.0 AUTHORIZATION

To participate in QBRM, the mailer must submit Form 6805, *Qualified Business Reply Mail (QBRM) Application,* to the postmaster or business mail entry manager at the post office to which the pieces are to be returned. The mailer must have a valid BRM permit and pay the annual accounting fee to participate in QBRM. The USPS reviews preproduction samples for compliance with relevant standards. If the mailer's request is approved, the USPS issues the mailer an authorization on the approved Form 6805.

3.0 POSTAGE, PER PIECE CHARGES, AND FEES

Postage

3.1 The single-piece postage rates for QBRM First-Class Mail are applied to each returned piece as follows:

a. The QBRM rate for cards in R100 applies to a card meeting the applicable standards in 1.0 and C100.

b. The QBRM rate for letters in R100 applies to a letter meeting the applicable standards in 1.0 that is not eligible for and claimed at the QBRM rate for cards.

Per Piece Charges
3.2 Each piece of returned QBRM is charged the per piece charge in R900.

Fees
3.3 The following fees apply to QBRM First-Class Mail:

a. The annual BRM permit fee.

b. The annual BRM accounting fee.

c. At the mailer's option, a quarterly fee.

E200 Periodicals

E210 Basic Standards

E211 All Periodicals

Summary E211 describes Periodicals publications and lists the eligibility standards for mailing at the Periodicals rate.

1.0 BASIC INFORMATION

Second-Class Mail 1.1

Effective July 1, 1996, second-class mail was renamed Periodicals.

Qualification Categories 1.2

All Periodicals publications must be authorized Periodicals mailing privileges under one of five qualification categories (general publications, publications of institutions and societies, publications of state departments of agriculture, requester publications, and foreign publications). These publications are subject to the general standards below and the standards for each respective category.

Eligibility 1.3

Only newspapers and periodical publications meeting the mailability standards in C010 through C030 and the general and applicable specific standards in E200 may be authorized mailing at the Periodicals rates.

Postal Inspection 1.4

Periodicals matter is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Periodicals rates is consent by the mailer to postal inspection of the contents.

2.0 PERIODICAL PUBLICATIONS

Definition and Characteristics 2.1

For Periodicals purposes, *periodical publication* or *periodical* is one published at a stated frequency with the intent to continue publication indefinitely, with these characteristics:

a. The continuity of the periodical must show from issue to issue. Continuity is shown by serialization of articles or by successive issues carrying the same style, format, theme, or subject matter.

b. The primary purpose of the periodical must be the transmission of information.

c. The content of the periodical may consist of original or reprinted articles on one topic or many topics, listings, photographs, illustrations, graphs, a combination of advertising and nonadvertising matter, comic strips, legal notices, editorial material, cartoons, or other subject matter.

d. The primary distribution of each issue must be made before that of each succeeding issue.

Other Publication Types 2.2

The following types of publications also qualify as periodical publications:

a. Any catalog or other course listing (including mail announcements of legal texts that are part of post-bar admission education) issued by any institution of higher education or by a nonprofit organization engaged in continuing legal education.

b. Any loose-leaf page or report (including any index, filing instruction, table, or sectional identifier that is part of such report) designed as part of a loose-leaf reporting service on developments in the law or public policy.

c. Any transportation guide containing schedules, fares, and related information.

Restriction
2.3 Material that has been, or is intended to be, distributed primarily as a book may not be converted into an issue of a periodical by merely placing a periodical's title on it, placing the material within a periodical's cover, or using similar superficial methods. This restriction does not prohibit excerpts or condensations of books from being proper subject matter for periodicals.

3.0 PRINTED SHEETS

Periodicals publications must be formed of printed sheets. Sheets may be die cut or deckle-edged and may be made of paper, cellophane, foil, or other similar materials. They may not be reproduced by stencil, mimeograph, or hectograph. Reproduction by any other process is permitted. Any style of type may be used.

4.0 KNOWN OFFICE OF PUBLICATION

Location
4.1 The publisher of a Periodicals publication must maintain a known office of publication at the location where the original entry for Periodicals mailing privileges is authorized.

Purpose
4.2 The known office of publication must be a public office for transacting the business of the publication during normal business hours. It must also be the office where the publication's circulation records are kept or can be available for USPS examination.

5.0 REGULAR ISSUANCE

Frequency
5.1 Each Periodicals publication must be issued at a regular frequency of at least four times a year.

Statement of Frequency
5.2 The publisher must adopt a statement of frequency showing how many issues are to be published each year and at which regular intervals (e.g., daily; weekly; quarterly; four times a year in January, February, October, and November; weekly during school year; monthly except during July and August).

Compliance
5.3 All issues must be published regularly as called for by the statement of frequency. To change the number of issues scheduled or the statement of frequency, the publisher must file an application for reentry. If a publication does not maintain regular issuance according to its stated frequency, even after USPS notice, the RCSC serving the known office of publication revokes the publication's Periodicals mailing privileges.

6.0 ELIGIBLE FORMATS

Complete Copies
6.1 Complete copies of the regular issues of a Periodicals publication may be mailed at the applicable Periodicals rates. Incomplete copies (e.g., those lacking pages or parts of pages) are subject to the applicable First-Class Mail, Standard Mail, or Package Services rates.

Issues and Editions
6.2 Issues and editions of a Periodicals publication may be mailed at the applicable Periodicals rates if they show continuity and meet the applicable standards in 7.0 or 8.0.

7.0 ISSUES

Regular Issues
7.1 Regular issues must be published according to the publication's stated frequency. The publication of regular issues of general and requester publications must be reflected in the publication's identification statement and (where applicable) in the

subscription price. For requester publications, copies must be distributed to requesters.

Extra Issues
7.2 Extra issues, not shown in the publication's stated frequency, published for communicating news and information received too late for insertion in the regular issue, but not for advertising purposes, may be mailed occasionally at Periodicals rates. The original entry post office must receive written notice of these issues before they are mailed.

Content
7.3 Issues may include annual reports, directories, buyers' guides, lists, and similar material prepared as part of the content if copies of these issues bear the publication title and are included in the regular subscription price.

Multiple Issues—Same Day
7.4 For determining Periodicals eligibility and postage, an issue of a newspaper or other periodical that is published at a regular frequency, more often than once a month, on the same day as another regular issue of the same publication, is deemed to be a separate publication that must independently meet the applicable standards for Periodicals mailing privileges if:

a. More than 10% of the total copies of the issue is distributed on a regular basis to nonsubscribers or nonrequesters.

b. The number of copies of the issue distributed to nonsubscribers or nonrequesters is more than twice the number of nonsubscriber or nonrequester copies of the other issue distributed on that same day.

Multiple Issues—Different Days
7.5 For determining Periodicals eligibility and postage, an issue of a newspaper or other periodical that is published at a regular frequency, more often than once a month, but not on the same day as another regular issue of the same publication, is deemed to be a separate publication that must independently meet the applicable standards for Periodicals mailing privileges if:

a. More than 10% of the total copies of the issue is distributed on a regular basis to nonsubscribers or nonrequesters.

b. The number of copies of the issue distributed to nonsubscribers or nonrequesters is more than twice the number of nonsubscriber or nonrequester copies of any other issue distributed during the period between the distribution of each of the issues whose eligibility is being examined.

8.0 EDITIONS

Types
8.1 Issues mailed at Periodicals rates may be prepared in editions (e.g., demographic, morning). Subscribers and requesters must not routinely receive more than one edition of any issue.

Extra Editions
8.2 Extra editions may be mailed at Periodicals rates to communicate news and information received too late for the regular edition. Extra editions may not be intended for advertising.

Content
8.3 Editions may differ in content, but not so much that they constitute separate and independent publications. A separate publication is not acceptable as an edition of another publication.

9.0 BACK NUMBERS AND REPRINTS

Periodicals rates may be paid on mailings of unbound back issues (if the publication's Periodicals entry is in effect), reprint copies of daily publications printed within 1 week of the issue date, and reprint copies of other than daily

publications printed before the next issue is printed. Other mailings of back issues or reprint copies, including permanently bound back issues or reprint copies, are subject to the applicable First-Class Mail, Standard Mail, or Package Services rates.

10.0 IDENTIFICATION

Title
10.1 The publication title must be shown on the front or cover page in a position and in a type style and size that distinguish the title from the publisher's name or other items.

Identification Statement
10.2 An identification statement, in an easily read type, must be included in all copies of publications authorized Periodicals mailing privileges and in all copies mailed pending approval of Periodicals mailing privileges.

Unbound Publication
10.3 In an unbound publication, the identification statement must be shown conspicuously in one of the following places:

a. On one of the first five pages.

b. On the table of contents page.

c. In the masthead on the editorial page, if the location of the editorial page is shown in the table of contents on the front page of the publication.

Bound Publication
10.4 In a bound publication (one secured with two or more staples, spiral binding, glue, stitching, or other permanent fastening), the identification statement must be shown conspicuously as described in 10.3 or on one of the last three nonadvertising pages inside the back cover.

Identification Statement Content
10.5 The identification statement must contain:

a. The publication title and number. The publication number includes an alpha prefix and must be within parentheses immediately after or below the publication title. If an International Standard Serial Number (ISSN) is assigned, it must appear in the identification statement (e.g., "THE WEEKLY JOURNAL" (ISSN 9876-543X)). If an ISSN is not assigned, the USPS number assigned by the RCSC must appear in the identification statement within 90 days after being provided (e.g., "THE CIVIC BULLETIN" (USPS 876-690)). The publication number may be on the front or cover page instead of in the identification statement.

b. The issue date. The date may be omitted if it is on the front or cover page.

c. A statement of frequency, such as described in 5.2.

d. The issue number. Every issue of each publication must be numbered consecutively in a series that may not be broken by assigning numbers to issues unavoidably omitted. The issue number may be omitted if it is on the front or cover page.

e. At the publisher's option, the subscription price, if the publication has one.

f. The name and address of the known office of publication, including street number, street name, and the ZIP+4 or 5-digit ZIP Code. The street name and number are optional if there is no letter carrier service. The known office of publication must be clearly distinguishable from the name of other offices of the publication. For foreign publications, the address of the publisher's agent must be shown as the known office of publication.

g. The imprint "Periodicals Postage Paid at..." or, if mailed at two or more offices, "Periodicals Postage Paid at... and at additional mailing offices." A notice of pending application is shown instead if copies are mailed while an application is pending: "Application to Mail at Periodicals Postage Rates is Pending at...."

h. The mailing address for change-of-address orders, in the normal text type of the publication: "POSTMASTER: Send address changes to [publication title and mailing address]." Publications that are wrapped may use an alternative measure under C200. Change-of-address information may also be shown on the label carrier or container of publications prepared in envelopes, closed wrappers, or polybags.

11.0 ADVERTISING STANDARDS

Advertising 11.1

Advertising is restricted or prohibited by E212 for the categories of Periodicals authorization. For these standards, the term *advertising* includes:

a. All material for the publication of which a valuable consideration is paid, accepted, or promised, that calls attention to something to get people to buy it, sell it, seek it, or support it.

b. Reading matter or other material for the publication of which an advertising rate is charged.

c. Articles, items, and notices in the form of reading matter inserted by custom or understanding that textual matter is to be inserted for the advertiser or the advertiser's products in the publication in which a display advertisement appears.

d. A newspaper's or periodical's advertisement of its own services or issues, or any other business of the publisher, whether in display advertising or reading matter.

Public Service Announcement 11.2

The term *public service announcement* means any announcement for which no valuable consideration is received by the publisher, which does not include any matter related to the business interests of the publisher, and which promotes programs, activities, or services of federal, state, or local governments or of nonprofit organizations, or matters generally regarded as in the public interest. A public service announcement is not treated as advertising.

12.0 DOCUMENTATION

Each Periodicals mailing must be accompanied by a postage statement using the correct USPS form or an approved facsimile. Supporting documentation may be required under E216 or, for specific rates, under E220 through E270.

13.0 FEES

Fee Required 13.1

The required fee must accompany an application for:

a. Periodicals mailing privileges (original entry).

b. News agent registry.

c. Additional entry (unless excepted in 13.2 or 13.3).

d. Reentry (unless excepted in 13.2 or 13.3) to request a:

(1) Change in title, frequency of issuance, or original entry office.
(2) Change in qualification category.
(3) Change in eligibility from preferred rates or the preferred rate discount to regular Outside-County rates.
(4) Modification or cancellation of an additional entry.

No Fee
13.2 No fee is charged if reentry is only to change eligibility to preferred rates or the preferred rate discount.

Single Fee
13.3 Only one fee is charged for a single complete additional or reentry application that requests establishing, modifying, or canceling one or more additional entries if the effective dates for the requested actions do not exceed 30 calendar days.

Return of Fee
13.4 After an application is filed with the USPS, no part of the fee is returned to the applicant.

Address Correction
13.5 The fee for manual or automated address correction service is charged per notice issued.

E200 Periodicals

E210 Basic Standards

E212 Qualification Categories

Summary E212 describes the circulation, advertising, and eligibility standards for general publications, publications of institutions and societies, state department of agriculture, requester, and foreign publications.

1.0 GENERAL PUBLICATIONS

Basic Standards
1.1 General publications must meet the applicable basic standards for Periodicals in E210 and must be originated and published to disseminate information of a public character or be devoted to literature, the sciences, art, or some special industry.

Circulation Standards
1.2 General publications must meet these circulation standards:

a. General publications must have a legitimate list of subscribers who have paid or promised to pay, at more than a nominal rate, for copies to be received during a stated time.

b. Records for subscriptions to a publication obtained with subscriptions to one or more other publications must be kept so that individual subscriptions to each publication, by title, can be verified.

c. Persons whose subscriptions are obtained at a nominal rate and those whose copies bear an alternative form of address must not be included in the legitimate list of subscribers. These copies must be treated as nonsubscriber copies, subject to the applicable rate.

d. Subscriptions may be paid for with dues or contributions, if the dues or contributions and the subscription price are separated to show compliance with 1.2, including the amount paid for the subscription. The USPS may require evidence of compliance (e.g., the forms used to obtain payments for dues and subscriptions). For example, dues statements would read: "Annual membership dues of [$] include [$] for a 1-year subscription to *[Title].*"

e. To determine whether a subscription is genuine, it must be so separated from all other business transactions as to constitute a distinct, voluntary, and independent act. Publishers must be able to show that subscriptions to their publications are voluntary, that the subscription price is paid or definitely promised, and that the relationship of subscriber is understood and agreed to.

f. At least 50% of a publication's distribution must be to persons who have paid above a nominal rate. Nominal rate subscriptions include those sold at a subscription price so low that the rate cannot be considered a material consideration; or at a reduction to the subscriber (under a premium offer or any other arrangement) of more than 50% of the basic annual subscription rate that would entitle the subscriber to receive one copy of each issue published during the subscription period. The value of a premium is considered its actual cost to the publisher, its recognized retail value, or its represented value, whichever is highest.

g. Publications primarily designed for free circulation and/or circulation at nominal rates may not qualify for the general publications category. Publications are considered primarily designed for free circulation and/or circulation at nominal rates when more than 50% of all copies circulated are:

(1) Provided free of charge to the ultimate recipients;

(2) Paid for at nominal rates by the ultimate recipients;
(3) Addressed with an alternative form of address; or
(4) Intended by the publisher to be circulated for free and/or at nominal rates.

h. For the standard in 1.2g, the distribution of all copies of a publication is considered, whether circulated in the mail or otherwise.

Advertising Standards
1.3 Advertising is defined in E211. General publications primarily designed for advertising purposes do not qualify for Periodicals mailing privileges, including publications that:

a. Contain more than 75% advertising in more than half of the issues published during any 12-month period.

b. Are owned or controlled by individuals or business concerns and conducted as an auxiliary to and essentially for the advancement of any other business or calling of those who own or control the publications.

c. Consist principally of advertising and articles about advertisers in the publication.

d. Have only a token list of subscribers and that print advertisements free for advertisers who pay for copies to be sent to a list of persons furnished by the advertisers.

e. Are published under a license from individuals or organizations and that feature other businesses of the licensor.

2.0 PUBLICATIONS OF INSTITUTIONS AND SOCIETIES

Eligibility
2.1 A publication that meets the applicable basic standards in E210 and contains only the publisher's own advertising and not, under any condition, the advertising of other persons or organizations, is eligible for Periodicals mailing privileges if it is:

a. Published by a regularly incorporated nonprofit institution of learning, i.e., an organization of a permanent nature where instruction is given in the higher branches of education only, owing its origin to private or public munificence, and established solely for the public good and not for private gain.

b. Published by a regularly established state institution of learning supported in whole or in part by public taxation.

c. Published by any public or nonprofit private elementary or secondary institution of learning or its administrative or governing body.

d. A bulletin issued by a state board of health, a state industrial development agency, a state conservation or fish and game agency or department, or a state board or department of public charities or corrections.

e. A program announcement or guide published by an educational radio or television agency of a state or political subdivision thereof or by a nonprofit educational radio or television station.

Eligible Publications
2.2 The following types of publications are eligible for Periodicals mailing privileges if they meet the basic standards of E211, contain only the publisher's own advertising or general advertising subject to 2.3, and are published by:

a. A benevolent or fraternal society or order organized under the lodge system and having a bona fide membership of at least 1,000 persons (publications under the auspices of the society or order are also eligible).

b. A trade union (publications under the auspices of the union are also eligible).

c. A strictly professional society, i.e., a group consisting solely of persons who have obtained professional status by advanced educational training, experience, specialized interest, or peer examination. Where applicable, public certification in a particular field of the arts or sciences (such as engineering, law, or medicine) is considered in determining eligibility. The members must be engaged in their given profession under its binding standards of performance and conduct on which the public is entitled to rely.

d. A strictly literary society, i.e., an organization whose sole purpose is to encourage and cultivate an appreciation of general literature, a literary subject, or an author of recognized literary accomplishment. The membership must be composed of individuals who discuss or analyze the style, composition, or other characteristics of the literature or authors in which they have a common interest.

e. A strictly historical society, i.e., an organization whose sole purpose is to discover, collect, and systematically record the history of civilization or of a particular segment. Such a society should preserve this material and make it available to its members and the general public, and should extend education by producing published matter, holding regular meetings, presenting addresses and lectures, or using mass media.

f. A strictly scientific society, i.e., an organization whose sole purpose is to bring individuals together for scientific investigations and pursuits in the applied, pure, or natural sciences, and to disseminate technical information on these subjects.

g. A church (i.e., a congregation of worshippers who conduct religious services) or a church organization (i.e., organizations of individual churches, organizations that are subsidiary to individual churches, and national or regional organizations of churches).

Advertising Standards
2.3

Advertising is defined in E211. A publication qualifying for Periodicals mailing privileges under 2.2 may contain advertising of other organizations or persons if:

a. It is not designed or published primarily for advertising purposes.

b. It is originated and published to further the purposes of the qualifying organization.

c. Its mailed circulation is limited to copies mailed to members who pay, either as a part of their dues or assessments or otherwise, at least 50% of the subscription price regularly charged to other members; to other actual subscribers; to exchanges; and to 10% of such circulation as sample copies. When members pay for their subscriptions as a part of their dues or assessments, individual subscriptions or receipts are not required.

3.0 PUBLICATIONS OF STATE DEPARTMENTS OF AGRICULTURE

Eligibility
3.1

A publication issued by a state department of agriculture that meets the basic standards in E211 is eligible for Periodicals mailing privileges if it is published to further only the objectives of the department and contains no advertising (as defined in E211).

In-County Rates
3.2

For determining the number of copies qualifying for In-County rates, all circulated copies are considered subscriber copies and the total number of such copies is the total paid circulation.

4.0 REQUESTER PUBLICATIONS

Basic Standards
4.1 A publication, whether circulated free or to subscribers, may be authorized to be mailed at the Outside-County Periodicals rates if it meets the basic standards in E211 and:

a. Each issue contains at least 24 pages.

b. No issue contains more than 75% advertising (as defined in E211).

c. The publication is not owned or controlled by one or more individuals or business concerns and conducted as an auxiliary to and essentially for the advancement of the main business or calling of those who own or control the publication.

Circulation Standards
4.2 Requester publications must meet these circulation standards:

a. The publication must have a legitimate list of persons who have requested the publication, and 50% or more of the copies must be distributed to persons who have made such requests.

b. Subscription copies of the publication that are paid for or promised to be paid for, including those at or below a nominal rate, may be included in the determination of whether the 50% request requirement is met.

c. Persons are not deemed to have requested the publication if their request is induced by a premium offer or by receipt of material consideration.

d. Records of requests for a publication obtained with subscriptions or requests for one or more other publications must be kept so that individual subscriptions or requests for each publication, by title, can be verified.

e. Requests that are more than 3 years old cannot be considered valid requests. Copies addressed using an alternative address format are not considered requested copies, and persons are not considered to have requested the publication if their copies are addressed in that manner.

f. When a requester publication is issued by a membership organization, the organization may adopt a resolution specifying that each member receive a copy of each issue of the publication. *For example: "Resolved: That a copy of [publication title] shall be sent to each member of [organization name]."* Records must be kept to show that the publication is sent to organization members. Form 3500 must be accompanied by a certified copy of the resolution adopted and the written assurance of a responsible official that the required records are kept.

5.0 FOREIGN PUBLICATIONS

General Character
5.1 Foreign newspapers and other periodicals that meet the basic standards in E211 and have the same general character as domestic publications entered as Periodicals may be granted Periodicals mailing privileges.

Known Office
5.2 The known office of publication may be the office of the publisher's agent.

Rates
5.3 Foreign publications eligible for Periodicals mailing privileges under 5.0 are subject to the same Periodicals rates as domestic (U.S.) publications.

Circulation
5.4 Review of applications is based only on U.S. circulation.

Copyright
5.5 This standard does not authorize the mailing of a publication that violates a copyright granted by the United States.

6.0 NEWS AGENT REGISTRY

Definition
6.1 The term *news agent* means a person or concern selling two or more Periodicals publications published by more than one publisher.

Authorization
6.2 A news agent must be authorized by the USPS before the agent may mail Periodicals publications at Periodicals rates.

Remailing
6.3 A news agent may not remove packages of copies from a post office, write an address on each copy, and return them to the office for dispatch or delivery without paying additional postage.

Unsold Copies
6.4 Unsold copies returned to the publishers or other news agents, or copies sent to other news agents for purposes other than sale, or sent to persons not having subscriptions with news agents, are subject to the Outside-County Periodicals rates.

Parts Returned
6.5 Parts of publications returned to publishers to show that copies have not been sold are subject to the applicable Standard Mail or Package Services rates.

E200 Periodicals

E210 Basic Standards

E213 Periodicals Mailing Privileges

Summary E213 describes the application process for general publications, publications of institutions and societies, state department of agriculture, requester, and foreign publications. This section also covers mailing while the application is pending and revocation or suspension of privileges.

1.0 ORIGINAL ENTRY APPLICATION

General Publications
1.1

To apply for Periodicals mailing privileges in the general publication category:

a. Form 3500 must be completed and filed at the post office serving the known office of publication.

b. If the frequency of the publication includes more than one regular issue on any day, the publisher also must complete Form 3541-C. If the frequency of the publication includes more than one regular issue per month, but not on the same day, the publisher also must complete Form 3541-E. The applicable form must be submitted with Form 3500.

c. The publisher must provide all supporting information required on the application and must keep (and make available for USPS examination) records that establish that the publication is not designed primarily for free or nominal rate circulation.

Publications of Institutions and Societies
1.2

To apply for Periodicals mailing privileges in the publications of institutions and societies category:

a. Form 3500 must be completed and filed at the post office serving the known office of publication.

b. When a publication issued by an institution or society carries general advertising, individual subscriptions or receipts are not required; a resolution is acceptable (e.g., *"Resolved: That a copy of each issue of [publication title] shall be sent to each member of [organization name] and that [$] of each member's annual dues of [$] shall be for a year's subscription to that publication."*). Records must be kept accordingly. The written assurance of a responsible official that such records are kept must accompany the application on Form 3500, with a certified copy of the resolution adopted.

c. The information required on the form must be submitted with the application.

Publications of State Departments of Agriculture
1.3

To apply for Periodicals mailing privileges in the publications of state departments of agriculture category:

a. Form 3500 must be completed and filed at the post office serving the known office of publication.

b. Evidence that the publication is issued by a state department of agriculture must accompany the application.

Requester Publications
1.4

To apply for Periodicals mailing privileges in the requester publication category:

a. Form 3500 must be completed and filed at the post office serving the known office of publication.

b. If the frequency of the publication includes more than one regular issue on any day, the publisher also must complete Form 3541-C. If the frequency of the publication includes more than one regular issue per month, but not on the same day, the publisher also must complete Form 3541-E. The applicable form must be submitted with Form 3500.

c. The publisher must provide all information required on the application and must keep (and make available for USPS examination) records showing that the primary distribution of the publication is to persons who have requested it.

Foreign Publications
1.5 To apply for Periodicals mailing privileges in the foreign publication category:

a. Form 3500 must be completed and filed at the post office serving the known office of publication.

b. The publisher or publisher's agent must have available for USPS verification all information on the form.

News Agent Registry
1.6 To apply for news agent registry:

a. Form 3500 must be completed and filed at each post office where mailings are to be made.

b. Evidence must be given to the postmaster at the mailing office that copies of publications offered for mailing are entitled to Periodicals rates, and that they are sent to actual subscribers or other news agents for sale or distribution to requesters. A Periodicals imprint in the copies is sufficient evidence that a publication is entitled to Periodicals rates.

Publication Copies
1.7 Applications under 1.1 through 1.5 must be accompanied by two copies of the issue published nearest to the date of application. These copies must be identified as required in E211, marked to show the advertising content, and the percentage of advertising must be shown on the cover.

Translation
1.8 If a publication is printed in a foreign language, a brief translation of the contents of the copies (e.g., a synopsis of each article and advertisement) must accompany the application.

Fee
1.9 The applicable fee must accompany an application for Periodicals mailing privileges or news agent registry. The fee is not refundable.

Location
1.10 The location shown on the application as the original entry post office must be a post office. Other postal facilities (e.g., branches, stations, contract offices, processing hubs) may not be authorized as original entries.

2.0 MAILING WHILE APPLICATION PENDING

Mailing Before Approval
2.1 A publisher or news agent may not mail at Periodicals rates before the RCSC serving the post office of the known office of publication approves the application for Periodicals mailing privileges. Postage at the applicable First-Class Mail, Standard Mail, or Package Services rates must be paid while the application is pending.

Record of Deposits
2.2 If postage is paid by advance deposit account, the USPS keeps a record of deposits and mailings made while an application is pending. The amount that would be charged at the applicable Standard Mail or Package Services rates or the Airmail Letter-Post or Economy Letter-Post international rates must be paid until final action is taken on the application. No record is kept of postage paid at First-Class rates or of postage not paid by advance deposit account.

3.0 DECISION ON APPLICATION

Ruling 3.1 The RCSC manager serving the known office of publication rules on all applications for Periodicals mailing privileges or news agent registry.

Additional Information 3.2 Before acting on an application, the manager or designee may ask the publisher for more information or evidence to complete or clarify the application. Failure to provide this information is sufficient grounds to deny the application.

Mailability 3.3 If the manager grants an application for original entry, this approval does not represent a USPS determination that a publication is mailable under 39 USC 3001(a) and 18 USC 1461 and 1463. (See *Blount v. Rizzi,* 400 U.S. 410 (1971).)

Effective Date 3.4 The authorization takes effect on the date of application or the date of eligibility for Periodicals mailing privileges (or for news agent registry), whichever is later.

Refunds 3.5 Except as noted in 3.6, when an authorization for Periodicals mailing privileges is granted, the postmaster refunds to the applicant the difference, if any, between the postage amount deposited and the applicable Periodicals postage for copies mailed while the application was pending. Refunds are made only for mailings deposited on or after the effective date of the authorization and only if postage was paid by advance deposit account for which the entry post office kept the necessary records.

No Refund 3.6 No refund is made for:

a. A denied or withdrawn application.

b. The period before the effective date of the authorization.

c. Postage not paid by advance deposit account for which the required records were kept.

d. Postage at any rate affixed to copies of the publication.

e. Postage paid at Express Mail or First-Class Mail rates. Exception: When postage is deposited at single-piece First-Class Mail rates because a mailing presorted and prepared as Periodicals mail is less than 200 pieces or 50 pounds, a refund may be authorized.

f. Postage on mailings not meeting the applicable preparation or other eligibility standards for Periodicals.

Denial and Appeal 3.7 If the RCSC denies an application, the applicant is notified in writing and given the reasons for the denial. The denial takes effect 15 days from receipt of the notice by the applicant, unless an appeal is filed through the RCSC with the Mail Preparation and Standards manager, USPS Headquarters. If the manager upholds the denial of an application for news agent registry, that is the final agency decision. For other applications, the manager's denial takes effect 15 days from the applicant's receipt of the notice unless, during that time, an appeal is filed with the USPS Recorder under 39 CFR 954, a copy of which is included with the notice of denial.

4.0 REVOCATION OR SUSPENSION OF PRIVILEGES

Discontinued Eligibility 4.1 The USPS revokes a publication's or news agent's Periodicals mailing privileges if it finds, after a hearing, that the publication or news agent no longer meets the applicable standards.

Initial Decision 4.2 The RCSC manager serving the known office of publication may ask a publisher or news agent to submit information on a publication's eligibility for Periodicals mailing

privileges. If the manager decides that a publication or news agent is no longer entitled to Periodicals mailing privileges, a notice of suspension or revocation of Periodicals mailing privileges is sent to the publisher or news agent at the last known address of the office of publication or of the news agent, giving the reasons for the ruling.

Appeal
4.3 A ruling to suspend or revoke a publication's Periodicals mailing privileges takes effect 15 days from the publisher's receipt of the notice unless, during that time, an appeal is filed through the RCSC with the Mail Preparation and Standards manager, USPS Headquarters. If the manager upholds the denial of a news agent's appeal, that is the final agency decision. For other actions, the manager's decision takes effect 15 days from its receipt by the publisher unless, during that time, an appeal is filed with the USPS Recorder under 39 CFR 954, a copy of which is included with the notice.

E200 Periodicals

E210 Basic Standards

E214 Reentry

Summary E214 describes the process when there is a change in the title, frequency of issue, or location of known office of publication.

1.0 CHANGING TITLE, FREQUENCY, KNOWN OFFICE OF PUBLICATION

When Required
1.1 Except under 1.2, the publisher must file an application for reentry on Form 3510 to change the title, frequency of issue, or location of the known office of publication of an authorized Periodicals publication.

When Not Required
1.2 An application for reentry is not required if the current and requested known offices of publication are served by the same post office; or if only the ownership of the publication is changed, unless that change disqualifies the publication from eligibility under E270 for Preferred Periodicals rates or from authorized entry under E212 as a publication of an institution or society, as a publication of a state department of agriculture, or as a foreign publication.

Where to File
1.3 To change the title or frequency of issuance of a Periodicals publication, the publisher must submit Form 3510 to the original entry postmaster. To relocate the known office of publication, the publisher must submit Form 3510 to the postmaster with jurisdiction over the requested new location.

Accompanying Documentation
1.4 A Form 3510 must be accompanied by two copies of the publication that show the new title (if applicable), and that contain a complete identification statement that reflects the changes requested. A proof copy of the amended identification statement is acceptable if the publisher specifies the issue in which it is to be printed. Other documentation may be required:

a. To change frequency of issuance: Form 3541-C (if the requested frequency of issuance includes more than one regular issue on any day) or Form 3541-E (if the requested frequency of issuance includes more than one regular issue per month, but not on the same day) (see E216).

b. To change known office of publication: A complete distribution plan, including details on the mail volume to be deposited at the new original entry post office, regardless of whether relocation of the original entry post office changes that information. An additional fee (under D230) is not required if distribution changes affect only the original entry post office.

Location
1.5 The location shown on Form 3510 for the new original entry post office must be a post office. Other postal facilities (e.g., branches, stations, contract offices, processing hubs) are not authorized as original entries.

Same County
1.6 Reentry may be authorized at a new original entry post office in the same county as an existing additional entry post office. If the publication is eligible for In-County rates, the publisher must give the original entry postmaster a copy of all postage statements claiming those rates to support compliance with the standards for In-County rates.

Other Reentry Actions
1.7 A Form 3510 filed to relocate the known office of publication must include a separate Form 3510 and the applicable additional fee if changes are made in the publication's distribution plan other than the location of the original entry post office.

Filing Date
1.8 Publishers wanting to change the title or frequency of issuance of a publication must file Form 3510 by the date on which copies are to be issued with the new title or on the new frequency.

Effective Date
1.9 To permit adjustment of transportation without penalty to the USPS, the USPS may delay the effective date for a publisher's requested change in the known office of publication if the application was filed fewer than 40 days before that date.

Reentry Denial
1.10 Reentry may be denied at a post office where resources are not adequate for efficient and economical handling by postal transportation, distribution, and processing systems.

Application Fee
1.11 The correct fee must accompany an application for reentry to change a publication's title, frequency of issuance, or known office of publication. The fee is not refundable. No additional fee is required when Form 3500 is required as part of a reentry application.

Multiple Reentry Requests
1.12 A publisher may file a single Form 3510 and pay a single fee to request more than one reentry action under 1.0 if all required documentation is submitted with the Form 3510; all required information is given about the distribution plan for mailings at the new original entry post office (if applicable); and the effective dates for the reentry actions do not cover more than 30 calendar days. The publisher must submit a separate Form 3510 (and pay the fee) for each reentry action under 1.0 that cannot meet these conditions.

Other Actions
1.13 A publisher must submit a separate Form 3510 (and pay any required fee) for each reentry action under D210, D230, E270 (no fee), or 2.0. A publisher must file a separate Form 3510 (and pay the applicable fee) if modifications are made to the publication's distribution plan by reentry under 1.0 other than the frequency of issuance or the location of the original entry.

2.0 CHANGING QUALIFICATION CATEGORIES

When Required
2.1 To change the category under which a publication is authorized Periodicals mailing privileges, the publisher must file an application for reentry on Form 3510 with the original entry postmaster and pay the applicable fee.

When Not Required
2.2 An application for reentry is not required if only the ownership of the publication is changed, unless that change disqualifies the publication for eligibility under E270 for Preferred Periodicals rates, or for entry under E212 as a publication of an institution or society, as a publication of a state department of agriculture, or as a foreign publication.

Category Changes
2.3 The publisher must submit Form 3500 and Form 3510 to change a publication's authorization category.

Filings and Records
2.4 The publisher must make all filings under 2.3 to the original entry postmaster. For filings under 2.3, the USPS verifies the publisher's circulation records to determine whether the publication meets the standards.

3.0 APPLICATION FOR REENTRY

Pending
3.1 While an application for reentry is pending, copies of an authorized Periodicals publication are accepted for mailing at the Periodicals rates, subject to 3.5.

Additional Information 3.2

The Memphis Nonprofit Service Center (NSC) may ask for more information or evidence from the publisher to complete or clarify an application. Failure to provide the information is sufficient grounds to deny the application.

Proof of Compliance 3.3

The publisher must be able to show to USPS satisfaction that the publication, as reentered, still meets all applicable Periodicals standards. As evidence of continued qualification that must be made available with the application for reentry, circulation records must be available to allow USPS verification that all issues or editions of the publication, as reentered, meet applicable standards. Other documentation, including circulation records for other issues or editions, must be available on request. Failure to provide this evidence is sufficient grounds to deny the reentry request.

Ruling 3.4

The Memphis NSC reviews and rules on an application for reentry.

Effective Date 3.5

An entry office may not be used before authorization by the USPS. A publisher may not pay postage at another rate to deposit copies at an unauthorized entry office. Subject to the restrictions in 1.7, 1.8, and 1.11, the effective date of a reentry authorization is the application date (if the publication was eligible on that date) or the eligibility date (if the publication became eligible after the application date). The requested effective date for a change in original entry office may be deferred temporarily until transportation or mail processing resources are in place to handle the action requested. If deferral is due to USPS transportation contract limitations, the publisher's requested effective date may be approved with the publisher's agreement to reimburse the USPS for any cost caused by modifying or canceling contracted transportation.

Denial After Verification 3.6

If a verification shows that the publication (as modified by the requested reentry) does not meet applicable Periodicals standards, the Memphis NSC denies the reentry application and notifies the publisher in writing of the reasons for the denial. Within 15 days of receipt of such notice, the publisher may either return to the publication status before the application for reentry was submitted or appeal the denial under 3.8. If no appeal is filed, the denial takes effect 15 days from the publisher's receipt of the NSC decision.

Denial—No Verification 3.7

If the Memphis NSC denies an application not requiring verification, the publisher receives written notice of the reasons for denial. The denial takes effect 15 days from the publisher's receipt of the notice, unless the publisher files an appeal under 3.8 within that time.

Appeal 3.8

An appeal must be filed through the Memphis NSC with the Mail Preparation and Standards manager, USPS Headquarters. The manager or designee may ask the publisher for more information or evidence to clarify the appeal. Failure to provide this information is sufficient grounds to deny the appeal.

Mailing During Appeal 3.9

During the appeal:

a. Copies of any issue of a publication denied reentry under 1.0 and found unqualified for Periodicals mailing privileges are accepted in a pending status at the applicable Standard Mail or Package Services rates. For this standard, the pending status begins when the appeal is filed and continues until the end of the appeal process.

b. Copies of a publication denied reentry under 2.0 are accepted at the currently applicable Periodicals rate.

c. The publisher must submit the applicable Periodicals and Standard Mail or Package Services postage statements with each mailing of the publication in a pending status. Failure to submit these statements is sufficient grounds to deny a postage refund under 3.12.

Refunds
3.10 If the reentry application is approved on appeal, the publisher receives the difference between the applicable Periodicals postage and the Standard Mail or Package Services postage paid during the pending status if the publisher submits records to substantiate the amount of the refund. If the reentry application is denied on appeal, no refund is made.

Final Decision
3.11 The Mail Preparation and Standards manager issues the final agency decision on appeals under 1.0.

Denial
3.12 If the manager denies an appeal under 2.0, it is effective 15 days from the publisher's receipt of the decision unless, during that time, the publisher files an appeal with the USPS Recorder under 39 CFR 954, a copy of which accompanies the decision.

E200 Periodicals

E210 Basic Standards

E215 Copies Not Paid or Requested by Addressee

Summary E215 describes the circumstances when mailing publications to nonsubscribers or nonrequesters is permitted.

1.0 BASIC INFORMATION

Sample Copies
1.1 Sample copies are nonsubscriber or nonrequester copies. They may be mailed at the rates and under the applicable standards below and in E270.

Simplified Address
1.2 Nonsubscriber or nonrequester copies may be mailed to boxholders with each copy addressed in the simplified address format if such copies are mailed to each boxholder on a rural route or highway contract route, or to each boxholder at post offices that do not have city carrier service. Copies addressed in this manner may be mailed only to nonsubscribers or nonrequesters. If simplified address mailing results in a subscriber or requester receiving a copy in addition to his or her subscriber or requester copy, the additional copy is considered a nonsubscriber or nonrequester copy.

Advertising Copies
1.3 Copies paid for by advertisers or others for advertising purposes are nonsubscriber or nonrequester copies. Copies mailed for advertising purposes under arrangements with advertisers or others, and copies mailed by a publisher acting as an agent for an advertiser, are nonsubscriber or nonrequester copies. Those copies are subject to the applicable rates for nonsubscriber or nonrequester copies.

Gift Subscriptions
1.4 The subscription list may contain the names of persons whose subscriptions were paid by other individuals as gifts; these subscriptions are considered subscriber copies. Subscriptions paid by advertisers or other persons promoting their own interests, and subscriptions given free by the publisher, are *not* gift subscriptions, and are considered nonsubscriber or nonrequester copies subject to the corresponding rates.

Exchange Copies
1.5 A small part of the subscription list may contain publishers to whom copies are sent in exchange for copies of the recipients' publications. Only one copy may be sent to each publisher. These exchange copies are considered subscriber or requester copies.

Expired Subscription
1.6 Copies may be mailed at the rates that apply to subscriber copies for 6 months after a subscription has expired if the publisher makes a good-faith attempt to obtain payment or a promise of payment for a renewal during the 6-month period. These copies are *not* considered subscriber copies for determining eligibility for Periodicals mailing privileges under E212, the base for computing the 10% nonsubscriber limits, or whether an issue is a bona fide issue under E216.

Complimentary Copies
1.7 All complimentary copies, including copies sent in fulfillment of subscriptions given free by the publisher, are considered nonsubscriber or nonrequester copies subject to the corresponding rates.

Proof Copies
1.8 One complete copy of each issue may be mailed at the applicable subscriber rates to each advertiser (or representative or agent) in the issue to prove that the advertisements are printed. These copies are considered subscriber or requester copies for Periodicals rates and eligibility. If more than one proof copy in an issue is

sent to an advertiser (or representative or agent), the additional copies are considered nonsubscriber or nonrequester copies subject to the corresponding rates.

2.0 NONSUBSCRIBER AND NONREQUESTER COPIES

Nonrequester Copies
2.1 For authorized Periodicals requester publications, up to 10% of the total number of copies mailed to requesters during the calendar year may be mailed to nonrequesters at the Outside-County Periodicals rates, provided that those copies would be eligible for Outside-County rates if mailed to requesters, and if the copies are presorted under applicable standards. Nonrequester copies within the 10% limit do not need to be commingled in a mailing with requester copies to be eligible for Outside-County rates.

Nonsubscriber Copies
2.2 For other publications authorized Outside-County rates, up to 10% of the total number of copies mailed to subscribers during the calendar year may be mailed to nonsubscribers at the Outside-County Periodicals rates, provided that those copies would be eligible for Outside-County rates if mailed to subscribers, and if the copies are presorted under applicable standards. Nonsubscriber copies within the 10% limit do not need to be commingled in a mailing with subscriber copies to be eligible for Outside-County rates.

Preferred Rates and the Preferred Rate Discount
2.3 For In-County rates and Nonprofit, Classroom, and Science-of-Agriculture publications, nonsubscriber copies up to 10% of the total number of copies mailed to subscribers during the calendar year may be mailed at the applicable Preferred rates or Preferred rate discount, provided that the nonsubscriber copies would qualify as Preferred rate or Preferred rate discount publications if mailed to subscribers and if the copies are presorted under applicable standards. Nonsubscriber copies mailed over the 10% limit are not eligible for Preferred rates or the Preferred rate discount. To qualify for Outside-County rates, the nonsubscriber copies over the 10% limit must be part of a presorted commingled mailing (one that includes subscriber copies). Subject to E217.4.0, nonsubscriber copies may be mailed at In-County rates up to a 10% limit of the total number of subscriber copies of the publication mailed at In-County rates during the calendar year. Once the 10% calendar year limit is exceeded for the number of nonsubscriber copies that may be mailed at Preferred rates or the Preferred rate discount, nonsubscriber copies may not then be mailed at In-County rates even if the 10% limit separately applied to those rates (under E217.4.0) is not exceeded.

Publications of Institutions and Societies
2.4 For publications of institutions and societies that are not authorized to contain general advertising under E212.2.3, all circulated copies are considered subscriber copies and the total number of such copies is the total paid circulation.

Mixed Preferred and Regular Rates
2.5 For publications authorized both Outside-County rates and In-County rates and/or Science-of-Agriculture rates, once the total number of nonsubscriber copies mailed during the calendar year (regardless of rate) exceeds 10% of the total number of copies mailed to subscribers during the calendar year, further mailings of nonsubscriber copies are not eligible for any Preferred rate. Nonsubscriber copies over the 10% allowance must be part of a presorted commingled mailing (i.e., including subscriber copies) to qualify for Outside-County rates.

Copies Over 10% Allowance
2.6 Nonsubscriber or nonrequester copies, over 10% of the total number of copies mailed to subscribers or requesters during the calendar year, are eligible for

Outside-County rates when they are commingled and presorted with subscriber or requester copies.

Excess Noncommingled Mailing
2.7 A mailing is not eligible for Periodicals rates if it consists entirely of nonsubscriber or nonrequester copies over the 10% limit of the total number of copies mailed to subscribers or requesters during the calendar year. These copies are subject to the appropriate Express Mail, First-Class Mail, Standard Mail, or Package Services rate.

Mixed Mailing
2.8 If all copies in a mailing are to nonsubscribers or nonrequesters, and some copies are within the 10% limit while the rest are over the 10% limit, the portion exceeding the 10% limit is not eligible for Periodicals rates. That portion is subject to the appropriate Express Mail, First-Class Mail, Standard Mail, or Package Services rate.

E200 Periodicals

E210 Basic Standards

E216 Publisher Records

Summary E216 describes the information required and types of records publishers need to keep. Also describes contents needed and statement of ownership, management, and circulation.

1.0 BASIC STANDARDS

Purpose
1.1 The publisher must keep records that can support the information required on the application for Periodicals mailing privileges (or any other form) and to confirm eligibility for entry of the publication at the requested Periodicals rate. The records must show that the publication is distributed to a legitimate list of requesters (if applicable) or is not designed primarily for free circulation or circulation at nominal rates. If the publication is authorized to carry general advertising, the publisher must keep a list of legitimate subscribers. A publication of an institution or society that is authorized to carry general advertising may keep a list of subscribers or proof of a resolution to distribute to members, similar to that described in E213.

Information Required
1.2 Records must be available so that the USPS can determine:

a. Number of copies printed.

b. Manner of distribution and disposition of all copies.

c. Accuracy of the zone distribution on the postage statement.

d. The existence of a list of legitimate subscribers who have paid more than a nominal subscription price for publications authorized to carry general advertising (other than requester publications).

e. The existence of a legitimate list of requesters for requester publications.

Retention
1.3 The publisher must keep records for each issue of a publication for 3 years from its issue date, except for records for any year for which postal verification is done by a USPS-authorized audit bureau. A publisher whose records are verified by an authorized audit bureau is not required to keep source records of requests and subscriptions longer than required by the audit bureau.

Types of Records
1.4 These records may be used to meet the standards in 1.1 and 1.2:

a. Print orders and invoices showing the total number of copies printed.

b. Individual and bulk orders for subscriptions and nonsubscriber copies.

c. Newsstand and vending machine sales and returns.

d. Stubs or copies of receipts issued.

e. Sales records and returns for over-the-counter sales.

f. Cash books, bank deposit receipts, or similar records.

g. Records of copies of the publication destroyed.

2.0 VERIFICATION

Purpose
2.1 A publisher must make records available for USPS review and verification on a periodic basis to evaluate indications of ineligibility for Periodicals entry, to verify that the postage statement shows the correct number of copies mailed to each

zone and the correct postage, and to confirm that publications authorized to carry general advertising meet the applicable circulation standards.

Authorized Verification
2.2 Only USPS employees may conduct verifications for an application for Periodicals mailing privileges or reentry. Other verifications of the publisher's records may be done by USPS audit or by USPS-authorized independent audit bureaus.

Independent Audit Bureau
2.3 To have an authorized independent audit bureau conduct the audit, the publisher must make that request directly to the bureau and advise the original entry postmaster. The audit bureau coordinates the verification with the original entry postmaster.

3.0 STATEMENT OF OWNERSHIP, MANAGEMENT, AND CIRCULATION

Filing Form 3526
3.1 The publisher of each Periodicals publication, including foreign publications accepted at Periodicals rates, must file Form 3526 by October 1 of each year at the original entry post office.

Content
3.2 The information provided on Form 3526 must allow the USPS to determine whether the publication meets the standards for Periodicals mailing privileges. This information includes, as applicable, the identity of the editor, managing editor, publishers, and owners; the owning corporation and its stockholders; any further corporations and stockholders that own at least 1% of the stock of a corporation owning the publication; known bondholders, mortgagees, and other security holders; and the extent and nature of the circulation of the publication, including the number of copies distributed, the methods of distribution, and how much of the circulation is paid in whole or in part.

Publication
3.3 The publisher of each publication authorized Periodicals mailing privileges as a general or requester publication must publish a complete statement of ownership, containing all information required by Form 3526, in an issue of the publication to which that statement relates; other publications are not required to publish this statement. A reproduction of the Form 3526 submitted to the USPS may be used. The required information must appear in an issue whose primary mailed distribution is produced not later than October 10 for publications issued more frequently than weekly, or not later than October 31 for publications issued weekly or less frequently but more frequently than monthly; or in the first issue whose primary mailed distribution is produced after October 1 for all other publications.

Noncompliance
3.4 If a publisher does not comply with the filing or publishing standards of 3.0 and, after notice from the postmaster, further fails to comply within 10 days, that publisher's eligibility for Periodicals rates is suspended until compliance occurs.

4.0 NONSUBSCRIBER/NONREQUESTER COPY DISTRIBUTION

Multiple Issues—Same Day
4.1 The USPS may require the publisher to submit Form 3541-C when an issue is regularly published on the same day as another issue of the same publication under the Periodicals authorization of the parent publication. When requested, the publisher must complete Form 3541-C and attach it to the postage statements submitted with the corresponding mailings.

Multiple Issues—Different Days
4.2 The USPS may require the publisher to submit Form 3541-E when an issue is regularly published during the same month as another issue of the same publication under the Periodicals authorization of the parent publication. When requested, the publisher must complete Form 3541-E and attach it to the postage statements submitted with the corresponding mailings.

E200 Periodicals

E210 Basic Standards

E217 Basic Rate Eligibility

Summary E217 describes the eligibility requirements for Periodicals claiming the Outside-County, Outside-County Preferred, Outside County Science-of-Agriculture, and In-County rates. It also discusses the discount qualifications.

1.0 OUTSIDE-COUNTY RATES

Description
1.1 Outside-County rates apply to copies of an authorized Periodicals publication mailed by a publisher or news agent that are not eligible for In-County rates under 4.0. Outside-County rates consist of an addressed per piece charge, a zoned charge for the weight of the advertising portion of the publication, and an unzoned charge for the weight of the nonadvertising portion.

Nonrequester and Nonsubscriber Copies
1.2 For excess noncommingled mailings under E215, nonrequester and nonsubscriber copies are not eligible for Periodicals rates unless the publication is authorized under E212.2.0 and is not authorized to contain general advertising. Nonrequester and nonsubscriber copies in excess of the 10% allowance under E215 are subject to Outside-County rates when commingled with requester or subscriber copies, as appropriate.

2.0 OUTSIDE-COUNTY PREFERRED RATE DISCOUNT

Periodicals publications qualifying as Nonprofit or Classroom Periodicals under E270 receive a 5% discount off the total Outside-County postage, excluding the postage for advertising pounds. Requester publications are not eligible for the Preferred rate discount. Nonsubscriber copies claiming the Preferred rate discount are subject to the standards in E215.

3.0 OUTSIDE-COUNTY SCIENCE-OF-AGRICULTURE RATES

Authorization
3.1 To be mailed at the Science-of-Agriculture Periodicals rates, a publication must be granted Periodicals entry in other than the requester category and granted a Science-of-Agriculture rate authorization.

Eligibility
3.2 Science-of-Agriculture rates apply to Outside-County copies of authorized Periodicals publications mailed by publishers or news agents when the total copies provided during any 12-month period to subscribers residing in rural areas are at least 70% of the total number of copies distributed by any means for any purpose.

Other Rates
3.3 All Outside-County rates and discounts apply, except for separate rates for DDU, DSCF, DADC, and zones 1 and 2. Nonsubscriber copies are subject to E215. Each piece must meet the standards for the rates or discounts claimed.

Application Procedures
3.4 The Science-of-Agriculture rate is available only after USPS authorization. An application or written request for Science-of-Agriculture rates must be filed at the publication's original entry post office. Application may be made by submitting an application for Periodicals mailing privileges (Form 3500) or by filing for reentry (on Form 3510) after Periodicals mailing privileges are authorized. The applicant must submit evidence to show eligibility under the corresponding standards in E217.

4.0 IN-COUNTY RATES

Subscriber Copies
4.1 In-County rates apply to subscriber copies of any issue of a Periodicals publication (except a requester publication) when they are entered within the county in which the post office of original entry is located for delivery to addresses within that county, if one of the following is met:

a. The total paid circulation of such issue is less than 10,000 copies.

b. The number of paid copies of such issue distributed within the county of publication is more than 50% of the total paid circulation of such issue.

Exceptional Conditions
4.2 The standard in 4.1 also is applied under any of these exceptional conditions:

a. If an entry office postmaster directs the publisher to deposit copies of the publication at a postal facility serving that office, those copies are considered as mailed at the entry office for purposes of In-County rates.

b. A copy addressed to a destination within the county of publication is eligible for In-County rates when the entry post office serving that address is outside the county.

c. Each Periodicals publication (except a requester publication or commingled nonsubscriber copies above the 10% allowance) having original entry at an incorporated city situated entirely within a county or contiguous to one or more counties in the same state, but politically independent of such county or counties, is considered within a part of the county with which it is principally contiguous. Copies mailed into that county are charged postage at the In-County rates. Where more than one county is involved, the publisher selects the principal county and notifies the postmaster.

Nonsubscriber Copies
4.3 During a calendar year, the total number of nonsubscriber copies mailed at In-County rates may not exceed 10% of the number of subscriber copies mailed at In-County rates. The number of nonsubscriber copies mailed at In-County rates must be included in the determination of the overall 10% allowance under E215. Effectively, the allowance for nonsubscriber copies mailable at the In-County rates is the 10% allowed under this standard or the *overall* 10% limit under E215, whichever occurs first.

Other Rates
4.4 Each piece also must meet the standards for the rates and discounts claimed. Subject to E250, the delivery unit piece rate applies to each piece claimed in the pound rate portion at the delivery unit rate.

5.0 DISCOUNTS

The following discounts are available:

a. Nonadvertising. The nonadvertising discount applies to the Outside-County piece rate and is computed under P013.

b. Destination Entry. Destination entry discounts are available under E250 for copies entered at specific USPS facilities.

c. Pallet. Outside-County rate nonletters (flats and irregular parcels) packaged and placed directly on pallets under the applicable standards in M045 are eligible for one of the pallet discounts in R200. Except for overflow pallets, each pallet must contain a minimum of 250 pounds of addressed pieces. Pieces taken to destination delivery units (DDUs) under the applicable standards in E250, that cannot accept pallets, need only meet the minimum

weight requirement. To determine whether a 5-digit delivery facility can handle pallets, refer to the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see G043).

6.0 COPIES MAILED BY PUBLIC

The applicable single-piece First-Class Mail, Priority Mail, or Package Services rate is charged on copies of publications mailed by the general public (i.e., other than publishers or registered news agents) and on copies returned to publishers or news agents.

E200 Periodicals

E220 Presorted Rates

Summary E220 describes the eligibility standards for mailing Presorted rate mailings (5-digit, 3-digit, and basic rates). It also describes combining multiple publications or editions.

1.0 BASIC INFORMATION

Standards
1.1 The standards for Presorted rates are in addition to the basic standards for Periodicals in M210, the standards for other rates or discounts claimed, and the applicable preparation standards in M045, M200, M910, M920, M930, or M940. Not all combinations of presort level, automation, and destination entry discounts are permitted.

Palletized Mail
1.2 A correctly prepared package is the equivalent of a sack when palletized under M045, M920, M930, or M940. Individual pieces qualify for the presort level rate appropriate for the palletized packages in which they are placed, regardless of the destination of the pallet. Eligibility for destination entry or other zoned rates depends on the point of entry.

ZIP Code Accuracy
1.3 All 5-digit ZIP Codes in addresses on pieces claimed at the 5-digit, 3-digit, or basic rates must be verified and corrected within 12 months before the mailing date by a USPS-approved method. The mailer's signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS. This standard applies to each address individually, not to a specific list or mailing. An address meeting this standard may be used in mailings at any other rate to which the standard applies during the 12-month period after its most recent update.

Barcodes
1.4 Any POSTNET barcode on a mailpiece in a Presorted Periodicals mailing must be correct for the delivery address and meet the standards in C840 and A950.

Documentation
1.5 A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing, supported by standardized documentation meeting the basic standards in P012. Documentation of postage is not required if each piece in the mailing is of identical weight and the pieces are separated when presented for acceptance by rate, by zone (including separation by In-County and Outside-County rates), and by entry discount (e.g., DDU and DSCF).

2.0 RATES

5-Digit Rates
2.1 Subject to M045, M210, or M910, M920, M930, or M940, 5-digit rates apply to:

a. Letter-size pieces in 5-digit packages of six or more pieces each, placed in 5-digit trays.

b. Flat-size pieces in 5-digit packages of six or more pieces each, placed in 5-digit sacks, merged 5-digit sacks, or merged 5-digit scheme sacks or palletized under M045 or M920, M930, or M940.

3-Digit Rates
2.2

Subject to M045, M210, or M910, M920, M930, or M940, 3-digit rates apply to:

a. Letter-size pieces in 5-digit and 3-digit packages of six or more pieces each, placed in 3-digit trays.

b. Flat-size pieces in 5-digit and 3-digit packages of six or more pieces each, placed in 3-digit sacks or palletized under M045 or M910, M920, M930, or M940.

Basic Rates
2.3

Basic rates apply to pieces prepared under M045, M210, or M910, M920, M930, or M940, that are not eligible for and claimed at 5-digit or 3-digit rates.

E200 Periodicals

E230 Carrier Route Rates

Summary E230 describes the eligibility standards for mailing at carrier route rates. It also describes combining multiple publications or editions.

1.0 BASIC INFORMATION

Standards 1.1 The standards for carrier route rates are in addition to the basic standards for Periodicals in E210, the standards for other rates or discounts claimed, and the applicable preparation standards in M045, M220, M910, M920, M930, or M940. Not all combinations of presort level, automation, and destination entry discounts are permitted.

Palletized Mail 1.2 A correctly prepared package is the equivalent of a sack when palletized under M045, M920, M930, or M940. Individual pieces qualify for the presort level rate appropriate for the palletized packages in which they are placed, regardless of the destination of the pallet. Eligibility for destination entry or other zoned rates depends on the point of entry.

Carrier Route Code Accuracy 1.3 Except for mailings prepared with a simplified address under A040, carrier route codes must be applied to mailings using CASS-certified software and the current USPS Carrier Route File scheme, hard copy Carrier Route Files, or another AIS product containing carrier route information, subject to A930 and A950. Carrier route information must be updated within 90 days before the mailing date. The applicable sequencing requirements in 2.2, 3.0, and M050 must be met.

Barcodes 1.4 Any POSTNET barcode on a mailpiece in a nonautomation Periodicals mailing must be correct for the delivery address and meet the standards in C840 and A950.

Documentation 1.5 A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing, supported by standardized documentation meeting the basic standards in P012. Documentation of postage is not required if each piece in the mailing is of identical weight and the pieces are separated when presented for acceptance by rate, by zone (including separation by In-County and Outside-County rates), and by entry discount (e.g., DDU and DSCF). Documentation of sequencing and of density standards under M050 must be submitted with each mailing.

2.0 SORTATION

Sequencing 2.1 Preparation to qualify eligible pieces for carrier route rates is optional and is subject to M045, M220, or (nonletter-size mail only) M920, M930, or M940. Carrier route sort need not be done for all carrier routes in a 5-digit area. Specific rate eligibility is subject to these standards:

a. The carrier route rates for letter-size mail apply to copies that are prepared in carrier route packages of six or more pieces each that are sorted to carrier route, 5-digit carrier routes, or 3-digit carrier routes trays.

b. The carrier route rates for nonletter-size mail apply to copies of flat-size or irregular parcel-size pieces prepared in carrier route packages of six or more pieces each and that are sorted to pallets under M045 or M920, M930, or M940, or sorted in carrier route, 5-digit scheme carrier routes, 5-digit carrier routes sacks, and, if prepared under M920, merged 5-digit scheme sacks or merged 5-digit sacks. Preparation of 5-digit scheme carrier routes sacks or pallets is required and must be done for all 5-digit scheme destinations. Preparation of merged 5-digit sacks and merged 5-digit scheme sacks is optional but if performed must be done for all 5-digit ZIP Codes for which there is an "A" or "C" indicator in the City State Product that permits co-containerization of carrier route and 5-digit packages. Preparation of merged 5-digit pallets and merged 5-digit scheme pallets is optional but if performed must be done for all 5-digit ZIP Codes or 5-digit schemes for which those pallet levels are possible (under M920 if there is an "A" or "C" indicator in the City State Product, under M930 if the 5% threshold standard is met, and under M940 if ZIP Codes have an "A" or "C" indicator in the City State Product and if ZIP Codes with a "B" or "D" indicator in the City State Product meet the 5% threshold standards). For merged 5-digit scheme sacks or pallets, preparation also must be done for all 5-digit scheme destinations. The applicable sequencing requirements in M050 and in 2.2a or 2.2b also must be met.

Sequencing Requirements
2.2

Carrier route mail must be prepared in delivery sequence as follows:

a. Basic carrier route rate mail must be prepared either in carrier walk sequence or in line-of-travel (LOT) sequence according to LOT schemes prescribed by the USPS (M050).

b. The high density and saturation rates apply to pieces that are eligible for carrier route rates under 2.1, are prepared in carrier walk sequence, and meet the applicable density standards in 3.0 for the rate claimed.

3.0 WALK-SEQUENCE DISCOUNTS

Eligibility
3.1

The high density or saturation rates apply to each walk-sequenced piece in a carrier route mailing, eligible under 2.1 and prepared under M045, M220, or (nonletter-size mail only) M920, M930, or M940, that also meets the corresponding addressing and density standards in 3.4. High density and saturation rate mailings must be prepared in carrier walk sequence according to schemes prescribed by the USPS (see M050).

Copies at Other Rates
3.2

A mailing that includes copies claimed at a walk-sequence rate may include other copies claimed at other presort rates. When presented to the USPS, the trays or sacks containing the walk-sequence rate copies must be separated from other trays or sacks. Any effective separation method may be used.

Addressing Standards
3.3

Walk-sequence mail must meet these addressing standards:

a. Each addressed piece must bear a complete delivery address or an alternative format address, subject to the applicable standards.

b. Official matter mailed by certain government entities for delivery on a city route may, at the mailer's option, use the simplified address format.

Density Standards
3.4

Walk-sequence rate mailings are subject to these density standards:

a. Once the minimum volume per carrier route is met, there is no further minimum volume for the 5-digit ZIP Code delivery area. Walk-sequence rate mail need not be sent to all carrier routes within a 5-digit delivery area.

b. Except under 3.4c, at least 125 walk-sequenced addressed pieces must be prepared for each carrier route receiving mail claimed at the high density rate. Mail for carrier routes of 124 or fewer possible deliveries can qualify for the high density rate if there are at least 125 addressed pieces for the route or if pieces are addressed to every possible delivery on the route. This mail may also qualify for the saturation rate, subject to 6.4e. In-County rate pieces may also qualify for high density rates under 3.4c.

c. Mail may qualify for In-County high density rates when there are addressed pieces for a minimum of 25% of the total active possible deliveries on a carrier route. If a route contains addresses both within and outside the county, the number of pieces addressed to the entire carrier route will be used to determine if the 25% requirement has been met. However, for such carrier routes meeting the 25% requirement, only the pieces for that carrier route that are addressed to addresses within the county in which the original entry is located may qualify for the In-County high density rates.

d. Pieces eligible for and claimed at the saturation rate must be addressed to either 90% or more of the active residential addresses or 75% or more of the total number of active possible delivery addresses, whichever is less, on each carrier route receiving saturation rate mail, except that mail addressed in the simplified address format must meet the coverage standards in A040.

e. More than one addressed piece per delivery address may be included in a high density rate mailing and may be counted for the density standard in 3.4b for the high density rate. Only one piece per delivery address may be counted toward the density standards for high density in 3.4c and for the saturation rate in 3.4d.

4.0 COMBINING MULTIPLE PUBLICATIONS OR EDITIONS

Description
4.1

A combined mailing is a mailing in which two or more Periodicals publications or editions are merged into a single mailstream, during production or after finished copies are produced, and all copies of all the publications or editions are presorted together into packages to achieve the finest presort level possible for the combined mailing.

Volume
4.2

More than one Periodicals publication, or edition of a publication, may be combined to meet the volume standard per tray, sack, or package for the presort rate claimed.

Each Piece
4.3

Each piece must meet the basic standards in E211 and the specific standards of the rate claimed.

Documentation Elements
4.4

Presort documentation required under P012 must also show the total number of addressed pieces and copies of each publication or edition mailed to each carrier route, 5-digit, and 3-digit destination. The publisher must also provide a list, by 3-digit ZIP Code prefix, of the number of addressed pieces and copies of each publication or edition qualifying for the DSCF rate.

Separate Postage Statements

4.5 A separate postage statement must be prepared for the per pound postage computations for each publication or edition that is part of the combined mailing. The title and issue date of the publications with which each publication or edition was combined must be noted on, or attached to, the postage statements. The per piece postage computations for all regular rate publications must be on the postage statement for the regular rate publication containing the higher (or highest) amount of advertising. The per piece postage computations for all special rate publications must be the postage statement for the special rate publication containing the higher (or highest) amount of advertising. The nonadvertising adjustment must be computed on the appropriate postage statement for each rate category based on the publication (or edition, if applicable) containing the higher (or highest) amount of advertising matter for that rate category.

E200 Periodicals

E240 Automation Rates

Summary E240 describes the eligibility standards for mailing automation 5-digit, 3-digit, and basic rate mailings.

1.0 BASIC STANDARDS

All Pieces
1.1 All pieces in an automation Periodicals mailing must:

a. Meet the basic standards for Periodicals in E211 and for the category of authorization in E212.

b. Be in the same processing category and meet the physical standards in C810 (letters) or C820 (flats). (Automation rate mailings may not include firm packages.)

c. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC).

d. Meet the address quality and coding standards of A800 and A950.

e. Bear an accurate barcode meeting the standards in C840, either a DPBC (if a letter) or a ZIP+4 barcode or DPBC (if a flat), either on the piece or on an insert showing through a barcode window.

f. Be marked, sorted, and documented as specified in M045, or M810 (letters) or M820 (flats) or, for nonletter-size mail, M910, M920, M930, or M940.

g. Meet the applicable documentation and postage payment standards in P012, P013, and P200.

Enclosed Reply Cards and Envelopes
1.2 All letter-size reply cards and envelopes provided as enclosures in automation rate Periodicals and addressed for return to a domestic delivery address must meet the standards in C810 for enclosed reply cards and envelopes. The mailer's signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS.

2.0 RATE APPLICATION

5-Digit Rates
2.1 5-digit automation rates apply to:

a. Letters in groups of 150 or more pieces to the same 5-digit or 5-digit scheme placed in a 5-digit or 5-digit scheme tray or trays prepared under M810. (Preparation to qualify for the 5-digit rate is optional and, if performed, need not be done for all 5-digit or 5-digit scheme destinations.)

b. Flats in 5-digit packages of six or more pieces each, prepared under M045, M820, M910, M920, M930, or M940.

3-Digit Rates
2.2 3-digit automation rates apply to:

a. Letters in groups of 150 or more pieces to the same 3-digit or 3-digit scheme placed in a 3-digit/scheme tray or trays under M810.

b. Flats in 3-digit packages of six or more pieces each, prepared under M045, M820, M910, M920, M930, or M940.

Basic Rates
2.3

Basic automation rates apply to:

a. Letters prepared under M810 that are not claimed at 5-digit or 3-digit rates.

b. Flats prepared under M045, M820, M910, M920, M930, or M940 that are not claimed at 5-digit or 3-digit rates.

c. All pieces in any package that contains fewer than six pieces.

E200 Periodicals

E250 Destination Entry

Summary E250 describes the eligibility standards for destination sectional center facility (DSCF) and destination delivery unit (DDU) rates mailings.

1.0 BASIC STANDARDS

Rate Application
1.1 Outside-County addressed pieces may qualify for destination area distribution center (DADC) or destination sectional center facility (DSCF) rates and discounts subject to the standards in 2.0 and 3.0, respectively. Carrier route rate addressed pieces may qualify for destination delivery unit (DDU) rates and discounts subject to the standards in 4.0. Any advertising portion may be eligible for DADC, DSCF, or DDU advertising pound rates based on the entry facility and the address on the piece. For each addressed piece, only one destination entry discount may be claimed. An individual package, tray, sack, or pallet may contain pieces claimed at different destination entry rates and discounts. Addressed pieces may also qualify for the destination entry pallet per piece discount in E217. In-County carrier route rate addressed pieces may qualify for the DDU discount subject to the standards in 4.0.

Documentation of Postage
1.2 Subject to P012, the mailer must be able to show compliance with eligibility requirements (e.g., by package, tray, sack, or pallet), and list the number of addressed pieces by presort level for each 5-digit and 3-digit ZIP Code destination as appropriate for the rates and discounts claimed. Documentation is not required if each addressed piece in the mailing is of identical weight, and are separated by zone, rate, and destination entry (if applicable), when presented for mailing.

2.0 DESTINATION AREA DISTRIBUTION CENTER (DADC)

Definition
2.1 For this standard, DADC includes the facilities listed in L004, or a USPS-designated facility.

General Eligibility
2.2 Addressed pieces meeting the standards in 1.0 and 2.0 are eligible for DADC rates when deposited at an ADC (or USPS-designated facility), and are addressed for delivery to one of the 3-digit ZIP Codes served by the facility where deposited.

Rates
2.3 DADC rates include a per piece discount off the addressed piece rate and, if applicable, an advertising pound rate. Pieces must meet the standards for any other rate and discount claimed.

3.0 DESTINATION SECTIONAL CENTER FACILITY (DSCF)

Definition
3.1 For this standard, DSCF includes the facilities listed in L005 and L006, or a USPS-designated facility.

General Eligibility
3.2 Addressed pieces meeting the standards in 1.0 and 3.0 are eligible for DSCF rates when deposited at an SCF (or USPS-designated facility), and are addressed for delivery to one of the 3-digit ZIP Codes served by the facility where deposited.

Rates
3.3 DSCF rates include a per piece discount off the addressed piece rate and, if applicable, an advertising pound rate. Pieces must meet the standards for any other rate and discount claimed.

4.0 DESTINATION DELIVERY UNIT (DDU)

Definition
4.1 For this standard, the DDU is the facility where the carrier cases mail for delivery to the addresses on the pieces in the mailing.

General Eligibility
4.2 Addressed pieces, including pieces under exceptional dispatch, meeting the standards in 1.0 and 4.0 are eligible for DDU rates when deposited at the facility where the carrier serving the delivery address on the mail is located.

Rates
4.3 DDU rates for Outside-County include a per piece discount off the addressed piece rate and, if applicable, an advertising pound rate. DDU rates for In-County consist of a per piece discount off the addressed piece rate and a pound charge. Outside-County and In-County pieces must meet the standards for any other rate and discount claimed.

Maximum Volume
4.4 The same mailer may not present for deposit more than four DDU rate mailings at the same delivery unit (or another acting as its agent) in any 24-hour period. This limit may be waived if local conditions permit. A mailer may ask for such a waiver when scheduling deposit of the mailings. There is no maximum for plant-verified drop shipments made under P950. This standard does not apply to mailings presented to the publication's authorized original entry, or additional entry, serving the place where the pieces were prepared for mailing, if that entry post office is also the facility at which the DDU rate pieces must be deposited.

Deposit Schedule
4.5 The mailer may schedule deposit of DDU rate mailings at least 24 hours in advance by contacting the district office in whose service area the destination facility is located. The mailer must follow the scheduled deposit time provided. The mailer may request standing appointments for renewable 6-month periods by written application to the district office in whose service area the destination facility is located. Mixed loads of Periodicals and Standard Mail or Package Services mail require advance appointments for deposit. For mail entered under exceptional dispatch, the application for exceptional dispatch required under D210 also serves as a request for standing appointments.

E200 Periodicals

E260 Ride Along

Summary E260 describes the standards for Periodicals Ride-Along pieces.

1.0 BASIC ELIGIBILITY

Description
1.1 The standards in E260 apply to Standard Mail material paid at the Periodicals Ride-Along rate that is attached to or enclosed with Periodicals mail. All Periodicals subclasses may enclose eligible matter at the Ride-Along rate.

Basic Standards
1.2 Only one Ride-Along piece may be attached to or enclosed with an individual copy of Periodicals mail. The Ride-Along rate must be paid on each copy in the mailing, not addressed copies. If more than one Ride-Along piece is attached or enclosed, mailers have the option of paying Standard Mail postage for all the enclosures or attachments, or paying the Ride-Along rate for the first attachment or enclosure and Standard Mail rates for subsequent attachments and enclosures. Ride-Along pieces eligible under E260 must be eligible as Standard Mail and must:

a. Not exceed any dimension of the host publication.

b. Not exceed 3.3 ounces and must not exceed the weight of the host publication.

c. Not obscure the title of the publication or the address label.

Physical Characteristics
1.3 The host Periodicals piece and the Ride-Along piece must meet the following physical characteristics:

a. Construction:

(1) Bound publications. If contained within the host publication the Ride-Along piece must be securely affixed to prevent detachment during postal processing. If loose, the Ride-Along piece and publication must be enclosed together in a full wrapper, polybag, or envelope.

(2) Unbound publications. A loose Ride-Along enclosure with an unbound publication must be combined with and inserted within the publication in a manner that prevents detachment during postal processing. If the Ride-Along piece is included outside the unbound publication, the publication and the Ride-Along piece must be enclosed in a full wrapper, polybag, or envelope.

b. A Periodicals piece (automation and nonautomation) with the addition of a Ride-Along piece must remain uniformly thick and remain in the same processing category as before the addition of the Ride-Along attachment or enclosure.

c. A Periodicals piece with a Ride-Along that claims automation rates must meet the appropriate automation requirements in C810 or C820, must maintain the same processing category as before the addition of the Ride-Along attachment or enclosure and, for flat-size mail, must meet the flat sorting machine criteria under C820 (AFSM 100 or FSM 1000). For example:

(1) If, due to the inclusion of a Ride-Along piece, an FSM 881-compatible host piece can no longer be processed on the FSM 881, but must be processed on an FSM 1000, then that piece must pay either the appropriate Periodicals nonautomation rate plus the Ride-Along rate, or the appropriate Periodicals automation rate for the host piece and the appropriate Standard Mail rate for the attachment or enclosure.

(2) If, due to the inclusion of a Ride-Along piece, an FSM 1000-compatible host piece can no longer be processed on the FSM 1000, but must be processed manually, then that piece must pay either the appropriate Periodicals nonautomation rate plus the Ride-Along rate, or the appropriate Periodicals nonautomation rate for the host piece and the appropriate Standard Mail rate for the attachment or enclosure.

(3) If, due to the inclusion of a Ride-Along piece, an automation letter host piece can no longer be processed as an automation letter, then that piece must pay the appropriate Periodicals nonautomation rate plus the Ride-Along rate, or the appropriate Periodicals nonautomation rate for the host piece and the appropriate Standard Mail rate for the attachment or enclosure.

Marking
1.4 The marking “Ride-Along Enclosed” must be placed on or in the host publication if it contains an enclosure or attachment paid at the Ride-Along rate. If placed on the outer wrapper, polybag, envelope, or cover of the host publication, the marking must be set in type no smaller than any used in the required “POSTMASTER: Send change of address…” statement. If placed in the identification statement, the marking must meet the applicable standards. The marking must not be on or in copies not accompanied by a Ride-Along attachment or enclosure.

E200 Periodicals

E270 Preferred Periodicals

Summary E270 describes the eligibility standards for nonprofit and Classroom publications. It also describes the organizations and types of publications that are qualified to claim the preferred rate discount.

1.0 NONPROFIT ELIGIBILITY—BASIC INFORMATION

Authorization
1.1 To be mailed as a Nonprofit Periodical, a publication must be granted Periodicals entry in other than the requester category and a Nonprofit authorization for which eligibility was established under 2.0 or 3.0.

Other Rates
1.2 Each piece must also meet the standards for rates or discounts claimed. Nonsubscriber copies are subject to E215. Subject to E250, the DDU or DSCF piece rate applies to each piece claimed in the pound rate portion at the corresponding rate.

Advertising/ Nonadvertising
1.3 Publications with an advertising percentage of 10% or less are considered 100% nonadvertising for rate purposes. Those publications may use "0" as the advertising percentage when computing the nonadvertising adjustment to be applied to the outside-county piece rate charges. Publications with an advertising percentage exceeding 10% are subject to Outside-County pound rates for the entire advertising portion of the publication.

2.0 NONPROFIT ELIGIBILITY—QUALIFIED ORGANIZATIONS

Types of Organizations
2.1 A publication issued by and in the interest of one of the types of organizations described in 2.3 through 2.10 qualifies for the Nonprofit rates if the organization is not organized for profit and none of its net income inures to the benefit of any private stockholder or individual.

Primary Purpose
2.2 The standard of *primary purpose* used in the definitions in 2.3 through 2.10 requires that the organization be both organized and operated for the primary purpose. Organizations that incidentally engage in qualifying activities do not meet the primary purpose test.

Religious
2.3 A *religious organization* is a nonprofit organization whose primary purpose is to:

a. Conduct religious worship (e.g., churches, synagogues, temples, or mosques);

b. Support the religious activities of nonprofit organizations whose primary purpose is to conduct religious worship; or

c. Further the teaching of particular religious faiths or tenets, including religious instruction and the dissemination of religious information.

Educational
2.4 An *educational organization* is a nonprofit organization whose primary purpose is the instruction or training of individuals for improving or developing their capabilities or the instruction of the public on subjects beneficial to the community. An organization may be educational even though it advocates a particular position or viewpoint, as long as it presents a specifically full and fair exposition of the pertinent facts to permit the formation of an independent opinion or conclusion. Conversely, an organization is not considered educational if its principal function is

the mere presentation of unsupported opinion. These are examples of educational organizations:

a. An organization (e.g., a primary or secondary school, a college, or professional or trade school) that has a regularly scheduled curriculum, a regular faculty, and a regularly enrolled body of students in attendance at a place where educational activities are regularly carried on.

b. An organization whose activities consist of presenting public discussion groups, forums, panels, lectures, or similar programs, including on radio or television.

c. An organization that presents a course of instruction by correspondence or on television or radio.

d. Museums, zoos, planetariums, symphony orchestras, and similar organizations.

Scientific
2.5 A *scientific organization* is a nonprofit organization whose primary purpose is to conduct research in the applied, pure, or natural sciences or to disseminate technical information dealing with the applied, pure, or natural sciences.

Philanthropic (Charitable)
2.6 A *philanthropic (charitable) organization* is a nonprofit organization organized and operated to benefit the public. Examples include those that are organized to relieve the poor, distressed, or underprivileged; to advance religion, education, or science; to erect or maintain public buildings, monuments, or works; to lessen the burdens of government; or to promote social welfare for any of the above purposes or to lessen neighborhood tensions, eliminate prejudice and discrimination, defend human and civil rights secured by laws, or combat community deterioration and juvenile delinquency. That an organization organized and operated to relieve indigent persons receives voluntary contributions from those persons does not necessarily make it ineligible for Nonprofit rates as a philanthropic organization. That an organization, in carrying out its primary purpose, advocates social or civic changes or presents ideas on controversial issues to influence public opinion and sentiment to accept its views does not necessarily make it ineligible for Nonprofit rates as a philanthropic organization.

Agricultural
2.7 An *agricultural organization* is a nonprofit organization whose primary purpose is the betterment of the conditions of those engaged in agricultural pursuits, improvement of the grade of their products, and the development of a higher degree of efficiency in agriculture; or the collection and dissemination of information or materials about agriculture. The organization may further and advance agricultural interests through educational activities; by holding agricultural fairs; by collecting and disseminating information about cultivation of the soil and its fruits or the harvesting of marine resources; by rearing, feeding, and managing livestock, poultry, bees, etc.; or by other activities related to agricultural interests.

Labor
2.8 A *labor organization* is a nonprofit organization whose primary purpose is the betterment of the conditions of workers. Labor organizations include, but are not limited to, organizations in which employees or workers participate, whose primary purpose is to deal with employers about grievances, labor disputes, wages, hours of employment, working conditions, etc. (e.g., labor unions and employee associations).

Veterans
2.9 A *veterans' organization* is a nonprofit organization of veterans of the armed services of the United States, or an auxiliary unit or society of, or a trust or foundation for, any such post or organization.

Fraternal
2.10 A *fraternal organization* is a nonprofit organization whose primary purpose is fostering fellowship and mutual benefits among its members. For this standard, a qualified fraternal organization must also be organized under a lodge or chapter system with a representative form of government; must follow a ritualistic format; and must be composed of members who are elected to membership by vote of the members. Qualifying fraternal organizations include the Masons, Knights of Columbus, Elks, and college fraternities or sororities, and may have members of either or both sexes. Fraternal organizations do not include such organizations as business leagues, professional associations, civic associations, or social clubs.

3.0 NONPROFIT ELIGIBILITY—OTHER QUALIFIED ORGANIZATIONS

Basic Eligibility
3.1 Subject to 3.2, a publication (other than a requester publication) may qualify for the nonprofit rates regardless of the nonprofit status of the publishing organization if it is a:

a. Publication issued by and in the interest of an association of rural electric cooperatives.

b. Program announcement or guide published by an educational radio or television agency of a state or political subdivision thereof or by a nonprofit educational radio or television station.

c. Publication of the official highway or development agency of the state that meets the standards for a general publication in E212 and contains no advertising other than the publisher's own advertising.

d. Conservation publication published by a state agency responsible for management and conservation of the fish or wildlife resources of that state.

Eligibility Limitation
3.2 Only one publication (other than a requester publication) per qualifying organization may qualify for the Nonprofit rates under 3.1c or 3.1d.

4.0 CLASSROOM ELIGIBILITY

Authorization
4.1 To be mailed at the Classroom Periodicals rates, a publication must be granted Periodicals entry in other than the requester category and a Classroom rate authorization.

Eligibility
4.2 Classroom rates apply only to educational, religious, or scientific publications designed for use in school classrooms or religious instruction classes.

Other Rates
4.3 Each piece must also meet the standards for rates or discounts claimed. Nonsubscriber copies are subject to E215. Subject to E250, the DDU or DSCF piece rate applies to each piece claimed in the pound rate portion at the corresponding rate.

Advertising/ Nonadvertising
4.4 Publications with an advertising percentage of 10% or less are considered 100% nonadvertising for rate purposes. Those publications may use "0" as the advertising percentage when computing the nonadvertising adjustment to be applied to the outside-county piece rate charges. Publications with an advertising percentage exceeding 10% are subject to Outside-County pound rates for the entire advertising portion of the publication.

5.0 APPLICATION

Procedures
5.1 The Preferred rate discount is available only after USPS authorization. An application or written request for authorization as a Nonprofit or Classroom

publication must be filed at the publication's original entry post office. Application may be made by submitting an application for Periodicals mailing privileges (Form 3500) or by filing for reentry (on Form 3510) after Periodicals mailing privileges are authorized. The applicant must submit evidence to show eligibility under the corresponding standards in E270.

Fee
5.2 No fee is required for an application to mail at a special Periodicals rate.

6.0 MAILING WHILE APPLICATION PENDING

Mailing Before Approval
6.1 A publisher or news agent may not mail at a Periodicals Preferred rate or deduct the Preferred rate discount until the RCSC manager approves the application for such privilege. Until approval is given, postage must be paid at the Outside-County rates (if the publication is authorized), or at the applicable First-Class Mail, Standard Mail, or Package Services rates (if the publication or news agent is in a pending status for Periodicals mailing privileges).

Postage Paid Record
6.2 If postage is paid through an advance deposit account, the USPS keeps a record of deposits and mailings made while the application for special rates is pending. The record is used to compute the difference between either the Outside-County rate postage paid for an authorized Periodicals publication, or the Standard Mail or Package Services postage paid before Periodicals mailing privileges are granted, and the applicable postage at the special rate. No record is kept if postage is paid at First-Class Mail rates or if postage is not paid by advance deposit account.

7.0 DECISION ON APPLICATION

Ruling
7.1 The RCSC manager serving the known office of publication rules on special rate applications that are filed concurrently with an original entry application. The Memphis NSC manager rules on requests for special rates made on Form 3510 for publications authorized Periodicals mailing privileges.

Additional Information
7.2 Before acting on an application, the manager may ask the publisher for more information or evidence to complete or clarify the application. Failure to provide such information is sufficient grounds to deny the application.

Effective Date
7.3 The authorization takes effect on the application date or the eligibility date, whichever is later.

Refunds
7.4 Except as noted in 7.5, when an authorization for special rates is granted, the original entry postmaster refunds to the publisher the difference, if any, between the postage paid at the Outside-County Periodicals rates or deposited at Standard Mail or Package Services rates and the applicable special rates for copies mailed while the application was pending. Refunds are made only for mailings deposited on or after the effective date of the authorization and only if postage was paid by advance deposit account for which the entry post office kept the necessary records.

No Refund
7.5 No refund is made for:

a. A denied or withdrawn application.

b. The period before the effective date of the authorization.

c. Postage paid at any rate other than the Periodicals rates.

d. Postage not paid by advance deposit account for which the required record was kept.

e. Postage at any rate affixed to copies of the publication.

f. Postage paid at Express Mail or First-Class Mail rates.

g. Postage on mailings not meeting the applicable standards for special Periodicals rates.

Denying Application

7.6 If the application to mail at special rates is denied, the RCSC or NSC manager, as appropriate, notifies the applicant in writing, giving the reasons for the denial. The denial takes effect 15 days from the publisher's receipt of the denial, unless within that time the publisher appeals to the Mail Preparation and Standards manager, USPS Headquarters. Before taking action, the manager may ask the publisher for more information or evidence to support the appeal. Failure to provide this information is sufficient grounds for denying the appeal. The manager issues the final agency decision.

E500 Express Mail

Summary E500 describes the standards and services available for Express Mail and its five basic domestic offerings: Same Day Airport Service, Custom Designed Service, Next Day Service, Second Day Service, and Military Service.

1.0 STANDARDS FOR ALL EXPRESS MAIL

Basic Classification
1.1 All mailable matter may be sent as Express Mail. Specific types of mailable matter must be sent as Express Mail or First-Class Mail; see E110. Express Mail is considered closed against postal inspection.

Availability
1.2 Express Mail is an expedited postal service available in five basic domestic service offerings (Same Day Airport Service, Custom Designed Service, Next Day Service, Second Day Service, and Military Service) for shipping any mailable matter, subject to the standards below. Express Mail International Service is available between the United States and most foreign countries (see the *International Mail Manual*).

Service Features
1.3 The service features are as follows:

a. Customers may access delivery information on the Internet by visiting www.usps.com or calling 1-800-222-1811 toll-free and providing the article number. A delivery record, including the recipient's signature, will be faxed or mailed upon request.

b. When a waiver of signature is authorized by the customer, the delivery employee signs upon delivery if the addressee or addressee's agent is not available. The item must be left in a secure location. Customers who waive the signature requirement will be provided only the delivery date and will not receive an image of the signature when accessing the delivery record on the Internet or when calling the toll-free number. Restrictions for waiver of signature are defined in S500.1.5 and 1.6.

Drop Shipment
1.4 Express Mail Custom Designed Service, Express Mail Next Day Service, and Express Mail Second Day Service may be used to expedite movement of any other class of mail from one domestic USPS facility to another by Express Mail drop shipment, subject to the corresponding standards.

Express Mail Custom Designed Service, Express Mail Next Day Service, and Express Mail Second Day Service may be used to expedite movement of any other class of mail from one domestic USPS facility to another by Express Mail drop shipment, subject to the corresponding standards.

Per Piece Charge
1.5 Express Mail postage is charged for each addressed piece according to its weight and the service option chosen by the mailer. For shipments presented in Express Mail pouches under an Express Mail Custom Designed Service agreement, each pouch is considered an addressed piece.

Flat-Rate Envelope
1.6 Material mailed in the special flat-rate envelope available from the USPS is subject to the postage rate for a 1/2-pound piece at the service level requested by the customer, regardless of the actual weight of the piece.

USPS-Provided Packaging 1.7
Matter mailed in USPS-provided Express Mail packaging is subject to Express Mail rates regardless of how the packaging is reconfigured or how markings may be obliterated.

Service Agreement 1.8
A service agreement is required before mailings may be made under Express Mail Custom Designed Service. An Express Mail Manifesting agreement is required for all manifested Express Mail items accepted under P910.6.0.

Account 1.9
Written application is required to mail with an Express Mail corporate account. Mailers must pay postage through an Express Mail corporate account for all Express Mail items accepted under the terms of an Express Mail Manifesting agreement in P910.

2.0 FEES

Pickup Service 2.1
The required pickup fee is charged every time pickup service is provided, regardless of the number of pieces picked up, as described in D010.

Address Correction 2.2
The fee for manual or automated address correction service is charged per notice issued.

3.0 EXPRESS MAIL SAME DAY AIRPORT SERVICE

This service is not currently available.

4.0 EXPRESS MAIL CUSTOM DESIGNED SERVICE

Availability 4.1
Express Mail Custom Designed Service is available to and from any location in the United States.

Scheduled Basis 4.2
Express Mail Custom Designed Service is available only on a scheduled basis between designated USPS facilities or other designated locations for mailable matter presented under the service agreement between the USPS and the mailer.

Additional Fee 4.3
Express Mail Custom Designed Service items are subject to an additional fee for each delivery stop for items presented for delivery to addressee.

Service Agreement 4.4
Each Express Mail Custom Designed Service Agreement must specify the scheduled:

a. Place and day or date of origin for each shipment presented for service to each specific destination.

b. Place and day or date for claim or delivery at destination for each scheduled shipment.

c. Times of day for presenting at origin and for claim or delivery at destination.

Service Commencement 4.5
Service provided under a service agreement must begin not more than 10 days after the signed service agreement is presented to the USPS.

Changes 4.6
At least 30 days' advance notice is required to change the Express Mail destination address for origin caller service mail (accelerated reply mail).

Termination by USPS 4.7
Express Mail Custom Designed Service provided under a service agreement may be terminated by the USPS on 10 days' written notice to the mailer, if service cannot be provided for reasons beyond the control of the USPS or because of

changes in USPS facilities or operations, or if the mailer fails to adhere to the terms of the service agreement or these standards.

Termination by Mailer
4.8 A service agreement may be terminated by the mailer for any reason by notice to the USPS.

5.0 EXPRESS MAIL NEXT DAY SERVICE

Where Available
5.1 Express Mail Next Day Service is available at designated USPS facilities, designated Express Mail collection boxes, or through pickup service, for overnight service to designated destination 3-digit ZIP Code delivery areas, facilities, or locations.

Where Not Available
5.2 Next Day Service may not be available at or between all post offices or at all times of deposit. An Express Mail Next Day Service directory, showing detailed local information about Express Mail Next Day Service, is available at post offices.

Acceptance Times
5.3 Express Mail Next Day Service mail must be presented by the times authorized by the postmaster. Express Mail Next Day Service items mailed after the time authorized by the postmaster are accepted for delivery on the second day after mailing, subject to the standards for this service, unless the item was:

a. Delayed by strike or work stoppage.

b. Made available for claim, or delivery was attempted within the times specified by the standards for this service, and then the item was delayed because forwarding or return service was provided.

Post Office to Post Office
5.4 Under Post Office to Post Office Service, items presented under 5.1 are available for claim by the addressee at the destination facility by 10 a.m. of the next day the destination office is open for retail business.

Post Office to Addressee
5.5 Under Post Office to Addressee Service, items presented under 5.1 are delivered to an addressee within the designated delivery area of the destination facility by noon or 3 p.m. of the next day. If delivery is not made, the addressee is notified and a second delivery attempted.

6.0 EXPRESS MAIL SECOND DAY SERVICE

Acceptance
6.1 Express Mail Second Day Service is accepted at designated USPS facilities, at Express Mail collection boxes, and through pickup service.

Acceptance Times
6.2 Express Mail Second Day Service shipments must be presented by 5 p.m., or such later time authorized by the postmaster. For Second Day Service, the USPS refunds postage for an item not available for customer pickup or for which delivery was not attempted, subject to the standards for this service, unless the item was:

a. Delayed by strike or work stoppage.

b. Made available for claim, or delivery was attempted within the times specified by the standards for this service, and then the item was delayed because forwarding or return service was provided.

Availability
6.3 Express Mail Second Day Service is available to any 3-digit or 5-digit ZIP Code destination not listed in the Next Day Service directory mentioned in 5.2.

Post Office to Post Office
6.4 Under Post Office to Post Office Service, items presented under 6.2 are available for claim by the addressee at the destination facility by 10 a.m. of the second day that the destination office is open for retail business.

Post Office to Addressee 6.5 Under Post Office to Addressee Service, items presented under 6.2 are delivered to an addressee within the designated delivery area of the destination facility by noon or 3 p.m. of the second day. If delivery is not made, the addressee is notified and a second delivery attempted.

7.0 EXPRESS MAIL MILITARY SERVICE (EMMS)

Availability 7.1 EMMS is available between the United States and designated APOs and FPOs to provide Department of Defense personnel stationed overseas, and others entitled to APO and FPO mailing privileges, an expedited delivery service to or from the United States. EMMS Custom Designed Service and EMMS drop shipment service are available to authorized APO/FPO destinations.

Rates 7.2 EMMS postage rates correspond to the type of service requested, based on the weight of the addressed piece.

Designated Acceptance Sites 7.3 EMMS is available at designated USPS facilities for 2-day or 3-day service to designated APO/FPO 5-digit ZIP Codes and at designated APO/FPO facilities for 2-day or 3-day service to designated 3-digit destination ZIP Code areas, facilities, or locations in the United States. The 3-day service option is offered from U.S. acceptance offices to APOs/FPOs to which 2-day EMMS is not logistically supportable. (All 2-day EMMS acceptance offices can accept EMMS shipments for 3-day service after the local cutoff time for normal 2-day service. Designated APO/FPO facilities overseas can accept 3-day service EMMS shipments for 3-digit destination ZIP Code areas in the United States not included on their 2-day service network.)

Service Limitation 7.4 EMMS may not be available at or between all post offices or at all times of deposit. An EMMS directory, showing detailed local information about EMMS, is available at post offices.

Acceptance 7.5 EMMS items must be presented by the times authorized by the local postmaster.

Post Office to Addressee (To APO/FPO) 7.6 Under Post Office to Addressee Service to APO/FPO destinations, items presented under 7.0 for an APO/FPO address are available for delivery at the destination APO/FPO facility by 3 p.m. of the second day after mailing unless the APO/FPO facility is closed that day; in such cases, the item is available for delivery on the following business day. Items presented for 3-day service are available for delivery at the destination APO/FPO facility by 3 p.m. of the third day after mailing unless the APO/FPO facility is closed that day; in such cases, the item is available for delivery on the following business day.

Post Office to Addressee (From APO/FPO) 7.7 Under Post Office to Addressee Service from APO/FPO to U.S. destination, items presented under 7.0 are delivered to an addressee within the delivery area of the destination facility by 3 p.m. of the second day after mailing. Items presented for 3-day service are delivered to an addressee within the delivery area of the destination facility by 3 p.m. of the third day after mailing.

E600 Standard Mail

E610 Basic Standards

Summary E610 describes basic standards and rate eligibility for Standard Mail.

1.0 BASIC INFORMATION

Definition and Weight
1.1 Standard Mail consists of mailable matter that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals (unless permitted or required by standard) and that weighs less than 16 ounces. Standard Mail includes matter formerly classified as Standard Mail (A) and third-class mail.

Postal Inspection
1.2 Standard Mail is not sealed against postal inspection except that electronic documents retained by the Postal Service in conjunction with NetPost Mailing Online are sealed against postal inspection. Regardless of physical closure, the mailing of articles at Standard Mail rates, including mailpieces entered via NetPost Mailing Online mailings, constitutes consent by the mailer to postal inspection of the contents.

2.0 CONTENT

Circulars
2.1 Circulars, including printed letters that, according to their contents, are sent in identical terms to more than one person, or are provided for entry using NetPost Mailing Online service or a functionally equivalent service (G091) are Standard Mail. A circular does not lose its character as such if a date and the individual names of the addressee and sender are written (handwritten or typewritten) on the circular or written corrections of typographical errors are made on the circular.

Printed Matter
2.2 Printed matter weighing less than 16 ounces may be sent as Standard Mail. For this standard, *printed matter* means paper on which words, letters, characters, figures, or images (or any combination of them), not having the character of a bill or statement of account or of actual or personal correspondence, are reproduced by any process other than handwriting or typewriting.

Computer-Prepared Material
2.3 Computer-prepared material is considered printed matter. Such material is not considered to have the character of actual or personal correspondence merely because it contains:

a. Specific information about a product offered for sale or lease (e.g., size, color, price) or a service being offered (e.g., the name, address, and telephone number of a company representative).

b. Information relating the addressee directly to an advertised product or service.

c. Information such as the amount paid for a previous purchase, pledge, or donation, when associated with a sales promotion or solicitation for donations.

3.0 WRITTEN ADDITIONS

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class rates. The following written additions and enclosures do not require additional First-Class postage:

a. The sender's and the addressee's names, occupations, and addresses, preceded by "From" or "To," and directions for handling.

b. Marks, numbers, names, or letters describing the contents.

c. Words or phrases such as “Do Not Open Until Christmas” and “Happy Birthday, Mother.”

d. Instructions and directions for the use of the item mailed.

e. A manuscript dedication or inscription not having the nature of personal correspondence.

f. Marks to call attention to words or passages in the text.

g. Corrections of typographical errors in printed matter.

h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.

i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.

j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label.

4.0 ENCLOSURES AND ATTACHMENTS

Invoice
4.1 An invoice, whether it also serves as a bill, may be placed either inside a Standard Mail piece or in an envelope marked “Invoice Enclosed” and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

a. Names and addresses of the sender and addressee.

b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).

c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker.

Incidental First-Class Attachments and Enclosures
4.2 Incidental First-Class matter may be enclosed in or attached to Standard Mail merchandise (including books but excluding merchandise samples) without payment of First-Class postage. An incidental First-Class attachment or enclosure must be matter that, if mailed separately, would require First-Class postage, is closely associated with but secondary to the host piece, and is prepared not to encumber postal processing. An incidental First-Class attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Standard Mail or Package Services rate for the host piece is based on the combined weight of the host piece and the incidental First-Class attachment or enclosure.

Nonincidental First-Class Enclosures
4.3 Letters or other pieces of nonincidental First-Class Mail, subject to postage at First-Class rates, may be enclosed with Standard Mail. Postage for the First-Class enclosure must be placed on the outside of the piece. It may be affixed separately or added to the postage for the host piece. The endorsement “First-Class Mail Enclosed” must be placed on the piece, below the postage and above the address.

Nonincidental First-Class Attachments
4.4

Letters or other pieces of nonincidental First-Class Mail may be placed in an envelope and securely attached to the address side of a Standard Mail piece or of the principal piece, as applicable. Combination envelopes or containers with separate parts for the two classes of mail may be used. The names and addresses of the sender and addressee must be placed on both the principal piece and the attachment. Alternatively, the sender's name and address must be placed on one part and the addressee's name and address on the other. If the piece is a combination container with inseparable parts or compartments, the names and addresses may appear on only one part. The applicable Standard Mail postage for the Standard Mail matter must be prepaid and placed in the upper right corner of the address space. Postage at the applicable First-Class rate must be paid for and affixed to the First-Class attachment, unless other payment methods are permitted by standard.

Attachment of Other Standard Mail Matter
4.5

The front or back cover page of a Standard Mail piece may bear an attachment that is also Standard Mail matter if:

a. Each piece in the mailing bears the same attachment.

b. The material qualifies for and is mailed at bulk rates.

c. The pieces bearing the attachment are larger than 6 by 11 inches.

d. The attachment does not interfere with processing or delivery. Folded or multipage attachments must be secured to prevent opening during handling.

e. The mailing is sorted to carrier routes.

5.0 RATES

General Information
5.1

All Standard Mail rates are presorted rates (including all nonprofit rates). These rates apply to mailings meeting the basic standards in E610 and the corresponding standards for Presorted, Enhanced Carrier Route, or automation rates under E620, E630, or E640. Destination entry discounted rates are available under E650 and barcoded discounts are available for machinable parcels in E620. A residual shape surcharge is charged for pieces that are prepared as a parcel or that are not letter-size or flat-size. Nonprofit rates may be used only by organizations authorized by the USPS under E670. Not all processing categories qualify for every rate. Pieces are subject to either a single minimum per piece rate or a combined piece/pound rate, depending on the weight of the individual pieces in the mailing under 5.2 or 5.3.

Minimum Per Piece Rates
5.2

The minimum per piece rates (i.e., the minimum postage that must be paid for each piece) apply as follows:

a. Basic Requirement. Pieces mailed at Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route rates are subject to minimum per piece rates when they weigh no more than 3.3 ounces (0.2063 pound).

b. Letters and Nonletters. In applying the minimum per piece rates, mail is categorized as either *letters* or *nonletters,* based on whether the mail meets the letter-size standard in C050, without regard to placement of the address on the mailpiece. There are two exceptions to this rule: (1) mailers that have pieces that meet both the definition of a letter in C050 and the definition of an automation flat in C820 may choose to prepare and enter mail at an automation flat (nonletter) rate; (2) address placement is used to determine

the length when applying the size standards and aspect ratio requirements to qualify for automation letter rates under C810. For this purpose, the length is considered to be the dimension parallel to the address.

c. Individual Rates. There are separate minimum per piece rates for each subclass (Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route) and within each subclass for the type of mailing and the level of presort within each mailing under E620, E630, or E640. Discounted per piece rates also may be claimed for destination entry mailings (destination bulk mail center (DBMC), destination sectional center facility (DSCF), and destination delivery unit (DDU)) under E650. DDU rates are available only for mail entered at Enhanced Carrier Route or Nonprofit Enhanced Carrier Route rates. See R600 for individual per piece rates.

Piece/Pound Rates
5.3 Pieces that exceed 3.3 ounces (0.2063 pound) are subject to a two-part piece/pound rate that includes a fixed charge per piece and a variable pound charge based on weight. There are separate per piece rates for each subclass (Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route) and within each subclass for the type of mailing and the level of presort within each mailing under E620, E630, and E640. There are separate per pound rates for each subclass (Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route) under E620, E630, and E640. Discounted per pound rates also may be claimed for destination entry mailings (destination bulk mail center (DBMC), destination sectional center facility (DSCF), and destination delivery unit (DDU)) under E650.

Machinable Parcel Barcoded Discount
5.4 Machinable parcels (C050) mailed at Regular or Nonprofit rates that are prepared with barcodes under C850 and meet the eligibility requirements in E620 may qualify for a barcoded discount. Pieces eligible for a barcoded discount also are subject to a residual shape surcharge under 5.5. Pieces mailed at Enhanced Carrier Route or Nonprofit Enhanced Carrier route rates are not eligible for a barcoded discount.

Residual Shape Surcharge
5.5 Mail that is prepared as a parcel or is not letter-size or flat-size as defined in C050 is subject to a residual shape surcharge. There is one surcharge for mail entered at Regular or Nonprofit rates and a different surcharge for mail entered at Enhanced Carrier Route or Nonprofit Enhanced Carrier Route rates.

Net Postage
5.6 Postage is computed at the applicable rates on the entire mailing to be mailed at one time. The net postage rate that must be paid is either the applicable minimum per piece rate or the piece/pound rate, as reduced by any discounts for which the piece is eligible, and/or as increased by any surcharge to which the piece is subject. The net postage rate is commonly designated by the name of the primary rate category or discount (e.g., Enhanced Carrier Route rate, automation letter rate, automation flat rate, Presorted rate).

6.0 FEES

Annual Fees
6.1 An annual mailing fee must be paid once each 12-month period at each post office of mailing. A mailer paying this fee may enter clients' mail as well as the mailer's own. The mailer whose permit imprint appears on pieces in a mailing paid with a permit imprint must show that permit number on the postage statement and must pay the annual mailing fee for that permit; this fee is in addition to the one-time fee for an application to use permit imprints. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment. Customers who

use NetPost Mailing Online service to create mailings pay fees in accordance with G091 and are not required to pay an annual presorted mailing fee.

Address Correction
6.2 The fee for manual or automated address correction service is charged per notice issued (R900).

7.0 MERGING

Mailings are subject to the general definitions and conditions in M011. Generally, mailers may merge similar Standard Mail matter into a single mailing. Differences in text, address labels, and address lists or list key numbers do not prohibit the mailer from merging and sorting pieces together. Pieces with different methods of postage payment may be combined in the same mailing only if authorized by Business Mailer Support (BMS). Pieces of nonidentical weight, if merged in the same mailing, must bear the correct postage when mailed, unless otherwise authorized by BMS.

8.0 PREPARATION

Each Standard Mail mailing is subject to these general standards:

a. All pieces in a mailing must be of the same processing category, except that irregular and machinable parcels may be combined in 5-digit scheme and 5-digit sacks or on 5-digit scheme and 5-digit pallets.

b. Each mailing must contain at least 200 pieces or 50 pounds of pieces, or be provided for entry using NetPost Mailing Online service or a functionally equivalent service under G091. See E620 for volume requirement eligibility unique to Presorted Standard rate mailings. Other volume standards also can apply, based on the rate claimed.

c. For letter-size and flat-size mail, all pieces in an automation mailing must be eligible for an automation rate. Separate automation and Presorted rate mailings of flats that are reported on the same postage statement must be co-sacked under M910. Separate automation, Presorted, and Enhanced Carrier Route mailings of flats may be co-containerized under M920, M930, or M940.

d. All pieces in a mailing must be sorted together and marked under the standards for the rate claimed.

e. Each piece must bear the addressee's name and delivery address, including the correct ZIP Code or ZIP+4 code, unless an alternative address format is used subject to A040. Detached address labels may be used subject to A060.

f. Postage must be paid under P600 with precanceled stamps, meter stamps, or permit imprint.

g. A postage statement, completed and signed by the mailer, using the correct USPS form or an approved facsimile, must be submitted with each mailing. In addition, mailings must be documented under P012 and the standards for the rate claimed.

h. Each piece must meet the standards for any other rate or discount claimed.

i. Any POSTNET barcode on a mailpiece must be correct for the delivery address and meet the standards in C840 and A950.

j. Any postal routing code barcode on a machinable parcel must be correct for the delivery address and must meet the standards in C850.

k. Mailings must be deposited at a business mail entry unit of the post office where the postage permit or license is held and the annual mailing fee paid, unless deposit elsewhere is permitted by standard.

9.0 SPECIAL SERVICES

Eligible Matter
9.1 Standard Mail that is subject to the residual shape surcharge (pieces prepared as parcels or that are not letter-size or flat-size as defined in C050) may receive the following additional special services subject to the standards for the special service and upon payment of the appropriate special service fees: bulk insurance (S913), return receipt for merchandise (S917), and electronic option Delivery Confirmation (S918). No other special services may be used with Standard Mail.

Ineligible Matter
9.2 The following types of Standard Mail are not eligible for any special services:

a. Standard Mail that is not subject to the residual shape surcharge.

b. Machinable parcels using Bulk Parcel Return Service.

c. Pieces mailed with detached address labels under A060.

d. Pieces mailed at Enhanced Carrier Route rates.

Additional Preparation Requirements
9.3 Pieces with special services must bear a return address under A010 and must bear an ancillary service endorsement (F010) that results in return of the mailpiece to the sender if undeliverable as addressed (Address Service Requested, Forwarding Service Requested, or Return Service Requested).

E600 Standard Mail

E620 Presorted Rates

Summary E620 describes the eligibility standards for Presorted Standard Mail mailings.

1.0 BASIC STANDARDS

General
1.1 All pieces in a Presorted Regular or Presorted Nonprofit Standard Mail mailing must:

a. Meet the basic standards for Standard Mail in E610.

b. Except as provided in 1.2, be part of a single mailing of at least 200 pieces or 50 pounds of pieces qualifying for Presorted Standard Mail. Regular and Nonprofit mailings must meet separate minimum volumes.

c. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code, unless an alternative address format is used subject to A040. Pieces prepared with detached address labels are subject to additional standards in A060.

d. Be marked, sorted, and documented as specified in M045, M610, or, for flat-size mail only, under M910, M920, M930, or M940.

Residual Volume Requirement
1.2 Pieces in an Enhanced Carrier Route rate mailing that has separately met a 200-piece or 50-pound minimum quantity requirement may be counted toward the minimum quantity requirement for a Presorted rate mailing, provided that the Enhanced Carrier Route rate mailing and the Presorted rate mailing are part of the same mailing job. Likewise, pieces in an automation rate mailing that has separately met a 200-piece or 50-pound minimum quantity requirement may be counted toward the minimum quantity requirement for a Presorted rate mailing, provided that the automation rate mailing and the Presorted mailing are part of the same mailing job. Pieces mailed at Presorted Standard Mail rates must not be counted toward the minimum volume requirements for an Enhanced Carrier Route rate or an automation rate mailing.

Residual Mail Subject to First-Class or Priority Mail Rates
1.3 Pieces prepared as Standard Mail (i.e., that bear Standard Mail rate markings, ACS codes, etc.) that do not qualify for Enhanced Carrier Route, automation, or Presorted Standard Mail rates are subject to the single-piece First-Class or Priority Mail rates as applicable for the weight of the mailpiece. Metered pieces weighing over 13 ounces but less than 16 ounces that do not qualify for Standard Mail rates and any pieces that do not qualify for Standard Mail rates for which First-Class or Priority Mail service is desired must be re-enveloped or otherwise prepared so that they do not bear Standard Mail markings, endorsements, and ACS codes and must bear the proper First-Class Mail or Priority Mail rate markings and ACS codes. Mailers who have pieces (other than metered pieces weighing over 13 ounces but less than 16 ounces) that do not qualify for Standard Mail rates but that are prepared as Standard Mail and who do not desire to receive First-Class Mail or Priority Mail service for those pieces may enter their mailpieces “as is” (i.e., bearing the Standard Mail markings and endorsements), provided the requirements in P100 are met.

ZIP Code Accuracy
1.4 All 5-digit ZIP Codes included in addresses on pieces claimed at Presorted Regular and Presorted Nonprofit rates must be verified and corrected within 12 months before the mailing date, using a USPS-approved method. The mailer’s

signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS. This standard applies to each address individually, not to a specific list or mailing. An address meeting this standard may be used in mailings at any other rates to which the standard applies during the 12-month period after its most recent update.

2.0 RATES

Presorted Regular or Nonprofit Standard Mail rates apply to Regular or Nonprofit Standard Mail letters, flats, and machinable and irregular parcels weighing less than 16 ounces that are prepared under M045, M610, or (flat-size mail only) under M910, M920, M930, or M940. Basic Presorted rates apply to pieces that do not meet the standards for the 3/5 Presorted rates described below. Basic rate and 3/5 rate pieces prepared as part of the same mailing are subject to a single minimum volume standard. Pieces that do not qualify for the 3/5 rate must be paid at the basic rate and prepared accordingly. Pieces may qualify for the 3/5 rate if they are presented:

a. In quantities of 150 or more letter-size pieces for a single 3-digit area, prepared in 5-digit or 3-digit trays.

b. In quantities of 150 or more upgradable letter-size pieces (as defined in M610) for a single 3-digit area and placed in 5-digit or 3-digit trays.

c. In a 5-digit or 3-digit package of 10 or more flat-size pieces and placed in a 5-digit or 3-digit sack containing at least 125 pieces or 15 pounds of pieces.

d. In a 5-digit package of 10 or more flat-size pieces that is part of a group of packages sorted to a merged 5-digit sack(s) or merged 5-digit scheme sack(s) destination that contains either at least one qualifying carrier route package of 10 or more pieces, or contains at least 125 pieces or 15 pounds of pieces prepared in 5-digit packages (both automation and Presorted rate 5-digit packages count toward the 125-piece or 15-pound sack minimum).

e. In a 5-digit or 3-digit package of 10 or more flat-size pieces palletized under M045, M920, M930, or M940.

f. In a 5-digit scheme, 5-digit, ASF, or BMC sack containing at least 10 pounds of machinable parcels. (The 3/5 rates are available for pieces in 5-digit sacks only when all possible 5-digit sacks are prepared.)

g. On a 5-digit scheme, 5-digit, ASF, or BMC pallet of machinable parcels. (The 3/5 rates are available for pieces on 5-digit pallets only when all possible 5-digit pallets are prepared.)

h. In a 5-digit scheme, 5-digit, or 3-digit sack of irregular parcels containing at least 125 pieces or 15 pounds.

i. In a 5-digit scheme or 5-digit sack containing at least 10 pounds of commingled machinable and irregular parcels. (The 3/5 rates are available for pieces in 5-digit sacks only when all possible 5-digit sacks are prepared.)

3.0 RESIDUAL SHAPE (PARCEL) SURCHARGE

Presorted Standard Mail that is prepared as a parcel or is not letter-size or flat-size as defined in C050 is subject to the residual shape surcharge.

4.0 NONMACHINABLE SURCHARGE

The nonmachinable surcharge in R600.5.0 applies to any letter-size piece (including cards):

a. That weighs 3.3 ounces or less and meets one or more of the nonmachinable characteristics in C050.2.2.

b. For which a mailer chooses the manual only (“do not automate”) option.

5.0 BARCODED DISCOUNT

The barcoded discount applies to Presorted rate machinable parcels (C050) that are subject to the residual shape surcharge in 3.0, bear a correct, readable barcode under C850 for the ZIP Code shown in the delivery address; and are prepared as machinable parcels under M045 or M610. Machinable parcels entered at the DSCF rates are eligible for the barcoded discount only if prepared in 5-digit sacks or on 5-digit pallets (i.e., are not prepared in ASF, BMC, or mixed BMC sacks or pallets). Machinable parcels claiming the DBMC rates that are entered at an ASF are not eligible for the barcoded discount except that mail entered at the Phoenix, AZ, ASF may claim the barcoded discount because that facility uses barcode scanning equipment. See P600 for postage payment standards.

E600 Standard Mail

E630 Enhanced Carrier Route Rates

Summary E630 describes the eligibility standards for Standard Mail Enhanced Carrier Route mailings.

1.0 BASIC STANDARDS

General
1.1 All pieces in an Enhanced Carrier Route Standard Mail mailing must:

a. Meet the basic standards for Standard Mail in E610.

b. Be part of a single mailing of at least 200 pieces or 50 pounds of pieces of Enhanced Carrier Route Standard Mail. Automation basic carrier route rate pieces are subject to a separate 200-piece or 50-pound minimum volume standard and may not be included in the same mailing as other Enhanced Carrier Route mail. Regular and Nonprofit mailings must meet separate minimum volumes.

c. Be sorted to carrier routes, marked, and documented under M045, M620, or M920, M930, or M940.

d. Have a complete delivery address or an alternate address format.

e. Meet the address quality and coding standards in A800 and A950.

Maximum Size
1.2 Enhanced Carrier Route rate mail may not be more than 11-3/4 inches high, 14 inches long, or 3/4-inch thick. *Exception:* Merchandise samples with detached address labels (DALs) may exceed these dimensions if the labels meet the standards in A060.

Preparation
1.3 Preparation to qualify for any Enhanced Carrier Route rate is optional and need not be performed for all carrier routes in a 5-digit area. An Enhanced Carrier Route mailing may include pieces at basic, high density, and saturation Enhanced Carrier Route rates. Automation basic carrier route rate pieces must be prepared as a separate mailing (see E640).

Carrier Route Information
1.4 Except for mailings prepared with a simplified address under A040, a carrier route code must be applied to each piece in the mailing using CASS-certified software and the current USPS Carrier Route File scheme, hard copy Carrier Route Files, or another AIS product containing carrier route information, subject to A930 and A950. Carrier route information must be updated within 90 days before the mailing date.

2.0 BASIC RATES

All Pieces
2.1 All pieces mailed at basic rates must be prepared in walk sequence or in line-of-travel (LOT) sequence according to LOT schemes prescribed by the USPS (see M050).

Letter-Size Pieces
2.2 Basic rates apply to each piece sorted under M045 or M620 and in a full carrier route tray or in a carrier route package of 10 or more pieces placed in a 5-digit carrier routes or 3-digit carrier routes tray.

Flat-Size Pieces
2.3 Basic rates apply to each piece in a carrier route package of 10 or more pieces that is:

a. Palletized under M045, M920, M930, or M940.

b. Placed in a carrier route sack containing at least 125 pieces or 15 pounds of pieces.

c. Placed in a merged 5-digit scheme, 5-digit scheme carrier routes, merged 5-digit, or 5-digit carrier routes sack.

Irregular Parcels
2.4 Basic rates apply to each piece in a carrier route sack or carton containing at least 125 pieces or 15 pounds of pieces, or in a 5-digit carrier routes sack or carton. DALs must be in carrier route packages of 10 or more pieces and prepared under A060.

3.0 HIGH DENSITY RATES

All Pieces
3.1 All pieces mailed at high density rates must:

a. Be prepared in walk sequence according to schemes prescribed by the USPS (see M050).

b. Meet the density requirement of at least 125 pieces for each carrier route. Multiple pieces per delivery address can count toward this density standard. Fewer pieces may be prepared for routes with fewer than 125 possible deliveries if a piece is addressed to every possible delivery on the route.

Letter-Size Pieces
3.2 High density rates apply to each piece that is automation-compatible according to C810, has a delivery point barcode under C840, and is in a full carrier route tray or in a carrier route package of 10 or more pieces placed in a 5-digit carrier routes or 3-digit carrier routes tray. Pieces that are not automation-compatible or are not barcoded are mailable at the high density nonletter rate. Pieces bearing a simplified address do not need to meet the standards in C810 and are not required to have a delivery point barcode.

Discount for Heavy Letters
3.3 Pieces that otherwise qualify for the high density letter rate and weigh more than 3.3 ounces but not more than 3.5 ounces pay postage equal to the piece/pound rate and receive a discount equal to the high density nonletter piece rate (3.3 ounces or less) minus the high density letter piece rate (3.3 ounces or less). If claiming a destination entry rate, the discount is calculated using the corresponding rates.

Flat-Size Pieces
3.4 High density rates apply to each piece in a carrier route package of 10 or more pieces that is:

a. Palletized under M045, M920, M930, or M940.

b. Placed in a carrier route sack containing at least 125 pieces or 15 pounds of pieces.

c. Placed in a merged 5-digit scheme, 5-digit scheme carrier routes, merged 5-digit, or 5-digit carrier routes sack.

Irregular Parcels
3.5 High density rates apply to each piece in a carrier route sack or carton containing at least 125 pieces or 15 pounds of pieces, or in a 5-digit carrier routes sack or carton. DALs must be in carrier route packages of 10 or more pieces and prepared under A060.

4.0 SATURATION RATES

All Pieces
4.1 All pieces mailed at saturation rates must:

a. Be prepared in walk sequence according to schemes prescribed by the USPS (see M050).

b. Meet the density requirement of at least 90% or more of the active residential addresses or 75% or more of the total number of active possible delivery addresses on each carrier route receiving this mail. Pieces bearing a simplified address must meet the coverage standards in A040. Multiple pieces per delivery address do not count toward this density standard.

Letter-Size Pieces
4.2 Saturation rates apply to each piece that is automation-compatible according to C810, has a delivery point barcode under C840, and is in a full carrier route tray or in a carrier route package of 10 or more pieces placed in a 5-digit carrier routes or 3-digit carrier routes tray. Pieces that are not automation-compatible or are not barcoded are mailable at the saturation nonletter rate. Pieces bearing a simplified address do not need to meet the standards in C810 and are not required to have a delivery point barcode to qualify for letter rates.

Discount for Heavy Letters
4.3 Pieces that otherwise qualify for the saturation letter rate and weigh more than 3.3 ounces but not more than 3.5 ounces pay postage equal to the piece/pound rate and receive a discount equal to the saturation nonletter piece rate (3.3 ounces or less) minus the saturation letter piece rate (3.3 ounces or less). If claiming a destination entry rate, the discount is calculated using the corresponding rates.

Flat-Size Pieces
4.4 Saturation rates apply to each piece in a carrier route package of 10 or more pieces that is:

a. Palletized under M045, M920, M930, or M940.

b. Placed in a carrier route sack containing at least 125 pieces or 15 pounds of pieces.

c. Placed in a merged 5-digit scheme, 5-digit scheme carrier routes, merged 5-digit, or 5-digit carrier routes sack.

Irregular Parcels
4.5 Saturation rates apply to each piece in a carrier route sack or carton containing at least 125 pieces or 15 pounds of pieces, or in a 5-digit carrier routes sack or carton. DALs must be in carrier route packages of 10 or more pieces and prepared under A060.

5.0 RESIDUAL SHAPE SURCHARGE

Any piece that is prepared as a parcel or is not letter-size or flat-size as defined in C050 is subject to the residual shape surcharge.

E600 Standard Mail

E640 Automation Rates

Summary E640 describes the eligibility standards for Standard Mail automation rates.

1.0 REGULAR AND NONPROFIT RATES

All Pieces
1.1 All pieces in an automation rate Regular or Nonprofit Standard Mail mailing must:

a. Meet the basic standards for Standard Mail in E610.

b. Be part of a single mailing of at least 200 pieces or 50 pounds of pieces of automation rate Standard Mail (Regular and Nonprofit mailings must meet separate minimum volumes), or be part of a mailing using NetPost Mailing Online or a functionally equivalent service under G091.

c. Be in the same processing category and meet the physical standards in C810 (letters and cards) or C820 (flats).

d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC).

e. Meet the address quality and coding standards in A800 and A950.

f. Bear an accurate barcode meeting the standards in C840, either a DPBC (if a card or letter) or a ZIP+4 barcode or DPBC (if a flat), either on the piece or on an insert showing through a barcode window.

g. Be marked, sorted, and documented as specified in M045, M810 (letter-size), M820 (flat-size), or (flat-size only) M910, M920, M930, or M940.

h. Meet the applicable documentation and postage payment standards in P012, P013, and P600.

Enclosed Reply Cards and Envelopes
1.2 All letter-size reply cards and envelopes (business reply, courtesy reply, and meter reply mail) provided as enclosures in automation Regular or Nonprofit Standard Mail, and addressed for return to a domestic delivery address, must meet the standards in C810 for enclosed reply cards and envelopes. The mailer's signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS.

Rate Application—Letter-size Pieces
1.3 Automation rates apply to each piece that is sorted under M810 into the corresponding qualifying groups:

a. Groups of 150 or more pieces in 5-digit or 5-digit scheme trays qualify for the 5-digit rate. Preparation to qualify for that rate is optional and need not be done for all 5-digit or 5-digit scheme destinations.

b. Groups of 150 or more pieces in 3-digit or 3-digit scheme trays qualify for the 3-digit rate.

c. Groups of fewer than 150 pieces in origin or entry 3-digit or 3-digit scheme trays and groups of 150 or more pieces in AADC trays qualify for the AADC rate.

d. All pieces in mixed AADC trays qualify for the mixed AADC rate.

Discount for Heavy Automation Letters
1.4 Automation letters that weigh more than 3.3 ounces but not more than 3.5 ounces pay postage equal to the automation piece/pound rate and receive a discount equal to the automation nonletter piece rate (3.3 ounces or less) minus the

automation letter piece rate (3.3 ounces or less). If claiming a destination entry rate, the discount is calculated using the corresponding rates.

Rate Application—Flats
1.5 Automation rates apply to each piece that is sorted under M045, M820, M910, M920, M930, or M940 into the corresponding qualifying groups:

a. Pieces in 5-digit or 3-digit packages of 10 or more pieces each qualify for the 3/5 automation rate.

b. Pieces in ADC or mixed ADC packages qualify for the basic automation rate.

2.0 ENHANCED CARRIER ROUTE RATES

All Pieces
2.1 All pieces in an automation rate Enhanced Carrier Route Standard Mail mailing (available for letters only) must:

a. Meet the basic standards for Standard Mail in E610.

b. Be part of a single mailing of at least 200 pieces or 50 pounds of pieces of automation rate Enhanced Carrier Route Standard Mail.

c. Meet the physical standards in C810.

d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC).

e. Meet the address quality and coding standards in 2.3, A800, and A950.

f. Bear an accurate barcode meeting the standards in C840, either a DPBC (if a card or letter) or a ZIP+4 barcode or DPBC (if a flat), either on the piece or on an insert showing through a barcode window.

g. Be marked, sorted to carrier routes, and documented under M045 (if palletized) or M810.

h. Meet the applicable documentation and postage payment standards in P012, P013, and P600.

Preparation
2.2 Preparation to qualify for any of Enhanced Carrier Route automation rates is optional and need not be done for all carrier routes in a 5-digit area. An automation rate Enhanced Carrier Route mailing may not include pieces at basic, high density, and saturation Enhanced Carrier Route rates.

Carrier Route Information
2.3 The automation basic carrier route rate is available only for letter-size mail and only or those 5-digit ZIP Code areas identified with an “A” or “B” in the Carrier Route Indicators field in the USPS City State Product used for address coding. Except for mailings prepared with a simplified address under A040, carrier route codes must be applied to mailings using CASS-certified software and the current USPS Carrier Route File scheme or another AIS product containing carrier route information, subject to A930 and A950. Carrier route and City State File information must be updated within 90 days before the mailing date.

Enclosed Reply Cards and Envelopes
2.4 All letter-size reply cards and envelopes (business reply, courtesy reply, and meter reply mail) provided as enclosures in automation Enhanced Carrier Route Standard Mail, and addressed for return to a domestic delivery address, must meet the standards in C810 for enclosed reply cards and envelopes. The mailer must certify that this standard has been met when the corresponding mail (in which the reply pieces are enclosed) is presented to the USPS.

Rate Application
2.5 Automation basic carrier route rates apply to each piece that is sorted under M810 into full carrier route trays, in carrier route groups (or packages, where appropriate) of 10 or more pieces each placed in 5-digit carrier routes trays, or in carrier route

packages of 10 or more pieces each placed in 3-digit carrier routes trays. (Preparation to qualify for that rate is optional and need not be done for all carrier routes in a 5-digit area.)

Discount for Heavy Letters

2.6 Pieces that otherwise qualify for the ECR automation basic letter rate and weigh more than 3.3 ounces but not more than 3.5 ounces pay postage equal to the ECR regular basic nonletter piece/pound rate and receive a discount equal to the regular basic nonletter piece rate (3.3 ounces or less) minus the automation basic letter piece rate. If claiming a destination entry rate, the discount is calculated using the corresponding rates.

E600 Standard Mail

E650 Destination Entry

Summary E650 describes the eligibility standards to mail Regular, Nonprofit, and Enhanced Carrier Route mail at destination entry rates. This includes the destination bulk mail center (DBMC), destination sectional center facility (DSCF), and destination delivery unit (DDU) discount rates.

1.0 BASIC STANDARDS

Rate Application 1.1 Regular, Nonprofit, and Enhanced Carrier Route Standard Mail meeting the basic standards in E610 may qualify for the destination BMC, SCF, or DDU entry rates if deposited at the correct destination postal facility, subject to the general standards below and the specific standards in 5.0, 6.0, and 7.0, respectively. Only one destination reduction may be claimed for each piece. An individual pallet may contain mail claimed at different destination entry rates.

Other Rates 1.2 Mailings must separately qualify under the standard for any other rate or discount claimed.

Volume 1.3 Each destination entry rate mailing must contain at least 200 addressed pieces or 50 pounds of addressed pieces. Each group of destination entry rate pieces prepared for deposit at different destination post offices must be presented as a separate mailing, meeting the 200-piece/50-pound minimum volume and accompanied by the proper postage statement. Pieces deposited at the same postal facility, but claimed at different destination entry rates, may be included in a single mailing and reported on the same postage statement (subject to one minimum volume requirement), if the destination entry post office is the proper facility for claiming each of the destination entry discounts.

Postage 1.4 Postage payment for destination entry mailings is subject to the same standards that apply generally to Standard Mail. Postage and fees are paid to the post office that verifies the mailings. The correct mailing fee(s) must be paid for the current 12-month period at the postal facility where postage is paid for the mailing.

Place of Mailing 1.5 Unless the mailing is paid and deposited as a metered mail drop shipment (see D072) or a plant-verified drop shipment (see P950), mail paid with meter postage, precanceled stamps, or permit imprint must be deposited at the post office that issued the corresponding license or permit, or at the destination bulk mail center serving that post office. Under the latter alternative, only the DBMC rate is available.

Documentation 1.6 No documentation for destination entry discounts is required, although the mailing must be accompanied by the appropriate postage statement. Documentation may be required by other rates or discounts claimed for the same mailing.

Plant Loads 1.7 Plant load mailings, including expedited plant load shipments, are not eligible for destination entry discounts.

2.0 VERIFICATION

Place 2.1 As directed by the postmaster, the mailer must present destination entry mailings to USPS employees for verification either:

a. At the origin mailer's plant or the origin post office serving the mailer's plant under an authorized plant-verified drop shipment system.

b. At the destination post office or business mail entry unit.

Mail Separation and Presentation
2.2 Destination entry rate mail must be verified under a PVDS system (P950) or be presented for verification and acceptance at a BMEU located at a destination BMC, destination sectional center facility, or other designated destination postal facility. Only plant-verified drop shipments may be deposited at a destination delivery unit not co-located with a post office or other postal facility having a business mail entry unit. When presented to the USPS, destination entry mailings must meet the following requirements:

a. Each mailing must be separated from other mailings for verification. For PVDS, destination entry rate mailings for deposit at one destination postal facility must be separated from mailings for deposit at other facilities to allow for reconciliation with each 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, then the Periodicals mail should be loaded toward the tail of the vehicle so that, for each destination entry, Periodicals mail can be offloaded first.

d. Form 8125, 8125-C, or 8125-CD must accompany all PVDS mailings.

Form 8125
2.3 When mailings are verified and paid for at a postal facility different from the one at which they are accepted as mail and deposited into the mailstream, the mailer must ensure that they are accompanied by a Form 8125 completed by the mailer and the verifying post office.

At BMC
2.4 For a mailing to be 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.

PVDS Seal
2.5 The mailer may ask that a PVDS band seal secure the vehicle containing verified mailings before dispatch to the destination facility.

Mailer Transport
2.6 The mailer must transport the PVDS mailing from the place where it was verified to the destination postal facility (BMC, SCF, or delivery unit), appropriate to the mailing and the rate claimed.

Volume Standards
2.7 Except as permitted for a local mailer under 4.0, destination entry mailings are subject to these volume standards:

a. Regardless of total volume, the pieces for which a destination rate 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 material to the USPS (or for whom a transportation company has presented the material to the USPS).

b. The same mailer may not in a 24-hour period present for verification and acceptance more than four destination rate mailings at the same destination postal facility (or at another acting as its agent). The mailer may ask for a waiver of this limit when scheduling the deposit of the mailings. There is no maximum for plant-verified drop shipments.

3.0 DEPOSIT

When, Where
3.1 Each mailing claimed at a destination rate must be deposited at the time and location specified by the USPS.

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

Appointments
3.3 Appointments must be made for destination entry rate mail as follows:

a. Except for a local mailer under 4.0 and mailings of perishable commodities, appointments for deposit of destination entry rate 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 (E250), an appointment must be obtained for deposit at a destination entry facility.

Advance Scheduling
3.4 Except under 4.0, a mailer must schedule deposit of destination rate mailings at least 24 hours in advance by contacting the proper district or BMC control center or destination delivery unit. Appointments at delivery units must be made by calling the delivery unit at least 24 hours in advance. Appointments for ASFs, SCFs, or for any multistop loads must be made through the USPS district control center. Appointments for BMC loads must be scheduled by the proper BMC control center. 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.

Adherence to Schedule
3.5

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.

Redirection by USPS
3.6

A mailer may be directed to transport destination entry rate 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.

Redirection at Mailer's Request
3.7

For service reasons, a mailer may ask to transport destination SCF rate 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 rate 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.

Recurring Appointments
3.8

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.

Vehicle Unloading
3.9

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 delivery units, the driver must unload all mail within 1 hour of arrival. If pallets (including pallet boxes on pallets) are stacked, the driver is required to unload, unstack, and unstrap them. If a mailer transports palletized mail to a DDU facility that cannot handle pallets, then the driver must unload the pallets into a container specified by the delivery unit.

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.

Drop and Pick 3.10
Drop and pick service is not available for destination entry Standard Mail.

Demurrage 3.11
The USPS is not responsible for demurrage or detention charges incurred by a mailer who presents destination entry rate mailings.

Appeals 3.12
Mailers who believe they are denied equitable treatment may appeal to the manager, customer service (district), responsible for the destination postal facility.

4.0 EXCEPTION FOR LOCAL MAILER

The restrictions in 2.7 and 3.4 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 rates for mailings or portions of mailings deposited at the local post office that meet the standards in 5.0, 6.0, or 7.0.

5.0 DBMC DISCOUNT

Definition 5.1
For this standard, destination bulk mail center (DBMC*)* includes all bulk mail centers (BMCs) and auxiliary service facilities (ASFs) as shown in Exhibit 5.1.

BMC/ASF DBMC Rates Exhibit 5.1

Eligible Destination ZIP Codes	Entry Facility
005, 068-079, 085-098, 100-119, 124-127, 340	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, 439-447	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, 399	BMC ATLANTA GA 31195
299, 313-316, 320-339, 341, 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, 448-462, 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, 540-551, 553-564, 566	BMC MPLS/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, 622-631, 633-639	BMC ST LOUIS MO 63299
640, 641, 644-658, 660-662, 664-679, 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, 885	BMC DALLAS TX 75199
690-693, 800-816, 820, 822-831	BMC DENVER CO 80088
832-834, 836, 837, 840-847, 898, 979	ASF SALT LAKE CTY UT 840
850, 852, 853, 855-857, 859, 860, 863, 864	ASF PHOENIX AZ 852
865, 870-875, 877-884	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

General Eligibility
5.2 Pieces in a mailing that meet the standards in 1.0 through 5.0 are eligible for the DBMC rate 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 5.1; and 3) are placed in a tray, sack, or pallet (subject to the standards for the rate 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 5.1). If packages of flats on pallets are reallocated from an ASF pallet to a BMC pallet under M045.6.0, mail for the ASF ZIP Codes placed on the BMC pallet is not eligible for the DBMC rates. DBMC rate mail also must be eligible for Presorted, automation, or Enhanced Carrier Route rates, subject to the corresponding standards for those rates.

Eligibility for ADC or AADC Sortation
5.3 All pieces in an ADC sack or tray or AADC tray are eligible for the DBMC discount if the ADC or AADC facility ZIP Code (as shown on Line 1 of the corresponding container label) is within the service area of the BMC or ASF as shown in Exhibit 5.1 at which the sack or tray is deposited. All pieces in a palletized ADC package are eligible for the DBMC discount if the ADC facility that is the destination of the package (determined by using the "Label To" ZIP Code in Column B of L004) is within the service area of the BMC or ASF as shown in Exhibit 5.1 at which it is deposited.

Eligibility in Mixed ADC Sacks or Trays or Mixed AADC Trays
5.4 Mail in mixed ADC or mixed AADC sacks or trays qualifies for the DBMC rates only if all the pieces in the sack or tray are for the service area of the DBMC or ASF as shown in Exhibit 5.1. Mailers who opt to claim the DBMC rates for mail in mixed ADC sacks or trays or mixed AADC trays must prepare separate mixed ADC sacks or trays or mixed AADC trays for pieces eligible for and claimed at the DBMC rate and for pieces not claimed at the DBMC rate. Otherwise applicable restrictions (e.g., minimum volume, number of less-than-full trays) are excepted when necessary to comply with this standard.

Additional Standards for Machinable Parcels
5.5 Additional standards for machinable parcels are as follows:

a. Destination BMC/ASF Containers. Machinable parcels palletized under M045 or sacked under M610 may be sorted to destination BMCs under L601 or to destination BMCs and ASFs under L601 and L602. When machinable parcels are sorted to both destination BMCs and ASFs under L601 and L602, they qualify for DBMC rates under 5.2. Sortation of machinable parcels to ASFs is optional but is required for the ASF mail to be eligible for DBMC rates. 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 DBMC rate is claimed, under applicable volume standards, using L602; otherwise, mailers must sort machinable parcels only to destination BMCs under L601. If machinable parcels are sorted under L601, only mail for 3-digit ZIP Codes served by a BMC as listed in Exhibit 5.1 are eligible for DBMC rates (i.e., mail for 3-digit ZIP Codes served by an ASF in Exhibit 5.1 is not eligible for DBMC rates, nor is mail for 3-digit ZIP Codes that do not appear on Exhibit 5.1).

b. Mixed BMC Containers. Pieces in mixed BMC sacks or on mixed BMC pallets that are sorted to the origin BMC under M045 or M610 are eligible for the DBMC rates if both of the following conditions are met: 1) the mixed BMC sack or pallet is entered at the origin BMC facility to which it is labeled; and 2) the pieces are for 3-digit ZIP Codes listed as eligible destination ZIP Codes for that BMC in Exhibit 5.1.

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

Form 4410
5.7 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 (i.e., where the meter license, precanceled stamp permit, or permit imprint authorization is held). Form 4410 is not required for plant-verified drop shipments.

6.0 DSCF DISCOUNT

Definition
6.1 For this standard, *destination sectional center facility (DSCF)* refers to the facilities listed in L002, Column C, and L006, Column C.

Eligibility
6.2 Pieces in a mailing that meet the standards in 1.0 through 4.0 and 6.0 are eligible for the DSCF rate when deposited at a DSCF, addressed for delivery within that facility's service area, and placed in other than an ADC, AADC, mixed ADC, or mixed AADC tray or sack, or BMC sack or pallet (as permitted by the standards for the rate claimed) that is labeled to that DSCF or to a postal facility within its service area. Pieces prepared under 1.0 through 4.0 and 6.0 and that are prepared in 5-digit packages placed in a merged 5-digit sack or pallet or in a merged 5-digit scheme sack or pallet that is deposited at the destination delivery unit as defined in 7.1 are eligible for the DSCF rate. DSCF rate mail may also be eligible for a presort or automation discount, subject to the corresponding standards.

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

7.0 DDU DISCOUNT

Definition
7.1 For this standard, *destination delivery unit (DDU)* refers to the facility designated by the USPS district drop shipment coordinator (for automation rate 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).

Eligibility
7.2 Pieces in a mailing that meet the standards in 1.0 through 4.0 and 7.0 are eligible for the DDU rate when deposited at a DDU, addressed for delivery within that facility's service area (carrier routes), and placed in properly prepared and labeled carrier route packages sorted to carrier route trays (letters) or sacks (flats and irregular parcels), 5-digit carrier routes trays (letters) or sacks (flats and irregular parcels), 5-digit scheme carrier routes sacks (flats) under M600 or M920, merged 5-digit sacks (flats), merged 5-digit scheme sacks (flats) under M920, or palletized under M045 or M920, M930, or M940 and otherwise eligible for and claimed at a carrier route rate. Pieces for which the DDU discount is claimed must also be eligible for and claimed at either the carrier route or a walk-sequence rate. No other rates or discounts are available. A mailing that contains copies claimed at the DDU rates may include pieces claimed at other destination entry discounts and pieces for which no destination discount is claimed, subject to the standard for separation in 2.2.

E600 Standard Mail

E670 Nonprofit Standard Mail

Summary E670 describes what organizations qualify to mail at Nonprofit Standard Mail rates, what type of matter may be mailed at these rates, and the application process.

1.0 BASIC STANDARDS

Organization Eligibility 1.1 Only organizations that meet the standards in 2.0 or 3.0 and that have received specific authorization from the USPS may mail eligible matter at any Nonprofit Standard Mail rate, including Nonprofit Enhanced Carrier Route rates.

Separate Authorizations 1.2 Except for mailings deposited under the plant-verified drop shipment postage payment system (see P950), a separate authorization is required at each post office where Nonprofit Standard Mail rate mailings are deposited.

Discounts 1.3 Pieces mailed at the Nonprofit Standard Mail rates must meet the standards in E610 and the corresponding standards for any other discount or rate claimed.

2.0 QUALIFIED NONPROFIT ORGANIZATIONS

General 2.1 An organization described in 2.3 through 2.10 may be authorized to mail at the Nonprofit Standard Mail rates if it is not organized for profit and none of its net income accrues to the benefit of any private stockholder or individual.

Primary Purpose 2.2 The standard of *primary purpose* used in the definitions in 2.3 through 2.10 requires that the organization be both organized and operated for the primary purpose. Organizations that incidentally engage in qualifying activities do not meet the primary purpose test.

Religious 2.3 A *religious organization* is a nonprofit organization whose primary purpose is to:

a. Conduct religious worship (e.g., churches, synagogues, temples, or mosques);

b. Support the religious activities of nonprofit organizations whose primary purpose is to conduct religious worship; or

c. Further the teaching of particular religious faiths or tenets, including religious instruction and the dissemination of religious information.

Educational 2.4 An *educational organization* is a nonprofit organization whose primary purpose is the instruction or training of individuals for improving or developing their capabilities or the instruction of the public on subjects beneficial to the community. An organization may be educational even though it advocates a particular position or viewpoint, as long as it presents a sufficiently full and fair exposition of the pertinent facts to permit the formation of an independent opinion or conclusion. Conversely, an organization is not considered educational if its principal function is the mere presentation of unsupported opinion. These are examples of educational organizations:

a. An organization (e.g., a primary or secondary school, a college, or a professional or trade school) that has a regularly scheduled curriculum, a regular faculty, and a regularly enrolled body of students in attendance at a place where educational activities are regularly carried on.

b. An organization whose activities consist of presenting public discussion groups, forums, panels, lectures, or similar programs, including on radio or television.

c. An organization that presents a course of instruction by correspondence or through the use of television or radio.

d. Museums, zoos, planetariums, symphony orchestras, and similar organizations.

Scientific
2.5 A *scientific organization* is a nonprofit organization whose primary purpose is to conduct research in the applied, pure, or natural sciences or to disseminate technical information dealing with the applied, pure, or natural sciences.

Philanthropic (Charitable)
2.6 A *philanthropic (charitable) organization* is a nonprofit organization organized and operated to benefit the public. Examples include those that are organized to relieve the poor, distressed, or underprivileged; to advance religion, education, or science; to erect or maintain public buildings, monuments, or works; to lessen the burdens of government; or to promote social welfare for any of the above purposes or to lessen neighborhood tensions, eliminate prejudice and discrimination, defend human and civil rights secured by law, or combat community deterioration and juvenile delinquency. That an organization organized and operated to relieve indigent persons may receive voluntary contributions from those persons does not necessarily make it ineligible for Nonprofit Standard Mail rates as a philanthropic organization. That an organization, in carrying out its primary purpose, advocates social or civic changes or presents ideas on controversial issues to influence public opinion and sentiment to accept its views, does not necessarily make it ineligible for Nonprofit Standard Mail rates as a philanthropic organization.

Agricultural
2.7 An *agricultural organization* is a nonprofit organization whose primary purpose is the betterment of the conditions of those engaged in agricultural pursuits, the improvement of the grade of their products, and the development of a higher degree of efficiency in agriculture; or the collection and dissemination of information or materials about agriculture. The organization may further and advance agricultural interests through educational activities; by holding agricultural fairs; by collecting and disseminating information about cultivation of the soil and its fruits or the harvesting of marine resources; by rearing, feeding, and managing livestock, poultry, bees, etc.; or by other activities related to agricultural interests.

Labor
2.8 A *labor organization* is a nonprofit organization whose primary purpose is the betterment of the conditions of workers. Labor organizations include, but are not limited to, organizations in which employees or workers participate, whose primary purpose is to deal with employers on grievances, labor disputes, wages, hours of employment, working conditions, etc. (e.g., labor unions and employee associations).

Veterans
2.9 A *veterans' organization* is a nonprofit organization of veterans of the armed services of the United States, or an auxiliary unit or society of, or a trust or foundation for, any such post or organization.

Fraternal
2.10 A *fraternal organization* is a nonprofit organization whose primary purpose is fostering fellowship and mutual benefits among its members. For this standard, a qualified fraternal organization must also be organized under a lodge or chapter system with a representative form of government; must follow a ritualistic format; and must be composed of members elected to membership by vote of the members. Qualifying fraternal organizations include the Masons, Knights of Columbus, Elks, and college fraternities or sororities, and may have members of

either or both sexes. Fraternal organizations do not encompass such organizations as business leagues, professional associations, civic associations, or social clubs.

3.0 QUALIFIED POLITICAL COMMITTEES AND STATE OR LOCAL VOTING REGISTRATION OFFICIALS

Political Committees
3.1 These political committees may be authorized to mail at the Nonprofit Standard Mail rates without regard to their nonprofit status:

a. A national committee of a political party.
b. A state committee of a political party.
c. The Democratic Congressional Campaign Committee.
d. The Democratic Senatorial Campaign Committee.
e. The National Republican Congressional Committee.
f. The National Republican Senatorial Committee.

Definitions
3.2 For the standards in 3.1:

a. A *national committee* is the organization that, by virtue of the bylaws of a political party, is responsible for the day-to-day operations of such political party at the national level.
b. A *state committee* is the organization that, by virtue of the bylaws of a political party, is responsible for the day-to-day operation of such political party at the state level.

Voting Registration Officials
3.3 Voting registration officials in a state or the District of Columbia are authorized to mail certain Standard Mail materials at the Nonprofit Standard Mail rates under the National Voter Registration Act of 1993 (see 5.10).

4.0 INELIGIBLE ORGANIZATIONS

Private
4.1 These and similar organizations do not qualify for the Nonprofit Standard Mail rates, even if organized on a nonprofit basis:

a. Automobile clubs.
b. Business leagues.
c. Chambers of commerce.
d. Citizens' and civic improvement associations.
e. Individuals.
f. Mutual insurance associations.
g. Political organizations (other than those specified in 3.0).
h. Service clubs (e.g., Civitan, Kiwanis, Lions, Optimist, and Rotary).
i. Social and hobby clubs.
j. Associations of rural electric cooperatives.
k. Trade associations.

Government
4.2 State, county, and municipal governments are generally not eligible for the Nonprofit Standard Mail rates. However, a separate and distinct state, county, or municipal governmental organization that meets the criteria for any one of the specific categories in 2.0 may be eligible, notwithstanding its governmental status.

5.0 ELIGIBLE AND INELIGIBLE MATTER

Organization's Own Mail
5.1 An organization authorized to mail at the Nonprofit Standard Mail rates may mail only its own matter at those rates. An authorized organization may not delegate or lend the use of its authorization to mail at the Nonprofit Standard Mail rates to any other person or organization.

Ineligible Matter
5.2 No person or organization may mail, or cause to be mailed by contractual agreement or otherwise, any ineligible matter at the Nonprofit Standard Mail rates.

Cooperative Mailing
5.3 A cooperative mailing may be made at the Nonprofit Standard Mail rates only when each of the cooperating organizations is individually authorized to mail at the Nonprofit Standard Mail rates at the post office where the mailing is deposited. A cooperative mailing involving the mailing of any matter on behalf of or produced for an organization not itself authorized to mail at the Nonprofit Standard Mail rates at the post office where the mailing is deposited must be paid at the applicable Regular or Enhanced Carrier Route Standard Mail rates. The mailer may appeal the decision under G020.

Prohibitions and Restrictions
5.4 Nonprofit Standard Mail rates may not be used for the entry of material that advertises, promotes, offers, or, for a fee or consideration, recommends, describes, or announces the availability of:

a. Any credit, debit, or charge card or similar financial instrument or account, provided by or through an arrangement with any person or organization not authorized to mail at the Nonprofit Standard Mail rates at the entry post office.

b. Any insurance policy, unless the organization promoting the purchase of such policy is authorized to mail at the Nonprofit Standard Mail rates at the entry post office; the policy is designed for and primarily promoted to the members, donors, supporters, or beneficiaries of that organization; and the coverage provided by the policy is not generally otherwise commercially available as explained in 5.5.

c. Any travel arrangement, unless the organization promoting the arrangement is authorized to mail at the Nonprofit Standard Mail rates at the entry post office; the travel contributes substantially (aside from the cultivation of members, donors, or supporters, or the acquisition of income or funds) to one or more of the purposes that constitute the basis for the organization's authorization to mail at the Nonprofit Standard Mail rates; and the arrangement is designed for and primarily promoted to the members, donors, supporters, or beneficiaries of that organization.

d. Any other product or service unless one of these exceptions is met:

(1) The sale of the product or the provision of such service is substantially related to the exercise or performance by the organization of one or more of the purposes used by the organization to qualify for mailing at the Nonprofit Standard Mail rates. The criteria in IRS regulations at 26 C.F.R. section 1.513-1(d), supplemented by the definitions in 5.6, are used to determine whether an advertisement, promotion, or offer for a product or service is for a substantially related product or service and, therefore, eligible for Nonprofit Standard Mail rates.

(2) The product or service is advertised in Standard Mail material meeting the prescribed content requirements for a periodical publication. The criteria in 5.8 are used to determine whether the Standard Mail material meets the content requirements for a periodical publication.

Definitions, Insurance 5.5

For the standard in 5.4b:

a. The term *not generally otherwise commercially available* applies to the actual coverage stated in an insurance policy, without regard to the amount of the premiums, the underwriting practices, and the financial condition of the insurer. When comparisons are made with other policies, consideration is given to policy coverage benefits, limitations, and exclusions, and to the availability of coverage to the targeted category of recipients. When insurance policy coverages are compared for determining whether coverage in a policy offered by an organization is not generally otherwise commercially available, the comparison is based on the specific characteristics of the recipients of the piece (e.g., geographic location or demographic characteristics).

b. The types of insurance considered generally commercially available include, but are not limited to, homeowner's, property, casualty, marine, professional liability (including malpractice), travel, health, life, airplane, automobile, truck, motorhome, motorbike, motorcycle, boat, accidental death, accidental dismemberment, Medicare supplement (medigap), catastrophic care, nursing home, and hospital indemnity insurance.

Definitions, Substantially Related Advertising Products 5.6

For the standards in 5.4d:

a. Standards established by the Internal Revenue Service (IRS) and the courts with respect to 26 USC 513(a) and (c) of the Internal Revenue Code are used to determine whether the sale or provision of an advertised product or service, whether sold or offered by the organization or by another party, is substantially related to the qualifying purposes of an organization. (Advertisements in Standard Mail material that meet the content requirements for a periodical publication need not meet the substantially related standard to be mailable at the Nonprofit Standard Mail rates. See 5.4d(2) and 5.8.)

b. To be substantially related, the sale of the product or the provision of the service must contribute importantly to the accomplishment of one or more of the qualifying purposes of the organization. This means that the sale of the product or providing of the service must be directly related to accomplishing one or more of the purposes on which the organization's authorization to mail at the Nonprofit Standard Mail rates is based. The sale of the product or providing of the service must have a causal relationship to the achievement of the exempt purposes (other than the production of income) of the authorized organization. (Income produced from selling an advertised product or providing a service does not make such action a substantially related activity, even if the income will be used to accomplish the purpose or purposes of the authorized organization.) See 26 C.F.R. section 1.513-1(d).

(1) If an organization pays Unrelated Business Income Tax (UBIT) on the income from the sale of a product or the provision of a service, that activity is by IRS definition not substantially related. See 26 U.S.C. section 512. The fact that an organization does not pay such tax, however, does not establish that the activity is substantially related because other criteria may exempt the organization from payment. See 26 C.F.R. section 1.513-1(e).

(2) Third-party paid advertisements may be included in material mailed at the Nonprofit Standard Mail rates if the products or services advertised are substantially related to one or more of the purposes for which the organization is authorized to mail at the Nonprofit Standard Mail rates. However, if the material contains one or more advertisements that are not substantially related, then the material is not eligible for the Nonprofit Standard Mail rates unless it is part of material that meets the content requirements described in 5.8 and is not disqualified from using the Nonprofit Standard Mail rates under another provision.

c. Announcements of activities (e.g., bake sale, car wash, charity auction, oratorical contest) are considered substantially related if substantially all the work is conducted by the members or supporters of an authorized organization without compensation. See 26 U.S.C. section 513(a)(1); 26 C.F.R. section 1.513-1(e)(1).

d. Advertisements for products and services, including products and services offered as prizes or premiums, are considered substantially related if the products and services are received by an authorized organization as gifts or contributions. See 26 U.S.C. section 513(a)(3); 26 C.F.R. section 1.513-1(e)(3).

e. An advertisement, promotion, offer, or subscription order form for a periodical publication meeting the eligibility criteria in E211 and published by one of the types of nonprofit organizations listed in 2.0 is mailable at the Nonprofit Standard Mail rates.

f. Unless the mailing is ineligible for the Nonprofit Standard Mail rates for other reasons, mailings will be accepted at the Nonprofit Standard Mail rates upon certification that income derived from the sale of products or services advertised in the mailing is not subject to the Unrelated Business Income Tax (UBIT) described at 26 U.S.C. section 512, and that each of the products or services is substantially related to the nonprofit organization's qualifying purpose.

Other Matter

5.7 An authorized nonprofit organization's material is not disqualified from being mailed at the Nonprofit Standard Mail rates solely because that material contains, but is not primarily devoted to:

a. Acknowledgments of organizations or individuals who have made donations to the authorized organization.

b. References to and a response card or other instructions for making inquiries about services or benefits available from membership in the authorized organization, if advertising, promotional, or application materials for such services or benefits are not included. For purposes of this section, descriptions of membership benefits available as a part of membership, including the use of adjectives, terms, conditions, and brand names, are permissible when they are a minor part of a solicitation or renewal request for membership payments. For purposes of this provision, "minor" is defined as "less than half." Measurement is made in accordance with P200. The solicitation or renewal request in which, to a minor degree, membership

benefits may be promoted is considered to include only a printed letter to prospective members or current members whose membership is about to expire, and not to any separate, distinct, or independent brochure, circular, flyer, or other documents. Such separate documents will be considered advertising if they contain any advertising, promotional, or application materials. *Exception:* A separate document prepared by the qualifying organization, consisting of one sheet, will be considered to be part of the solicitation letter if it describes the organization's membership benefits and the solicitation letter does not describe the organization's benefits but instead refers the reader to the separate document.

Periodical Publication Content Requirements
5.8

Advertisements for products and services in material that meets the content requirements for a periodical publication are mailable at the Nonprofit Standard Mail rates. The material mailed must meet these standards:

a. Have a title. The title must be printed on the front cover page in a style and size of type that make it distinguishable from other information on the front cover page.

b. Be formed of printed sheets. (It may not be reproduced by stencil, mimeograph, or hectograph. Reproduction by any other process is permitted.) Any style of type may be used.

c. Contain an identification statement on one of the first five pages of the publication that includes these elements:

(1) Title.
(2) Issue date. The date may be omitted if it is on the front cover or cover page.
(3) Statement of frequency showing when issues are to be published (daily; weekly; monthly; monthly except June; four times a year in June, August, September, and December; annually; irregularly, etc.).
(4) Name and address of the authorized organization, including street number, street name, and ZIP+4 or 5-digit ZIP Code. The street number and street name are optional if there is no letter carrier service.
(5) Issue number. Every issue of each publication is numbered consecutively in a series that may not be broken by assigning numbers to issues omitted. The issue number may be printed on the front or cover page instead of in the identification statement.
(6) International Standard Serial Number (ISSN), if applicable.
(7) Subscription price, if applicable.

d. Consist of at least 25 percent nonadvertising matter in each issue. Advertising is defined in E211.

Contribution and Membership Premiums
5.9

Announcements for premiums received as a result of a contribution or payment of membership dues are not considered advertisements if the membership dues or requested contribution is more than 4 times the cost of the premium item(s) offered and more than 2 times the represented value in the mailpiece, if any, of the premium item(s) offered.

Political Mailings
5.10

A qualifying political committee under 3.0 may mail election-related materials, such as candidate endorsements, at the Nonprofit Standard Mail rates if the materials are exclusively of the qualifying political committee. Political mailings may not be made at the Nonprofit Standard Mail rates when a political candidate or anyone else not authorized to mail at the Nonprofit Standard Mail rates assists the qualifying political committee with the preparation or mailing of such materials, or

pays any of the costs of preparation or mailing, or provides any consideration to the qualifying political committee in return for the mailing being made. The following are examples of political mailings that would not qualify for mailing at the Nonprofit Standard Mail rates:

a. A mailing containing material identified as having been paid for by the campaign committee or treasurer of an individual candidate.

b. A mailing containing circulars, flyers, brochures, or other printed matter prepared or printed by a political candidate or his or her campaign organization.

c. A mailing on which the postage is paid for by a political candidate or his or her campaign organization.

d. A mailing made on behalf of a candidate in return for a contribution to the qualifying political committee.

Products Mailable at Nonprofit Standard Mail Rates
5.11

The following products are mailable at Nonprofit Standard Mail rates:

a. Low-cost items within the meaning of 26 USC 513(h)(2), Internal Revenue Code. At the beginning of each calendar year, the value of low-cost items is adjusted for cost of living. Effective January 1, 2002, the standard established that the cost of such items cannot exceed $7.90. This cost is the cost to the authorized organization that mails the items or on whose behalf the items are mailed.

b. Items donated or contributed to the qualified organization. Such items do not have to meet the definition of a low-cost item as described in 5.11a.

c. A periodical publication (as defined in E211) of a nonprofit organization unless it is ineligible under 5.0 to be mailed at the Nonprofit Standard Mail rates.

Voting Registration Official
5.12

The voting registration official may mail, at the Nonprofit Standard Mail rates, only qualifying Standard Mail matter that is required or authorized to be mailed at those rates by the National Voter Registration Act of 1993.

Evidence
5.13

On request, an organization authorized to mail at the Nonprofit Standard Mail rates must provide evidence to the USPS, or cause evidence held by another party to be provided to the USPS, about the eligibility of any of its mail matter or mailings to be sent at those rates. Any failure to provide evidence needed for a ruling on the eligibility of matter to be sent at the Nonprofit Standard Mail rates, or to cause such evidence to be provided, is sufficient basis for a finding that the matter is not eligible for the Nonprofit Standard Mail rates, as well as for the revocation of the organization's authorization to mail at the Nonprofit Standard Mail rates.

6.0 IDENTIFICATION

All matter mailed at the Nonprofit Standard Mail rates must identify the authorized nonprofit organization. The name and return address of the authorized nonprofit organization must be either on the outside of the mailpiece or in a prominent location on the material being mailed. Pseudonyms or bogus names of persons or organizations may not be used. If the piece bears any name and return address, it must be that of the authorized nonprofit organization. A well-recognized alternative designation (e.g., "The March of Dimes") or abbreviation (e.g., "AFL-CIO") may be used rather than the full organization name.

7.0 AUTHORIZATION—ORIGINAL APPLICATION

Filing
7.1 Except for mailings deposited under the plant-verified drop shipment postage payment system (see P950), Form 3624 must be filed by the organization at each post office where it wants to deposit mailings at the Nonprofit Standard Mail rates. The applicant must show on Form 3624 the qualifying category of organization under which it seeks authorization.

Fee
7.2 No fee is charged for filing Form 3624.

Qualified Nonprofit Organizations
7.3 Form 3624 must be accompanied by evidence that the applicant meets the standards of a qualifying category in 2.0 and that the organization is nonprofit (e.g., a certificate of exemption from federal income tax). *An exemption from the payment of federal income tax is not required to qualify for the Nonprofit Standard Mail rates. Such exemption is considered as evidence of qualification for preferred postal rates, but is not the controlling factor in the decision. When an organization submits proof that it is granted federal income tax exemption under 26 USC 501(c)(3), as a religious, educational, scientific, or philanthropic (charitable) organization; under 501(c)(5) as an agricultural or labor organization; under 501(c)(8) as a fraternal organization; or under 501(c)(19) as a veterans' organization, it is considered as qualifying for the Nonprofit Standard Mail rates, unless other evidence discloses some disqualification.*

Political Committees
7.4 Form 3624 filed by an organization seeking authorization as a qualified political committee must include evidence that the applicant meets the standards of one of the qualifying categories of political committees in 3.0; evidence of nonprofit status is not required.

8.0 AUTHORIZATION—AT ADDITIONAL OFFICES

Application
8.1 Organizations authorized to mail at the Nonprofit Standard Mail rates at one post office may obtain authorization to mail at those rates at an additional post office. An official of the organization (not its agent) must file Form 3623 at the requested additional mailing office. The evidence of qualification required to accompany Form 3624 is not required when filing Form 3623. Customers who use NetPost Mailing Online are not required to file Form 3623 for their mailings to be printed and processed at sites other than where the original authorization to mail at Nonprofit Standard Mail rates is held.

Fee
8.2 No fee is charged for filing Form 3623.

Application Letter
8.3 Form 3623 must be accompanied by a letter from the organization on its official letterhead, signed by an official of the organization, stating the name of the organization and that it is requesting authorization to mail at the Nonprofit Standard Mail rates of postage at an additional office.

Organization Name
8.4 If the organization name on Form 3623 is different from the one on USPS records, the applicant must revise the organization's original application to reflect a name change by providing evidence that the organization name was officially changed (e.g., an official amendment to the organization's Articles of Incorporation stating the former name and the new name and a letter issued by the Internal Revenue Service recognizing the name change).

Permits and Authorizations 8.5 Authorization by Form 3623 does not relieve the mailer's obligation to obtain mailing permits and pay the required fees for mailing at bulk rates, and such authorization does not permit an organization to obtain an authorization for another separate legal entity.

Retaining Additional Authorization 8.6 To retain an additional authorization granted under 8.0, an organization must make at least one mailing at that office during any 2-year period and maintain the original authorization on which it is based. If the original authorization is revoked for any reason, including nonuse, the additional office authorization is also revoked.

9.0 MAILING WHILE APPLICATION PENDING

Approval 9.1 An organization may not mail at the nonprofit Standard Mail rates at a post office before the corresponding Form 3624 or Form 3623 is approved.

Postage Record 9.2 While an application is pending, postage must be paid at the applicable First-Class Mail or Priority Mail rates, or at the following Standard Mail rates: regular Enhanced Carrier Route, regular automation, or regular Presorted. The USPS records the difference between postage paid at the regular Standard Mail rates and the postage that would have been paid at the Nonprofit Standard Mail rates. No record is kept if postage is paid at First-Class Mail or Priority Mail rates.

Refund 9.3 If an authorization to mail at Nonprofit Standard Mail rates is issued, the mailer may be refunded the postage paid at that office in excess of the Nonprofit Standard Mail rate since the effective date of the authorization. No refund is made:

a. If the application is denied and no appeal is filed.

b. If postage was paid at First-Class Mail or Priority Mail rates.

c. For the period before the effective date of the authorization.

d. For mailings made at a post office at which a separate application was not filed.

Effective Date 9.4 The effective date of the Nonprofit Standard Mail rate authorization is the date of the application or the date of the organization's eligibility, whichever is later.

Pending Status 9.5 The mailer may continue to mail in a pending status until a final decision is reached on an appeal of a denied application.

10.0 RULING ON APPLICATION

Additional Information 10.1 The Memphis Nonprofit Service Center (NSC) manager may request additional information or evidence to support or clarify the application. Failure to provide the information is sufficient reason to deny an application.

Rulings 10.2 The Memphis NSC manager rules on Form 3624 and Form 3623 applications and notifies the applicant directly.

Appealing a Denial 10.3 If the application is denied, the applicant may submit a written appeal to the postmaster where the application was filed within 15 days of the applicant's receipt of the decision. After reviewing the file, if the Memphis NSC manager still believes that the organization does not qualify, the appeal is forwarded to the Mail Preparation and Standards manager, USPS Headquarters, who issues the final agency decision.

11.0 REVOCATION

USPS Review
11.1 The Memphis NSC manager may initiate at any time a review of any organization authorized to mail at the nonprofit Standard Mail rates. The Memphis NSC may ask an organization for information or evidence to determine whether the organization is still qualified. Failure to provide this information is sufficient cause for revocation.

Revocation for Cause
11.2 If it is found that authorization has been given to an organization that was not qualified at the time of application or later became unqualified, the Memphis NSC notifies the organization of the proposed revocation and the reasons for it.

Appeal
11.3 Revocation takes effect 15 days from the organization's receipt of the notice, unless the organization files a written appeal within that time through the Memphis NSC with the Mail Preparation and Standards manager, USPS Headquarters. The manager may ask the organization for more information or evidence to determine the organization's eligibility. Failure to provide this information is sufficient grounds for denial of the appeal. The manager issues a written appeal decision directly to the organization.

Nonuse
11.4 The Memphis NSC revokes an authorization to mail at the Nonprofit Standard Mail rates if no Nonprofit Standard Mail rate mailings are made by the authorized organization during a 2-year period. The Memphis NSC notifies the organization of the revocation for nonuse.

E700 Package Services

E710 Basic Standards

E710 gives the basic standards for all Package Services.

1.0 BASIC INFORMATION

Definition
1.1 Package Services mail consists of mailable matter that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals (unless permitted or required by standard). Package Services mail includes matter formerly classified as Standard Mail (B). There are four subclasses of Package Services: Parcel Post, Bound Printed Matter, Media Mail (formerly Special Standard Mail), and Library Mail. Information on specific eligibility requirements to qualify for rates under each of the four subclasses is found in E711, E712, E713, and E714.

Weight
1.2 There is no minimum weight for Package Services. A single piece of Parcel Post, Media Mail, and Library Mail can weigh no more than 70 pounds. A single piece of Bound Printed Matter can weigh no more than 15 pounds.

Postal Inspection
1.3 Package Services mail is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Package Services rates constitutes consent by the mailer to postal inspection of the contents.

Written Additions
1.4 Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class rates. The following written additions and enclosures do not require additional First-Class postage:

a. The sender's and the addressee's names, occupations, and addresses, preceded by "From" or "To," and directions for handling.

b. Marks, numbers, names, or letters describing the contents.

c. Words or phrases such as "Do Not Open Until Christmas" and "Happy Birthday, Mother."

d. Instructions and directions for the use of the item mailed.

e. A manuscript dedication or inscription not having the nature of personal correspondence.

f. Marks to call attention to words or passages in the text.

g. Corrections of typographical errors in printed matter.

h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.

i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.

j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label.

Invoice
1.5 An invoice, whether it also serves as a bill, may be placed either inside a Package Services piece or in an envelope marked "Invoice Enclosed" and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

a. Names and addresses of the sender and addressee.

b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).

c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker.

Incidental First-Class Attachments and Enclosures
1.6 Incidental First-Class matter may be enclosed in or attached to any Package Services piece without payment of First-Class postage. An incidental First-Class attachment or enclosure must be matter that, if mailed separately, would require First-Class postage, is closely associated with but secondary to the host piece, and is prepared so as not to interfere with postal processing. An incidental First-Class attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Package Services rate for the host piece is based on the combined weight of the host piece and the incidental First-Class attachment or enclosure.

2.0 ZONED RATES

Mailing Office
2.1 Zoned Package Services (Parcel Post and Bound Printed Matter) must be mailed at the post office from which the zone rate postage was computed, except under 2.2 and 2.3.

Redirected Mailings
2.2 A mailer who presents large mailings of zoned Package Services mail may be authorized or directed to deposit such mailings at another postal facility when processing or logistics make such an alternative desirable for the USPS, subject to these conditions:

a. Zoned postage need not be recomputed if both the original post office of mailing and the alternative facility use the same zone chart for computing zoned postage, based on the 3-digit prefix of their ZIP Codes.

b. Postage *must* be recomputed on pieces in mailings redirected to a postal facility that uses a different zone chart for computing zoned postage.

c. Postage for pieces claimed at the Parcel Post Intra-BMC local zone rates must be recomputed at the applicable zone rate for the alternative postal facility. Postage also may be recomputed for other pieces that are ineligible for the Parcel Post Intra-BMC local zone rates but could become eligible at the postal facility to which the mailing is redirected.

BMC Acceptance
2.3 A mailer may present zoned Package Services at a BMC for acceptance if:

a. Metered postage is paid through a postage meter licensed at the BMC parent post office, or permit imprint postage is paid through an advance deposit account at the BMC parent post office or another post office in the BMC service area, unless otherwise permitted by standard.

b. Zoned postage is computed from the BMC parent post office.

c. The BMC is authorized by Form 4410 to act as acceptance agent for the entry post office.

3.0 ADDRESSING

Delivery and Return Address
3.1 All Package Services mail must bear a delivery address. Except for single-piece rate Parcel Post, the delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative address formats or detached address labels may

be used, subject to A040 or A060. Except for unendorsed Bound Printed Matter, each piece must bear the sender's return address.

Address Correction Fees
3.2

The fee for manual or automated address correction service is charged per notice issued (R700).

4.0 DOCUMENTATION

Each mailing must be accompanied by a correct, completed USPS postage statement form, or approved facsimile, signed by the mailer. A postage statement is not required for a Package Services mailing when the correct postage at the single-piece rate is affixed to each piece. Additional supporting documentation may be required by the standards for the rate claimed or postage payment method used.

E700 Package Services

E710 Basic Standards

E711 Parcel Post

Summary E711 defines Parcel Post and explains the five Parcel Post rate categories. It also explains when the nonmachinable surcharge is applied.

1.0 DEFINITION

Parcel Post (including Parcel Select) is Package Services mail that is not mailed as Bound Printed Matter, Media Mail, or Library Mail. Any Package Services matter may be mailed at Parcel Post rates, subject to the basic standards in E710.

2.0 BASIC STANDARDS

Enclosures 2.1 Parcel Post (including Parcel Select) may contain any printed matter mailable as Standard Mail, in addition to the enclosures and additions listed in E710.

Rate Eligibility 2.2 There are five Parcel Post (including Parcel Select) rate categories: Intra-BMC, Inter-BMC, destination bulk mail center (DBMC), destination sectional center facility (DSCF), and destination delivery unit (DDU). Destination entry rates are named Parcel Select. Intra-BMC and Inter-BMC Parcel Post rates and DBMC Parcel Select rates are calculated based on the zone to which the parcel is addressed and the weight of the parcel. DSCF and DDU Parcel Select rates are calculated based on the weight of the parcel. Requirements for Parcel Post rates and discounts are as follows:

a. Intra-BMC rates apply to all Parcel Post that originates and destinates in the service area of the same BMC or ASF. Intra-BMC rates also apply to Parcel Post that originates and destinates in the same state for Alaska and Hawaii and in the same territory for Puerto Rico. See Exhibit 2.2. Nonmachinable pieces (C050.4.1 and C700) mailed at Intra-BMC rates are subject to a nonmachinable surcharge in addition to postage.

b. Inter-BMC rates apply to all Parcel Post that originates in the service area of a BMC or ASF or in Alaska, Hawaii, or Puerto Rico and destinates outside that area, state, or territory. Nonmachinable pieces (C050.4.1 and C700) mailed at Inter-BMC rates are subject to a nonmachinable surcharge in addition to postage.

c. Parcel Post for which OBMC Presort, BMC Presort, and barcoded discounts are claimed and Parcel Post that is mailed at a destination entry rate (Parcel Select-DBMC, -DSCF, -DDU (E751)) must be part of a mailing of 50 or more Parcel Post rate pieces. Eligibility for one of those rates or discounts does not require a separate 50 qualifying pieces per rate or per discount. Eligibility for more than one of those rates or discounts in the same Parcel Post mailing is possible, provided there are a total of at least 50 pieces of mail qualifying for any or all Parcel Post rates in the mailing and all other preparation and eligibility requirements for the rates or discounts are met.

d. The BMC Presort per piece discount applies to pieces of Inter-BMC Parcel Post sorted to BMC destinations under L601 for machinable pieces and sorted to BMC and ASF destinations for nonmachinable pieces under L605. To qualify, machinable pieces must be placed in pallet boxes on pallets, and nonmachinable pieces must be placed directly on pallets under M041 and M045. The mail must be entered at a postal facility that is not a BMC and must be part of a mailing containing 50 or more Parcel Post rate pieces.

e. The origin bulk mail center (OBMC) Presort per piece discount applies to pieces of Inter-BMC Parcel Post sorted to BMC destinations under L601 for machinable pieces and sorted to BMC and ASF destinations for nonmachinable pieces under L605. To qualify, machinable pieces must be placed in pallet boxes on pallets; and nonmachinable pieces must be placed directly on pallets under M041 and M045. The mail must be entered at a BMC listed in L601 and must be part of a mailing containing 50 or more Parcel Post rate pieces.

f. The barcoded discount applies to Parcel Post (including Parcel Select) machinable parcels (C050.4.1) that bear a correct, readable barcode under C850 for the ZIP Code of the delivery address; are part of a mailing of 50 or more Parcel Post (including Parcel Select) rate pieces; are not mailed at the DSCF or DDU rates; and, if claiming the DBMC rates, are not entered at an ASF. An exception is that properly prepared machinable pieces of DBMC rate mail entered at the Phoenix, AZ, ASF may claim the barcoded discount because that facility uses barcode scanning equipment.

g. The oversized rate applies to pieces that measure over 108 inches but not more than 130 inches in combined length and girth.

h. Items that weigh less than 15 pounds but measure more than 84 inches in combined length and girth are charged a minimum rate equal to that for a 15-pound parcel for the zone to which it is addressed.

Exhibit 2.2
BMC/ASF Service Areas

Service Area	ZIP Code Areas Served
BMC	
New Jersey	005, 068-079, 085-098, 100-119, 124-127, 340
Springfield	010-067, 120-123, 128, 129
Philadelphia	080-084, 137-139, 169-199
Pittsburgh	150-168, 260-266, 439-447
Washington	200-212, 214-239, 244, 254, 267, 268
Greensboro	240-243, 245-249, 270-297, 376
Cincinnati	250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 448-462, 469-474
Atlanta	298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 399
Jacksonville	299, 313-316, 320-339, 341, 342, 344, 346, 347, 349
Memphis	369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729
St. Louis	420, 423, 424, 475-479, 614-620, 622-631, 633-639
Detroit	434-436, 465-468, 480-497
Chicago	463, 464, 530-532, 534, 535, 537-539, 600-611, 613
Minneapolis/St. Paul	498, 499, 540-551, 553-564, 566
Des Moines	500-516, 520-528, 612, 680, 681, 683-689
Kansas City	640, 641, 644-658, 660-662, 664-679, 739
Denver	690-693, 800-816, 820, 822-831
Dallas	706, 710-712, 718, 733, 747, 750-799, 885
Seattle	835, 838, 970-978, 980-986, 988-994
Los Angeles	889-891, 893, 900-908, 910-928, 930-935
San Francisco	894, 895, 897, 936-966
ASF	
Buffalo	130-136, 140-149
Fargo	565, 567, 580-588
Sioux Falls	570-577
Billings	590-599, 821
Oklahoma City	730, 731, 734-738, 740, 741, 743-746, 748, 749
Salt Lake City	832-834, 836, 837, 840-847, 898, 979
Phoenix	850, 852, 853, 855-857, 859, 860, 863, 864
Albuquerque	865, 870-875, 877-884
Other	
Puerto Rico	006-009
Hawaii	967-969
Alaska	995-999

Fees
2.3

Parcel Post mail is subject to these fees, as applicable:

a. A mailing fee for Parcel Select must be paid once each 12-month period at each post office of mailing by or for any person or organization that mails at the destination entry rates, except as provided otherwise for plant-verified drop shipments. All destination entry rates are covered under the payment of a single annual fee. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment.

b. The Parcel Post pickup fee must be paid every time pickup service is provided, subject to the corresponding standards in D010.

E700 Package Services

E710 Basic Standards for All Package Services

E712 Bound Printed Matter

Summary E712 describes the eligibility standards for single-piece, Presorted, and Carrier Route Bound Printed Matter.

1.0 BASIC STANDARDS

Description
1.1 Bound Printed Matter (BPM) is a subclass of Package Services. BPM must:

a. Meet the basic standards for Package Services mail in E710.

b. Weigh no more than 15 pounds. Pieces might be subject to other minimum weights or dimensions based on the standards for specific rates.

c. Consist of advertising, promotional, directory, or editorial material (or any combination of such material).

d. Be securely bound by permanent fastenings such as staples, spiral binding, glue, or stitching. Loose-leaf binders and similar fastenings are not considered permanent.

e. Consist of sheets of which at least 90% are imprinted by any process other than handwriting or typewriting with words, letters, characters, figures, or images (or any combination of them).

f. Not have the nature of personal correspondence.

g. Not be stationery, such as pads of blank printed forms.

Enclosures
1.2 In addition to the basic standards in E710, BPM may have the following additions and enclosures:

a. Any printed matter mailable as Standard Mail.

b. Nonprint attachments and enclosures. The combined weight of all nonprint attachments and enclosures in the mailpiece must be less than or equal to 25% of the weight of the BPM in the mailpiece. The individual cost of each nonprint attachment or enclosure must be less than or equal to the cost of a “low cost” item as defined in E670.5.11. In addition, the combined cost of all nonprint attachments and enclosures must not exceed two times the cost of a “low cost” item as defined in E670.5.11.

Nonidentical-Weight Pieces
1.3 Mailings may contain nonidentical-weight pieces only if the correct postage is affixed to each piece or if Business Mailer Support (BMS) has authorized payment of postage by permit imprint under P910 or P930.

2.0 RATES

BPM rates are based on the weight of a single addressed piece or 1 pound, whichever is higher, and the zone (where applicable) to which the piece is addressed. Rate categories are as follows:

a. Single-Piece Rate. The single-piece rate applies to BPM not mailed at the Presorted rate or Carrier Route rate.

b. Presorted Rate. The Presorted rate applies to BPM prepared in a mailing of at least 300 pieces, prepared and presorted as specified in M045 or M722.

c. Carrier Route Rate. The Carrier Route rate applies to BPM prepared in a mailing of at least 300 pieces presorted to carrier routes, prepared and presorted as specified in M045 or M723.

d. Barcoded Discount—Machinable Parcels. The barcoded discount applies only to BPM machinable parcels (see C050.4.1) that bear a correct, readable barcode under C850 for the ZIP Code of the delivery address. The pieces must be part of a single-piece rate mailing of 50 or more BPM parcels or part of a presort rate mailing of at least 300 BPM parcels prepared under M045 and M720. The barcoded discount is not available for parcels mailed at Presorted DDU or DSCF rates, or for Presorted DBMC rate mailings entered at an ASF other than the Phoenix, AZ, ASF. Carrier route rate mail is not eligible for the barcoded discount.

e. Barcoded Discount—Flats. The barcoded discount applies only to BPM flat-size pieces that bear a correct, readable ZIP+4 or delivery point barcode (DPBC) under C840 for the ZIP+4 Code, or numeric DPBC of the delivery address. The pieces must be part of a single-piece rate mailing of 50 or more flat-size pieces or part of a presort rate mailing of at least 300 BPM flat-size pieces prepared under M045 and M820. The barcoded discount is not available for flat-size pieces mailed at Presorted DDU rates or carrier route rates. To qualify for the barcoded discount, the flat-size piece must meet the flat sorting machine requirements under C820.2.0.

3.0 ADDITIONAL STANDARDS FOR PRESORTED RATES

ZIP Code Accuracy
3.1 All 5-digit ZIP Codes included in addresses on pieces claimed at Presorted rates must be verified and corrected within 12 months before the mailing date using a USPS-approved method. The mailer's signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS. This standard applies to each address individually, not a specific list or mailing. An address meeting this standard may be used in mailings at any other rates to which the standard applies during the 12-month period after its most recent update.

CASS Certification
3.2 Pieces claiming the barcode discount for flat-size mail must meet the address quality and coding standards in A800 and A950.

Preparation
3.3 Pieces claiming the Presorted rates must be prepared under M045 or M722 or, for flats claiming the barcode discount, under M820.

4.0 ADDITIONAL STANDARDS FOR CARRIER ROUTE RATES

Carrier Route Information
4.1 Except for mailings prepared with a simplified address format under A040, carrier route codes must be applied to mailings using CASS-certified software and the current USPS Carrier Route Product, or another AIS product containing carrier route information, subject to A930 and A950. The carrier route information must be updated within 90 days before the mailing date.

Preparation
4.2 Pieces claiming the carrier route rates must be prepared under the applicable standards in M045 or M723.

5.0 ADDITIONAL STANDARDS FOR DESTINATION ENTRY RATES

Eligibility standards for Presorted and Carrier Route Destination Delivery Unit (DDU) rates, Destination Sectional Center Facility (DSCF) rates, and Destination Bulk Mail Center (DBMC) rates are in E752.

6.0 ADDITIONAL STANDARDS FOR BEDLOADED MAILINGS

Bedloaded packages are permitted only when prepared for and entered at DDU rates. If prepared, bedloaded packages of BPM are required to be prepared under the sortation standards for flats or irregular parcels, as applicable, and are not eligible for barcoded discounts.

E700 Package Services

E710 Basic Standards for All Package Services

E713 Media Mail

Summary E713 describes the eligibility standards for single-piece and presorted Media Mail.

1.0 QUALIFICATION

Qualified Items
1.1 Only these items may be mailed at the Media Mail rates:

a. Books, including books issued to supplement other books of at least eight printed pages, consisting wholly of reading matter or scholarly bibliography, or reading matter with incidental blank spaces for notations and containing no advertising matter other than incidental announcements of books. Advertising includes paid advertising and the publishers' own advertising in display, classified, or editorial style.

b. 16-millimeter or narrower width films, which must be positive prints in final form for viewing, and catalogs of such films of 24 pages or more (at least 22 of which are printed). Films and film catalogs sent to or from commercial theaters do not qualify for the Media Mail rate.

c. Printed music, whether in bound or sheet form.

d. Printed objective test materials and their accessories used by or on behalf of educational institutions to test ability, aptitude, achievement, interests, and other mental and personal qualities with or without answers, test scores, or identifying information recorded thereon in writing or by mark.

e. Sound recordings and guides or scripts prepared solely for use with such recordings. Video recordings and player piano rolls are classified as sound recordings.

f. Playscripts and manuscripts for books, periodicals, and music.

g. Printed educational reference charts designed to instruct or train individuals for improving or developing their capabilities. Each chart must be a single printed sheet of information designed for educational reference. The information on the chart, which may be printed on one or both sides of the sheet, must be conveyed primarily by graphs, diagrams, tables, or other nonnarrative matter. An educational reference chart is normally but not necessarily devoted to one subject. A chart on which the information is conveyed primarily by textual matter in a narrative form does not qualify as a printed educational reference chart for mailing at the Media Mail rates even if it includes graphs, diagrams, or tables. Examples of qualifying charts include maps produced primarily for educational reference, tables of mathematical or scientific equations, noun declensions or verb conjugations used in the study of languages, periodic table of elements, botanical or zoological tables, and other tables used in the study of science.

h. Loose-leaf pages and their binders consisting of medical information for distribution to doctors, hospitals, medical schools, and medical students.

i. Computer-readable media containing prerecorded information and guides or scripts prepared solely for use with such media.

Loose Enclosures
1.2 In addition to the enclosures and additions listed in E610, any printed matter that is mailable as Standard Mail may be included loose with any qualifying material mailed at the Media Mail rates.

Enclosures in Books
1.3 Enclosures in books mailed at Media Mail rates are subject to these additional standards:

a. Either one envelope or one addressed postcard may be bound into the pages of a book. If also serving as an order form, the envelope or card may be in addition to the order form permitted by 1.3b.

b. One order form may be bound into the pages of a book. If also serving as an envelope or postcard, the order form may be in addition to the envelope or card permitted by 1.3a.

c. Announcements of books may appear as book pages. These announcements must be incidental and exclusively devoted to books, without extraneous advertising of book-related or other materials or services. Announcements may fully describe the conditions and methods of ordering books and may contain ordering instructions for use with a separate order form. Up to three of these announcements may contain as part of their format a single order form, which may also serve as a postcard. The order forms permitted with these announcements are in addition to, and not in place of, order forms that may be enclosed under 1.3a or 1.3b.

2.0 RATES

Media Mail rates are based on the weight of the piece without regard to zone. The rate categories and discounts are as follows:

a. Single-Piece Rate. The single-piece rate applies to pieces not mailed at a 5-digit or basic rate.

b. 5-Digit Presort Rate. The 5-digit rate applies to pieces that meet the additional requirements in 3.0 and are prepared and presorted to 5-digit scheme (machinable parcels only) or 5-digit destinations as specified in M730 or M041 and M045.

c. Basic Presort Rate. The basic rate applies to pieces that meet the additional requirements in 3.0 and are prepared and presorted as specified in M730 or M041 and M045.

d. Barcoded Discount. The barcoded discount applies to Media Mail machinable parcels (see C050.4.1) that are included in a mailing of at least 50 pieces of Media Mail. The pieces must be entered either at single-piece rates or basic rates and bear a correct, readable barcode for the ZIP Code shown in the delivery address as required by C850. The barcoded discount is not available for pieces mailed at 5-digit rates.

3.0 ADDITIONAL STANDARDS FOR PRESORTED RATES

Basic Information
3.1 A Presorted Media Mail mailing must contain a minimum of 300 pieces claimed at any combination of 5-digit and basic rates. Those pieces in the mailing that meet the 5-digit presort requirements are eligible for the 5-digit presort rate and those pieces that meet the basic presort requirements are eligible for the basic rates, subject to the preparation standards in M730 or M045. Pieces in a mailing do not need to be identical in size and content. Such nonidentical pieces may be merged, sorted together, and presented as a single mailing either with the correct postage affixed to each piece in the mailing or with postage paid with a permit imprint if authorized by Business Mailer Support (BMS), USPS headquarters.

Mailing Fee
3.2 A mailing fee must be paid once each 12-month period at each post office of mailing by or for any person who mails at the Presorted Media Mail rates. The fee may be paid in advance only for the next 12-month period and only during the last

60 days of the current service period. The fee charged is that in effect on the date of payment.

5-Digit Rate

3.3 To qualify for the 5-digit rate, a piece must be prepared and sorted to either 5-digit scheme (machinable parcels only) and 5-digit sacks under M730 or to 5-digit scheme (machinable parcels only) and 5-digit pallets under M045. All logical 5-digit packages on pallets must contain at least 10 pieces. Nonmachinable parcels may qualify for the 5-digit rate if prepared to preserve sortation by 5-digit ZIP Code as prescribed by the postmaster of the mailing office.

Basic Rate

3.4 All pieces prepared and sorted under M730 or M045 that are not eligible for the 5-digit rate qualify for the basic rate. Nonmachinable parcels may qualify for the basic rate if prepared to preserve sortation by BMC as prescribed by the postmaster of the mailing office.

E700 Package Services

E710 Basic Standards for All Package Services

E714 Library Mail

Summary E714 describes the eligibility standards for single-piece and presorted Library Mail.

1.0 QUALIFICATION

Sender, Recipient, and Contents
1.1 Each piece must show in the address or return address the name of a school, college, university, public library, museum, or herbarium or the name of a nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, or fraternal organization or association. For Library Mail standards, these nonprofit organizations are defined in E670. Only the articles described in 1.2 and 1.3 may be mailed at the Library Mail rate.

Qualified Mailings Between Entities
1.2 The items described in this section may be mailed at the Library Mail rate when sent between: (1) schools, colleges, universities, public libraries, museums, and herbariums and nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, and fraternal organizations or associations; (2) any such institution, organization, or association and an individual who has no financial interest in the sale, promotion, or distribution of the materials; or (3) any such institution, organization, or association and a publisher, if such institution, organization, or association has placed an order to buy such materials for delivery to itself:

a. Books, consisting wholly of reading matter, scholarly bibliography, or reading matter with incidental blank spaces for notations and containing no advertising, except for incidental announcements of books.

b. Printed music, whether in bound or sheet form.

c. Bound volumes of academic theses, whether in typewritten or duplicated form.

d. Periodicals, whether bound or unbound.

e. Sound recordings.

f. Other library materials in printed, duplicated, or photographic form or in the form of unpublished manuscripts.

g. Museum materials, specimens, collections, teaching aids, printed matter, and interpretive materials for informing and furthering the educational work and interests of museums and herbariums.

Qualified Mailings "To" or "From"
1.3 The following specific items may be mailed at the Library Mail rate when sent to or from schools, colleges, universities, public libraries, museums, and herbariums and to or from nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, or fraternal organizations:

a. 16-millimeter or narrower width films, filmstrips, transparencies, slides, and microfilms. All must be positive prints in final form for viewing.

b. Sound recordings.

c. Museum materials, specimens, collections, teaching aids, printed matter, and interpretive materials intended for informing and furthering the educational work and interests of museums and herbariums.

d. Scientific or mathematical kits, instruments, or other devices.

e. Catalogs of the materials in 1.3a through 1.3d and guides or scripts prepared solely for use with such materials.

Enclosures in Books and Sound Recordings
1.4

Books and sound recordings mailed at the Library Mail rate may contain these enclosures as well as the additions and enclosures permitted under E710:

a. Either one envelope or one addressed postcard. If also serving as an order form, the envelope or card may be in addition to the order form permitted by 1.4b.

b. One order form. If also serving as an envelope or postcard, the order form may be in addition to the envelope or card permitted by 1.4a.

c. With books, announcements of books in book pages or as loose enclosures. These announcements must be incidental and exclusively devoted to books, without extraneous advertising of book-related materials or services. Announcements may fully describe the conditions and methods of ordering books (such as by membership in book clubs) and may contain ordering instructions for use with the single order form permitted in 1.4b.

d. With sound recordings, announcements of sound recordings on title labels, on protective sleeves, on the carton or wrapper, or on loose enclosures. These announcements of sound recordings must be incidental and exclusively devoted to sound recordings. They may not contain extraneous advertising of recording-related materials or services. Announcements may fully describe the conditions and methods of ordering sound recordings (such as by membership in sound recording clubs) and may contain ordering instructions for use with the single order form permitted in 1.4b.

Other Material
1.5

Material mailed at the Library Mail rate other than books and sound recordings may contain only those additions and enclosures permitted under E710.

2.0 RATES

Library Mail rates are based on the weight of the piece without regard to zone. The rate categories and discounts are as follows:

a. Single-Piece Rate. The single-piece rate applies to pieces not mailed at a 5-digit or basic rate.

b. 5-Digit Presort Rate. The 5-digit rate applies to pieces that meet the additional requirements of 3.0 and are prepared and presorted to 5-digit scheme (machinable parcels only) and 5-digit destinations as specified in M740 or M041 and M045.

c. Basic Presort Rate. The basic rate applies to pieces that meet the additional requirement in 3.0 and are prepared and presorted as specified in M740 or M041 and M045.

d. Barcoded Discount. The barcoded discount applies to Library Mail machinable parcels (see C050.4.1) that are included in a mailing of at least 50 pieces of Library Mail. The pieces must be entered either at single-piece rates or basic rates and bear a correct, readable barcode for the ZIP Code shown in the delivery address as required by C850. The barcoded discount is not available for pieces mailed at 5-digit rates.

3.0 ADDITIONAL STANDARDS FOR PRESORTED RATES

Basic Information
3.1

A Presorted Library Mail mailing must contain a minimum of 300 pieces claimed at any combination of 5-digit and basic rates. Those pieces in the mailing that meet the 5-digit presort requirements are eligible for the 5-digit presort rate, and those

pieces that meet the basic presort requirements are eligible for the basic rate, subject to the preparation standards in M740 or M045. Pieces in a mailing do not need to be identical in size and content. Such nonidentical pieces may be merged, sorted together, and presented as a single mailing either with the correct postage affixed to each piece in the mailing or with postage paid with a permit imprint if authorized by Business Mailer Support (BMS), USPS headquarters.

Mailing Fee
3.2 A mailing fee must be paid once each 12-month period at each post office of mailing by or for any person who mails at the Presorted Library Mail rates. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that in effect on the date of payment.

5-Digit Rate
3.3 To qualify for the 5-digit rate, a piece must be prepared and sorted to either 5-digit scheme (machinable parcels only) and 5-digit sacks under M740 or to 5-digit scheme (machinable parcels only) and 5-digit pallets under M045. All logical 5-digit packages on pallets must contain at least 10 pieces. Nonmachinable parcels may qualify for the 5-digit rate if prepared to preserve sortation by 5-digit ZIP Code as prescribed by the postmaster of the mailing office.

Basic Rate
3.4 All pieces prepared and sorted under M740 or M045 that are not eligible for the 5-digit rate qualify for the basic rate. Nonmachinable parcels may qualify for the basic rate if prepared to preserve sortation by BMC as prescribed by the postmaster.

E700 Package Services

E750 Destination Entry

E751 Parcel Select

Summary E751 describes the eligibility standards for Parcel Select Parcel Post destination bulk mail center (DBMC), destination sectional center facility (DSCF), and destination delivery unit (DDU) discount rates. It also lists the entry bulk mail center/auxiliary service facilities (BMC/ASFs) parent post offices for DSCF and DBMC discounts.

1.0 BASIC STANDARDS

Definitions 1.1 Parcel Select is destination entry Parcel Post. Destination entry discounts apply to Parcel Post mailings prepared as specified in M041, M045, and M710 and addressed for delivery within the service area of a destination bulk mail center, sectional center facility, or delivery unit where they are deposited by the mailer. For this standard, the following destination facility definitions apply:

a. A destination bulk mail center (DBMC) includes all bulk mail centers (BMCs) and auxiliary service facilities (ASFs) under L601 and L602, and designated sectional center facilities (SCFs) under 5.0.

b. A destination sectional center facility (DSCF) includes all facilities listed under L005. Mail that is prepared on pallets for 5-digit ZIP Codes listed in Exhibit 6.0 must be entered at the BMC shown in the exhibit instead of at the SCF serving the 5-digit ZIP Codes of the delivery addresses appearing on mailpieces unless an exception has been granted under 1.4a. Those 5-digit machinable parcels not required to be entered at a BMC under Exhibit 6.0 and all 3-digit nonmachinable parcels sorted to the 3-digit level and claimed at the DSCF rate must be deposited at an SCF listed in L005.

c. A destination delivery unit (DDU) is a facility that delivers to the addresses appearing on the deposited pieces in a destination entry rate Parcel Post mailing. Refer to the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see G043) to determine the location of a 5-digit delivery facility. There is a charge for the Drop Shipment Product. When the Drop Shipment Product shows that mail for a single 5-digit ZIP Code area is delivered out of more than one postal facility, use the facility from which the majority of city carrier routes are delivered as the facility at which the DDU mail must be entered, unless the 5-digit ZIP Code is listed in Exhibit 7.0 or Exhibit 8.0. L606 is used only for mailings prepared using the optional 5-digit scheme sort.

General 1.2 For Parcel Select rates, pieces must meet the applicable standards in 1.0 through 6.0 and the following criteria:

a. Pieces may be bedloaded, on pallets, in pallet boxes on pallets, in sacks, or in other authorized containers as specified in 2.0 through 6.0, depending on the facility at which the pieces are deposited.

b. Pieces may not be plant-loaded.

c. Pieces must be part of a single mailing of 50 or more pieces that are eligible for and claimed at any Parcel Post rate. When Parcel Post mailings are submitted under PVDS procedures, mailers may use the total of all line items for all destinations on a PVDS register or PVDS postage statement to meet the 50-piece minimum volume requirement for destination entry rate mailings.

This means that a mailer may enter fewer than 50 pieces at an individual destination, provided there is a total of at least 50 Parcel Post pieces for all of the entry points for that single mailing job listed on the PVDS register or PVDS postage statement.

d. Pieces must be deposited at a destination BMC or destination ASF or other equivalent facility, destination SCF, or destination delivery unit, as applicable for the rate claimed and as specified by the USPS.

e. Pieces must be addressed for delivery within the ZIP Code ranges that the applicable entry facility serves.

DBMC Rates
1.3

For DBMC rates, pieces must meet the applicable standards in 1.0 through 6.0 and the following:

a. Pieces must be part of a Parcel Post mailing that is deposited at a BMC or ASF under L601 or L602.

b. Pieces deposited at each BMC or ASF must be addressed for delivery within the ZIP Code range of that facility.

c. Pieces must be within a ZIP Code eligible for DBMC rates under Exhibit 1.3, and if sacked or palletized must be prepared in accordance with M041 and M045 or M710. Mail meeting the additional criteria in 5.0 may be deposited at an SCF.

BMC/ASF—DBMC Rate Eligibility
Exhibit 1.3

Eligible Destination ZIP Codes	Entry Facility
005, 068-079, 085-098, 100-119, 124-127, 340	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, 439-447	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, 399	BMC ATLANTA GA 31195
299, 313-316, 320-339, 341, 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, 448-462, 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, 540-551, 553-564, 566	BMC MPLS/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, 622-631, 633-639	BMC ST LOUIS MO 63299
640, 641, 644-658, 660-662, 664-679, 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, 885	BMC DALLAS TX 75199
690-693, 800-816, 820, 822-831	BMC DENVER CO 80088
832-834, 836, 837, 840-847, 898, 979	ASF SALT LAKE CTY UT 840
850, 852, 853, 855-857, 859, 860, 863, 864	ASF PHOENIX AZ 852
865, 870-875, 877-884	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

DSCF and DDU Rates

1.4 For DSCF and DDU rates, pieces must meet the applicable standards in 1.0 through 6.0 and the following criteria:

a. For DSCF rates, be part of a mailing of parcels sorted to 5-digit scheme or 5-digit destinations and deposited at a designated SCF under L005 (or at a BMC under Exhibit 6.0); addressed for delivery within the ZIP Code service area of that SCF under L005; and prepared under M041, M045, or M710. Nonmachinable parcels sorted to 3-digit ZIP Code prefixes and claimed at a DSCF rate must be entered at a designated SCF under L005 and are subject to the surcharge in R700.1.6. For 5-digit ZIP Code areas listed under Exhibit 6.0, mail prepared on pallets must be entered at the corresponding BMC facility shown in that Exhibit (not at the SCF) unless an exception is requested 15 days in advance of the mailing in writing and granted by the Area Manager, Operations Support, having jurisdiction over the BMC and SCF. Exceptions, if granted, will be for a limited time. Mailers must not prepare mail on pallets (including pallet boxes on pallets) for the DSCF rate if the 5-digit delivery facility is unable to handle pallets. Refer to the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see G043) to determine which 5-digit delivery facilities can handle pallets (including pallet boxes on pallets). There is a charge for the Drop Shipment Product. When the Drop Shipment Product shows that mail for a single 5-digit ZIP Code area is delivered out of more than one postal facility, use the facility where the majority of city carrier routes are located for purposes of determining if the delivery facility can handle pallets, unless the 5-digit ZIP Code is listed in Exhibit 7.0 or Exhibit 8.0. For ZIP Codes in Exhibit 7.0 and Exhibit 8.0 use the name of the facility associated with the 5-digit ZIP Code on the respective exhibit along with the Drop Shipment Product to determine if pallets may be prepared for one of those 5-digit areas.

b. For DDU rates, be part of a Parcel Post mailing prepared in accordance with M041, M045, or M710 and deposited at a designated DDU facility that delivers parcels to the addresses appearing on the pieces. There is no required minimum number of pieces that must be deposited for the DDU rate and no specific preparation requirements; however, the pieces must be part of a mailing of at least 50 Parcel Post rate pieces and must be prepared by 5-digit scheme (optional) and 5-digit sorts. To determine the location for entry of 5-digit scheme sorted pieces, use Column B of L606. To determine the location for entry of 5-digit sorted pieces or whether a 5-digit delivery facility can handle pallets (and pallet boxes), refer to the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see G043). There is a charge for the Drop Shipment Product. When the Drop Shipment Product shows that mail for a single 5-digit ZIP Code area is delivered out of more than one postal facility, use the facility from which the majority of city carrier routes are delivered as the facility at which the DDU mail must be entered and to determine whether that facility can handle pallets, unless the 5-digit ZIP Code is listed in Exhibit 7.0 or Exhibit 8.0. For ZIP Codes in Exhibit 7.0 and Exhibit 8.0 use the name of the facility associated with the 5-digit ZIP Code on the respective exhibit as the facility at which DDU mail must be entered for that 5-digit ZIP Code. This facility name should be used along with the Drop Shipment Product to determine if that facility can handle pallets. If a DDU facility cannot handle pallets, and a mailer transports mail to the DDU facility on pallets, the driver will have to unload the pallets into a container specified by the delivery unit.

Postage Payment
1.5 Postage payment for DBMC, DSCF, and DDU rate mail is subject to the same standards that apply generally to Package Services. Except for plant-verified drop shipments (see P950) or metered mail drop shipment (see D072), the mailer must have a meter license or permit imprint authorization at the destination facility parent post office for mailings deposited for entry at a DBMC or ASF, at a destination sectional center facility, or at the parent post office of a destination delivery unit. Postage and fees are paid to the post office that verifies the mailings. The mailer must ensure that Form 8125 accompanies all plant-verified drop shipments.

BMC as Agent
1.6 The DBMC may act as acceptance agent only for its parent post office (see Exhibit 1.6) and only if authorized by Form 4410 for each mailer depositing DBMC entry rate mail.

BMC/ASF Parent Post Offices
Exhibit 1.6

Facility	Parent Post Office	Zone Chart
Albuquerque ASF	Albuquerque NM 87101-9998	870
Atlanta BMC	Atlanta GA 30304-9998	300
Billings ASF	Billings MT 59101-9998	590
Buffalo ASF	Buffalo NY 14240-9998	140
Chicago BMC	Chicago IL 60607-9998	600
Cincinnati BMC	Cincinnati OH 45234-9998	410
Dallas BMC	Dallas TX 75260-9998	750
Denver BMC	Denver CO 80202-9998	800
Des Moines BMC	Des Moines IA 50318-9998	500
Detroit BMC	Detroit MI 48233-9998	480
Fargo ASF	Fargo ND 58102-9998	580
Greensboro BMC	Greensboro NC 27420-9998	270
Jacksonville BMC	Jacksonville FL 32203-9998	320
Kansas City BMC	Kansas City KS 66106-9998	640
Los Angeles BMC	Los Angeles CA 90052-9998	900
Memphis BMC	Memphis TN 38101-9998	375
Minneapolis BMC	Minneapolis MN 55401-9998	540
New Jersey Int'l & BMC	Newark NJ 07102-9998	070
Oklahoma City ASF	Oklahoma City OK 73125-9998	730
Philadelphia BMC	Philadelphia PA 19104-9998	080
Phoenix ASF	Phoenix AZ 85026-9998	850
Pittsburgh BMC	Pittsburgh PA 15290-9998	150
Saint Louis BMC	Saint Louis MO 63155-9998	620
Salt Lake City ASF	Salt Lake City UT 84199-9998	840
San Francisco BMC	Oakland CA 94615-9998	945
Seattle BMC	Seattle WA 98109-9998	980
Sioux Falls ASF	Sioux Falls SD 57101-9998	570
Springfield BMC	Springfield MA 01101-9998	010
Washington BMC	Southern MD 20790-9998	206

2.0 PREPARATION

Bedloaded Parcels
2.1 A mailer may present bedloaded DBMC parcels if the mailer's vehicle has a road-to-bed height of 50 (±2) inches. If applicable, the mail to be entered at different destinations must be separated to prevent mixing of mailings for deposit at different destinations. DBMC rate mailings may be bedloaded for deposit at BMCs/ASFs and DDU rate mailings may be bedloaded for deposit at DDUs. Refer to the Drop Shipment Product available from the National Customer Support Center (NCSC) (see G043) to determine dock requirements for a DDU facility. (There is a charge for this information.)

Containers
2.2 DBMC rate mailings (if not bedloaded), DDU rate mailings (if not bedloaded), and all DSCF rate mailings must be prepared as follows:

a. Machinable parcels for which a DBMC, DSCF, or DDU rate is claimed must be sacked under M710 or prepared on pallets under M041 and M045.

b. For DBMC rate, nonmachinable parcels that each weigh 35 pounds or less must be sacked under M710 if the parcels do not contain perishables and the size of the parcels allows a sack to hold at least two pieces. DBMC rate nonmachinable parcels that cannot be sacked in this manner or that weigh more than 35 pounds must be transported as outside (unsacked) pieces. If authorized in advance by the USPS, DBMC rate nonmachinable parcels may be palletized.

c. For DSCF rate, if sacked under M710, must contain at least seven pieces per sack. If the sack is overflow from a 5-digit scheme, 5-digit, or 3-digit sack that contains at least seven pieces, then a sack may contain fewer than seven pieces. For DSCF rate, if sacked under M045 as overflow from a 5-digit scheme, 5-digit, or 3-digit pallet that meets the applicable pallet minimum, may contain any number of pieces. Machinable and nonmachinable pieces may be included in the same sack.

d. For DSCF rate, 5-digit scheme, 5-digit, and 3-digit sacks may be bedloaded or be placed on SCF pallets that are labeled and otherwise prepared under M045.

e. For DSCF rate and DDU rate, nonmachinable parcels may be palletized (including pallet boxes on pallets). Nonmachinable parcels may be combined with machinable parcels on 5-digit scheme, 5-digit, and 3-digit pallets (including pallet boxes on pallets) claimed at DSCF or DDU rates under M041 and M045.

f. For DDU rate, there are no minimums for sacks, pallets, or pallet boxes on pallets. DDU rate mail must be separated by 5-digit scheme and 5-digit (even if bedloaded) and, if placed in sacks or on pallets (including boxes on pallets), it must be properly labeled to the 5-digit scheme or 5-digit destination. Machinable and nonmachinable pieces may be combined in 5-digit scheme and 5-digit sacks or on 5-digit scheme and 5-digit pallets (including pallet boxes).

3.0 MAILER TRANSPORT

The mailer must transport the PVDS mailing from the place where it was verified to the destination postal facility (BMC, SCF, or delivery unit), appropriate to the mailing and the rate claimed.

4.0 DEPOSIT

Freight
4.1 Drop shipments are freight until deposited and accepted as mail at the destination facility. The mailer may request use of a numbered PVDS band seal to secure mailer vehicles transporting plant-verified drop shipments.

Mail Separation and Presentation
4.2 Destination entry rate mail must be verified under a PVDS system (P950) or be presented for verification and acceptance at a BMEU located at a destination BMC, destination sectional center facility, or other designated destination postal facility. Only PVDS mailings may be deposited at a destination delivery unit not co-located with a post office or other postal facility having a BMEU. When

presented to the USPS, destination entry mailings must meet the following requirements:

a. Each piece of DBMC, DSCF, or DDU rate Parcel Post must be marked as specified in M012 and M710.

b. Separation by zone for DBMC rate mailings is required only for permit imprint mailings of identical-weight pieces that are not mailed using a postage payment system under P910, P920, or P930 or not mailed under M710.1.4.

c. Each mailing must be separated from other mailings for verification. For PVDS, destination entry rate mailings for deposit at one destination postal facility must be separated from mailings for deposit at other facilities to allow for reconciliation with each accompanying Form 8125, 8125-C, or 8125-CD.

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

e. If Periodicals mail is on the same vehicle as Parcel Post, then the Periodicals mail should be loaded toward the tail of the vehicle so that, for each destination entry, Periodicals mail can be offloaded first.

f. Form 8125, 8125-C, or 8125-CD must accompany all PVDS mailings.

BMC as Agent
4.3 The DBMC may verify and accept mail if authorized by Form 4410 to act as agent for the parent post office where the mailer's account or license is held.

Appointments
4.4 Appointments must be made for destination entry rate mail as follows:

a. Except for local mailers, for shipments containing 100% Periodicals mail, and for mailings of perishable commodities (C022) under 4.5, appointments for deposit of destination entry rate mail at BMCs, ASFs, and SCFs must be scheduled through the appropriate appointment control center at least one day in advance. Same day appointments may be granted by a control center on the basis of 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 thirty (30) calendar days prior to a desired appointment date. Mailers must comply with the scheduled mail deposit time and location. The mailer must cancel any appointment by notifying the appropriate control center at least a day in advance of a scheduled appointment time.

b. Electronic appointments may be made by mailers/agents using a USPS-issued computer log-on ID. Electronic appointments or cancellations must be made at least 12 hours prior to the desired time and date. All information required by the USPS appointment system regarding a mailing must be furnished.

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, a mailer must notify the DDU at least a day in advance of a scheduled appointment. Recurring (standing) appointments will be allowed if shipment frequency is weekly or more often.

d. When Periodicals are transported together with Standard Mail or Package Services as a mixed load (E250), an appointment must be obtained for deposit at a destination entry facility.

Exception to Scheduling Standard
4.5

Exceptions are as follows:

a. The scheduling standard in 4.4 does 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 system authorization. Under this exception, the mailer may claim the DBMC rates for mailings or portions of such mailings deposited at the local post office if the local post office is the DBMC/ASF or designated SCF that meets the application standards.

b. Exceptions to the scheduling standard are made for shipments of products recognized by the Postal Service as perishables under C020. While an appointment is not required for shipments of perishables, the destination facility must be notified at least 24 hours in advance of deposit to facilitate timely handling of the load.

c. No appointment is required for shipments containing 100% Periodicals mail, nor is notification to the destination facility of their arrival required. An advance notice of 24 hours is recommended to facilitate the development of facility unloading schedules.

Redirection by USPS
4.6

With the exception of mail deposited under 1.3e, a mailer may be directed to transport destination entry rate 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.

Advance Scheduling
4.7

A mailer must schedule deposit of destination rate mailings at least 24 hours in advance by contacting the proper district, BMC control center, or destination delivery unit. Appointments at delivery units must be made by calling the delivery unit at least 24 hours in advance. Appointments for ASFs, SCFs, or for any multistop loads must be made through the USPS district control center. Appointments for BMC loads must be scheduled by the proper BMC control center. 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 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.

Deposit Conditions
4.8

Deposit of mail also is subject to these conditions:

a. Destination facilities may refuse mailings that are unscheduled or late (i.e., if vehicles arrive more than 2 hours after the scheduled appointment at ASFs, BMCs, or SCFs and more than 20 minutes late at delivery units). If a mailing is refused, a mailer is permitted to make a new appointment.

b. A mailer may request recurring appointments, renewable for a 6-month period, by writing to the BMC control center or the district control center that administers the service area in which the destination facility is located. The mailer must present comparable mailings (by product and volume) on a consistent frequency of at least once a week. Failure to adhere to scheduled appointment procedures can cause revocation of the recurring appointment.

c. Drop and pick procedures may be approved by the BMC for Parcel Post mailers only. The BMC specifies the time limit for vehicle retrieval.

Recurring Appointments
4.9

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.

Vehicle Unloading
4.10

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 agent) to unload palletized loads that are unstable or severely leaning or that have otherwise not maintained their integrity in transit.

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

c. At delivery units, the driver must unload all mail, whether bedloaded, sacked, or palletized (including pallet boxes on pallets) within 1 hour of arrival. If pallets (including pallet boxes on pallets) are stacked, the driver is required to unload, unstack, and unstrap them. If a DDU facility cannot handle pallets, and a mailer transports mail to the DDU facility on pallets, the driver must unload the pallets into a container specified by the delivery unit. The driver may be required to place bedloaded pieces in containers provided by the delivery unit in order to maintain separation by 5-digit ZIP Codes or to place containerized mail so as to maintain the separation of 5-digit ZIP Codes.

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 the dock and designated driver rest area.

Charges 4.11 The USPS is not responsible for demurrage or detention charges incurred by a mailer who presents destination rate mailings.

Appeals 4.12 Mailers who believe that they are denied equitable treatment may appeal to the manager, Customer Service (district), responsible for the destination postal facility.

Documentation 4.13 A postage statement must accompany each destination entry rate mailing. Any other documentation must be submitted as required by the standards for the rate claimed or the postage payment method used.

5.0 ACCEPTANCE AT DESIGNATED SCF

A mailing that is otherwise eligible for the DBMC rate may be deposited and accepted at an SCF designated by the USPS when it benefits the USPS and:

a. The mailing contains only machinable parcels prepared in 5-digit scheme and 5-digit sacks, pallets, or containers and nonmachinable parcels prepared under 2.2.

b. All DBMC rate parcels are for delivery within the service area of the SCF at which they are deposited by the mailer.

c. Postage on all parcels deposited at the SCF is computed using the zone chart for that postal facility.

d. The marking required by M710 contains the correct information.

e. The mailer is directed to deposit the mailing at that SCF by the district control center in whose area is located the BMC or ASF where the DBMC parcels would otherwise be deposited.

6.0 DSCF MAIL ENTERED AT A DESIGNATED BMC

DSCF rate mail prepared on pallets (including pallet boxes on pallets) that is for a 5-digit ZIP Code listed in Exhibit 6.0 must be entered at the corresponding BMC facility listed on that exhibit instead of at the DSCF unless an exception has been granted under 1.4a. Sacked DSCF rate mail for the 5-digit ZIP Codes in Exhibit 6.0 must be entered at the DSCF.

BMC Deposit of DSCF Rate Pallets Exhibit 6.0

BMC	Destination ZIP Code
ATLANTA	30006-08, 30, 32-37, 60-69, 71, 80-86, 88-90 30305-07, 19, 24, 28-29, 38, 40-42, 45-46, 59, 60, 62-63, 66, 76 31101 39901
CHICAGO	53140-44 53401-08 60016-17, 19, 25, 53, 56, 68, 70, 76-77 60103, 05-07, 20-23, 31, 33, 60-65, 76 60409, 11-12, 15, 22, 25, 30-36, 38-41, 46, 53-59, 62-65, 67, 73, 77-78, 82, 90 60504-05, 15-17, 21-23, 25-26, 40, 42, 63-68, 98, 99 60601, 05, 08-60, 67, 81, 90, 93-94 60714 60803-05
CINCINNATI	NONE
DALLAS	NONE

BMC	Destination ZIP Code
DENVER	69190 80001-19, 32, 40-42, 44, 46-47 80110-15, 20-30, 50-56, 60-63, 65-67 80215, 21-22, 24-29, 31-33, 35-37, 41, 51 80401-19 80521-28, 53-54 80631-39
DES MOINES	NONE
DETROIT	48007, 21, 25-26, 34, 37, 45, 46, 66-73, 75-76, 80-84, 86, 89, 91-93, 98-99 48103-04, 06-09, 11-13, 20-28, 30, 34, 41, 50-54, 61-62, 70, 74, 80, 82-88, 92, 95, 97-98 48204, 20-21, 27-28, 35 48310-18, 40, 42, 43, 97
GREENSBORO	27101-02 27408-10 27514-16 27701
JACKSONVILLE	31520-25, 27 32003, 65, 67, 73, 80, 84-86, 91-92, 95 32173-76 32205, 07, 10-11, 16, 20-21, 24-25, 30, 36, 38-39, 45, 47, 54, 77 32901-12, 19, 22-32, 34-37, 40-41, 51-56, 58-69, 76-78 33427-29, 31-34, 54, 60-67, 81, 86-88, 96-99 33755-67, 70-79 33880-85, 88 34101-06, 08-10, 12-14, 16-17, 19-20 34470-82 34945-51, 54, 79-82, 94-97
KANSAS CITY	64013-15, 50-51, 55-56, 58 64116-19, 51, 53-54, 57-61, 63-64, 67, 88, 90 66002, 44-49
LOS ANGELES	90220-23, 40-42, 80
MEMPHIS	38018, 88 38115, 18, 25, 33-35, 38-39, 41, 75, 81, 83-84, 93, 95 38614 38732, 33
MINNEAPOLIS/ST. PAUL	NONE
NEW JERSEY	NONE
PHILADELPHIA	19001-99 19111, 14-16, 19-20, 24, 28, 34-37, 40, 44, 49, 52, 54-55, 60
PITTSBURGH	NONE
ST. LOUIS	62002, 40 62220-23, 26 63005-06, 11, 17, 21-22, 24, 31-34, 42-45, 74 63104-41, 43-44, 46-47, 51, 57-58 63301-04
SAN FRANCISCO	93921-23 94002-03, 10-12, 22-28, 30, 35, 39-43, 59, 61-65, 70, 85-89 94401-99 94503, 06, 13, 15-16, 18-24, 26-27, 29, 33, 35-45, 55-56, 58-61, 63, 70, 74-75, 77-81, 83, 85, 89-99 94801-04, 06-08, 20, 50
SEATTLE	98002-04, 23, 31, 35, 63-64, 92-93
SPRINGFIELD	NONE
WASHINGTON	NONE

7.0 DELIVERY FACILITY EXCEPTIONS TO THE "MAJORITY OF CITY CARRIERS" RULE

For ZIP Codes in Exhibit 7.0 use the name of the facility associated with the 5-digit ZIP Code in that exhibit as the facility at which DDU rate mail for that 5-digit ZIP Code must be entered and, for both DDU and DSCF mail, to determine whether that 5-digit facility can handle pallets. See 1.1 and 1.3.

Delivery Facility Exceptions to the "Majority of City Carriers" Rule
Exhibit 7.0

This listing identifies 5-digit ZIP Codes that are exceptions to the "majority of city carriers rule" that is used to determine the parcel facility for a 5-digit ZIP Code in instances where a ZIP Code is served by multiple facilities. The name of the primary facility for parcel delivery is listed beside each 5-digit ZIP Code. Additional information about the facility including drop ship address and whether the facility can handle a pallet is included in the Drop Shipment Product. At a future date this list will be available in the Drop Shipment Product.

ZIP Code	Facility Name	Drop Site Key
ALABAMA		
36130	Montgomery	EY10814
ALASKA		
99701	Main Office	SZ10189
99709	Main Office	SZ10189
99801	Mendenhall	SZ10198
CALIFORNIA		
92623	Harvest Station	SZ24031
92693	San Juan Capistrano	PZ22821
94087	Sunnyvale	PZ23492
94304	Palo Alto	PZ22396
FLORIDA		
34482	Paddock Branch	BY22630
34747	Celebration	BY27124
GEORGIA		
31704	Albany	PX10019
IOWA		
52401	Cedar Rapids	EW10239
KANSAS		
66044	Jayhawk	SW20762
KENTUCKY		
40763	Williamsburg	PX16803
41730	Hyden	PX15380
42338	Hartford	PX15261
LOUISIANA		
70503	Oil Center	SY24264
71201	Monroe	EY26868
MAINE		
04043	Kennebunk	PV24959
04402	Eastern Maine Carrier Annex	4V24870
MICHIGAN		
48170	Plymouth	PY12584
MINNESOTA		
55369	Maple Grove	BY25765
55378	Burnsville	BY24936

ZIP Code	Facility Name	Drop Site Key
56387	Waite Park	BY26611
MISSOURI		
64113	Country Club	SW16257
MONTANA		
59102	Billings	PZ13046
59103	Billings	PZ13046
NEW HAMPSHIRE		
03224	Tilton	PV25759
NEW YORK		
10583	Scarsdale Main Post Office	PV15954
NORTH CAROLINA		
27706	Durham	PY15179
28018	Forest City	PY15338
28309	Lafayette	SY15700
OHIO		
45013	Hamilton	PX21234
PENNSYLVANIA		
19136	Holmesburg Carrier Unit	SX18929
TEXAS		
75501	Texarkana	EW26504
75903	Lufkin	EW24562
VIRGINIA		
22320	Alexandria	PX26003
22405	Fredericksburg	PX26669
23433	Driver	SX26514
23521	L C Page	SX26952
WASHINGTON		
98055	Renton	PZ17357
98223	Smokey Point Branch	SZ17464
98324	Carbonado	PZ16562
98375	South Hill Annex	BZ17481
98387	Spanaway	PZ17488
98687	East Vancouver DCU	4Z18088
WEST VIRGINIA		
25801	Beckley	PX28152

8.0 DELIVERY FACILITIES DIFFERENT FROM THOSE IN THE DROP SHIPMENT PRODUCT

For ZIP Codes in Exhibit 8.0 use the name of the facility associated with the 5-digit ZIP Code in that exhibit as the facility at which DDU rate mail for that 5-digit ZIP Code must be entered and, for both DDU and DSCF mail, to determine whether that 5-digit facility can handle pallets. See 1.1 and 1.3.

Delivery Facilities Different From Those in the Drop Shipment Product
Exhibit 8.0

Parcel Post mailings for the ZIP Codes shown must be deposited at the facilities listed in order to qualify for destination delivery unit rates. The listing identifies 5-digit ZIP Codes and facilities that are different from the ones indicated in the Drop Shipment Product for letters and flats. At a future date this information will be available in the Drop Shipment Product.

ZIP Codes Served	Destination Delivery Unit Location	Drop Site Key
ALASKA		
99702	Fairbanks, 5400 Mail Trail, Fairbanks, AK 99709-9998	SZ10189
CALIFORNIA		
92684	Westminster, 15030 Goldenwest Circle, Westminster, CA 92685-9998	PZ23848
FLORIDA		
34278	Manasota P&DC, 850 Tallevast Road, Sarasota, FL 34243-3249	EY22324
MARYLAND		
20852	Rockville, 500 N Washington Street, Rockville, MD 20850-9998	PV24288
MASSACHUSETTS		
02108-11, 14-16, 18-22, 24, 25, 27, 34, 35, 38-42, 63 02215	Parcel Post Annex, 647 Summer Street, Boston, MA 02210	G000941
02445-47, 51-54, 67	Northwest Boston P&DC, 200 Smith Street, Waltham, MA 02451-0002	EV28231
02456, 59, 61, 64-66, 68, 95	Newtonville Post Office, 897 Washington Street, Newtonville, MA 02460-9998	BV22179
MISSISSIPPI		
39563	Pascagoula, 911 Jackson Avenue, Pascagoula, MS 39567-9998	PY14174
MINNESOTA		
55102	Saint Paul, 180 Kellogg Blvd. E., Saint Paul, MN 55101-9997	PY26254
MONTANA		
59401, 04, 05, 14	Great Falls Annex, 1409 14th Street SW, Great Falls, MT 59404-9998	EZ13197
NEW JERSEY		
08837	Edison, 2101 State Route 27, Edison, NJ 08817	PV10401
NEW YORK		
10001-07, 09, 10-14, 16, 18, 19, 23-25, 36, 38, 41, 60, 69, 90, 95, 98 10102-07, 10, 14, 17-23, 25, 32, 33, 38, 57, 58, 60, 99 10211-13, 65, 69-71, 73, 75, 77-82	Central Parcel Post Facility, 341 9th Avenue, New York, NY 10199-9991	EV19160
10017, 21, 22, 28, 30, 31, 37, 39, 44, 55 10126, 28, 30, 31, 51-55, 62, 64-78	Bronx, East Side Parcel Post Annex, 500 East 132nd Street, Bronx, NY 10454-4619	G000083
10045 10267	Church Street Station, 90 Church Street, New York, NY 10007-9998	SV12586
10020 10124, 85	Times Square Station, 340 W 42nd Street, New York, NY 10036-9998	SV16531
10026	Manhattanville Station, 365 W 125th Street, New York, NY 10027-9998	SV14509
10032, 33, 34	Fort George Station, 4558 Broadway, New York, NY 10040-9998	SV13396

ZIP Codes Served	Destination Delivery Unit Location	Drop Site Key
10043, 79, 81, 87 10116	JAF, 441 8th Avenue, New York, NY 10001-9998	SV14060
10156	Murray Hill Finance Station, 115 E 34th Street, New York, NY 10016	SV14818
10453	Bronx, Highbridge Station, 1315 Inwood Avenue, Bronx, NY 10452-9998	SV13862
10461	Soundview, 1687 Gleason Avenue, Bronx, NY 10472-9998	SV16156
10463	Mott Haven, 517 E 139th Street, Bronx, NY 10454-9998	SV14771
10603, 05	White Plains, 100 Fisher Avenue, White Plains, NY 10601-1953	PV17010
10803, 04	New Rochelle, 255 North Avenue, New Rochelle, NY 10801-9998	PV14957
11101-06, 09	Long Island City Parcel Post Annex, 4310 10th Street, Long Island City, NY 11101-9998	SV15304
11354, 58, 67	Flushing Main Office, 4165 Main Street, Flushing, NY 11355-9998	SV14481
11360, 62, 63	Bayside Annex, 41-29 216th Street, Flushing, NY 11361-9998	4V12091
11374, 78, 85	Woodside Post Office, 3925 61st Street, Flushing, NY 11377-9998	SV17090
13088	Bayberry Station, 7608 Oswego Road, Bayberry Plaza, Liverpool, NY 13090	BV12081
PENNSYLVANIA		
15201	Bloomfield, 5182 Liberty Avenue, Pittsburgh, PA 15224-9998	SX17251
15223	Glenshaw, 1541 Butler Park Road, Pittsburgh, PA 15116-9998	PX18635
15225	Woods Run Annex, 2840 New Beaver Avenue, Pittsburgh, PA 15233-9998	4X1C586
15240	Oakland, 347 S. Bouquet Street, Pittsburgh, PA 15213-9998	SX1A281
15244	Greentree, 770 Trumbull Drive, Pittsburgh, PA 15220	BX18723
17735	Canton, 55 Troy Street, Canton, PA 17724-9998	PX17496
PUERTO RICO		
00901, 08, 20, 21, 34, 68	GPO, 585 Ave FD Roosevelt, San Juan, PR 00936-9998	PV17274
00925, 27	Cupey Station, 369 Ave San Claudio, Cupey, PR 00926-9998	SV18853
00956, 57	Bayamon, 100 Ave Ramon L. Rodriguez, Bayamon, PR 00959-9998	BV17152
SOUTH CAROLINA		
29632, 34	Clemson Post Office, 519 College Avenue, Clemson, SC 29631	PX23702
TENNESSEE		
37616	Chuckey, 8140 E. Andrew Johnson Hwy, Chuckey, TN 37641-9998	PX25010
VIRGINIA		
37625	Main Post Office, 1116th Street, Bristol, TN 37621-9998	PX24953
WASHINGTON		
98057	Renton Main Office, 17200 116th Avenue SE, Renton, WA 98058-9998	PZ17357
98907	Yakima Main, 205 W. Washington Avenue, Yakima, WA 98903-9998	PZ17764
98405	Tacoma General Carrier Facility, 3825 S. Warner Street, Tacoma, WA 98409-9998	SZ18343

E700 Package Services

E750 Destination Entry

E752 Bound Printed Matter

Summary E752 describes the eligibility standards for Bound Printed Matter destination bulk mail center (DBMC), destination sectional center facility (DSCF), and destination delivery unit (DDU) discount rates.

1.0 BASIC STANDARDS

General
1.1 Destination entry rates apply to Presorted and Carrier Route Bound Printed Matter (BPM) that is deposited at a destination bulk mail center (DBMC), destination sectional center facility (DSCF), or destination delivery unit (DDU) as specified below. Eligibility for a destination entry rate is determined by the sort level, processing category of the mail, and the type of container the mail is in (i.e., sacked or palletized). Each piece can claim only one destination entry rate; an individual pallet may contain pieces claimed at different destination entry rates. There are no destination entry rates for single-piece BPM.

Volume
1.2 Each destination entry rate mailing must contain at least 300 pieces of Presorted BPM or 300 pieces of Carrier Route BPM. Each group of destination entry rate pieces prepared for deposit at different destination post offices must be presented as separate mailings meeting separate minimum volume requirements. Separate Presorted and Carrier Route BPM mailings may be co-palletized under M041 and M045. Pieces deposited at the same postal facility, but claimed at different destination entry rates, may be included in a single mailing and reported on the same postage statement (subject to one minimum volume requirement), if the destination entry post office is the proper facility for claiming each of the destination entry discounts. Alternatively, when Presorted BPM or Carrier Route BPM mailings are submitted under PVDS procedures, mailers may use the total of all line items for all destinations on a PVDS register or PVDS postage statement to meet the 300-piece minimum volume requirements for Presorted and Carrier Route mailings. This means that a mailer may enter fewer than 300 pieces per Presorted or Carrier Route mailing at an individual destination, provided there is a total of at least 300 Presorted rate pieces and/or 300 Carrier Route rate pieces for all of the entry points for that single mailing job listed on the PVDS register or PVDS postage statement.

Postage
1.3 Postage payment for destination entry mailings is subject to the same standards that apply generally to BPM. Postage and fees are paid to the post office that verifies the mailings.

Mailing Fee
1.4 A destination entry mailing fee (R700) must be paid once each 12-month period at each postal facility where the mailing(s) are verified. The fee may be paid in advance only for the next 12-month period and only during the last 60 days of the current service period. The fee charged is that in effect on the date of payment.

Documentation
1.5 Each mailing must be accompanied by the appropriate Form 3605 and, if applicable, Form 8125. No additional documentation is required for destination entry rates.

Plant Loads
1.6 Plant load mailings, including expedited plant load shipments, are not eligible for destination entry discounts.

2.0 DESTINATION BULK MAIL CENTER (DBMC) RATES

General Eligibility

2.1 Pieces in a mailing meeting the standards in 1.0, 2.0, and 5.0 through 7.0 are eligible for the DBMC rate when they meet all of the following conditions:

a. Are eligible for and prepared to qualify for Presorted or Carrier Route rates, subject to the corresponding standards for those rates.

b. Are deposited at a BMC or ASF.

c. 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 E751.1.3.

d. Are placed in a sack or pallet that is labeled to the BMC or ASF where deposited, or labeled to a postal facility within that BMC's or ASF's service area (see Exhibit E751.1.3).

Presorted Flats

2.2 Presorted flats in sacks or on pallets at all sort levels may claim DBMC rates. Separate mixed ADC sacks must be prepared for flats eligible for and claimed at the DBMC rate and for flats not claimed at the DBMC rate. Use the “label to” ZIP Code of the ADC to assign ADC packages to the respective mixed ADC sack. Use the address on the mailpieces to assign pieces to the respective mixed ADC package. All pieces in an ADC sack or in a palletized ADC package are eligible for the DBMC discount if the ADC facility ZIP Code (as shown in Line 1 of the corresponding sack label or the ADC facility that is the destination of the palletized ADC package as would be shown on an ADC sack label for that facility using L004, Column B) is within the service area of the BMC or ASF at which the sack is deposited. Mail must be entered at the appropriate facility under 2.1.

Presorted Machinable Parcels

2.3 Presorted machinable parcels in sacks or on pallets at all sort levels may claim DBMC rates. Machinable parcels palletized under M045 or sacked under M722 may be sorted to destination BMCs under L601 or to destination BMCs and ASFs under L601 and L602. Sortation of machinable parcels to ASFs is optional but is required for the ASF mail to be eligible for DBMC rates. 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 DBMC rate are claimed, under applicable volume standards, using L602. Mailers also may opt to sort machinable parcels only to destination BMCs under L601. When machinable parcels are sorted under L601, only mail for 3-digit ZIP Codes served by a BMC as listed in Exhibit E751.1.3 are eligible for DBMC rates (i.e., mail for 3-digit ZIP Codes served by an ASF in Exhibit E751.1.3 are *not* eligible for DBMC rates, nor are 3-digit ZIP Codes that do not appear on Exhibit E751.1.3). Machinable parcels prepared in mixed BMC sacks or on mixed BMC pallets that are sorted to the origin BMC under M045 or M722 are eligible for the DBMC rates if both of the following conditions are met:

a. The mixed BMC sack or pallet is entered at the origin BMC facility to which it is labeled.

b. The pieces are for 3-digit ZIP Codes listed as eligible destination ZIP Codes for that BMC in Exhibit E751.1.3.

Presorted Irregular Parcels

2.4 Presorted irregular parcels in sacks or on pallets at all sort levels may claim DBMC rates. All pieces in an ADC sack or in a palletized ADC package are eligible for the DBMC discount if the ADC facility ZIP Code (as shown in Line 1 of the corresponding sack label or the ADC facility that is the destination of the palletized ADC package as would be shown on an ADC sack label for that facility using L004, Column B) is within the service area of the BMC at which the sack is deposited under Exhibit E751.1.3. Separate mixed ADC sacks must be prepared

for pieces eligible for and claimed at the DBMC rate and for parcels not claimed at the DBMC rate. Use the "label to" ZIP Code for the ADC to assign ADC packages to the respective mixed ADC sack. Use the address on the parcels to assign parcels to the respective mixed ADC package or sack, as appropriate. Mail must be entered at the appropriate facility under 2.1.

Carrier Route Flats
2.5 Carrier Route flats in sacks or on pallets at all sort levels may claim DBMC rates. Mail must be entered at the appropriate facility under 2.1.

Carrier Route Machinable Parcels
2.6 Carrier Route machinable parcels in individual carrier route sacks may claim DBMC rates. Mail must be entered at the appropriate facility under 2.1.

Carrier Route Irregular Parcels
2.7 Carrier Route irregular parcels in sacks at all sort levels or on pallets at all sort levels may claim DBMC rates. Mail must be entered at the appropriate facility under 2.1.

3.0 DESTINATION SECTIONAL CENTER FACILITY (DSCF) RATES

General Eligibility
3.1 Pieces in a mailing meeting the standards in 1.0, 3.0, and 5.0 through 7.0 are eligible for the DSCF rate when they meet all of the following conditions:

a. Are eligible for and prepared to qualify for Presorted or Carrier Route rates, subject to the corresponding standards for those rates.

b. Are deposited at an SCF listed in L005 or L006, except that machinable parcels prepared on pallets for the 5-digit ZIP Codes listed in Exhibit E751.6.0 must be entered at the corresponding BMC facility shown in that exhibit (not at the SCF) unless an exception is requested and granted. An exception to Exhibit E751.6.0 must be requested at least 15 days in advance of the mailing in writing from the area manager, Operations Support, who has jurisdiction over the BMC and SCF. Exceptions, if granted, are for a limited time.

c. Are addressed for delivery to one of the 3-digit ZIP Codes served by the facility where the mail is deposited.

d. Are placed in a sack or pallet that is labeled to the facility where deposited or labeled to a postal facility within that facility's service area.

Presorted and Automation Flats
3.2 Presorted flats and automation flats in sacks for the 5-digit, 3-digit, and SCF sort levels or on pallets at the 5-digit scheme, 5-digit, 3-digit, SCF, and ASF sort levels may claim DSCF rates. The mail must be entered at the appropriate facility under 3.1.

Presorted Machinable Parcels
3.3 Presorted machinable parcels in sacks or on pallets at the 5-digit scheme and 5-digit sort levels may claim DSCF rates. For palletized mail, see 3.1b. Mail must be entered at the appropriate facility under 3.1.

Presorted Irregular Parcels
3.4 Presorted irregular parcels in sacks at the 5-digit scheme, 5-digit, 3-digit, and SCF sort levels, or on pallets at the 5-digit scheme, 5-digit, 3-digit, SCF, and ASF sort levels may claim DSCF rates. Mail must be entered at the appropriate facility under 3.1.

Carrier Route Flats
3.5 Carrier route flats in sacks at all sort levels or on pallets at the 5-digit scheme carrier routes, 5-digit carrier routes, 5-digit metro, 3-digit, SCF, and ASF sort levels may claim DSCF rates. Mail must be entered at the appropriate facility under 3.1.

Carrier Route Machinable Parcels
3.6

Carrier Route machinable parcels in individual carrier route sacks may claim DSCF rates. Mail must be entered at the appropriate facility under 3.1.

Carrier Route Irregular Parcels
3.7

Carrier Route irregular parcels in sacks at all sort levels or on pallets at the 5-digit scheme, 5-digit, 3-digit, SCF, and ASF sort levels may claim DSCF rates. Mail must be entered at the appropriate facility under 3.1.

4.0 DESTINATION DELIVERY UNIT (DDU) RATES

General Eligibility
4.1

Pieces in a mailing meeting the standards in 1.0 and 4.0 through 7.0 are eligible for the DDU rate when they meet all of the following conditions:

a. Are eligible for and prepared to qualify for Presorted or Carrier Route rates, subject to the corresponding standards for those rates.

b. Are addressed for delivery within the ZIP Code(s) served by the destination delivery unit.

c. Are deposited:

(1) For Carrier Route flats, at the DDU where the carrier cases the mail, as shown in the Drop Shipment Product.

(2) For Presorted flats, the Drop Shipment Product must be used to determine the correct destination entry facility for the 5-digit sorted flats entered at Presorted rates. If the Drop Shipment Product lists multiple facilities for a single 5-digit ZIP Code, then the mailer must inquire about the correct drop site when contacting the DDU to schedule an appointment.

(3) For irregular and machinable parcels prepared using the optional 5-digit scheme sort, use Column B of L606 to determine the 5-digit scheme destination. For irregular and machinable parcels prepared using the 5-digit sort, the Drop Shipment Product must be used to determine the 5-digit destination. When the Drop Shipment Product shows that mail for a single 5-digit ZIP Code area is delivered out of more than one postal facility, use the facility from which the majority of city carrier routes are delivered as the facility at which the DDU parcels must be entered and to determine whether that facility can handle pallets, unless the 5-digit ZIP Code is listed in Exhibit E751.7.0 or Exhibit E751.8.0. For ZIP Codes in Exhibit E751.7.0 or Exhibit E751.8.0, use the name of the facility associated with the 5-digit ZIP Code on the respective exhibit as the facility at which DDU mail must be entered for that 5-digit ZIP Code. This facility name should be used along with the Drop Shipment Product to determine if that facility can handle pallets. If a DDU facility cannot handle pallets and a mailer transports mail to the DDU facility on pallets, the driver must unload the pallets into a container specified by the delivery unit. L606 is used only for mailings prepared using the 5-digit scheme sort.

Presorted Flats
4.2

Presorted flats that weigh more than 1 pound in 5-digit sacks, on 5-digit scheme or 5-digit pallets, or prepared as bedloaded 5-digit packages may claim DDU rates. Mail must be entered at the appropriate facility under 4.1. Presorted flats weighing 1 pound or less are not eligible for DDU rates.

Presorted Machinable Parcels
4.3

Presorted machinable parcels in 5-digit scheme and 5-digit sacks or on 5-digit scheme and 5-digit pallets may claim DDU rates. Mail must be entered at the appropriate facility under 4.1.

Presorted Irregular Parcels
4.4 Presorted irregular parcels in 5-digit scheme and 5-digit sacks, on 5-digit scheme and 5-digit pallets, or prepared as bedloaded 5-digit packages may claim DDU rates. Mail must be entered at the appropriate facility under 4.1.

Carrier Route Flats
4.5 Carrier Route flats in sacks, on 5-digit carrier routes scheme and 5-digit carrier routes pallets, or prepared as bedloaded carrier route packages may claim DDU rates. Mail must be entered at the appropriate facility under 4.1.

Carrier Route Machinable Parcels
4.6 Carrier Route machinable parcels sorted to carrier route sacks may claim DDU rates. Mail must be entered at the appropriate facility under 4.1.

Carrier Route Irregular Parcels
4.7 Carrier Route irregular parcels in sacks at all sort levels, on 5-digit scheme and 5-digit pallets, or prepared as bedloaded packages may claim DDU rates. Mail must be entered at the appropriate facility under 4.1.

5.0 VERIFICATION

Place
5.1 As directed by the postmaster, the mailer must present destination entry mailings to USPS employees for verification either:

a. At the origin mailer's plant or the origin post office serving the mailer's plant under an authorized plant-verified drop shipment system.

b. At the destination post office or business mail entry unit.

Mail Separation and Presentation
5.2 Destination entry rate mail must be verified under a PVDS system (P950) or be presented for verification and acceptance at a BMEU located at a destination BMC, destination SCF, or other designated destination postal facility. Only plant-verified drop shipments may be deposited at a destination delivery unit not co-located with a post office or other postal facility having a business mail entry unit. When presented to the USPS, destination entry mailings must meet the following requirements:

a. Each mailing must be separated from other mailings for verification. For PVDS, destination entry rate mailings for deposit at one destination postal facility must be separated from mailings for deposit at other facilities to allow for reconciliation with each 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 BPM, then the Periodicals mail should be loaded toward the tail of the vehicle so that, for each destination entry, Periodicals mail can be offloaded first.

d. Form 8125, 8125-C, or 8125-CD must accompany all PVDS mailings.

Form 8125
5.3 When mailings are verified and paid for at a postal facility different from the one at which they are accepted as mail and deposited into the mailstream, the mailer must ensure that they are accompanied by a Form 8125 completed by the mailer and the verifying post office.

At BMC
5.4 For a mailing to be 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.

PVDS Seal
5.5 The mailer may ask that a PVDS band seal secure the vehicle containing verified mailings before dispatch to the destination facility.

Mailer Transport 5.6 The mailer must transport the PVDS mailing from the place where it was verified to the destination postal facility.

Volume Standards 5.7 Except as permitted for a local mailer under 7.0, destination entry mailings are subject to these volume standards:

a. Regardless of total volume, the pieces for which a destination rate 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 material to the USPS (or for whom a transportation company has presented the material to the USPS).

b. The same mailer may not in a 24-hour period present for verification and acceptance more than four destination rate mailings at the same destination postal facility (or at another acting as its agent). The mailer may ask for a waiver of this limit when scheduling the deposit of the mailings. There is no maximum for plant-verified drop shipments.

6.0 DEPOSIT

When, Where 6.1 Each mailing claimed at a destination rate must be deposited at the time and location specified by the USPS. Mailings must be presented in vehicles that are compatible with dock, yard, and DDU operations, as applicable.

Freight 6.2 Drop shipments are freight until deposited and accepted as mail at the destination facility.

Appointments 6.3 Appointments must be made for destination entry rate mail as follows:

a. Except for a local mailer under 7.0 and mailings of perishable commodities, appointments for deposit of destination entry rate 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 through the Dropship Appointment System (DSAS) 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 BPM as a mixed load (E250), an appointment must be obtained for deposit at a destination entry facility.

Advance Scheduling 6.4 Except under 7.0, a mailer must schedule deposit of destination entry rate mailings at least 24 hours in advance by contacting the proper district or BMC control

center or destination delivery unit. Appointments at delivery units must be made by calling the delivery unit at least 24 hours in advance. Appointments for ASFs, SCFs, or for any multistop loads must be made through the USPS district control center or DSAS in 6.3. Appointments for BMC loads must be scheduled by the proper BMC control center. 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.

Adherence to Schedule
6.5 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.

Redirection by USPS
6.6 A mailer may be directed to transport destination entry rate 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.

Redirection at Mailer's Request
6.7 For service reasons, a mailer may ask to transport destination SCF rate 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 rate 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.

Recurring Appointments
6.8 Recurring appointments refer 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.

Vehicle Unloading
6.9

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, and ASFs, 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 delivery units, the driver must unload all mail within 1 hour of arrival. If pallets (including pallet boxes on pallets) are stacked, the driver is required to unload, unstack, and unstrap them. If a mailer transports palletized mail (including sacks on pallets) to a DDU facility that cannot handle pallets, then the driver must unload the pallets into a container specified by the delivery unit.

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.

Demurrage
6.10

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

Appeals
6.11

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

7.0 EXCEPTION FOR LOCAL MAILER

The restrictions in 5.7 and 6.3 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 rates for mailings or portions of mailings deposited at the local post office that meet the standards in 2.0, 3.0, or 4.0.

E700 Package Services

E750 Destination Entry

E753 Combining Package Services Parcels

Summary E753 describes the eligibility standards for combining Package Services parcels in 5-digit scheme and 5-digit containers for entry at a destination sectional center facility (DSCF) or destination delivery unit (DDU).

1.0 COMBINING PARCELS

General
1.1 Package Services parcels may be combined, at the mailer's option and when authorized by the USPS, in 5-digit scheme and 5-digit sacks or on 5-digit scheme and 5-digit pallets for entry either at a destination sectional center facility (DSCF) or a destination delivery unit (DDU). All applicable fees for presort and drop shipment must be paid and applicable minimum volume requirements for Presort rates and Parcel Select rates must be met. Combined Package Services mailings must meet the standards in E750, except as provided by this section. Parcels may not be combined for entry at a destination bulk mail center (DBMC). Carrier Route Bound Printed Matter may not be combined with other parcels under these standards. Presorted Media Mail and Presorted Library Mail claimed at basic rates may not be combined with other parcels under these standards. Parcels combined under these standards are not eligible for the barcoded discount.

Basic Standards
1.2 Package Services parcels that qualify as machinable, nonmachinable, and irregular under C050 and meet the following conditions may be combined in 5-digit scheme and 5-digit sacks or 5-digit scheme and 5-digit pallets under these conditions:

a. Minimum volume requirements for Parcel Select, Presorted Bound Printed Matter, Presorted Library Mail, and Presorted Media Mail must be met separately before combining.

b. Postage must be paid via permit imprint under an approved manifest mailing system as provided in P910.

c. All parcels must be prepared in sacks under 2.0 or on pallets under 3.0. For mail entered at the DSCF rates, pallet preparation is not permitted for 5-digit ZIP Codes that are unable to handle pallets. Refer to the Drop Ship Product maintained by the National Customer Support Center (NCSC) (see G043) to determine which 5-digit delivery facilities can handle pallets. If a DDU facility cannot handle pallets, and a mailer transports mail to the DDU facility on pallets, the driver will have to unload the pallets into a container specified by the delivery unit.

d. Pieces may be claimed at single-piece rates, Presorted rates, and destination entry rates under 2.1 or 3.1.

e. Separate postage statements must be prepared for each subclass and destination entry rate as appropriate.

f. The deposit of combined Package Services at a DSCF or DDU must be in accordance with applicable drop shipment standards.

Authorization
1.3 Mailers apply for Business Mailer Support (BMS) authorization to combine parcels as part of a manifest mailing agreement (P910). Current manifest mailers can apply for additional authorization to combine parcels. This authorization may not exceed 2 years.

2.0 COMBINED PARCELS PREPARED IN SACKS

Rate Eligibility
2.1 In addition to the applicable standards in E750 for destination entry Package Services, the following standards apply for combined Package Services mail prepared in sacks:

a. Parcel Select DSCF rates apply to parcels that are contained in 5-digit scheme and 5-digit sacks, each containing at least 10 pieces of any combination of Package Services, or contained in overflow sacks under 2.2, provided all other requirements for the DSCF rate in E751 are met. Parcel Select DDU rates apply to parcels that are contained in 5-digit scheme and 5-digit sacks, each containing at least 10 pieces of any combination of Package Services, or contained in overflow sacks under 2.2, provided all other requirements for the DDU rate in E751 are met.

b. Presorted Bound Printed Matter DSCF rates apply to parcels that are contained in 5-digit scheme and 5-digit sacks, each containing at least 10 pieces of any combination of Package Services, or contained in overflow sacks under 2.2, provided all other requirements for the DSCF rate in E752 are met. Presorted Bound Printed Matter DDU rates apply to parcels that are contained in 5-digit scheme and 5-digit sacks, each containing at least 10 pieces of any combination of Package Services, or contained in overflow sacks under 2.2, provided all other requirements for the DDU rate in E752 are met.

c. Presorted Library Mail 5-digit rates apply to parcels that are contained in 5-digit scheme and 5-digit sacks, each containing at least 10 pieces of any combination of Package Services, or contained in overflow sacks under 2.2.

d. Presorted Media Mail 5-digit rates apply to parcels that are contained in 5-digit scheme and 5-digit sacks, each containing at least 10 pieces of any combination of Package Services, or contained in overflow sacks under 2.2.

e. Single-piece rate parcels that are contained in 5-digit scheme and 5-digit sacks, each containing at least 10 pieces of any combination of Package Services, or contained in overflow sacks under 2.2, qualify for their applicable single-piece rates.

Sack Preparation
2.2 Only 5-digit scheme and 5-digit sacks may be prepared. Each sack of combined Package Services mail must contain at least 10 pieces. One overflow sack containing fewer than 10 pieces is permitted per 5-digit scheme and 5-digit destination.

Sack Labeling
2.3 Sack labels must be prepared as follows:

a. 5-digit scheme (optional):
   (1) Line 1: use L606, Column B.
   (2) Line 2: “PSVC PARCELS 5D SCH.”

b. 5-digit:
   (1) Line 1: use city, state, and 5-digit ZIP Code destination of pieces.
   (2) Line 2: “PSVC PARCELS 5D.”

3.0 COMBINED PARCELS PREPARED ON PALLETS

Rate Eligibility
3.1 In addition to the applicable standards in E750 for destination entry Package Services, the following standards apply for combined Package Services prepared on pallets:

a. Parcel Select DSCF rates apply to pieces that are prepared on 5-digit scheme and 5-digit pallets, each containing at least 50 pieces and 250 pounds or 36 inches of Package Services mail, or contained in overflow sacks under 3.3, and deposited at a DSCF under E751. Parcel Select DDU rates apply to pieces that are prepared on 5-digit scheme and 5-digit pallets, each containing at least 50 pieces and 250 pounds or 36 inches of Package Services mail, or contained in overflow sacks under 3.3, and deposited at a DDU under E751.

b. Presorted Bound Printed Matter DSCF rates apply to pieces that are prepared on 5-digit scheme and 5-digit pallets, each containing at least 50 pieces and 250 pounds or at least 36 inches of Package Services mail, or contained in overflow sacks under 3.3, and deposited at a DSCF under E752. Presorted Bound Printed Matter DDU rates apply to pieces that are prepared on 5-digit scheme and 5-digit pallets, each containing at least 50 pieces and 250 pounds or at least 36 inches of Package Services mail, or contained in overflow sacks under 3.3, and deposited at a DDU under E752.

c. Presorted Library Mail 5-digit rates apply to pieces that are prepared on 5-digit scheme and 5-digit pallets, each containing at least 50 pieces and 250 pounds or 36 inches of Package Services mail, or contained in overflow sacks under 3.3.

d. Presorted Media Mail 5-digit rates apply to pieces that are prepared on 5-digit scheme and 5-digit pallets, each containing at least 50 pieces and 250 pounds or 36 inches of Package Services mail, or contained in overflow sacks under 3.3.

e. Single-piece rate parcels that are prepared on 5-digit scheme and 5-digit pallets, each containing at least 50 pieces and 250 pounds or 36 inches of Package Services mail, or contained in overflow sacks under 3.3, qualify for their applicable single-piece rates.

Pallet Preparation
3.2 Only 5-digit scheme and 5-digit pallets may be prepared. Each 5-digit scheme and 5-digit pallet of combined Package Services must contain at least: (1) 50 parcels and 250 pounds of mail, or (2) 36 inches of mail (excluding the height of the pallet). Pallets prepared using either minimum requirement may be combined in the same mailing.

Overflow Sacks
3.3 After filling pallets to a 5-digit scheme or 5-digit destination, any remaining pieces that do not meet the minimum pallet requirements may be prepared in 5-digit scheme or 5-digit overflow sacks. Overflow sacks must be labeled as provided in 2.3.

Pallet Labeling
3.4 Pallet labels must be prepared as follows:

a. 5-digit scheme (optional):
   (1) Line 1: use L606, Column B.
   (2) Line 2: “PSVC PARCELS 5D SCH.”

b. 5-digit:
   (1) Line 1: use city, state, and 5-digit ZIP Code destination of pieces.
   (2) Line 2: “PSVC PARCELS 5D.”

4.0 DOCUMENTATION

Separate postage statements are required for each of the separate mailings contained within the combined mailing. All postage statements must be provided at the time of mailing and must be accompanied by a BMS-approved manifest prepared in accordance with P910 and this section.

Forwarding and Related Services

DMM Issue 57 (6-30-02)

Contents

F000 Basic Services

F010 Basic Information

F020 Forwarding

F030 Address Correction, Address Change, *FASTforward,* and Return Services

F000 Basic Services

F010 Basic Information

Summary F010 describes reasons for nondelivery of mail, address adjustments (e.g., renumbering of streets), and how undeliverable-as-addressed mail is handled. It describes treatment of ancillary endorsements for all classes of mail. It also covers treatment of undeliverable mail with enclosures, mixed classes, and dead mail.

1.0 NONDELIVERY OF MAIL

Mail can be undeliverable for these reasons:

a. No postage.
b. Incomplete, illegible, or incorrect address.
c. Addressee not at address (unknown, moved, or deceased).
d. Mail unclaimed.
e. Mail refused by the addressee at time of delivery.
f. Mail refused by the addressee after delivery when permitted.
g. Minimum criteria for mailability not met.

2.0 USPS ADDRESS ADJUSTMENTS

Types of Adjustments
2.1 Mail can be undeliverable because of USPS adjustments such as the following:

a. Renumbering of houses.
b. Renaming of streets.
c. Conversion from rural-style addresses (rural route and box number or highway contract route and box number) to city-style addresses (house number and street name).
d. Realignment of rural or highway contract routes.
e. Conversion from rural or highway contract service to city delivery service.
f. Consolidation of routes.
g. Consolidation of post offices or adjustment of delivery districts.

Charges
2.2 For 3 years after the date when the new address information appears in Address Information System (AIS) products, a mailer who regularly sends bulk mailings into an area affected by USPS adjustments is not charged for requested corrections to galley lists when such corrections relate to those adjustments.

Disposal
2.3 Mail that is undeliverable because of USPS adjustments is redirected and delivered to the destination without an additional postage charge as follows:

a. For an adjustment under 2.1a through 2.1c, for 1 year from the date when the new address appears in the AIS bimonthly products released in February, April, June, August, October, and December.
b. For an adjustment under 2.1d through 2.1g, for 1 year from the end of the month in which the adjustment occurs.
c. For mail bearing the simplified address “Rural Route Box Customer,” “Highway Contract Route Box Customer,” or “Post Office Box Customer,” either for 90 days or until the next June 30, whichever is later.

Records 2.4 Records of address changes caused by USPS adjustments are kept by the local post office for 3 years.

3.0 DIRECTORY SERVICE

USPS letter carrier offices give directory service to the types of mail listed below that have an insufficient address or cannot be delivered at the address given (the USPS does not compile a directory of any kind):

a. Mail with special services (certified, COD, registered, special handling).

b. Foreign, except circulars. (Foreign mail received in quantities with letter-class postage but the general characteristics of circular mail is not given directory service.)

c. Mail from overseas Armed Forces.

d. Parcels mailed at any Package Services rate or endorsed by the mailer.

e. Perishable matter.

f. Official USPS mail.

g. Express Mail Next Day Service (Post Office to Addressee only).

4.0 BASIC TREATMENT

General 4.1 Mail that is undeliverable as addressed is forwarded, returned to the sender, or treated as dead mail, as authorized for the particular class of mail. Undeliverable-as-addressed mail is endorsed by the USPS with the reason for nondelivery as shown in Exhibit 4.1. All nonmailable pieces are returned to the sender.

Official Mail 4.2 Official mail is treated the same as mail for the general public. All fees and services must be paid or collected on delivery of mail or address correction notices.

Mailer Endorsement 4.3 A mailer endorsement is used to request forwarding, return, or address correction service. This endorsement (and other marking) must be prepared under M012. The endorsements authorized for each class of mail and the required wording are listed in the charts according to class of mail.

Order 4.4 The information in the charts in this unit is associated with a customer's change-of-address order. Information on temporary changes of address is not provided.

Special Services 4.5 Mail with special services is treated according to the charts for each class of mail in 5.0, except that:

a. Undeliverable-as-addressed certified mail is treated as First-Class Mail.

b. All insured First-Class Mail is forwarded and returned at no additional cost. All insured Standard Mail and Package Services is forwarded or returned.

c. Parcels with special handling that are undeliverable as originally addressed and forwarded to the addressee continue to receive special handling service without an additional special handling fee.

d. Undeliverable-as-addressed return receipt for merchandise mail receives the treatment appropriate for the class of mail of the host piece.

e. All registered mail items are treated as registered while they are being forwarded or returned.

Metered Pieces 4.6 Mail paid by postage meter that does not have a delivery address and a return address is returned to the post office of mailing. The reason for nondelivery is

attached but the address correction fee is not charged. The piece is returned to the meter licensee upon payment of the applicable return postage.

Mailgrams
4.7

Undeliverable-as-addressed Mailgrams are treated as First-Class Mail.

USPS Endorsements for Mail Undeliverable as Addressed

Exhibit 4.1

Endorsement	Reason for Nondelivery
Attempted—Not Known	Delivery attempted, addressee not known at place of address.
Box Closed—No Order*	Post office box closed for nonpayment of rent.
Deceased	Used only when known that addressee is deceased and mail is not properly deliverable to another person. This endorsement must be made personally by delivery employee and under no circumstance may it be rubber-stamped. Mail addressed in care of another is marked to show which person is deceased.
Delivery Suspended to Commercial Mail Receiving Agency	Failure to comply with D042.2.5 through D042.2.7.
Illegible*	Address not readable.
In Dispute*	Mail returned to sender by order of chief field counsel (or under D042) because of dispute about right to delivery of mail and cannot be determined which disputing party has better right to mail.
Insufficient Address*	Mail from another post office without number, street, box number, route number, or geographical section of city or city and state omitted and correct address not known.
Moved, Left No Address	Addressee moved and filed no change-of-address order.
No Mail Receptacle*	Addressee failed to provide a receptacle for receipt of mail.
No Such Number*	Addressed to nonexistent number and correct number not known.
No Such Office in State*	Addressed to nonexistent post office.
No Such Street*	Addressed to nonexistent street and correct street not known.
Not Deliverable as Addressed—Unable to Forward	Mail undeliverable at address given; no change-of-address order on file; forwarding order expired.
Outside Delivery Limits*	Addressed to location outside delivery limits of post office of address. Hold mail for out-of-bounds customers in general delivery for specified period unless addressee filed order.
Refused*	Addressee refused to accept mail or pay postage charges on it.
Returned for Better Address*	Mail of local origin incompletely addressed for distribution or delivery.
Returned for Postage	Mail without postage or indication that postage fell off.
Returned to Sender Due to Addressee's Violation of Postal False Representation and Lottery Law*	Mail returned to sender under false representation order and lottery order.
Returned to Sender Due to Addressee's Violation of Postal False Representation Law*	Mail returned to sender under false representation order.
Returned to Sender Due to Addressee's Violation of Postal Lottery Law*	Mail returned to sender under lottery order.
Temporarily Away*	Addressee temporarily away and period for holding mail expired.
Unclaimed*	Addressee abandoned or failed to call for mail.
Undeliverable as Addressed, Missing PMB or # Sign	Failure to comply with D042.2.6e.
Vacant*	House, apartment, office, or building not occupied. (Use only if mail addressed "Occupant.")

* When an alternative address format is used on Periodicals, the publisher is notified of nondelivery only for those reasons marked with an asterisk (*). The exceptional address format cannot be used on: Express Mail; mail with any special service; mail sent with any ancillary service endorsement; or mail sent to any overseas post office.

5.0 CLASS TREATMENT FOR ANCILLARY SERVICES

Priority Mail and First-Class Mail

5.1 Undeliverable Priority Mail and First-Class Mail (including stamped cards and postcards) are treated as described in the chart below and in the additional conditions listed. During months 13 through 18, pieces are returned to the sender with an on-piece address correction at no charge.

Mailer Endorsement	USPS Action on UAA Pieces
"Address Service Requested"[1]	**Months 1 through 12:** piece forwarded; no charge; separate notice of new address provided; address correction fee charged. **Months 13 through 18:** piece returned with new address attached; no charge. **After month 18, or if undeliverable:** piece returned with reason for nondelivery attached; no charge.
"Forwarding Service Requested"	**Months 1 through 12:** piece forwarded; no charge. **Months 13 through 18:** piece returned with new address attached; no charge. **After month 18, or if undeliverable:** piece returned with reason for nondelivery attached; no charge.
"Return Service Requested"	Piece returned with new address or reason for nondelivery attached; no charge.
"Change Service Requested"	Separate notice of new address or reason for nondelivery provided; in either case, address correction fee charged; piece disposed of by USPS. Use of this endorsement is limited to mail participating in electronic Address Change Service (ACS). It may be used only for: 1) pieces mailed at First-Class rates (excluding live animals) that bear the proper ACS codes, and 2) mailpieces mailed at Priority Mail rates that contain perishable matter (excluding live animals), bear the proper ACS codes, and that bear the endorsement "Perishable." This endorsement is not available for mail with special services (e.g., certified or registered mail) or for Priority Mail containing non-perishable matter, or for any mail that contains live animals.
"Temp—Return Service Requested"	Piece returned with new address or reason for nondelivery attached; no charge. If temporary change of address, piece forwarded; no charge. No separate notice of new temporary change-of-address provided.
No endorsement	Same as USPS action for "Forwarding Service Requested."

1. Valid for all pieces, including Address Change Service (ACS) participating pieces.

a. Forwarding address information is not provided for mail with the exceptional address format.

b. The Priority Mail portion of a Priority Mail drop shipment receives the forwarding, return, and address correction services described in this chart. The mail enclosed in a Priority Mail drop shipment receives the services appropriate for its class.

c. First-Class Mail and Priority Mail that bear Standard Mail markings and endorsements as permitted in E600 and P100 receive forwarding, return, and address correction services for Standard Mail under 5.3.

Periodicals
5.2 Undeliverable Periodicals publications (including publications pending Periodicals authorization) are treated as described in the chart below and in the additional conditions listed.

Mailer Endorsement	USPS Action on UAA Pieces
"Address Service Requested"[1]	**First 60 days:** piece forwarded; no charge. **After 60-day period, or if undeliverable:** piece returned with address correction or reason for nondelivery attached; single-piece First-Class or Priority Mail rate as applicable for weight of piece charged.
"Forwarding Service Requested"	Not available for Periodicals.
"Return Service Requested"	Not available for Periodicals.
"Change Service Requested"	Not available for Periodicals.
No endorsement[1]	**First 60 days:** piece forwarded; no charge. **After 60-day period, or if undeliverable:** separate address correction or reason for nondelivery provided; address correction fee charged; piece disposed of by USPS.

1. Valid for all pieces, including Address Change Service (ACS) participating pieces.

a. When a change of address is filed, copies of Periodicals publications bearing the old address are forwarded to the new address even if the copies show the sender's request for return.

b. Address correction service is mandatory for all Periodicals publications, and the address correction service fee must be paid for each notice issued.

c. Address correction service (including Address Change Service (ACS)) is provided for the first issue after 60 days for all publications, unless copies are to be returned at the publisher's request. ACS participants may receive the change notice before day 60, if so requested. Copies received after the address correction notice is mailed are disposed of by the USPS. When copies of the publication cannot be forwarded, the address correction notice is prepared for the first undeliverable issue of the publication received. Forms 3579 are mailed to publishers at least once a week.

d. Publications with an exceptional form of address are delivered to the address when possible; they are not forwarded. A notice with the reason for the nondelivery of a publication is sent to the publisher only if the copy cannot be delivered to the current address.

e. The publisher may request the return of copies of undelivered Periodicals by printing the endorsement "Address Service Requested" on the envelopes or wrappers, or on one of the outside covers of unwrapped copies, immediately preceded by the sender's name, address, and ZIP+4 or 5-digit ZIP Code. This endorsement obligates the publisher to pay return postage. Each returned piece is charged the single-piece First-Class Mail or Priority Mail rate applicable for the weight of the piece, plus the nonmachinable surcharge if it applies (see E130). When the address correction is provided incidental to the return of the piece, there is no charge for the correction.

f. A publisher of Periodicals publications may request a refund of the fees paid for duplicate address correction notices on Forms 3579 provided by the USPS if the customer submitted a change-of-address order and the first and duplicate notices are provided on magnetic tape by ACS or on hard copy by a Computerized Forwarding System (CFS) unit. The refund request must be supported by documentation showing the number of duplicate notices received. The USPS does not process refunds for duplicate notices if:

(1) The customer did not submit a change-of-address order.

(2) The original and duplicate notices are not provided both by ACS or both by CFS.
(3) The publisher does not submit documentation to support the refund amount.

g. Periodicals matter is forwarded only to domestic addresses.

Standard Mail
5.3 Undeliverable Standard Mail is treated as described in the chart below and in the additional conditions listed.

Mailer Endorsement	USPS Action on UAA Pieces
"Address Service Requested"[1]	**Months 1 through 12:** piece forwarded; no charge; separate notice of new address provided; address correction fee charged. **Months 13 through 18:** piece returned with new address attached; only weighted fee charged (address correction fee not charged). **After month 18, or if undeliverable:** piece returned with reason for nondelivery attached; only weighted fee charged (address correction fee not charged).
"Forwarding Service Requested"	**Months 1 through 12:** piece forwarded; no charge. **Months 13 through 18:** piece returned with new address attached; only weighted fee charged (address correction fee not charged). **After month 18, or if undeliverable:** piece returned with reason for nondelivery attached; only weighted fee charged (address correction fee not charged).
"Return Service Requested"	Piece returned with new address or reason for nondelivery attached; only return postage at single-piece First-Class or Priority Mail rate as applicable for weight of piece charged (address correction fee not charged).
"Change Service Requested"[1]	Separate notice of new address or reason for nondelivery provided; in either case, address correction fee charged; piece disposed of by USPS. This endorsement is not available for mail with special services (e.g., insured, Delivery Confirmation).
No endorsement	Piece disposed of by USPS.

1. Valid for all pieces, including Address Change Service (ACS) participating pieces.

a. Mail that qualifies for a single-piece Media Mail or Library Mail rate under the applicable standards is forwarded and returned at that rate, if the mailer's endorsement includes the name of the applicable subclass.

b. Mail that qualifies for Shipper Paid Forwarding (F020) under the applicable standards is forwarded at and (if necessary) returned at the single-piece First-Class or Priority Mail rate as applicable for the weight of the piece.

c. If a piece or any attachment is not opened by the addressee and the mailer has guaranteed forwarding and return postage, the addressee may refuse delivery of the mail and have it returned to the mailer without affixing additional postage. If a piece or any attachment is opened by the addressee, the addressee must pay the required postage to return the mail to the sender.

d. Address correction service is not provided for mail with the exceptional address format.

e. Standard Mail with insurance, return receipt for merchandise, or Delivery Confirmation must be endorsed "Address Service Requested," "Forwarding Service Requested," or "Return Service Requested."

f. When a large volume of identical-weight pieces originates from a single mailer and is endorsed "Return Service Requested," the USPS may weigh a sample of at least 25 pieces and divide that weight by the number of pieces to determine the weight of a single piece. After the per piece weight is determined, all of the pieces are weighed in bulk and divided by the per piece weight to determine the total number of pieces. The return postage is calculated using these numbers. Pieces of identical weight counted in this manner are returned to the sender with the new address or the reason for nondelivery endorsed on the piece.

g. A weighted fee is charged when an unforwardable or undeliverable piece is returned to the sender and the piece is endorsed "Address Service Requested" or "Forwarding Service Requested." The weighted fee is the single-piece First-Class Mail or Priority Mail rate applicable for the weight of the piece, plus the nonmachinable surcharge if it applies (see E130), multiplied by 2.472 and rounded up to the next whole cent (if the computation yields a fraction of a cent). The weighted fee is computed (and rounded if necessary) for each piece individually. Using "Address Service Requested" or "Forwarding Service Requested" obligates the sender to pay the weighted fee on all returned pieces.

h. Returned pieces endorsed "Return Service Requested" are charged the single-piece First-Class Mail or Priority Mail rate applicable for the weight of the piece, plus the nonmachinable surcharge if it applies (see E130).

i. Mail that qualifies for Bulk Parcel Return Service (BPRS) under the applicable standards in S924 is returned at the BPRS per piece fee if the mailer uses one of the endorsements that includes "— BPRS."

Mailer Endorsement	USPS Action on UAA Pieces
"Return Service Requested — BPRS"	Piece returned with new address or reason for nondelivery attached; only the Bulk Parcel Return Service fee charged (address correction fee not charged).
"Address Service Requested — BPRS"	**Months 1 through 12:** piece forwarded; no charge to addressee; separate ACS notice of new address provided; ACS address correction fee and postage at single-piece First-Class or Priority Mail rate as applicable for weight of piece charged via ACS participant code. **Months 13 through 18:** piece returned with new address attached; only the Bulk Parcel Return Service fee charged (address correction fee not charged). **After month 18, or if undeliverable:** piece returned with reason for nondelivery attached; only Bulk Parcel Return Service fee charged (address correction fee not charged).

j. Standard Mail is forwarded only to domestic addresses.

Package Services 5.4 Undeliverable Package Services is treated as described in the chart below and in the additional conditions listed.

Mailer Endorsement	USPS Action on UAA Pieces
"Address Service Requested"[1]	**Months 1 through 12:** piece forwarded locally at no charge; forwarded out of town as postage due; separate notice of new address provided; address correction fee charged. **Months 13 through 18:** piece returned with new address attached; only return postage at appropriate single-piece rate charged (address correction fee not charged). **After month 18, or if undeliverable, or addressee refused to pay postage due:** piece returned with reason for nondelivery attached; only forwarding (where attempted) and return postage at appropriate single-piece rate charged (address correction fee not charged).
"Forwarding Service Requested"	**Months 1 through 12:** piece forwarded locally at no charge; forwarded out of town as postage due. **Months 13 through 18:** piece returned with new address attached; only return postage at appropriate single-piece rate charged (address correction fee not charged). **After month 18, or if undeliverable, or addressee refused to pay postage due:** piece returned with reason for nondelivery attached; only forwarding (where attempted) and return postage at appropriate single-piece rate charged (address correction fee not charged).
"Return Service Requested"	Piece returned with new address or reason for nondelivery attached; only return postage at appropriate single-piece rate charged (address correction fee not charged).
"Change Service Requested"[1]	Separate notice of new address or reason for nondelivery provided; in either case, address correction fee charged; piece disposed of by USPS. This endorsement is not available for mail with special services (e.g., insured or Delivery Confirmation).
No endorsement	Same as USPS action for "Forwarding Service Requested." Exception: Bound Printed Matter with no special service added is disposed of by USPS.

1. Valid for all pieces, including Address Change Service (ACS) participating pieces.

a. Forwarding address information is not provided for mail with an exceptional address format.

b. If the piece or any attachment is not opened by the addressee, the addressee may refuse delivery of the mail and have it returned to the sender without forwarding or return postage and still have other Package Services forwarded. If a piece or any attachment is opened by the addressee, it may not be refused and additional postage is required for remailing. If the addressee does not want to pay forwarding postage for all Package Services, the addressee must request the postmaster of the new address to use Form 3546 to notify the postmaster of the old address to discontinue the forwarding of Package Services.

c. Bound Printed Matter with no ancillary service endorsement and no special service is disposed of by USPS. It is not forwarded or returned to sender. Bound Printed Matter with no ancillary service endorsement with a special service is treated as if it is endorsed "Forwarding Service Requested."

d. Package Services bearing a postage meter stamp from a customer meter that is unaddressed and without a return address (undeliverable) is returned to the post office of mailing. The reason for nondelivery is attached without charging the address correction fee. The piece is returned to the meter licensee on payment of the return postage.

e. Package Services is forwarded only to domestic addresses.

Express Mail
5.5 Undeliverable Express Mail is treated as described in the chart below in the additional conditions listed. During months 13 through 18, pieces are returned to the sender with an on-piece address correction at no charge.

Mailer Endorsement	USPS Action on UAA Pieces
"Address Service Requested"	**Months 1 through 12:** piece forwarded; no charge; separate notice of new address provided; address correction fee charged. **Months 13 through 18:** piece returned with new address attached; no charge. **After month 18, or if undeliverable:** piece returned with reason for nondelivery attached; no charge.
"Forwarding Service Requested"	**Months 1 through 12:** piece forwarded; no charge. **Months 13 through 18:** piece returned with new address attached; no charge. **After month 18, or if undeliverable:** piece returned with reason for nondelivery attached; no charge.
"Return Service Requested"	Piece returned with new address or reason for nondelivery attached; no charge.
"Change Service Requested"	Not available for Express Mail.
No endorsement	Same as USPS action for "Forwarding Service Requested."

a. Directory service is provided for Express Mail that cannot be delivered because of an incorrect or incomplete address.

b. The Express Mail portion of an Express Mail drop shipment receives the forwarding, return, and address correction services described in the chart below. The enclosed mail receives the services appropriate for its class.

c. Undeliverable and unclaimed Express Mail, for which the sender has not provided instructions, is held by the USPS for 5 workdays unless the article is refused or the sender has specified that the article be held longer (not to exceed 30 days).

d. Undeliverable Express Mail that is not held under 5.5c or that is unclaimed after 5 workdays is returned to the sender at no additional postage. (The sender may place an instruction in the return address directing the return of undeliverable items after fewer than 5 workdays.)

6.0 ENCLOSURES AND ATTACHMENTS

Periodicals
6.1 Undeliverable Periodicals (including publications pending Periodicals authorization) with a nonincidental First-Class Mail attachment or enclosure are returned at the single-piece First-Class Mail or Priority Mail rate applicable for the weight of the piece, plus the nonmachinable surcharge if it applies (see E130). The weight of the attachment or enclosure is not included when computing the charges for return of the mailpiece. Undeliverable Periodicals (including publications pending Periodicals authorization) with an incidental First-Class Mail attachment or enclosure are treated as dead mail unless endorsed "Address Service Requested."

Standard Mail 6.2 Undeliverable, unendorsed Standard Mail with a nonincidental First-Class Mail attachment or enclosure is returned at the single-piece First-Class Mail or Priority Mail rate applicable for the weight of the piece, plus the nonmachinable surcharge if it applies (see E130). The weight of the First-Class Mail attachment or enclosure is not included when computing the charges for return of the mailpiece. Undeliverable, unendorsed Standard Mail with an incidental First-Class Mail attachment or enclosure is treated as dead mail.

Package Services 6.3 Undeliverable, unendorsed Package Services with a nonincidental First-Class Mail attachment or enclosure is either forwarded or returned at the single-piece Package Services rate. The weight of the First-Class attachment or enclosure is not included when computing the charges for return of the mailpiece. Undeliverable, unendorsed Package Services with incidental First-Class attachments or enclosures is returned at the single-piece Package Services rate.

7.0 MIXED CLASSES

Combination With First-Class 7.1 Combination mailings of First-Class Mail with Standard Mail or Package Services are provided the forwarding and return service of Standard Mail, as appropriate:

a. An undeliverable combination mailpiece, including a piece that cannot be forwarded, one part of which is First-Class Mail (other than an incidental First-Class attachment or enclosure), must be returned to the sender, subject to the charge for return according to its class. The weight of the First-Class piece is not included when computing the charge for return of the Periodicals, Standard Mail, or Package Services part.

b. Items with incidental First-Class enclosures or attachments are returned according to the class of the host piece.

c. An undeliverable combination mailpiece *that is not returnable to the sender,* of which one part is First-Class Mail, is given the treatment that applies to the class of the other part.

Other Combinations 7.2 Pieces of Periodicals, Standard Mail, or Package Services with other classes of mail attached or enclosed (other than incidental First-Class attachments or enclosures) must be forwarded as specified for the host piece by the applicable standards. Neither the enclosures nor the host piece are provided the forwarding service of First-Class Mail.

Host Piece 7.3 Any undeliverable combination mailpiece that does not include First-Class matter is given the treatment applicable to the host piece.

Parcel 7.4 A combination parcel containing Media Mail and Bound Printed Matter is charged postage at the Parcel Post Inter-BMC rate when forwarded or returned.

8.0 DEAD MAIL

Basic Information 8.1 Dead mail is matter deposited in the mail that is or becomes undeliverable and cannot be returned to the sender from the last office of address. Every reasonable effort is made to match articles found loose in the mail with the envelope or wrapper from which lost and to return or forward the articles.

a. Nonmail matter (e.g., wallets and bank deposits) found in collection boxes or at other points within USPS jurisdiction is returned postage due at the single-piece First-Class Mail or Priority Mail rate for keys and identification devices that is applicable based on the weight of the matter.

b. Undeliverable, unendorsed Standard Mail, printed matter, circulars, newspapers, magazines, and other publications, and unidentified articles that have no value are disposed of as waste.

c. Undeliverable articles of $10 or more in value are treated as dead mail.

d. Dead letters are opened at mail recovery centers to determine the name and address of the addressee or sender to permit delivery or return.

e. Except for unendorsed Standard Mail, all undeliverable Standard Mail and Package Services, and insured First-Class Mail containing Standard Mail or Package Services enclosures, that cannot be returned because of an incorrect, incomplete, illegible, or missing return address is opened and examined to identify the sender or addressee.

f. Dead parcels are opened at mail recovery centers to determine name and address of the addressee or sender to permit delivery or return. Dead parcels returned to the sender or delivered to the addressee are rated postage due at the zone rate from the dead parcel branch. If parcels are endorsed to show that they are USPS property, or that the sender refused to pay postage due on return as undelivered, the parcels are considered USPS property.

Books and Sound Recordings
8.2 Books and sound recordings are disposed of by the USPS under 8.1 and 8.3, unless the publisher or distributor requests that books and sound recordings bearing specific trade names, company names, or other organizational identifications be released to the requester or its representative. The requester must submit a written application to the Manager, Policy and Program Development, Office of the Consumer Advocate, USPS Headquarters. The application must state that the requester is the publisher or distributor of the books and sound recordings listed. The request may specify only one location where the books and sound recordings are to be picked up. If the request is approved, instructions and conditions for release are established. The approval stays in effect for 5 years or until canceled in writing by the requester or the USPS.

USPS Policy and Procedures
8.3 The *Postal Operations Manual* contains USPS policy and procedures for handling and disposing of dead mail (including through sale at auction or by donation to institutions).

F000 Basic Services

F020 Forwarding

Summary F020 describes the handling of change-of-address orders. It also discusses the forwarding of mail with a change of address and any additional postage that may be incurred.

1.0 CHANGE-OF-ADDRESS ORDER

Normal Time Limit
1.1 Records of permanent change-of-address orders are kept by city delivery post offices for 18 months, for forwarding and for address correction purposes, from the end of the month when the change takes effect. A record of change-of-address orders from general delivery to a permanent local address without time limit is kept 6 months. A record of change-of-address orders to other than a permanent local address is kept 30 days.

Time Limit Extension
1.2 When a customer notifies the post office of a permanent change in mailing address or the USPS changes a customer's mailing address, the postmaster may extend the forwarding period for 1 additional year if mail is regularly received addressed to the old address. To qualify for this extension, the customer must show that a financial hardship will ensue if extended forwarding is not granted. The customer must also show that reasonable effort is being made to notify correspondents of the new address.

Temporary Forwarding
1.3 A customer temporarily moving away may have mail forwarded for a specific time, but not to exceed 12 months. The customer must show beginning and ending dates in the change-of-address order.

Individual at Business Address
1.4 A customer may inform the post office of a change of address by using Form 3575 or other written or personal notice. A change of address may not be filed with the USPS for an individual's mail addressed to an organization, or to the individual at his or her place of employment, business, or other affiliation either during or after the termination of the employment, business, or other relationship. The organization may change the address (but not the name) on mail to redirect it to such individuals; obliteration of any barcode on the piece prevents missorting on automated equipment.

2.0 FORWARDABLE MAIL

Classes
2.1 Forwarding is available for all classes of mail, subject to the corresponding conditions described in F010.

Reforwarding
2.2 The address (but not the name) may be changed and the mail reforwarded as many times as necessary to reach the addressee.

Discontinued Post Office
2.3 All Express Mail, First-Class Mail, Periodicals, and Package Services addressed to a discontinued post office may be forwarded without added charge to a post office that the addressee designates as more convenient than the office to which the USPS ordered the mail sent.

Rural Delivery
2.4 When rural delivery service is established or changed, a customer of any office receiving mail from the rural carrier of another office may have all Express Mail, First-Class Mail, Periodicals, and Package Services forwarded to the latter office for delivery by the rural carrier without added charge, if the customer files a written request with the postmaster at the former office.

Converted Service
2.5 Mail addressed to post office, rural, or highway contract route boxholders is delivered to customers residing in the affected area until June 30 following establishment of, or conversion to, city delivery service or for 90 days, whichever is later.

Mail for Military Personnel
2.6 All Express Mail, First-Class Mail, Periodicals, and Package Services addressed to persons in the U.S. Armed Forces (including civilian employees) serving where U.S. mail service operates is forwarded at no added charge when the change of address is caused by official orders. This free forwarding also applies to mail for household members whose change of address is caused by official orders to persons serving in or who are civilian employees of the U.S. Armed Forces. If the official permanent change of station order is to an overseas APO/FPO address, military authorities forward mail between the United States and those addresses; forwarding is limited to 60 days.

Mail Addressed to CMRA Customers
2.7 Mail addressed to an addressee at commercial mail receiving agency (CMRA) is not forwarded through the USPS. The CMRA customer may make special arrangements for the CMRA operator to re-mail the mail with payment of new postage. A CMRA must accept and re-mail mail to former customers for at least 6 months after termination of the agency relationship. After the 6-month period, the CMRA may refuse mail addressed to a former customer.

3.0 POSTAGE FOR FORWARDING

Origin
3.1 Forwarding postage is computed by using the forwarding office as the origin office.

Express Mail
3.2 Express Mail is forwarded without charge.

First-Class Mail
3.3 First-Class Mail (including postcards and stamped cards) and Priority Mail are forwarded without charge when postage is fully prepaid by the sender.

Periodicals
3.4 Periodicals publications (including publications pending Periodicals authorization) are forwarded without charge for 60 days when postage is fully prepaid by the sender.

Standard Mail
3.5 Generally, Standard Mail is subject to collection of additional postage from the mailer when forwarding service is provided by charging the Standard Mail weighted fee on all returns. Shipper Paid Forwarding, used in conjunction with Address Change Service (F030), provides mailers of Standard Mail machinable parcels an option of paying forwarding postage at the single-piece First-Class or Priority Mail rate as applicable for the weight of the piece. Mail that qualifies for Bulk Parcel Return Service (BPRS) is returned at the BPRS per piece charge if the mailer uses one of the ancillary service endorsements that specifies BPRS (e.g., “Return Service Requested—BPRS”).

Package Services
3.6 Package Services is subject to the collection of additional postage at the applicable rate for nonlocal forwarding. Unless endorsed “Change Service Requested,” all Package Services is delivered as directed without additional

postage charge when the old and new addresses are served by the same post office. The addressee may refuse any piece of Package Services that has been forwarded. This refusal does not revoke the right to have other Package Services forwarded. If the addressee does not want to pay forwarding postage for all Package Services, the addressee must ask the postmaster of the new address to use Form 3546 to notify the postmaster of the old address to discontinue the forwarding of Package Services.

Special Services

3.7 Certified, collect on delivery (COD), Delivery Confirmation, insured, registered, Signature Confirmation, and special handling mail is forwarded without additional special service fees, subject to the applicable postage charge (to a domestic address only).

F000 Basic Services

F030 Address Correction, Address Change, *FASTforward,* and Return Services

Summary F030 describes the address information services available to mailers including address correction, Address Change Service, and *FASTforward.* It also covers the forwarding and returning of mail.

1.0 ADDRESS CORRECTION SERVICE

Purpose
1.1 If mail cannot be delivered as addressed, address correction service allows the sender on request, using the appropriate ancillary service endorsement under F010, to obtain the addressee's new (forwarding) address (if the addressee filed a change-of-address order with the USPS) or the reason for nondelivery. Address corrections and notices are not provided for customers who file a temporary change of address or for individuals at a business address (see F020.1.0). Address correction service is available alone or in combination with forwarding and return service.

Invalid Endorsement
1.2 Any obsolete ancillary service endorsement or similar sender endorsement not shown in F010 is considered invalid. Material bearing invalid or conflicting ancillary service endorsements will not be accepted for mailing. If discovered in the mailstream, pieces bearing an invalid ancillary service endorsement or conflicting endorsements are treated as unendorsed mail. *Exception:* Undeliverable Parcel Post, Media Mail, and Library Mail pieces that bear invalid or conflicting ancillary service endorsements are treated as if endorsed "Forwarding Service Requested."

Periodicals
1.3 Address correction service is provided automatically for all Periodicals publications (including publications pending Periodicals authorization) and begins 60 days after the effective date of the addressee's change of address. Address corrections are provided as separate notices or, at the mailer's request, on the returned pieces.

Other Classes
1.4 When possible, "on-piece" address correction is provided for First-Class Mail, Express Mail, Priority Mail, Standard Mail, and Package Services. If the piece cannot be forwarded, it is returned with the address information or reason for nondelivery attached. Generally, when separate corrections are necessary, Form 3547 is returned to the sender with the address correction fee charged and the mail is forwarded. This service is not available for Express Mail, First-Class Mail, or Standard Mail addressed for delivery to the addressee by military personnel at any military installation, including APOs and FPOs.

Fee and Return Postage
1.5 Unless excepted, the applicable fee for address correction service is charged for each separate notification of address correction or the reason for nondelivery. When "on-piece" address correction is provided, no address correction fee is charged but return postage can be charged, depending on mail class.

2.0 ADDRESS CHANGE SERVICE (ACS)

Description
2.1 Address Change Service (ACS) centralizes, automates, and improves the processing of address correction requests for mailers. ACS involves transmitting address correction information to a central point where the changes are consolidated electronically by unique publication or mailer identifier. These records are sequentially organized by USPS-assigned codes and distributed to

each participating mailer. ACS can also be used to pay forwarding postage on most Standard Mail and Package Services pieces using Shipper Paid Forwarding under 2.5.

Availability
2.2 Where mail is marked with ACS symbols under M013, ACS is available to mailers who keep their address records on computers and whose mail bears the correct endorsement to obtain address correction. ACS is available monthly, weekly, or more frequently, depending on the mailer's requirements and ACS volume. Because ACS is associated with USPS computerized forwarding operations, the service is not available at all post offices. For information, write to the National Customer Support Center (see G043 for address).

Periodicals
2.3 Address correction by ACS is provided automatically for 60 days after the effective date of the addressee's change of address for participating Periodicals publications (including publications pending Periodicals authorization).

Fee
2.4 Unless excepted, the applicable fee for address correction is charged for each separate notification of address correction or the reason for nondelivery provided.

Shipper Paid Forwarding
2.5 Shipper Paid Forwarding is an ACS fulfillment vehicle. It allows mailers of Standard Mail machinable parcels and most Package Services to pay forwarding charges via approved ACS participant code(s). For information about Shipper Paid Forwarding, contact the National Customer Support Center (see G043 for address). Mailers have the option of paying forwarding charges through a postage due advance deposit account. Mailers who choose to do so must pay an annual accounting fee.

3.0 *FASTforward*

Purpose
3.1 *FASTforward* is an automated system that interfaces with addressing and automation systems, such as computer-based mailing list correction processes, multiline optical character reader (MLOCR), or remote video encoding (RVE) technologies, to identify names and addresses for which current change-of-address orders are on file with the USPS. The *FASTforward* Mailing List Correction application updates name and address mailing lists before pieces are prepared for mailing. Approved *FASTforward* MLOCR and RVE systems print an on-piece address correction (text and delivery point barcode of the new address) for identified pieces before entry in the mailstream. Technical and licensing information is available from the National Customer Support Center (see G043 for address).

Addressing
3.2 When MLOCR and/or video image technologies are used with *FASTforward,* all name lines and lines of the delivery address as defined in A010 on each mailpiece must have a uniform left margin and be entirely within the OCR read area defined in A010.1.3. The term name lines includes recipient's name, firm name, and building name. An optional information line (e.g., keyline or optional endorsement line) is permitted if placed above the top line of the address block. Any alternative format under A040 is not permitted.

Barcoding
3.3 When MLOCR and/or video image technologies are used with *FASTforward,* each mailpiece must have a barcode clear zone in the lower right corner, free of any printing and barcode, that meets the standards in C840. An envelope that contains a window that intrudes into the barcode clear zone is not eligible for *FASTforward.* If a *FASTforward* match is made, a new barcode representing the new address is printed in the barcode clear zone and, for mail processing, takes precedence over

the old barcode (and address) in the address block. The new barcode must meet the barcoding standards in C840.

4.0 SENDER INSTRUCTION

Mail Not Forwarded
4.1

The following types of mail are not forwarded:

a. Mail addressed to "Occupant" or "Postal Customer."

b. Mail with exceptional address format.

c. Mail showing specific instructions of the sender (e.g., "Return Service Requested" or "Change Service Requested").

d. Perishable items not marked to abandon that cannot be delivered before spoiling, or day-old poultry that cannot be delivered within 72 hours after hatching. These items are returned to the sender immediately, if the return can be made before spoilage or within the 72-hour period.

Special Services
4.2

A change-of-address order covers certified, collect on delivery (COD), insured, registered, and return receipt for merchandise mail unless the sender gives other instructions or the addressee moves outside the United States. This mail is treated as follows:

a. COD mail is not forwarded to overseas military post offices.

b. Ordinary, insured, and COD parcels marked on the envelope or wrapper with the mailer's instructions to abandon or sell perishable items are treated following the instructions, such as:

(1) "Do not forward or return. If not accepted within _____ days, treat as abandoned. Notify mailer of disposition."

(2) "Do not forward or return. If undelivered after _____ days, sell contents to highest bidder and remit proceeds, less commission, to mailer." (A commission of 10%, but not less than $0.25, is kept by the USPS from the amount for which perishable items are sold.)

c. When the mailer so requests, Form 3849-D is sent to the mailer. The mailer then may designate a new addressee or alter the amount of COD charges by submitting a written request to the postmaster and paying the proper fee. The USPS returns the article to the mailer after the holding period if no response is received. The postage charge, if any, is collected from the mailer for returning the mail (but not registration or COD fees). When COD mail is addressed to a person who moved and left no forwarding address, Form 3849-D is not sent, and the mail is returned to the mailer.

d. Insured Standard Mail is forwarded and returned.

e. Insured Package Services without any other endorsement is forwarded at no charge locally and postage due nonlocally. (For forwarding, local means within the same post office.) If the mailpiece is undeliverable, the USPS returns it to the sender with the new address or the reason for nondelivery. The sender is charged for the return of the piece only and the attempted forwarding, when appropriate.

f. The USPS holds undeliverable certified, insured, registered, and return receipt for merchandise mail for no fewer than 3 days nor more than 15 days (unless the sender specifies fewer).

g. The USPS holds undeliverable collect on delivery (COD) mail for no fewer than 3 nor more than 30 days (unless the sender specifies fewer).

Express Mail Pouch 4.3
The USPS opens an undeliverable-as-addressed Express Mail pouch to find a delivery address on any envelope or article inside. The USPS does not open the wrappers or envelopes or break the seals of any Express Mail article in the pouch. If no address information is found, the pouch is treated as dead mail. Express Mail is held no more than 5 workdays unless the sender sets a shorter period.

Holding Mail 4.4
At the sender's request, the delivery post office holds mail, other than registered, insured, certified, COD, and return receipt for merchandise, for no fewer than 3 days nor more than 30 days. A specific retention time of not less than 3 nor more than 30 days, if requested, must be included by the sender in the return address on the mailpiece (e.g., "Return in 30 days to" followed by sender's return address).

5.0 RETURNING MAIL

Nonmailable 5.1
Nonmailable matter is returned to the sender immediately.

Refused Mail 5.2
Returnable mail is returned if refused by the addressee.

Express Mail, Priority Mail, First-Class Mail 5.3
Undeliverable-as-addressed mailpieces sent as Express Mail, Priority Mail, and First-Class Mail that cannot be forwarded or delivered as addressed are returned when possible to the sender at no additional charge. *Exception:* Excluding pieces containing live animals, ACS pieces mailed at Priority Mail rates that are marked "Perishable" and ACS pieces mailed at First-Class Mail rates that are endorsed "Change Service Requested" and that cannot be forwarded or delivered as addressed are disposed of by the USPS.

Other Classes 5.4
Other returnable mail is treated as appropriate for the class of mail and the sender's instructions except as noted below.

Special Services 5.5
If a return receipt is attached to a certified, collect on delivery (COD), numbered insured, registered, return receipt for merchandise, or Express Mail piece to be returned, the reason for nondelivery is shown on the face of the piece. The receipt stays attached to the piece and is returned to the sender. Registered mail is returned through the registry system. The sender must sign a delivery receipt for returned Express Mail and for certified, COD, numbered insured, registered, and return receipt for merchandise mail.

No Sender Instructions 5.6
Mail without a specific address or instructions from the sender is held:

a. For 5 days if for delivery by rural or highway contract route carrier.
b. For 10 days if for general delivery at an office with city carrier service. If the addressee notifies the postmaster of a delay in claiming the mail, the postmaster may hold such mail up to 30 days.
c. For 15 days if for general delivery at an office without city carrier service.

Post Office Box 5.7
Deliverable mail addressed to a post office box is not returned until after the box is declared vacant, except for certified, collect on delivery (COD), insured, registered, postage due, and perishable mail.

Franked Mail 5.8
Unclaimed franked mail from a Member of Congress is returned to the origin post office (if known) or the Washington, DC, Post Office.

General Information

DMM Issue 57 (6-30-02)

Contents

G000 The USPS and Mailing Standards

G010 Basic Business Information

G011 Post Offices and Postal Services

G013 Trademarks and Copyrights

G020 Mailing Standards

G030 Postal Zones

G040 Information Resources

G042 Rates and Classification Service Centers

G043 Address List for Correspondence

G090 Experimental Classifications and Rates

G091 NetPost Mailing Online

G095 Presorted Priority Mail

G900 Philatelic Services

G000 The USPS and Mailing Standards
G010 Basic Business Information

G011 Post Offices and Postal Services

Summary G011 describes the opening and closing of post offices, holiday service, and the territories and possessions that are eligible for domestic rates. It also covers consumer complaints, inquiries, and Private Express Statues.

1.0 POST OFFICES

Establishment
1.1 The USPS establishes and maintains post offices, stations, and branches for customer convenience.

Closing or Consolidation
1.2 Under 39 U.S. Code (USC) 404(b), any decision to close or consolidate a post office must be based on certain criteria. These include the effect on the community served; the effect on employees of the post office; compliance with government policy established by law that the USPS must provide a maximum degree of effective and regular postal services to rural areas, communities, and small towns where post offices are not self-sustaining; the economic saving to the USPS; and other factors that the USPS determines necessary. In addition, certain mandatory procedures apply.

Procedures
1.3 The *Postal Operations Manual* contains USPS rules for discontinuing, consolidating, or suspending service at an existing post office or other postal facility; changing a post office or other postal facility name; setting public business hours of postal facilities; and using bulletin boards and handling lost articles found in public areas of postal facilities.

Military Post Offices
1.4 Military post offices (MPOs) are branches of a U.S. civil post office, operated by the Army, Navy, Air Force, or Marine Corps to serve military personnel overseas or aboard ships. The term includes Army post offices (APOs) for the U.S. Army and the U.S. Air Force and fleet post offices (FPOs) for the U.S. Navy and the U.S. Marine Corps. MPOs provide postal service for military personnel where the U.S. civil postal service does not operate and a military situation requires the service. MPOs are established or discontinued by the USPS only on request of the military department that operates them. Notice of these actions is published in the *Postal Bulletin.* Military post offices do not verify and accept bulk or discounted-rate mail; such mailings must be deposited at (nonmilitary) U.S. post offices.

Holiday Service
1.5 Exhibit 1.5 shows the national holidays observed by the USPS and the service levels provided on those holidays for retail window, post office box, firm call, delivery, and collection services.

Exhibit 1.5 **Holiday Service Levels**

A. Holidays Widely Observed

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day

Holiday	Retail Window	Post Office Box	Firm Call	Delivery			Collection
				Business	Residential	Express Mail	
Friday							
Friday (Holiday) Service	None	Holiday	None	None	None	Holiday	Time decal
Saturday Service	Limited	Normal	Normal	Normal	Normal	Normal	Normal
Sunday Service	None	Normal	None	None	None	Normal	None
Saturday							
Friday Service	Normal	Normal	Normal	Normal	Normal	Normal	Normal
Saturday (Holiday) Service	None	Holiday	None	None	None	Holiday	Time decal
Sunday Service	None	Normal	None	None	None	Normal	Time decal
Sunday							
Saturday Service	Limited	Normal	Normal	Normal	Normal	Normal	Normal
Sunday Service	None	Normal	None	None	None	Normal	None
Monday (Holiday) Service	None	Holiday	None	None	None	Holiday	Time decal[1]
Monday							
Saturday Service	Limited	Normal	Normal	Normal	Normal	Normal	Normal
Sunday Service	None	Normal	None	None	None	Normal	None
Monday (Holiday) Service	None	Holiday	None	None	None	Holiday	Time decal[1]
Tuesday, Wednesday, or Thursday							
Preceding Day Service	Normal	Normal	Normal	Normal	Normal	Normal	Normal
Holiday Service	None	Holiday	None	None	None	Holiday	Time decal

1. When a holiday is observed on Monday and no residential collection is scheduled on Sunday, a full residential collection may be provided on the Monday holiday. Consecutive days without collections should be avoided.

B. Holidays Not Widely Observed

Martin Luther King, Jr.'s Birthday; Presidents Day; Columbus Day; and Veterans Day

Holiday	Retail Window	Post Office Box	Firm Call	Delivery			Collection
				Business	Residential	Express Mail	
Saturday Service	Normal	Normal	Normal	Normal	Normal	Normal	Normal
Sunday Service	None	Normal	None	None	None	Normal	None
Monday Holiday Service[1]	Limited	Sunday	Limited	None	None	Holiday	Time decal[2]

1. Veterans Day, November 11, is the only movable holiday in the group of holidays designated as not widely observed; the other three holidays listed in section B are always observed on Mondays. When Veterans Day falls on any day except Sunday, the services provided on that holiday are the same as those shown for Monday. When Veterans Day falls on Sunday, the service levels are the same as those shown for Sunday; the USPS, however, observes the holiday on Monday and treats it as a Monday holiday.

2. When a holiday is observed on Monday and no residential collection is scheduled on Sunday, a full residential collection may be provided on the Monday holiday. Consecutive days without collections should be avoided.

Note: Exceptions to these service levels must be approved by a district manager.

Definition of Terms

Holiday—Service determined by national, area, and/or district guidelines.
Limited—Service adjusted to meet the limited needs of a community on that particular day.
Normal—Service normally provided on that particular day of the week.
Sunday—Service normally provided on Sunday for that particular service.
Time decal—Collections from boxes with decals identifying the last pickup time.

2.0 MAIL SERVICE

Domestic
2.1 Domestic mail is mail transmitted within, among, and between the United States of America, its territories and possessions, Army post offices (APOs), fleet post offices (FPOs), and the United Nations, NY. For this standard, the term *territories and possessions* comprises the following:

American Samoa
- Manua Island, Swain's Island, Tutuila Island

Baker Island

Guam

Howland Island

Jarvis Island

Johnston Atoll
- East Island, Johnston Island, North Island, Sand Island

Kingman Reef

Midway Atoll
- Eastern Island, Sand Island, Spit Island

Navassa Island

Northern Mariana Islands, Commonwealth of the
- Rota Island, Saipan Island, Tinian Island

Palmyra Atoll

Puerto Rico, Commonwealth of

U.S. Virgin Islands
- St. Croix Island, St. John Island, St. Thomas Island

Wake Atoll
- Peale Island, Wake Island, Wilkes Island

Mail Treated as Domestic Mail
2.2 Mail originating in the United States of America, its territories and possessions, APOs, FPOs, and the United Nations, NY, for delivery in the Freely Associated States, and mail originating in the Freely Associated States for delivery within, among, and between the Freely Associated States and the United States of America, its territories and possessions, APOs, FPOs, and the United Nations, NY, is treated as if it were domestic mail. The term *Freely Associated States* comprises the following:

Marshall Islands, Republic of the
- Ebeye Island
- Majuro Island

Palau, Republic of
- Koror Island

Micronesia, Federated States of
- Chuuk (Truk) Island
- Kosrae Island
- Pohnpei Island
- Yap Island

International
2.3 International mail is mail addressed to or received from foreign countries, except under 2.2. Provisions for international mail are in the *International Mail Manual.*

3.0 CONSUMER COMPLAINTS AND INQUIRIES

Any postal customer may complain or inquire about postal products, services, or employees at any post office or directly to the USPS Consumer Advocate (see G043 for address). A complaint or inquiry may be made in person, by telephone, by e-mail, or by letter. A complaint or inquiry about the handling of a specific piece of mail should include the related envelope or wrapper and copies of all postal forms filed. A customer who is dissatisfied with the local handling of a complaint or inquiry may send a written appeal to the Consumer Advocate. A court of law can require such appeal as a legal prerequisite for hearing a customer's suit against the USPS.

4.0 PRIVATE EXPRESS STATUTES

Legal Foundation
4.1 By the laws known as the Private Express Statutes, Congress has generally conferred on the USPS the exclusive right to carry letters for others over post routes. USPS regulations under the Private Express Statutes are in the Code of Federal Regulations, 39 CFR 310 and 320, as amended by final rules published in the *Federal Register.* These regulations take precedence over all prior rulings and USPS publications. Copies of the regulations are available from the manager of

the Chicago Rates and Classification Service Center (RCSC) (see G042 for address).

Definition of Letter
4.2 For the Private Express Statutes, a *letter* is a message directed to a specific person or address and recorded in or on a tangible object. A *message* consists of any information or intelligence that can be recorded on tangible objects including, but not limited to, paper in sheet or card form, recording disks, and magnetic tapes. Certain matter is excluded from the definition of letter, e.g.: telegrams; checks and certain other instruments shipped to, from, or between financial institutions; newspapers; and periodicals. The regulations detail exclusions.

Postage
4.3 If the proper postage is paid, letters may be privately carried without violating the Private Express Statutes. The regulations detail compliance. Under certain circumstances, letters may be privately carried without paying postage. The principal exceptions cover letters sent with, and related in all substantial respects to, some part of the cargo or to the ordering, shipping, or delivering of the cargo; letters carried by the senders or the recipients, or by their regular salaried employees; and letters carried to or from a postal facility where they are to be or have been carried in the mail. The regulations detail exceptions.

Suspensions
4.4 Limited suspensions of the Private Express Statutes specify the conditions under which: (a) private couriers may carry data-processing materials, international ocean carrier documents, extremely urgent letters, and advertisements incidental to the shipment of accompanying merchandise or periodicals; and (b) universities and colleges may carry the letters of their bona fide student and faculty organizations. Carriers wanting to use the suspension for data-processing materials must file a notice of their intention on a form available from the manager of the Chicago RCSC.

Violations
4.5 The Chicago RCSC reviews initial reports of possible violations of the Private Express Statutes. When warranted by the facts, possible violations are forwarded to the USPS General Counsel for further action.

Legal Advice
4.6 The public and USPS employees can obtain authoritative advice on the Private Express Statutes, including written advisory opinions, by contacting the Senior Counsel, Ethics and Information, USPS Headquarters (see G043 for address).

5.0 POSTAL LAW VIOLATIONS

Instructions on mail security as it relates to unauthorized opening, inspection, tampering, or delay of mail are in *Administrative Support Manual* 274. Information and complaints on a possible postal law violation must be sent to the appropriate address according to the ZIP Code ranges shown below:

ZIP Codes	Address
003-079, 08005, 08006, 08008, 08050, 08087, 08092, 08501-08504, 08506-08510, 08512-08514, 08516, 08517, 08519-08553, 08555-08561, 08600-08639, 08642-08691, 087-098, 100-149	POSTAL INSPECTION SERVICE PO BOX 2613 JERSEY CITY NJ 07303-2613
08001-08004, 08007, 08009-08049, 08051-08086, 08088-08091, 08093-08099, 081-084, 08505, 08511, 08515, 08518, 08554, 08562, 08640-08641, 150-39776, 700-799	POSTAL INSPECTION SERVICE 225 N HUMPHREYS BLVD MEMPHIS TN 38120-2149
400-693, 800-884, 850-999	POSTAL INSPECTION SERVICE 222 S RIVERSIDE PLZ STE 1250 CHICAGO IL 60606-6100

G000 The USPS and Mailing Standards
G010 Basic Business Information

G013 Trademarks and Copyrights

Summary G013 describes the registered trademarks and copyrights. It also covers permitted use of copyrights and design reproductions.

1.0 TRADEMARKS AND SERVICE MARKS

Registered Marks
1.1

The following are among the registered USPS trademarks and service marks:

CON-CON
E-COM
Express Mail
Express Mail Custom Designed Service
Express Mail Next Day Service
Express Mail Same Day Airport Service
First-Class Mail
Here Today...There Tomorrow
INTELPOST and the INTELPOST logotype
design figure of Mr. ZIP
Mr. ZIP
Postique
The Overnighter
Distinctive red, white, and blue color scheme of USPS vehicles
United States Postal Service
U.S. Mail
ZIP
ZIP Code
ZIP+4
ZIP+4 logotype
Benjamin Franklin Stamp Club logotype
Express Mail logotype
U.S. Mail emblem
International Express Mail logotype
Parcel Post logotype
Postal Service emblem
PC Postage

Use of Registered Marks
1.2

USPS trademarks must be used in the form listed in 1.1. Proper use of USPS registered marks requires capitalizing the initial letters of the marks to distinguish them from terms not used as trademarks. Words and phrases that are registered trademarks may also use the registration symbol ®. Figures that are registered marks must always use the registration symbol. (An exception to this rule is the USPS emblem used on letterheads and business cards. All other uses of the emblem must include the ®.)

Proposed or Pending Registration
1.3

The USPS has additional trademarks not yet registered. The rules in 1.2 apply to these common law marks, except that such marks are not to be identified by the symbol ®. Instead, the superscript initials ™ may be used to identify these marks. The common law USPS trademarks and service marks for which registration is pending or proposed include the Express Mail International Service logotype, Presort, and Priority Mail.

2.0 COPYRIGHTS

Copyrighted Material
2.1

The USPS secures copyrights in its philatelic designs and certain publications. The designs of postage stamps, stamped envelopes, stamped cards, aerogrammes, souvenir cards, and other philatelic items issued on or after January 1, 1978, are copyrighted by the USPS under title 17 USC.

Permitted Use
2.2

The use of illustrations of the designs covered by such copyrights is permitted:

a. In editorial matter in newspapers, magazines, journals, books, philatelic catalogs, and philatelic albums.

b. In advertising matter, circulars, or price lists for the sale of the postal items illustrated.

c. In advertising matter, circulars, or price lists for the sale of newspapers, magazines, journals, books, philatelic catalogs, and philatelic albums containing illustrations of philatelic designs.

d. In motion-picture films, microfilms, slides, or electronic tape for projection on a screen or for use in telecasting. No print or other reproduction from such films, slides, or tapes may be made except for the uses permitted in this section.

Design Reproduction
2.3 Illustrations permitted by 2.2a through 2.2c may be in color or in black and white, and may depict philatelic items as uncanceled or canceled. When depicting uncanceled items in color, illustrations must be less than 75% or more than 150% in linear dimension of the size of the design of the philatelic items as issued. Color illustrations of canceled philatelic items and black and white illustrations of uncanceled or canceled philatelic items may be in any size.

License Request
2.4 The USPS may grant licenses for the use of illustrations of its copyright designs and registered trademarks outside the scope of the above permission. A request for such a license must be sent to the manager, Licensing, Public Affairs and Communications (see G043 for address).

Publication 65
2.5 The USPS copyrights each edition of Publication 65, *National Five-Digit ZIP Code and Post Office Directory,* to protect the accuracy and integrity of the ZIP Code information distributed to the public. The USPS licenses publishers on a nonexclusive basis to reproduce and sell Publication 65 or parts thereof, if the parts cover a complete state or a combination of states and include full ZIP Code information for multi-ZIP Coded post offices. Licensees must comply with the terms of the licensing agreements. The licenses are issued on an annual basis and may be renewed.

3.0 INQUIRIES

Inquiries about USPS copyrights or use of USPS trademarks and service marks, copyright materials, and intellectual property other than patents and technical data rights in USPS contracts must be sent to USPS Stamp Development. Inquiries about licenses to publish or reproduce ZIP Code information must be sent to the National Customer Support Center (see G043 for address).

G000 The USPS and Mailing Standards

G020 Mailing Standards

Summary G020 describes the Domestic Mail Manual. It also a covers a mailer's responsibility to comply with all postal standards and the procedures for appealing a classification decision.

1.0 DOMESTIC MAIL MANUAL

Content
1.1 The *Domestic Mail Manual* (DMM) contains the basic standards of the United States Postal Service (USPS) governing its domestic mail services; descriptions of the mail classes and special services and conditions governing their use; and standards for rate eligibility and mail preparation. Domestic mail is classified by size, weight, content, service, and other factors.

Terms
1.2 Terms in the DMM referring to only one sex apply to persons of either sex. Terms referring to the singular also apply to the plural, unless the context indicates otherwise. The term *postmaster* also applies to an officer-in-charge if the postmaster position is vacant and, in district host cities, to the district manager.

Copies
1.3 The *Domestic Mail Manual* (DMM) is distributed to all post offices and is available online on the Postal Explorer web site (http://pe.usps.gov). Copies of the DMM may be inspected during normal business hours at USPS Headquarters, area and district offices, and all domestic post offices, stations, and branches. A copy is also filed at the Office of the Federal Register, National Archives and Records Administration. The public may buy copies by subscription from the Superintendent of Documents, U.S. Government Printing Office (see G043 for address).

Revisions
1.4 The USPS reserves the right to change the standards in the *Domestic Mail Manual.* Substantive revisions are published in the *Postal Bulletin* and, when appropriate, the *Federal Register*.

2.0 MAILER COMPLIANCE WITH STANDARDS

Mailer Responsibility
2.1 A mailer must comply with all applicable postal standards. Despite any statement in this document or by any USPS employee, the burden rests with the mailer to comply with the laws and standards governing domestic mail. For mailings that require a postage statement, the mailer certifies compliance with all applicable postal standards when signing the corresponding postage statement. Questions on mail classification and special mail services may be directed to local USPS representatives (e.g., business mail entry managers). Rates and classification service centers (RCSCs) can help local post offices answer customer questions on mailing standards (G042 lists the areas served by the RCSCs).

Postage Payment
2.2 A permit imprint, bulk, or other discount rate mailing is accepted after an examination of the mailing and the accompanying postage statement prepared by the mailer. A USPS employee's signature on the postage statement and the subsequent acceptance of the mailing do not constitute verified accuracy of that statement, and do not limit the ability of the USPS to demand proper payment after acceptance when it becomes apparent such payment was not made.

Request for Exception to Standards
2.3

To the extent that postage rates, fees for mail services, and basic mail classification and eligibility are prescribed by federal statute or the Domestic Mail Classification Schedule, the USPS is not authorized to waive or except the corresponding DMM standards. Postmasters or managers at post offices, district or area offices, and other field facilities may not suspend or grant any waiver or exception to standards established by the USPS (e.g., regarding mail preparation) unless *specifically* authorized by the DMM. Any mailer's request for an exception to DMM standards must be referred to the RCSC serving the post office of mailing. (See G042 for a list of the RCSCs and their service areas.)

3.0 RULINGS ON MAILING STANDARDS

Local Decision
3.1

A mailer who disagrees with a classification decision by a local post office, whether on a pending or proposed mailing, may send a written appeal to the postmaster within 30 days. The appeal is forwarded to the appropriate RCSC, which issues the final agency decision. Only the RCSC manager (or designee) may rule on such an appeal and on any appeal or initial request for a ruling on an exception to a USPS standard in the DMM.

Expedited Oral Decision
3.2

A mailer who receives an adverse ruling from a post office, whether on a pending or proposed mailing, may request the RCSC manager to provide an expedited oral decision on appeal, which is then confirmed in writing. This request for an expedited appeal may be made by telephone. The RCSC manager or designee determines whether the appeal or individual questions in the appeal can be decided on an expedited basis.

Classification While Appeal Pending
3.3

Pending resolution of an appeal, the mailer may, by a letter to the local postmaster, request to mail under a deposit arrangement. The mailer must deposit with the postmaster enough funds to cover postage at the higher rate. If the appeal is upheld, the difference between the amount deposited and a lower rate determined to be appropriate is returned to the mailer. If the appeal is denied, the deposit is not returned. If a balance remains in the deposit after the higher rate postage is deducted, the balance is refunded at the mailer's request.

RCSC Decision
3.4

Any mail classification decision made initially by the RCSC manager or designee may be appealed within 15 days to the Mail Preparation and Standards manager, who has sole authority to render a decision on such appeals.

Corresponding Standards
3.5

Rulings and appeals concerning revenue deficiencies (on past mailings), refunds, or applications for various mailing privileges, rates, or authorizations, are subject to the corresponding standards.

G030 Postal Zones

Summary G030 describes how zones are used to compute postage for zoned mail. It also defines local and nonlocal zones.

1.0 BASIC INFORMATION

Basis 1.1 Postal rates for certain subclasses of mail are based on the weight of the individual piece and the distance that the piece travels from origin to destination (i.e., the number of postal zones crossed). For the administration of these postal zones, the earth is divided into units of area 30 minutes square, identical with a quarter of the area formed by the intersecting parallels of latitude and meridians of longitude. Postal zones are based on the distance between these units of area. The distance is measured from the center of the unit of area containing the SCF serving the origin post office to the SCF serving the destination post office. The SCFs serving the origin and destination post offices are determined by using L005, Column B.

Application 1.2 Zones are used to compute postage on zoned mail sent between USPS facilities, including military post offices (MPOs), as follows:

a. For the purposes of computing postal zone information, except for items 1.2b and 1.2c, the following table applies to MPOs not listed in L005.

3-Digit ZIP Code Prefix Group	SCF Serving the Destination Office
090-098	SCF New York NY 100
340	SCF Miami FL 331
962-966	SCF San Francisco CA 940

b. The postage rates for zoned mail transported between the United States, the Canal Zone, Puerto Rico, or U.S. territories or possessions, including the Trust Territory of the Pacific on the one hand, and MPOs on the other, or, among the MPOs, are the applicable zone rates for mail between the place of mailing or delivery and the city of the postmaster serving the MPO concerned.

c. The postage rate for zoned mail mailed at or addressed to an MPO and transported directly to or from MPOs at Department of Defense expense, without transiting any of the 48 contiguous states (including the District of Columbia), is the applicable local zone rate. If such mail transits any area served by the USPS at USPS expense and the distance from the place of mailing to the embarkation point or from the debarkation point to the place of delivery is more than the local zone for such mail, postage is assessed by the distance from the place of mailing to the embarkation point or from the debarkation point to the place of delivery of such mail, as the case may be. The word *transiting* does not include en route transfers at coastal gateway cities necessary to transport military mail directly between MPOs. For example, a parcel mailed at Honolulu, HI, for direct dispatch by the Department of Defense from Honolulu to an MPO in the Pacific is subject to the local zone rate. A parcel mailed at Hilo, HI, and transported at USPS expense to Honolulu, HI, for direct dispatch at Department of Defense expense from Honolulu to an MPO in Japan is subject to zone 2 rates.

Zone Charts
1.3 The USPS Official National Zone Chart Data Program is administered from the National Customer Support Center (NCSC) in Memphis, TN. Single-page zone charts for originating mail are available at no cost from local post offices or online at http://pe.usps.gov. Zone chart data for the entire nation can be purchased in print and CD-ROM formats. For more information or to purchase zone charts, call the Zone Chart program administrator at 800-238-3150 or write to the NCSC (see G043 for address).

2.0 SPECIFIC ZONES

Local Zone
2.1 The local zone applies to mail deposited at any post office for delivery to addresses within the delivery area of that post office. For various types of post offices, the local zone applies to all mail that both originates and destinates within:

a. The 5-digit ZIP Code area(s) assigned to the same post office.

b. Any of the 5-digit ZIP Codes that are part of any unique 3-digit ZIP Code prefix(es) or other separate 5-digit ZIP Code(s), as applicable, assigned to the same post office.

Nonlocal Zones
2.2 Nonlocal zones are defined as follows:

a. The zone 1 rate applies to pieces not eligible for the local zone in 2.1 that are mailed between two post offices with the same 3-digit ZIP Code prefix identified in L005, Column A. Zone 1 includes all units of area outside the local zone lying in whole or in part within a radius of about 50 miles from the center of the area.

b. Zone 2 includes all units of area outside zone 1 lying in whole or in part within a radius of about 150 miles from the center of a given unit of area.

c. Zone 3 includes all units of area outside zone 2 lying in whole or in part within a radius of about 300 miles from the center of a given unit of area.

d. Zone 4 includes all units of area outside zone 3 lying in whole or in part within a radius of about 600 miles from the center of a given unit of area.

e. Zone 5 includes all units of area outside zone 4 lying in whole or in part within a radius of about 1,000 miles from the center of a given unit of area.

f. Zone 6 includes all units of area outside zone 5 lying in whole or in part within a radius of about 1,400 miles from the center of a given unit of area.

g. Zone 7 includes all units of area outside zone 6 lying in whole or in part within a radius of about 1,800 miles from the center of a given unit of area.

h. Zone 8 includes all units of area outside zone 7.

SCF
2.3 The sectional center facility (SCF) rate applies to mail originating and destinating within the service area of the same SCF as defined by the USPS.

Delivery Unit (Office)
2.4 The delivery unit rate applies to mail destinating within the delivery area of the delivery unit at which it is deposited by the mailer.

G000 The USPS and Mailing Standards
G040 Information Resources

G042 Rates and Classification Service Centers

G042 provides the addresses and phone numbers of the three rates and classification service centers (RCSCs) and the district field offices that provide guidance on mail classification, rates, mail preparation standards, and postage payment programs.

Questions about mail classification and special mail services should be directed to local postal officials. RCSCs can help local offices answer these questions.

(Note: Prefix 340 is shared by South Florida and New York districts.)

CHICAGO RCSC

3900 GABRIELLE LN RM 111
FOX VALLEY IL 60597-9599
Telephone: (630) 978-4329 / Fax (630) 978-4295

Manager **Business Mail Entry**	**3-Digit ZIP Code** **Service Area**
GREAT LAKES AREA	
CENTRAL ILLINOIS DISTRICT 6801 W 73RD ST BEDFORD PARK IL 60499-9651 (708) 563-7770 / Fax (708) 563-7703	604, 605, 609, 613-619, 625-627
CHICAGO DISTRICT 433 W HARRISON ST CHICAGO IL 60607-9651 (312) 983-8460 / Fax (312) 983-8484	606, 607
DETROIT DISTRICT 1401 W FORT ST RM 813 DETROIT MI 48233-9651 (313) 226-8678 / Fax (313) 226-8124	481, 482, 492
GATEWAY DISTRICT 1720 MARKET ST RM 2001 ST LOUIS MO 63155-9651 (314) 436-4103 / Fax (314) 436-5424	620, 622-624, 628-631, 633-635, 650-653
GREATER INDIANA DISTRICT 3939 VINCENNES RD INDIANAPOLIS IN 46298-9651 (317) 870-8504 / Fax (317) 870-8684	460-469, 472-475 478, 479
GREATER MICHIGAN DISTRICT 678 FRONT AVE NW GRAND RAPIDS MI 49599-9651 (616) 776-6165 / Fax (616) 776-6176	486-491, 493-497
LAKELAND DISTRICT 350 W ST PAUL AVE MILWAUKEE WI 53203-9651 (414) 287-2548 / Fax (414) 287-2515	498, 499, 530-532, 534, 535, 537-539, 541-545, 549
NORTHERN ILLINOIS DISTRICT 500 E FULLERTON AVE CAROL STREAM IL 60199-9651 (630) 260-5573 / Fax (630) 260-5149	600-603, 610, 611
ROYAL OAK DISTRICT 2351 BELLINGHAM RD TROY MI 48083-9640 (248) 740-3369 / Fax (248) 524-3735	480, 483-485
SOUTHEAST AREA	
ALABAMA DISTRICT 351 24TH ST N BIRMINGHAM AL 35203-9651 (205) 521-0349 / Fax (205) 254-0176	350-352, 354-368
ATLANTA DISTRICT 3900 CROWN RD RM 126 ATLANTA GA 30304-9651 (404) 765-7541 / Fax (404) 765-7582	300-303, 305, 306, 311, 399
CENTRAL FLORIDA DISTRICT 800 RINEHART RD PO BOX 999620 MID FLORIDA FL 32799-9620 (407) 333-4878 / Fax (407) 444-3020	327-329, 334, 347, 349
MISSISSIPPI DISTRICT 401 E SOUTH ST JACKSON MS 39201-9640 (601) 351-7126 / Fax (601) 351-7501	369, 386-397
NORTH FLORIDA DISTRICT 1100 KINGS RD RM 219 JACKSONVILLE FL 32203-9651 (904) 366-4882 / Fax (904) 366-4889	320-326, 344
SOUTH FLORIDA DISTRICT 2200 NW 72ND AVE RM 511 MIAMI FL 33152-9651 (305) 470-0717 / Fax (305) 470-0799	330-333, 340
SOUTH GEORGIA DISTRICT 451 COLLEGE ST MACON GA 31213-9651 (478) 752-8720 / Fax (478) 752-8602	298, 299, 304, 308-310, 312-319
SUNCOAST DISTRICT 5433 W SLIGH AVE STE C TAMPA FL 33630-9651 (813) 243-5936 / Fax (813) 243-7453	335-339, 341, 342, 346

TENNESSEE DISTRICT 307, 370-385
525 ROYAL PKWY
NASHVILLE TN 37229-9651
(615) 885-9103 / Fax (615) 885-9287

SOUTHWEST AREA

ARKANSAS DISTRICT 716-729
600 E CAPITOL AVE
LITTLE ROCK AR 72202-9651
(501) 375-3008 / Fax (501) 372-5763

DALLAS DISTRICT 750-759
401 TOM LANDRY HWY
DALLAS TX 75260-9651
(214) 760-4500 / Fax (214) 760-4755

FORT WORTH DISTRICT 739, 760-764, 768, 769, 790-796
4600 MARK IV PKWY
FORT WORTH TX 76161-9621
(817) 317-3635 / Fax (817) 317-3339

HOUSTON DISTRICT 770-778
PO BOX 250001
HOUSTON TX 77702-9653
(713) 226-3222 / Fax (713) 226-3155

LOUISIANA DISTRICT 700, 701, 703-708, 710-714
701 LOYOLA AVE RM 1101
NEW ORLEANS LA 70113-9651
(504) 589-1104 / Fax (504) 589-1508

OKLAHOMA DISTRICT 730, 731, 734-738, 740, 741, 743-749
3030 NW EXPRESSWAY STE 1042
OKLAHOMA CITY OK 73198-9651
(405) 553-6126 / Fax (405) 553-6107

RIO GRANDE DISTRICT 733, 765-767, 779-789, 797-799
1 POST OFFICE DR STE 116
SAN ANTONIO TX 78284-9651
(210) 368-5581 / Fax (210) 368-1664

NEW YORK RCSC

1250 BROADWAY 14TH FL
NEW YORK NY 10095-9599
Telephone: (212) 613-8676 / Fax (212) 613-8752

Manager / Business Mail Entry — **3-Digit ZIP Code Service Area**

NEW YORK METRO AREA

CARIBBEAN DISTRICT 006-009
585 AVE FD ROOSEVELT STE 125
SAN JUAN PR 00936-9651
(787) 622-1795 / Fax (787) 622-1788

CENTRAL NEW JERSEY DISTRICT 077-079, 085-089
21 KILMER RD
EDISON NJ 08899-9651
(732) 819-3672 / Fax (732) 819-3889

LONG ISLAND DISTRICT 005, 115, 117-119
160 DURYEA RD
MELVILLE NY 11747-8040
(631) 755-2930 / Fax (631) 755-2940

NEW YORK DISTRICT 090-098, 100-102, 104, 340
421 8TH AVE RM 3212
NEW YORK NY 10199-9651
(212) 330-4230 / Fax (212) 330-3801

NORTHERN NEW JERSEY DISTRICT 070-076
494 BROAD ST RM 223
NEWARK NJ 07102-9334
(973) 468-7076 / Fax (973) 468-7219

TRIBORO DISTRICT 103, 110-114, 116
1050 FORBELL ST RM 2011.3
BROOKLYN NY 11256-9602
(718) 348-3760 / Fax (718) 348-3753

WESTCHESTER DISTRICT 004, 105-109, 124-127
1000 WESTCHESTER AVE
WHITE PLAINS NY 10610-9651
(914) 697-7019 / Fax (914) 697-7022

NORTHEAST AREA

ALBANY DISTRICT 120-123, 128-139
30 OLD KARNER RD
ALBANY NY 12288-9601
(518) 452-4034 / Fax (518) 564-7451

BOSTON DISTRICT 021, 022, 024
25 DORCHESTER AVE
BOSTON MA 02205-9651
(617) 654-5444 / Fax (617) 654-5026

CONNECTICUT DISTRICT 060-069
77 HARTLAND ST
EAST HARTFORD CT 06108-9641
(860) 610-3100 / Fax (860) 610-3114

MAINE DISTRICT 039-049
380 RIVERSIDE ST
PORTLAND ME 04103-7021
(207) 828-8430 / Fax (207) 828-8448

MIDDLESEX-ESSEX DISTRICT 014-019, 055
76 MAIN ST
NORTH READING MA 01889-9651
(978) 664-7639 / Fax (978) 664-1875

NEW HAMPSHIRE DISTRICT 030-038
955 GOFFS FALLS RD
MANCHESTER NH 03103-9651
(603) 644-3844 / Fax (603) 644-3865

SOUTHEASTERN NEW ENGLAND DISTRICT 020, 023, 025-029
181 CORLISS ST
PROVIDENCE RI 02904-9651
(401) 752-5640 / Fax (401) 752-5699

SPRINGFIELD DISTRICT 010-013, 050-054, 056-059
1883 MAIN ST
SPRINGFIELD MA 01101-9651
(413) 731-0228 / Fax (413) 731-0366

WESTERN NEW YORK DISTRICT 140-149
1335 JEFFERSON RD
ROCHESTER NY 14692-9651
(585) 272-5846 / Fax (585) 272-5979

EASTERN AREA

AKRON DISTRICT 434-436, 439, 442-449
675 WOLF LEDGES PKWY
AKRON OH 44309-9601
(330) 996-9730 / Fax (330) 996-9709

APPALACHIAN DISTRICT 240-243, 245-259, 261-268
PO BOX 59651
CHARLESTON WV 25350-9651
(304) 561-1060 / Fax (304) 561-1033

CINCINNATI DISTRICT 410, 450-455, 458, 459, 470
990 DALTON AVE
CINCINNATI OH 45203-9651
(513) 684-5588 / Fax (513) 684-5491

CLEVELAND DISTRICT 440, 441
2400 ORANGE AVE RM 24
CLEVELAND OH 44101-9603
(216) 443-4100 / Fax (216) 443-4186

COLUMBUS DISTRICT 430-433, 437, 438, 456, 457
2323 CITYGATE DR
COLUMBUS OH 43218-9651
(614) 472-0386 / Fax (614) 472-0388

ERIE DISTRICT 155, 157-168
111 FRANKLIN ST RM 226
JOHNSTOWN PA 15901-9651
(814) 533-4914 / Fax (814) 533-4983

GREATER SOUTH CAROLINA DISTRICT 290-296
PO BOX 929651
COLUMBIA SC 29292-9651
(803) 926-6329 / Fax (803) 926-6326

GREENSBORO DISTRICT 270-279, 286
PO BOX 27499
GREENSBORO NC 27498-9651
(336) 668-1250 / Fax (336) 668-1366

HARRISBURG DISTRICT 169-172, 177, 178, 180-188
1425 CROOKED HILL RD 3RD FL
HARRISBURG PA 17107-9651
(717) 257-4819 / Fax (717) 257-2152

KENTUCKIANA DISTRICT 400-409, 411-418, 420-427, 471, 476, 477
PO BOX 31651
LOUISVILLE KY 40231-9651
(502) 454-1720 / Fax (502) 454-1673

LANCASTER DISTRICT 173-176, 179, 189, 193-196
1905 OLD PHILADELPHIA PIKE
LANCASTER PA 17602-9651
(717) 390-7411 / Fax (717) 390-7518

MID-CAROLINAS DISTRICT 280-285, 287-289, 297
2901 INTERSTATE 85 S
CHARLOTTE NC 28228-9979
(704) 393-4420 / Fax (704) 393-4470

PHILADELPHIA DISTRICT 190-192
2970 MARKET ST RM 514
PHILADELPHIA PA 19104-9651
(215) 895-8063 / Fax (215) 895-9132

PITTSBURGH DISTRICT 150-154, 156, 260
1001 CALIFORNIA AVE RM 2027
PITTSBURGH PA 15290-9651
(412) 359-1468 / Fax (412) 359-7108

SOUTH JERSEY DISTRICT 080-084, 197-199
501 BENIGNO BLVD
BELLMAWR NJ 08031-9651
(856) 933-4262 / Fax (856) 933-4241

CAPITAL METRO AREA

BALTIMORE DISTRICT 210-212, 214-219
900 E FAYETTE ST RM 166
BALTIMORE MD 21233-9651
(410) 347-4248 / Fax (410) 234-8553

CAPITAL DISTRICT 200, 202-209
900 BRENTWOOD RD
WASHINGTON DC 20066-7204
(301) 499-7509 / Fax (301) 499-7485

NORTHERN VIRGINIA DISTRICT 201, 220-223, 226, 227
8409 LEE HWY
MERRIFIELD VA 22081-9651
(703) 698-6380 / Fax (703) 207-3660

RICHMOND DISTRICT 224, 225, 228-239, 244
1801 BROOK RD
RICHMOND VA 23232-9650
(804) 775-6235 / Fax (804) 698-4711

SAN FRANCISCO RCSC

33 NEW MONTGOMERY ST STE 1690
SAN FRANCISCO CA 94105-4514
Telephone: (415) 247-7200 / Fax (415) 357-3684

Manager Business Mail Entry **3-Digit ZIP Code Service Area**

PACIFIC AREA

HONOLULU DISTRICT 967-969
3600 AOLELE ST
HONOLULU HI 96820-9651
(808) 423-3928 / Fax (808) 423-3759

LONG BEACH DISTRICT 902-908
2300 REDONDO AVE
LONG BEACH CA 90809-9693
(562) 986-7360 / Fax (562) 986-7337

LOS ANGELES DISTRICT 900, 901
7001 S CENTRAL AVE RM 241A
LOS ANGELES CA 90052-9614
(323) 586-4481 / Fax (323) 586-3702

OAKLAND DISTRICT 945-948
1675 7TH ST RM 120
OAKLAND CA 94615-9651
(510) 874-8414 / Fax (510) 433-7655

SACRAMENTO DISTRICT 942, 952, 953, 956-960
3775 INDUSTRIAL BLVD
WEST SACRAMENTO CA 95799-0070
(916) 373-8723 / Fax (916) 373-8068

SAN DIEGO DISTRICT 919-925
11251 RANCHO CARMEL DR
SAN DIEGO CA 92199-9651
(858) 674-0400 / Fax (858) 674-0055

SAN FRANCISCO DISTRICT 940, 941, 943, 944, 949,
PO BOX 7836 954, 955, 962-966
SAN FRANCISCO CA 94120-7836
(415) 550-5716 / Fax (415) 550-5770

SAN JOSE DISTRICT 932, 933, 936-939,
1750 LUNDY AVE 950, 951
SAN JOSE CA 95101-7024
(408) 437-6812 / Fax (408) 437-6665

SANTA ANA DISTRICT 917, 918, 926-928
3101 W SUNFLOWER AVE
SANTA ANA CA 92799-9324
(714) 662-6248 / Fax (714) 966-2004

VAN NUYS DISTRICT 910-916, 930, 931, 934,
28201 FRANKLIN PKWY 935
SANTA CLARITA CA 91383-9650
(661) 775-6663 / Fax (661) 775-7187

WESTERN AREA

ALASKA DISTRICT 995-999
4141 POSTMARK DR
ANCHORAGE AK 99502-9998
(907) 266-3277 / Fax (907) 266-3132

ALBUQUERQUE DISTRICT 865, 870-875, 877-884
1135 BROADWAY BLVD NE RM 148
ALBUQUERQUE NM 87101-9651
(505) 346-8106 / Fax (505) 346-8135

ARIZONA DISTRICT 850, 852, 853, 855-857,
4949 E VAN BUREN ST RM 190 859, 860, 863, 864
PHOENIX AZ 85026-9651
(602) 225-2941 / Fax (602) 225-3944

BIG SKY DISTRICT 590-599
841 S 26TH ST
BILLINGS MT 59101-9651
(406) 657-5780 / Fax (406) 657-5788

CENTRAL PLAINS DISTRICT 515, 516, 664-666,
5303 N 91ST AVE 668-681, 683-693
OMAHA NE 68134-9651
(402) 573-2117 / Fax (402) 573-2131

COLORADO/WYOMING DISTRICT 800-816, 820-831
7500 E 53RD PL RM 1122
DENVER CO 80266-9651
(303) 853-6192 / Fax (303) 853-6077

DAKOTAS DISTRICT 565, 567, 570-577,
PO BOX 7570 580-588
SIOUX FALLS SD 57117-7570
(605) 333-2650 / Fax (605) 333-2777

HAWKEYE DISTRICT 500-514, 520-528, 612
PO BOX 189996
DES MOINES IA 50318-9651
(515) 251-2359 / Fax (515) 251-2052

LAS VEGAS DISTRICT 889-891, 893-895,
1001 E SUNSET RD 897, 898, 961
LAS VEGAS NV 89199-9651
(702) 361-9281 / Fax (702) 896-2703

MID-AMERICA DISTRICT 636-641, 644-649,
315 W PERSHING RD RM 103 654-658, 660-662, 667
KANSAS CITY MO 64108-9651
(816) 374-9280 / Fax (816) 374-9701

NORTHLAND DISTRICT 540, 546-548, 550, 551, 553-564,
100 S 1ST ST RM 115 566
MINNEAPOLIS MN 55401-9651
(612) 349-6395 / Fax (612) 349-4410

PORTLAND DISTRICT 970-979, 986
PO BOX 2229
PORTLAND OR 97208-2229
(503) 294-2456 / Fax (503) 294-2596

SALT LAKE CITY DISTRICT 840-847
1760 W 2100 S
SALT LAKE CITY UT 84199-9651
(801) 974-2507 / Fax (801) 974-2513

SEATTLE DISTRICT 980-985, 988, 989
PO BOX 81419
SEATTLE WA 98108-1319
(206) 652-2100 / Fax (206) 652-2229

SPOKANE DISTRICT 832-838, 990-994
707 W MAIN AVE STE 600
SPOKANE WA 99299-9605
(509) 626-6728 / Fax (509) 626-5814

G000 The USPS and Mailing Standards
G040 Information Resources

G043 Address List for Correspondence

POSTAL SERVICE

BUSINESS MAIL ACCEPTANCE
US POSTAL SERVICE
1735 N LYNN ST RM 3011
ARLINGTON VA 22209-6030

BUSINESS MAILER SUPPORT
US POSTAL SERVICE
1735 N LYNN ST RM 4035
ARLINGTON VA 22209-6087

CITIZENS STAMP ADVISORY COMMITTEE
STAMP DEVELOPMENT
US POSTAL SERVICE
475 L'ENFANT PLZ SW
WASHINGTON DC 20260-2435

CLAIMS AND PROCESSING
ACCOUNTING SERVICE CENTER
US POSTAL SERVICE
PO BOX 80143
ST LOUIS MO 63180-0143

CLAIMS APPEALS
ACCOUNTING SERVICE CENTER
US POSTAL SERVICE
PO BOX 80141
ST LOUIS MO 63180-0141

CLASSIFICATION AND PRODUCT DEVELOPMENT
US POSTAL SERVICE
1735 N LYNN ST RM 3022
ARLINGTON VA 22209-6037

CONSUMER ADVOCATE
US POSTAL SERVICE
475 L'ENFANT PLZ SW
WASHINGTON DC 20260-2200

DELIVERY OPERATIONS SYSTEMS
US POSTAL SERVICE
475 L'ENFANT PLZ SW
WASHINGTON DC 20260-2808

DISTRIBUTION OPERATIONS
WASHINGTON DC POST OFFICE
900 BRENTWOOD RD NE
WASHINGTON DC 20066-9704

ENGINEERING
US POSTAL SERVICE
8403 LEE HWY
MERRIFIELD VA 22082-8101

GENERAL COUNSEL
US POSTAL SERVICE
475 L'ENFANT PLZ SW
WASHINGTON DC 20260-1100

LABEL PRINTING CENTER
US POSTAL SERVICE
500 SW MONTARA PKWY
TOPEKA KS 66624-9502

LICENSING
PUBLIC AFFAIRS AND COMMUNICATIONS
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 10519
WASHINGTON DC 20260-3100

MAIL PREPARATION AND STANDARDS
US POSTAL SERVICE
1735 N LYNN ST RM 3025
ARLINGTON VA 22209-6038

MATERIAL DISTRIBUTION CENTER
US POSTAL SERVICE
2 BRICK PLANT RD
SOUTH RIVER NJ 08877-9998

MATERIAL DISTRIBUTION CENTER
US POSTAL SERVICE
500 SW MONTARA PKWY
TOPEKA KS 66624-9998

MONEY ORDER BRANCH
ACCOUNTING SERVICE CENTER
US POSTAL SERVICE
PO BOX 82450
ST LOUIS MO 63182-2450

NATIONAL CUSTOMER SUPPORT CENTER
US POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001

NETPOST MAILING ONLINE
US POSTAL SERVICE
457 L'ENFANT PLZ SW
WASHINGTON DC 20260-4413

NONPROFIT SERVICE CENTER
US POSTAL SERVICE
1 N FRONT ST
MEMPHIS TN 38165-9599

POSTAGE TECHNOLOGY MANAGEMENT
US POSTAL SERVICE
1735 N LYNN ST RM 5011
ARLINGTON VA 22209

POSTAL INSPECTION SERVICE
222 S RIVERSIDE PLZ STE 1250
CHICAGO IL 60606-6100

POSTAL INSPECTION SERVICE
PO BOX 2613
JERSEY CITY NJ 07303-2613

POSTAL INSPECTION SERVICE
225 N HUMPHREYS BLVD
MEMPHIS TN 38120-2149

POST OFFICE ACCOUNTING MANAGER
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 8831
WASHINGTON DC 20260-5241

PRICING AND PRODUCT DESIGN
US POSTAL SERVICE
1735 N LYNN ST RM 6029
ARLINGTON VA 22209-6003

PROHIBITORY ORDER PROCESSING CENTER
US POSTAL SERVICE
PO BOX 3744
MEMPHIS TN 38173-0744

RECORDER
JUDICIAL OFFICER
US POSTAL SERVICE
2101 WILSON BLVD STE 600
ARLINGTON VA 22201-3078

SENIOR COUNSEL
ETHICS AND INFORMATION
US POSTAL SERVICE
475 L'ENFANT PLZ SW
WASHINGTON DC 20260-1127

STAMP DEVELOPMENT
US POSTAL SERVICE
475 L'ENFANT PLZ SW
WASHINGTON DC 20260-2435

STAMP FULFILLMENT SERVICES
PO BOX 219424
KANSAS CITY MO 64121-9424

FEDERAL AGENCIES

BUREAU OF ALCOHOL TOBACCO AND FIREARMS
US DEPARTMENT OF THE TREASURY
1200 PENNSYLVANIA AVE NW
WASHINGTON DC 20226-0001

BUREAU OF THE PUBLIC DEBT
US DEPARTMENT OF THE TREASURY
PO BOX 1328
PARKERSBURG WV 26106-1328

DIPLOMATIC POUCH DIVISION
US DEPARTMENT OF STATE
1375 K ST NW
WASHINGTON DC 20522-0508

OFFICE OF THE FEDERAL REGISTER
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
1100 L ST NW RM 8401
WASHINGTON DC 20005-0001

PLANT PROTECTION AND QUARANTINE PROGRAMS
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
US DEPARTMENT OF AGRICULTURE
4700 RIVER RD
RIVERDALE MD 20737-1228

POSTAL RATE COMMISSION
1333 H ST NW STE 300
WASHINGTON DC 20268-0001

SUPERINTENDENT OF DOCUMENTS
US GOVERNMENT PRINTING OFFICE
941 N CAPITOL ST NE
WASHINGTON DC 20402-9371
(For subscription to the *Domestic Mail Manual*)

US FISH AND WILDLIFE SERVICE
US DEPARTMENT OF THE INTERIOR
18TH AND C ST NW
WASHINGTON DC 20240-0001

OTHER

AMERICAN NATIONAL STANDARDS INSTITUTE
11 W 42ND ST
NEW YORK NY 10036-8002
(212) 642-4900
www.ansi.org

AUTOMATIC IDENTIFICATION MANUFACTURERS (AIM)
634 ALPHA DR
PITTSBURGH PA 15238-2802
(412) 963-8588
www.aimusa.org

UNIFORM CODE COUNCIL INC
7887 WASHINGTON VILLAGE DR STE 300
DAYTON OH 45459
(937) 435-3870
www.uc-council.org

G090 Experimental Classifications and Rates

G091 NetPost Mailing Online

Summary G091 contains rate, fee, and classification information about the 3-year NetPost Mailing Online experiment. This experiment allows customers to submit electronic documents and mailing lists via the USPS web site. The USPS sends those files to a contract printer, who prints the mailing job and enters it into the mailstream.

1.0 BASIC ELIGIBILITY

Service Description
1.1 The standards in G091 apply to documents that are produced electronically by a customer who pays postage and fees established for the NetPost Mailing Online experimental service and that a printer under contract with the Postal Service converts into hardcopy mailpieces and enters at a postal facility. Certain standards in G091 also are applicable to functionally equivalent services as certified by the USPS.

Customer Eligibility
1.2 Any customer who pays the postage and fees quoted by USPS for a mailing may use the NetPost Mailing Online service subject to the terms and conditions of use for the program.

Mailings
1.3 NetPost Mailing Online mailings will be produced and entered as follows:

a. Customers create documents and address lists on a computer and transmit them electronically via the USPS Web site (www.usps.com) to NetPost Mailing Online. If a mailpiece in a job is not eligible for an automation rate, a customer may choose to have it entered at the single-piece First-Class Mail rate. There is no minimum or maximum volume requirement for a customer job.

b. Customer jobs will be submitted by NetPost Mailing Online to one or more commercial contract printers for production as a hardcopy mailing.

c. A printer is required to do the following:

(1) Print customer jobs, finish documents, and place them in letter- or flat-size envelopes bearing delivery point barcodes.

(2) Prepare mailings to be eligible for First-Class Mail and Standard Mail automation basic rates as required by standards in E140, E640, and M800.

(3) Prints an approved manifest in accordance with P910 for each mailing presented for entry at a postal facility.

Special Services
1.4 Special services are not available for NetPost™ Mailing Online mailings.

2.0 MAIL CLASSIFICATION

Customer Responsibility
2.1 A customer who uses NetPost Mailing Online service is responsible for claiming the proper rate of postage, subject to the eligibility requirements contained in E100 for First-Class Mail, E600 for Standard Mail, and E600 and E670 for Nonprofit Standard Mail. If Standard Mail rates or Nonprofit Standard Mail rates are claimed in error, the customer may be required to pay the difference between the claimed rate and the applicable First-Class Mail or Standard Mail rate, in accordance with the terms and conditions of use for the program. The USPS will accept the

NetPost Mailing Online mailing without delaying it and without requiring a postage adjustment at the time of mailing.

Revenue Deficiency Procedures

2.2 If a classification decision is made by the USPS that matter was ineligible for Standard Mail or Nonprofit Standard Mail rates because of a customer's failure to meet applicable standards, the USPS may take steps to recover the deficiency amount by advising the customer that the credit card account will be billed for the difference between the rate paid and the applicable First-Class Mail rate or Standard Mail rate paid, in accordance with the terms and conditions of use for the program. At such time, the customer also will be advised that the classification decision and related revenue deficiency may be appealed by submitting a letter to the NetPost Mailing Online Program Manager (see G043 for address). If the customer appeals, NetPost Mailing Online will refer the appeal to the Rates and Classification Service Center (RCSC) in Chicago, Illinois, for a final agency decision except in the case of Nonprofit Standard Mail. An RCSC decision upholding a revenue deficiency for Nonprofit Standard Mail may be appealed through the RCSC to the Manager, Mail Preparation and Standards, USPS Headquarters, for a final agency decision.

3.0 FUNCTIONALLY EQUIVALENT SYSTEMS

NetPost Mailing Online mailings that otherwise meet all addressing and machinability requirements for automation rates are permitted entry at automation rates without meeting required minimum volumes for First-Class Mail, Standard Mail, and Nonprofit Standard Mail mailings. The automation rates applicable to NetPost Mailing Online mailings also are available to other services that are functionally equivalent to NetPost Mailing Online, after certification by the USPS. Certification of functional equivalence requires payment of a $125 fee and demonstration that the service is comparable to NetPost Mailing Online service and capable of all of the following as specified by the USPS:

a. Accepting documents and mailing lists from remote users in electronic form, such as via the Internet, or converting documents and mailing lists to electronic form.

b. Using the electronic documents, mailing lists, and other software, including USPS-certified sortation software that sorts to the finest level of sortation possible, to create barcoded mailpieces meeting the requirements for automation category mail, with 100 percent standardized addresses on all pieces claiming discounted rates.

c. Commingling mailpieces from all sources without diversion to any other system and batching them according to geographic destination prior to printing and mailing.

d. Generating volumes that exceed, on average, otherwise applicable minimum volumes.

4.0 POSTAGE AND FEES

Postage

4.1 Documents mailed during the experiment are eligible for the following rate categories only:

a. First-Class Mail automation letters and cards mixed AADC rates.

b. First-Class Mail automation flats mixed ADC rates.

c. First-Class Mail single-piece rates.

d. Regular Standard Mail automation letters mixed AADC rates.

e. Regular Standard Mail automation flats basic rates.

f. Nonprofit Standard Mail automation letters mixed AADC rates.

g. Nonprofit Standard Mail automation flats basic rates.

Service Fees
4.2 Fees for NetPost Mailing Online service are 1.52 times the sum of printer contractual costs for the particular mailing and $0.005 per impression (printing on one side of a page) for other USPS costs. Price quotes are provided online by NetPost Mailing Online for each mailing that is created and will vary depending on such factors as paper size, number of impressions, use of spot color, finishing option (folding, stapling, saddle stitching, tape binding, self mailer tabbing), envelope type, and the print site.

Mailing Fees
4.3 NetPost Mailing Online customers are not required to pay an annual presorted mailing fee or the permit imprint application fee.

5.0 CONFIDENTIALITY OF ELECTRONIC AND HARDCOPY MESSAGES

Electronic documents submitted by customers to NetPost Mailing Online, including messages and mailing lists, are treated as confidential by the USPS. Other than as required to process customer jobs, pursuant to a federal warrant or otherwise pursuant to applicable law, the USPS itself will not review, disclose, or release the content of electronic materials submitted to NetPost Mailing Online. No other NetPost Mailing Online users are permitted to access a customer's documents, nor does the USPS make independent use of them. Once the documents are printed in hardcopy form, they are treated in accordance with E110 and E610.

6.0 REFUNDS AND LIMITATION OF LIABILITIES

Refunds
6.1 At the discretion of the USPS, refunds for NetPost Mailing Online postage and fees are available under P014. This standard provides the sole remedy available when matter submitted to NetPost Mailing Online is not delivered, not entered as hardcopy, or is not entered in the form specified by the NetPost Mailing Online customer.

NetPost Mailing Online Disclaimer
6.2 The USPS disclaims any responsibility for loss or negligent transmission of electronic files and mail on exactly the terms specified by the Federal Tort Claims Act (28 U.S.C. § 2680(b)) for traditional mail. Under no circumstances is the USPS liable for special or consequential changes that result from use or inability to use NetPost Mailing Online, which is provided “as is” and without warranties of any kind either express or implied. The terms and conditions upon which NetPost Mailing Online is provided to the public are governed solely by the applicable regulations and standards; as such, the USPS disclaims all warranties, express or implied, including, but not limited to, implied warranties of merchantability, fitness for a particular purpose, and good faith and fair dealing.

G095 Presorted Priority Mail

Summary G095 describes the eligibility, standards, physical characteristics, markings, and rates that apply to the experimental presorted Priority Mail classification.

1.0 ELIGIBILITY

Description 1.1 The standards in G095 apply to mailings that are produced by mailers with an approved presorted Priority Mail experiment service agreement.

Rate Application 1.2 The presorted Priority Mail discounts apply to pieces meeting the standards in G095.

Basic Standards 1.3 The basic standards for mailings are as follows:

a. Each mailing must contain at least 300 pieces or 500 pounds of mail.

b. Each mailing must be presented with the correct postage statement.

c. Each mailing must meet the documentation and postage payment standards (permit imprint or meter stamps) in the service agreement.

d. An annual presort Priority Mail fee of $125.00 must be paid each 12-month period at each post office of mailing.

e. Each mailing must be entered at the post office where the permit is held.

f. Three optional levels of presort are available: 5-digit, 3-digit, and ADC. Mailers can use any or all of the three presort options.

g. Outside parcels are eligible for the presorted discount rates only when using surface transportation. Outside parcels may be combined with other Priority Mail sorted to 5-digit destinations only. Outside parcels are not eligible for presorted rates or containerization to destinations requiring air transportation.

Preparation 1.4 Each piece in the mailing must be marked, prepared, documented, and presorted as specified in G095.

Markings 1.5 Subject to M012, all pieces must be marked “Presorted Priority Mail” or “Presorted Priority.” Mailers may abbreviate presorted with “PRSRT.” Markings must be placed on the addressed side of the mailpiece.

Additional Standards 1.6 Each presorted Priority Mail mailing must meet the applicable standards in E120 and in M010 and M030. In addition, presorted Priority Mail pieces must:

a. Meet the applicable standards for letters in C050.2.0, flats in C050.3.0, parcels in C050.4.0 and C050.5.0, or outside parcels in C050.6.0. Flats must be uniform in thickness and have a smooth and regular shape.

b. Meet the basic addressing standards in A010 and E130.3.0 and bear a delivery address with the correct 5-digit ZIP Code.

Nonidentical-Weight Pieces 1.7 Mailings may contain nonidentical-weight pieces, as specified in the service agreement, only if the correct postage is affixed to each piece or if Business Mailer Support (BMS) has authorized payment of postage by permit imprint under a manifest mailing system in P910.

2.0 REQUIRED PREPARATION—LETTERS AND FLATS

General
2.1

Letters and flats in trays must be prepared as follows:

a. The weight of a tray must not exceed 70 pounds.

b. Addresses on all pieces must face upward in the same direction.

c. Pieces must be placed in trays to maintain their orientation. Once the minimum volume is reached to allow or require preparation of a tray, additional pieces must be placed in the same tray up to its capacity to minimize the number of trays used. When possible, pieces must be placed in two or more stacks to optimize tray use, but mail must not overfill the tray to inhibit adequate closure or covering of the content.

d. Each tray must bear the correct orange label with a barcode. The appropriate content identifier numbers (CINs) are provided in 2.3.

e. Each tray must be covered with a lid, green side up, and strapped in accordance with M033.1.5 and 1.6.

f. Overflow trays are not permitted.

Tray Preparation
2.2

Tray preparation and labeling is as follows:

a. *5-Digit.* Optional. Minimum 25 pounds of mail or full flat tray (8 inches in height, to the bottom of the handholds).
   (1) Line 1: use the city, state abbreviation, and 5-digit ZIP Code destination from the City/State file.
   (2) Line 2: "PRIORITY"; followed by "LTRS" or "FLTS" as appropriate or, if combined, "LTRS/FLTS"; followed by "5D."

b. *3-Digit.* Optional. Minimum 25 pounds of mail or full flat tray (8 inches in height, to the bottom of the handholds).
   (1) Line 1: use L002, Column A.
   (2) Line 2: "PRIORITY"; followed by "LTRS" or "FLTS" as appropriate; followed by "3D."

c. *ADC.* Optional. Minimum 25 pounds of mail or full flat tray (8 inches in height, to the bottom of the handholds).
   (1) Line 1: use the presorted Priority Mail experiment labeling list provided to participants.
   (2) Line 2: "PRIORITY"; followed by "LTRS" or "FLTS" as appropriate; followed by "ADC."

d. *Residual.* No minimum.
   (1) Line 1: "WORKING" or "WKG" and label to origin.
   (2) Line 2: "PRIORITY"; followed by "LTRS" or "FLTS" as appropriate; followed by "WKG."

3-Digit Content Identifier Numbers
2.3

The content identifier numbers (CINs) for presorted Priority Mail flats are as follows:

Class and Mailing	CIN	Human-Readable Content Line
5-digit flats	154	PRIORITY FLTS 5D
3-digit flats	155	PRIORITY FLTS 3D
ADC flats	157	PRIORITY FLTS ADC
Residual flats	158	PRIORITY FLTS WKG

ADC Tray
2.4 Pieces in each ADC tray must be destined for the same zone, unless the exact postage is affixed or a manifest mailing system under P910 is used, or must be eligible for a rate that does not vary by zone.

3.0 REQUIRED PREPARATION—PARCELS

General
3.1 Parcels in sacks must be prepared as follows:

a. The weight of a sack must not exceed 70 pounds.

b. Each sack must bear the correct orange barcoded sack label. The appropriate content identifier numbers (CINs) are provided in 3.3.

c. Sack preparation is not required for outside parcels.

d. Overflow sacks are not permitted.

Sack Preparation
3.2 Sack preparation and labeling is as follows:

a. *5-Digit.* Optional. Minimum 10 pieces.
   (1) Line 1: use the city, state abbreviation, and 5-digit ZIP Code destination from the City/State file.
   (2) Line 2: "PRIORITY PARCELS 5D."

b. *3-Digit.* Optional. Minimum 10 pieces.
   (1) Line 1: use L002, Column A.
   (2) Line 2: "PRIORITY PARCELS 3D."

c. *ADC.* Optional. Minimum 10 pieces.
   (1) Line 1: use the presorted Priority Mail experiment labeling list provided to participants.
   (2) Line 2: "PRIORITY PARCELS ADC."

d. *Residual.* No minimum.
   (1) Line 1: "WORKING" or "WKG" and label to origin.
   (2) Line 2: "PRIORITY PARCELS WKG."

3-Digit Content Identifier Numbers
3.3 The content identifier numbers (CINs) for presorted Priority Mail parcels are as follows:

Class and Mailing	CIN	Human-Readable Content Line
5-digit parcels	160	PRIORITY PARCELS 5D
3-digit parcels	161	PRIORITY PARCELS 3D
ADC parcels	163	PRIORITY PARCELS ADC
Residual parcels	164	PRIORITY PARCELS WKG

ADC Sacks and Pallets
3.4 Pieces in each ADC sack or pallet must be destined for the same zone, unless the exact postage is affixed or a manifest mailing system under P910 is used, or must be eligible for a rate that does not vary by zone.

4.0 OPTIONAL PREPARATION

General
4.1 More than one mail processing category (letters and flats in trays, parcels in sacks, loose sackable parcels, and outside parcels) may be combined into the same container at the 5-digit level. Letters and flats in trays and parcels in sacks may be combined in the same container at the 3-digit and ADC levels. Overflow trays or sacks are not allowed. These specifications will be included in the service agreement.

Flats
4.2 Loose flats may be shrink-wrapped onto pallets for 5-digit, 3-digit, or ADC destinations with surface transportation from origin. A minimum volume of 250 pounds per pallet is required. These specifications will be included in each service agreement.

Parcels
4.3 Parcels other than outside parcels may be directly placed on pallets or in pallet boxes for destinations with surface transportation from origin. A minimum volume of 250 pounds per pallet is required. These specifications will be included in each service agreement.

5.0 RATES AND FEES

Each presorted Priority Mail mailpiece is charged the applicable single-piece Priority Mail rate in R100.9.0, less a per-piece discount, based on the level of sortation, as follows:

Presort Level	Per-Piece Discount
5-Digit	$0.25
3-Digit	0.16
Area Distribution Center (ADC)	0.12

6.0 REVOCATION

Discontinued Eligibility
6.1 The Manager, Mail Preparation and Standards may revoke a mailer's authorization to participate in the experiment if that mailer:

a. Provides incorrect data on the required documentation and appears unable or unwilling to correct identified problems.

b. No longer meets the criteria for participation in the experiment or the terms of the service agreement.

Notice
6.2 After a revocation notice is issued, the USPS consults with the mailer and determines necessary corrective actions and an implementation schedule for such actions. At the conclusion of this schedule the USPS reexamines the participant's documentation and system. Failure to correct identified problems is sufficient grounds for revocation of the mailer's authorization to participate in the experiment.

Appeal
6.3 The participant may file a written appeal of revocation within 15 days from the date of the receipt of the notice, with evidence explaining why the authorization should not be revoked. The appeal must be filed with the Presorted Priority Mail Experiment Management Review Board. Decisions of the Board are final.

G900 Philatelic Services

Summary G900 describes the USPS standards governing postage stamps and postal stationery. It gives instructions on applying for special cancellations for publicizing events.

1.0 BASIC INFORMATION

Policy
1.1 A single national USPS policy governs postage stamps and postal stationery, including their release, sale, and discontinuance.

Stamp Subjects
1.2 Subjects for commemorative postage stamps and postal stationery may be proposed by the public through correspondence to the Citizens' Stamp Advisory Committee (see G043 for address). The Committee reviews suggestions and makes recommendations to the postmaster general, who makes the final selections.

Availability
1.3 Stamps, postal stationery, and philatelic products are sold at various types of postal retail facilities. Post offices establish special temporary stations to provide philatelic services and to sell commemorative stamps and philatelic products at activities of significant public or philatelic interest. Temporary philatelic stations may be authorized by the postmaster. Under specific circumstances, the USPS may limit or set conditions on the purchase of stamps and other forms of postage or postal stationery.

Mail Orders
1.4 Mail orders for postage stamps of selected quality and other philatelic items must be directed to Stamp Fulfillment Services. Post offices do not fill mail orders for stamps and other philatelic items other than orders under the stamps-by-mail program and for locally precanceled stamps. Customers must provide a self-addressed stamped envelope for the return of precanceled stamps.

Postmarking
1.5 Postmarking for philately is provided at the request of collectors or cover servicers for postmarking outside ordinary mail processing. The *Postal Operations Manual* contains USPS policy on philatelic postmarking, including cancellation devices, types of postmarks or cancellations, first day covers, postal cacheted envelopes, and service conditions.

2.0 SPECIAL CANCELLATIONS

Description
2.1 Special cancellations are machine cancellations in which a caption publicizing an event is engraved on a die hub used to cancel mail. They may be used only in post offices with 190 or more revenue units for canceling large volumes of mail. Special cancellations are authorized only if the scheduled observance either is for a national purpose for which Congress has made an appropriation or is of general public interest and importance for a definite period and not conducted for private gain or profit.

Prohibitions
2.2 Special cancellations are not authorized for events of interest primarily to a particular local group; fraternal, political, religious, service, commercial, or trade organizations; campaigns or events promoting the sale or use of private products or services; idea or slogan promotions not directly connected with an event of general public interest and importance; post office anniversaries; recruitment

programs; or events that occur during a period when all canceling machines in the post office are scheduled for other special cancellation die hubs.

Application
2.3 A written application for a special cancellation die hub must be submitted to the postmaster at the post office where the special cancellation is to be used. The application must be submitted by the sponsor at least 4 months before the date the special cancellation is to be used. The application must provide this information:

a. Complete description and schedule of the event to be observed; evidence that the event is not for private gain or profit; and the name, address, and telephone number of the sponsor to be billed for the cost of manufacturing the die hubs.

b. The wording of the special cancellation, which must be standardized and approved by the sponsor's national headquarters when the sponsor is an affiliate or local chapter of a national organization. (Standardized requests for national events must be forwarded to the Mail Preparation and Standards manager, USPS Headquarters.) *Space available for the wording is limited to three lines of not more than 20 letters, numbers, or spaces each. Illustrations or designs may not be used. The wording must directly reflect the event to be commemorated*.

c. Post office name and telephone number where the cancellation is to be used, number of die hubs required, and the requested period of use.

Sponsor Payment
2.4 The sponsor must pay the cost of manufacturing the special cancellation die hub and any cost incurred for installing the hub or in adapting canceling machines for its use.

Time Limit on Use
2.5 Use of a special cancellation may not exceed 6 months. A special cancellation approved on an annual basis is limited to one 60-day period for each year. A request must be submitted for reuse of recurring annual cancellations 3 months before the date the sponsor wants the cancellation to be used again. For national cancellations, a single request from the national sponsor suffices.

Revocation
2.6 Use of any special cancellation may be curtailed or revoked when it is necessary to use special postmarking dies for USPS purposes.

After Use
2.7 Used die hubs may not be given to sponsors or transferred to another post office. A request from the sponsor that a special cancellation die hub be kept for an appropriate purpose (e.g., placement in a museum, library, or historical site) may be approved by the Mail Preparation and Standards manager, USPS Headquarters.

Information
2.8 More information about special cancellations is in the *Postal Operations Manual.*

Mail Submitted for Special Cancellations
2.9 A mailer must affix First-Class postage to mail that the mailer wants canceled with a special cancellation. The mail must bear a complete address. Stamps issued by foreign countries are not permitted on the mail. Mail bearing the special cancellation will not be enclosed in another envelope for return even if a postage-paid envelope is provided by the customer. Damaged envelopes canceled with a special cancellation are not replaced.

Labeling Lists

DMM Issue 57 (6-30-02)

Contents

L000 General Use

L001 5-Digit Scheme—Periodicals Flats and Irregular Parcels, Standard Mail Flats, and BPM Flats
L002 3-Digit ZIP Code Prefix Matrix
L003 3-Digit ZIP Code Prefix Groups—3-Digit Scheme Sortation
L004 3-Digit ZIP Code Prefix Groups—ADC Sortation
L005 3-Digit ZIP Code Prefix Groups—SCF Sortation
L006 5-Digit Metro Scheme

L600 Standard Mail and Package Services

L601 BMCs
L602 ASFs
L603 ADCs—Irregular Standard Mail Parcels
L604 Originating ADCs—Standard Mail Irregular Parcels
L605 BMCs/ASFs—Nonmachinable Parcel Post BMC Presort and OBMC Presort
L606 5-Digit Scheme—Standard Mail and Package Services Parcels

L800 Automation Rate Mailings

L801 AADCs—Letter-Size Mailings
L802 BMC/ASF Entry—Periodicals, Standard Mail, and Bound Printed Matter
L803 Non-BMC/ASF Entry—Periodicals, Standard Mail, and Bound Printed Matter

L000 General Use

L001 5-Digit Scheme—Periodicals Flats and Irregular Parcels, Standard Mail Flats, and BPM Flats

L001 describes the 5-digit scheme sort list for Periodicals flats and irregular parcels, Standard Mail flats, and Bound Printed Matter (BPM) flats destined for multiple 5-digit ZIP Codes served by a single delivery unit.

When 5-digit scheme sort is used for Periodicals flats and irregular parcels, Standard Mail flats, and Bound Printed Matter flats, mail for the 5-digit ZIP Codes shown in Column A must be combined on pallets (packages on pallets only on merged 5-digit scheme, 5-digit scheme carrier routes, or 5-digit scheme pallets) or in sacks (merged 5-digit scheme or 5-digit scheme carrier routes sacks) labeled to the corresponding destination shown in Column B.

Column A Destination ZIP Codes	Column B Label Container To
00901, 02	SAN JUAN PR 00901
00907, 08	SAN JUAN PR 00907
00909, 10	SAN JUAN PR 00909
00911-14	SAN JUAN PR 00911
00915, 16	SAN JUAN PR 00915
00917-19	SAN JUAN PR 00917
00920-22, 68	SAN JUAN PR 00920
00923, 24, 29	SAN JUAN PR 00923
00925, 27, 28	SAN JUAN PR 00925
00958, 60	BAYAMON PR 00960
00956, 57, 59, 61	BAYAMON PR 00961
00962, 63, 65	CATANO PR 00962
00966, 69, 70	GUAYNABO PR 00970
00979, 82-88	CAROLINA PR 00982
01013, 14, 20-22	CHICOPEE MA 01013
01701-05	FRAMINGHAM MA 01701
01830-35	HAVERHILL MA 01830
01840-45	LAWRENCE MA 01840
01850-54	LOWELL MA 01850
01950-52	NEWBURYPORT MA 01950
02108, 33	BOSTON MA 02108
02109, 13	BOSTON MA 02109
02110-12	BOSTON MA 02110
02118-20	ROXBURY MA 02118
02121, 25	DORCHESTER MA 02121
02143-45	SOMERVILLE MA 02143
02153, 55, 56	MEDFORD MA 02155
02420, 21	LEXINGTON MA 02420
02445-47	BROOKLINE MA 02446
02451-54	WALTHAM MA 02451
02471, 72, 77	WATERTOWN MA 02472
02474-76	ARLINGTON MA 02474
02478, 79	BELMONT MA 02478
02457, 81	WELLESLEY HILLS MA 02481
02540, 41	FALMOUTH MA 02540
02664, 73	SOUTH YARMOUTH MA 02664
02721, 22	FALL RIVER MA 02721
02725, 26	SOMERSET MA 02726
02741, 42	NEW BEDFORD MA 02741
02779, 80	TAUNTON MA 02780
02860, 62	PAWTUCKET RI 02860
02879, 80, 83	WAKEFIELD RI 02880
02895, 96	WOONSOCKET RI 02895
03045, 46	GOFFSTOWN NH 03045
03051, 52	HUDSON NH 03051
03060, 61	NASHUA NH 03060
03062, 63	NASHUA NH 03062
03108, 11	MANCHESTER NH 03108
03234, 58	EPSOM NH 03234
03246, 47	LACONIA NH 03246
03301-05, 07	CONCORD NH 03301
03431, 35	KEENE NH 03431
03801-04	PORTSMOUTH NH 03801
03820, 22	DOVER NH 03820
03842, 43	HAMPTON NH 03842
03839, 66-68	ROCHESTER NH 03867
04101, 08	PORTLAND ME 04101
05301-04	BRATTLEBORO VT 05301
05401-07	BURLINGTON VT 05401
05601-04, 09, 20, 33	MONTPELIER VT 05601
05701, 02	RUTLAND VT 05701
06050-53	NEW BRITAIN CT 06050
06701-06, 08, 10, 12, 16, 20-26, 49	WATERBURY CT 06701
06777, 93, 94	WASHINGTON DEPOT CT 06777
06810-13, 16, 17	DANBURY CT 06810
06830, 31, 36	GREENWICH CT 06830
06850-60	NORWALK CT 06850
06880, 81	WESTPORT CT 06880
07004, 06, 07	CALDWELL NJ 07006
07011-15	CLIFTON NJ 07015
07017-19	EAST ORANGE NJ 07019
07031, 32	KEARNY NJ 07032
07042-44	MONTCLAIR NJ 07042
07050-52	ORANGE NJ 07050
07055, 57	PASSAIC NJ 07055
07059-63	PLAINFIELD NJ 07061
07065-67	RAHWAY NJ 07065
07070-75	RUTHERFORD NJ 07070
07090-92	WESTFIELD NJ 07091
07094, 96	SECAUCUS NJ 07094
07401, 17, 23, 46, 58, 63, 81, 95, 98	ALLENDALE NJ 07401
07450-52	RIDGEWOOD NJ 07450
07470, 74, 77	WAYNE NJ 07470
07601-08	HACKENSACK NJ 07606
07631, 32	ENGLEWOOD NJ 07631
07701, 02, 04	REDBANK NJ 07701
07801-03, 06, 69	DOVER NJ 07801
07901, 02	SUMMIT NJ 07901
07960-63	MORRISTOWN NJ 07960
08002, 03, 34	CHERRY HILL NJ 08034
08540-44	PRINCETON NJ 08540
08723, 24	BRICK NJ 08723
08753-57	TOMS RIVER NJ 08753
08817, 18, 20, 37	EDISON NJ 08817

Column A Destination ZIP Codes	Column B Label Container To
08854, 55	PISCATAWAY NJ 08854
08861-63	PERTH AMBOY NJ 08861
08871, 72	SAYREVILLE NJ 08872
08873, 75	SOMERSET NJ 08873
08878, 79	SOUTH AMBOY NJ 08879
10017, 44	GRAND CENTRAL NY 10017
10022, 55	FDR NY 10022
10520, 21	CROTON ON HUDSON NY 10520
10550-53, 57-59	MOUNT VERNON NY 10550
10570-72	PLEASANTVILLE NY 10570
10580, 81	RYE NY 10580
10940, 41, 43	MIDDLETOWN NY 10940
10994, 95	WEST NYACK NY 10994
10996, 97	WEST POINT NY 10996
11001, 02, 04, 05	FLORAL PARK NY 11001
11020-27	GREAT NECK NY 11022
11040-44	NEW HYDE PARK NY 11040
11050-55	PORT WASHINGTON NY 11050
11352, 55	FLUSHING NY 11355
11359-61	BAYSIDE NY 11360
11365, 66	FRESH MEADOWS NY 11365
11369-71	EAST ELMHURST NY 11369
11373, 80	ELMHURST NY 11373
11375, 76	FOREST HILL NY 11375
11385, 86	RIDGEWOOD NY 11385
11427-29	QUEENS VILLAGE NY 11427
11431-33	JAMAICA NY 11431
11553, 55, 56	UNIONDALE NY 11553
11580-83	VALLEY STREAM NY 11580
11568, 90	WESTBURY NY 11590
11702, 03, 07	BABYLON NY 11702
11776, 77	PORT JEFFERSON NY 11776
12180, 83	TROY NY 12180
12550-53	NEWBURGH NY 12550
12601, 02	POUGHKEEPSIE NY 12601
12603, 04	ARLINGTON NY 12603
12801, 03, 04	GLENS FALLS NY 12801
12901, 03	PLATTSBURGH NY 12901
13021, 22	AUBURN NY 13021
13088-90	LIVERPOOL NY 13088
13440, 41	ROME NY 13440
14020, 21	BATAVIA NY 14020
14094, 95	LOCKPORT NY 14094
14150, 51	TONAWANDA NY 14150
14201, 02	BUFFALO NY 14202
14203-05	BUFFALO NY 14203
14208, 09	BUFFALO NY 14209
14301-05	NIAGARA FALLS NY 14302
14850-53, 82	ITHACA NY 14850
14901-05	ELMIRA NY 14901
17001, 11	CAMP HILL PA 17011
17042, 46	LEBANON PA 17042
17701, 03	WILLIAMSPORT PA 17701
18015, 16, 18	BETHLEHEM PA 18015
18017, 20	BETHLEHEM PA 18017
18040, 42-45	EASTON PA 18042
18504, 08, 12, 17-19	SCRANTON PA 18504
18501, 03, 05, 07, 09, 10, 15	SCRANTON PA 18505
18640-44	PITTSTON PA 18640
18701, 02	WILKES BARRE PA 18701
18704, 08, 09	WILKES BARRE PA 18704
18705-07	WILKES BARRE PA 18705
18954, 66	SOUTHHAMPTON PA 18966
19013-16, 22	CHESTER PA 19013
19020, 21	BENSALEM PA 19020
19025, 34	FORT WASHINGTON PA 19025
19043, 98	HOLMES PA 19043
19047-49, 53	LANGHORNE PA 19047
19054-59	LEVITTOWN PA 19054
19037, 63-65, 86, 91	MEDIA PA 19063
19080, 87-89	WAYNE PA 19080
19082, 83	UPPER DARBY PA 19082
19301, 12, 33	PAOLI PA 19301
19380-83	WEST CHESTER PA 19380
19401, 04	NORRISTOWN PA 19401
19403, 07-09	EAGLEVILLE PA 19403
19405, 06	KING OF PRUSSIA PA 19406
19464, 65	POTTSTOWN PA 19464
19711-18	NEWARK DE 19711
20108-10	MANASSAS VA 20110
20111-13	MANASSAS VA 20111
20121, 22	CENTREVILLE VA 20121
20186, 87	WARRENTON VA 20186
22191-94	WOODBRIDGE VA 22191
22401, 02, 04, 07, 08	FREDERICKSBURG VA 22401
22403, 05, 06, 12	FREDERICKSBURG VA 22403
22554, 55	STAFFORD VA 22554
22801, 07	HARRISONBURG VA 22801
22901-11	CHARLOTTESVILLE VA 22901
23058-60	GLEN ALLEN VA 23060
23185-87	WILLIAMSBURG VA 23185
23229, 55, 94	RICHMOND VA 23229
23233, 38, 42	RICHMOND VA 23233
23234, 37	RICHMOND VA 23234
23430, 31	SMITHFIELD VA 23430
23432-39	SUFFOLK VA 23434
23690-93	GRAFTON VA 23692
23801, 03-06	PETERSBURG VA 23801
23832, 38	CHESTERFIELD VA 23832
23901, 09, 43	FARMVILLE VA 23901
24001-10	ROANOKE VA 24001
24011, 13, 16	ROANOKE VA 24011
24022-38, 40, 42-45, 48	ROANOKE VA 24022
24060-63	BLACKSBURG VA 24060
24068, 73	CHRISTIANSBURG VA 24068
24112-15	MARTINSVILLE VA 24112
24141-43	RADFORD VA 24141
24401, 02	STAUNTON VA 24401
24540, 41, 43	DANVILLE VA 24541
25301, 11	CHARLESTON WV 25301
25302, 12	CHARLESTON WV 25302
25303, 09	CHARLESTON WV 25303
25304, 15	CHARLESTON WV 25304
25701, 03-05, 71-79	HUNTINGTON WV 25701
25706-29	HUNTINGTON WV 25706
26101-06	PARKERSBURG WV 26101
26301, 02	CLARKSBURG WV 26301
26501-08	MORGANTOWN WV 26505
26554, 55	FAIRMONT WV 26554
27101, 15	WINSTON SALEM NC 27101
27103, 04, 14	WINSTON SALEM NC 27103
27105, 06, 16	WINSTON SALEM NC 27106
27107, 17, 27	WINSTON SALEM NC 27107
27203-05	ASHEBORO NC 27203
27215-17, 20	BURLINGTON NC 27215
27260-65	HIGH POINT NC 27260
27284, 85	KERNERSVILLE NC 27284
27288, 89	EDEN NC 27288
27292-95	LEXINGTON NC 27292
27320-23	REIDSVILLE NC 27320
27330-32	SANFORD NC 27330
27360, 61	THOMASVILLE NC 27360
27401-03, 11, 20, 35, 55	GREENSBORO NC 27401
27405, 15	GREENSBORO NC 27405
27406, 16	GREENSBORO NC 27406
27408-10	GREENSBORO NC 27408
27511-13, 19	CARY NC 27511

Column A Destination ZIP Codes	Column B Label Container To
27514, 15, 99	CHAPEL HILL NC 27514
27530-34	GOLDSBORO NC 27530
27587, 88	WAKE FOREST NC 27587
27604, 16	RALEIGH NC 27604
27608, 09	RALEIGH NC 27609
27603, 06	RALEIGH NC 27606
27612, 13	RALEIGH NC 27612
27614, 15	RALEIGH NC 27615
27701, 03	DURHAM NC 27701
27705, 15	DURHAM NC 27705
27707, 13, 17	DURHAM NC 27707
27709, 11	DURHAM NC 27709
27712, 22	DURHAM NC 27712
27801-04	ROCKY MOUNT NC 27801
27833-36, 58	GREENVILLE NC 27833
27893-96	WILSON NC 27893
27906, 07, 09	ELIZABETH CITY NC 27909
28001, 02	ALBEMARLE NC 28001
28025, 26	CONCORD NC 28025
28052, 53	GASTONIA NC 28052
28054-56	GASTONIA NC 28054
28070, 78	HUNTERSVILLE NC 28078
28081-83	KANNAPOLIS NC 28081
28092, 93	LINCOLNTON NC 28092
28104-06	MATTHEWS NC 28105
28110-12	MONROE NC 28110
28144-47	SALISBURY NC 28144
28150-52	SHELBY NC 28150
28328, 29	CLINTON NC 28328
28334, 35	DUNN NC 28334
28352, 53	LAURINBURG NC 28352
28358-60	LUMBERTON NC 28358
28370, 74	PINEHURST NC 28374
28379, 80	ROCKINGHAM NC 28379
28387, 88	SOUTHERN PINES NC 28387
28467-70	S BRUNSWICK NC 28470
28461, 65	SOUTHPORT NC 28461
28501-04	KINSTON NC 28501
28540, 45	JACKSONVILLE NC 28540
28543, 44, 46	JACKSONVILLE NC 28546
28560-64	NEW BERN NC 28560
28601-03	HICKORY NC 28601
28607, 08	BOONE NC 28607
28633, 45	LENOIR NC 28645
28655, 80	MORGANTON NC 28655
28625, 77, 87	STATESVILLE NC 28677
28734, 44	FRANKLIN NC 28734
28739, 91-93	HENDERSONVILLE NC 28739
28738, 85, 86	WAYNESVILLE NC 28786
28804, 14	ASHEVILLE NC 28804
28806, 16	ASHEVILLE NC 28806
29071-73	LEXINGTON SC 29072
29115-18	ORANGEBURG SC 29115
29150-54	SUMTER SC 29150
29169-72	WEST COLUMBIA SC 29169
29302, 03, 06, 07	SPARTANBURG SC 29306
29304, 05, 18, 19	SPARTANBURG SC 29304
29340-42	GAFFNEY SC 29341
29401, 03, 13	CHARLESTON SC 29401
29405, 15	CHARLESTON SC 29405
29406, 19	CHARLESTON SC 29406
29407, 17	CHARLESTON SC 29407
29412, 22	CHARLESTON SC 29412
29414, 16	CHARLESTON SC 29414
29418, 20, 23	CHARLESTON SC 29418
29455, 57	JOHNS ISLAND SC 29455
29434, 61	MONCKS CORNER SC 29461
29464-66	MOUNT PLEASANT SC 29464
29483, 84	SUMMERVILLE SC 29483
29485, 56	SUMMERVILLE SC 29485
29526-28	CONWAY SC 29526
29532, 40	DARLINGTON SC 29532
29550, 51	HARTSVILLE SC 29550
29572, 75, 77, 78, 87	MYRTLE BEACH SC 29577
29582, 97, 98	N MYRTLE BEACH SC 29582
29601, 05, 09	GREENVILLE SC 29601
29602, 13, 14	GREENVILLE SC 29602
29603, 04, 08, 12	GREENVILLE SC 29603
29606, 07	GREENVILLE SC 29606
29610, 11, 17	GREENVILLE SC 29610
29615, 16	GREENVILLE SC 29615
29621-26	ANDERSON SC 29621
29631-34	CLEMSON SC 29631
29640-42	EASLEY SC 29640
29646-49	GREENWOOD SC 29646
29650-52	GREER SC 29650
29672, 78, 79	SENECA SC 29678
29680, 81	SIMPSONVILLE SC 29681
29708, 15, 16	FORT MILL SC 29715
29720, 21	LANCASTER SC 29720
29730, 31, 33, 34	ROCK HILL SC 29730
29901, 02	BEAUFORT SC 29902
29903-06	BEAUFORT SC 29906
30004, 09	ALPHARETTA GA 30004
30005, 22	ALPHARETTA GA 30005
30013, 94	CONYERS GA 30013
30030-37	DECATUR GA 30030
30038, 58	LITHONIA GA 30038
30028, 40	CUMMING GA 30040
30043, 46	LAWRENCEVILLE GA 30043
30042, 44, 45	LAWRENCEVILLE GA 30044
30047, 48	LILBURN GA 30047
30008, 60	MARIETTA GA 30060
30003, 71, 91, 93	NORCROSS GA 30071
30075, 77	ROSWELL GA 30075
30080-82	SMYRNA GA 30080
30083, 86, 88	STONE MOUNTAIN GA 30083
30084, 85	TUCKER GA 30084
30010, 92	NORCROSS GA 30092
30095, 96, 98, 99	DULUTH GA 30096
30101, 02	ACWORTH GA 30101
30120, 21	CARTERSVILLE GA 30120
30133, 34	DOUGLASVILLE GA 30134
30135, 54	DOUGLASVILLE GA 30135
30223, 24	GRIFFIN GA 30223
30240, 41, 61	LAGRANGE GA 30241
30655, 56	MONROE GA 30655
30701, 03	CALHOUN GA 30701
30719-22	DALTON GA 30720
31201, 11, 17	MACON GA 31201
31206, 16	MACON GA 31206
31210, 20	MACON GA 31210
31310, 13-15	HINESVILLE GA 31310
31401, 15	SAVANNAH GA 31401
31403, 05	SAVANNAH GA 31403
31404, 14	SAVANNAH GA 31404
31406, 11, 16	SAVANNAH GA 31406
31407, 08, 18	SAVANNAH GA 31407
31419, 20	SAVANNAH GA 31419
31701, 05	ALBANY GA 31701
31702, 03, 06, 08	ALBANY GA 31702
31709, 68, 92, 94	AMERICUS GA 31709
31901, 02	COLUMBUS GA 31901
31903, 05	COLUMBUS GA 31903
32034, 35	FERNANDINA BEACH FL 32034
32024, 25, 55, 56	LAKE CITY FL 32055
32060, 64	LIVE OAK FL 32060
32050, 68	MIDDLEBURG FL 32068

Column A Destination ZIP Codes	Column B Label Container To
32065, 67, 73	ORANGE PARK FL 32073
32084-86, 92, 95	SAINT AUGUSTINE FL 32084
32041, 97	YULEE FL 32097
32205, 20, 21, 36, 54	JACKSONVILLE FL 32205
32207, 47	JACKSONVILLE FL 32207
32208, 19	JACKSONVILLE FL 32208
32210, 38	JACKSONVILLE FL 32210
32211, 39, 77	JACKSONVILLE FL 32211
32216, 45, 46	JACKSONVILLE FL 32216
32217, 23, 37, 41, 57	JACKSONVILLE FL 32217
32218, 26	JACKSONVILLE FL 32218
32225, 35	JACKSONVILLE FL 32225
32224, 40, 50	JACKSONVILLE FL 32250
32256, 58, 59	JACKSONVILLE FL 32256
32301, 11	TALLAHASSEE FL 32301
32303, 15	TALLAHASSEE FL 32303
32304, 10, 16	TALLAHASSEE FL 32304
32308, 17	TALLAHASSEE FL 32308
32401, 02	PANAMA CITY FL 32401
32403, 04	PANAMA CITY FL 32404
32405, 06, 09	PANAMA CITY FL 32405
32407, 08, 13, 17	PANAMA CITY FL 32407
32502, 73-76, 89-98	PENSACOLA FL 32502
32501, 03, 13	PENSACOLA FL 32503
32504, 14, 24, 34	PENSACOLA FL 32504
32506, 16, 26	PENSACOLA FL 32506
32507, 08	PENSACOLA FL 32507
32522, 23	PENSACOLA FL 32522
32536, 38, 39	CRESTVIEW FL 32536
32540, 41	DESTIN FL 32540
32547-49	FT WALTON BEACH FL 32547
32561, 62, 66	GULF BREEZE FL 32561
32544, 69	MARY ESTHER FL 32569
32570-72, 83	MILTON FL 32570
32578, 88	NICEVILLE FL 32578
32615, 16	ALACHUA FL 32615
32626, 44	CHIEFLAND FL 32626
32643, 55	HIGH SPRINGS FL 32643
32701, 15	ALTAMONTE SPRINGS FL 32701
32707, 18, 30	CASSLEBERRY FL 32707
32708, 19	WINTER SPRINGS FL 32708
32703, 04, 12	APOPKA FL 32712
32714, 16	ALTAMONTE SPRINGS FL 32714
32720-22, 24	DELAND FL 32720
32725, 28	DELTONA FL 32725
32726, 27, 36	EUSTIS FL 32726
32738, 39	DELTONA FL 32738
32746, 95	LAKE MARY FL 32746
32750, 52	LONGWOOD FL 32750
32751, 94	MAITLAND FL 32751
32756, 57	MT DORA FL 32757
32763, 74	ORANGE CITY FL 32763
32762, 65, 66	OVIEDO FL 32765
32771-73	SANFORD FL 32771
32779, 91	LONGWOOD FL 32779
32780-83, 96	TITUSVILLE FL 32780
32789, 90	WINTER PARK FL 32789
32801, 02	ORLANDO FL 32801
32804, 54	ORLANDO FL 32804
32805, 55	ORLANDO FL 32805
32806, 56	ORLANDO FL 32806
32807, 57	ORLANDO FL 32807
32808, 18, 68	ORLANDO FL 32808
32809, 39, 59	ORLANDO FL 32809
32810, 60	ORLANDO FL 32810
32811, 35, 61	ORLANDO FL 32811
32812, 27, 32	ORLANDO FL 32812
32817, 67	ORLANDO FL 32817
32819, 21, 36, 69	ORLANDO FL 32819
32820, 26, 28, 29, 31, 33, 34, 78	ORLANDO FL 32820
32824, 37, 77	ORLANDO FL 32824
32902, 19	MELBOURNE FL 32902
32904, 12	WEST MELBOURNE FL 32904
32905, 06	PALM BAY FL 32905
32907-09, 11	PALM BAY WEST FL 32907
32922-24, 26, 27	COCOA FL 32922
32931, 32	COCOA BEACH FL 32931
32934, 40, 41	EAU GALLIE FL 32934
32952-54	MERRITT ISLAND FL 32952
32955, 56	ROCKLEDGE FL 32955
32958, 76, 78	SEBASTIAN FL 32958
32960, 63	VERO BEACH FL 32960
32962, 65, 68	VERO BEACH FL 32962
32966, 67, 69	VERO BEACH FL 32966
33008, 09	HALLANDALE FL 33009
33010, 11	HIALEAH FL 33010
33015, 17	SOUTH FLORIDA FL 33015
33002, 18	SOUTH FLORIDA FL 33018
33019, 20, 22	SOUTH FLORIDA FL 33020
33021, 81	SOUTH FLORIDA FL 33021
33023, 83	SOUTH FLORIDA FL 33023
33024, 84	SOUTH FLORIDA FL 33024
33030, 33, 90	HOMESTEAD FL 33030
33031, 32, 39, 92	SOUTH FLORIDA FL 33032
33034, 35	HOMESTEAD FL 33034
33040, 41, 45	KEY WEST FL 33040
33055, 56	SOUTH FLORIDA FL 33055
33060, 69	SOUTH FLORIDA FL 33060
33061, 62, 72	SOUTH FLORIDA FL 33061
33063, 93	SOUTH FLORIDA FL 33063
33065, 75	SOUTH FLORIDA FL 33065
33067, 73, 76, 97	SOUTH FLORIDA FL 33067
33071, 77	SOUTH FLORIDA FL 33071
33128, 32, 36	MIAMI FL 33128
33129, 30	MIAMI FL 33129
33127, 37	MIAMI FL 33137
33109, 39	MIAMI FL 33139
33167, 68	MIAMI FL 33167
33174, 84	MIAMI FL 33174
33175, 85	MIAMI FL 33175
33186, 96	MIAMI FL 33186
33301, 94	FT LAUDERDALE FL 33301
33324, 88	FT LAUDERDALE FL 33324
33404, 19	WEST PALM BEACH FL 33404
33407, 12	WEST PALM BEACH FL 33407
33411, 21	WEST PALM BEACH FL 33411
33413, 15	WEST PALM BEACH FL 33413
33417, 22	WEST PALM BEACH FL 33417
33424, 25, 74	BOYNTON BEACH FL 33424
33427, 29, 81	BOCA RATON FL 33427
33428, 97	BOCA RATON FL 33428
33441, 43	DEERFIELD BEACH FL 33441
33444, 47	DELRAY BEACH FL 33444
33445, 82	DELRAY BEACH FL 33445
33446, 48, 84	DELRAY BEACH FL 33446
33455, 75	HOBE SOUND FL 33455
33461, 66	LAKE WORTH FL 33461
33462, 65	LAKE WORTH FL 33462
33454, 63	LAKE WORTH FL 33463
33468, 77, 78	JUPITER FL 33468
33509, 11	BRANDON FL 33511
33523, 25, 26	DADE CITY FL 33525
33539-41, 43, 44	ZEPHYRHILLS FL 33540
33548, 49	LUTZ FL 33549
33564-67	PLANT CITY FL 33566
33568, 69	RIVERVIEW FL 33569
33570, 72, 73	RUSKIN FL 33570

Column A Destination ZIP Codes	Column B Label Container To
33583, 84	SEFFNER FL 33584
33594, 95	VALRICO FL 33594
33602, 72	TAMPA FL 33602
33603, 73	TAMPA FL 33603
33604, 74	TAMPA FL 33604
33605, 75	TAMPA FL 33605
33610, 80	TAMPA FL 33610
33611, 81	TAMPA FL 33611
33612, 82	TAMPA FL 33612
33614, 84	TAMPA FL 33614
33615, 85	TAMPA FL 33615
33616, 86	TAMPA FL 33616
33618, 25, 88	TAMPA FL 33618
33624, 26	TAMPA FL 33624
33637, 87	TAMPA FL 33637
33701, 31	ST PETERSBURG FL 33701
33702, 16, 42	ST PETERSBURG FL 33702
33703, 32	ST PETERSBURG FL 33703
33704, 34	ST PETERSBURG FL 33704
33705, 12, 15	ST PETERSBURG FL 33705
33706, 36, 40, 41	ST PETERSBURG FL 33706
33707, 11, 37, 47	ST PETERSBURG FL 33707
33708, 38	ST PETERSBURG FL 33708
33709, 10, 43	ST PETERSBURG FL 33709
33713, 14, 84	ST PETERSBURG FL 33713
33730, 33	ST PETERSBURG FL 33730
33755, 57, 69	CLEARWATER FL 33755
33759, 60, 62, 64	CLEARWATER FL 33762
33761, 63, 65	CLEARWATER FL 33765
33770, 71, 74, 79	LARGO FL 33770
33772, 73, 75-78	SEMINOLE FL 33772
33780-82	PINELLAS PARK FL 33781
33785, 86	INDIAN ROCKS BEACH FL 33785
33801-03, 15	LAKELAND FL 33801
33805, 09, 10	LAKELAND FL 33805
33807, 11, 13	LAKELAND FL 33813
33825, 26	AVON PARK FL 33825
33830, 31	BARTOW FL 33830
33844, 45	HAINES CITY FL 33844
33852, 62	LAKE PLACID FL 33852
33853-56, 59, 67	LAKE WALES FL 33853
33870, 71, 76	SEBRING FL 33870
33872, 75	SEBRING FL 33872
33880, 82, 83, 88	WINTER HAVEN FL 33880
33881, 84, 85	LAKELAND FL 33881
33903, 17	NORTH FT MYERS FL 33903
33905, 94	FT MYERS FL 33905
33909, 93	CAPE CORAL FL 33909
33912, 13	FT MYERS FL 33912
33914, 91	CAPE CORAL FL 33914
33931, 32	FT MYERS BEACH FL 33931
33935, 75	LABELLE FL 33935
33936, 71, 72	LEHIGH ACRES FL 33936
33948, 53, 81	PT CHARLOTTE FL 33948
33955, 82	PUNTA GORDA FL 33955
33980, 83	PUNTA GORDA FL 33980
34116, 19	NAPLES FL 34116
34117, 20	NAPLES FL 34117
34142, 43	IMMOKALEE FL 34142
34201-04, 11, 12	BRADENTON FL 34203
34205, 06, 08	BRADENTON FL 34206
34207, 10, 81, 82	BRADENTON FL 34207
34209, 80	BRADENTON FL 34209
34217, 18	BRADENTON BEACH FL 34217
34220, 21	PALMETTO FL 34220
34223, 24, 95	ENGLEWOOD FL 34223
34230, 34-37, 43	SARASOTA FL 34230
34231, 42, 76	SARASOTA FL 34231
34232, 33, 40	SARASOTA FL 34232
34238, 41	SARASOTA FL 34238
34239, 77	SARASOTA FL 34239
34265, 66, 69	ARCADIA FL 34265
34274, 75	NOKOMIS FL 34274
34284, 85, 92	VENICE FL 34285
34286-89	NORTH PORT FL 34287
34420, 21	BELLVIEW FL 34420
34423, 28, 29	CRYSTAL RIVER FL 34428
34430-34	DUNNELLON FL 34430
34446-48	HOMOSASSA SPRINGS FL 34446
34450-53	INVERNESS FL 34450
34460, 61	LECANTO FL 34460
34464, 65	BEVERLY HILLS FL 34464
34470, 75, 78, 79	OCALA FL 34470
34471, 72, 80, 83	OCALA FL 34471
34473, 74, 76, 77, 81, 82	OCALA FL 34473
34488, 89	SILVER SPRINGS FL 34488
34491, 92	SUMMERFIELD FL 34491
34601, 02, 05	BROOKSVILLE FL 34601
34604, 09, 10	BROOKSVILLE FL 34604
34606-08, 11	SPRING HILL FL 34606
34603, 13, 14	BROOKSVILLE FL 34613
34652-56	NEW PORT RICHEY FL 34652
34667, 69, 74	HUDSON FL 34667
34668, 73	PORT RICHEY FL 34668
34682-85	PALM HARBOR FL 34683
34688, 89	TARPON SPRINGS FL 34689
34697, 98	DUNEDIN FL 34698
34711, 12	CLERMONT FL 34711
34741, 42, 46, 47	KISSIMMEE FL 34741
34743-45, 58, 59	KISSIMMEE FL 34743
34748, 49, 88, 89	LEESBURG FL 34748
34769-73	ST CLOUD FL 34769
34777, 78, 87	WINTER GARDEN FL 34777
34945, 81, 82, 86-88	FT PIERCE FL 34945
34946, 47, 49, 51	FT PIERCE FL 34946
34948, 54, 79, 85	FT PIERCE FL 34948
34957, 58	JENSEN BEACH FL 34957
34972-74	OKEECHOBEE FL 34972
34990, 91	PALM CITY FL 34990
35010, 11	ALEXANDER CITY AL 35010
35045, 46	CLANTON AL 35045
35150, 51	SYLACAUGA AL 35150
35160, 61	TALLADEGA AL 35160
35475, 76	NORTHPORT AL 35476
35501-04	JASPER AL 35501
35956, 57	BOAZ AL 35957
36027, 72	EUFAULA AL 36027
36066-68	PRATTVILLE AL 36067
36079, 81, 82	TROY AL 36081
36092, 93	WETUMPKA AL 36092
36330, 31	ENTERPRISE AL 36330
36360, 61	OZARK AL 36360
36426, 27	BREWTON AL 36426
36460, 61	MONROEVILLE AL 36460
36701-03	SELMA AL 36701
36801-04	OPELIKA AL 36801
36830-32, 49	AUBURN AL 36830
36867-70	PHENIX CITY AL 36867
37011, 13	ANTIOCH TN 37011
37024, 27	BRENTWOOD TN 37024
37040, 41	CLARKSVILLE TN 37040
37055, 56	DICKSON TN 37055
37064, 65, 67-69	FRANKLIN TN 37064
37070, 72	GOODLETTSVILLE TN 37070
37075, 77	HENDERSONVILLE TN 37075
37087, 88, 90	LEBANON TN 37087
37110, 11	MCMINNVILLE TN 37110
37115, 16	MADISON TN 37115

Column A Destination ZIP Codes	Column B Label Container To
37121, 22	MT JULIET TN 37121
37127, 30, 33	MURFREESBORO TN 37127
37128, 29	MURFREESBORO TN 37128
37160-62	SHELBYVILLE TN 37160
37201, 19	NASHVILLE TN 37201
37204, 20	NASHVILLE TN 37204
37206, 13	NASHVILLE TN 37206
37208, 18, 28	NASHVILLE TN 37208
37210, 24	NASHVILLE TN 37210
37211, 22	NASHVILLE TN 37211
37229, 30	NASHVILLE TN 37229
37303, 71	ATHENS TN 37303
37311, 12, 20, 64	CLEVELAND TN 37311
37317, 46	COPPERHILL TN 37317
37349, 55	MANCHESTER TN 37355
37304, 73	SALE CREEK TN 37373
37379, 84	SODDY DAISY TN 37379
37337, 81, 95	SPRING CITY TN 37381
37358, 85	TELLICO PLAINS TN 37385
37402, 03, 08, 50	CHATTANOOGA TN 37402
37409, 10, 19	CHATTANOOGA TN 37409
37411, 14	CHATTANOOGA TN 37411
37601, 05	JOHNSON CITY TN 37601
37602, 04	JOHNSON CITY TN 37604
37616, 41	CHUCKEY TN 37641
37642, 45	CHURCH HILL TN 37642
37643, 44	ELIZABETHTON TN 37643
37660, 62, 65	KINGSPORT TN 37660
37716, 17	CLINTON TN 37716
37743-45	GREENEVILLE TN 37743
37771, 72	LENOIR CITY TN 37771
37801-04	MARYVILLE TN 37801
37813-16	MORRISTOWN TN 37814
37821, 22	NEWPORT TN 37821
37824, 25, 79	NEW TAZWELL TN 37825
37830, 31	OAK RIDGE TN 37830
37862, 64, 76	SEVIERVILLE TN 37862
37863, 68	PIGEON FORGE TN 37863
37902, 16, 29	KNOXVILLE TN 37902
37914, 24	KNOXVILLE TN 37914
37917, 27	KNOXVILLE TN 37917
37918, 28	KNOXVILLE TN 37918
37919, 39	KNOXVILLE TN 37919
37920, 40, 98	KNOXVILLE TN 37920
37923, 32	KNOXVILLE TN 37923
37950, 90, 95, 97	KNOXVILLE TN 37950
38017, 27	COLLIERVILLE TN 38017
38018, 88	CORDOVA TN 38018
38024, 25	DYERSBURG TN 38024
38053-55	MILLINGTON TN 38053
38101, 40, 42, 43, 45, 47, 48, 50, 51, 59, 61, 66, 69, 94, 97	MEMPHIS TN 38101
38103, 05, 46, 63, 65, 73	MEMPHIS TN 38103
38104, 74	MEMPHIS TN 38104
38106, 26, 36	MEMPHIS TN 38106
38108, 12	MEMPHIS TN 38108
38109, 90	MEMPHIS TN 38109
38111, 52	MEMPHIS TN 38111
38115, 75, 88, 93	MEMPHIS TN 38115
38116, 31, 32, 86	MEMPHIS TN 38116
38117, 37, 57, 77	MEMPHIS TN 38117
38118, 81	MEMPHIS TN 38118
38119, 20, 87	MEMPHIS TN 38119
38125, 41	MEMPHIS TN 38125
38127, 67	MEMPHIS TN 38127
38128, 68	MEMPHIS TN 38128
38133, 35	MEMPHIS TN 38133
38134, 84	MEMPHIS TN 38134
38138, 39, 83	MEMPHIS TN 38138
38301, 02, 08	JACKSON TN 38301
38303, 05, 14	JACKSON TN 38305
38501-03, 05, 06	COOKEVILLE TN 38501
38555, 57, 58	CROSSVILLE TN 38555
38634, 35	HOLLY SPRINGS MS 38634
38701-04	GREENVILLE MS 38701
38801-03	TUPELO MS 38801
38901, 02	GRENADA MS 38901
38930, 35	GREENWOOD MS 38930
39042, 43	BRANDON MS 39042
39056, 58, 60	CLINTON MS 39056
39110, 30	MADISON MS 39110
39120-22	NATCHEZ MS 39120
39157, 58	RIDGELAND MS 39157
39180-83	VICKSBURG MS 39180
39201, 02	JACKSON MS 39201
39204, 84	JACKSON MS 39204
39206, 86	JACKSON MS 39206
39208, 18, 88	JACKSON MS 39208
39209, 89	JACKSON MS 39209
39212, 72, 82	JACKSON MS 39212
39213, 83	JACKSON MS 39213
39401-04, 06, 07	HATTIESBURG MS 39401
39440-43	LAUREL MS 39440
39520-22, 29	BAY ST LOUIS MS 39520
39564-66	OCEAN SPRINGS MS 39564
39601-03	BROOKHAVEN MS 39601
39648, 49	MCCOMB MS 39648
39701-05, 10	COLUMBUS MS 39701
39759, 60	STARKVILLE MS 39759
40201-04, 08, 10, 70	LOUISVILLE KY 40202
40206, 07, 57, 80	LOUISVILLE KY 40207
40211, 12, 51	LOUISVILLE KY 40211
40205, 13, 18	LOUISVILLE KY 40213
40209, 14	LOUISVILLE KY 40214
40216, 56	LOUISVILLE KY 40216
40219, 29, 59	LOUISVILLE KY 40219
40220, 50	LOUISVILLE KY 40220
40222, 41, 42, 52	LOUISVILLE KY 40222
40231-33, 90, 92, 94, 96-98	LOUISVILLE KY 40232
40223, 43, 53	LOUISVILLE KY 40243
40258, 66, 68, 81, 83, 84	LOUISVILLE KY 40258
40269, 99	LOUISVILLE KY 40299
40502, 17	LEXINGTON KY 40502
40503, 14	LEXINGTON KY 40503
40504, 10, 13	LEXINGTON KY 40504
40505, 09, 16	LEXINGTON KY 40505
40506, 26, 36, 46	LEXINGTON KY 40506
40507, 08	LEXINGTON KY 40507
40511, 15	LEXINGTON KY 40511
40601-04	FRANKFORT KY 40601
40701, 02	CORBIN KY 40701
40741-45	LONDON KY 40741
41011, 12, 14-19	COVINGTON KY 41011
41071-74	NEWPORT KY 41071
41075, 76	NEWPORT KY 41075
41101, 02, 05, 14	ASHLAND KY 41101
41301, 42	CAMPTON KY 41301
41501, 02	PIKEVILLE KY 41501
41701, 02	HAZARD KY 41701
42001, 03	PADUCAH KY 42001
42101, 04, 22	BOWLING GREEN KY 42101
42134, 35	FRANKLIN KY 42134
42141, 42	GLASGOW KY 42141
42153, 64	SCOTTSVILLE KY 42164
42240, 41	HOPKINSVILLE KY 42240
42419, 20	HENDERSON KY 42420

Column A Destination ZIP Codes	Column B Label Container To
42431, 36	MADISONVILLE KY 42431
42501-03	SOMERSET KY 42501
42701, 02	ELIZABETHTOWN KY 42701
43016, 17	DUBLIN OH 43016
43040, 41	MARYSVILLE OH 43040
43055, 56, 58, 93	NEWARK OH 43055
43007, 67	RAYMOND OH 43067
43081, 82, 86	WESTERVILLE OH 43081
43135, 52, 56	LAURELVILLE OH 43135
43150, 63	RUSHVILLE OH 43150
43206, 17	COLUMBUS OH 43206
43222, 23	COLUMBUS OH 43222
43234, 35, 40	COLUMBUS OH 43234
43301, 02	MARION OH 43301
43314, 35	CALEDONIA OH 43314
43330, 59	WHARTON OH 43359
43701, 02, 21	ZANESVILLE OH 43702
43725, 50	CAMBRIDGE OH 43725
43754, 86	LEWISVILLE OH 43754
43736, 73	QUAKER CITY OH 43773
43803, 40	STONE CREEK OH 43840
44221, 22	CUYAHOGA FALLS OH 44221
44240, 41	KENT OH 44240
44256, 58	MEDINA OH 44256
44281, 82	WADSWORTH OH 44281
44646, 47	MASSILLON OH 44646
45011, 12, 20, 23, 25, 26	HAMILTON OH 45011
45014, 18	FAIRFIELD OH 45014
45042-44	MIDDLETOWN OH 45042
45202, 10	CINCINNATI OH 45202
45203, 04, 14	CINCINNATI OH 45203
45206, 26	CINCINNATI OH 45206
45207, 12	CINCINNATI OH 45212
45216, 17, 32	CINCINNATI OH 45217
45219, 20	CINCINNATI OH 45219
45223, 25	CINCINNATI OH 45223
45209, 27	CINCINNATI OH 45227
45228, 30	CINCINNATI OH 45230
45213, 36	CINCINNATI OH 45236
45233, 38	CINCINNATI OH 45238
45218, 40, 46	CINCINNATI OH 45240
45244, 45	CINCINNATI OH 45245
45239, 47, 51-53	CINCINNATI OH 45251
45502-04	SPRINGFIELD OH 45502
45505, 06	SPRINGFIELD OH 45505
45613, 83	BEAVER OH 45613
45622, 54	NEW PLYMOUTH OH 45654
45662, 63	PORTSMOUTH OH 45662
45710, 76	ALBANY OH 45710
45711, 77	AMESVILLE OH 45711
45712, 29	BARLOW OH 45712
45715, 21	BEVERLY OH 45715
45717, 64	NELSONVILLE OH 45764
45734, 67, 89	NEW MATAMORAS OH 45767
45786, 87	WATERFORD OH 45786
46011, 14-16, 18	ANDERSON IN 46011
46012, 13, 17	ANDERSON IN 46012
46032, 33	CARMEL IN 46032
46142, 43	GREENWOOD IN 46142
46202, 23, 25	INDIANAPOLIS IN 46202
46204, 82, 44	INDIANAPOLIS IN 46204
46205, 20, 30	INDIANAPOLIS IN 46205
46206, 07, 83, 85, 98	INDIANAPOLIS IN 46206
46214, 53, 54	INDIANAPOLIS IN 46214
46217, 27, 37, 47	INDIANAPOLIS IN 46217
46221, 31	INDIANAPOLIS IN 46221
46235, 36	INDIANAPOLIS IN 46236
46239, 59	INDIANAPOLIS IN 46239
46240, 60, 80, 90	INDIANAPOLIS IN 46240
46241, 42, 51	INDIANAPOLIS IN 46241
46250, 56	INDIANAPOLIS IN 46250
46268, 78	INDIANAPOLIS IN 46268
46307, 08	CROWN POINT IN 46307
46320, 25, 27	HAMMOND IN 46320
46350, 52	LA PORTE IN 46350
46360, 61	MICHIGAN CITY IN 46360
46408, 09	GARY IN 46408
46410, 11	MERRILLVILLE IN 46410
46516, 17	ELKHART IN 46516
46526-28	GOSHEN IN 46526
46544-46	MISHAWAKA IN 46544
46580, 81	WARSAW IN 46580
46601, 17	SOUTH BEND IN 46601
46613, 14, 80	SOUTH BEND IN 46613
46616, 19	SOUTH BEND IN 46616
46635, 37, 60	SOUTH BEND IN 46635
46901-04	KOKOMO IN 46901
46952, 53	MARION IN 46952
47129-32	JEFFERSONVILLE IN 47130
47150, 51	NEW ALBANY IN 47150
47629, 30	NEWBURGH IN 47630
47701-06, 21, 22, 27, 30-37, 39-41, 44, 47, 50	EVANSVILLE IN 47701
47708, 13	EVANSVILLE IN 47708
47711, 24	EVANSVILLE IN 47711
47712, 19, 20	EVANSVILLE IN 47712
47714, 28	EVANSVILLE IN 47714
47715, 16	EVANSVILLE IN 47715
47801-05, 07, 08	TERRE HAUTE IN 47801
47901-07, 96	LAFAYETTE IN 47901
48001, 28	ALGONAC MI 48001
48009, 12	BIRMINGHAM MI 48009
48025, 34, 37, 75, 76, 86	SOUTHFIELD MI 48025
48026, 66	FRASER MI 48026
48035, 36, 43, 45, 46	CLINTON TOWNSHIP MI 48035
48038, 42, 44	CLINTON TOWNSHIP MI 48038
48040, 49, 59-61, 74	MARYSVILLE MI 48040
48047, 51	NEW BALTIMORE MI 48047
48048, 50	NEW HAVEN MI 48048
48062-64	RICHMOND MI 48062
48065, 96	ROMEO MI 48065
48067-70, 72, 73	ROYAL OAK MI 48067
48080-82	SAINT CLAIR SHORES MI 48080
48007, 83, 84, 98, 99	TROY MI 48083
48015, 89-93	WARREN MI 48089
48094, 95	WASHINGTON MI 48094
48103, 06, 08, 09	ANN ARBOR MI 48103
48105, 13	GREEN ROAD STATION MI 48105
48104, 07	LIBERTY STATION MI 48107
48111, 12	BELLEVILLE MI 48111
48114, 16	BRIGHTON MI 48116
48120-22, 26	DEARBORN MI 48120
48123-25	DEARBORN ANNEX MI 48124
48135, 36	GARDEN CITY MI 48135
48150, 51, 54	LIVONIA MI 48150
48152, 53	GREENMEAD STA MI 48152
48161, 62	MONROE MI 48161
48167, 75	NORTHVILLE MI 48167
48174, 80	TAYLOR MI 48180
48185, 86	WESTLAND MI 48185
48187, 88	CANTON MI 48188
48192, 95	WYANDOTTE MI 48192
48197, 98	YPSILANTI MI 48197
48201, 02, 06, 11	NORTHEND STATION MI 48202
48214, 15	JEFFERSON STATION MI 48214
48208, 16, 26, 43	GRAND SHELBY STA MI 48216
48217, 18, 29	RIVER ROUGE MI 48218
48220, 21	COLLEGE PARK STA MI 48221

Column A Destination ZIP Codes	Column B Label Container To
48225, 30	FOX CREEK STATION MI 48225
48239, 40	REDFORD MI 48239
48302, 04	BLOOMFIELD HILLS MI 48302
48306-09	ROCHESTER HILLS MI 48306
48310-14	STERLING HTS MI 48310
48315-18	SHELBY TWP MI 48315
48320, 28, 40-43	KEEGO HARBOR MI 48320
48321, 26	AUBURN HILLS MI 48321
48322-25	WEST BLOOMFIELD MI 48322
48327, 29, 83, 86	WATERFORD ANNEX MI 48327
48331, 33, 34	FARMINGTON HILLS MI 48331
48332, 35, 36	FARMINGTON MI 48332
48346-48	CLARKSTON MI 48346
48356, 57	HIGHLAND MI 48356
48359-63	LAKE ORION MI 48359
48370, 71	OXFORD MI 48370
48374, 77	NOVI CR ANNEX MI 48374
48375, 76	NOVI MI 48375
48380, 81	MILFORD MI 48380
48382, 90, 91	WALLED LAKE MI 48390
48504, 31, 32	NORTHWEST ANNEX MI 48504
48506, 09	NORTHEAST ANNEX MI 48509
48519, 29	SOUTHEAST ANNEX MI 48519
48801, 02	ALMA MI 48801
48804, 58, 59	MOUNT PLEASANT MI 48804
48805, 64	OKEMOS MI 48805
48823-26	EAST LANSING MI 48823
48843, 44	HOWELL MI 48843
48910-12	SOUTHWEST ANNEX MI 48910
49002, 24	PORTAGE MI 49002
49006, 07	KALAMAZOO MI 49006
49014-17	BATTLE CREEK MI 49014
49022, 23	BENTON HARBOR MI 49022
49068, 69	MARSHALL MI 49068
49103, 04	BERRIEN SPRINGS MI 49103
49120, 21	NILES MI 49120
49504, 14, 44	GRAND RAPIDS MI 49504
49505, 15, 25	GRAND RAPIDS MI 49505
49506, 16	GRAND RAPIDS MI 49506
49507, 10	GRAND RAPIDS MI 49507
49508, 18, 48	GRAND RAPIDS MI 49508
49801, 02	IRON MOUNTAIN MI 49801
50310, 94	DES MOINES IA 50310
50320, 21	DES MOINES IA 50320
50322, 23	DES MOINES IA 50322
50701-04, 06, 07	WATERLOO IA 50701
51101, 02, 05, 11	SIOUX CITY IA 51101
51103, 09	SIOUX CITY IA 51103
51104, 08	SIOUX CITY IA 51104
51501-03	COUNCIL BLUFFS IA 51501
52401, 03	CEDAR RAPIDS IA 52401
52402, 10, 11	CEDAR RAPIDS IA 52402
52404, 05, 08, 09	CEDAR RAPIDS IA 52408
52801-03, 05, 08	DAVENPORT IA 52801
52804, 06, 07, 09	NORTHWEST STATION IA 52804
53005, 08, 45	BROOKFIELD WI 53005
53022, 77	GERMANTOWN WI 53022
53051, 52	MENOMONEE FALLS WI 53051
53081-83	SHEBOYGAN WI 53081
53090, 95	WEST BEND WI 53090
53092, 97	MEQUON WI 53092
53094, 98	WATERTOWN WI 53094
53140-44, 58	KENOSHA WI 53140
53146, 51	NEW BERLIN WI 53146
53186-89	WAUKESHA WI 53186
53202, 03	MILWAUKEE WI 53202
53205, 33	MILWAUKEE WI 53205
53207, 35	MILWAUKEE WI 53207
53213, 26	MILWAUKEE WI 53213
53215, 19, 34	MILWAUKEE WI 53215
53220, 28	MILWAUKEE WI 53220
53222, 25	MILWAUKEE WI 53222
53223, 24	MILWAUKEE WI 53223
53401, 03, 07	RACINE WI 53401
53402, 04	RACINE WI 53404
53405, 06, 08	RACINE WI 53406
53545-47	JANESVILLE WI 53545
53704, 14, 16	MADISON WI 53704
53711, 17, 19, 44	MADISON WI 53711
53713, 15	MADISON WI 53713
54220, 21	MANITOWOC WI 54220
54301, 02, 11	GREEN BAY WI 54301
54303, 04, 13	GREEN BAY WI 54303
54401-03	WAUSAU WI 54401
54494, 95	WISCONSIN RAPIDS WI 54494
54601-03	LACROSSE WI 54601
54901, 02, 04	OSHKOSH WI 54901
54911-15	APPLETON WI 54911
54935-37	FOND DU LAC WI 54935
54956, 57	NEENAH WI 54956
55104, 14	ST PAUL MN 55104
55110, 15	ST PAUL MN 55110
55103, 17	ST PAUL MN 55117
55120, 21	ST PAUL MN 55120
55305, 45, 91	MINNETONKA MN 55305
55311, 69	MAPLE GROVE MN 55311
55317, 18, 31, 86	CHANHASSEN MN 55317
55306, 37	BURNSVILLE MN 55337
55344, 46, 47	EDEN PRAIRIE MN 55344
55403, 05	MINNEAPOLIS MN 55403
55404, 54	MINNEAPOLIS MN 55404
55411, 12	MINNEAPOLIS MN 55411
55413, 18	MINNEAPOLIS MN 55413
55414, 55	MINNEAPOLIS MN 55414
55417, 50	MINNEAPOLIS MN 55417
55420, 25	MINNEAPOLIS MN 55420
55424, 36, 39	MINNEAPOLIS MN 55424
55428-30	MINNEAPOLIS MN 55428
55433, 48	MINNEAPOLIS MN 55433
55434, 49	MINNEAPOLIS MN 55434
55437, 38	MINNEAPOLIS MN 55437
55441, 42, 46	MINNEAPOLIS MN 55441
55443-45	MINNEAPOLIS MN 55443
55803, 04	DULUTH MN 55803
55901-03, 05	ROCHESTER MN 55901
55904, 06	ROCHESTER MN 55904
56001-03	MANKATO MN 56001
56301-04	ST CLOUD MN 56301
56501, 02	DETROIT LAKES MN 56501
56537, 38	FERGUS FALLS MN 56537
56560-63	MOORHEAD MN 56560
57103, 04, 10	SIOUX FALLS SD 57103
57105-09	SIOUX FALLS SD 57105
57401, 02	ABERDEEN SD 57401
57701, 02, 09	RAPID CITY SD 57701
58103, 04, 06	FARGO ND 58103
58105, 07-09	FARGO ND 58107
58201-08	GRAND FORKS ND 58201
58401, 02, 05	JAMESTOWN ND 58401
58501, 03-05	BISMARCK ND 58501
58502, 06, 07	BISMARCK ND 58502
58601, 02	DICKINSON ND 58601
58701-05, 07	MINOT ND 58701
58801, 02	WILLISTON ND 58801
59101, 05	BILLINGS MT 59101
59102, 06	BILLINGS MT 59102
59103, 04, 07, 08	BILLINGS MT 59103
59401, 02, 05	GREAT FALLS MT 59401

Column A Destination ZIP Codes	Column B Label Container To
59403, 04, 06, 14	GREAT FALLS MT 59404
59701-03, 50	BUTTE MT 59701
59801, 03	MISSOULA MT 59801
59802, 04, 08	MISSOULA MT 59802
60411, 12	CHICAGO HEIGHTS IL 60411
60431, 34, 35	JOLIET IL 60431
60432, 33, 36	JOLIET IL 60432
60440, 90	BOLINGBROOK IL 60440
60441, 46	LOCKPORT IL 60441
60453, 59	OAK LAWN IL 60453
60415, 54-58	OAK LAWN IL 60454
60462, 67	ORLAND PARK IL 60462
60463-65, 82	PALOS HEIGHTS IL 60463
60477, 78	TINLEY PARK IL 60477
60504, 05	AURORA IL 60504
60506, 07	AURORA IL 60506
60521-23	HINSDALE IL 60521
60525, 26	LA GRANGE IL 60525
60564, 65	NAPERVILLE IL 60564
60566, 67	NAPERVILLE IL 60566
61801-03	CHAMPAIGN IL 61801
61820-22	CHAMPAIGN IL 61821
61832-34	CHAMPAIGN IL 61832
62025, 26	EDWARDSVILLE IL 62025
62201, 02, 05	EAST ST LOUIS IL 62201
62203, 06	EAST ST LOUIS IL 62203
62204, 07	EAST ST LOUIS IL 62204
62220-22, 25	BELLEVILLE IL 62220
62223, 26	DUTCH HOLLOW STA IL 62223
62224, 58	MASCOUTAH IL 62258
62301, 05, 06	QUINCY IL 62301
62901-03	CARBONDALE IL 62901
63005, 06	CHESTERFIELD MO 63005
63011, 22	BALLWIN MO 63011
63021, 24	BALLWIN MO 63021
63032-34	FLORISSANT MO 63032
63044, 45	BRIDGETON MO 63044
63101, 02, 69, 88	ST LOUIS MO 63101
63104, 58	ST LOUIS MO 63104
63108, 56	ST LOUIS MO 63108
63109, 39	ST LOUIS MO 63109
63113, 20	ST LOUIS MO 63113
63126-28	ST LOUIS MO 63126
63129, 51	ST LOUIS MO 63129
63134, 40	ST LOUIS MO 63134
63137, 38	ST LOUIS MO 63137
63155, 80, 82	ST LOUIS MO 63155
63301, 02	ST CHARLES MO 63301
63303, 04	ST CHARLES MO 63303
63366, 67	OFALLON MO 63366
63601, 53	PARK HILLS MO 63601
63701-03	CAPE GIRARDEAU MO 63701
63901, 02	POPLAR BLUFF MO 63901
64013, 15	BLUE SPRINGS MO 64015
64050, 51, 56, 58	INDEPENDENCE MO 64050
64053, 54	INDEPENDENCE MO 64053
64055, 57	INDEPENDENCE MO 64055
64064, 86	LEES SUMMIT MO 64064
64068, 69	LIBERTY MO 64068
64081, 82	LEES SUMMIT MO 64081
64101, 02, 05, 96	KANSAS CITY MO 64105
64109, 28	KANSAS CITY MO 64109
64111, 71	KANSAS CITY MO 64111
64116, 17, 60, 61	KANSAS CITY MO 64116
64118, 88	KANSAS CITY MO 64118
64119, 57, 58, 67	KANSAS CITY MO 64119
64120, 25, 26	KANSAS CITY MO 64120
64123, 24	KANSAS CITY MO 64123
64129, 30	KANSAS CITY MO 64130

Column A Destination ZIP Codes	Column B Label Container To
64133, 36	KANSAS CITY MO 64133
64134, 37, 92	KANSAS CITY MO 64134
64138, 39	KANSAS CITY MO 64138
64114, 45-49	KANSAS CITY MO 64145
64151, 53, 54, 63, 64, 90	KANSAS CITY MO 64153
64155, 56, 65, 66	KANSAS CITY MO 64155
64501, 05	ST JOSEPH MO 64501
64801, 02	JOPLIN MO 64801
64803, 04	JOPLIN MO 64803
65101, 09, 10	JEFFERSON CITY MO 65101
65102-08	JEFFERSON CITY MO 65102
65201, 02, 11, 12, 15, 16	COLUMBIA MO 65201
65203, 17, 18	COLUMBIA MAIN MO 65203
65401, 02, 09	ROLLA MO 65401
65616, 72	BRANSON MO 65616
65804, 08, 09	SPRINGFIELD MO 65804
65807, 10	SPRINGFIELD MO 65807
66027, 43, 48	FT LEAVENWORTH KS 66027
66044, 49	LAWRENCE KS 66044
66046, 47	LAWRENCE KS 66046
66051, 61	OLATHE KS 66061
66062, 63	OLATHE KS 66062
66101, 15, 17, 18	KANSAS CITY KS 66101
66102, 10	KANSAS CITY KS 66102
66103, 05	KANSAS CITY KS 66103
66109, 11-13	KANSAS CITY KS 66112
66202, 05, 22	SHAWNEE MISSION KS 66202
66203, 16	SHAWNEE MISSION KS 66203
66210, 25	SHAWNEE MISSION KS 66210
66212, 82	SHAWNEE MISSION KS 66212
66209, 13	SHAWNEE MISSION KS 66213
66214, 15, 85	SHAWNEE MISSION KS 66215
66221, 23, 24	SHAWNEE MISSION KS 66223
66217-20, 26, 27, 86	SHAWNEE MISSION KS 66226
66502, 03, 05, 06	MANHATTAN KS 66502
66603, 06, 07, 12, 16, 83	TOPEKA KS 66603
66604, 47, 67	TOPEKA KS 66604
66605, 09, 11	TOPEKA KS 66605
66608, 17, 18	TOPEKA KS 66608
66610, 14, 15	TOPEKA KS 66610
66762, 63	PITTSBURG KS 66762
67204, 19	WICHITA KS 67204
67205, 12, 23	WICHITA KS 67205
67206, 26, 28, 30, 32	WICHITA KS 67206
67208, 20	WICHITA KS 67208
67209, 15, 27, 35	WICHITA KS 67209
67210, 16	WICHITA KS 67210
67401, 02	SALINA KS 67401
67501, 02, 04, 05	HUTCHINSON KS 67501
67901, 05	LIBERAL KS 67901
68025, 26	FREMONT NE 68025
68105, 06, 55	OMAHA NE 68105
68108, 09	OMAHA NE 68108
68110, 11, 19, 20	OMAHA NE 68110
68112, 52	OMAHA NE 68112
68114, 24	OMAHA NE 68114
68116, 18, 30, 54	OMAHA NE 68116
68117, 27	OMAHA NE 68117
68122, 34, 42, 64	OMAHA NE 68122
68123, 47	BELLEVUE NE 68123
68128, 33, 57	PAPILLION NE 68128
68131, 32	OMAHA NE 68131
68135-39	OMAHA NE 68135
68144, 45	OMAHA NE 68144
68502, 42	LINCOLN NE 68502
68504, 07, 14, 17, 27	LINCOLN NE 68504
68506, 20	LINCOLN NE 68506
68512, 22, 23, 32	LINCOLN NE 68512
68516, 26	LINCOLN NE 68516

Column A Destination ZIP Codes	Column B Label Container To
68521, 24, 28, 31	LINCOLN NE 68521
68601, 02	COLUMBUS NE 68601
68701, 02	NORFOLK NE 68701
68801-03	GRAND ISLAND NE 68801
68847-49	KEARNEY NE 68847
68901, 02	HASTINGS NE 68901
70501, 02, 07	LAFAYETTE LA 70501
70503, 06, 96	LAFAYETTE LA 70506
70508, 98	LAFAYETTE LA 70508
70704, 14	BAKER LA 70704
70706, 26, 27	DENHAM SPRINGS LA 70706
70707, 37	GONZALES LA 70707
70764, 65	PLAQUEMINE LA 70764
70801, 02, 21-23, 25, 83	BATON ROUGE LA 70801
70803, 93, 94	BATON ROUGE LA 70803
70805, 12, 92	BATON ROUGE LA 70805
70806, 96	BATON ROUGE LA 70806
70807, 11, 18, 74	BATON ROUGE LA 70807
70808, 20, 98	BATON ROUGE LA 70808
70809, 10, 36, 84	BATON ROUGE LA 70809
70814, 95	BATON ROUGE LA 70814
70815, 19, 31	BATON ROUGE LA 70815
70816, 17, 27, 79	BATON ROUGE LA 70816
71102, 20, 61-66	SHREVEPORT LA 71102
71103, 33	SHREVEPORT LA 71103
71104, 34	SHREVEPORT LA 71104
71105, 15, 35	SHREVEPORT LA 71105
71106, 36	SHREVEPORT LA 71106
71107, 37	SHREVEPORT LA 71107
71108,18, 38, 48	SHREVEPORT LA 71108
71109, 19, 29, 49	SHREVEPORT LA 71109
71111, 71, 72	BOSSIER CITY LA 71111
71112, 13	BOSSIER CITY LA 71112
71130, 53	SHREVEPORT LA 71130
71601-03, 11-13	PINE BLUFF AR 71601
71901, 09, 13, 23, 53	HOT SPRINGS NTL PK AR 71901
72113-20, 24, 90, 99	NORTH LITTLE ROCK AR 72113
72201-07, 09-12, 14-17, 19, 21-23, 25, 27, 31, 60, 95	LITTLE ROCK AR 72231
72301-03	WEST MEMPHIS AR 72301
72315-19	BLYTHEVILLE AR 72315
72335, 36	FORREST CITY AR 72335
72396, 97	WYNNE AR 72396
72401-04	JONESBORO AR 72401
72450, 51	PARAGOULD AR 72450
72501, 03	BATESVILLE AR 72501
72701-04	FAYETTEVILLE AR 72701
72712, 14-16	BENTONVILLE AR 72712
72901-06, 08, 13, 14, 16, 23	FORT SMITH AR 72901
73034, 83	EDMOND OK 73034
73069-72	NORMAN OK 73069
73501, 02, 05-07	LAWTON OK 73501
73701-03, 05, 06	ENID OK 73701
74003-06	BARTLESVILLE OK 74003
74011-14	BROKEN ARROW OK 74011
74017, 18	CLAREMORE OK 74017
74066, 67	SAPULPA OK 74066
74074-78	STILLWATER OK 74074
74354, 55	MIAMI OK 74354
74361, 62	PRYOR OK 74361
74401-03	MUSKOGEE OK 74401
74464, 65	TAHLEQUAH OK 74464
74467-72, 77	WAGONER OK 74467
74501, 02	MCALESTER OK 74501
74601-04	PONCA CITY OK 74601
74701, 02	DURANT OK 74701
75020, 21	DENISON TX 75020

Column A Destination ZIP Codes	Column B Label Container To
75030, 88, 89	ROWLETT TX 75030
75032, 87	ROCKWALL TX 75032
75034, 35	FRISCO TX 75034
75090-92	SHERMAN TX 75090
75116, 37	DUNCANVILLE TX 75116
75134, 46	LANCASTER TX 75134
75160, 61	TERRELL TX 75160
75165, 67	WAXAHACHIE TX 75165
75401-04	GREENVILLE TX 75401
75428, 29	COMMERCE TX 75428
75455, 56	MOUNT PLEASANT TX 75455
75460-62	PARIS TX 75460
75482, 83	SULPHUR SPRINGS TX 75482
75652-54	HENDERSON TX 75652
75662, 63	KILGORE TX 75662
75670-72	MARSHALL TX 75670
76007, 10	ARLINGTON TX 76010
76005, 06, 11	ARLINGTON TX 76011
76012, 94	ARLINGTON TX 76012
76004, 13	ARLINGTON TX 76013
76003, 14, 18, 96	ARLINGTON TX 76014
76001, 15-17	ARLINGTON TX 76015
76301, 05, 06, 09	WICHITA FALLS TX 76301
76302, 08, 10	WICHITA FALLS TX 76302
76384, 85	VERNON TX 76384
76501-05, 08	TEMPLE TX 76501
76540, 41, 43	KILLEEN TX 76540
76542, 47, 48	KILLEEN TX 76542
76544-46	KILLEEN TX 76544
76701, 03, 06, 11	WACO TX 76701
76704, 05, 15	WACO TX 76704
76707, 08	WACO TX 76707
76710, 14	WACO TX 76710
76702, 12	WACO TX 76712
77301-06, 84, 85	CONROE TX 77301
77325, 39, 45	HUMBLE TX 77325
77327, 28	CLEVELAND TX 77327
77338, 46, 47, 96	HUMBLE TX 77338
77340-44, 48, 49	HUNTSVILLE TX 77340
77373, 83, 88	SPRING TX 77373
77375, 77	TOMBALL TX 77375
77379, 89, 91	SPRING TX 77379
77380, 86, 87	SPRING TX 77380
77381, 82, 93	SPRING TX 77381
77401, 02	BELLAIRE TX 77401
77404, 14	BAY CITY TX 77404
77406, 69	RICHMOND TX 77406
77410, 29, 33	CYPRESS TX 77410
77449, 50, 91-94	KATY TX 77449
77459, 89	MISSOURI CITY TX 77459
77477, 97	STAFFORD TX 77477
77478, 87	SUGAR LAND TX 77478
77479, 96	SUGAR LAND TX 77479
77501, 02, 06	PASADENA TX 77501
77503-05, 07, 08	PASADENA TX 77503
77510, 17	SANTA FE TX 77510
77511, 12	ALVIN TX 77511
77515, 16	ANGLETON TX 77515
77520-22	BAYTOWN TX 77520
77541, 42	FREEPORT TX 77541
77546, 49	FRIENDSWOOD TX 77546
77550, 53, 55	GALVESTON TX 77550
77551, 52, 54	GALVESTON TX 77551
77571, 72	LA PORTE TX 77571
77573, 74	LEAGUE CITY TX 77573
77581, 84, 88	PEARLAND TX 77581
77590, 92	TEXAS CITY TX 77590
77630, 32	ORANGE TX 77630
77640, 43	PORT ARTHUR TX 77640

Column A Destination ZIP Codes	Column B Label Container To
77662, 70	VIDOR TX 77662
77801-03, 05-08	BRYAN TX 77801
77833, 34	BRENHAM TX 77833
77840-45	COLLEGE STATION TX 77840
77868, 69	NAVASOTA TX 77868
78028, 29	KERRVILLE TX 78028
78040-46	LAREDO TX 78040
78102-04	BEEVILLE TX 78102
78130-33	NEW BRAUNFELS TX 78130
78148, 50	UNIVERSAL CITY TX 78148
78155, 56	SEGUIN TX 78155
78202, 04, 07, 83	SAN ANTONIO TX 78202
78203, 10	SAN ANTONIO TX 78203
78205, 06, 91-99	SAN ANTONIO TX 78205
78208, 09	SAN ANTONIO TX 78208
78211, 14, 21, 24-26, 64	SAN ANTONIO TX 78211
78212, 15	SAN ANTONIO TX 78212
78216, 79	SAN ANTONIO TX 78216
78219, 20, 22, 44, 62, 63	SAN ANTONIO TX 78219
78227, 42	SAN ANTONIO TX 78227
78230, 31, 48, 78	SAN ANTONIO TX 78230
78232, 47, 58-61, 70	SAN ANTONIO TX 78232
78233, 39, 66	SAN ANTONIO TX 78233
78238, 68	SAN ANTONIO TX 78238
78240, 49, 55-57, 69	SAN ANTONIO TX 78240
78245, 50-54, 76	SAN ANTONIO TX 78245
78332, 33	ALICE TX 78332
78363, 64	KINGSVILLE TX 78363
78381, 82	ROCKPORT TX 78382
78401-03, 07, 08, 70, 71, 73, 75-78	CORPUS CHRISTI TX 78401
78404, 63	CORPUS CHRISTI TX 78404
78405, 65	CORPUS CHRISTI TX 78405
78406, 09, 10, 26, 60	CORPUS CHRISTI TX 78406
78411, 66	CORPUS CHRISTI TX 78411
78412, 14, 68	CORPUS CHRISTI TX 78412
78413, 27, 72	CORPUS CHRISTI TX 78413
78415-17, 67	CORPUS CHRISTI TX 78415
78418, 19, 80	CORPUS CHRISTI TX 78418
78502, 05	MCALLEN TX 78502
78503, 04	MCALLEN TX 78503
78522, 23, 26	BROWNSVILLE TX 78522
78539, 40	EDINBURG TX 78539
78550-53	HARLINGEN TX 78550
78572, 73	MISSION TX 78572
78613, 30	CEDAR PARK TX 78613
78626-28	GEORGETOWN TX 78626
78335, 36	ARANSAS PASS TX 78336
78641, 46	LEANDER TX 78641
78664, 83	ROUND ROCK TX 78664
78666, 67	SAN MARCOS TX 78666
78680, 81	ROUND ROCK TX 78680
78702, 21, 22	AUSTIN TX 78702
78712, 13	AUSTIN TX 78712
78717, 26, 29	AUSTIN TX 78717
78719, 41, 42, 44	AUSTIN TX 78719
78723-25	AUSTIN TX 78723
78728, 53	AUSTIN TX 78728
78730, 31	AUSTIN TX 78730
78732, 34, 38	AUSTIN TX 78732
78733, 46	AUSTIN TX 78733
78735-37, 39, 49	AUSTIN TX 78735
78747, 48	AUSTIN TX 78747
78752, 54	AUSTIN TX 78752
78756, 57	AUSTIN TX 78756
78801, 02	UVALDE TX 78801
78840-43, 47	DEL RIO TX 78840
78852, 53	EAGLE PASS TX 78852
79101-04	AMARILLO TX 79101
79106, 19, 21, 24, 60	AMARILLO TX 79106
79107, 08, 11	AMARILLO TX 79107
79110, 18	AMARILLO TX 79110
79401, 03, 05, 08, 11, 15	LUBBOCK TX 79401
79404, 12, 23, 52	LUBBOCK TX 79404
79406, 09, 30	LUBBOCK TX 79406
79407, 14	LUBBOCK TX 79407
79410, 13, 93	LUBBOCK TX 79410
79416, 90	LUBBOCK TX 79416
79424, 64	LUBBOCK TX 79424
79701, 02	MIDLAND TX 79701
79703, 05, 07	MIDLAND TX 79703
79761, 63, 66	ODESSA TX 79761
79762, 64, 65	ODESSA TX 79762
79906, 08	EL PASO TX 79906
79907, 17	EL PASO TX 79907
79922, 32	EL PASO TX 79922
79924, 34	EL PASO TX 79924
79940-55	EL PASO TX 79940
80001, 02, 04	ARVADA CO 80001
80003, 05-07	ARVADA CO 80003
80010, 40, 45	AURORA CO 80010
80011, 18, 19, 42	AURORA CO 80011
80012, 41	AURORA CO 80012
80014, 44	AURORA CO 80014
80015, 16, 46	AURORA CO 80015
80017, 47	AURORA CO 80017
80020, 21, 38	BROOMFIELD CO 80020
80033, 34	WHEAT RIDGE CO 80033
80110-12, 55	ENGLEWOOD CO 80110
80120, 25, 60	LITTLETON CO 80120
80121, 22, 61	LITTLETON CO 80121
80124, 26, 63	LITTLETON CO 80124
80127, 62	LITTLETON CO 80127
80202, 65, 90, 93, 94	DENVER CO 80202
80203, 64, 95	DENVER CO 80203
80210, 50	DENVER CO 80210
80227, 35, 36	DENVER CO 80227
80233, 41	DENVER CO 80233
80239, 49	DENVER CO 80239
80301, 08	BOULDER CO 80301
80302, 06	BOULDER CO 80302
80303, 07	BOULDER CO 80303
80437, 39	EVERGREEN CO 80437
80477, 87	STEAMBOAT SPRINGS CO 80477
80501, 04	LONGMONT CO 80501
80521, 22, 24	FT COLLINS CO 80521
80525-28	FT COLLINS CO 80525
80537, 39	LOVELAND CO 80537
80840, 41	USAF ACADEMY CO 80840
80901, 03, 05	COLORADO SPGS CO 80901
80904, 34	COLORADO SPGS CO 80904
80906, 37, 60	COLORADO SPGS CO 80906
80907, 33	COLORADO SPGS CO 80907
80908, 21	COLORADO SPGS CO 80908
80909, 32	COLORADO SPGS CO 80909
80910, 35	COLORADO SPGS CO 80910
80911, 25, 31	COLORADO SPGS CO 80911
80913, 26	COLORADO SPGS CO 80913
80915, 22, 28-30, 70	COLORADO SPGS CO 80915
80918, 36	COLORADO SPGS CO 80918
80919, 49	COLORADO SPGS CO 80919
80920, 62	COLORADO SPGS CO 80920
81002, 07	PUEBLO CO 81002
81003, 08	PUEBLO CO 81003
81004-06	PUEBLO CO 81004
81101, 02	ALAMOSA CO 81101
81147, 57	PAGOSA SPRINGS CO 81147
81212, 15	CANON CITY CO 81212

Column A Destination ZIP Codes	Column B Label Container To
81301, 02	DURANGO CO 81301
82001, 07, 09	CHEYENNE WY 82001
82051, 63, 70-73	LARAMIE WY 82070
82602, 05	CASPER WY 82602
82601, 04, 09	CASPER WY 82609
82716-18	GILLETTE WY 82716
82901, 02	ROCK SPRINGS WY 82901
82930, 31	EVANSTON WY 82930
83001, 02	JACKSON WY 83001
83605, 06	CALDWELL ID 83605
83642, 80	MERIDIAN ID 83642
83647, 48	MOUNTAIN HOME ID 83647
83651-53, 86, 87	NAMPA ID 83651
83702, 03, 06, 12	BOISE ID 83702
83704, 11, 13	BOISE ID 83704
83707, 08	BOISE ID 83707
83709, 19	BOISE ID 83709
83716, 17	BOISE ID 83716
83814-16	COEUR D ALENE ID 83814
84003, 04	AMERICAN FORK UT 84003
84010, 11	BOUNTIFUL UT 84010
84015, 75, 89	CLEARFIELD UT 84015
84036, 61	KAMAS UT 84036
84040, 41	LAYTON UT 84040
84042, 62	PLEASANT GROVE UT 84042
84057, 59	OREM UT 84057
84058, 97	OREM UT 84058
84060, 68, 98	PARK CITY UT 84060
84070, 91, 94	SANDY UT 84070
84078, 79	VERNAL UT 84078
84084, 88	WEST JORDAN UT 84084
84090, 92, 93	SANDY UT 84090
84101, 44, 80	SALT LAKE CTY UT 84101
84106, 52	SALT LAKE CTY UT 84106
84107, 57	SALT LAKE CTY UT 84107
84108, 58	SALT LAKE CTY UT 84108
84110, 45, 51	SALT LAKE CTY UT 84110
84111, 33, 38	SALT LAKE CTY UT 84111
84115, 65	SALT LAKE CTY UT 84115
84120, 28, 70	SALT LAKE CTY UT 84120
84121, 71	SALT LAKE CTY UT 84121
84125-27	SALT LAKE CTY UT 84125
84302, 24	BRIGHAM CITY UT 84302
84321, 23	LOGAN UT 84321
84401, 09	OGDEN UT 84401
84402, 03, 05, 15	OGDEN UT 84403
84404, 12, 14	OGDEN UT 84404
84511, 33	BLANDING UT 84511
84601, 03, 05, 06	PROVO UT 84601
84663, 64	SPRINGVILLE UT 84663
84701, 32	RICHFIELD UT 84701
84720, 22, 81	CEDAR CITY UT 84720
84770, 71, 82	ST GEORGE UT 84770
85001, 02	PHOENIX AZ 85001
85003, 04, 25, 30, 73	PHOENIX AZ 85004
85008, 10	PHOENIX AZ 85008
85005, 07, 09, 98	PHOENIX AZ 85009
85013, 67	PHOENIX AZ 85013
85011, 14	PHOENIX AZ 85014
85016, 64	PHOENIX AZ 85016
85017, 61, 79	PHOENIX AZ 85017
85018, 60	PHOENIX AZ 85018
85021, 69	PHOENIX AZ 85021
85022, 68	PHOENIX AZ 85022
85023, 80	PHOENIX AZ 85023
85024, 50, 54	PHOENIX AZ 85024
85029, 53, 71	PHOENIX AZ 85029
85019, 31, 43, 63	PHOENIX AZ 85031
85032, 46, 78	PHOENIX AZ 85032
85034, 36, 74	PHOENIX AZ 85034
85038, 62, 72, 82, 99	PHOENIX AZ 85038
85040, 66	PHOENIX AZ 85040
85044, 76	PHOENIX AZ 85044
85045, 48, 70	PHOENIX AZ 85048
85201, 11	MESA AZ 85201
85202, 74	MESA AZ 85202
85203, 13, 75	MESA AZ 85203
85204, 14	MESA AZ 85204
85205, 07, 15, 77	MESA AZ 85205
85206, 12, 16	MESA AZ 85206
85217, 19, 20, 78	APACHE JUNCTION AZ 85219
85222, 30	CASA GRANDE AZ 85222
85224, 46	CHANDLER AZ 85224
85225, 44	CHANDLER AZ 85225
85232, 79	FLORENCE AZ 85232
85233, 34, 96, 99	GILBERT AZ 85233
85248, 49	CHANDLER AZ 85248
85250, 53	SCOTTSDALE AZ 85250
85251, 52	SCOTTSDALE AZ 85251
85255, 62	SCOTTSDALE AZ 85255
85260, 67	SCOTTSDALE AZ 85260
85256, 57, 71	SCOTTSDALE AZ 85256
85258, 61	SCOTTSDALE AZ 85258
85259, 63, 64, 68, 69	SCOTTSDALE AZ 85259
85283, 84	TEMPE AZ 85283
85285, 87, 89	TEMPE AZ 85285
85301, 03, 05, 07, 09, 11	GLENDALE AZ 85301
85302, 04, 06, 12	GLENDALE AZ 85302
85308, 10, 18	GLENDALE AZ 85308
85323, 38	AVONDALE AZ 85323
85345, 80	PEORIA AZ 85345
85351, 72	SUN CITY AZ 85351
85358, 90	WICKENBURG AZ 85358
85363, 73	YOUNGTOWN AZ 85363
85364-67, 69	YUMA AZ 85364
85374-76, 78, 79, 87	SUN CITY AZ 85374
85381, 82	PEORIA AZ 85381
85501, 02	GLOBE AZ 85501
85541, 47	PAYSON AZ 85541
85546, 48	SAFFORD AZ 85546
85607, 08	DOUGLAS AZ 85607
85614, 22	GREEN VALLEY AZ 85614
85621, 28, 62	NOGALES AZ 85621
85613, 35, 36, 50	SIERRA VISTA AZ 85635
85643, 44	WILLCOX AZ 85643
85701, 02	TUCSON AZ 85701
85706, 77	TUCSON AZ 85706
85712, 49	TUCSON AZ 85712
85713, 14	TUCSON AZ 85713
85715, 50	TUCSON AZ 85715
85720, 21	TUCSON AZ 85720
85726, 44	TUCSON AZ 85726
85730, 47, 48	TUCSON AZ 85730
85737, 39	TUCSON AZ 85737
85741, 42	TUCSON AZ 85741
85735, 36, 46	TUCSON AZ 85746
86001, 02	FLAGSTAFF AZ 86001
86003, 04	FLAGSTAFF AZ 86003
86301-05	PRESCOTT AZ 86301
86312-14	PRESCOTT VALLEY AZ 86314
86322, 24, 31	CAMP VERDE AZ 86322
86336, 39-41, 51	SEDONA AZ 86336
86401, 02, 13	KINGMAN AZ 86401
86403-06	LAKE HAVASU CITY AZ 86403
86426, 29, 30, 39, 42	BULLHEAD CITY AZ 86442
87102, 04, 94	ALBUQUERQUE NM 87102
87105, 21, 95	ALBUQUERQUE NM 87105
87106, 96	ALBUQUERQUE NM 87106

Column A Destination ZIP Codes	Column B Label Container To
87107, 97	ALBUQUERQUE NM 87107
87108, 98	ALBUQUERQUE NM 87108
87109, 22, 99	ALBUQUERQUE NM 87109
87110, 76, 90	ALBUQUERQUE NM 87110
87111, 54, 91	ALBUQUERQUE NM 87111
87112, 53, 92	ALBUQUERQUE NM 87112
87114, 84, 87, 93	ALBUQUERQUE NM 87114
87123, 81	ALBUQUERQUE NM 87123
87124, 74	ALBUQUERQUE NM 87124
87301, 05	GALLUP NM 87301
87401, 02, 99	FARMINGTON NM 87401
87502, 04	SANTA FE NM 87502
87532, 33	ESPANOLA NM 87532
88001, 11	LAS CRUCES NM 88001
88004, 06	LAS CRUCES NM 88004
88005, 12	LAS CRUCES NM 88005
88030, 31	DEMING NM 88030
88061, 62	SILVER CITY NM 88061
88101, 02	CLOVIS NM 88101
88210, 11	ARTESIA NM 88210
88220, 21	CARLSBAD NM 88220
88240-42	HOBBS NM 88240
88310, 11	ALAMOGORDO NM 88310
89005, 06	BOULDER CITY NV 89005
89012, 14	HENDERSON NV 89014
89011, 15	HENDERSON NV 89015
89018, 70	INDIAN SPRINGS NV 89018
89019, 26	JEAN NV 89019
89028, 29	LAUGHLIN NV 89028
89031, 33	NORTH LAS VEGAS NV 89031
89041, 48	PAHRUMP NV 89041
89102, 46	LAS VEGAS NV 89102
89113, 35	LAS VEGAS NV 89113
89117, 47	LAS VEGAS NV 89117
89120, 23, 39	LAS VEGAS NV 89120
89128, 34, 38	LAS VEGAS NV 89128
89129-31	LAS VEGAS NV 89129
89431, 32	SPARKS NV 89431
89434-36	SPARKS NV 89434
89450-52	INCLINE VILLAGE NV 89450
89501, 12	RENO NV 89501
89503, 13	RENO NV 89503
89504, 05	RENO NV 89504
89510, 15	RENO NV 89510
89523, 33	RENO NV 89523
89701-06, 21	CARSON CITY NV 89701
90201, 02, 70	BELL CA 90201
90209-13	BEVERLY HILLS CA 90210
90220-24	COMPTON CA 90220
90230-33	CULVER CITY CA 90230
90239-42	DOWNEY CA 90240
90245, 66, 67	EL SEGUNDO CA 90245
90247-49	GARDENA CA 90247
90250, 51	HAWTHORNE CA 90250
90260, 61	LAWNDALE CA 90260
90263-65	MALIBU CA 90265
90274, 75	PALOS VERDES CA 90274
90254, 77, 78	REDONDO BEACH CA 90277
90291-96	VENICE CA 90291
90401, 06, 07	SANTA MONICA CA 90401
90402-05, 08-11	SANTA MONICA CA 90403
90601, 08	WHITTIER CA 90601
90602, 07	WHITTIER CA 90602
90603, 04, 09	WHITTIER CA 90603
90605, 06, 10	WHITTIER CA 90605
90620-24	BUENA PARK CA 90620
90631-33	LA HABRA CA 90631
90637-39	LA MIRADA CA 90637
90650-52	NORWALK CA 90650
90660-62, 65	PICO RIVERA CA 90660
90701-03	ARTESIA CA 90701
90706, 07	BELLFLOWER CA 90706
90711-14	LAKEWOOD CA 90712
90715, 16	LAKEWOOD CA 90715
90720, 21	LOS ALAMITOS CA 90720
90731-34	SAN PEDRO CA 90731
90744, 48	WILMINGTON CA 90744
90745, 47, 49	CARSON CA 90745
90803, 53	LONG BEACH CA 90803
91301, 76	AGOURA HILLS CA 91301
91303-05, 09	CANOGA PARK CA 91304
91306, 96	WINNETKA CA 91306
91307, 08	WEST HILLS CA 91307
91311-13	CHATSWORTH CA 91311
91319, 20	NEWBURY PARK CA 91319
91321, 22, 81	NEWHALL CA 91321
91324, 25, 28-30	NORTHRIDGE CA 91324
91326, 27	NORTHRIDGE CA 91326
91331, 33, 34	PACOIMA CA 91331
91335, 37	RESEDA CA 91335
91340-42, 92	SYLMAR CA 91342
91343, 93	NORTH HILLS CA 91343
91344-46, 94, 95	MISSION HILLS CA 91345
91310, 50, 80, 84	SANTA CLARITA CA 91350
91351, 86	CANYON COUNTRY CA 91351
91352, 53	SUN VALLEY CA 91352
91354, 55, 85	VALENCIA CA 91355
91356, 57	TARZANA CA 91356
91358-63	THOUSAND OAKS CA 91360
91302, 64, 65, 67, 71, 72, 99	WOODLAND HILLS CA 91364
91403, 13, 23	SHERMAN OAKS CA 91403
91601-03	NORTH HOLLYWOOD CA 91601
91604, 14	STUDIO CITY CA 91604
91605, 06, 08-12, 15, 16, 18	NORTH HOLLYWOOD CA 91605
91607, 17	VALLEY VILLAGE CA 91607
91701, 37	ALTA LOMA CA 91701
91722, 24	COVINA CA 91722
91729, 30, 39	RANCHO CUCAMONGA CA 91730
91731, 32, 34	EL MONTE CA 91731
91740, 41	GLENDORA CA 91740
91744-47, 49	LA PUENTE CA 91744
91754, 55	MONTEREY PARK CA 91754
91761, 62, 64	ONTARIO CA 91761
91766-69	POMONA CA 91767
91775, 76, 78	SAN GABRIEL CA 91775
91784-86	UPLAND CA 91786
91788, 89	WALNUT CA 91789
91790-93	WEST COVINA CA 91790
91801-03	ALHAMBRA CA 91801
91901, 03	ALPINE CA 91901
91902, 08	BONITA CA 91902
91909, 11	CHULA VISTA CA 91909
91910, 12	CHULA VISTA CA 91910
91913-15, 21	CHULA VISTA CA 91913
91932, 33	IMPERIAL BEACH CA 91932
91941-44	LA MESA CA 91941
91945, 46	LEMON GROVE CA 91945
91947, 50, 51	NATIONAL CITY CA 91950
91976-79	SPRING VALLEY CA 91977
92008, 18	CARLSBAD CA 92008
92019, 20, 22	EL CAJON CA 92020
92023, 24	ENCINITAS CA 92024
92025, 29, 33, 46	ESCONDIDO CA 92025
92026, 27, 30	ESCONDIDO CA 92026
92028, 88	FALLBROOK CA 92028
92037-39	LA JOLLA CA 92037

Column A Destination ZIP Codes	Column B Label Container To
92049, 51, 52, 54, 55, 57	OCEANSIDE CA 92054
92056, 58	OCEANSIDE CA 92056
92064, 74	POWAY CA 92064
92067, 91	RANCHO SANTA FE CA 92067
92069, 79, 96	SAN MARCOS CA 92069
92071, 72	SANTEE CA 92071
92084, 85	VISTA CA 92084
92092, 93	LA JOLLA CA 92093
92201-03	INDIO CA 92201
92225, 26, 42, 80	BLYTHE CA 92225
92231, 32	CALEXICO CA 92231
92234, 35	CATHEDRAL CITY CA 92234
92243, 44	EL CENTRO CA 92243
92210, 11, 55, 60, 61	PALM DESERT CA 92260
92262-64	PALM SPRINGS CA 92262
92277, 78	TWENTYNINE PALMS CA 92277
92284-86	YUCCA VALLEY CA 92284
92307, 08	APPLE VALLEY CA 92307
92310-12	BARSTOW CA 92311
92314, 86	BIG BEAR CITY CA 92314
92313, 24	COLTON CA 92324
92334-37	FONTANA CA 92335
92340, 45	HESPERIA CA 92345
92329, 71	PHELAN CA 92371
92373-75	REDLANDS CA 92373
92376, 77	RIALTO CA 92376
92392-94	VICTORVILLE CA 92392
92401, 02, 08, 10	SN BERNARDINO CA 92401
92404, 13	SN BERNARDINO CA 92404
92405, 06	SN BERNARDINO CA 92405
92407, 27	SN BERNARDINO CA 92407
92501, 02	RIVERSIDE CA 92501
92503, 13	RIVERSIDE CA 92503
92504, 14	RIVERSIDE CA 92504
92505, 15	RIVERSIDE CA 92505
92506, 16	RIVERSIDE CA 92506
92507, 17	RIVERSIDE CA 92507
92508, 18	RIVERSIDE CA 92508
92509, 19	RIVERSIDE CA 92509
92530-32	LAKE ELSINORE CA 92531
92543-46	HEMET CA 92543
92551-55	MORENO VALLEY CA 92553
92556, 57	MORENO VALLEY CA 92557
92562-64	MURRIETA CA 92562
92570-72, 99	PERRIS CA 92570
92581-83	SAN JACINTO CA 92583
92584-87	SUN CITY CA 92586
92589-93	TEMECULA CA 92591
92607, 77	LAGUNA NIGUEL CA 92607
92615, 46	HUNTINGTON BEACH CA 92615
92602-04, 18-20, 50	IRVINE CA 92619
92606, 14, 23	IRVINE CA 92623
92626-28	COSTA MESA CA 92628
92624, 29	DANA POINT CA 92629
92605, 47, 49	HUNTINGTON BEACH CA 92647
92651, 52	LAGUNA CA 92651
92653, 54	LAGUNA HILLS CA 92653
92657, 58, 60, 62	NEWPORT BEACH CA 92658
92659, 61, 63	NEWPORT BEACH CA 92659
92672-74	SAN CLEMENTE CA 92672
92683-85	WESTMINSTER CA 92683
92610, 78, 79, 88	RCHO STA MARG CA 92688
92675, 90-93	MISSION VIEJO CA 92690
92780-82	TUSTIN CA 92781
92701-12, 28, 35, 99	SANTA ANA CA 92799
92821-23	BREA CA 92822
92831, 34	FULLERTON CA 92834
92832, 36	FULLERTON CA 92836
92833, 37	FULLERTON CA 92837
92835, 38	FULLERTON CA 92838
92840-44	GARDEN GROVE CA 92842
92845, 46	GARDEN GROVE CA 92846
92856, 57, 59, 61-69	ORANGE CA 92863
92870, 71	PLACENTIA CA 92871
92878, 80, 82	CORONA CA 92878
92879, 81, 83	CORONA CA 92879
92885-87	YORBA LINDA CA 92885
92801-08, 12, 14-17, 25, 50, 99	ANAHEIM CA 92899
93001, 02, 05, 07	VENTURA CA 93001
93003, 04, 06, 09	VENTURA CA 93003
93010-12	CAMARILLO CA 93010
93013, 14	CARPINTERIA CA 93013
93015, 16	FILLMORE CA 93015
93020, 21	MOORPARK CA 93020
93023, 24	OJAI CA 93023
93030-32, 35	OXNARD CA 93030
93033, 34	OXNARD CA 93033
93041-44	PORT HUENEME CA 93041
93060, 61	SANTA PAULA CA 93060
93062-64, 99	SIMI VALLEY CA 93063
93065, 93, 94	SIMI VALLEY CA 93065
93215, 16	DELANO CA 93215
93222, 25	FRAZIER PARK CA 93225
93230, 32	HANFORD CA 93230
93245, 46	LEMOORE CA 93245
93257, 58	PORTERVILLE CA 93257
93274, 75	TULARE CA 93274
93277, 78	VISALIA CA 93277
93279, 91	VISALIA CA 93279
93401-03, 05-10, 12	SAN LUIS OBISPO CA 93401
93436-38	LOMPOC CA 93436
93454-58	SANTA MARIA CA 93454
93501, 02	MOJAVE CA 93501
93504, 05	CALIFORNIA CITY CA 93505
93514, 15	BISHOP CA 93514
93516, 96	BORON CA 93516
93523, 24	EDWARDS CA 93523
93534-36, 39, 84, 86	LANCASTER CA 93534
93550-52, 90, 91	PALMDALE CA 93550
93555, 56	RIDGECREST CA 93555
93561, 62, 81	TEHACHAPI CA 93561
93611-13	CLOVIS CA 93612
93637-39	MADERA CA 93638
93901, 02, 05-08, 12, 15, 62	SALINAS CA 93907
93921-23	CARMEL CA 93923
93940, 42-44	MONTEREY CA 93940
94010, 11	BURLINGAME CA 94010
94014-17	DALY CITY CA 94014
94023, 24	LOS ALTOS CA 94023
94025, 26, 28	MENLO PARK CA 94025
94035, 41-43	MOUNTAIN VIEW CA 94041
94061-65	REDWOOD CITY CA 94061
94080, 83	S SAN FRANCISCO CA 94080
94086-88	SUNNYVALE CA 94086
94301, 02, 06	PALO ALTO CA 94301
94303, 04	PALO ALTO CA 94303
94305, 09	STANFORD CA 94305
94401, 02	SAN MATEO CA 94401
94403, 04	SAN MATEO CA 94403
94501, 02	ALAMEDA CA 94501
94506, 26	DANVILLE CA 94506
94509, 31	ANTIOCH CA 94509
94519, 21	CONCORD CA 94519
94518, 20	CONCORD CA 94520
94533, 35	FAIRFIELD CA 94533
94536, 55	FREMONT CA 94536

Column A Destination ZIP Codes	Column B Label Container To
94541-43	HAYWARD CA 94541
94540, 45	HAYWARD CA 94545
94546, 52	CASTRO VALLEY CA 94546
94550, 51	LIVERMORE CA 94550
94556, 75	MORAGA CA 94556
94558, 59, 81	NAPA CA 94558
94547, 72	RODEO CA 94572
94590, 92	VALLEJO CA 94590
94596, 97	WALNUT CREEK CA 94596
94702, 10	BERKELEY CA 94702
94801, 02	RICHMOND CA 94801
94925, 39, 76, 77	CORTE MADERA CA 94925
94927, 28, 31	ROHNERT PARK CA 94931
94941, 42	MILL VALLEY CA 94941
94945, 47-49	NOVATO CA 94947
94952, 54	PETALUMA CA 94952
94930, 60, 78, 79	SAN ANSELMO CA 94960
94965, 66	SAUSALITO CA 94965
95001, 03	APTOS CA 95003
95020, 21	GILROY CA 95020
95023, 24	HOLLISTER CA 95023
95030-32	LOS GATOS CA 95030
95037, 38	MORGAN HILL CA 95037
95050-56	SANTA CLARA CA 95050
95060-67	SANTA CRUZ CA 95060
95070, 71	SARATOGA CA 95070
95076, 77	WATSONVILLE CA 95076
95340, 41, 44, 48	MERCED CA 95340
95380-82	TURLOCK CA 95380
95472, 73	SEBASTOPOL CA 95472
95602-04	AUBURN CA 95603
95608, 09	CARMICHAEL CA 95608
95610, 11, 21	CITRUS HEIGHTS CA 95610
95616-18	DAVIS CA 95616
95661, 78	ROSEVILLE CA 95678
95687, 88, 96	VACAVILLE CA 95687
95605, 91	WEST SACRAMENTO CA 95691
95926-29, 73, 76	CHICO CA 95926
95945, 49	GRASS VALLEY CA 95945
95965, 66	OROVILLE CA 95965
95967, 69	PARADISE CA 95969
95991, 92	YUBA CITY CA 95991
96150-52, 54-58	SOUTH LAKE TAHOE CA 96150
96160, 61	TRUCKEE CA 96160
96720, 21	HILO HI 96721
96732, 33	KAHULUI HI 96732
96739, 40, 45	KAILUA KONA HI 96740
96738, 43	KAMUELA HI 96743
96761, 67	LAHAINA HI 96761
96701, 82	PEARL CITY HI 96782
96754, 57, 86	WAHIAWA HI 96786
96707, 09, 97	WAIPAHU HI 96797
97005, 08	BEAVERTON OR 97005
97201, 58	PORTLAND OR 97201
97202, 82	PORTLAND OR 97202
97203, 31, 83	PORTLAND OR 97203
97204, 05, 40	PORTLAND OR 97204
97206, 86	PORTLAND OR 97206
97208, 28	PORTLAND OR 97208
97209, 10, 96	PORTLAND OR 97209
97212, 27	PORTLAND OR 97212
97213, 18, 38	PORTLAND OR 97213
97214, 32, 93	PORTLAND OR 97214
97215, 16, 33, 92	PORTLAND OR 97215
97219, 80	PORTLAND OR 97219
97220, 30, 94	PORTLAND OR 97220
97221, 25, 98	PORTLAND OR 97221

Column A Destination ZIP Codes	Column B Label Container To
97222, 67-69	PORTLAND OR 97222
97223, 24, 81	PORTLAND OR 97223
97229, 91	PORTLAND OR 97229
97236, 66, 90	PORTLAND OR 97236
97301, 03, 05	SALEM OR 97301
97302, 06	SALEM OR 97302
97330, 31, 33, 39	CORVALLIS OR 97333
97401, 40	EUGENE OR 97401
97404, 08	EUGENE OR 97404
97403, 05, 55	EUGENE OR 97405
97501, 04	MEDFORD OR 97501
97526, 27	GRANTS PASS OR 97526
97601-03	KLAMATH FALLS OR 97601
97701, 02, 07-09	BEND OR 97701
98001, 02, 47, 71, 92	AUBURN WA 98002
98003, 63	FEDERAL WAY WA 98003
98004, 39	BELLEVUE WA 98004
98005, 15	BELLEVUE WA 98005
98007, 08	BELLEVUE WA 98007
98012, 21, 82	BOTHELL WA 98012
98023, 93	TWIN LAKES WA 98023
98027, 29	ISSAQUAH WA 98027
98031, 64	KENT WA 98031
98032, 35	KENT WA 98032
98036, 37, 46	LYNNWOOD WA 98036
98055, 58	RENTON WA 98055
98056, 57	RENTON WA 98056
98105, 45	SEATTLE WA 98105
98106, 26	SEATTLE WA 98106
98114, 44	SEATTLE WA 98144
98158, 88	SEATTLE WA 98188
98160, 77	SEATTLE WA 98177
98230, 31	EVERETT WA 98230
98270, 71	EVERETT WA 98270
98273, 74	EVERETT WA 98273
98290, 91, 96	EVERETT WA 98290
98332, 35	GIG HARBOR WA 98332
98362, 63	PORT ANGELES WA 98362
98366, 67	PORT ORCHARD WA 98366
98371, 72	PUYALLUP WA 98371
98373-75	PUYALLUP WA 98375
98402, 21	TACOMA WA 98402
98403, 22, 24	TACOMA WA 98403
98404, 42, 43	TACOMA WA 98404
98405, 15	TACOMA WA 98405
98406, 16	TACOMA WA 98406
98408, 12, 18	TACOMA WA 98408
98444, 47	TACOMA WA 98444
98445, 46	TACOMA WA 98445
98464-67	TACOMA WA 98465
98502, 12	OLYMPIA WA 98502
98503, 13	OLYMPIA WA 98503
98660, 63, 66	VANCOUVER WA 98660
98661, 65, 68, 85, 86	VANCOUVER WA 98661
98662, 64, 82-84	VANCOUVER WA 98662
99163, 65	PULLMAN WA 99163
99202, 12	SPOKANE WA 99202
99205, 09	SPOKANE WA 99205
99206, 14, 16	SPOKANE WA 99206
99208, 18	SPOKANE WA 99208
99219, 24	SPOKANE WA 99224
99336-38	KENNEWICK WA 99336
99502, 18	ANCHORAGE AK 99502
99515, 16	ANCHORAGE AK 99515
99701, 03, 09, 12	FAIRBANKS AK 99701
99702, 05	FAIRBANKS AK 99702
99706-08	FAIRBANKS AK 99706

L000 General Use

L002 3-Digit ZIP Code Prefix Matrix

L002 describes the 3-digit ZIP Code prefix list for mail destined to 3-digit, 3-digit/scheme, and sectional center facility (SCF) destinations.

This matrix provides information about 3-digit ZIP Code prefixes as follows:

a. ZIP Code: Use this column to find a 3-digit ZIP Code prefix. Those prefixes indicated by an **X** are unassigned.

b. Column A for 3-Digit Destinations: Use this information for Line 1 on 3-digit containers (subject to the standards for the rate claimed). Unique 3-digit cities are indicated by a **U**.

c. Column B for 3-Digit Scheme Destinations: Use this information for Line 1 on 3-digit/scheme containers (subject to the standards for the rate claimed). Line 2 for destinations indicated by an **S** must include either "SCHEME" or the specific information shown (3-digit groups by scheme group, where applicable, are shown in L003).

d. Column C for SCF Destinations: Use this information for Line 1 on SCF containers (subject to the standards for the rate claimed). SCFs serving only a single 3-digit area are indicated by a **D** (3-digit groups by SCF are shown in L005). Destination SCF Standard Mail rates, destination SCF Package Services rates, or SCF zone and per piece Periodicals rates are available only to those ZIP Code areas for which an SCF is shown.

To order labels from the USPS Label Printing Center, use Form 1578-B and indicate set number 001 (unique 3-digit cities only), set number 002 (3-digit destinations), or set number 003 (SCF destinations). Requests are supplied in lots of 300 (minimum) for each label on the list.

3-Digit ZIPCode Prefix	Column A 3-Digit Destinations[1] Label to	Column B 3-Digit/Scheme Destinations Label to	Column C SCF Destinations Label to
001 X			
002 X			
003 X			
004 X			
005	MID-ISLAND NY 005	MID-ISLAND NY 005	SCF MID-ISLAND NY 117
006	SAN JUAN PR 006	SAN JUAN PR 006 S	SCF SAN JUAN PR 006
007	SAN JUAN PR 007	SAN JUAN PR 006 S	SCF SAN JUAN PR 006
008	SAN JUAN PR 008	SAN JUAN PR 006 S	SCF SAN JUAN PR 006
009	SAN JUAN PR 009 U	SAN JUAN PR 006 S	SCF SAN JUAN PR 006
010	SPRINGFIELD MA 010	SPRINGFIELD MA 010 S	SCF SPRINGFIELD MA 010
011	SPRINGFIELD MA 011 U	SPRINGFIELD MA 010 S	SCF SPRINGFIELD MA 010
012	PITTSFIELD MA 012	PITTSFIELD MA 012	SCF SPRINGFIELD MA 010
013	SPRINGFIELD MA 013	SPRINGFIELD MA 010 S	SCF SPRINGFIELD MA 010
014	CENTRAL MA 014	CENTRAL MA 015 S	SCF CENTRAL MA 015
015	CENTRAL MA 015	CENTRAL MA 015 S	SCF CENTRAL MA 015
016	WORCESTER MA 016 U	WORCESTER MA 016	SCF CENTRAL MA 015
017	CENTRAL MA 017	CENTRAL MA 015 S	SCF CENTRAL MA 015
018	MIDDLESEX-ESX MA 018	MIDDLESEX-ESX MA 018 S	SCF MIDDLESEX-ESX MA 018
019	MIDDLESEX-ESX MA 019	MIDDLESEX-ESX MA 018 S	SCF MIDDLESEX-ESX MA 018
020	BROCKTON MA 020	BROCKTON MA 023 S	SCF BROCKTON MA 023
021	BOSTON MA 021 U	BOSTON MA 021 S	SCF BOSTON MA 021
022	BOSTON MA 022 U	BOSTON MA 021 S	SCF BOSTON MA 021
023	BROCKTON MA 023	BROCKTON MA 023 S	SCF BROCKTON MA 023
024	NORTHWEST BOS MA 024	NORTHWEST BOS MA 024	NORTHWEST BOS MA 024 D
025	CAPE COD MA 025	CAPE COD MA 025 S	SCF CAPE COD MA 025
026	CAPE COD MA 026	CAPE COD MA 025 S	SCF CAPE COD MA 025

3-Digit ZIPCode Prefix	Column A 3-Digit Destinations[1] Label to	Column B 3-Digit/Scheme Destinations Label to	Column C SCF Destinations Label to
027	PROVIDENCE RI 027	PROVIDENCE RI 028 S	SCF PROVIDENCE RI 028
028	PROVIDENCE RI 028	PROVIDENCE RI 028 S	SCF PROVIDENCE RI 028
029	PROVIDENCE RI 029 U	PROVIDENCE RI 029	SCF PROVIDENCE RI 028
030	MANCHESTER NH 030	MANCHESTER NH 030	SCF MANCHESTER NH 030
031	MANCHESTER NH 031 U	MANCHESTER NH 031	SCF MANCHESTER NH 030
032	MANCHESTER NH 032	MANCHESTER NH 032	SCF MANCHESTER NH 030
033	CONCORD NH 033 U	CONCORD NH 033	SCF MANCHESTER NH 030
034	MANCHESTER NH 034	MANCHESTER NH 034	SCF MANCHESTER NH 030
035	WHITE RIV JCT VT 035	WHITE RIV JCT VT 051 S SCHEME B	SCF WHITE RIV JCT VT 050
036	WHITE RIV JCT VT 036	WHITE RIV JCT VT 051 S SCHEME B	SCF WHITE RIV JCT VT 050
037	WHITE RIV JCT VT 037	WHITE RIV JCT VT 050 S SCHEME C	SCF WHITE RIV JCT VT 050
038	PORTSMOUTH NH 038	PORTSMOUTH NH 038 S	SCF PORTSMOUTH NH 038
039	PORTSMOUTH NH 039	PORTSMOUTH NH 038 S	SCF PORTSMOUTH NH 038
040	PORTLAND ME 040	PORTLAND ME 040	SCF PORTLAND ME 040
041	PORTLAND ME 041 U	PORTLAND ME 041	SCF PORTLAND ME 040
042	PORTLAND ME 042	PORTLAND ME 042	SCF PORTLAND ME 040
043	PORTLAND ME 043	PORTLAND ME 043 S	SCF PORTLAND ME 040
044	BANGOR ME 044	BANGOR ME 044	SCF BANGOR ME 044
045	PORTLAND ME 045	PORTLAND ME 043 S	SCF PORTLAND ME 040
046	BANGOR ME 046	BANGOR ME 046	SCF BANGOR ME 044
047	BANGOR ME 047	BANGOR ME 047	SCF BANGOR ME 044
048	PORTLAND ME 048	PORTLAND ME 048	SCF PORTLAND ME 040
049	BANGOR ME 049	BANGOR ME 049	SCF BANGOR ME 044
050	WHITE RIV JCT VT 050	WHITE RIV JCT VT 050 S SCHEME C	SCF WHITE RIV JCT VT 050
051	WHITE RIV JCT VT 051	WHITE RIV JCT VT 051 S SCHEME B	SCF WHITE RIV JCT VT 050
052	WHITE RIV JCT VT 052	WHITE RIV JCT VT 051 S SCHEME B	SCF WHITE RIV JCT VT 050
053	WHITE RIV JCT VT 053	WHITE RIV JCT VT 051 S SCHEME B	SCF WHITE RIV JCT VT 050
054	BURLINGTON VT 054	BURLINGTON VT 054 S	SCF BURLINGTON VT 054
055	MIDDLESEX-ESX MA 055	MIDDLESEX-ESX MA 018 S	SCF MIDDLESEX-ESX MA 018
056	BURLINGTON VT 056	BURLINGTON VT 054 S	SCF BURLINGTON VT 054
057	WHITE RIV JCT VT 057	WHITE RIV JCT VT 057 S SCHEME A	SCF WHITE RIV JCT VT 050
058	WHITE RIV JCT VT 058	WHITE RIV JCT VT 057 S SCHEME A	SCF WHITE RIV JCT VT 050
059	WHITE RIV JCT VT 059	WHITE RIV JCT VT 051 S SCHEME B	SCF WHITE RIV JCT VT 050
060	HARTFORD CT 060	HARTFORD CT 060	SCF HARTFORD CT 060
061	HARTFORD CT 061 U	HARTFORD CT 061	SCF HARTFORD CT 060
062	HARTFORD CT 062	HARTFORD CT 062	SCF HARTFORD CT 060
063	SOUTHERN CT 063	SOUTHERN CT 063	SCF SOUTHERN CT 064
064	SOUTHERN CT 064	SOUTHERN CT 064	SCF SOUTHERN CT 064
065	NEW HAVEN CT 065 U	NEW HAVEN CT 065	SCF SOUTHERN CT 064
066	BRIDGEPORT CT 066 U	BRIDGEPORT CT 066	SCF SOUTHERN CT 064
067	WATERBURY CT 067	WATERBURY CT 067	WATERBURY CT 067 D
068	STAMFORD CT 068	STAMFORD CT 068 S	SCF STAMFORD CT 068
069	STAMFORD CT 069 U	STAMFORD CT 068 S	SCF STAMFORD CT 068
070	NEWARK NJ 070	NEWARK NJ 070	SCF NEWARK NJ 070
071	NEWARK NJ 071 U	NEWARK NJ 071	SCF NEWARK NJ 070
072	ELIZABETH NJ 072 U	ELIZABETH NJ 072	SCF NEWARK NJ 070
073	JERSEY CITY NJ 073 U	JERSEY CITY NJ 073	SCF NEWARK NJ 070
074	PATERSON NJ 074	PATERSON NJ 074	SCF PATERSON NJ 074
075	PATERSON NJ 075 U	PATERSON NJ 075	SCF PATERSON NJ 074
076	HACKENSACK NJ 076	HACKENSACK NJ 076	HACKENSACK NJ 076 D
077	MONMOUTH NJ 077	MONMOUTH NJ 077 S	SCF MONMOUTH NJ 077
078	WEST JERSEY NJ 078	WEST JERSEY NJ 078 S	SCF WEST JERSEY NJ 079

3-Digit ZIPCode Prefix	Column A 3-Digit Destinations[1] Label to	Column B 3-Digit/Scheme Destinations Label to	Column C SCF Destinations Label to
079	WEST JERSEY NJ 079	WEST JERSEY NJ 078 S	SCF WEST JERSEY NJ 079
080	SOUTH JERSEY NJ 080	SOUTH JERSEY NJ 080 S SCHEME A	SCF SOUTH JERSEY NJ 080
081	CAMDEN NJ 081 U	SOUTH JERSEY NJ 080 S SCHEME A	SCF SOUTH JERSEY NJ 080
082	SOUTH JERSEY NJ 082	SOUTH JERSEY NJ 082 S SCHEME B	SCF SOUTH JERSEY NJ 080
083	SOUTH JERSEY NJ 083	SOUTH JERSEY NJ 082 S SCHEME B	SCF SOUTH JERSEY NJ 080
084	ATLANTIC CITY NJ 084 U	SOUTH JERSEY NJ 082 S SCHEME B	SCF SOUTH JERSEY NJ 080
085	TRENTON NJ 085	TRENTON NJ 085 S	SCF TRENTON NJ 085
086	TRENTON NJ 086 U	TRENTON NJ 085 S	SCF TRENTON NJ 085
087	MONMOUTH NJ 087	MONMOUTH NJ 077 S	SCF MONMOUTH NJ 077
088	KILMER NJ 088	KILMER NJ 088	SCF KILMER NJ 088
089	NEW BRUNSWICK NJ 089 U	NEW BRUNSWICK NJ 089	SCF KILMER NJ 088
090	APO AE 090	APO AE 090	
091	APO AE 091	APO AE 091	
092	APO AE 092	APO AE 092	
093	APO AE 093	APO AE 093	
094	APO/FPO AE 094	APO/FPO AE 094	
095	FPO AE 095	FPO AE 095	
096	APO/FPO AE 096	APO/FPO AE 096	
097	APO/FPO AE 097	APO/FPO AE 097	
098	APO/FPO AE 098	APO/FPO AE 098	
099 X			
100	NEW YORK NY 100 U	NEW YORK NY 100	SCF NEW YORK NY 100
101	NEW YORK NY 101 U	NEW YORK NY 101	SCF NEW YORK NY 100
102	NEW YORK NY 102 U	NEW YORK NY 102	SCF NEW YORK NY 100
103	STATEN ISLAND NY 103 U	STATEN ISLAND NY 103	STATEN ISLAND NY 103 D
104	BRONX NY 104 U	BRONX NY 104	BRONX NY 104 D
105	WESTCHESTER NY 105	WESTCHESTER NY 105	SCF WESTCHESTER NY 105
106	WHITE PLAINS NY 106 U	WHITE PLAINS NY 106	SCF WESTCHESTER NY 105
107	YONKERS NY 107 U	YONKERS NY 107	SCF WESTCHESTER NY 105
108	NEW ROCHELLE NY 108 U	NEW ROCHELLE NY 108	SCF WESTCHESTER NY 105
109	WESTCHESTER NY 109	WESTCHESTER NY 109	SCF WESTCHESTER NY 105
110	QUEENS NY 110	QUEENS NY 110 S	SCF QUEENS NY 110
111	LONG ISLAND CITY NY 111 U	QUEENS NY 110 S	SCF QUEENS NY 110
112	BROOKLYN NY 112 U	BROOKLYN NY 112	SCF BROOKLYN NY 112
113	FLUSHING NY 113 U	QUEENS NY 110 S	SCF QUEENS NY 110
114	JAMAICA NY 114 U	QUEENS NY 110 S	SCF QUEENS NY 110
115	WESTERN NASSAU NY 115	WESTERN NASSAU NY 115	WESTERN NASSAU NY 115 D
116	FAR ROCKAWAY NY 116 U	FAR ROCKAWAY NY 116	SCF BROOKLYN NY 112
117	MID-ISLAND NY 117	MID-ISLAND NY 117	SCF MID-ISLAND NY 117
118	HICKSVILLE NY 118 U	HICKSVILLE NY 118	SCF MID-ISLAND NY 117
119	MID-ISLAND NY 119	MID-ISLAND NY 119	SCF MID-ISLAND NY 117
120	ALBANY NY 120	ALBANY NY 120 S	SCF ALBANY NY 120
121	ALBANY NY 121	ALBANY NY 120 S	SCF ALBANY NY 120
122	ALBANY NY 122 U	ALBANY NY 120 S	SCF ALBANY NY 120
123	SCHENECTADY NY 123 U	ALBANY NY 120 S	SCF ALBANY NY 120
124	MID-HUDSON NY 124	MID-HUDSON NY 125 S	SCF MID-HUDSON NY 125
125	MID-HUDSON NY 125	MID-HUDSON NY 125 S	SCF MID-HUDSON NY 125
126	POUGHKEEPSIE NY 126 U	POUGHKEEPSIE NY 126	SCF MID-HUDSON NY 125
127	MID-HUDSON NY 127	MID-HUDSON NY 125 S	SCF MID-HUDSON NY 125
128	GLENS FALLS NY 128	GLENS FALLS NY 128	GLENS FALLS NY 128 D
129	PLATTSBURGH NY 129	PLATTSBURGH NY 129	PLATTSBURGH NY 129 D
130	SYRACUSE NY 130	SYRACUSE NY 130 S	SCF SYRACUSE NY 130
131	SYRACUSE NY 131	SYRACUSE NY 130 S	SCF SYRACUSE NY 130
132	SYRACUSE NY 132 U	SYRACUSE NY 130 S	SCF SYRACUSE NY 130

3-Digit ZIPCode Prefix	Column A 3-Digit Destinations[1] Label to	Column B 3-Digit/Scheme Destinations Label to	Column C SCF Destinations Label to
133	UTICA NY 133	UTICA NY 133 S	SCF UTICA NY 133
134	UTICA NY 134	UTICA NY 133 S	SCF UTICA NY 133
135	UTICA NY 135 U	UTICA NY 133 S	SCF UTICA NY 133
136	WATERTOWN NY 136	WATERTOWN NY 136	WATERTOWN NY 136 D
137	BINGHAMTON NY 137	BINGHAMTON NY 137 S	SCF BINGHAMTON NY 137
138	BINGHAMTON NY 138	BINGHAMTON NY 137 S	SCF BINGHAMTON NY 137
139	BINGHAMTON NY 139 U	BINGHAMTON NY 137 S	SCF BINGHAMTON NY 137
140	BUFFALO NY 140	BUFFALO NY 140 S	SCF BUFFALO NY 140
141	BUFFALO NY 141	BUFFALO NY 140 S	SCF BUFFALO NY 140
142	BUFFALO NY 142 U	BUFFALO NY 140 S	SCF BUFFALO NY 140
143	NIAGARA FALLS NY 143 U	BUFFALO NY 140 S	SCF BUFFALO NY 140
144	ROCHESTER NY 144	ROCHESTER NY 144	SCF ROCHESTER NY 144
145	ROCHESTER NY 145	ROCHESTER NY 145	SCF ROCHESTER NY 144
146	ROCHESTER NY 146 U	ROCHESTER NY 146	SCF ROCHESTER NY 144
147	JAMESTOWN NY 147	JAMESTOWN NY 147	JAMESTOWN NY 147 D
148	ELMIRA NY 148	ELMIRA NY 148	SCF ELMIRA NY 148
149	ELMIRA NY 149 U	ELMIRA NY 149	SCF ELMIRA NY 148
150	PITTSBURGH PA 150	PITTSBURGH PA 150	SCF PITTSBURGH PA 150
151	PITTSBURGH PA 151	PITTSBURGH PA 151	SCF PITTSBURGH PA 150
152	PITTSBURGH PA 152 U	PITTSBURGH PA 152	SCF PITTSBURGH PA 150
153	PITTSBURGH PA 153	PITTSBURGH PA 153	SCF PITTSBURGH PA 150
154	PITTSBURGH PA 154	PITTSBURGH PA 154	SCF PITTSBURGH PA 150
155	JOHNSTOWN PA 155	JOHNSTOWN PA 155 S	SCF JOHNSTOWN PA 159
156	GREENSBURG PA 156	GREENSBURG PA 156	GREENSBURG PA 156 D
157	JOHNSTOWN PA 157	JOHNSTOWN PA 155 S	SCF JOHNSTOWN PA 159
158	DU BOIS PA 158	DU BOIS PA 158	DU BOIS PA 158 D
159	JOHNSTOWN PA 159	JOHNSTOWN PA 159	SCF JOHNSTOWN PA 159
160	NEW CASTLE PA 160	NEW CASTLE PA 160	SCF NEW CASTLE PA 161
161	NEW CASTLE PA 161	NEW CASTLE PA 161	SCF NEW CASTLE PA 161
162	NEW CASTLE PA 162	NEW CASTLE PA 162	SCF NEW CASTLE PA 161
163	OIL CITY PA 163	OIL CITY PA 163	OIL CITY PA 163 D
164	ERIE PA 164	ERIE PA 164	SCF ERIE PA 164
165	ERIE PA 165 U	ERIE PA 165	SCF ERIE PA 164
166	ALTOONA PA 166	ALTOONA PA 166	SCF ALTOONA PA 166
167	BRADFORD PA 167	BRADFORD PA 167	BRADFORD PA 167 D
168	ALTOONA PA 168	ALTOONA PA 168	SCF ALTOONA PA 166
169	WILLIAMSPORT PA 169	WILLIAMSPORT PA 169 S	SCF WILLIAMSPORT PA 177
170	HARRISBURG PA 170	HARRISBURG PA 170	SCF HARRISBURG PA 170
171	HARRISBURG PA 171 U	HARRISBURG PA 171	SCF HARRISBURG PA 170
172	HARRISBURG PA 172	HARRISBURG PA 172	SCF HARRISBURG PA 170
173	LANCASTER PA 173	LANCASTER PA 173	SCF LANCASTER PA 173
174	YORK PA 174 U	YORK PA 174	SCF LANCASTER PA 173
175	LANCASTER PA 175	LANCASTER PA 175	SCF LANCASTER PA 173
176	LANCASTER PA 176 U	LANCASTER PA 176	SCF LANCASTER PA 173
177	WILLIAMSPORT PA 177	WILLIAMSPORT PA 169 S	SCF WILLIAMSPORT PA 177
178	HARRISBURG PA 178	HARRISBURG PA 178	SCF HARRISBURG PA 170
179	READING PA 179	READING PA 179	SCF READING PA 195
180	LEHIGH VALLEY PA 180	LEHIGH VALLEY PA 180 S	SCF LEHIGH VALLEY PA 180
181	ALLENTOWN PA 181 U	LEHIGH VALLEY PA 180 S	SCF LEHIGH VALLEY PA 180
182	WILKES BARRE PA 182	WILKES BARRE PA 182	SCF WILKES BARRE PA 186
183	LEHIGH VALLEY PA 183	LEHIGH VALLEY PA 180 S	SCF LEHIGH VALLEY PA 180
184	SCRANTON PA 184	SCRANTON PA 184	SCF SCRANTON PA 184
185	SCRANTON PA 185 U	SCRANTON PA 185	SCF SCRANTON PA 184
186	WILKES BARRE PA 186	WILKES BARRE PA 186	SCF WILKES BARRE PA 186
187	WILKES BARRE PA 187 U	WILKES BARRE PA 187	SCF WILKES BARRE PA 186
188	SCRANTON PA 188	SCRANTON PA 188	SCF SCRANTON PA 184
189	SOUTHEASTERN PA 189	SOUTHEASTERN PA 189	SCF SOUTHEASTERN PA 189
190	PHILADELPHIA PA 190	PHILADELPHIA PA 190	SCF PHILADELPHIA PA 190

3-Digit ZIPCode Prefix	Column A 3-Digit Destinations[1] Label to	Column B 3-Digit/Scheme Destinations Label to	Column C SCF Destinations Label to
191	PHILADELPHIA PA 191 U	PHILADELPHIA PA 191 S	SCF PHILADELPHIA PA 190
192	PHILADELPHIA PA 192	PHILADELPHIA PA 191 S	SCF PHILADELPHIA PA 190
193	SOUTHEASTERN PA 193	SOUTHEASTERN PA 193 S	SCF SOUTHEASTERN PA 189
194	SOUTHEASTERN PA 194	SOUTHEASTERN PA 193 S	SCF SOUTHEASTERN PA 189
195	READING PA 195	READING PA 195	SCF READING PA 195
196	READING PA 196 U	READING PA 196	SCF READING PA 195
197	WILMINGTON DE 197	WILMINGTON DE 197 S	SCF WILMINGTON DE 197
198	WILMINGTON DE 198 U	WILMINGTON DE 197 S	SCF WILMINGTON DE 197
199	WILMINGTON DE 199	WILMINGTON DE 197 S	SCF WILMINGTON DE 197
200	WASHINGTON DC 200 U	WASHINGTON DC 200	WASHINGTON DC 200 U
201	DULLES VA 201	DULLES VA 201	DULLES VA 201 D
202	WASHINGTON DC 202	WASHINGTON DC 202 S	SCF WASHINGTON DC 202
203	WASHINGTON DC 203	WASHINGTON DC 202 S	SCF WASHINGTON DC 202
204	WASHINGTON DC 204	WASHINGTON DC 202 S	SCF WASHINGTON DC 202
205	WASHINGTON DC 205	WASHINGTON DC 202 S	SCF WASHINGTON DC 202
206	SOUTHERN MD MD 206	SOUTHERN MD MD 206	SCF SOUTHERN MD MD 207
207	SOUTHERN MD MD 207	SOUTHERN MD MD 207	SCF SOUTHERN MD MD 207
208	SUBURBAN MD MD 208	SUBURBAN MD MD 208 S	SCF SUBURBAN MD MD 208
209	SILVER SPRING MD 209 U	SUBURBAN MD MD 208 S	SCF SUBURBAN MD MD 208
210	LINTHICUM MD 210	LINTHICUM MD 210 S	SCF LINTHICUM MD 210
211	LINTHICUM MD 211	LINTHICUM MD 210 S	SCF LINTHICUM MD 210
212	BALTIMORE MD 212 U	BALTIMORE MD 212	SCF BALTIMORE MD 212
213 X			
214	ANNAPOLIS MD 214 U	ANNAPOLIS MD 214	SCF LINTHICUM MD 210
215	CUMBERLAND MD 215	CUMBERLAND MD 215 S	SCF CUMBERLAND MD 215
216	EASTERN SHORE MD 216	EASTERN SHORE MD 216 S	SCF EASTERN SHORE MD 216
217	FREDERICK MD 217	FREDERICK MD 217	FREDERICK MD 217 D
218	SALISBURY MD 218	EASTERN SHORE MD 216 S	SCF EASTERN SHORE MD 216
219	BALTIMORE MD 219	BALTIMORE MD 219	SCF BALTIMORE MD 212
220	NORTHERN VA VA 220	NORTHERN VA VA 220	SCF NORTHERN VA VA 220
221	NORTHERN VA VA 221	NORTHERN VA VA 221	SCF NORTHERN VA VA 220
222	ARLINGTON VA 222 U	ARLINGTON VA 222	SCF NORTHERN VA VA 220
223	ALEXANDRIA VA 223 U	ALEXANDRIA VA 223	SCF NORTHERN VA VA 220
224	RICHMOND VA 224	RICHMOND VA 224 S SCHEME B	SCF RICHMOND VA 230
225	RICHMOND VA 225	RICHMOND VA 224 S SCHEME B	SCF RICHMOND VA 230
226	WINCHESTER VA 226	WINCHESTER VA 226	WINCHESTER VA 226 D
227	CULPEPER VA 227	CULPEPER VA 227	CULPEPER VA 227 D
228	CHARLOTTESVLE VA 228	CHARLOTTESVLE VA 228	SCF CHARLOTTESVLE VA 229
229	CHARLOTTESVLE VA 229	CHARLOTTESVLE VA 229	SCF CHARLOTTESVLE VA 229
230	RICHMOND VA 230	RICHMOND VA 230 S SCHEME A	SCF RICHMOND VA 230
231	RICHMOND VA 231	RICHMOND VA 230 S SCHEME A	SCF RICHMOND VA 230
232	RICHMOND VA 232 U	RICHMOND VA 232	SCF RICHMOND VA 230
233	NORFOLK VA 233	NORFOLK VA 233 S	SCF NORFOLK VA 233
234	NORFOLK VA 234	NORFOLK VA 233 S	SCF NORFOLK VA 233
235	NORFOLK VA 235 U	NORFOLK VA 233 S	SCF NORFOLK VA 233
236	NORFOLK VA 236	NORFOLK VA 233 S	SCF NORFOLK VA 233
237	PORTSMOUTH VA 237 U	NORFOLK VA 233 S	SCF NORFOLK VA 233
238	RICHMOND VA 238	RICHMOND VA 224 S SCHEME B	SCF RICHMOND VA 230
239	FARMVILLE VA 239	FARMVILLE VA 239	FARMVILLE VA 239 D
240	ROANOKE VA 240	ROANOKE VA 240 S	SCF ROANOKE VA 240
241	ROANOKE VA 241	ROANOKE VA 240 S	SCF ROANOKE VA 240
242	BRISTOL VA 242	BRISTOL VA 242	BRISTOL VA 242 D
243	ROANOKE VA 243	ROANOKE VA 243	SCF ROANOKE VA 240
244	CHARLOTTESVLE VA 244	CHARLOTTESVLE VA 244	SCF CHARLOTTESVLE VA 229

3-Digit ZIPCode Prefix	Column A 3-Digit Destinations[1] Label to	Column B 3-Digit/Scheme Destinations Label to	Column C SCF Destinations Label to
245	LYNCHBURG VA 245	LYNCHBURG VA 245	LYNCHBURG VA 245 D
246	BLUEFIELD WV 246	BLUEFIELD WV 246	SCF BLUEFIELD WV 247
247	BLUEFIELD WV 247	BLUEFIELD WV 247	SCF BLUEFIELD WV 247
248	BLUEFIELD WV 248	BLUEFIELD WV 248	SCF BLUEFIELD WV 247
249	LEWISBURG WV 249	LEWISBURG WV 249	LEWISBURG WV 249 D
250	CHARLESTON WV 250	CHARLESTON WV 250 S	SCF CHARLESTON WV 250
251	CHARLESTON WV 251	CHARLESTON WV 250 S	SCF CHARLESTON WV 250
252	CHARLESTON WV 252	CHARLESTON WV 250 S	SCF CHARLESTON WV 250
253	CHARLESTON WV 253 U	CHARLESTON WV 253	SCF CHARLESTON WV 250
254	MARTINSBURG WV 254	MARTINSBURG WV 254	MARTINSBURG WV 254 D
255	HUNTINGTON WV 255	HUNTINGTON WV 255	SCF HUNTINGTON WV 255
256	HUNTINGTON WV 256	HUNTINGTON WV 256	SCF HUNTINGTON WV 255
257	HUNTINGTON WV 257 U	HUNTINGTON WV 257	SCF HUNTINGTON WV 255
258	BECKLEY WV 258	BECKLEY WV 258	SCF BECKLEY WV 258
259	BECKLEY WV 259	BECKLEY WV 259	SCF BECKLEY WV 258
260	WHEELING WV 260	WHEELING WV 260	WHEELING WV 260 D
261	PARKERSBURG WV 261	PARKERSBURG WV 261	PARKERSBURG WV 261 D
262	CLARKSBURG WV 262	CLARKSBURG WV 262	SCF CLARKSBURG WV 263
263	CLARKSBURG WV 263	CLARKSBURG WV 263	SCF CLARKSBURG WV 263
264	CLARKSBURG WV 264	CLARKSBURG WV 264	SCF CLARKSBURG WV 263
265	CLARKSBURG WV 265	CLARKSBURG WV 265	SCF CLARKSBURG WV 263
266	GASSAWAY WV 266	GASSAWAY WV 266	GASSAWAY WV 266 D
267	CUMBERLAND MD 267	CUMBERLAND MD 215 S	SCF CUMBERLAND MD 215
268	PETERSBURG WV 268	PETERSBURG WV 268	PETERSBURG WV 268 D
269 X			
270	GREENSBORO NC 270	GREENSBORO NC 270	SCF GREENSBORO NC 270
271	WINSTON-SALEM NC 271 U	WINSTON-SALEM NC 271	SCF GREENSBORO NC 270
272	GREENSBORO NC 272	GREENSBORO NC 272	SCF GREENSBORO NC 270
273	GREENSBORO NC 273	GREENSBORO NC 273	SCF GREENSBORO NC 270
274	GREENSBORO NC 274 U	GREENSBORO NC 274	SCF GREENSBORO NC 270
275	RALEIGH NC 275	RALEIGH NC 275	SCF RALEIGH NC 275
276	RALEIGH NC 276 U	RALEIGH NC 276	SCF RALEIGH NC 275
277	DURHAM NC 277 U	DURHAM NC 277	SCF RALEIGH NC 275
278	ROCKY MOUNT NC 278	ROCKY MOUNT NC 278 S	SCF ROCKY MOUNT NC 278
279	ROCKY MOUNT NC 279	ROCKY MOUNT NC 278 S	SCF ROCKY MOUNT NC 278
280	CHARLOTTE NC 280	CHARLOTTE NC 280 S	SCF CHARLOTTE NC 280
281	CHARLOTTE NC 281	CHARLOTTE NC 280 S	SCF CHARLOTTE NC 280
282	CHARLOTTE NC 282 U	CHARLOTTE NC 282	SCF CHARLOTTE NC 280
283	FAYETTEVILLE NC 283	FAYETTEVILLE NC 283	SCF FAYETTEVILLE NC 283
284	FAYETTEVILLE NC 284	FAYETTEVILLE NC 284	SCF FAYETTEVILLE NC 283
285	KINSTON NC 285	KINSTON NC 285	KINSTON NC 285 D
286	HICKORY NC 286	HICKORY NC 286	HICKORY NC 286 D
287	ASHEVILLE NC 287	ASHEVILLE NC 287	SCF ASHEVILLE NC 287
288	ASHEVILLE NC 288 U	ASHEVILLE NC 288	SCF ASHEVILLE NC 287
289	ASHEVILLE NC 289	ASHEVILLE NC 289	SCF ASHEVILLE NC 287
290	COLUMBIA SC 290	COLUMBIA SC 290 S	SCF COLUMBIA SC 290
291	COLUMBIA SC 291	COLUMBIA SC 290 S	SCF COLUMBIA SC 290
292	COLUMBIA SC 292 U	COLUMBIA SC 292	SCF COLUMBIA SC 290
293	GREENVILLE SC 293	GREENVILLE SC 296 S	SCF GREENVILLE SC 296
294	CHARLESTON SC 294	CHARLESTON SC 294	CHARLESTON SC 294 D
295	FLORENCE SC 295	FLORENCE SC 295	FLORENCE SC 295 D
296	GREENVILLE SC 296	GREENVILLE SC 296 S	SCF GREENVILLE SC 296
297	CHARLOTTE NC 297	CHARLOTTE NC 280 S	SCF CHARLOTTE NC 280
298	AUGUSTA GA 298	AUGUSTA GA 298	SCF AUGUSTA GA 308
299	SAVANNAH GA 299	SAVANNAH GA 299	SCF SAVANNAH GA 313
300	NORTH METRO GA 300	NORTH METRO GA 300 S	SCF NORTH METRO GA 300
301	NORTH METRO GA 301	NORTH METRO GA 300 S	SCF NORTH METRO GA 300
302	ATLANTA GA 302	ATLANTA GA 302	SCF ATLANTA GA 303

3-Digit ZIPCode Prefix	Column A 3-Digit Destinations[1] Label to	Column B 3-Digit/Scheme Destinations Label to	Column C SCF Destinations Label to
303	ATLANTA GA 303 U	ATLANTA GA 303 S	SCF ATLANTA GA 303
304	SWAINSBORO GA 304	SWAINSBORO GA 304	SWAINSBORO GA 304 D
305	ATHENS GA 305	ATHENS GA 305	SCF ATHENS GA 306
306	ATHENS GA 306	ATHENS GA 306	SCF ATHENS GA 306
307	CHATTANOOGA TN 307	CHATTANOOGA TN 307	SCF CHATTANOOGA TN 373
308	AUGUSTA GA 308	AUGUSTA GA 308	SCF AUGUSTA GA 308
309	AUGUSTA GA 309 U	AUGUSTA GA 309	SCF AUGUSTA GA 308
310	MACON GA 310	MACON GA 310	SCF MACON GA 310
311	ATLANTA GA 311 U	ATLANTA GA 303 S	SCF ATLANTA GA 303
312	MACON GA 312 U	MACON GA 310	SCF MACON GA 310
313	SAVANNAH GA 313	SAVANNAH GA 313	SCF SAVANNAH GA 313
314	SAVANNAH GA 314 U	SAVANNAH GA 314	SCF SAVANNAH GA 313
315	WAYCROSS GA 315	WAYCROSS GA 315	WAYCROSS GA 315 D
316	VALDOSTA GA 316	VALDOSTA GA 316	VALDOSTA GA 316 D
317	ALBANY GA 317	ALBANY GA 317 S	SCF ALBANY GA 317
318	COLUMBUS GA 318	COLUMBUS GA 318 S	SCF COLUMBUS GA 318
319	COLUMBUS GA 319 U	COLUMBUS GA 318 S	SCF COLUMBUS GA 318
320	JACKSONVILLE FL 320	JACKSONVILLE FL 320	SCF JACKSONVILLE FL 320
321	DAYTONA BEACH FL 321	DAYTONA BEACH FL 321	DAYTONA BEACH FL 321 D
322	JACKSONVILLE FL 322 U	JACKSONVILLE FL 322	SCF JACKSONVILLE FL 320
323	TALLAHASSEE FL 323	TALLAHASSEE FL 323	TALLAHASSEE FL 323 D
324	PANAMA CITY FL 324	PANAMA CITY FL 324	PANAMA CITY FL 324 D
325	PENSACOLA FL 325	PENSACOLA FL 325	PENSACOLA FL 325 D
326	GAINESVILLE FL 326	GAINESVILLE FL 326	SCF GAINESVILLE FL 326
327	MID-FLORIDA FL 327	MID-FLORIDA FL 327	MID-FLORIDA FL 327 D
328	ORLANDO FL 328 U	ORLANDO FL 328	SCF ORLANDO FL 328
329	ORLANDO FL 329	ORLANDO FL 329	SCF ORLANDO FL 328
330	SOUTH FLORIDA FL 330	SOUTH FLORIDA FL 330	SOUTH FLORIDA FL 330 D
331	MIAMI FL 331 U	MIAMI FL 331	SCF MIAMI FL 331
332	MIAMI FL 332 U	MIAMI FL 332	SCF MIAMI FL 331
333	FT LAUDERDALE FL 333 U	FT LAUDERDALE FL 333	FT LAUDERDALE FL 333 D
334	WEST PALM BCH FL 334	WEST PALM BCH FL 334 S	SCF WEST PALM BCH FL 334
335	TAMPA FL 335	TAMPA FL 335 S	SCF TAMPA FL 335
336	TAMPA FL 336 U	TAMPA FL 336	SCF TAMPA FL 335
337	ST PETERSBURG FL 337	ST PETERSBURG FL 337	ST PETERSBURG FL 337 D
338	LAKELAND FL 338	LAKELAND FL 338	LAKELAND FL 338 D
339	FT MYERS FL 339	FT MYERS FL 339 S	SCF FT MYERS FL 339
340	APO/FPO AA 340	APO/FPO AA 340	
341	FT MYERS FL 341	FT MYERS FL 339 S	SCF FT MYERS FL 339
342	MANASOTA FL 342	MANASOTA FL 342	MANASOTA FL 342 D
343 X			
344	GAINESVILLE FL 344	GAINESVILLE FL 344	SCF GAINESVILLE FL 326
345 X			
346	TAMPA FL 346	TAMPA FL 335 S	SCF TAMPA FL 335
347	ORLANDO FL 347	ORLANDO FL 347	SCF ORLANDO FL 328
348 X			
349	WEST PALM BCH FL 349	WEST PALM BCH FL 334 S	SCF WEST PALM BCH FL 334
350	BIRMINGHAM AL 350	BIRMINGHAM AL 350	SCF BIRMINGHAM AL 350
351	BIRMINGHAM AL 351	BIRMINGHAM AL 351	SCF BIRMINGHAM AL 350
352	BIRMINGHAM AL 352 U	BIRMINGHAM AL 352	SCF BIRMINGHAM AL 350
353 X			
354	TUSCALOOSA AL 354	TUSCALOOSA AL 354	TUSCALOOSA AL 354 D
355	BIRMINGHAM AL 355	BIRMINGHAM AL 355	SCF BIRMINGHAM AL 350
356	HUNTSVILLE AL 356	HUNTSVILLE AL 356	SCF HUNTSVILLE AL 357
357	HUNTSVILLE AL 357	HUNTSVILLE AL 357	SCF HUNTSVILLE AL 357
358	HUNTSVILLE AL 358 U	HUNTSVILLE AL 358	SCF HUNTSVILLE AL 357
359	BIRMINGHAM AL 359	BIRMINGHAM AL 359	SCF BIRMINGHAM AL 350

3-Digit ZIPCode Prefix	Column A 3-Digit Destinations[1] Label to	Column B 3-Digit/Scheme Destinations Label to	Column C SCF Destinations Label to
360	MONTGOMERY AL 360	MONTGOMERY AL 360	SCF MONTGOMERY AL 360
361	MONTGOMERY AL 361 U	MONTGOMERY AL 361	SCF MONTGOMERY AL 360
362	ANNISTON AL 362	ANNISTON AL 362	ANNISTON AL 362 D
363	DOTHAN AL 363	DOTHAN AL 363	DOTHAN AL 363 D
364	EVERGREEN AL 364	EVERGREEN AL 364	EVERGREEN AL 364 D
365	MOBILE AL 365	MOBILE AL 365	SCF MOBILE AL 365
366	MOBILE AL 366 U	MOBILE AL 366	SCF MOBILE AL 365
367	MONTGOMERY AL 367	MONTGOMERY AL 367	SCF MONTGOMERY AL 360
368	MONTGOMERY AL 368	MONTGOMERY AL 368	SCF MONTGOMERY AL 360
369	MERIDIAN MS 369	JACKSON MS 393 S SCHEME B	SCF MERIDIAN MS 393
370	NASHVILLE TN 370	NASHVILLE TN 370	SCF NASHVILLE TN 370
371	NASHVILLE TN 371	NASHVILLE TN 371	SCF NASHVILLE TN 370
372	NASHVILLE TN 372 U	NASHVILLE TN 372	SCF NASHVILLE TN 370
373	CHATTANOOGA TN 373	CHATTANOOGA TN 373	SCF CHATTANOOGA TN 373
374	CHATTANOOGA TN 374 U	CHATTANOOGA TN 374	SCF CHATTANOOGA TN 373
375	MEMPHIS TN 375	MEMPHIS TN 375	SCF MEMPHIS TN 380
376	JOHNSON CITY TN 376	JOHNSON CITY TN 376	JOHNSON CITY TN 376 D
377	KNOXVILLE TN 377	KNOXVILLE TN 377 S	SCF KNOXVILLE TN 377
378	KNOXVILLE TN 378	KNOXVILLE TN 377 S	SCF KNOXVILLE TN 377
379	KNOXVILLE TN 379 U	KNOXVILLE TN 377 S	SCF KNOXVILLE TN 377
380	MEMPHIS TN 380	MEMPHIS TN 380	SCF MEMPHIS TN 380
381	MEMPHIS TN 381 U	MEMPHIS TN 381	SCF MEMPHIS TN 380
382	MCKENZIE TN 382	MCKENZIE TN 382	MCKENZIE TN 382 D
383	JACKSON TN 383	JACKSON TN 383	JACKSON TN 383 D
384	COLUMBIA TN 384	COLUMBIA TN 384	COLUMBIA TN 384 D
385	COOKEVILLE TN 385	COOKEVILLE TN 385	COOKEVILLE TN 385 D
386	MEMPHIS TN 386	MEMPHIS TN 386	SCF MEMPHIS TN 380
387	GREENVILLE MS 387	GREENVILLE MS 387	GREENVILLE MS 387 D
388	TUPELO MS 388	TUPELO MS 388	TUPELO MS 388 D
389	GRENADA MS 389	GRENADA MS 389	GRENADA MS 389 D
390	JACKSON MS 390	JACKSON MS 390 S SCHEME A	SCF JACKSON MS 390
391	JACKSON MS 391	JACKSON MS 390 S SCHEME A	SCF JACKSON MS 390
392	JACKSON MS 392 U	JACKSON MS 392	SCF JACKSON MS 390
393	MERIDIAN MS 393	JACKSON MS 393 S SCHEME B	SCF MERIDIAN MS 393
394	HATTIESBURG MS 394	HATTIESBURG MS 394	HATTIESBURG MS 394 D
395	GULFPORT MS 395	GULFPORT MS 395	GULFPORT MS 395 D
396	MCCOMB MS 396	MCCOMB MS 396	MCCOMB MS 396 D
397	COLUMBUS MS 397	COLUMBUS MS 397	COLUMBUS MS 397 D
398	ALBANY GA 398	ALBANY GA 317 S	SCF ALBANY GA 317
399	ATLANTA GA 399	ATLANTA GA 303 S	SCF ATLANTA GA 303
400	LOUISVILLE KY 400	LOUISVILLE KY 400 S	SCF LOUISVILLE KY 400
401	LOUISVILLE KY 401	LOUISVILLE KY 400 S	SCF LOUISVILLE KY 400
402	LOUISVILLE KY 402 U	LOUISVILLE KY 402	SCF LOUISVILLE KY 400
403	LEXINGTON KY 403	LEXINGTON KY 403	SCF LEXINGTON KY 403
404	LEXINGTON KY 404	LEXINGTON KY 404	SCF LEXINGTON KY 403
405	LEXINGTON KY 405 U	LEXINGTON KY 405	SCF LEXINGTON KY 403
406	FRANKFORT KY 406 U	FRANKFORT KY 406	SCF LEXINGTON KY 403
407	LONDON KY 407	LONDON KY 407	SCF LONDON KY 407
408	LONDON KY 408	LONDON KY 408	SCF LONDON KY 407
409	LONDON KY 409	LONDON KY 409	SCF LONDON KY 407
410	CINCINNATI OH 410	CINCINNATI OH 410 S SCHEME A	SCF CINCINNATI OH 450
411	ASHLAND KY 411	ASHLAND KY 411	SCF ASHLAND KY 411
412	ASHLAND KY 412	ASHLAND KY 412	SCF ASHLAND KY 411
413	CAMPTON KY 413	CAMPTON KY 413	SCF CAMPTON KY 413
414	CAMPTON KY 414	CAMPTON KY 414	SCF CAMPTON KY 413

3-Digit ZIPCode Prefix	Column A 3-Digit Destinations[1] Label to	Column B 3-Digit/Scheme Destinations Label to	Column C SCF Destinations Label to
415	PIKEVILLE KY 415	PIKEVILLE KY 415	SCF PIKEVILLE KY 415
416	PIKEVILLE KY 416	PIKEVILLE KY 416	SCF PIKEVILLE KY 415
417	HAZARD KY 417	HAZARD KY 417	SCF HAZARD KY 417
418	HAZARD KY 418	HAZARD KY 418	SCF HAZARD KY 417
419 X			
420	PADUCAH KY 420	PADUCAH KY 420	PADUCAH KY 420 D
421	BOWLING GREEN KY 421	BOWLING GREEN KY 421	SCF BOWLING GREEN KY 421
422	BOWLING GREEN KY 422	BOWLING GREEN KY 422	SCF BOWLING GREEN KY 421
423	OWENSBORO KY 423	OWENSBORO KY 423	OWENSBORO KY 423 D
424	EVANSVILLE IN 424	EVANSVILLE IN 424	SCF EVANSVILLE IN 476
425	SOMERSET KY 425	SOMERSET KY 425	SCF SOMERSET KY 425
426	SOMERSET KY 426	SOMERSET KY 426	SCF SOMERSET KY 425
427	ELIZABETHTOWN KY 427	ELIZABETHTOWN KY 427	ELIZABETHTOWN KY 427 D
428 X			
429 X			
430	COLUMBUS OH 430	COLUMBUS OH 430	SCF COLUMBUS OH 430
431	COLUMBUS OH 431	COLUMBUS OH 431	SCF COLUMBUS OH 430
432	COLUMBUS OH 432 U	COLUMBUS OH 432	SCF COLUMBUS OH 430
433	COLUMBUS OH 433	COLUMBUS OH 430	SCF COLUMBUS OH 430
434	TOLEDO OH 434	TOLEDO OH 434 S	SCF TOLEDO OH 434
435	TOLEDO OH 435	TOLEDO OH 434 S	SCF TOLEDO OH 434
436	TOLEDO OH 436 U	TOLEDO OH 434 S	SCF TOLEDO OH 434
437	ZANESVILLE OH 437	ZANESVILLE OH 437 S	SCF ZANESVILLE OH 437
438	ZANESVILLE OH 438	ZANESVILLE OH 437 S	SCF ZANESVILLE OH 437
439	STEUBENVILLE OH 439	STEUBENVILLE OH 439	STEUBENVILLE OH 439 D
440	CLEVELAND OH 440	CLEVELAND OH 440	SCF CLEVELAND OH 440
441	CLEVELAND OH 441 U	CLEVELAND OH 441	SCF CLEVELAND OH 440
442	AKRON OH 442	AKRON OH 442 S	SCF AKRON OH 442
443	AKRON OH 443 U	AKRON OH 442 S	SCF AKRON OH 442
444	YOUNGSTOWN OH 444	YOUNGSTOWN OH 444 S	SCF YOUNGSTOWN OH 444
445	YOUNGSTOWN OH 445 U	YOUNGSTOWN OH 444 S	SCF YOUNGSTOWN OH 444
446	CANTON OH 446	CANTON OH 446 S	SCF CANTON OH 446
447	CANTON OH 447 U	CANTON OH 446 S	SCF CANTON OH 446
448	MANSFIELD OH 448	MANSFIELD OH 448	SCF MANSFIELD OH 448
449	MANSFIELD OH 449 U	MANSFIELD OH 449	SCF MANSFIELD OH 448
450	CINCINNATI OH 450	CINCINNATI OH 450 S SCHEME B	SCF CINCINNATI OH 450
451	CINCINNATI OH 451	CINCINNATI OH 450 S SCHEME B	SCF CINCINNATI OH 450
452	CINCINNATI OH 452 U	CINCINNATI OH 452	SCF CINCINNATI OH 450
453	DAYTON OH 453	DAYTON OH 453	SCF DAYTON OH 453
454	DAYTON OH 454 U	DAYTON OH 454	SCF DAYTON OH 453
455	SPRINGFIELD OH 455 U	SPRINGFIELD OH 455	SCF DAYTON OH 453
456	CHILLICOTHE OH 456	CHILLICOTHE OH 456	CHILLICOTHE OH 456 D
457	ATHENS OH 457	ATHENS OH 457	ATHENS OH 457 D
458	LIMA OH 458	LIMA OH 458	LIMA OH 458 D
459	CINCINNATI OH 459	CINCINNATI OH 459	SCF CINCINNATI OH 450
460	INDIANAPOLIS IN 460	INDIANAPOLIS IN 460	SCF INDIANAPOLIS IN 460
461	INDIANAPOLIS IN 461	INDIANAPOLIS IN 461	SCF INDIANAPOLIS IN 460
462	INDIANAPOLIS IN 462 U	INDIANAPOLIS IN 462	SCF INDIANAPOLIS IN 460
463	GARY IN 463	GARY IN 463 S	SCF GARY IN 463
464	GARY IN 464 U	GARY IN 463 S	SCF GARY IN 463
465	SOUTH BEND IN 465	SOUTH BEND IN 465 S	SCF SOUTH BEND IN 465
466	SOUTH BEND IN 466 U	SOUTH BEND IN 465 S	SCF SOUTH BEND IN 465
467	FORT WAYNE IN 467	FORT WAYNE IN 467	SCF FORT WAYNE IN 467
468	FORT WAYNE IN 468 U	FORT WAYNE IN 468	SCF FORT WAYNE IN 467
469	KOKOMO IN 469	KOKOMO IN 469	KOKOMO IN 469 D

3-Digit ZIPCode Prefix	Column A 3-Digit Destinations[1] Label to	Column B 3-Digit/Scheme Destinations Label to	Column C SCF Destinations Label to
470	CINCINNATI OH 470	CINCINNATI OH 410 S SCHEME A	SCF CINCINNATI OH 450
471	LOUISVILLE KY 471	LOUISVILLE KY 400 S	SCF LOUISVILLE KY 400
472	COLUMBUS IN 472	COLUMBUS IN 472	COLUMBUS IN 472 D
473	MUNCIE IN 473	MUNCIE IN 473	MUNCIE IN 473 D
474	BLOOMINGTON IN 474	BLOOMINGTON IN 474	BLOOMINGTON IN 474 D
475	TERRE HAUTE IN 475	TERRE HAUTE IN 475	SCF TERRE HAUTE IN 478
476	EVANSVILLE IN 476	EVANSVILLE IN 476	SCF EVANSVILLE IN 476
477	EVANSVILLE IN 477 U	EVANSVILLE IN 477	SCF EVANSVILLE IN 476
478	TERRE HAUTE IN 478	TERRE HAUTE IN 478	SCF TERRE HAUTE IN 478
479	LAFAYETTE IN 479	LAFAYETTE IN 479	LAFAYETTE IN 479 D
480	ROYAL OAK MI 480	ROYAL OAK MI 480	SCF ROYAL OAK MI 480
481	DETROIT MI 481	DETROIT MI 481	SCF DETROIT MI 481
482	DETROIT MI 482 U	DETROIT MI 482	SCF DETROIT MI 481
483	ROYAL OAK MI 483	ROYAL OAK MI 483	SCF ROYAL OAK MI 480
484	FLINT MI 484	FLINT MI 484 S	SCF FLINT MI 484
485	FLINT MI 485 U	FLINT MI 484 S	SCF FLINT MI 484
486	SAGINAW MI 486	SAGINAW MI 486 S	SCF SAGINAW MI 486
487	SAGINAW MI 487	SAGINAW MI 486 S	SCF SAGINAW MI 486
488	LANSING MI 488	LANSING MI 488	SCF LANSING MI 488
489	LANSING MI 489 U	LANSING MI 489	SCF LANSING MI 488
490	KALAMAZOO MI 490	KALAMAZOO MI 490 S	SCF KALAMAZOO MI 490
491	KALAMAZOO MI 491	KALAMAZOO MI 490 S	SCF KALAMAZOO MI 490
492	JACKSON MI 492	JACKSON MI 492	JACKSON MI 492 D
493	GRAND RAPIDS MI 493	GRAND RAPIDS MI 493	SCF GRAND RAPIDS MI 493
494	GRAND RAPIDS MI 494	GRAND RAPIDS MI 494	SCF GRAND RAPIDS MI 493
495	GRAND RAPIDS MI 495 U	GRAND RAPIDS MI 495	SCF GRAND RAPIDS MI 493
496	TRAVERSE CITY MI 496	TRAVERSE CITY MI 496	TRAVERSE CITY MI 496 D
497	GAYLORD MI 497	GAYLORD MI 497	GAYLORD MI 497 D
498	IRON MOUNTAIN MI 498	IRON MOUNTAIN MI 498 S	SCF IRON MOUNTAIN MI 498
499	IRON MOUNTAIN MI 499	IRON MOUNTAIN MI 498 S	SCF IRON MOUNTAIN MI 498
500	DES MOINES IA 500	DES MOINES IA 500 S SCHEME A	SCF DES MOINES IA 500
501	DES MOINES IA 501	DES MOINES IA 500 S SCHEME A	SCF DES MOINES IA 500
502	DES MOINES IA 502	DES MOINES IA 500 S SCHEME A	SCF DES MOINES IA 500
503	DES MOINES IA 503 U	DES MOINES IA 503 S SCHEME B	SCF DES MOINES IA 500
504	WATERLOO IA 504	WATERLOO IA 504	SCF WATERLOO IA 506
505	FORT DODGE IA 505	FORT DODGE IA 505	FORT DODGE IA 505 D
506	WATERLOO IA 506	WATERLOO IA 506	SCF WATERLOO IA 506
507	WATERLOO IA 507 U	WATERLOO IA 507	SCF WATERLOO IA 506
508	CRESTON IA 508	CRESTON IA 508	CRESTON IA 508 D
509	DES MOINES IA 509	DES MOINES IA 503 S SCHEME B	SCF DES MOINES IA 500
510	SIOUX CITY IA 510	SIOUX CITY IA 510	SCF SIOUX CITY IA 510
511	SIOUX CITY IA 511 U	SIOUX CITY IA 511	SCF SIOUX CITY IA 510
512	SIOUX CITY IA 512	SIOUX CITY IA 512	SCF SIOUX CITY IA 510
513	SIOUX CITY IA 513	SIOUX CITY IA 513	SCF SIOUX CITY IA 510
514	CARROLL IA 514	CARROLL IA 514	CARROLL IA 514 D
515	OMAHA NE 515	OMAHA NE 515	SCF OMAHA NE 680
516	OMAHA NE 516	OMAHA NE 516	SCF OMAHA NE 680
517 X			
518 X			
519 X			
520	DUBUQUE IA 520	DUBUQUE IA 520	DUBUQUE IA 520 D
521	DECORAH IA 521	DECORAH IA 521	DECORAH IA 521 D
522	CEDAR RAPIDS IA 522	CEDAR RAPIDS IA 522 S	SCF CEDAR RAPIDS IA 522

3-Digit ZIPCode Prefix	Column A 3-Digit Destinations[1] Label to	Column B 3-Digit/Scheme Destinations Label to	Column C SCF Destinations Label to
523	CEDAR RAPIDS IA 523	CEDAR RAPIDS IA 522 S	SCF CEDAR RAPIDS IA 522
524	CEDAR RAPIDS IA 524 U	CEDAR RAPIDS IA 524	SCF CEDAR RAPIDS IA 522
525	DES MOINES IA 525	DES MOINES IA 525	SCF DES MOINES IA 500
526	BURLINGTON IA 526	BURLINGTON IA 526	BURLINGTON IA 526 D
527	QUAD CITIES IL 527	QUAD CITIES IL 612 S	SCF QUAD CITIES IL 612
528	DAVENPORT IA 528 U	QUAD CITIES IL 612 S	SCF QUAD CITIES IL 612
529 X			
530	MILWAUKEE WI 530	MILWAUKEE WI 530	SCF MILWAUKEE WI 530
531	MILWAUKEE WI 531	MILWAUKEE WI 531	SCF MILWAUKEE WI 530
532	MILWAUKEE WI 532 U	MILWAUKEE WI 532	SCF MILWAUKEE WI 530
533 X			
534	RACINE WI 534 U	RACINE WI 534	SCF MILWAUKEE WI 530
535	MADISON WI 535	MADISON WI 535 S	SCF MADISON WI 535
536 X			
537	MADISON WI 537 U	MADISON WI 537	SCF MADISON WI 535
538	MADISON WI 538	MADISON WI 535 S	SCF MADISON WI 535
539	PORTAGE WI 539	PORTAGE WI 539	PORTAGE WI 539 D
540	ST PAUL MN 540	ST PAUL MN 550 S	SCF ST PAUL MN 550
541	GREEN BAY WI 541	GREEN BAY WI 541 S	SCF GREEN BAY WI 541
542	GREEN BAY WI 542	GREEN BAY WI 541 S	SCF GREEN BAY WI 541
543	GREEN BAY WI 543 U	GREEN BAY WI 543	SCF GREEN BAY WI 541
544	WAUSAU WI 544	WAUSAU WI 544	WAUSAU WI 544 D
545	RHINELANDER WI 545	RHINELANDER WI 545	RHINELANDER WI 545 D
546	LA CROSSE WI 546	LA CROSSE WI 546	LA CROSSE WI 546 D
547	EAU CLAIRE WI 547	EAU CLAIRE WI 547	EAU CLAIRE WI 547 D
548	SPOONER WI 548	SPOONER WI 548	SPOONER WI 548 D
549	OSHKOSH WI 549	OSHKOSH WI 549	OSHKOSH WI 549 D
550	ST PAUL MN 550	ST PAUL MN 550 S	SCF ST PAUL MN 550
551	ST PAUL MN 551 U	ST PAUL MN 551	SCF ST PAUL MN 550
552 X			
553	MINNEAPOLIS MN 553	MINNEAPOLIS MN 553	SCF MINNEAPOLIS MN 553
554	MINNEAPOLIS MN 554 U	MINNEAPOLIS MN 554	SCF MINNEAPOLIS MN 553
555	MINNEAPOLIS MN 555	MINNEAPOLIS MN 555	SCF MINNEAPOLIS MN 553
556	DULUTH MN 556	DULUTH MN 556	SCF DULUTH MN 556
557	DULUTH MN 557	DULUTH MN 557	SCF DULUTH MN 556
558	DULUTH MN 558 U	DULUTH MN 558	SCF DULUTH MN 556
559	ROCHESTER MN 559	ROCHESTER MN 559	ROCHESTER MN 559 D
560	MANKATO MN 560	MANKATO MN 560	SCF MANKATO MN 560
561	MANKATO MN 561	MANKATO MN 561	SCF MANKATO MN 560
562	WILLMAR MN 562	WILLMAR MN 562	WILLMAR MN 562 D
563	ST CLOUD MN 563	ST CLOUD MN 563	ST CLOUD MN 563 D
564	BRAINERD MN 564	BRAINERD MN 564	BRAINERD MN 564 D
565	DETROIT LAKES MN 565	DETROIT LAKES MN 565	DETROIT LAKES MN 565 D
566	BEMIDJI MN 566	BEMIDJI MN 566	BEMIDJI MN 566 D
567	GRAND FORKS ND 567	GRAND FORKS ND 567	SCF GRAND FORKS ND 582
568 X			
569 X			
570	SIOUX FALLS SD 570	SIOUX FALLS SD 570	SCF SIOUX FALLS SD 570
571	SIOUX FALLS SD 571 U	SIOUX FALLS SD 571	SCF SIOUX FALLS SD 570
572	DAKOTA CENTRAL SD 572	DAKOTA CENTRAL SD 572	SCF DAKOTA CENTRAL SD 572
573	DAKOTA CENTRAL SD 573	DAKOTA CENTRAL SD 573	SCF DAKOTA CENTRAL SD 572
574	ABERDEEN SD 574	ABERDEEN SD 574	ABERDEEN SD 574 D
575	PIERRE SD 575	PIERRE SD 575	PIERRE SD 575 D
576	MOBRIDGE SD 576	MOBRIDGE SD 576	MOBRIDGE SD 576 D
577	RAPID CITY SD 577	RAPID CITY SD 577	RAPID CITY SD 577 D
578 X			
579 X			

3-Digit ZIPCode Prefix	Column A 3-Digit Destinations[1] Label to	Column B 3-Digit/Scheme Destinations Label to	Column C SCF Destinations Label to
580	FARGO ND 580	FARGO ND 580	SCF FARGO ND 580
581	FARGO ND 581 U	FARGO ND 581	SCF FARGO ND 580
582	GRAND FORKS ND 582	GRAND FORKS ND 582	SCF GRAND FORKS ND 582
583	DEVILS LAKE ND 583	DEVILS LAKE ND 583	DEVILS LAKE ND 583 D
584	JAMESTOWN ND 584	JAMESTOWN ND 584	JAMESTOWN ND 584 D
585	BISMARCK ND 585	BISMARCK ND 585 S	SCF BISMARCK ND 585
586	BISMARCK ND 586	BISMARCK ND 585 S	SCF BISMARCK ND 585
587	MINOT ND 587	MINOT ND 587	MINOT ND 587 D
588	WILLISTON ND 588	WILLISTON ND 588	WILLISTON ND 588 D
589 X			
590	BILLINGS MT 590	BILLINGS MT 590 S	SCF BILLINGS MT 590
591	BILLINGS MT 591 U	BILLINGS MT 590 S	SCF BILLINGS MT 590
592	WOLF POINT MT 592	WOLF POINT MT 592	WOLF POINT MT 592 D
593	MILES CITY MT 593	MILES CITY MT 593	MILES CITY MT 593 D
594	GREAT FALLS MT 594	GREAT FALLS MT 594	GREAT FALLS MT 594 D
595	HAVRE MT 595	HAVRE MT 595	HAVRE MT 595 D
596	HELENA MT 596	HELENA MT 596	HELENA MT 596 D
597	BUTTE MT 597	BUTTE MT 597	BUTTE MT 597 D
598	MISSOULA MT 598	MISSOULA MT 598	MISSOULA MT 598 D
599	KALISPELL MT 599	KALISPELL MT 599	KALISPELL MT 599 D
600	PALATINE IL 600	PALATINE IL 600 S	SCF PALATINE IL 600
601	CAROL STREAM IL 601	CAROL STREAM IL 601 S	SCF CAROL STREAM IL 601
602	EVANSTON IL 602 U	PALATINE IL 600 S	SCF PALATINE IL 600
603	OAK PARK IL 603 U	CAROL STREAM IL 601 S	SCF CAROL STREAM IL 601
604	S SUBURBAN IL 604	S SUBURBAN IL 604	S SUBURBAN IL 604 D
605	FOX VALLEY IL 605	FOX VALLEY IL 605	FOX VALLEY IL 605 D
606	CHICAGO IL 606 U	CHICAGO IL 606	SCF CHICAGO IL 606
607	CHICAGO IL 607	CHICAGO IL 607	SCF CHICAGO IL 606
608	CHICAGO IL 608	CHICAGO IL 608	SCF CHICAGO IL 606
609	KANKAKEE IL 609	KANKAKEE IL 609	KANKAKEE IL 609 D
610	ROCKFORD IL 610	ROCKFORD IL 610 S	SCF ROCKFORD IL 610
611	ROCKFORD IL 611 U	ROCKFORD IL 610 S	SCF ROCKFORD IL 610
612	QUAD CITIES IL 612	QUAD CITIES IL 612 S	SCF QUAD CITIES IL 612
613	LA SALLE IL 613	LA SALLE IL 613	LA SALLE IL 613 D
614	GALESBURG IL 614	GALESBURG IL 614	GALESBURG IL 614 D
615	PEORIA IL 615	PEORIA IL 615 S	SCF PEORIA IL 615
616	PEORIA IL 616 U	PEORIA IL 615 S	SCF PEORIA IL 615
617	BLOOMINGTON IL 617	BLOOMINGTON IL 617	BLOOMINGTON IL 617 D
618	CHAMPAIGN IL 618	CHAMPAIGN IL 618 S	SCF CHAMPAIGN IL 618
619	CHAMPAIGN IL 619	CHAMPAIGN IL 618 S	SCF CHAMPAIGN IL 618
620	ST LOUIS MO 620	ST LOUIS MO 630 S	SCF ST LOUIS MO 630
621 X			
622	ST LOUIS MO 622	ST LOUIS MO 630 S	SCF ST LOUIS MO 630
623	QUINCY IL 623	QUINCY IL 623	SCF QUINCY IL 623
624	EFFINGHAM IL 624	EFFINGHAM IL 624	EFFINGHAM IL 624 D
625	SPRINGFIELD IL 625	SPRINGFIELD IL 625	SCF SPRINGFIELD IL 625
626	SPRINGFIELD IL 626	SPRINGFIELD IL 626	SCF SPRINGFIELD IL 625
627	SPRINGFIELD IL 627 U	SPRINGFIELD IL 627	SCF SPRINGFIELD IL 625
628	CENTRALIA IL 628	CENTRALIA IL 628	CENTRALIA IL 628 D
629	CARBONDALE IL 629	CARBONDALE IL 629	CARBONDALE IL 629 D
630	ST LOUIS MO 630	ST LOUIS MO 630 S	SCF ST LOUIS MO 630
631	ST LOUIS MO 631 U	ST LOUIS MO 631	SCF ST LOUIS MO 630
632 X			
633	ST LOUIS MO 633	ST LOUIS MO 630 S	SCF ST LOUIS MO 630
634	QUINCY IL 634	QUINCY IL 634	SCF QUINCY IL 623
635	QUINCY IL 635	QUINCY IL 635	SCF QUINCY IL 623

3-Digit ZIPCode Prefix	Column A 3-Digit Destinations(1) Label to	Column B 3-Digit/Scheme Destinations Label to	Column C SCF Destinations Label to
636	CAPE GIRARDEAU MO 636	CAPE GIRARDEAU MO 636	SCF CAPE GIRARDEAU MO 637
637	CAPE GIRARDEAU MO 637	CAPE GIRARDEAU MO 637	SCF CAPE GIRARDEAU MO 637
638	CAPE GIRARDEAU MO 638	CAPE GIRARDEAU MO 638	SCF CAPE GIRARDEAU MO 637
639	CAPE GIRARDEAU MO 639	CAPE GIRARDEAU MO 639	SCF CAPE GIRARDEAU MO 637
640	KANSAS CITY MO 640	KANSAS CITY MO 640	SCF KANSAS CITY MO 640
641	KANSAS CITY MO 641 U	KANSAS CITY MO 641	SCF KANSAS CITY MO 640
642 X			
643 X			
644	ST JOSEPH MO 644	ST JOSEPH MO 644	SCF ST JOSEPH MO 644
645	ST JOSEPH MO 645 U	ST JOSEPH MO 645	SCF ST JOSEPH MO 644
646	CHILLICOTHE MO 646	CHILLICOTHE MO 646	CHILLICOTHE MO 646 D
647	HARRISONVILLE MO 647	HARRISONVILLE MO 647	HARRISONVILLE MO 647 D
648	SPRINGFIELD MO 648	SPRINGFIELD MO 648	SCF SPRINGFIELD MO 656
649	KANSAS CITY MO 649	KANSAS CITY MO 649	SCF KANSAS CITY MO 640
650	MID-MISSOURI MO 650	MID-MISSOURI MO 650	SCF MID-MISSOURI MO 650
651	MID-MISSOURI MO 651	MID-MISSOURI MO 651	SCF MID-MISSOURI MO 650
652	MID-MISSOURI MO 652	MID-MISSOURI MO 652	SCF MID-MISSOURI MO 650
653	MID-MISSOURI MO 653	MID-MISSOURI MO 653	SCF MID-MISSOURI MO 650
654	SPRINGFIELD MO 654	SPRINGFIELD MO 654 S	SCF SPRINGFIELD MO 656
655	SPRINGFIELD MO 655	SPRINGFIELD MO 654 S	SCF SPRINGFIELD MO 656
656	SPRINGFIELD MO 656	SPRINGFIELD MO 656	SCF SPRINGFIELD MO 656
657	SPRINGFIELD MO 657	SPRINGFIELD MO 657	SCF SPRINGFIELD MO 656
658	SPRINGFIELD MO 658 U	SPRINGFIELD MO 658	SCF SPRINGFIELD MO 656
659 X			
660	KANSAS CITY KS 660	KANSAS CITY KS 660	SCF KANSAS CITY KS 660
661	KANSAS CITY KS 661 U	KANSAS CITY KS 661	SCF KANSAS CITY KS 660
662	KANSAS CITY KS 662	KANSAS CITY KS 662	SCF KANSAS CITY KS 660
663 X			
664	TOPEKA KS 664	TOPEKA KS 664 S	SCF TOPEKA KS 664
665	TOPEKA KS 665	TOPEKA KS 664 S	SCF TOPEKA KS 664
666	TOPEKA KS 666 U	TOPEKA KS 666	SCF TOPEKA KS 664
667	FT SCOTT KS 667	FT SCOTT KS 667	FT SCOTT KS 667 D
668	TOPEKA KS 668	TOPEKA KS 664 S	SCF TOPEKA KS 664
669	SALINA KS 669	SALINA KS 669	SCF SALINA KS 674
670	WICHITA KS 670	WICHITA KS 670 S	SCF WICHITA KS 670
671	WICHITA KS 671	WICHITA KS 670 S	SCF WICHITA KS 670
672	WICHITA KS 672 U	WICHITA KS 672	SCF WICHITA KS 670
673	INDEPENDENCE KS 673	INDEPENDENCE KS 673	INDEPENDENCE KS 673 D
674	SALINA KS 674	SALINA KS 674	SCF SALINA KS 674
675	HUTCHINSON KS 675	HUTCHINSON KS 675	HUTCHINSON KS 675 D
676	HAYS KS 676	HAYS KS 676	HAYS KS 676 D
677	COLBY KS 677	COLBY KS 677	COLBY KS 677 D
678	DODGE CITY KS 678	DODGE CITY KS 678	DODGE CITY KS 678 D
679	LIBERAL KS 679	LIBERAL KS 679	SCF LIBERAL KS 679
680	OMAHA NE 680	OMAHA NE 680	SCF OMAHA NE 680
681	OMAHA NE 681 U	OMAHA NE 681	SCF OMAHA NE 680
682 X			
683	LINCOLN NE 683	LINCOLN NE 683	SCF LINCOLN NE 683
684	LINCOLN NE 684	LINCOLN NE 684	SCF LINCOLN NE 683
685	LINCOLN NE 685 U	LINCOLN NE 685	SCF LINCOLN NE 683
686	NORFOLK NE 686	NORFOLK NE 686	SCF NORFOLK NE 687
687	NORFOLK NE 687	NORFOLK NE 687	SCF NORFOLK NE 687
688	GRAND ISLAND NE 688	GRAND ISLAND NE 688	SCF GRAND ISLAND NE 688
689	GRAND ISLAND NE 689	GRAND ISLAND NE 689	SCF GRAND ISLAND NE 688
690	MC COOK NE 690	MC COOK NE 690	MC COOK NE 690 D
691	NORTH PLATTE NE 691	NORTH PLATTE NE 691	NORTH PLATTE NE 691 D
692	VALENTINE NE 692	VALENTINE NE 692	VALENTINE NE 692 D
693	ALLIANCE NE 693	ALLIANCE NE 693	ALLIANCE NE 693 D

3-Digit ZIPCode Prefix	Column A 3-Digit Destinations[1] Label to	Column B 3-Digit/Scheme Destinations Label to	Column C SCF Destinations Label to
694 X			
695 X			
696 X			
697 X			
698 X			
699 X			
700	NEW ORLEANS LA 700	NEW ORLEANS LA 700	SCF NEW ORLEANS LA 700
701	NEW ORLEANS LA 701 U	NEW ORLEANS LA 701	SCF NEW ORLEANS LA 700
702 X			
703	HOUMA LA 703	HOUMA LA 703	HOUMA LA 703 D
704	MANDEVILLE LA 704	MANDEVILLE LA 704	MANDEVILLE LA 704 D
705	LAFAYETTE LA 705	LAFAYETTE LA 705	LAFAYETTE LA 705 D
706	LAKE CHARLES LA 706	LAKE CHARLES LA 706	LAKE CHARLES LA 706 D
707	BATON ROUGE LA 707	BATON ROUGE LA 707	SCF BATON ROUGE LA 707
708	BATON ROUGE LA 708 U	BATON ROUGE LA 708	SCF BATON ROUGE LA 707
709 X			
710	SHREVEPORT LA 710	SHREVEPORT LA 710 S SCHEME A	SCF SHREVEPORT LA 710
711	SHREVEPORT LA 711	SHREVEPORT LA 710 S SCHEME A	SCF SHREVEPORT LA 710
712	MONROE LA 712	MONROE LA 712	MONROE LA 712 D
713	ALEXANDRIA LA 713	SHREVEPORT LA 713 S SCHEME B	SCF ALEXANDRIA LA 713
714	ALEXANDRIA LA 714	SHREVEPORT LA 713 S SCHEME B	SCF ALEXANDRIA LA 713
715 X			
716	PINE BLUFF AR 716	PINE BLUFF AR 716	PINE BLUFF AR 716 D
717	CAMDEN AR 717	CAMDEN AR 717	CAMDEN AR 717 D
718	TEXARKANA AR 718	TEXARKANA AR 718	SCF TEXARKANA TX 755
719	HOT SPRINGS NTL PK AR 719	HOT SPRINGS NTL PK AR 719	HOT SPRINGS NTL PK AR 719 D
720	LITTLE ROCK AR 720	LITTLE ROCK AR 720	SCF LITTLE ROCK AR 720
721	LITTLE ROCK AR 721	LITTLE ROCK AR 721	SCF LITTLE ROCK AR 720
722	LITTLE ROCK AR 722 U	LITTLE ROCK AR 722	SCF LITTLE ROCK AR 720
723	MEMPHIS TN 723	MEMPHIS TN 723	SCF MEMPHIS TN 380
724	NE ARKANSAS AR 724	NE ARKANSAS AR 724	NE ARKANSAS AR 724 D
725	BATESVILLE AR 725	BATESVILLE AR 725	BATESVILLE AR 725 D
726	HARRISON AR 726	HARRISON AR 726	HARRISON AR 726 D
727	NW ARKANSAS AR 727	NW ARKANSAS AR 727	NW ARKANSAS AR 727 D
728	RUSSELLVILLE AR 728	RUSSELLVILLE AR 728	RUSSELLVILLE AR 728 D
729	FORT SMITH AR 729	FORT SMITH AR 729	FORT SMITH AR 729 D
730	OKLAHOMA CITY OK 730	OKLAHOMA CITY OK 730	SCF OKLAHOMA CITY OK 730
731	OKLAHOMA CITY OK 731 U	OKLAHOMA CITY OK 731	SCF OKLAHOMA CITY OK 730
732 X			
733	AUSTIN TX 733	AUSTIN TX 733	SCF AUSTIN TX 786
734	ARDMORE OK 734	ARDMORE OK 734	ARDMORE OK 734 D
735	LAWTON OK 735	LAWTON OK 735	LAWTON OK 735 D
736	CLINTON OK 736	CLINTON OK 736	CLINTON OK 736 D
737	ENID OK 737	ENID OK 737	ENID OK 737 D
738	WOODWARD OK 738	WOODWARD OK 738	WOODWARD OK 738 D
739	LIBERAL KS 739	LIBERAL KS 739	SCF LIBERAL KS 679
740	TULSA OK 740	TULSA OK 740	SCF TULSA OK 740
741	TULSA OK 741 U	TULSA OK 741	SCF TULSA OK 740
742 X			
743	TULSA OK 743	TULSA OK 743	SCF TULSA OK 740
744	MUSKOGEE OK 744	MUSKOGEE OK 744	MUSKOGEE OK 744 D
745	MCALESTER OK 745	MCALESTER OK 745	MCALESTER OK 745 D
746	PONCA CITY OK 746	PONCA CITY OK 746	PONCA CITY OK 746 D
747	DURANT OK 747	DURANT OK 747	DURANT OK 747 D

3-Digit ZIPCode Prefix	Column A 3-Digit Destinations[1] Label to	Column B 3-Digit/Scheme Destinations Label to	Column C SCF Destinations Label to
748	SHAWNEE OK 748	SHAWNEE OK 748	SHAWNEE OK 748 D
749	POTEAU OK 749	POTEAU OK 749	POTEAU OK 749 D
750	NORTH TEXAS TX 750	NORTH TEXAS TX 750	NORTH TEXAS TX 750 D
751	DALLAS TX 751	DALLAS TX 751	SCF DALLAS TX 752
752	DALLAS TX 752 U	DALLAS TX 752 S	SCF DALLAS TX 752
753	DALLAS TX 753 U	DALLAS TX 752 S	SCF DALLAS TX 752
754	GREENVILLE TX 754	GREENVILLE TX 754	GREENVILLE TX 754 D
755	TEXARKANA TX 755	TEXARKANA TX 755	SCF TEXARKANA TX 755
756	EAST TEXAS TX 756	EAST TEXAS TX 756	SCF EAST TEXAS TX 757
757	EAST TEXAS TX 757	EAST TEXAS TX 757	SCF EAST TEXAS TX 757
758	PALESTINE TX 758	PALESTINE TX 758	PALESTINE TX 758 D
759	LUFKIN TX 759	LUFKIN TX 759	LUFKIN TX 759 D
760	FT WORTH TX 760	FT WORTH TX 760	SCF FT WORTH TX 760
761	FT WORTH TX 761 U	FT WORTH TX 761	SCF FT WORTH TX 760
762	FT WORTH TX 762	FT WORTH TX 762	SCF FT WORTH TX 760
763	WICHITA FALLS TX 763	WICHITA FALLS TX 763	WICHITA FALLS TX 763 D
764	FT WORTH TX 764	FT WORTH TX 764	SCF FT WORTH TX 760
765	WACO TX 765	WACO TX 765	SCF WACO TX 766
766	WACO TX 766	WACO TX 766	SCF WACO TX 766
767	WACO TX 767 U	WACO TX 767	SCF WACO TX 766
768	ABILENE TX 768	ABILENE TX 768	SCF ABILENE TX 795
769	MIDLAND TX 769	MIDLAND TX 769	SCF MIDLAND TX 797
770	HOUSTON TX 770 U	HOUSTON TX 770	SCF HOUSTON TX 770
771	HOUSTON TX 771 U	HOUSTON TX 771	SCF HOUSTON TX 770
772	HOUSTON TX 772 U	HOUSTON TX 772	SCF HOUSTON TX 770
773	NORTH HOUSTON TX 773	NORTH HOUSTON TX 773	SCF NORTH HOUSTON TX 773
774	NORTH HOUSTON TX 774	NORTH HOUSTON TX 774	SCF NORTH HOUSTON TX 773
775	NORTH HOUSTON TX 775	NORTH HOUSTON TX 775	SCF NORTH HOUSTON TX 773
776	BEAUMONT TX 776	BEAUMONT TX 776	SCF BEAUMONT TX 776
777	BEAUMONT TX 777 U	BEAUMONT TX 777	SCF BEAUMONT TX 776
778	BRYAN TX 778	BRYAN TX 778	BRYAN TX 778 D
779	VICTORIA TX 779	VICTORIA TX 779	VICTORIA TX 779 D
780	SAN ANTONIO TX 780	SAN ANTONIO TX 780	SCF SAN ANTONIO TX 780
781	SAN ANTONIO TX 781	SAN ANTONIO TX 781	SCF SAN ANTONIO TX 780
782	SAN ANTONIO TX 782 U	SAN ANTONIO TX 782	SCF SAN ANTONIO TX 780
783	CORPUS CHRISTI TX 783	CORPUS CHRISTI TX 783	SCF CORPUS CHRISTI TX 783
784	CORPUS CHRISTI TX 784 U	CORPUS CHRISTI TX 784	SCF CORPUS CHRISTI TX 783
785	MCALLEN TX 785	MCALLEN TX 785	MCALLEN TX 785 D
786	AUSTIN TX 786	AUSTIN TX 786 S	SCF AUSTIN TX 786
787	AUSTIN TX 787 U	AUSTIN TX 787	SCF AUSTIN TX 786
788	SAN ANTONIO TX 788	SAN ANTONIO TX 788	SCF SAN ANTONIO TX 780
789	AUSTIN TX 789	AUSTIN TX 786 S	SCF AUSTIN TX 786
790	AMARILLO TX 790	AMARILLO TX 790	SCF AMARILLO TX 790
791	AMARILLO TX 791 U	AMARILLO TX 791	SCF AMARILLO TX 790
792	CHILDRESS TX 792	CHILDRESS TX 792	CHILDRESS TX 792 D
793	LUBBOCK TX 793	LUBBOCK TX 793	SCF LUBBOCK TX 793
794	LUBBOCK TX 794 U	LUBBOCK TX 794	SCF LUBBOCK TX 793
795	ABILENE TX 795	ABILENE TX 795	SCF ABILENE TX 795
796	ABILENE TX 796 U	ABILENE TX 796	SCF ABILENE TX 795
797	MIDLAND TX 797	MIDLAND TX 797	SCF MIDLAND TX 797
798	EL PASO TX 798	EL PASO TX 798	SCF EL PASO TX 798
799	EL PASO TX 799 U	EL PASO TX 799	SCF EL PASO TX 798
800	DENVER CO 800	DENVER CO 800	SCF DENVER CO 800
801	DENVER CO 801	DENVER CO 801	SCF DENVER CO 800
802	DENVER CO 802 U	DENVER CO 802	SCF DENVER CO 800
803	BOULDER CO 803 U	BOULDER CO 803	SCF DENVER CO 800
804	DENVER CO 804	DENVER CO 804	SCF DENVER CO 800
805	LONGMONT CO 805	LONGMONT CO 805	LONGMONT CO 805 D

3-Digit ZIPCode Prefix	Column A 3-Digit Destinations[1] Label to	Column B 3-Digit/Scheme Destinations Label to	Column C SCF Destinations Label to
806	DENVER CO 806	DENVER CO 806	SCF DENVER CO 800
807	DENVER CO 807	DENVER CO 807	SCF DENVER CO 800
808	COLORADO SPGS CO 808	COLORADO SPGS CO 808 S	SCF COLORADO SPGS CO 808
809	COLORADO SPGS CO 809 U	COLORADO SPGS CO 808 S	SCF COLORADO SPGS CO 808
810	COLORADO SPGS CO 810	COLORADO SPGS CO 810	SCF COLORADO SPGS CO 808
811	ALAMOSA CO 811	ALAMOSA CO 811	ALAMOSA CO 811 D
812	SALIDA CO 812	SALIDA CO 812	SALIDA CO 812 D
813	DURANGO CO 813	DURANGO CO 813	DURANGO CO 813 D
814	GRAND JUNCTION CO 814	GRAND JUNCTION CO 814	SCF GRAND JUNCTION CO 814
815	GRAND JUNCTION CO 815	GRAND JUNCTION CO 815	SCF GRAND JUNCTION CO 814
816	GLENWOOD SPRINGS CO 816	GLENWOOD SPRINGS CO 816	GLENWOOD SPRINGS CO 816 D
817 X			
818 X			
819 X			
820	CHEYENNE WY 820	CHEYENNE WY 820	CHEYENNE WY 820 D
821	YELLOWSTONE NL PK WY 821 U	YELLOWSTONE NL PK WY 821	SCF BILLINGS MT 590
822	WHEATLAND WY 822	WHEATLAND WY 822	WHEATLAND WY 822 D
823	RAWLINS WY 823	RAWLINS WY 823	RAWLINS WY 823 D
824	WORLAND WY 824	WORLAND WY 824	WORLAND WY 824 D
825	RIVERTON WY 825	RIVERTON WY 825	RIVERTON WY 825 D
826	CASPER WY 826	CASPER WY 826	CASPER WY 826 D
827	GILLETTE WY 827	GILLETTE WY 827	GILLETTE WY 827 D
828	SHERIDAN WY 828	SHERIDAN WY 828	SHERIDAN WY 828 D
829	ROCK SPRINGS WY 829	ROCK SPRINGS WY 829	SCF ROCK SPRINGS WY 829
830	ROCK SPRINGS WY 830	ROCK SPRINGS WY 830	SCF ROCK SPRINGS WY 829
831	ROCK SPRINGS WY 831	ROCK SPRINGS WY 831	SCF ROCK SPRINGS WY 829
832	POCATELLO ID 832	POCATELLO ID 832	SCF POCATELLO ID 832
833	TWIN FALLS ID 833	TWIN FALLS ID 833	TWIN FALLS ID 833 D
834	POCATELLO ID 834	POCATELLO ID 834	SCF POCATELLO ID 832
835	LEWISTON ID 835	LEWISTON ID 835	SCF LEWISTON ID 835
836	BOISE ID 836	BOISE ID 836	SCF BOISE ID 836
837	BOISE ID 837 U	BOISE ID 837	SCF BOISE ID 836
838	SPOKANE WA 838	SPOKANE WA 838	SCF SPOKANE WA 990
839 X			
840	SALT LAKE CTY UT 840	SALT LAKE CTY UT 840 S	SCF SALT LAKE CTY UT 840
841	SALT LAKE CTY UT 841 U	SALT LAKE CTY UT 840 S	SCF SALT LAKE CTY UT 840
842	SALT LAKE CTY UT 842	SALT LAKE CTY UT 840 S	SCF SALT LAKE CTY UT 840
843	SALT LAKE CTY UT 843	SALT LAKE CTY UT 840 S	SCF SALT LAKE CTY UT 840
844	OGDEN UT 844 U	SALT LAKE CTY UT 840 S	SCF SALT LAKE CTY UT 840
845	PROVO UT 845	PROVO UT 845	SCF PROVO UT 845
846	PROVO UT 846	PROVO UT 846	SCF PROVO UT 845
847	PROVO UT 847	PROVO UT 847	SCF PROVO UT 845
848 X			
849 X			
850	PHOENIX AZ 850 U	PHOENIX AZ 850	SCF PHOENIX AZ 852
851 X			
852	PHOENIX AZ 852	PHOENIX AZ 852	SCF PHOENIX AZ 852
853	PHOENIX AZ 853	PHOENIX AZ 853	SCF PHOENIX AZ 852
854 X			
855	GLOBE AZ 855	GLOBE AZ 855	GLOBE AZ 855 D
856	TUCSON AZ 856	TUCSON AZ 856	SCF TUCSON AZ 856
857	TUCSON AZ 857 U	TUCSON AZ 857	SCF TUCSON AZ 856
858 X			
859	SHOW LOW AZ 859	SHOW LOW AZ 859	SHOW LOW AZ 859 D
860	FLAGSTAFF AZ 860	FLAGSTAFF AZ 860	FLAGSTAFF AZ 860 D
861 X			
862 X			

3-Digit ZIPCode Prefix	Column A 3-Digit Destinations[1] Label to	Column B 3-Digit/Scheme Destinations Label to	Column C SCF Destinations Label to
863	PRESCOTT AZ 863	PRESCOTT AZ 863	PRESCOTT AZ 863 D
864	KINGMAN AZ 864	KINGMAN AZ 864	KINGMAN AZ 864 D
865	GALLUP NM 865	GALLUP NM 865	SCF GALLUP NM 873
866 X			
867 X			
868 X			
869 X			
870	ALBUQUERQUE NM 870	ALBUQUERQUE NM 870	SCF ALBUQUERQUE NM 870
871	ALBUQUERQUE NM 871 U	ALBUQUERQUE NM 871	SCF ALBUQUERQUE NM 870
872	ALBUQUERQUE NM 872 U	ALBUQUERQUE NM 872	SCF ALBUQUERQUE NM 870
873	GALLUP NM 873	GALLUP NM 873	SCF GALLUP NM 873
874	FARMINGTON NM 874	FARMINGTON NM 874	FARMINGTON NM 874 D
875	ALBUQUERQUE NM 875	ALBUQUERQUE NM 875	SCF ALBUQUERQUE NM 870
876 X			
877	LAS VEGAS NM 877	LAS VEGAS NM 877	LAS VEGAS NM 877 D
878	SOCORRO NM 878	SOCORRO NM 878	SOCORRO NM 878 D
879	TRUTH OR CONS NM 879	TRUTH OR CONS NM 879	TRUTH OR CONS NM 879 D
880	LAS CRUCES NM 880	LAS CRUCES NM 880	LAS CRUCES NM 880 D
881	CLOVIS NM 881	CLOVIS NM 881	CLOVIS NM 881 D
882	ROSWELL NM 882	ROSWELL NM 882	ROSWELL NM 882 D
883	ALAMOGORDO NM 883	ALAMOGORDO NM 883	ALAMOGORDO NM 883 D
884	TUCUMCARI NM 884	TUCUMCARI NM 884	TUCUMCARI NM 884 D
885	EL PASO TX 885 U	EL PASO TX 885	SCF EL PASO TX 798
886 X			
887 X			
888 X			
889	LAS VEGAS NV 889 U	LAS VEGAS NV 890 S	SCF LAS VEGAS NV 890
890	LAS VEGAS NV 890	LAS VEGAS NV 890 S	SCF LAS VEGAS NV 890
891	LAS VEGAS NV 891 U	LAS VEGAS NV 890 S	SCF LAS VEGAS NV 890
892 X			
893	ELY NV 893	ELY NV 893	ELY NV 893 D
894	RENO NV 894	RENO NV 894 S	SCF RENO NV 894
895	RENO NV 895 U	RENO NV 894 S	SCF RENO NV 894
896 X			
897	CARSON CITY NV 897 U	RENO NV 894 S	SCF RENO NV 894
898	ELKO NV 898	ELKO NV 898	ELKO NV 898 D
899 X			
900	LOS ANGELES CA 900 U	LOS ANGELES CA 900 S	SCF LOS ANGELES CA 900
901	LOS ANGELES CA 901 U	LOS ANGELES CA 900 S	SCF LOS ANGELES CA 900
902	INGLEWOOD CA 902	INGLEWOOD CA 902 S	SCF INGLEWOOD CA 902
903	INGLEWOOD CA 903 U	INGLEWOOD CA 902 S	SCF INGLEWOOD CA 902
904	SANTA MONICA CA 904 U	INGLEWOOD CA 902 S	SCF INGLEWOOD CA 902
905	TORRANCE CA 905 U	INGLEWOOD CA 902 S	SCF INGLEWOOD CA 902
906	LONG BEACH CA 906	LONG BEACH CA 907 S	SCF LONG BEACH CA 907
907	LONG BEACH CA 907	LONG BEACH CA 907 S	SCF LONG BEACH CA 907
908	LONG BEACH CA 908 U	LONG BEACH CA 907 S	SCF LONG BEACH CA 907
909 X			
910	PASADENA CA 910	PASADENA CA 910	SCF PASADENA CA 910
911	PASADENA CA 911 U	PASADENA CA 911	SCF PASADENA CA 910
912	GLENDALE CA 912 U	GLENDALE CA 912	SCF PASADENA CA 910
913	VAN NUYS CA 913	VAN NUYS CA 913 S	SCF VAN NUYS CA 913
914	VAN NUYS CA 914 U	VAN NUYS CA 913 S	SCF VAN NUYS CA 913
915	BURBANK CA 915 U	VAN NUYS CA 913 S	SCF VAN NUYS CA 913
916	NORTH HOLLYWOOD CA 916 U	VAN NUYS CA 913 S	SCF VAN NUYS CA 913
917	INDUSTRY CA 917	INDUSTRY CA 917 S	SCF INDUSTRY CA 917
918	INDUSTRY CA 918 U	INDUSTRY CA 917 S	SCF INDUSTRY CA 917

3-Digit ZIPCode Prefix	Column A 3-Digit Destinations[1] Label to	Column B 3-Digit/Scheme Destinations Label to	Column C SCF Destinations Label to
919	SAN DIEGO CA 919	SAN DIEGO CA 920 S	SCF SAN DIEGO CA 920
920	SAN DIEGO CA 920	SAN DIEGO CA 920 S	SCF SAN DIEGO CA 920
921	SAN DIEGO CA 921 U	SAN DIEGO CA 921	SCF SAN DIEGO CA 920
922	SN BERNARDINO CA 922	SN BERNARDINO CA 922	SCF SN BERNARDINO CA 923
923	SN BERNARDINO CA 923	SN BERNARDINO CA 923 S	SCF SN BERNARDINO CA 923
924	SN BERNARDINO CA 924 U	SN BERNARDINO CA 923 S	SCF SN BERNARDINO CA 923
925	SN BERNARDINO CA 925	SN BERNARDINO CA 923 S	SCF SN BERNARDINO CA 923
926	SANTA ANA CA 926	SANTA ANA CA 926 S	SCF SANTA ANA CA 926
927	SANTA ANA CA 927 U	SANTA ANA CA 926 S	SCF SANTA ANA CA 926
928	ANAHEIM CA 928	ANAHEIM CA 928	ANAHEIM CA 928 D
929 X			
930	OXNARD CA 930	OXNARD CA 930	OXNARD CA 930 D
931	SANTA BARBARA CA 931 U	SANTA BARBARA CA 931	SCF SANTA BARBARA CA 931
932	BAKERSFIELD CA 932	BAKERSFIELD CA 932	SCF BAKERSFIELD CA 932
933	BAKERSFIELD CA 933 U	BAKERSFIELD CA 933	SCF BAKERSFIELD CA 932
934	SANTA BARBARA CA 934	SANTA BARBARA CA 934	SCF SANTA BARBARA CA 931
935	MOJAVE CA 935	MOJAVE CA 935	MOJAVE CA 935 D
936	FRESNO CA 936	FRESNO CA 936	SCF FRESNO CA 936
937	FRESNO CA 937 U	FRESNO CA 937	SCF FRESNO CA 936
938	FRESNO CA 938	FRESNO CA 938	SCF FRESNO CA 936
939	SALINAS CA 939	SALINAS CA 939	SALINAS CA 939 D
940	SAN FRANCISCO CA 940	SAN FRANCISCO CA 940 S SCHEME A	SCF SAN FRANCISCO CA 940
941	SAN FRANCISCO CA 941 U	SAN FRANCISCO CA 941	SCF SAN FRANCISCO CA 940
942	SACRAMENTO CA 942 U	SACRAMENTO CA 942	SCF SACRAMENTO CA 956
943	PALO ALTO CA 943 U	SAN FRANCISCO CA 940 S SCHEME A	SCF SAN FRANCISCO CA 940
944	SAN MATEO CA 944 U	SAN FRANCISCO CA 940 S SCHEME A	SCF SAN FRANCISCO CA 940
945	OAKLAND CA 945	OAKLAND CA 945 S SCHEME A	SCF OAKLAND CA 945
946	OAKLAND CA 946 U	OAKLAND CA 946 S SCHEME B	SCF OAKLAND CA 945
947	BERKELEY CA 947 U	OAKLAND CA 946 S SCHEME B	SCF OAKLAND CA 945
948	RICHMOND CA 948 U	OAKLAND CA 945 S SCHEME A	SCF OAKLAND CA 945
949	NORTH BAY CA 949	NORTH BAY CA 949	SCF NORTH BAY CA 949
950	SAN JOSE CA 950	SAN JOSE CA 950	SCF SAN JOSE CA 950
951	SAN JOSE CA 951 U	SAN JOSE CA 951	SCF SAN JOSE CA 950
952	STOCKTON CA 952	STOCKTON CA 952	SCF STOCKTON CA 952
953	STOCKTON CA 953	STOCKTON CA 953	SCF STOCKTON CA 952
954	NORTH BAY CA 954	NORTH BAY CA 954	SCF NORTH BAY CA 949
955	EUREKA CA 955	EUREKA CA 955	EUREKA CA 955 D
956	SACRAMENTO CA 956	SACRAMENTO CA 956 S	SCF SACRAMENTO CA 956
957	SACRAMENTO CA 957	SACRAMENTO CA 956 S	SCF SACRAMENTO CA 956
958	SACRAMENTO CA 958 U	SACRAMENTO CA 958	SCF SACRAMENTO CA 956
959	MARYSVILLE CA 959	MARYSVILLE CA 959	MARYSVILLE CA 959 D
960	REDDING CA 960	REDDING CA 960	REDDING CA 960 D
961	RENO NV 961	RENO NV 961	SCF RENO NV 894
962	APO/FPO AP 962	SAN FRANCISCO CA 962 S SCHEME B	
963	APO/FPO AP 963	SAN FRANCISCO CA 962 S SCHEME B	
964	APO/FPO AP 964	SAN FRANCISCO CA 962 S SCHEME B	
965	APO/FPO AP 965	SAN FRANCISCO CA 962 S SCHEME B	
966	FPO AP 966	SAN FRANCISCO CA 962 S SCHEME B	
967	HONOLULU HI 967	HONOLULU HI 967 S	SCF HONOLULU HI 967
968	HONOLULU HI 968 U	HONOLULU HI 967 S	SCF HONOLULU HI 967

3-Digit ZIPCode Prefix	Column A 3-Digit Destinations[1] Label to	Column B 3-Digit/Scheme Destinations Label to	Column C SCF Destinations Label to
969	BARRIGADA GU 969	[FCM Only] HONOLULU HI 967 S [PER and STD] OAKLAND CA 945 S SCHEME A	BARRIGADA GU 969 D
970	PORTLAND OR 970	PORTLAND OR 970	SCF PORTLAND OR 970
971	PORTLAND OR 971	PORTLAND OR 971	SCF PORTLAND OR 970
972	PORTLAND OR 972 U	PORTLAND OR 972	SCF PORTLAND OR 970
973	SALEM OR 973	SALEM OR 973	SALEM OR 973 D
974	EUGENE OR 974	EUGENE OR 974	EUGENE OR 974 D
975	MEDFORD OR 975	MEDFORD OR 975	MEDFORD OR 975 D
976	KLAMATH FALLS OR 976	KLAMATH FALLS OR 976	KLAMATH FALLS OR 976 D
977	BEND OR 977	BEND OR 977	BEND OR 977 D
978	PENDLETON OR 978	PENDLETON OR 978	PENDLETON OR 978 D
979	BOISE ID 979	BOISE ID 979	SCF BOISE ID 836
980	SEATTLE WA 980	SEATTLE WA 980	SCF SEATTLE WA 980
981	SEATTLE WA 981 U	SEATTLE WA 981	SCF SEATTLE WA 980
982	EVERETT WA 982	EVERETT WA 982	EVERETT WA 982 D
983	TACOMA WA 983	TACOMA WA 983	SCF TACOMA WA 983
984	TACOMA WA 984 U	TACOMA WA 984	SCF TACOMA WA 983
985	OLYMPIA WA 985	OLYMPIA WA 985	OLYMPIA WA 985 D
986	PORTLAND OR 986	PORTLAND OR 986	SCF PORTLAND OR 970
987 X			
988	WENATCHEE WA 988	WENATCHEE WA 988	WENATCHEE WA 988 D
989	YAKIMA WA 989	YAKIMA WA 989	YAKIMA WA 989 D
990	SPOKANE WA 990	SPOKANE WA 990	SCF SPOKANE WA 990
991	SPOKANE WA 991	SPOKANE WA 991	SCF SPOKANE WA 990
992	SPOKANE WA 992 U	SPOKANE WA 992	SCF SPOKANE WA 990
993	PASCO WA 993	PASCO WA 993	PASCO WA 993 D
994	LEWISTON ID 994	LEWISTON ID 994	SCF LEWISTON ID 835
995	ANCHORAGE AK 995	ANCHORAGE AK 995	SCF ANCHORAGE AK 995
996	ANCHORAGE AK 996	ANCHORAGE AK 996	SCF ANCHORAGE AK 995
997	FAIRBANKS AK 997	FAIRBANKS AK 997	FAIRBANKS AK 997 D
998	JUNEAU AK 998	JUNEAU AK 998	JUNEAU AK 998 D
999	KETCHIKAN AK 999	KETCHIKAN AK 999	KETCHIKAN AK 999 D

L000 General Use

L003 3-Digit ZIP Code Prefix Groups—3-Digit Scheme Sortation

L003 describes the 3-digit automation letters scheme sortation ZIP Code prefix list for trayed mail.

When required by the standards for specific rates, pieces for the 3-digit ZIP Code prefixes shown in Column A must be combined in trays labeled to the corresponding destination shown in Column B. Line 2 on tray labels must include "SCHEME" except as shown below.

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
006-009	SAN JUAN PR 006
010, 011, 013	SPRINGFIELD MA 010
014, 015, 017	CENTRAL MA 015
018, 019, 055	MIDDLESEX-ESX MA 018
020, 023	BROCKTON MA 023
021, 022	BOSTON MA 021
025, 026	CAPE COD MA 025
027, 028	PROVIDENCE RI 028
035, 036, 051-053, 059	WHITE RIV JCT VT 051 SCHEME B
037, 050	WHITE RIV JCT VT 050 SCHEME C
038, 039	PORTSMOUTH NH 038
043, 045	PORTLAND ME 043
054, 056	BURLINGTON VT 054
057, 058	WHITE RIV JCT VT 057 SCHEME A
068, 069	STAMFORD CT 068
077, 087	MONMOUTH NJ 077
078, 079	WEST JERSEY NJ 078
080, 081	SOUTH JERSEY NJ 080 SCHEME A
082-084	SOUTH JERSEY NJ 082 SCHEME B
085, 086	TRENTON NJ 085
110, 111, 113, 114	QUEENS NY 110
120-123	ALBANY NY 120
124, 125, 127	MID-HUDSON NY 125
130-132	SYRACUSE NY 130
133-135	UTICA NY 133
137-139	BINGHAMTON NY 137
140-143	BUFFALO NY 140
155, 157	JOHNSTOWN PA 155
169, 177	WILLIAMSPORT PA 169
180, 181, 183	LEHIGH VALLEY PA 180
191, 192	PHILADELPHIA PA 191
193, 194	SOUTHEASTERN PA 193
197-199	WILMINGTON DE 197
202-205	WASHINGTON DC 202
208, 209	SUBURBAN MD MD 208
210, 211	LINTHICUM MD 210
215, 267	CUMBERLAND MD 215
216, 218	EASTERN SHORE MD 216
224, 225, 238	RICHMOND VA 224 SCHEME B
230, 231	RICHMOND VA 230 SCHEME A
233-237	NORFOLK VA 233
240, 241	ROANOKE VA 240
250-252	CHARLESTON WV 250
278, 279	ROCKY MOUNT NC 278
280, 281, 297	CHARLOTTE NC 280
290, 291	COLUMBIA SC 290
293, 296	GREENVILLE SC 296
300, 301	NORTH METRO GA 300
303, 311, 399	ATLANTA GA 303
317, 398	ALBANY GA 317
318, 319	COLUMBUS GA 318
334, 349	WEST PALM BCH FL 334
335, 346	TAMPA FL 335
339, 341	FT MYERS FL 339
369, 393	JACKSON MS 393 SCHEME B
377-379	KNOXVILLE TN 377
390, 391	JACKSON MS 390 SCHEME A
400, 401, 471	LOUISVILLE KY 400
410, 470	CINCINNATI OH 410 SCHEME A
434-436	TOLEDO OH 434
437, 438	ZANESVILLE OH 437
442, 443	AKRON OH 442
444, 445	YOUNGSTOWN OH 444
446, 447	CANTON OH 446
450, 451	CINCINNATI OH 450 SCHEME B
463, 464	GARY IN 463
465, 466	SOUTH BEND IN 465
484, 485	FLINT MI 484
486, 487	SAGINAW MI 486
490, 491	KALAMAZOO MI 490
498, 499	IRON MOUNTAIN MI 498
500-502	DES MOINES IA 500 SCHEME A
503, 509	DES MOINES IA 503 SCHEME B
522, 523	CEDAR RAPIDS IA 522
527, 528, 612	QUAD CITIES IL 612
535, 538	MADISON WI 535
540, 550	ST PAUL MN 550
541, 542	GREEN BAY WI 541
585, 586	BISMARCK ND 585
590, 591	BILLINGS MT 590
600, 602	PALATINE IL 600
601, 603	CAROL STREAM IL 601
610, 611	ROCKFORD IL 610
615, 616	PEORIA IL 615
618, 619	CHAMPAIGN IL 618
620, 622, 630, 633	ST LOUIS MO 630
654, 655	SPRINGFIELD MO 654
664, 665, 668	TOPEKA KS 664
670, 671	WICHITA KS 670
710, 711	SHREVEPORT LA 710 SCHEME A
713, 714	SHREVEPORT LA 713 SCHEME B
752, 753	DALLAS TX 752
786, 789	AUSTIN TX 786
808, 809	COLORADO SPGS CO 808
840-844	SALT LAKE CTY UT 840

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
889-891	LAS VEGAS NV 890
894, 895, 897	RENO NV 894
900, 901	LOS ANGELES CA 900
902-905	INGLEWOOD CA 902
906-908	LONG BEACH CA 907
913-916	VAN NUYS CA 913
917, 918	INDUSTRY CA 917
919, 920	SAN DIEGO CA 920
923-925	SN BERNARDINO CA 923
926, 927	SANTA ANA CA 926
940, 943, 944	SAN FRANCISCO CA 940 SCHEME A
945, 948 [FCM only]	OAKLAND CA 945 SCHEME A
945, 948, 969 [PER and STD only]	OAKLAND CA 945 SCHEME A
946, 947	OAKLAND CA 946 SCHEME B
956, 957	SACRAMENTO CA 956
962-966	SAN FRANCISCO CA 962 SCHEME B
967-969 [FCM only]	HONOLULU HI 967
967, 968 [PER and STD only]	HONOLULU HI 967

L000 General Use

L004 3-Digit ZIP Code Prefix Groups—ADC Sortation

Summary L004 describes the service area by individual 3-digit ZIP Code prefix for mail destined to an area distribution center (ADC).

Subject to the standards for the rate claimed, pieces for the 3-digit ZIP Code prefixes shown in Column A must be combined and labeled to the corresponding ADC destination shown in Column B. Where noted, the destination must be selected based on the class of mail prepared. Unassigned 3-digit prefixes or assigned 3-digit prefixes not associated with an ADC are omitted.

To order labels from the USPS Label Printing Center, use Form 1578-B and indicate set number 008 (First-Class Mail), set number 009 (Periodicals), or set number 010 (Standard Mail and Bound Printed Matter). Requests are supplied in lots of 300 (minimum) for each label on the list.

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
005, 115, 117-119	ADC LONG ISLAND NY 117
006-009	ADC SAN JUAN PR 006
010-017	ADC SPRINGFIELD MA 010
018, 019, 021, 022, 024, 055	ADC BOSTON MA 021
020, 023, 025-029	ADC PROVIDENCE RI 028
030-034, 038, 039	ADC MANCHESTER NH 030
035-037, 050-054, 056-059	ADC WHITE RIV JCT VT 050
040-049	ADC PORTLAND ME 040
060-069	[FCM only] ADC HARTFORD CT 060 [PER, STD, and BPM only] ADC SOUTHERN CT 064
070-079, 085-089	ADC DV DANIELS NJ 07099
080-084	ADC SOUTH JERSEY NJ 080
090-098	[FCM only] AMF JFK APO/FPO NY 00309 [PER, STD, and BPM only] MILITARY CENTER NY 090
100-102, 104	[FCM, STD, and BPM only] ADC NEW YORK NY 100 [PER only] ADC JAF NY 10180
103, 110-114, 116	ADC QUEENS NY 110
105-109	ADC WESTCHESTER NY 105
120-129	ADC ALBANY NY 120
130-139	ADC SYRACUSE NY 130
140-149	ADC BUFFALO NY 140
150-168, 260	ADC PITTSBURGH PA 150
169-178	ADC HARRISBURG PA 170
179, 189, 193-196	ADC SOUTHEASTERN PA 189
180-188	ADC LEHIGH VALLEY PA 180
190-192	ADC PHILADELPHIA PA 190
197-199	ADC WILMINGTON DE 197
200	WASHINGTON DC 200
202-205	ADC WASHINGTON DC 202
201, 220-223, 226, 227	[FCM only] ADC DULLES VA 201 [PER, STD, and BPM only] ADC NORTHERN VA VA 220
206-209	ADC SOUTHERN MD MD 207
210-212, 214-219, 254, 267	[FCM and PER only] ADC BALTIMORE MD 212 [STD and BPM only] ADC LINTHICUM MD 210
224, 225, 228-239, 244	ADC RICHMOND VA 230
240-243, 245	ADC ROANOKE VA 240
246-253, 255-259	ADC CHARLESTON WV 250
261-266, 268	ADC CLARKSBURG WV 263
270-279, 285	ADC GREENSBORO NC 270
280-284, 286-289, 297	ADC CHARLOTTE NC 280
290-296	ADC COLUMBIA SC 290

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
298, 300, 301, 305, 306, 308, 309	[STD and BPM only] ADC NORTH METRO GA 30197
298, 300, 301, 305, 306, 308, 309	[FCM and PER only] ADC NORTH METRO GA 301
299, 304, 313-315, 320-324, 326, 344	[FCM and PER only] ADC JACKSONVILLE FL 320 [STD and BPM only] ADC JACKSONVILLE FL 32088
302, 303, 311, 399	ADC ATLANTA GA 303
307, 370-374, 376-379, 384, 385	[FCM and PER only] ADC NASHVILLE TN 370 [STD and BPM only] ADC NASHVILLE TN 37099
310, 312, 316-319, 398	[FCM and PER only] ADC MACON GA 310 [STD and BPM only] ADC MACON GA 31293
325, 365, 366, 394, 395, 700, 701, 703-708	[FCM and PER only] ADC NEW ORLEANS LA 700 [STD and BPM only] ADC NEW ORLEANS LA 70099
327-329, 334, 347, 349	[FCM only] ADC ORLANDO FL 328 [PER only] ADC MID FLORIDA FL 327 [STD and BPM only] ADC MID FLORIDA FL 32799
330-333	[FCM and PER only] ADC MIAMI FL 331 [STD and BPM only] ADC MIAMI FL 33298
335-339, 341, 342, 346	[FCM only] ADC TAMPA FL 335 [PER only] ADC MANASOTA FL 342 [STD and BPM only] ADC MANASOTA FL 34299
340	[FCM only] ADC MIAMI FL 331 [PER, STD, and BPM only] MILITARY CENTER NY 090
350-352, 354-359, 362	[FCM and PER only] ADC BIRMINGHAM AL 350 [STD and BPM only] ADC BIRMINGHAM AL 35099
360, 361, 363, 364, 367, 368	[FCM and PER only] ADC MONTGOMERY AL 360 [STD and BPM only] ADC MONTGOMERY AL 36099
369, 390-393, 396, 397	[FCM and PER only] ADC JACKSON MS 390 [STD and BPM only] ADC JACKSON MS 39099
375, 380-383, 386-389, 723	[FCM and PER only] ADC MEMPHIS TN 380 [STD and BPM only] ADC MEMPHIS TN 38099
400-409, 411-418, 420-427, 471, 476, 477	ADC LOUISVILLE KY 400
410, 450-455, 458, 459, 470	ADC CINCINNATI OH 450
430-438, 456, 457	ADC COLUMBUS OH 430
439-449	ADC CLEVELAND OH 440
460-469, 472-475, 478, 479	ADC INDIANAPOLIS IN 460
480-489, 492	ADC DETROIT MI 481
490, 491, 493-497	ADC GRAND RAPIDS MI 493
498, 499, 530-532, 534, 535, 537-539, 541-545, 549	ADC MILWAUKEE WI 530
500-509, 520-528, 612	[FCM only] ADC DES MOINES IA 500 [PER only] ADC DES MOINES IA 50092 [STD and BPM only] ADC DES MOINES IA 50091
510-516, 680, 681, 683-693	ADC OMAHA NE 680
540, 546-548, 550, 551, 556-559	[FCM only] ADC ST PAUL MN 550 [PER only] ADC ST PAUL MN 55222 [STD and BPM only] ADC ST PAUL MN 55233
553-555, 560-564, 566	[FCM only] ADC MINNEAPOLIS MN 553 [PER only] ADC MINNEAPOLIS MN 55522 [STD and BPM only] ADC MINNEAPOLIS MN 55533
565, 567, 580-588	ADC FARGO ND 580
570-577	ADC SIOUX FALLS SD 570
590-599, 821	ADC BILLINGS MT 590
600-603, 610, 611, 614-616	ADC CAROL STREAM IL 601
604, 605, 609, 613, 617-619	ADC S SUBURBAN IL 604
606-608	ADC CHICAGO IL 606
620, 622-631, 633-639	[FCM and PER only] ADC ST LOUIS MO 630 [STD and BPM only] ADC ST LOUIS MO 63203
640, 641, 644-658, 660-662, 664-668	[FCM only] ADC KANSAS CITY MO 640 [PER only] ADC KANSAS CITY MO 64240 [STD and BPM only] ADC KANSAS CITY MO 66340
669-679, 739	[FCM and PER only] ADC WICHITA KS 670 [STD and BPM only] ADC WICHITA KS 67099
710-714	[FCM and PER only] ADC SHREVEPORT LA 710 [STD and BPM only] ADC SHREVEPORT LA 71099
716-722, 724-729	[FCM and PER only] ADC LITTLE ROCK AR 720 [STD and BPM only] ADC LITTLE ROCK AR 72098
730, 731, 734-738, 748	ADC OKLAHOMA CITY OK 730

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
733, 779-789, 798, 799, 885	[FCM and PER only] ADC SAN ANTONIO TX 780 [STD and BPM only] ADC SAN ANTONIO TX 78099
740, 741, 743-747, 749	ADC TULSA OK 740
750-759	ADC NORTH TEXAS TX 750
760-769, 790-797	ADC FT WORTH TX 760
770-778	ADC NORTH HOUSTON TX 773
800-816	ADC DENVER CO 800
820, 822-831	ADC CHEYENNE WY 820
832-834, 836, 837, 979	ADC BOISE ID 836
835, 838, 980-985, 988-994, 998, 999	ADC SEATTLE WA 980
840-847, 898	ADC SALT LAKE CTY UT 840
850, 852, 853, 855-857, 859, 860, 863	ADC PHOENIX AZ 852
864, 889-891, 893-895, 897, 961	ADC LAS VEGAS NV 890
865, 870-875, 877-884	ADC ALBUQUERQUE NM 870
900, 901	ADC LOS ANGELES CA 900
902-908, 910-918	ADC TWIN VALLEY CA 90197
919-921	ADC SAN DIEGO CA 920
922-928, 930-935	ADC SEQUOIA CA 90198
936-939, 942, 945-948, 950-953, 956-960	[FCM only] ADC SIERRA CA 940
936-939, 945-948, 950, 951	[PER, STD, and BPM only] ADC OAKLAND CA 945
940, 941, 943, 944, 949, 954, 955	ADC PENINSULA CA 941
942, 952, 953, 956-960	[PER, STD, and BPM only] ADC SACRAMENTO CA 956
962-966	AMF SFO APO/FPO CA 962
967, 968	ADC HONOLULU HI 967
969	[FCM only] ADC HONOLULU HI 967 [PER, STD, and BPM only] ADC OAKLAND CA 945
970-978, 986	ADC PORTLAND OR 970
995-997	ADC ANCHORAGE AK 995

L000 General Use

L005 3-Digit ZIP Code Prefix Groups—SCF Sortation

L005 describes the service area by individual 3-digit ZIP Code prefix for mail destined to a sectional center facility (SCF).

Subject to the standards for the rate claimed, pieces for the 3-digit ZIP Code prefixes shown in Column A must be combined and labeled to the corresponding SCF destination shown in Column B. SCFs serving only one 3-digit area are identified with S; Line 1 on labels for these destinations does not include the "SCF" prefix before the facility name. Unassigned 3-digit prefixes or assigned 3-digit prefixes not associated with an SCF are omitted.

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
005, 117-119	SCF MID-ISLAND NY 117
006-009	SCF SAN JUAN PR 006
010-013	SCF SPRINGFIELD MA 010
014-017	SCF CENTRAL MA 015
018, 019, 055	SCF MIDDLESEX-ESX MA 018
020, 023	SCF BROCKTON MA 023
021, 022	SCF BOSTON MA 021
024	NORTHWEST BOS MA 024S
025, 026	SCF CAPE COD MA 025
027-029	SCF PROVIDENCE RI 028
030-034	SCF MANCHESTER NH 030
035-037, 050-053, 057-059	SCF WHITE RIV JCT VT 050
038, 039	SCF PORTSMOUTH NH 038
040-043, 045, 048	SCF PORTLAND ME 040
044, 046, 047, 049	SCF BANGOR ME 044
054, 056	SCF BURLINGTON VT 054
060-062	SCF HARTFORD CT 060
063-066	SCF SOUTHERN CT 064
067	WATERBURY CT 067s
068, 069	SCF STAMFORD CT 068
070-073	SCF NEWARK NJ 070
074, 075	SCF PATERSON NJ 074
076	HACKENSACK NJ 076s
077, 087	SCF MONMOUTH NJ 077
078, 079	SCF WEST JERSEY NJ 079
080-084	SCF SOUTH JERSEY NJ 080
085, 086	SCF TRENTON NJ 085
088, 089	SCF KILMER NJ 088
100-102	SCF NEW YORK NY 100
103	STATEN ISLAND NY 103s
104	BRONX NY 104s
105-109	SCF WESTCHESTER NY 105
110, 111, 113, 114	SCF QUEENS NY 110
112, 116	SCF BROOKLYN NY 112
115	WESTERN NASSAU NY 115s
120-123	SCF ALBANY NY 120
124-127	SCF MID-HUDSON NY 125
128	GLENS FALLS NY 128s
129	PLATTSBURGH NY 129s
130-132	SCF SYRACUSE NY 130

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
133-135	SCF UTICA NY 133
136	WATERTOWN NY 136s
137-139	SCF BINGHAMTON NY 137
140-143	SCF BUFFALO NY 140
144-146	SCF ROCHESTER NY 144
147	JAMESTOWN NY 147s
148, 149	SCF ELMIRA NY 148
150-154	SCF PITTSBURGH PA 150
155, 157, 159	SCF JOHNSTOWN PA 159
156	GREENSBURG PA 156s
158	DU BOIS PA 158s
160-162	SCF NEW CASTLE PA 161
163	OIL CITY PA 163s
164, 165	SCF ERIE PA 164
166, 168	SCF ALTOONA PA 166
167	BRADFORD PA 167s
169, 177	SCF WILLIAMSPORT PA 177
170-172, 178	SCF HARRISBURG PA 170
173-176	SCF LANCASTER PA 173
179, 195, 196	SCF READING PA 195
180, 181, 183	SCF LEHIGH VALLEY PA 180
182, 186, 187	SCF WILKES BARRE PA 186
184, 185, 188	SCF SCRANTON PA 184
189, 193, 194	SCF SOUTHEASTERN PA 189
190-192	SCF PHILADELPHIA PA 190
197-199	SCF WILMINGTON DE 197
200	WASHINGTON DC 200S
202-205	SCF WASHINGTON DC 202
201	DULLES VA 201s
206, 207	SCF SOUTHERN MD MD 207
208, 209	SCF SUBURBAN MD MD 208
210, 211, 214	SCF LINTHICUM MD 210
212, 219	SCF BALTIMORE MD 212
215, 267	SCF CUMBERLAND MD 215
216, 218	SCF EASTERN SHORE MD 216
217	FREDERICK MD 217s
220-223	SCF NORTHERN VA VA 220
224, 225, 230-232, 238	SCF RICHMOND VA 230
226	WINCHESTER VA 226s
227	CULPEPER VA 227s
228, 229, 244	SCF CHARLOTTESVLE VA 229

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
233-237	SCF NORFOLK VA 233
239	FARMVILLE VA 239s
240, 241, 243	SCF ROANOKE VA 240
242	BRISTOL VA 242s
245	LYNCHBURG VA 245[S]
246-248	SCF BLUEFIELD WV 247
249	LEWISBURG WV 249s
250-253	SCF CHARLESTON WV 250
254	MARTINSBURG WV 254s
255-257	SCF HUNTINGTON WV 255
258, 259	SCF BECKLEY WV 258
260	WHEELING WV 260s
261	PARKERSBURG WV 261s
262-265	SCF CLARKSBURG WV 263
266	GASSAWAY WV 266s
268	PETERSBURG WV 268s
270-274	SCF GREENSBORO NC 270
275-277	SCF RALEIGH NC 275
278, 279	SCF ROCKY MOUNT NC 278
280-282, 297	SCF CHARLOTTE NC 280
283, 284	SCF FAYETTEVILLE NC 283
285	KINSTON NC 285s
286	HICKORY NC 286s
287-289	SCF ASHEVILLE NC 287
290-292	SCF COLUMBIA SC 290
293, 296	SCF GREENVILLE SC 296
294	CHARLESTON SC 294s
295	FLORENCE SC 295s
298, 308, 309	SCF AUGUSTA GA 308
299, 313, 314	SCF SAVANNAH GA 313
300, 301	SCF NORTH METRO GA 300
302, 303, 311, 399	SCF ATLANTA GA 303
304	SWAINSBORO GA 304s
305, 306	SCF ATHENS GA 306
307, 373, 374	SCF CHATTANOOGA TN 373
310, 312	SCF MACON GA 310
315	WAYCROSS GA 315[S]
316	VALDOSTA GA 316s
317, 398	SCF ALBANY GA 317
318, 319	SCF COLUMBUS GA 318
320, 322	SCF JACKSONVILLE FL 320
321	DAYTONA BEACH FL 321s
323	TALLAHASSEE FL 323[S]
324	PANAMA CITY FL 324s
325	PENSACOLA FL 325s
326, 344	SCF GAINESVILLE FL 326
327	MID-FLORIDA FL 327
328, 329, 347	SCF ORLANDO FL 328
330	SOUTH FLORIDA FL 330[S]
331, 332	SCF MIAMI FL 331
333	FT LAUDERDALE FL 333s
334, 349	SCF WEST PALM BCH FL 334
335, 336, 346	SCF TAMPA FL 335
337	ST PETERSBURG FL 337s
338	LAKELAND FL 338s
339, 341	SCF FT MYERS FL 339
342	MANASOTA FL 342s
350-352, 355, 359	SCF BIRMINGHAM AL 350

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
354	TUSCALOOSA AL 354[S]
356-358	SCF HUNTSVILLE AL 357
360, 361, 367, 368	SCF MONTGOMERY AL 360
362	ANNISTON AL 362s
363	DOTHAN AL 363s
364	EVERGREEN AL 364s
365, 366	SCF MOBILE AL 365
369, 393	SCF MERIDIAN MS 393
370-372	SCF NASHVILLE TN 370
375, 380, 381, 386, 723	SCF MEMPHIS TN 380
376	JOHNSON CITY TN 376s
377-379	SCF KNOXVILLE TN 377
382	MCKENZIE TN 382s
383	JACKSON TN 383s
384	COLUMBIA TN 384s
385	COOKEVILLE TN 385s
387	GREENVILLE MS 387s
388	TUPELO MS 388s
389	GRENADA MS 389s
390-392	SCF JACKSON MS 390
394	HATTIESBURG MS 394s
395	GULFPORT MS 395s
396	MCCOMB MS 396s
397	COLUMBUS MS 397s
400-402, 471	SCF LOUISVILLE KY 400
403-406	SCF LEXINGTON KY 403
407-409	SCF LONDON KY 407
410, 450-452, 459, 470	SCF CINCINNATI OH 450
411, 412	SCF ASHLAND KY 411
413, 414	SCF CAMPTON KY 413
415, 416	SCF PIKEVILLE KY 415
417, 418	SCF HAZARD KY 417
420	PADUCAH KY 420s
421, 422	SCF BOWLING GREEN KY 421
423	OWENSBORO KY 423s
424, 476, 477	SCF EVANSVILLE IN 476
425, 426	SCF SOMERSET KY 425
427	ELIZABETHTOWN KY 427s
430-433	SCF COLUMBUS OH 430
434-436	SCF TOLEDO OH 434
437, 438	SCF ZANESVILLE OH 437
439	STEUBENVILLE OH 439s
440, 441	SCF CLEVELAND OH 440
442, 443	SCF AKRON OH 442
444, 445	SCF YOUNGSTOWN OH 444
446, 447	SCF CANTON OH 446
448, 449	SCF MANSFIELD OH 448
453-455	SCF DAYTON OH 453
456	CHILLICOTHE OH 456s
457	ATHENS OH 457s
458	LIMA OH 458s
460-462	SCF INDIANAPOLIS IN 460
463, 464	SCF GARY IN 463
465, 466	SCF SOUTH BEND IN 465
467, 468	SCF FORT WAYNE IN 467
469	KOKOMO IN 469s
472	COLUMBUS IN 472s
473	MUNCIE IN 473s
474	BLOOMINGTON IN 474s

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
475, 478	SCF TERRE HAUTE IN 478
479	LAFAYETTE IN 479s
480, 483	SCF ROYAL OAK MI 480
481, 482	SCF DETROIT MI 481
484, 485	SCF FLINT MI 484
486, 487	SCF SAGINAW MI 486
488, 489	SCF LANSING MI 488
490, 491	SCF KALAMAZOO MI 490
492	JACKSON MI 492s
493-495	SCF GRAND RAPIDS MI 493
496	TRAVERSE CITY MI 496s
497	GAYLORD MI 497s
498, 499	SCF IRON MOUNTAIN MI 498
500-503, 509, 525	SCF DES MOINES IA 500
504, 506, 507	SCF WATERLOO IA 506
505	FORT DODGE IA 505s
508	CRESTON IA 508s
510-513	SCF SIOUX CITY IA 510
514	CARROLL IA 514s
515, 516, 680, 681	SCF OMAHA NE 680
520	DUBUQUE IA 520s
521	DECORAH IA 521s
522-524	SCF CEDAR RAPIDS IA 522
526	BURLINGTON IA 526s
527, 528, 612	SCF QUAD CITIES IL 612
530-532, 534	SCF MILWAUKEE WI 530
535, 537, 538	SCF MADISON WI 535
539	PORTAGE WI 539s
540, 550, 551	SCF ST PAUL MN 550
541-543	SCF GREEN BAY WI 541
544	WAUSAU WI 544s
545	RHINELANDER WI 545s
546	LA CROSSE WI 546s
547	EAU CLAIRE WI 547s
548	SPOONER WI 548s
549	OSHKOSH WI 549s
553-555	SCF MINNEAPOLIS MN 553
556-558	SCF DULUTH MN 556
559	ROCHESTER MN 559s
560, 561	SCF MANKATO MN 560
562	WILLMAR MN 562s
563	ST CLOUD MN 563s
564	BRAINERD MN 564s
565	DETROIT LAKES MN 565s
566	BEMIDJI MN 566s
567, 582	SCF GRAND FORKS ND 582
570, 571	SCF SIOUX FALLS SD 570
572, 573	SCF DAKOTA CENTRAL SD 572
574	ABERDEEN SD 574s
575	PIERRE SD 575s
576	MOBRIDGE SD 576s
577	RAPID CITY SD 577s
580, 581	SCF FARGO ND 580
583	DEVILS LAKE ND 583s
584	JAMESTOWN ND 584s
585, 586	SCF BISMARCK ND 585
587	MINOT ND 587s
588	WILLISTON ND 588s

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
590, 591, 821	SCF BILLINGS MT 590
592	WOLF POINT MT 592s
593	MILES CITY MT 593s
594	GREAT FALLS MT 594s
595	HAVRE MT 595s
596	HELENA MT 596s
597	BUTTE MT 597s
598	MISSOULA MT 598s
599	KALISPELL MT 599s
600, 602	SCF PALATINE IL 600
601, 603	SCF CAROL STREAM IL 601
604	S SUBURBAN IL 604s
605	FOX VALLEY IL 605s
606-608	SCF CHICAGO IL 606
609	KANKAKEE IL 609s
610, 611	SCF ROCKFORD IL 610
613	LA SALLE IL 613s
614	GALESBURG IL 614s
615, 616	SCF PEORIA IL 615
617	BLOOMINGTON IL 617s
618, 619	SCF CHAMPAIGN IL 618
620, 622, 630, 631, 633	SCF ST LOUIS MO 630
623, 634, 635	SCF QUINCY IL 623
624	EFFINGHAM IL 624s
625-627	SCF SPRINGFIELD IL 625
628	CENTRALIA IL 628s
629	CARBONDALE IL 629s
636-639	SCF CAPE GIRARDEAU MO 637
640, 641, 649	SCF KANSAS CITY MO 640
644, 645	SCF ST JOSEPH MO 644
646	CHILLICOTHE MO 646s
647	HARRISONVILLE MO 647s
648, 654-658	SCF SPRINGFIELD MO 656
650-653	SCF MID-MISSOURI MO 650
660-662	SCF KANSAS CITY KS 660
664-666, 668	SCF TOPEKA KS 664
667	FT SCOTT KS 667s
669, 674	SCF SALINA KS 674
670-672	SCF WICHITA KS 670
673	INDEPENDENCE KS 673s
675	HUTCHINSON KS 675s
676	HAYS KS 676s
677	COLBY KS 677s
678	DODGE CITY KS 678s
679, 739	SCF LIBERAL KS 679
683-685	SCF LINCOLN NE 683
686, 687	SCF NORFOLK NE 687
688, 689	SCF GRAND ISLAND NE 688
690	MC COOK NE 690s
691	NORTH PLATTE NE 691s
692	VALENTINE NE 692s
693	ALLIANCE NE 693s
700, 701	SCF NEW ORLEANS LA 700
703	HOUMA LA 703s
704	MANDEVILLE LA 704s
705	LAFAYETTE LA 705s
706	LAKE CHARLES LA 706s
707, 708	SCF BATON ROUGE LA 707

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
710, 711	SCF SHREVEPORT LA 710
712	MONROE LA 712s
713, 714	SCF ALEXANDRIA LA 713
716	PINE BLUFF AR 716s
717	CAMDEN AR 717s
718, 755	SCF TEXARKANA TX 755
719	HOT SPRINGS NTL PK AR 719s
720-722	SCF LITTLE ROCK AR 720
724	NE ARKANSAS AR 724s
725	BATESVILLE AR 725s
726	HARRISON AR 726s
727	NW ARKANSAS AR 727s
728	RUSSELLVILLE AR 728s
729	FORT SMITH AR 729s
730, 731	SCF OKLAHOMA CITY OK 730
733, 786, 787, 789	SCF AUSTIN TX 786
734	ARDMORE OK 734s
735	LAWTON OK 735s
736	CLINTON OK 736s
737	ENID OK 737s
738	WOODWARD OK 738s
740, 741, 743	SCF TULSA OK 740
744	MUSKOGEE OK 744s
745	MCALESTER OK 745s
746	PONCA CITY OK 746s
747	DURANT OK 747s
748	SHAWNEE OK 748s
749	POTEAU OK 749s
750	NORTH TEXAS TX 750s
751-753	SCF DALLAS TX 752
754	GREENVILLE TX 754s
756, 757	SCF EAST TEXAS TX 757
758	PALESTINE TX 758s
759	LUFKIN TX 759s
760-762, 764	SCF FT WORTH TX 760
763	WICHITA FALLS TX 763s
765-767	SCF WACO TX 766
768, 795, 796	SCF ABILENE TX 795
769, 797	SCF MIDLAND TX 797
770-772	SCF HOUSTON TX 770
773-775	SCF NORTH HOUSTON TX 773
776, 777	SCF BEAUMONT TX 776
778	BRYAN TX 778s
779	VICTORIA TX 779s
780-782, 788	SCF SAN ANTONIO TX 780
783, 784	SCF CORPUS CHRISTI TX 783
785	MCALLEN TX 785s
790, 791	SCF AMARILLO TX 790
792	CHILDRESS TX 792s
793, 794	SCF LUBBOCK TX 793
798, 799, 885	SCF EL PASO TX 798
800-804, 806, 807	SCF DENVER CO 800
805	LONGMONT CO 805s
808-810	SCF COLORADO SPGS CO 808
811	ALAMOSA CO 811s
812	SALIDA CO 812s
813	DURANGO CO 813s
814, 815	SCF GRAND JUNCTION CO 814

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
816	GLENWOOD SPRINGS CO 816s
820	CHEYENNE WY 820s
822	WHEATLAND WY 822s
823	RAWLINS WY 823s
824	WORLAND WY 824s
825	RIVERTON WY 825s
826	CASPER WY 826s
827	GILLETTE WY 827s
828	SHERIDAN WY 828s
829-831	SCF ROCK SPRINGS WY 829
832, 834	SCF POCATELLO ID 832
833	TWIN FALLS ID 833s
835, 994	SCF LEWISTON ID 835
836, 837, 979	SCF BOISE ID 836
838, 990-992	SCF SPOKANE WA 990
840-844	SCF SALT LAKE CTY UT 840
845-847	SCF PROVO UT 845
850, 852, 853	SCF PHOENIX AZ 852
855	GLOBE AZ 855s
856, 857	SCF TUCSON AZ 856
859	SHOW LOW AZ 859s
860	FLAGSTAFF AZ 860s
863	PRESCOTT AZ 863s
864	KINGMAN AZ 864s
865, 873	SCF GALLUP NM 873
870-872, 875	SCF ALBUQUERQUE NM 870
874	FARMINGTON NM 874s
877	LAS VEGAS NM 877s
878	SOCORRO NM 878s
879	TRUTH OR CONS NM 879s
880	LAS CRUCES NM 880s
881	CLOVIS NM 881s
882	ROSWELL NM 882s
883	ALAMOGORDO NM 883s
884	TUCUMCARI NM 884s
889-891	SCF LAS VEGAS NV 890
893	ELY NV 893s
894, 895, 897, 961	SCF RENO NV 894
898	ELKO NV 898s
900, 901	SCF LOS ANGELES CA 900
902-905	SCF INGLEWOOD CA 902
906-908	SCF LONG BEACH CA 907
910-912	SCF PASADENA CA 910
913-916	SCF VAN NUYS CA 913
917, 918	SCF INDUSTRY CA 917
919-921	SCF SAN DIEGO CA 920
922-925	SCF SN BERNARDINO CA 923
926, 927	SCF SANTA ANA CA 926
928	ANAHEIM CA 928s
930	OXNARD CA 930s
931, 934	SCF SANTA BARBARA CA 931
932, 933	SCF BAKERSFIELD CA 932
935	MOJAVE CA 935s
936-938	SCF FRESNO CA 936
939	SALINAS CA 939s
940, 941, 943, 944	SCF SAN FRANCISCO CA 940
942, 956-958	SCF SACRAMENTO CA 956
945-948	SCF OAKLAND CA 945

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
949, 954	SCF NORTH BAY CA 949
950, 951	SCF SAN JOSE CA 950
952, 953	SCF STOCKTON CA 952
955	EUREKA CA 955s
959	MARYSVILLE CA 959s
960	REDDING CA 960s
967, 968	SCF HONOLULU HI 967
969	BARRIGADA GU 969s
970-972, 986	SCF PORTLAND OR 970
973	SALEM OR 973s
974	EUGENE OR 974s
975	MEDFORD OR 975s
976	KLAMATH FALLS OR 976s
977	BEND OR 977s
978	PENDLETON OR 978s
980, 981	SCF SEATTLE WA 980
982	EVERETT WA 982s
983, 984	SCF TACOMA WA 983
985	OLYMPIA WA 985s
988	WENATCHEE WA 988s
989	YAKIMA WA 989s
993	PASCO WA 993s
995, 996	SCF ANCHORAGE AK 995
997	FAIRBANKS AK 997s
998	JUNEAU AK 998s
999	KETCHIKAN AK 999s

L006 5-Digit Metro Scheme

L006 is an optional 5-digit metro-area scheme pallet preparation for Periodicals flats and irregular parcels, Standard Mail flats, and Bound Printed Matter flats. The scheme describes situations where processing responsibility for 5-digit ZIP Code destinations within a 3-digit ZIP Code prefix have been split between two or more facilities.

The first column lists the 3-digit ZIP Codes that have zones (5-digit ZIP Codes) assigned to the scheme shown in Column A. Residual 3-digit packages may be placed on 5-digit metro pallets as shown in Column B. Label containers as shown in Column C.

3-Digit ZIP Codes	Column A 5-Digit Destination ZIP Codes	Column B Placement for Residual 3-Digit Packages	Column C Label Container to
100-102	10002-06, 09-14, 16, 18-21, 23-25, 28, 36, 38, 41, 45, 69, 72, 79, 82		
	10101-14, 17, 24-26, 28-33, 38, 49, 56-60, 62, 64, 79, 84, 85, 96, 97		
	10203, 11-13, 42, 65, 68-77, 80, 92	100-102 (STD and BPM only)	MORGAN STATION NY 100
100, 101	10017, 44		
	10163, 65-78		GRAND CENTRAL STA NY 10017
100, 101	10022, 55		
	10150-55		FDR NY 10022
100-102	10001, 07, 08, 26, 27, 29-35, 37, 39, 40, 43, 47, 48, 60, 80, 81, 87, 90, 95, 96, 98, 99		
	10115, 16, 18-23, 61, 99		
	10249, 56, 59-61, 78, 79, 81, 82, 85, 86	100-102 (PER only)	JAF NY 101
606, 608	60601-12, 15-17, 19-24, 28, 29, 32, 33, 36-38, 43, 44, 49, 51-55, 61-65, 67-99		
	60803-05		
	60827	606, 608	CHICAGO IL 606
606, 607	60613, 14, 18, 25, 26, 30, 31, 34, 39-41, 45-47, 56, 57, 59, 60, 66		
	60701, 06, 07, 12, 14	607	CHICAGO IL 607

L600 Standard Mail and Package Services

L601 BMCs

Summary L601 describes the service area by individual 3-digit ZIP Code prefix for sorting mail to BMC destinations.

Use this list for:

a. Standard Mail machinable parcels except ASF mail prepared and claimed at DBMC rates.

b. Standard Mail packages, letter trays, or sacks on pallets.

c. Bound Printed Matter machinable parcels.

d. Bound Printed Matter packages or sacks on pallets.

e. Parcel Post except for ASF mail prepared and claimed at DBMC rates and nonmachinable BMC Presort or OBMC Presort rate mail.

f. Presorted Media Mail and Presorted Library Mail to BMC destinations.

For labeling mixed BMC sacks and pallets, mailers must add "MXD" before the Column B information of the BMC serving the 3-digit ZIP Code prefix of the post office at which the mail is entered.

Column A Destination ZIP Codes	Column B Label to
005, 068-079, 085-098, 100-119, 124-127, 340	BMC NEW JERSEY NJ 00102
006-009	SCF SAN JUAN PR 006 [1]
006-009, 299, 313-316, 320-339, 341, 342, 344, 346, 347, 349	BMC JAXVILLE FL 32099
010-067, 120-123, 128, 129	BMC SPFLD MA 05500
080-084, 137-139, 169-199	BMC PHILA PA 19205
130-136, 140-168, 260-266, 439-447	BMC PITTSBURGH PA 15195
200-212, 214-239, 244, 254, 267, 268	BMC WASHINGTON DC 20499
240-243, 245-249, 270-297, 376	BMC GREENSBORO NC 27075
250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 448-462, 469-474	BMC CINCINN OH 45900
298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399	BMC ATLANTA GA 31195
369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729	BMC MEMPHIS TN 38999
420, 423, 424, 475-479, 614-620, 622-631, 633-639	BMC ST LOUIS MO 63299
434-436, 465-468, 480-497	BMC DETROIT MI 48399
463, 464, 530-532, 534, 535, 537-539, 600-611, 613	BMC CHICAGO IL 60808
498, 499, 540-551, 553-567, 580-588	BMC MPLS/STP MN 55202
500-516, 520-528, 570-577, 612, 680, 681, 683-689	BMC DES MOINES IA 50999
590-599, 690-693, 800-816, 820-834, 836, 837, 840-847, (850, 852, 853, 855-857, 859, 860, 863, 864), 865, 870-875, 877-884, 898, 979	BMC DENVER CO 80088 [2]
640, 641, 644-658, 660-662, 664-679, 739	BMC KANS CITY KS 64399

601

Column A Destination ZIP Codes	Column B Label to
706, 710-712, 718, 730, 731, 733-738, 740, 741, 743-799, 885	BMC DALLAS TX 75199
835, 838, 970-978, 980-986, 988-999	BMC SEATTLE WA 98000
889-891, 893, 900-908, 910-928, 930-935	BMC LOS ANGELS CA 90901
894, 895, 897, 936-969	BMC SAN FRAN CA 94850

1. Mailed from ZIP Code areas 006-009.
2. If the entry post office is in ZIP Code areas 800-820, 822-831, 835, 838-884, 889-978, or 980-999, label destination ZIP Code areas 850, 852, 853, 855-857, 859, 860, 863, and 864 to the Los Angeles BMC as follows:
   BMC LOS ANGELS CA 90901

L600 Standard Mail and Package Services

L602 ASFs

Summary L602 describes the service area by individual 3-digit ZIP Code prefix for Standard Mail and Package Services mail that must be sorted to ASFs.

Use this list for:

a. Standard Mail machinable parcels if ASF mail is entered at the ASF and claimed at DBMC rates.

b. Standard Mail packages, letter trays, or sacks on pallets.

c. Bound Printed Matter machinable parcels if ASF mail is entered at the ASF and claimed at DBMC rates.

d. Bound Printed Matter packages or sacks on pallets.

e. Parcel Post machinable parcels if ASF mail is entered at the ASF and claimed at DBMC rates.

Column A Destination ZIP Codes	Column B Label to
130-136, 140-149	ASF BUFFALO NY 140
570-577	ASF SIOUX FALLS SD 570
565, 567, 580-588	ASF FARGO ND 580
590-599, 821	ASF BILLINGS MT 590
730, 731, 734-738, 740, 741, 743-746, 748, 749	ASF OKLAHOMA CITY OK 730
832-834, 836, 837, 840-847, 898, 979	ASF SALT LAKE CTY UT 840
850, 852, 853, 855-857, 859, 860, 863, 864	ASF PHOENIX AZ 852
865, 870-875, 877-884	ASF ALBUQUERQUE NM 870

L600 Standard Mail and Package Services

L603 ADCs—Irregular Standard Mail Parcels

Summary L603 describes the service area by individual 3-digit ZIP Code prefix for Standard Mail irregular parcels.

Column A Destination ZIP Codes	Column B Label to
006-009, 299, 313-316, 320-339, 341, 342, 344, 346, 347, 349	BMC JAXVILLE FL 32099
006-009	SCF SAN JUAN PR 006[1]
010-067, 120-123, 128, 129	BMC SPRINGFIELD MA 05500
005, 068-079, 085-089, 103-119, 124-127	DIS DV DANIELS NJ 07099
080-084, 169-199	BMC PHILA PA 19204
090-098, 340	MILITARY CENTER NY 090
100-102	NEW YORK NY 100
130-149	DIS BUFFALO NY 140
150-168, 260-266, 439-447	BMC PITTSBURGH PA 15194
202-205	SCF WASHINGTON DC 202
200, 201, 206-212, 214-239, 244, 254, 267, 268	BMC WASHINGTON DC 20499
240-243, 245-249, 270-297, 376	BMC GREENSBORO NC 27076
250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 448-462, 469-474	BMC CINCINN OH 42900
298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399	BMC ATLANTA GA 31196
369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729	BMC MEMPHIS TN 38899
434-436, 465-468, 480-497	BMC DETROIT MI 48399
500-516, 520-528, 570-577, 612, 680, 681, 683-689	BMC DES MOINES IA 51799
498, 499, 540-551, 553-567, 580-588	BMC MPLS/STP MN 55204
463, 464, 530-532, 534, 535, 537-539, 600-611, 613	BMC CHICAGO IL 60899
420, 423, 424, 475-479, 614-620, 622-631, 633-639	BMC ST LOUIS MO 63299
590-599, 690-693, 800-816, 820-834, 836, 837, 840-847, (850, 852, 853, 855-857, 859, 860, 863, 864), 865, 870-875, 877-884, 898, 979	BMC DENVER CO 80077[2]
640, 641, 644-658, 660-662, 664-679, 739	BMC KANS CITY KS 66399
706, 710-712, 718, 730, 731, 733-738, 740, 741, 743-799, 885	BMC DALLAS TX 75199
889-891, 893, 900-908, 910-928, 930-935	BMC LOS ANGELS CA 90901
894-897, 936-961, 967-969	BMC SAN FRAN CA 94850
962-966	BMC SAN FRAN CA 94850[3]
835, 838, 970-978, 980-986, 988-999	BMC SEATTLE WA 98000

1. Mailed from ZIP Code areas 006-009.
2. If the entry post office is in ZIP Code areas 800-820, 822-831, 835, 838-884, 889-978, or 980-999, label destination ZIP Code areas 850, 852, 853, 855-857, 859, 860, 863, and 864 to the Los Angeles BMC as follows:
   BMC LOS ANGELS CA 90901
3. May be combined in the same sack with ADC mail for ZIP Code areas 894-897, 936-961, and 967-969, labeled to BMC SAN FRAN CA 94850.

603

L600 Standard Mail and Package Services

L604 Originating ADCs—Standard Mail Irregular Parcels

Summary L604 describes the service area by individual 3-digit ZIP Code prefix for mixed ADC Standard Mail irregular parcels.

For Line 1 (destination line) for labels for containers of mixed ADC mail: (1) determine the ZIP Code of the *origin* office (i.e., the post office where the mail is to be entered and postage paid); (2) find the first three digits of that ZIP Code in Column A; and (3) use the Column B entry as Line 1.

Column A Originating ZIP Codes	Column B Label to
006-009	MXD SAN JUAN PR 006
010-013	MXD SPRINGFIELD MA 010
018, 019, 021, 022, 024, 055	MXD BOSTON MA 021
014-017, 020, 023, 025-029	MXD PROVIDENCE RI 028
030-034, 038, 039	MXD MANCHESTER NH 030
040-049	MXD PORTLAND ME 040
035-037, 050-054, 056-059	MXD WHITE RIV JCT VT 050
060-069	MXD HARTFORD CT 060
070-079, 085-089	MXD BMC NEW JERSEY NJ 07097
100-102, 104	MXD NEW YORK NY 100
105-109, 124-127	MXD WESTCHESTER NY 105
103, 110-114, 116	MXD BROOKLYN NY 112
005, 115, 117-119	MXD MID-ISLAND NY 117
120-123, 128-139	MXD ALBANY NY 120
140-149	MXD BUFFALO NY 140
150-168, 260-266, 439-447	MXD BMC PITTSBURGH PA 15194
080-084, 169-199	MXD BMC PHILA PA 19204
200-212, 214-239, 244, 254, 267, 268	MXD BMC WASHINGTON DC 20499
240-243, 245-249, 270-297, 376	MXD BMC GREENSBORO NC 27076
298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399	MXD BMC ATLANTA GA 31196
299, 313-316, 320-339, 341, 342, 344, 346, 347, 349	MXD BMC JAXVILLE FL 32099
369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729	MXD BMC MEMPHIS TN 38899
250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 448-462, 469-474	MXD BMC CINCINN OH 42900
434-436, 465-468, 480-497	MXD BMC DETROIT MI 48399
500-516, 520-528, 570-577, 612, 680, 681, 683-689	MXD BMC DES MOINES IA 51799
498, 499, 540-551, 553-567, 580-588	MXD BMC MPLS/STP MN 55204
463, 464, 530-532, 534, 535, 537-539, 600-611, 613	MXD BMC CHICAGO IL 60899
420, 423, 424, 475-479, 614-620, 622-631, 633-639	MXD BMC ST LOUIS MO 63299
590-599, 690-693, 800-816, 820-834, 836, 837, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-884, 898, 979	MXD BMC DENVER CO 80077
640, 641, 644-658, 660-662, 664-679, 739	MXD BMC KANS CITY KS 66399

Column A Originating ZIP Codes	Column B Label to
706, 710-712, 718, 730, 731, 733-738, 740, 741, 743-799, 885	MXD BMC DALLAS TX 75199
889-891, 893, 900-908, 910-928, 930-935	MXD BMC LOS ANGELS CA 90901
894, 895, 897, 936-961, 969	MXD BMC SAN FRAN CA 94850[1]
967, 968	MXD HONOLULU HI 967
835, 838, 970-978, 980-986, 988-999	MXD BMC SEATTLE WA 98000[2]

1. Mail that both originates and destinates in ZIP Code area 969 must be sacked separately and labeled to the origin SCF.
2. Mail that both originates and destinates in ZIP Code areas 995, 996, 997, 998, or 999 must be sacked separately and labeled to the origin SCF. For example, mail originating and destinating in ZIP Code areas 995 or 996 must be labeled to SCF ANCHORAGE AK 995.

L600 Standard Mail and Package Services

L605 BMCs/ASFs—Nonmachinable Parcel Post BMC Presort and OBMC Presort

Summary L605 describes the service area by individual 3-digit ZIP Code prefix for Parcel Post mailers preparing BMC Presort and OBMC Presort mailings of nonmachinable parcels.

Column A Destination ZIP Codes	Column B Label to
005, 068-079, 085-098, 100-119, 124-127, 340	BMC NEW JERSEY NJ 00102
006-009	SCF SAN JUAN PR 006 [1]
006-009, 299, 313-316, 320-339, 341, 342, 344, 346, 347, 349	BMC JAXVILLE FL 32099
010-067, 120-123, 128, 129	BMC SPRINGFIELD MA 05500
080-084, 137-139, 169-199	BMC PHILA PA 19205
130-136, 140-149	ASF BUFFALO NY 140
150-168, 260-266, 439-447	BMC PITTSBURGH PA 15195
200-212, 214-239, 244, 254, 267, 268	BMC WASHINGTON DC 20499
240-243, 245-249, 270-297, 376	BMC GREENSBORO NC 27075
250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 448-462, 469-474	BMC CINCINN OH 45900
298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399	BMC ATLANTA GA 31195
369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729	BMC MEMPHIS TN 38999
434-436, 465-468, 480-497	BMC DETROIT MI 48399
498, 499, 540-551, 553-564, 566	BMC MPLS/STP MN 55202
500-516, 520-528, 612, 680, 681, 683-689	BMC DES MOINES IA 50999
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, 622-631, 633-639	BMC ST LOUIS MO 63299
640, 641, 644-658, 660-662, 664-679, 739	BMC KANS CITY KS 64399
690-693, 800-816, 820, 822-831	BMC DENVER CO 80088
706, 710-712, 718, 733, 747, 750-799, 885	BMC DALLAS TX 75199
730, 731, 734-738, 740, 741, 743-746, 748, 749	ASF OKLAHOMA CITY OK 730
832-834, 836, 837, 840-847, 898, 979	ASF SALT LAKE CTY UT 840
850, 852, 853, 855-857, 859, 860, 863, 864	ASF PHOENIX AZ 852
865, 870-875, 877-884	ASF ALBUQUERQUE NM 870
889-891, 893, 900-908, 910-928, 930-935	BMC LOS ANGELS CA 90901
894, 895, 897, 936-969	BMC SAN FRAN CA 94850
835, 838, 970-978, 980-986, 988-999	BMC SEATTLE WA 98000

1. Mailed from ZIP Code areas 006-009.

L600 Standard Mail and Package Services

L606 5-Digit Scheme—Standard Mail and Package Services Parcels

L606 lists the optional 5-digit scheme sort for Standard Mail machinable and irregular parcels (excluding ECR irregular parcels), and Package Services machinable and nonmachinable parcels destined for multiple 5-digit ZIP Codes served by a single delivery unit.

Use of the 5-digit scheme sort for parcels is always optional, including when 5-digit sortation is required for rate eligibility. This 5-digit scheme sort need not be used for all possible 5-digit scheme sorts. When used, all parcels for the 5-digit ZIP Codes shown in Column A must be combined in a 5-digit scheme sack(s) or on a 5-digit scheme pallet(s) labeled to the corresponding destination shown in Column B.

Column A Destination ZIP Codes	Column B Label Container To
00601, 31	ADJUNTAS PR 00601
00603-05	AGUADILLA PR 00603
00612-14	ARECIBO PR 00612
00636, 80-82	MAYAGUEZ PR 00680
00693, 94	VEGA BAJA PR 00694
00716, 17, 28, 30-34	PONCE PR 00716
00725-27	CAGUAS PR 00725
00736, 37	CAYEY PR 00736
00721, 45	RIO GRANDE PR 00745
00784, 85	GUAYAMA PR 00784
00791, 92	HUMACAO PR 00791
00801, 02, 05	ST THOMAS VI 00801
00820, 21	ST CROIX VI 00820
00830, 31	ST JOHN VI 00830
00840, 41	FREDERIKSTED VI 00840
00850, 51	KINGSHILL VI 00850
00901, 02, 06	SAN JUAN PR 00901
00907, 09, 11-15	SAN JUAN PR 00914
00917-19	SAN JUAN PR 00918
00920-22, 68	SAN JUAN PR 00920
00925, 27, 28	SAN JUAN PR 00928
00923, 24, 29, 30	SAN JUAN PR 00929
00934-36	SAN JUAN PR 00936
00949-51	TOA BAJA PR 00949
00953, 54	TOA ALTA PR 00953
00956-58	BAYAMON PR 00956
00959-61	BAYAMON PR 00960
00962, 63, 65	CATANO PR 00962
00966, 69-71	GUAYNABO PR 00970
00975-78	TRUJILLO ALTO PR 00976
00979, 81-87	CAROLINA PR 00981
01002, 04	AMHERST MA 01002
01013, 20-22	CHICOPEE MA 01013
01038, 88	HATFIELD MA 01038
01060, 61, 63	NORTHAMPTON MA 01060
01069, 80	PALMER MA 01069
01083, 92	WARREN MA 01083
01085, 86, 97	WESTFIELD MA 01085
01089, 01107	WEST SPRINGFIELD MA 01089
01101, 02, 11, 15, 33, 44, 52, 99	SPRINGFIELD MA 01101
01104, 05	SPRINGFIELD MA 01104
01108, 38	SPRINGFIELD MA 01108
01118, 28	SPRINGFIELD MA 01118
01201-03, 26, 40	PITTSFIELD MA 01201
01220, 56	ADAMS MA 01220
01224, 37	LANESBORO MA 01237
01238, 64	LEE MA 01238
01262, 63	STOCKBRIDGE MA 01262
01331, 68	ATHOL MA 01331
01339, 43	CHARLEMONT MA 01339
01364, 78	ORANGE MA 01364
01344, 49, 76	TURNERS FALLS MA 01376
01440, 41	GARDNER MA 01440
01450, 70, 71	GROTON MA 01450
01469, 74	TOWNSEND MA 01469
01518, 21	FISKDALE MA 01518
01527, 86	MILLBURY MA 01527
01517, 41	PRINCETON MA 01541
01570, 71	WEBSTER MA 01570
01580-82	WESTBOROUGH MA 01580
01602, 12	WORCESTER MA 01602
01603, 11	WORCESTER MA 01603
01607, 10	WORCESTER MA 01607
01718-20	ACTON MA 01720
01730, 31	BEDFORD MA 01730
01745, 72	SOUTHBOROUGH MA 01745
01801, 88	WOBURN MA 01801
01830-32	HAVERHILL MA 01830
01833, 34	GEORGETOWN MA 01833
01840-43	LAWRENCE MA 01840
01850, 52	LOWELL MA 01850
01851, 54	LOWELL MA 01851
01901-04, 10	LYNN MA 01901
01930, 31	GLOUCESTER MA 01930
01950-52	NEWBURYPORT MA 01950
01960, 61	PEABODY MA 01960
01970,71	SALEM MA 01970
02026, 27	DEDHAM MA 02026
02050, 65	MARSHFIELD MA 02050
02108, 33, 02201	BOSTON MA 02108
02109, 13	BOSTON MA 02109
02110, 02210	BOSTON MA 02110
02111, 12	BOSTON MA 02111
02114, 02202, 03, 22	BOSTON MA 02114
02115, 23, 99	BOSTON MA 02115
02143-45	SOMERVILLE MA 02143
02153, 55, 56	MEDFORD MA 02155
02169, 02269	QUINCY MA 02169
02184, 02185	BRAINTREE MA 02184
02186, 87	MILTON MA 02186
02301, 03-05	BROCKTON MA 02301
02324, 25, 33	BRIDGEWATER MA 02324
02331, 32	DUXBURY MA 02331
02344, 46, 48, 49	MIDDLEBORO MA 02344
02356, 57	NORTH EASTON MA 02356
02360-62	PLYMOUTH MA 02360
02420, 21	LEXINGTON MA 02420
02445, 46	BROOKLINE MA 02446
02451-54	WALTHAM MA 02451

Column A Destination ZIP Codes	Column B Label Container To
02471, 72, 77	WATERTOWN MA 02472
02474-76	ARLINGTON MA 02474
02492, 94	NEEDHAM MA 02494
02532, 42	BUZZARDS BAY MA 02532
02664, 73	S YARMOUTH MA 02664
02721, 22	FALL RIVER MA 02721
02725, 26	SOMERSET MA 02725
02740-42, 44	NEW BEDFORD MA 02740
02745, 46	NEW BEDFORD MA 02745
02760, 61, 63	NORTH ATTLEBORO MA 02760
02779, 80, 83	TAUNTON MA 02780
02816, 17, 27	COVENTRY RI 02816
02830, 58	HARRISVILLE RI 02830
02860, 62, 63	PAWTUCKET RI 02860
02879, 80	WAKEFIELD RI 02879
02895, 96	WOONSOCKET RI 02895
02901, 02	PROVIDENCE RI 02901
03034, 40	CANDIA NH 03034
03045, 46	GOFFSTOWN NH 03045
03051, 52	HUDSON NH 03051
03060, 61, 64	NASHUA NH 03060
03062, 63	NASHUA NH 03063
03102, 10	MANCHESTER NH 03102
03103, 09	MANCHESTER NH 03103
03215, 23	CAMPTON NH 03223
03232, 41	HEBRON NH 03241
03234, 58	EPSOM NH 03234
03246, 47	LACONIA NH 03246
03255, 72	NEWBURY NH 03255
03266, 74	RUMNEY NH 03266
03224, 76	TILTON NH 03276
03301, 03, 04	CONCORD NH 03301
03440, 42	ANTRIM NH 03440
03445, 57	SULLIVAN NH 03445
03456, 64	MARLOW NH 03456
03583, 87	JEFFERSON NH 03583
03575, 95	TWIN MOUNTAIN NH 03595
03602, 07	ALSTEAD NH 03602
03604, 08	WALPOLE NH 03608
03745, 46	CORNISH FLAT NH 03746
03755, 66, 84	LEBANON NH 03766
03820, 21	DOVER NH 03820
03842, 43	HAMPTON NH 03842
03839, 66-68	ROCHESTER NH 03867
03886, 97	TAMWORTH NH 03886
04008, 04287	BOWDOINHAM ME 04008
04011, 53	BRUNSWICK ME 04011
04038, 93	GORHAM ME 04038
04081, 88	WATERFORD ME 04088
04096, 97	YARMOUTH ME 04096
04105, 10	FALMOUTH ME 04105
04106, 07	SOUTH PORTLAND ME 04106
04122-24	PORTLAND ME 04122
04210-12	AUBURN ME 04210
04222, 50, 52	LISBON ME 04250
04282, 83	TURNER ME 04282
04330, 32, 36, 38	AUGUSTA ME 04330
04344-46	GARDINER ME 04345
04412, 74	BREWER ME 04412
04426, 81	DOVER FOXCROFT ME 04426
04536, 38	BOOTHBAY HARBOR ME 04538
04554, 58	NEW HARBOR ME 04554
04552, 76	SOUTHPORT ME 04576
04660, 65	MOUNT DESERT ME 04660
04656, 79	SOUTHWEST HARBOR ME 04679
04739, 70, 88	EAGLE LAKE ME 04739
04741, 43	FORT KENT ME 04743
04841, 56	ROCKLAND ME 04841
04843, 47	CAMDEN ME 04843
04901, 03, 37	WATERVILLE ME 04901
05001, 09	WHITE RIVER JCT VT 05001
05040, 76	EAST CORINTH VT 05040
05301, 02	BRATTLEBORO VT 05301
05353, 59	TOWNSHEND VT 05353
05401, 05, 39	BURLINGTON VT 05401
05446, 49	COLCHESTER VT 05446
05451-53	ESSEX JUNCTION VT 05452
05478, 79	SAINT ALBANS VT 05478
05601-04, 09, 20, 33	MONTPELIER VT 05602
05652, 53	EDEN VT 05652
05657, 61	MORRISVILLE VT 05661
05731, 43	FAIR HAVEN VT 05743
05753, 66	MIDDLEBURY VT 05753
05741, 64	POULTNEY VT 05764
05822, 39, 75	BARTON VT 05822
05847, 74	LOWELL VT 05847
05901, 03	CANAAN VT 05901
06101, 02, 41-47, 50-56, 60, 76, 80, 83, 99	HARTFORD CT 06101
06103, 23	HARTFORD CT 06103
06106, 26	HARTFORD CT 06106
06107, 27	W HARTFORD CT 06107
06108, 28	EAST HARTFORD CT 06108
06110, 33	W HARTFORD CT 06110
06111, 31	NEWINGTON CT 06111
06117, 37	W HARTFORD CT 06117
06118, 38	EAST HARTFORD CT 06118
06120, 40	HARTFORD CT 06120
07004, 06, 07	WEST CALDWELL NJ 07006
07011-13, 15	CLIFTON NJ 07015
07017-19	EAST ORANGE NJ 07019
07031-32	KEARNY NJ 07032
07060, 61	PLAINFIELD NJ 07060
07065-67	RAHWAY NJ 07065
07090-92	WESTFIELD NJ 07090
07112, 14	NEWARK NJ 07114
07450, 51	RIDGEWOOD NJ 07450
07470, 74	WAYNE NJ 07470
07502, 11, 12	PATERSON NJ 07502
07506, 07	PATERSON NJ 07506
07508, 38	PATERSON NJ 07508
07631, 32	ENGLEWOOD CLIFFS NJ 07632
07652, 53	PARAMUS NJ 07652
07701-04	RED BANK NJ 07701
07709, 11	ALLENHURST NJ 07711
07715, 19	BELMAR NJ 07719
07733, 77	HOLMDEL NJ 07733
07753, 54	NEPTUNE NJ 07753
07801, 03	DOVER NJ 07801
07826, 27, 90	BRANCHVILLE NJ 07826
07851, 81	LAYTON NJ 07851
07901, 02	SUMMIT NJ 07901
07960-63	MORRISTOWN NJ 07960
07981, 83	WHIPPANY NJ 07981
08096, 97	DEPTFORD NJ 08096
08512, 70	CRANBURY NJ 08512
08540, 41, 43, 44	PRINCETON NJ 08540
08601-07	TRENTON NJ 08601
08608, 09, 11	TRENTON NJ 08608
08619, 20	TRENTON NJ 08619
08638, 48	TRENTON NJ 08638
08640, 41	TRENTON NJ 08640
08690, 91	TRENTON NJ 08690
08723, 24	BRICK NJ 08723
08733, 59	LAKEHURST NJ 08733
08753, 55	TOMS RIVER NJ 08753
08754, 56, 57	TOMS RIVER NJ 08754
08817, 18, 20	EDISON NJ 08817

Column A Destination ZIP Codes	Column B Label Container To
08834, 48	MILFORD NJ 08848
08854, 55	PISCATAWAY NJ 08854
08861, 62	PERTH AMBOY NJ 08861
08869, 96	RARITAN NJ 08869
08871, 72	SAYREVILLE NJ 08872
08873, 75, 90	SOMERSET NJ 08873
08878, 79	SOUTH AMBOY NJ 08879
10001, 10099, 10118-23	NEW YORK NY 10001
10003, 10210	NEW YORK NY 10003
10004, 10041, 10205	BOWLING GREEN NY 10004
10005, 10270, 10271	NEW YORK NY 10005
10007, 10204, 10258, 10279-82	NEW YORK NY 10007
10008, 15, 45-48, 80, 10203, 42, 49, 61, 67	NEW YORK NY 10008
10016, 10158	NEW YORK NY 10016
10017, 10165-78	NEW YORK NY 10017
10019, 10103-07	NEW YORK NY 10019
10020, 10108, 09, 11, 12, 24, 29, 85	NEW YORK NY 10020
10021, 62	NEW YORK NY 10021
10022, 55, 10151-55	NEW YORK NY 10022
10023, 10069	NEW YORK NY 10023
10027, 10115	NEW YORK NY 10027
10036, 10110	NEW YORK NY 10036
10311, 13, 14	STATEN ISLAND NY 10314
10451, 52	BRONX NY 10452
10454, 63	BRONX NY 10454
10461, 72	BRONX NY 10472
10514, 46	CHAPPAQUA NY 10514
10520, 21	CROTON ON HUDSON NY 10520
10550-52	MOUNT VERNON NY 10550
10566, 67	PEEKSKILL NY 10566
10570-72	PLEASANTVILLE NY 10570
10580, 81	RYE NY 10580
10591, 92	TARRYTOWN NY 10591
10601-07	WHITE PLAINS NY 10601
10707, 09	TUCKAHOE NY 10707
10801, 02, 05	NEW ROCHELLE NY 10801
10940, 41, 43	MIDDLETOWN NY 10940
10910, 87	TUXEDO PARK NY 10987
11001, 02, 04, 05	FLORAL PARK NY 11001
11020-22, 26	GREAT NECK NY 11021
11023, 24	GREAT NECK NY 11023
11040, 42, 43	NEW HYDE PARK NY 11040
11050-55	PORT WASHINGTON NY 11050
11101, 09, 20	LONG ISLAND CITY NY 11101
11201, 02, 41, 42, 45, 48	BROOKLYN NY 11201
11205, 51	BROOKLYN NY 11205
11209, 52	BROOKLYN NY 11209
11216, 47	BROOKLYN NY 11216
11217, 40, 43	BROOKLYN NY 11217
11236, 39	BROOKLYN NY 11236
11352, 55	FLUSHING NY 11355
11359-61	BAYSIDE NY 11360
11362, 63	LITTLE NECK NY 11362
11365, 66	FRESH MEADOWS NY 11365
11369-71	EAST ELMHURST NY 11369
11373, 80	ELMHURST NY 11373
11379, 81	MIDDLE VILLAGE NY 11379
11385, 86	RIDGEWOOD NY 11385
11415, 24	KEW GARDENS NY 11415
11416, 17	OZONE PARK NY 11416
11420, 36	SOUTH OZONE PARK NY 11420
11427-29	QUEENS VILLAGE NY 11427
11430, 84	JAMAICA NY 11430
11405, 31-33, 39, 51	JAMAICA NY 11432
11425, 34	JAMAICA NY 11434
11580, 81	VALLEY STREAM NY 11580
11568, 90	WESTBURY NY 11590
11096, 11690, 91	FAR ROCKAWAY NY 11691
11692, 93, 95, 97	ARVERNE NY 11692
11722, 49	CENTRAL ISLIP NY 11722
11776, 77	PORT JEFFERSON NY 11777
11787, 88	SMITHTOWN NY 11787
12051, 12192	COXSACKIE NY 12051
12028, 57	EAGLE BRIDGE NY 12057
12058, 12176	EARLTON NY 12058
12016, 72	FULTONVILLE NY 12072
12110, 11	LATHAM NY 12110
12168, 69	STEPHENTOWN NY 12168
12179, 80, 83	TROY NY 12180
12055, 12193	WESTERLO NY 12193
12222, 23, 26-29	ALBANY NY 12222
12231-33	ALBANY NY 12231
12255-57	ALBANY NY 12255
12401, 02	KINGSTON NY 12401
12413, 70	CAIRO NY 12413
12550-52	NEWBURGH NY 12550
12601, 02	POUGHKEEPSIE NY 12601
12879, 52	NEWCOMB NY 12852
12858, 83	TICONDEROGA NY 12883
12901, 03	PLATTSBURGH NY 12901
12911, 24, 44	KEESEVILLE NY 12944
12952, 55	LYON MOUNTAIN NY 12952
12956, 98	MINEVILLE NY 12956
12949, 12967	NORTH LAWRENCE NY 12967
13021, 22, 24	AUBURN NY 13021
13039, 41	CLAY NY 13041
13088-90	LIVERPOOL NY 13088
13208, 18	SYRACUSE NY 13208
13220, 25	SYRACUSE NY 13220
13260, 61	SYRACUSE NY 13260
13308, 13401	BLOSSVALE NY 13308
13315, 42, 13415	BURLINGTON FLATS NY 13315
13440-42, 49	ROME NY 13440
13504, 99	UTICA NY 13504
13626, 88	COPENHAGEN NY 13626
13634, 57	DEXTER NY 13634
13676, 99	POTSDAM NY 13676
13752, 53	DELHI NY 13753
13850, 51	VESTAL NY 13850
14011, 37	ATTICA NY 14011
14020, 21	BATAVIA NY 14020
14031, 32	CLARENCE NY 14031
14048, 14166	DUNKIRK NY 14048
14065, 14133	FREEDOM NY 14065
14094, 95	LOCKPORT NY 14094
14150, 51	TONAWANDA NY 14150
14201, 02	BUFFALO NY 14202
14203, 04	BUFFALO NY 14203
14208, 09	BUFFALO NY 14209
14221, 31	BUFFALO NY 14221
14264, 67	BUFFALO NY 14264
14301-03	NIAGARA FALLS NY 14302
14462, 14545	GROVELAND NY 14462
14443, 69	BLOOMFIELD NY 14469
14418, 78	KEUKA PARK NY 14478
14486, 14525	PAVILION NY 14525
14650, 52, 53	ROCHESTER NY 14650
14660, 64	ROCHESTER NY 14660
14692, 94	ROCHESTER NY 14692
14701-04	JAMESTOWN NY 14701
14844, 45	HORSEHEADS NY 14845
14850-52, 82	ITHACA NY 14850
16001-02	BUTLER PA 16001
16601-02	ALTOONA PA 16601
16927, 50	WESTFIELD PA 16950

Column A Destination ZIP Codes	Column B Label Container To
17228, 29	HUSTONTOWN PA 17229
17223, 33	MC CONNELLSBURG PA 17233
17723, 40	JERSEY SHORE PA 17740
17726, 45	LOCK HAVEN PA 17745
17751, 67	MILL HALL PA 17751
17722, 71	TROUT RUN PA 17771
17821, 22	DANVILLE PA 17821
18010, 13, 50	BANGOR PA 18013
18612, 90	DALLAS PA 18612
20004, 45	WASHINGTON DC 20004
20006, 52	WASHINGTON DC 20006
20007, 57	WASHINGTON DC 20007
20011, 39	WASHINGTON DC 20011
20019, 29	WASHINGTON DC 20019
20020, 30	WASHINGTON DC 20020
20024, 26	WASHINGTON DC 20024
20059, 60, 66, 71, 76, 80, 81	WASHINGTON DC 20066
20108-10	MANASSAS VA 20109
20111, 12	MANASSAS VA 20111
20115, 16	MARSHALL VA 20115
20117, 18	MIDDLEBURG VA 20117
20121, 22	CENTREVILLE VA 20121
20132, 34	PURCELLVILLE VA 20132
20141, 42	ROUND HILL VA 20141
20146-48	ASHBURN VA 20147
20151-53	CHANTILLY VA 20151
20155, 56	GAINESVILLE VA 20155
20158, 59	HAMILTON VA 20158
20164, 67	STERLING VA 20164
20165, 66	POTOMAC FALLS VA 20165
20168, 69	HAYMARKET VA 20169
20170, 72	HERNDON VA 20170
20175-77	LEESBURG VA 20175
20181, 82	NOKESVILLE VA 20181
20184, 85	UPPERVILLE VA 20184
20186-88	WARRENTON VA 20186
20190, 95	RESTON VA 20190
20815, 16, 89, 94	CHEVY CHASE MD 20815
20817, 27	WEST BETHESDA MD 20817
20830, 32	OLNEY MD 20832
20847, 52	ROCKVILLE MD 20847
20849, 50	ROCKVILLE MD 20850
20848, 51, 53	ROCKVILLE MD 20851
20854, 59	POTOMAC MD 20854
20861, 62	ASHTON MD 20861
20874-76	GERMANTOWN MD 20874
20877, 84	GAITHERSBURG MD 20877
20878, 85	GAITHERSBURG MD 20878
20879, 82, 86	MONTGOMERY VILLAGE MD 20879
20891, 95	KENSINGTON MD 20895
20897, 98	SUBURBAN MD FAC MD 20898
20902, 15	WHEATON MD 20902
20905, 14	COLESVILLE MD 20905
20906, 16	ASPEN HILL MD 20906
20907, 10, 11	SILVER SPRING MD 20907
20912, 18	SILVER SPRING MD 20912
21014, 15	BEL AIR MD 21014
21030, 31	COCKEYSVILLE MD 21030
21042, 43	ELLICOTT CITY MD 21043
21044-46	COLUMBIA MD 21045
21060, 61	GLEN BURNIE MD 21061
21075-77	ELKRIDGE MD 21075
21093, 94	LUTHERVILLE MD 21093
21088, 21102	MANCHESTER MD 21102
21055, 21117	OWINGS MILLS MD 21117
21157, 58	WESTMINSTER MD 21157
21104, 63	WOODSTOCK MD 21163
21205, 13	BALTIMORE MD 21205
21210, 11	ROLAND PARK MD 21210
21219, 22	DUNDALK MD 21222
21225, 26	BROOKLYN MD 21225
21204, 86	LOCH RAVEN VILLAGE MD 21286
21501, 02	CUMBERLAND MD 21502
21540, 62	WESTERNPORT MD 21562
21626, 75	CRAPO MD 21626
21624, 47, 63	SAINT MICHAELS MD 21663
21648, 77	WOOLFORD MD 21677
21701-05	FREDERICK MD 21701
21716, 58	BRUNSWICK MD 21716
21723, 38	GLENWOOD MD 21738
21740, 42	HAGERSTOWN MD 21742
21774, 54	NEW MARKET MD 21774
21801-04	SALISBURY MD 21801
21850, 52	PITTSVILLE MD 21850
21857, 71	WESTOVER MD 21871
22009, 15	BURKE VA 22015
22030, 38	FAIRFAX VA 22030
22040, 43, 46	FALLS CHURCH VA 22043
22079, 22199	LORTON VA 22079
22101, 06	MCLEAN VA 22101
22102, 03	WEST MCLEAN VA 22102
22124, 81	OAKTON VA 22124
22180, 82, 83	VIENNA VA 22180
22191, 94	WOODBRIDGE VA 22191
22192, 95	WOODBRIDGE VA 22192
22201, 10	ARLINGTON VA 22201
22205, 13	ARLINGTON VA 22205
22209, 19	ROSSLYN VA 22209
22301, 13	ALEXANDRIA VA 22301
22306, 08	COMMUNITY VA 22306
22311, 12	ALEXANDRIA VA 22311
22401, 08	FREDERICKSBURG VA 22401
22403, 05, 06	FALMOUTH VA 22403
22404, 07	FREDERICKSBURG VA 22404
22432, 56	BURGESS VA 22432
22472, 22570	HAYNESVILLE VA 22472
22554, 55	STAFFORD VA 22554
22601-04	WINCHESTER VA 22601
22801, 02, 07	HARRISONBURG VA 22801
22967, 76	ROSELAND VA 22967
23054, 63	GOOCHLAND VA 23063
23102, 60	MAIDENS VA 23102
23101, 39	POWHATAN VA 23139
23108, 56	SHACKLEFORDS VA 23156
23185-87	WILLIAMSBURG VA 23185
23218, 19	RICHMOND VA 23219
23233, 38, 42	RICHMOND VA 23233
23234, 37	RICHMOND VA 23234
23303, 23483	ATLANTIC VA 23303
23320, 26, 27	CHESAPEAKE VA 23320
23322, 28	CHESAPEAKE VA 23322
23336, 37	CHINCOTEAGUE IS VA 23336
23341, 45	CRADDOCKVILLE VA 23341
23398, 23482	JAMESVILLE VA 23398
23412, 14	NELSONIA VA 23414
23396, 23416	OAK HALL VA 23416
23430, 31	SMITHFIELD VA 23430
23434, 37-39	SUFFOLK VA 23434
23432, 33, 35, 36	SUFFOLK VA 23435
23399, 23442	TEMPERANCEVILLE VA 23442
23450, 52, 68	VIRGINIA BEACH VA 23450
23451, 59	VIRGINIA BEACH VA 23451
23455, 71	VIRGINIA BEACH VA 23455
23462, 66	VIRGINIA BEACH VA 23462
23463, 65	VIRGINIA BEACH VA 23463
23464, 67	VIRGINIA BEACH VA 23464
23502, 06, 41	NORFOLK VA 23502

Column A Destination ZIP Codes	Column B Label Container To
23508, 29	NORFOLK VA 23508
23504, 09	NORFOLK VA 23509
23507, 17	NORFOLK VA 23517
23602, 09	NEWPORT NEWS VA 23602
23603, 04	FORT EUSTIS VA 23604
23606, 12	NEWPORT NEWS VA 23606
23630, 31, 53	HAMPTON VA 23630
23690-93	YORKTOWN VA 23690
23701, 02	PORTSMOUTH VA 23701
23704, 07	PORTSMOUTH VA 23707
23831, 36	CHESTER VA 23831
23832, 38	CHESTERFIELD VA 23832
23867, 70	JARRATT VA 23867
23890, 91	WAVERLY VA 23890
23924, 41	CHASE CITY VA 23924
24001-10	ROANOKE VA 24001
24011, 16	ROANOKE VA 24011
24022-38, 40, 42-44, 48	ROANOKE VA 24022
24060, 62, 63	BLACKSBURG VA 24060
24068, 73	CHRISTIANSBURG VA 24073
24112-15	MARTINSVILLE VA 24112
24141-43	RADFORD VA 24141
24201, 02	BRISTOL VA 24201
24210-12	ABINGDON VA 24210
24465, 68	MONTEREY VA 24465
24437, 67	MOUNT SIDNEY VA 24467
24505, 06, 12-15	LYNCHBURG VA 24505
24541, 43	DANVILLE VA 24541
24605, 24701	BLUEFIELD WV 24701
25301, 11	CHARLESTON WV 25301
25302, 12	CHARLESTON WV 25302
25303, 09	CHARLESTON WV 25303
25304, 15	CHARLESTON WV 25304
25321-39	CHARLESTON WV 25321
25401, 02	MARTINSBURG WV 25401
25701, 05	HUNTINGTON WV 25701
25706-29	HUNTINGTON WV 25706
25801, 02	BECKLEY WV 25801
26501, 05, 08	MORGANTOWN WV 26501
26554, 55	FAIRMONT WV 26554
27103, 04, 14	WINSTON SALEM NC 27103
27105, 06, 16	WINSTON SALEM NC 27105
27107, 17, 27	WINSTON SALEM NC 27107
27203, 04	ASHEBORO NC 27203
27215-17, 20	BURLINGTON NC 27215
27260-62, 65	HIGH POINT NC 27260
27284, 85	KERNERSVILLE NC 27284
27288, 89	EDEN NC 27288
27292-95	LEXINGTON NC 27292
27228, 27312	PITTSBORO NC 27312
27320, 23	REIDSVILLE NC 27320
27330, 31	SANFORD NC 27330
27360, 61	THOMASVILLE NC 27360
27212, 27379	YANCEYVILLE NC 27379
27405, 15	GREENSBORO NC 27405
27406, 16	GREENSBORO NC 27406
27511-13	CARY NC 27511
27514, 15, 99	CHAPEL HILL NC 27514
27530, 33	GOLDSBORO NC 27530
27532, 34	GOLDSBORO NC 27534
27587, 88	WAKE FOREST NC 27587
27603, 06, 27	RALEIGH NC 27603
27604, 16, 29	RALEIGH NC 27604
27610, 20	RALEIGH NC 27610
27614, 15, 24	RALEIGH NC 27614
27701-03, 05-13, 15, 17, 22	DURHAM NC 27709
27801, 03, 04	ROCKY MOUNT NC 27801
27831, 38	GARYSBURG NC 27831
27833, 34	GREENVILLE NC 27833
27835, 58	GREENVILLE NC 27835
27893-96	WILSON NC 27893
27968, 72, 82	RODANTHE NC 27968
28001, 02	ALBEMARLE NC 28001
28025, 26	CONCORD NC 28025
28054, 56	GASTONIA NC 28054
28070, 78	HUNTERSVILLE NC 28078
28081-83	KANNAPOLIS NC 28081
28092, 93	LINCOLNTON NC 28092
28203, 04	CHARLOTTE NC 28203
28208, 14, 66	CHARLOTTE NC 28208
28211, 22	CHARLOTTE NC 28211
28213, 56	CHARLOTTE NC 28213
28226, 47	CHARLOTTE NC 28226
28230-37	CHARLOTTE NC 28230
28270, 77	CHARLOTTE NC 28270
28241, 73	CHARLOTTE NC 28273
28301, 11	FAYETTEVILLE NC 28301
28328, 29	CLINTON NC 28328
28334, 35	DUNN NC 28334
28352, 53	LAURINBURG NC 28352
28358-60	LUMBERTON NC 28358
28379, 80	ROCKINGHAM NC 28379
28387, 88	SOUTHERN PINES NC 28387
28401, 02	WILMINGTON NC 28401
28403, 06	WILMINGTON NC 28403
28404, 11	WILMINGTON NC 28404
28408, 09, 12	WILMINGTON NC 28408
28467-70	CALABASH NC 28467
28601-03	HICKORY NC 28601
28655, 80	MORGANTON NC 28655
28737, 52	MARION NC 28752
28785, 86	WAYNESVILLE NC 28785
28804, 14	ASHEVILLE NC 28804
28806, 16	ASHEVILLE NC 28806
29033, 29169, 71, 72	CAYCE SC 29033
29065, 29106	JENKINSVILLE SC 29065
29006, 70	LEESVILLE SC 29070
29071-73	LEXINGTON SC 29072
29115-18	ORANGEBURG SC 29115
29150-54	SUMTER SC 29150
29176, 80	WINNSBORO SC 29180
29201, 11	COLUMBIA SC 29201
29204, 40	COLUMBIA SC 29204
29206, 60	COLUMBIA SC 29206
29061, 29209, 90	COLUMBIA SC 29209
29210, 21	COLUMBIA SC 29210
29223, 24	COLUMBIA SC 29223
29302, 07, 18, 19	SPARTANBURG SC 29302
29303, 16	SPARTANBURG SC 29303
29304, 05	SPARTANBURG SC 29304
29340-42	GAFFNEY SC 29341
29353, 95	JONESVILLE SC 29353
29401, 03, 09, 13, 24, 25	CHARLESTON SC 29401
29405, 15	CHARLESTON SC 29405
29406, 10, 19, 92	CHARLESTON SC 29406
29407, 17	CHARLESTON SC 29407
29412, 22	CHARLESTON SC 29412
29414, 16	CHARLESTON SC 29414
29440, 42	GEORGETOWN SC 29440
29455, 57	JOHNS ISLAND SC 29455
29464-66	MOUNT PLEASANT SC 29464
29483, 84	SUMMERVILLE SC 29483
29456, 85	SUMMERVILLE SC 29485
29511, 44	AYNOR SC 29511
29526-28	CONWAY SC 29526
29532, 40	DARLINGTON SC 29532
29550, 51	HARTSVILLE SC 29550

Column A Destination ZIP Codes	Column B Label Container To
29575, 87	SURFSIDE BEACH SC 29575
29577, 78	MYRTLE BEACH SC 29577
29582, 97, 98	NORTH MYRTLE BEACH SC 29582
29606, 07	GREENVILLE SC 29606
29609, 13, 14	GREENVILLE SC 29609
29610, 11, 17	GREENVILLE SC 29610
29615, 16	GREENVILLE SC 29615
29621, 26	ANDERSON SC 29621
29631, 33	CLEMSON SC 29631
29640-42	EASLEY SC 29640
29646, 48	GREENWOOD SC 29646
29647, 49	GREENWOOD SC 29649
29650-52	GREER SC 29650
29653, 95	HODGES SC 29653
29672, 78, 79	SENECA SC 29678
29708, 15, 16	FORT MILL SC 29708
29801, 02, 05	AIKEN SC 29801
29803, 04, 08	AIKEN SC 29803
29841, 42, 60, 61	NORTH AUGUSTA SC 29841
29901, 02, 04, 05	BEAUFORT SC 29902
29903, 06	BEAUFORT SC 29903
29925, 26	HILTON HEAD ISLAND SC 29926
29928, 38	HILTON HEAD ISLAND SC 29928
29912, 36	RIDGELAND SC 29936
30004, 09	ALPHARETTA GA 30004
30005, 22, 23	ALPHARETTA GA 30005
30013, 94	CONYERS GA 30013
30014, 16	COVINGTON GA 30014
30028, 40	CUMMING GA 30028
30034-36	DECATUR GA 30034
30038, 58	LITHONIA GA 30038
30042, 45	LAWRENCEVILLE GA 30042
30043, 49	LAWRENCEVILLE GA 30043
30047, 48	LILBURN GA 30047
30008, 60, 61, 63, 69	MARIETTA GA 30060
30006, 07, 65, 67	MARIETTA GA 30067
30080-82	SMYRNA GA 30080
30083, 86	STONE MOUNTAIN GA 30083
30084, 85	TUCKER GA 30084
30010, 92	NORCROSS GA 30092
30003, 93	NORCROSS GA 30093
30095, 96, 98, 99	DULUTH GA 30096
30101, 02	ACWORTH GA 30101
30106, 68	AUSTELL GA 30106
30114, 15	CANTON GA 30114
30116, 17	CARROLLTON GA 30116
30118, 19	CARROLLTON GA 30118
30120, 21	CARTERSVILLE GA 30120
30132, 57	DALLAS GA 30132
30133, 34	DOUGLASVILLE GA 30133
30135, 54	DOUGLASVILLE GA 30135
30161-64	ROME GA 30161
30214, 15	FAYETTEVILLE GA 30214
30223, 24	GRIFFIN GA 30223
30236-38	JONESBORO GA 30236
30240, 41, 61	LAGRANGE GA 30240
30252, 53	MCDONOUGH GA 30253
30263, 65, 71	NEWNAN GA 30263
30297, 98	FOREST PARK GA 30297
30301, 70, 71	ATLANTA GA 30301
30303, 12	ATLANTA GA 30303
30308, 79	ATLANTA GA 30308
30309, 61	ATLANTA GA 30309
30313, 14	ATLANTA GA 30313
30318, 77	ATLANTA GA 30318
30324, 76	ATLANTA GA 30324
30326, 31119	ATLANTA GA 30326
30331, 31131	ATLANTA GA 30331
30338, 46	DUNWOODY GA 30338
30340, 60, 62	DORAVILLE GA 30340
30341, 66	CHAMBLEE GA 30341
30344, 64	EAST POINT GA 30344
30345, 59	ATLANTA GA 30345
30350, 31150	ATLANTA GA 30350
30453, 99	REIDSVILLE GA 30453
30458-61	STATESBORO GA 30458
30474, 75	VIDALIA GA 30474
30501, 07	GAINESVILLE GA 30501
30504, 06	GAINESVILLE GA 30504
30510, 96	ALTO GA 30510
30512, 14	BLAIRSVILLE GA 30512
30515, 18	BUFORD GA 30518
30529, 30	COMMERCE GA 30529
30604, 06	ATHENS GA 30604
30655, 56	MONROE GA 30655
30701, 03	CALHOUN GA 30701
30719-22	DALTON GA 30719
30811, 16	KEYSVILLE GA 30816
30901, 03, 04, 11-13, 99	AUGUSTA GA 30901
30906, 16	AUGUSTA GA 30906
30907, 17	AUGUSTA GA 30907
30909, 19	AUGUSTA GA 30909
31010, 15	CORDELE GA 31015
31021, 27, 40	DUBLIN GA 31021
31028, 88, 93, 95, 98	WARNER ROBINS GA 31088
31201, 04, 08, 11, 13, 17, 95, 96	MACON GA 31201
31205, 06, 16	MACON GA 31206
31310, 13, 15	HINESVILLE GA 31313
31401, 15	SAVANNAH GA 31401
31403, 05	SAVANNAH GA 31403
31404, 14	SAVANNAH GA 31404
31406, 11, 16	SAVANNAH GA 31406
31407, 08, 18	SAVANNAH GA 31408
31402, 09, 21, 22	SAVANNAH GA 31409
31419, 20	SAVANNAH GA 31419
31501-03	WAYCROSS GA 31501
31513, 15	BAXLEY GA 31513
31520, 21, 23-25	BRUNSWICK GA 31520
31533-35	DOUGLAS GA 31533
31545, 46, 98, 99	JESUP GA 31545
31601, 03, 06	VALDOSTA GA 31601
31602, 04, 05	VALDOSTA GA 31602
31701, 04-07	ALBANY GA 31701
31709, 10	AMERICUS GA 31709
31717, 18	BAINBRIDGE GA 31717
31757, 58	THOMASVILLE GA 31757
31768, 76	MOULTRIE GA 31768
31792, 99	THOMASVILLE GA 31792
31793, 94	TIFTON GA 31794
31820, 29	MIDLAND GA 31820
31901, 02	COLUMBUS GA 31901
31903, 05-07, 09	COLUMBUS GA 31903
31908, 93, 97-99	COLUMBUS GA 31908
32054, 61	LAKE BUTLER FL 32054
32024, 25, 55	LAKE CITY FL 32055
32060, 64	LIVE OAK FL 32060
32050, 68	MIDDLEBURG FL 32068
32003, 65, 73	ORANGE PARK FL 32073
32084, 85, 92, 95	SAINT AUGUSTINE FL 32084
32080, 86	SAINT AUGUSTINE FL 32086
32041, 97	YULEE FL 32097
32114, 24	DAYTONA BEACH FL 32114
32115, 18	DAYTONA BEACH FL 32115
32127, 29	PORT ORANGE FL 32127
32132, 41	EDGEWATER FL 32132
32168, 69	NEW SMYRNA BEACH FL 32168
32173, 74	ORMOND BEACH FL 32173

Column A Destination ZIP Codes	Column B Label Container To
32175, 76	ORMOND BEACH FL 32175
32177, 78	PALATKA FL 32177
32179, 83	OCKLAWAHA FL 32179
32205, 20	JACKSONVILLE FL 32205
32202, 06	JACKSONVILLE FL 32206
32208, 19	JACKSONVILLE FL 32208
32217, 37	JACKSONVILLE FL 32217
32218, 26	JACKSONVILLE FL 32218
32221, 54	JACKSONVILLE FL 32221
32203, 31, 32	JACKSONVILLE FL 32231
32227, 33, 66	ATLANTIC BEACH FL 32233
32212, 22, 44	JACKSONVILLE FL 32244
32240, 50	JACKSONVILLE BEACH FL 32250
32256, 58, 59	JACKSONVILLE FL 32258
32239, 77	JACKSONVILLE FL 32277
32301, 11	TALLAHASSEE FL 32301
32304, 10	TALLAHASSEE FL 32304
32306, 13	TALLAHASSEE FL 32306
32320, 29	APALACHICOLA FL 32320
32326, 27	CRAWFORDVILLE FL 32327
32340, 41	MADISON FL 32340
32344, 45	MONTICELLO FL 32344
32347, 48	PERRY FL 32348
32351, 53	QUINCY FL 32351
32395, 99	TALLAHASSEE FL 32399
32401, 02	PANAMA CITY FL 32401
32405, 06, 09	PANAMA CITY FL 32405
32407, 08, 13, 17	PANAMA CITY BEACH FL 32407
32433, 35	DEFUNIAK SPRINGS FL 32433
32446-48	MARIANNA FL 32446
32456, 57	PORT SAINT JOE FL 32456
32502, 73-76	PENSACOLA FL 32502
32503, 13	PENSACOLA FL 32503
32504, 24	PENSACOLA FL 32504
32506, 16, 26	PENSACOLA FL 32506
32514, 34	PENSACOLA FL 32514
32536, 39	CRESTVIEW FL 32536
32540, 41	DESTIN FL 32540
32547-49	FORT WALTON BEACH FL 32548
32561-63	GULF BREEZE FL 32561
32570, 72, 83	MILTON FL 32570
32578, 88	NICEVILLE FL 32578
32581, 82, 89	PENSACOLA FL 32581
32590, 91	PENSACOLA FL 32590
32592-94	PENSACOLA FL 32592
32595-98	PENSACOLA FL 32595
32601, 02, 41	GAINESVILLE FL 32601
32603, 04	GAINESVILLE FL 32603
32605, 09, 27	GAINESVILLE FL 32605
32606, 53	GAINESVILLE FL 32606
32607, 08	GAINESVILLE FL 32607
32610-12, 14	GAINESVILLE FL 32610
32615, 16	ALACHUA FL 32615
32626, 44	CHIEFLAND FL 32626
32643, 55	HIGH SPRINGS FL 32643
32703, 04	APOPKA FL 32703
32707, 18, 30	CASSELBERRY FL 32707
32708, 32719	WINTER SPRINGS FL 32708
32714, 16	ALTAMONTE SPRINGS FL 32714
32720, 24	DELAND FL 32720
32725, 28	DELTONA FL 32725
32726, 27, 36	EUSTIS FL 32726
32738, 39	DELTONA FL 32738
32746, 95	LAKE MARY FL 32746
32750, 52	LONGWOOD FL 32750
32751, 94	MAITLAND FL 32751
32756, 57	MOUNT DORA FL 32757
32763, 74	ORANGE CITY FL 32763
32771-73	SANFORD FL 32771
32779, 91	LONGWOOD FL 32779
32780, 96	TITUSVILLE FL 32780
32789, 90	WINTER PARK FL 32789
32804, 54	ORLANDO FL 32804
32806, 56	ORLANDO FL 32806
32807, 57	ORLANDO FL 32807
32809, 39, 59	ORLANDO FL 32809
32810, 60	ORLANDO FL 32810
32811, 61	ORLANDO FL 32811
32812, 27, 32	ORLANDO FL 32812
32817, 67	ORLANDO FL 32817
32818, 68	ORLANDO FL 32818
32819, 69	ORLANDO FL 32819
32821, 36	ORLANDO FL 32821
32824, 37, 77	ORLANDO FL 32824
32820, 25, 33	ORLANDO FL 32825
32826, 28, 29, 31	ORLANDO FL 32826
32902, 19	MELBOURNE FL 32902
32904, 12	MELBOURNE FL 32904
32905, 06	MELBOURNE FL 32905
32907-09, 11	MELBOURNE FL 32907
32922, 23, 26, 27	COCOA FL 32922
32934, 40, 41	MELBOURNE FL 32940
32952-54	MERRITT ISLAND FL 32952
32955, 56	ROCKLEDGE FL 32955
32958, 76, 78	SEBASTIAN FL 32958
32960, 63	VERO BEACH FL 32960
32962, 65, 68	VERO BEACH FL 32962
32966, 67, 69	VERO BEACH FL 32966
33008, 09	HALLANDALE FL 33009
33010, 11	HIALEAH FL 33010
33015, 17	HIALEAH FL 33015
33021, 81	HOLLYWOOD FL 33021
33024, 84	PEMBROKE PINES FL 33024
33027, 28	HOLLYWOOD FL 33028
33030, 33, 90	HOMESTEAD FL 33030
33031, 32, 39, 92	PRINCETON FL 33032
33034, 35	FLORIDA CITY FL 33034
33040, 41	KEY WEST FL 33040
33063, 93	MARGATE FL 33063
33071, 77	POMPANO BEACH FL 33071
33102, 52	MIAMI FL 33102
33125, 35	MIAMI FL 33125
33128, 32, 36	MIAMI FL 33128
33129, 30	MIAMI FL 33129
33133, 33233	COCONUT GROVE FL 33133
33138, 50	MIAMI FL 33138
33109, 19, 39	MIAMI BEACH FL 33139
33142, 33242	MIAMI FL 33142
33143, 33243	SOUTH MIAMI FL 33143
33147, 33247	MIAMI FL 33147
33155, 33255	MIAMI FL 33155
33156, 58	KENDALL FL 33156
33157, 89, 90, 97	MIAMI FL 33157
33160, 62	NORTH MIAMI BEACH FL 33160
33161, 81	NORTH MIAMI FL 33161
33167, 68	MIAMI FL 33168
33173, 83, 93	MIAMI FL 33173
33174, 82, 84, 92, 94	MIAMI FL 33174
33175, 85	OLYMPIA HEIGHTS FL 33175
33170, 77, 87	MIAMI FL 33177
33301, 02, 94	FORT LAUDERDALE FL 33301
33304, 05	OAKLAND PARK FL 33304
33310, 40	FORT LAUDERDALE FL 33310
33314, 28-30	DAVIE FL 33314
33315, 16, 35	FORT LAUDERDALE FL 33315
33317, 18	PLANTATION FL 33317
33320, 21, 51	TAMARAC FL 33320
33322, 23, 45	SUNRISE FL 33322

Column A Destination ZIP Codes	Column B Label Container To
33326, 27	WESTON FL 33326
33331, 32	FORT LAUDERDALE FL 33331
33404, 12, 19	WEST PALM BEACH FL 33404
33414, 21	WEST PALM BEACH FL 33414
33417, 22	WEST PALM BEACH FL 33417
33418, 20	WEST PALM BEACH FL 33418
33431, 87, 99	BOCA RATON FL 33431
33429, 32	BOCA RATON FL 33432
33433, 88	BOCA RATON FL 33433
33425, 35	BOYNTON BEACH FL 33435
33424, 36	BOYNTON BEACH FL 33436
33437, 74	BOYNTON BEACH FL 33437
33438, 39	CANAL POINT FL 33438
33441, 43	DEERFIELD BEACH FL 33441
33444, 47, 83	DELRAY BEACH FL 33444
33445, 82	DELRAY BEACH FL 33445
33446, 48, 84	DELRAY BEACH FL 33446
33455, 75	HOBE SOUND FL 33455
33458, 68	JUPITER FL 33458
33461, 66	LAKE WORTH FL 33461
33454, 63	LAKE WORTH FL 33463
33464, 65	LAKE WORTH FL 33465
33477, 78	JUPITER FL 33477
33509, 10	BRANDON FL 33509
33523, 25, 26	DADE CITY FL 33525
33540, 41	ZEPHYRHILLS FL 33540
33543, 44	ZEPHYRHILLS FL 33543
33548, 49	LUTZ FL 33549
33565-67	PLANT CITY FL 33566
33568, 69	RIVERVIEW FL 33569
33570-73	RUSKIN FL 33570
33583, 84	SEFFNER FL 33584
33594, 95	VALRICO FL 33594
33602, 72	TAMPA FL 33602
33603, 73	TAMPA FL 33603
33604, 74	TAMPA FL 33604
33607, 09	TAMPA FL 33607
33608, 21	TAMPA FL 33608
33610, 80	TAMPA FL 33610
33611, 81	TAMPA FL 33611
33612, 82	TAMPA FL 33612
33613, 97	TAMPA FL 33613
33614, 84	TAMPA FL 33614
33615, 35, 85	TAMPA FL 33615
33616, 86	TAMPA FL 33616
33617, 37	TAMPA FL 33617
33618, 88	TAMPA FL 33618
33622, 23, 50, 55	TAMPA FL 33622
33624, 26	TAMPA FL 33624
33625, 94	TAMPA FL 33625
33630, 31	TAMPA FL 33630
33660-64	TAMPA FL 33660
33755, 57	CLEARWATER FL 33755
33758, 66	CLEARWATER FL 33758
33760, 62	CLEARWATER FL 33760
33763, 65	CLEARWATER FL 33763
33781, 82	PINELLAS PARK FL 33781
33785, 86	INDIAN ROCKS BEACH FL 33785
33801, 15	LAKELAND FL 33801
33805, 10	LAKELAND FL 33805
33807, 11, 13	LAKELAND FL 33813
33825, 26	AVON PARK FL 33825
33830, 31	BARTOW FL 33830
33836, 37, 96, 97	DAVENPORT FL 33837
33844, 45	HAINES CITY FL 33844
33852, 62	LAKE PLACID FL 33852
33853, 98	LAKE WALES FL 33853
33870, 71, 76	SEBRING FL 33870
33872, 75	SEBRING FL 33872
33880, 82, 83, 88	WINTER HAVEN FL 33880
33881, 84, 85	WINTER HAVEN FL 33881
33901, 02	FORT MYERS FL 33901
33903, 17, 18	FORT MYERS FL 33903
33904, 15	CAPE CORAL FL 33904
33905, 94	FORT MYERS FL 33905
33906, 07	FORT MYERS FL 33906
33909, 14, 91, 93	CAPE CORAL FL 33909
33911, 16	FORT MYERS FL 33911
33931, 32	FORT MYERS BEACH FL 33931
33935, 75	LABELLE FL 33935
33936, 71, 72	LEHIGH ACRES FL 33936
33946, 47	PLACIDA FL 33946
34101, 05	NAPLES FL 34101
34102, 03	NAPLES FL 34102
34109, 10	NAPLES FL 34109
34113, 14	NAPLES FL 34113
34116, 19	NAPLES FL 34116
34117, 20	NAPLES FL 34117
34134-36	BONITA SPRINGS FL 34134
34142, 43	IMMOKALEE FL 34142
34201, 02	BRADENTON FL 34201
34203, 04, 11, 12	BRADENTON FL 34203
34205, 08	BRADENTON FL 34205
34209, 80	BRADENTON FL 34209
34210, 81, 82	BRADENTON FL 34210
34217, 18	BRADENTON BEACH FL 34217
34220, 21	PALMETTO FL 34220
34223, 24, 95	ENGLEWOOD FL 34223
34230, 34, 35	SARASOTA FL 34230
34231, 42, 76	SARASOTA FL 34231
34232, 33, 40	SARASOTA FL 34232
34236, 37	SARASOTA FL 34236
34238, 41	SARASOTA FL 34238
34239, 77	SARASOTA FL 34239
34265, 66, 69	ARCADIA FL 34265
34274, 75	NOKOMIS FL 34274
34284, 85, 92	VENICE FL 34285
34286-89	NORTH PORT FL 34287
34420, 21	BELLEVIEW FL 34420
34428, 29	CRYSTAL RIVER FL 34428
34430-34	DUNNELLON FL 34430
34446, 48	HOMOSASSA FL 34446
34450, 52, 53	INVERNESS FL 34450
34460, 61	LECANTO FL 34460
34464, 65	BEVERLY HILLS FL 34464
34470, 75, 79	OCALA FL 34470
34471, 72, 80	OCALA FL 34471
34473, 76, 77, 81	OCALA FL 34473
34488, 89	SILVER SPRINGS FL 34488
34491, 92	SUMMERFIELD FL 34491
34601, 02, 05	BROOKSVILLE FL 34601
34603, 13, 14	BROOKSVILLE FL 34603
34604, 09, 10	BROOKSVILLE FL 34604
34607, 11	SPRING HILL FL 34607
34652, 56	NEW PORT RICHEY FL 34652
34653, 54	NEW PORT RICHEY FL 34653
34667, 69, 74	HUDSON FL 34667
34668, 73	PORT RICHEY FL 34668
34682, 84	PALM HARBOR FL 34682
34683, 85	PALM HARBOR FL 34683
34688, 89	TARPON SPRINGS FL 34688
34690, 91	HOLIDAY FL 34690
34697, 98	DUNEDIN FL 34697
34711, 12	CLERMONT FL 34711
34742, 58, 59	KISSIMMEE FL 34742
34743-45	KISSIMMEE FL 34743
34748, 49, 88	LEESBURG FL 34748
34769, 71-73	SAINT CLOUD FL 34769

Column A Destination ZIP Codes	Column B Label Container To
34778, 87	WINTER GARDEN FL 34787
34945, 79, 81, 82	FORT PIERCE FL 34945
34946, 47, 49	FORT PIERCE FL 34946
34950, 51	FORT PIERCE FL 34950
34952, 84, 85	FORT PIERCE FL 34952
34957, 58	JENSEN BEACH FL 34957
34972-74	OKEECHOBEE FL 34972
34983, 86-88	FORT PIERCE FL 34983
34990, 91	PALM CITY FL 34990
34994-96	STUART FL 34994
35010, 11	ALEXANDER CITY AL 35010
35020-22	BESSEMER AL 35020
35045, 46	CLANTON AL 35045
35055, 57, 58	CULLMAN AL 35055
35125, 28	PELL CITY AL 35125
35150, 51	SYLACAUGA AL 35150
35160, 61	TALLADEGA AL 35160
35201, 02, 25, 29, 30, 40, 45, 46, 49, 54, 77-83, 85-99	BIRMINGHAM AL 35201
35203, 33	BIRMINGHAM AL 35203
35204, 34	BIRMINGHAM AL 35204
35206, 61	BIRMINGHAM AL 35206
35212, 22, 32	BIRMINGHAM AL 35212
35214, 31	BIRMINGHAM AL 35214
35207, 17	BIRMINGHAM AL 35217
35218, 24	BIRMINGHAM AL 35218
35221, 28	BIRMINGHAM AL 35228
35238, 42	BIRMINGHAM AL 35242
35401, 03	TUSCALOOSA AL 35401
35404, 06	TUSCALOOSA AL 35404
35405, 07	TUSCALOOSA AL 35405
35457, 58	ELROD AL 35458
35473, 75, 76	NORTHPORT AL 35476
35485, 86	TUSCALOOSA AL 35486
35501-04	JASPER AL 35501
35602, 09, 99	DECATUR AL 35602
35611-14	ATHENS AL 35611
35630, 31, 33, 34	FLORENCE AL 35630
35653, 54	RUSSELLVILLE AL 35653
35661, 62	MUSCLE SHOALS AL 35661
35756-58	MADISON AL 35758
35768, 69	SCOTTSBORO AL 35768
35746, 72	STEVENSON AL 35772
35801, 04, 95	HUNTSVILLE AL 35801
35802, 03, 15	HUNTSVILLE AL 35802
35805, 07, 99	HUNTSVILLE AL 35805
35810, 11	HUNTSVILLE AL 35810
35813, 24, 94	HUNTSVILLE AL 35813
35806, 14, 16, 93, 96	HUNTSVILLE AL 35816
35901, 02, 06, 07	GADSDEN AL 35901
35903, 05	GADSDEN AL 35903
35950, 51	ALBERTVILLE AL 35950
35956, 57	BOAZ AL 35956
35967, 68	FORT PAYNE AL 35967
36005, 61	BANKS AL 36005
36027, 72	EUFAULA AL 36027
36049, 62	LUVERNE AL 36049
36013, 52, 64	PIKE ROAD AL 36064
36066-68	PRATTVILLE AL 36068
36023, 45, 78	TALLASSEE AL 36078
36079, 81, 82	TROY AL 36081
36083, 88	TUSKEGEE AL 36083
36092, 93	WETUMPKA AL 36092
36101-04	MONTGOMERY AL 36104
36108, 13	MONTGOMERY AL 36108
36116, 20	MONTGOMERY AL 36116
36112, 14, 19, 31, 32, 35, 40-42, 77, 91	MONTGOMERY AL 36119
36110, 21	MONTGOMERY AL 36121
36106, 23	MONTGOMERY AL 36123
36111, 25	MONTGOMERY AL 36125
36201, 02, 05-07	ANNISTON AL 36201
36270, 80	WOODLAND AL 36280
36301, 05	DOTHAN AL 36301
36303, 04	DOTHAN AL 36303
36322, 62	DALEVILLE AL 36322
36330, 31	ENTERPRISE AL 36330
36360, 61	OZARK AL 36360
36349, 75	SLOCOMB AL 36375
36426, 27	BREWTON AL 36426
36436, 46	DICKINSON AL 36436
36460-62	MONROEVILLE AL 36460
36454, 73, 75	REPTON AL 36475
36449, 80	URIAH AL 36480
36502-04	ATMORE AL 36502
36526, 27	DAPHNE AL 36526
36529, 83	DEER PARK AL 36529
36532, 33	FAIRHOPE AL 36532
36535, 36	FOLEY AL 36535
36501, 40	GAINESTOWN AL 36540
36542, 47	GULF SHORES AL 36542
36515, 45, 70, 86	JACKSON AL 36545
36567, 74	ROBERTSDALE AL 36567
36582, 90	THEODORE AL 36582
36601-03	MOBILE AL 36601
36604, 07, 40, 41	MOBILE AL 36604
36605, 15	MOBILE AL 36605
36606, 60	MOBILE AL 36606
36608, 89	MOBILE AL 36608
36609, 91, 93	MOBILE AL 36609
36610-14, 17	MOBILE AL 36610
36701-03	SELMA AL 36701
36741, 78	FURMAN AL 36741
36750, 93	MAPLESVILLE AL 36750
36756, 79	MARION AL 36756
36762, 84	THOMASVILLE AL 36784
36801-04	OPELIKA AL 36801
36830-32	AUBURN AL 36830
36851, 59	COTTONTON AL 36851
36867-70	PHENIX CITY AL 36867
36854, 72	VALLEY AL 36872
37011, 13	ANTIOCH TN 37013
37024, 27	BRENTWOOD TN 37027
37040, 41, 44	CLARKSVILLE TN 37040
37052, 37171	CUNNINGHAM TN 37052
37055, 56	DICKSON TN 37055
37064, 65, 68	FRANKLIN TN 37064
37067, 69	FRANKLIN TN 37067
37070, 72	GOODLETTSVILLE TN 37072
37075, 77	HENDERSONVILLE TN 37075
37085, 37118	LASCASSAS TN 37085
37087, 90	LEBANON TN 37087
37110, 11	MC MINNVILLE TN 37110
37115, 16	MADISON TN 37115
37121, 22	MOUNT JULIET TN 37122
37128, 29, 31	MURFREESBORO TN 37129
37127, 30, 32	MURFREESBORO TN 37130
37160-62	SHELBYVILLE TN 37160
37201, 19, 38, 39	NASHVILLE TN 37201
37204, 20	MELROSE TN 37204
37206, 13	NASHVILLE TN 37206
37208, 18, 28	NASHVILLE TN 37208
37210, 24	NASHVILLE TN 37210
37211, 22	NASHVILLE TN 37211
37230, 32, 34-37, 41-50	NASHVILLE TN 37230
37311, 12, 20, 23, 64	CLEVELAND TN 37311
30750, 37350	LOOKOUT MOUNTAIN TN 37350
37349, 55	MANCHESTER TN 37355

Column A Destination ZIP Codes	Column B Label Container To
37372, 75, 83	SAINT ANDREWS TN 37372
37360, 88, 89	TULLAHOMA TN 37388
37401-03, 08, 50	CHATTANOOGA TN 37401
37409, 10, 19	CHATTANOOGA TN 37409
37411, 14, 21	CHATTANOOGA TN 37411
37601, 05	JOHNSON CITY TN 37601
37602, 04	JOHNSON CITY TN 37602
37620, 21	BRISTOL TN 37620
37616, 41	CHUCKEY TN 37641
37642, 45	CHURCH HILL TN 37642
37643, 44	ELIZABETHTON TN 37644
37660, 62, 65	KINGSPORT TN 37660
37716, 17	CLINTON TN 37716
37732, 33	ELGIN TN 37732
37743-45	GREENEVILLE TN 37743
37707, 52, 37867	HARROGATE TN 37752
37762, 37819	JELLICO TN 37762
37729, 37766	LA FOLLETTE TN 37766
37771, 72	LENOIR CITY TN 37771
37801-04	MARYVILLE TN 37804
37813-16	MORRISTOWN TN 37814
37809, 18	MOSHEIM TN 37818
37821, 22	NEWPORT TN 37821
37773, 37824, 25, 79	NEW TAZEWELL TN 37825
37848, 88	POWDER SPRINGS TN 37848
37842, 54	ROCKWOOD TN 37854
37862, 64, 76	SEVIERVILLE TN 37862
37863, 68	PIGEON FORGE TN 37863
37901, 02, 16, 29, 99	KNOXVILLE TN 37901
37909, 12	KNOXVILLE TN 37912
37914, 24	KNOXVILLE TN 37914
37915, 17, 27	KNOXVILLE TN 37917
37918, 28	KNOXVILLE TN 37918
37919, 39	KNOXVILLE TN 37919
37920, 40, 98	KNOXVILLE TN 37920
37922, 33	CONCORD TN 37922
37923, 31, 32	KNOXVILLE TN 37923
37950, 90, 95-97	KNOXVILLE TN 37950
38024, 25	DYERSBURG TN 38024
38101, 42, 45-48, 51, 59, 61, 65	MEMPHIS TN 38101
38103, 73	MEMPHIS TN 38103
38104, 63, 74	MEMPHIS TN 38104
38106, 26	MEMPHIS TN 38106
38108, 12	MEMPHIS TN 38108
38109, 90	MEMPHIS TN 38109
38116, 31, 32, 86	MEMPHIS TN 38116
38117, 37, 57, 77	MEMPHIS TN 38117
38118, 81	MEMPHIS TN 38118
38119, 20, 66, 88, 97	MEMPHIS TN 38119
38115, 25, 41, 75	HICKORY HILL TN 38125
38127, 67	MEMPHIS TN 38127
38128, 68	MEMPHIS TN 38128
38133, 35	BARTLETT TN 38133
38134, 84	BARTLETT TN 38134
38138, 39	GERMANTOWN TN 38138
38237, 38	MARTIN TN 38237
38261, 81	UNION CITY TN 38261
38301, 14	JACKSON TN 38301
38401, 02	COLUMBIA TN 38401
38449, 53	ARDMORE TN 38449
38476, 87	PRIMM SPRINGS TN 38476
38501-03, 05, 06	COOKEVILLE TN 38501
38555, 57, 58	CROSSVILLE TN 38555
38634, 35	HOLLY SPRINGS MS 38634
38655, 75	OXFORD MS 38655
38671, 72	SOUTHAVEN MS 38671
38701, 02	GREENVILLE MS 38701
38721, 63	ANGUILLA MS 38721
38732, 33	CLEVELAND MS 38732
38749, 51	INDIANOLA MS 38749
38801, 04	TUPELO MS 38801
38829, 59	BOONEVILLE MS 38829
38834, 35	CORINTH MS 38834
38901, 02	GRENADA MS 38901
38912, 35	AVALON MS 38912
38913, 15, 49	BRUCE MS 38915
38916, 55	CALHOUN CITY MS 38916
39042, 43	BRANDON MS 39042
39056, 60	CLINTON MS 39056
39110, 30	MADISON MS 39110
39111, 12	MAGEE MS 39111
39120, 21	NATCHEZ MS 39120
39157, 58	RIDGELAND MS 39157
39180, 82,83	VICKSBURG MS 39180
39201, 02, 16	JACKSON MS 39201
39203, 09, 89	JACKSON MS 39203
39204, 84	JACKSON MS 39204
39205, 07, 15, 25	JACKSON MS 39205
39206, 86	JACKSON MS 39206
39208, 88	PEARL MS 39208
39211, 36	JACKSON MS 39211
39212, 82	JACKSON MS 39212
39213, 83	JACKSON MS 39213
39301, 02	MERIDIAN MS 39301
39303, 05	MERIDIAN MS 39303
39304, 07	MERIDIAN MS 39304
39401, 03	HATTIESBURG MS 39401
39402, 04, 07	HATTIESBURG MS 39402
39440-43	LAUREL MS 39440
39501, 02	GULFPORT MS 39501
39503, 05	GULFPORT MS 39503
39506, 07	GULFPORT MS 39507
39520, 21, 76	BAY SAINT LOUIS MS 39520
39530, 33	BILOXI MS 39530
39531, 35	BILOXI MS 39531
39562, 63	MOSS POINT MS 39563
39564, 66	OCEAN SPRINGS MS 39564
39567, 68, 81	PASCAGOULA MS 39567
39601, 03	BROOKHAVEN MS 39601
39648, 49	MCCOMB MS 39648
39701-05	COLUMBUS MS 39701
39759, 60	STARKVILLE MS 39759
40011, 75	CAMPBELLSBURG KY 40011
40031, 32	LA GRANGE KY 40031
40036, 57	PLEASUREVILLE KY 40057
40065, 66	SHELBYVILLE KY 40065
40143, 71	HARDINSBURG KY 40143
40144, 64, 78	HARNED KY 40144
40159, 60	RADCLIFF KY 40160
40201, 70	LOUISVILLE KY 40201
40207, 57	LOUISVILLE KY 40207
40208, 10	LOUISVILLE KY 40208
40211, 12, 51	LOUISVILLE KY 40211
40209, 14	LOUISVILLE KY 40214
40216, 56	LOUISVILLE KY 40216
40219, 59	LOUISVILLE KY 40219
40220, 50	LOUISVILLE KY 40220
40222, 52	LOUISVILLE KY 40222
40225, 31-33, 80, 82, 85, 87, 89, 90, 92-98	LOUISVILLE KY 40231
40241, 42	LOUISVILLE KY 40241
40223, 43, 45, 53	LOUISVILLE KY 40243
40258, 66, 68, 81, 83	LOUISVILLE KY 40258
40269, 99	LOUISVILLE KY 40299
40311, 50	CARLISLE KY 40311
40329, 51, 59	MOREHEAD KY 40351
40340, 56	NICHOLASVILLE KY 40356

Column A Destination ZIP Codes	Column B Label Container To
40360, 66	OWINGSVILLE KY 40360
40361, 62	PARIS KY 40361
40383, 84, 86	VERSAILLES KY 40383
40320, 91, 92	WINCHESTER KY 40391
40402, 21	ANNVILLE KY 40402
40403, 04	BEREA KY 40403
40422, 23	DANVILLE KY 40422
40444, 46	LANCASTER KY 40444
40445, 60	LIVINGSTON KY 40445
40447, 67	MC KEE KY 40447
40475, 76	RICHMOND KY 40475
40502, 23, 24	LEXINGTON KY 40502
40503, 91	LEXINGTON KY 40503
40504, 10, 33, 44	LEXINGTON KY 40504
40505, 09, 16, 55	LEXINGTON KY 40505
40506, 26, 36, 46	LEXINGTON KY 40506
40507, 08	LEXINGTON KY 40507
40511, 12, 50, 74-83	LEXINGTON KY 40511
40513, 14	LEXINGTON KY 40513
40601-04, 18-22	FRANKFORT KY 40601
40701, 02	CORBIN KY 40701
40741-48	LONDON KY 40741
40754, 63, 69	WILLIAMSBURG KY 40769
40831, 40, 40964	HARLAN KY 40831
40935, 82	FLAT LICK KY 40935
40931, 62	MANCHESTER KY 40962
41101, 02, 05, 14	ASHLAND KY 41101
41132, 46	HITCHINS KY 41146
41159, 41226	MARTHA KY 41159
41166, 70	QUINCY KY 41166
41137, 74	SOUTH PORTSMOUTH KY 41174
41127, 35, 79	VANCEBURG KY 41179
41215, 22, 28	HAGERHILL KY 41222
41201, 30	LOUISA KY 41230
40376, 41301, 42	CAMPTON KY 41301
41314, 51	BOONEVILLE KY 41314
41307, 39, 77	JACKSON KY 41339
41410, 44, 65	SALYERSVILLE KY 41465
41472, 77	WEST LIBERTY KY 41472
41501, 02, 71	PIKEVILLE KY 41501
41514, 67, 69	BELFRY KY 41514
41531, 58	HARDY KY 41531
41546, 55	PINSONFORK KY 41555
41630, 32	GARRETT KY 41630
41701, 02	HAZARD KY 41701
41731, 41819	CORNETTSVILLE KY 41731
41730, 49, 62	HYDEN KY 41749
41828, 59	KITE KY 41828
41844, 61	PIPPA PASSES KY 41844
42001, 03	PADUCAH KY 42003
42046, 76	NEW CONCORD KY 42076
42101-04, 22, 28, 42270	BOWLING GREEN KY 42101
42134, 35	FRANKLIN KY 42134
42141, 42, 56	GLASGOW KY 42141
42150, 64	SCOTTSVILLE KY 42164
42130, 66	SUMMER SHADE KY 42166
42210, 57	BROWNSVILLE KY 42210
42203, 20, 80	ELKTON KY 42220
42240, 41	HOPKINSVILLE KY 42240
42251, 61, 67, 87	MORGANTOWN KY 42261
42301-04, 75	OWENSBORO KY 42301
42327, 71	CALHOUN KY 42327
42321, 37	DRAKESBORO KY 42337
42339, 65	DUNMOR KY 42339
42338, 47	HARTFORD KY 42347
42403, 04	CLAY KY 42404
42419, 20	HENDERSON KY 42420
42501-03	SOMERSET KY 42501
42603, 32, 33	MONTICELLO KY 42633
42635, 49	PINE KNOT KY 42635
42701, 02	ELIZABETHTOWN KY 42701
42718, 19	CAMPBELLSVILLE KY 42718
42728, 35, 41, 53, 61	COLUMBIA KY 42728
42732, 83	EASTVIEW KY 42732
42754, 55	LEITCHFIELD KY 42754
43025, 98	HEBRON OH 43025
43007, 67	RAYMOND OH 43067
43009, 78	URBANA OH 43078
43130, 56	LANCASTER OH 43130
43135, 52	LAURELVILLE OH 43135
43150, 63	RUSHVILLE OH 43150
43222, 23	COLUMBUS OH 43223
43314, 35	CALEDONIA OH 43314
43331, 48	RUSSELLS POINT OH 43348
43330, 59	WHARTON OH 43359
43725, 50	CAMBRIDGE OH 43725
43754, 86	LEWISVILLE OH 43754
43736, 73, 78	QUAKER CITY OH 43773
43812, 36	COSHOCTON OH 43812
43803, 40	STONE CREEK OH 43840
43805, 44	WARSAW OH 43844
45648, 99	LUCASVILLE OH 45648
45622, 54	NEW PLYMOUTH OH 45654
45662, 63	PORTSMOUTH OH 45662
45683, 90	WAVERLY OH 45690
45701, 76	ATHENS OH 45701
45711, 77	AMESVILLE OH 45711
45715, 21	BEVERLY OH 45715
45723, 81	COOLVILLE OH 45723
45727, 46	DEXTER CITY OH 45727
45734, 67, 89	NEW MATAMORAS OH 45767
45712, 29, 84	VINCENT OH 45784
45786, 87	WATERFORD OH 45786
46307, 08	CROWN POINT IN 46307
46320, 25, 27	HAMMOND IN 46320
46350, 52	LA PORTE IN 46350
46360, 61	MICHIGAN CITY IN 46360
46383-85	VALPARAISO IN 46383
46401, 02, 07	GARY IN 46401
46408, 09	GARY IN 46408
46410, 11	MERRILLVILLE IN 46410
46615, 35, 37, 60	SOUTH BEND IN 46615
46616, 19, 28, 29	SOUTH BEND IN 46616
46802, 03	FORT WAYNE IN 46802
46804, 14	FORT WAYNE IN 46804
46805, 95	FORT WAYNE IN 46805
46806, 16, 96	FORT WAYNE IN 46806
46807, 09, 19	FORT WAYNE IN 46807
46808, 18, 98	FORT WAYNE IN 46808
46815, 35, 85	FORT WAYNE IN 46815
46825, 45	FORT WAYNE IN 46825
46850-69	FORT WAYNE IN 46850
46901-04	KOKOMO IN 46902
46952, 53	MARION IN 46952
46970, 71	PERU IN 46970
47118, 75	ENGLISH IN 47118
47126, 77	HENRYVILLE IN 47126
47129-34, 44	JEFFERSONVILLE IN 47130
47150, 51	NEW ALBANY IN 47150
47302, 03	MUNCIE IN 47302
47304, 05	MUNCIE IN 47304
47306-08	MUNCIE IN 47307
47371, 81	PORTLAND IN 47371
47374, 75	RICHMOND IN 47374
47401, 07, 08	BLOOMINGTON IN 47401
47402, 03, 04	BLOOMINGTON IN 47403
47546, 47	JASPER IN 47546
47613, 47	ELBERFELD IN 47613

Column A Destination ZIP Codes	Column B Label Container To
47629, 30	NEWBURGH IN 47630
47701-06, 21, 22, 27, 30-37, 39-41, 44, 47, 50	EVANSVILLE IN 47701
47708, 13	EVANSVILLE IN 47708
47710, 11, 24, 25	EVANSVILLE IN 47710
47712, 19, 20	EVANSVILLE IN 47712
47714, 28	EVANSVILLE IN 47714
47715, 16	EVANSVILLE IN 47715
47802, 07	TERRE HAUTE IN 47802
47803, 04	TERRE HAUTE IN 47803
47901-05, 09	LAFAYETTE IN 47901
47906, 96	WEST LAFAYETTE IN 47906
47933-39	CRAWFORDSVILLE IN 47933
48001, 28	ALGONAC MI 48001
48007, 99	TROY MI 48007
48009, 12	BIRMINGHAM MI 48009
48015, 90, 97	CENTER LINE MI 48015
48017, 48398	CLAWSON MI 48017
48035, 36, 43	CLINTON TOWNSHIP MI 48035
48037, 86	SOUTHFIELD MI 48037
48038, 42, 44	CLINTON TOWNSHIP MI 48038
48045, 46	MOUNT CLEMENS MI 48046
48047, 51	NEW BALTIMORE MI 48047
48048, 50	NEW HAVEN MI 48048
48049, 59-61, 74	PORT HURON MI 48060
48062-64	RICHMOND MI 48062
48065, 96	ROMEO MI 48065
48026, 66	ROSEVILLE MI 48066
48067, 68	ROYAL OAK MI 48067
48054, 79	SAINT CLAIR MI 48079
48080-82	SAINT CLAIR SHORES MI 48080
48094, 95	WASHINGTON MI 48094
48167, 75	NORTHVILLE MI 48167
48214, 15	DETROIT MI 48214
48302-04	BLOOMFIELD HILLS MI 48302
48306-08	ROCHESTER MI 48308
48309, 26	ROCHESTER MI 48309
48310-12	STERLING HEIGHTS MI 48310
48313, 14	STERLING HEIGHTS MI 48313
48315-18	SHELBY TWP MI 48318
48322-25	WEST BLOOMFIELD MI 48322
48327-29	WATERFORD MI 48327
48331, 33, 34	FARMINGTON HILLS MI 48331
48332, 35, 36	FARMINGTON HILLS MI 48335
48320, 41	PONTIAC MI 48341
48346-48	CLARKSTON MI 48346
48356, 57	HIGHLAND MI 48356
48359-63	LAKE ORION MI 48360
48370, 71	OXFORD MI 48370
48374, 75, 77	NOVI MI 48374
48380, 81	MILFORD MI 48380
48383, 86	WHITE LAKE MI 48383
48382, 90, 91	WALLED LAKE MI 48390
48421, 46	LAPEER MI 48446
48456, 65	MINDEN CITY MI 48456
48501, 02	FLINT MI 48501
48433, 48504, 31, 32	FLINT MI 48504
48506, 09	FLINT MI 48506
48439, 48519, 29	FLINT MI 48519
48601, 07	SAGINAW MI 48601
48602, 09	SAGINAW MI 48602
48603, 04	SAGINAW MI 48603
48605, 48710	SAGINAW MI 48605
48640-42, 67, 70, 74, 86	MIDLAND MI 48640
48613, 52	RHODES MI 48652
48706-08	BAY CITY MI 48706
48734, 87	FRANKENMUTH MI 48734
48763, 64	TAWAS CITY MI 48763
48768, 69	VASSAR MI 48768
48801, 02	ALMA MI 48801
48804, 58, 59	MOUNT PLEASANT MI 48804
48809, 87	BELDING MI 48809
48823-26	EAST LANSING MI 48823
48834, 70	FENWICK MI 48834
48843, 44, 63	HOWELL MI 48843
48805, 40, 64	OKEMOS MI 48864
48901, 15, 33	LANSING MI 48901
48907, 08, 17	LANSING MI 48907
48906, 09, 13, 19, 24, 30, 37, 56, 80	LANSING MI 48924
49002, 24	PORTAGE MI 49002
49006, 07	KALAMAZOO MI 49006
49008, 48	KALAMAZOO MI 49008
49068, 69	MARSHALL MI 49068
49103, 04	BERRIEN SPRINGS MI 49103
49120, 21	NILES MI 49120
49301, 55, 57	ADA MI 49301
49341, 51	ROCKFORD MI 49341
49412, 13	FREMONT MI 49412
49418, 28, 29	GRANDVILLE MI 49418
49422-24	HOLLAND MI 49422
49440-43	MUSKEGON MI 49440
49505, 15, 25	GRAND RAPIDS MI 49505
49506, 16	GRAND RAPIDS MI 49506
49508, 12	GRAND RAPIDS MI 49512
49504, 14, 44	GRAND RAPIDS MI 49544
49518, 48	GRAND RAPIDS MI 49548
49501, 03, 07, 30, 50, 55, 99	GRAND RAPIDS MI 49599
49684-86	TRAVERSE CITY MI 49684
49734, 35	GAYLORD MI 49734
49738, 39	GRAYLING MI 49738
49784, 85, 88	KINCHELOE MI 49788
49801, 02	IRON MOUNTAIN MI 49801
50313, 16	DES MOINES IA 50316
50317, 27	DES MOINES IA 50317
50266, 50325	DES MOINES IA 50325
50702, 06	WATERLOO, IA 50702
50703, 07	WATERLOO IA 50703
51101, 05, 11	SIOUX CITY IA 51101
51103, 09	SIOUX CITY IA 51103
51104, 08	SIOUX CITY IA 51104
51501-03	COUNCIL BLUFFS IA 51501
52240, 42-44	IOWA CITY IA 52240
52401, 03	CEDAR RAPIDS IA 52401
52404, 05, 08, 09	CEDAR RAPIDS IA 52404
52406, 98, 99	CEDAR RAPIDS IA 52406
52732, 33, 36	CLINTON IA 52732
52801-03, 08	DAVENPORT IA 52802
52804, 06, 07, 09	DAVENPORT IA 52806
53005, 08, 45	BROOKFIELD WI 53005
53081-83	SHEBOYGAN WI 53081
53090, 95	WEST BEND WI 53090
53092, 97	MEQUON WI 53092
53094, 98	WATERTOWN WI 53094
53141, 44	KENOSHA WI 53141
53142, 58	KENOSHA WI 53142
53186, 89	WAUKESHA WI 53186
53187, 88	WAUKESHA WI 53187
53202, 03	MILWAUKEE WI 53202
53205, 33	MILWAUKEE WI 53205
53207, 35	MILWAUKEE WI 53207
53213, 26	MILWAUKEE WI 53213
53215, 19, 34	MILWAUKEE WI 53215
53220, 28	MILWAUKEE WI 53220
53222, 25	MILWAUKEE WI 53222
53223, 24	MILWAUKEE WI 53223
53704, 18	MADISON WI 53704

Column A Destination ZIP Codes	Column B Label Container To
53711, 44	MADISON WI 53711
53713, 15	MADISON WI 53713
53714, 16	MADISON WI 53714
53717, 19	MADISON WI 53717
54401-03	WAUSAU WI 54401
54845, 71	SHELL LAKE WI 54871
54901, 02, 04	OSHKOSH WI 54901
55460, 70, 72	MINNEAPOLIS MN 55460
55474, 78, 79, 83-87	MINNEAPOLIS MN 55474
56329, 57	FOLEY MN 56329
56327, 49	LOWRY MN 56349
56353, 63	MILACA MN 56353
56362, 71	PAYNESVILLE MN 56362
56317, 38, 44, 64	PIERZ MN 56364
56374, 75	SAINT JOSEPH MN 56374
56378, 89	SAUK CENTRE MN 56378
56401, 25, 49	BRAINERD MN 56401
56477, 78	SEBEKA MN 56477
56430, 36, 84	WALKER MN 56484
56560-63	MOORHEAD MN 56560
56513, 80	SABIN MN 56580
56601, 58	BEMIDJI MN 56601
56628, 39	BIGFORK MN 56628
56630, 63	BLACKDUCK MN 56630
56634, 52	CLEARBROOK MN 56634
56636, 59	DEER RIVER MN 56636
56653, 69	LITTLEFORK MN 56653
56673, 82	ROOSEVELT MN 56673
56678, 87	SOLWAY MN 56678
56724, 37	MIDDLE RIVER MN 56737
56740, 55	NOYES MN 56740
56741, 63	WARROAD MN 56763
57050, 57	NUNDA SD 57050
57264, 65	STOCKHOLM SD 57264
57256, 73	WAUBAY SD 57273
57325, 26	CHAMBERLAIN SD 57325
57358, 85	WOONSOCKET SD 57385
57501, 37	PIERRE SD 57501
57526, 80	WINNER SD 57580
57622, 23	DUPREE SD 57623
57629, 44	MEADOW SD 57644
57701-03, 09	RAPID CITY SD 57701
57717, 42	BELLE FOURCHE SD 57717
57783, 99	SPEARFISH SD 57783
57729, 90	WALL SD 57790
58046, 65	HOPE ND 58046
58413, 89	ASHLEY ND 58413
58479, 80	SANBORN ND 58480
58501, 03-07	BISMARCK ND 58501
58601, 02	DICKINSON ND 58601
58701-03, 05, 07	MINOT ND 58701
58801, 02	WILLISTON ND 58801
59101, 05	BILLINGS MT 59101
59102, 06	BILLINGS MT 59102
59401, 04, 14	GREAT FALLS MT 59401
59601, 02, 04, 20, 23, 26	HELENA MT 59601
59801, 03, 06	MISSOULA MT 59801
59802, 07	MISSOULA MT 59802
59804, 08	MISSOULA MT 59808
60004-06	ARLINGTON HEIGHTS IL 60004
60010, 11	BARRINGTON IL 60010
60012, 14, 39	CRYSTAL LAKE IL 60014
60016, 17	DES PLAINES IL 60016
60020, 41	FOX LAKE IL 60020
60035, 37	HIGHLAND PARK IL 60035
60047, 49	LAKE ZURICH IL 60047
60050, 51	MCHENRY IL 60050
60071, 80	RICHMOND IL 60071
60074, 78	PALATINE IL 60074
60076, 77	SKOKIE IL 60076
60079, 85	WAUKEGAN IL 60085
60102, 56	ALGONQUIN IL 60102
60103, 33	BARTLETT IL 60103
60120-22	ELGIN IL 60120
60131, 76	FRANKLIN PARK IL 60131
60137, 38	GLEN ELLYN IL 60137
60153, 55	MAYWOOD IL 60153
60159, 68, 96	SCHAUMBURG IL 60159
60160, 61, 65	MELROSE PARK IL 60160
60162, 63	HILLSIDE IL 60162
60174, 75	SAINT CHARLES IL 60174
60185, 86	WEST CHICAGO IL 60185
60192, 95	HOFFMAN ESTATES IL 60195
60117, 99	CAROL STREAM IL 60199
60201, 03	EVANSTON IL 60201
60301-03	OAK PARK IL 60301
60411, 12	CHICAGO HEIGHTS IL 60411
60431, 35	JOLIET IL 60431
60432-34, 36	JOLIET IL 60432
60440, 90	BOLINGBROOK IL 60440
60453, 54, 59	OAK LAWN IL 60453
60415, 55-58	BRIDGEVIEW IL 60455
60462, 67	ORLAND PARK IL 60462
60463-65, 82	PALOS HEIGHTS IL 60463
60466, 71	PARK FOREST IL 60466
60477, 78	TINLEY PARK IL 60477
60515, 16	DOWNERS GROVE IL 60515
60521-23	OAK BROOK IL 60521
60559, 61	WESTMONT IL 60559
60598, 99	FOX VALLEY IL 60599
61021, 58	DIXON IL 61021
61032, 76	FREEPORT IL 61032
61109, 12	ROCKFORD IL 61109
61111, 14, 15	LOVES PARK IL 61111
61125, 26	ROCKFORD IL 61125
61130-32	LOVES PARK IL 61130
61201, 04, 99	ROCK ISLAND IL 61201
61265, 66	MOLINE IL 61265
61311, 13, 64	ANCONA IL 61311
61401, 02	GALESBURG IL 61401
61413, 68	ALPHA IL 61413
61601, 50-56	PEORIA IL 61601
61602, 03, 05	PEORIA IL 61602
61604, 06	PEORIA IL 61604
61610, 11	PEORIA IL 61611
61612-15	PEORIA IL 61612
61701, 04	BLOOMINGTON IL 61701
61801-03	URBANA IL 61801
61820, 22, 24	CHAMPAIGN IL 61820
61821, 25, 26	CHAMPAIGN IL 61821
61832-34	DANVILLE IL 61832
62025, 26	EDWARDSVILLE IL 62025
62201, 02, 05	EAST SAINT LOUIS IL 62201
62203, 06	EAST SAINT LOUIS IL 62203
62204, 07	EAST SAINT LOUIS IL 62204
62220-22, 25	BELLEVILLE IL 62220
62223, 26	BELLEVILLE IL 62223
62301, 05, 06	QUINCY IL 62301
62522, 23, 25	DECATUR IL 62522
62524, 26	DECATUR IL 62524
62640, 86	GIRARD IL 62640
62650, 51	JACKSONVILLE IL 62650
62701, 05	SPRINGFIELD IL 62701
62704, 07	SPRINGFIELD IL 62704
62901-03	CARBONDALE IL 62901
63011, 22, 24	BALLWIN MO 63011
63006, 17	TOWN & COUNTRY MO 63017
63019, 28	FESTUS MO 63028

Column A Destination ZIP Codes	Column B Label Container To
63032-34	FLORISSANT MO 63033
63044, 45	BRIDGETON MO 63044
63101, 02, 69, 88	SAINT LOUIS MO 63101
63104, 57, 58	SAINT LOUIS MO 63104
63108, 56	SAINT LOUIS MO 63108
63112, 33	SAINT LOUIS MO 63112
63113, 20	SAINT LOUIS MO 63113
63118, 63	SAINT LOUIS MO 63118
63126-28	SAINT LOUIS MO 63126
63129, 51	SAINT LOUIS MO 63129
63134, 40	BERKELEY MO 63134
63137, 38	NORTH COUNTY MO 63137
63301, 02	SAINT CHARLES MO 63301
63303, 04	SAINT CHARLES MO 63303
63366, 67	O FALLON MO 63366
63601, 53	PARK HILLS MO 63601
63701-03	CAPE GIRARDEAU MO 63701
63775, 76	PERRYVILLE MO 63775
63901, 02	POPLAR BLUFF MO 63901
64050, 56, 58	INDEPENDENCE MO 64050
64053, 54	INDEPENDENCE MO 64054
64055, 57	INDEPENDENCE MO 64055
64064, 86	LEES SUMMIT MO 64064
64068, 69	LIBERTY MO 64068
64081, 82	LEES SUMMIT MO 64081
64101, 02	KANSAS CITY MO 64101
64105, 06, 08	KANSAS CITY MO 64108
64109, 28	KANSAS CITY MO 64109
64111, 71	KANSAS CITY MO 64111
64114, 45	KANSAS CITY MO 64114
64116, 17	N KANSAS CITY MO 64116
64118, 88	GLADSTONE MO 64118
64119, 57	KANSAS CITY MO 64119
64123, 24	KANSAS CITY MO 64123
64120, 25, 26	KANSAS CITY MO 64126
64129, 30	KANSAS CITY MO 64129
64110, 31	KANSAS CITY MO 64131
64133, 36	KANSAS CITY MO 64133
64134, 37	KANSAS CITY MO 64134
64138, 39	KANSAS CITY MO 64138
64141, 79	KANSAS CITY MO 64141
64150, 68	RIVERSIDE MO 64150
64151, 53, 54	KANSAS CITY MO 64151
64501, 05	SAINT JOSEPH MO 64501
64668, 80	NORBORNE MO 64668
64801, 02	JOPLIN MO 64801
64803, 04	JOPLIN MO 64803
65102-04, 06-08	JEFFERSON CITY MO 65102
65109, 10	JEFFERSON CITY MO 65109
65201, 02, 12, 15, 16	COLUMBIA MO 65201
65203, 05, 17, 18	COLUMBIA MO 65203
65301, 02	SEDALIA MO 65301
65401, 02, 09	ROLLA MO 65401
65543, 52	PLATO MO 65552
65583, 84	WAYNESVILLE MO 65583
65608, 65715	AVA MO 65608
65613, 65727	BOLIVAR MO 65613
65622, 65783	BUFFALO MO 65622
65775, 76	WEST PLAINS MO 65775
65607, 65785	STOCKTON MO 65785
66044, 49	LAWRENCE KS 66044
66046, 47	LAWRENCE KS 66046
66051, 61	OLATHE KS 66061
66062, 63	OLATHE KS 66062
66101, 17, 18	KANSAS CITY KS 66101
66102, 10	KANSAS CITY KS 66102
66103, 05, 60	ROSEDALE KS 66103
66109, 11, 12	KANSAS CITY KS 66109
66202, 05	SHAWNEE MISSION KS 66202
66203, 16	SHAWNEE MISSION KS 66203
66207, 11	SHAWNEE MISSION KS 66207
66215, 85	LENEXA KS 66215
66221, 23, 24	STANLEY KS 66223
66217-20, 26, 27	SHAWNEE MISSION KS 66226
66502, 03, 05, 06	MANHATTAN KS 66502
66604, 47, 67	TOPEKA KS 66604
66605, 09, 11, 19	TOPEKA KS 66605
66608, 17, 18	TOPEKA KS 66608
66610, 14, 15	TOPEKA KS 66610
67204, 19	WICHITA KS 67204
67205, 09, 15, 23, 27, 35, 75	WICHITA KS 67205
67206, 26, 28, 30, 32	WICHITA KS 67206
67207, 78	WICHITA KS 67207
67208, 20, 60	WICHITA KS 67208
67401, 02	SALINA KS 67401
67501, 02, 04, 05	HUTCHINSON KS 67501
67901, 05	LIBERAL KS 67901
68005, 68123, 47	BELLEVUE NE 68005
68008, 09	BLAIR NE 68008
68025, 26	FREMONT NE 68025
68105, 06, 55	OMAHA NE 68106
68102, 08, 09	OMAHA NE 68108
51510, 68110, 11	OMAHA NE 68111
68112, 52	OMAHA NE 68112
68114, 24	OMAHA NE 68124
68117, 27	RALSTON NE 68127
68046, 68128, 33, 57	LAVISTA NE 68128
68131, 32	OMAHA NE 68132
68122, 34, 42, 64	OMAHA NE 68134
68135-39	OMAHA NE 68137
68144, 45	MILLARD HIGHLANDS NE 68144
68116, 18, 30, 54	OMAHA NE 68154
68501, 72, 83, 88	LINCOLN NE 68501
68502, 12, 22, 23, 32, 42	LINCOLN NE 68502
68503, 10	LINCOLN NE 68503
68504, 07, 14, 17, 21, 24, 31	LINCOLN NE 68504
68505, 27	LINCOLN NE 68505
68506, 20	LINCOLN NE 68506
68508, 28	LINCOLN NE 68508
68516, 26	LINCOLN NE 68516
68845, 47-49	KEARNEY NE 68845
68901, 02, 53	HASTINGS NE 68901
70001, 04	METAIRIE LA 70001
70003, 33	METAIRIE LA 70003
70009-11	METAIRIE LA 70009
70043, 44	CHALMETTE LA 70043
70046, 82	DAVANT LA 70046
70053, 54, 56	GRETNA LA 70053
70058, 59	HARVEY LA 70058
70062, 63	KENNER LA 70062
70064, 65	KENNER LA 70065
70068, 69	LA PLACE LA 70068
70072, 73	MARRERO LA 70072
70081, 91	PILOTTOWN LA 70081
70094, 96	WESTWEGO LA 70094
70112, 62	NEW ORLEANS LA 70112
70113, 54, 58	NEW ORLEANS LA 70113
70114, 31, 74	NEW ORLEANS LA 70114
70115, 75	NEW ORLEANS LA 70115
70117, 77	NEW ORLEANS LA 70117
70118, 78	NEW ORLEANS LA 70118
70121, 81	NEW ORLEANS LA 70121
70123, 83	NEW ORLEANS LA 70123
70125, 85	NEW ORLEANS LA 70125
70126, 86	NEW ORLEANS LA 70126
70127, 28, 87	NEW ORLEANS LA 70128

Column A Destination ZIP Codes	Column B Label Container To
70145, 46, 49	NEW ORLEANS LA 70145
70150, 51, 53	NEW ORLEANS LA 70150
70156, 57	NEW ORLEANS LA 70156
70160, 61, 65	NEW ORLEANS LA 70160
70301, 02, 10	THIBODAUX LA 70301
70360, 63, 64	HOUMA LA 70360
70380, 81	MORGAN CITY LA 70380
70401, 03	HAMMOND LA 70401
70426, 67	ANGIE LA 70426
70433-35	COVINGTON LA 70433
70448, 70, 71	MANDEVILLE LA 70448
70421, 54	PONCHATOULA LA 70454
70458, 59, 61	SLIDELL LA 70458
70501, 02, 07	LAFAYETTE LA 70501
70503, 06, 96	LAFAYETTE LA 70503
70508, 98	LAFAYETTE LA 70508
70510, 11	ABBEVILLE LA 70510
70526, 27	CROWLEY LA 70526
70560, 62, 63	NEW IBERIA LA 70560
70570, 71	OPELOUSAS LA 70570
70601, 02	LAKE CHARLES LA 70601
70605-07	LAKE CHARLES LA 70605
70663-65	SULPHUR LA 70663
70707, 37	GONZALES LA 70707
70704, 14	BAKER LA 70714
70726, 27	DENHAM SPRINGS LA 70726
70764, 65	PLAQUEMINE LA 70764
70801, 02	BATON ROUGE LA 70801
70803, 94	BATON ROUGE LA 70803
70805, 12, 92	BATON ROUGE LA 70805
70806, 96	BATON ROUGE LA 70806
70807, 11, 74	BATON ROUGE LA 70807
70809, 10, 84	BATON ROUGE LA 70809
70814, 95	BATON ROUGE LA 70814
70816, 17, 79	BATON ROUGE LA 70817
70818, 37	BATON ROUGE LA 70818
70819, 27	BATON ROUGE LA 70819
70828, 98	BATON ROUGE LA 70898
71049, 50	LOGANSPORT LA 71049
71055, 58	MINDEN LA 71055
71105, 35	SHREVEPORT LA 71105
71106, 36	SHREVEPORT LA 71106
71108, 18	SHREVEPORT LA 71108
71109, 19, 29	SHREVEPORT LA 71109
71111, 71, 72	BOSSIER CITY LA 71111
71112, 13	BOSSIER CITY LA 71112
71201, 08, 09	MONROE LA 71201
71202, 10	MONROE LA 71202
71220, 21	BASTROP LA 71220
71270, 72, 73	RUSTON LA 71270
71282, 84	TALLULAH LA 71282
71291, 92	WEST MONROE LA 71291
71301, 02	ALEXANDRIA LA 71301
71346, 56	MORROW, LA 71356
71360, 61	PINEVILLE LA 71360
71411, 14	CAMPTI LA 71411
71425, 35	ENTERPRISE LA 71425
71449, 60	MANY LA 71449
71454, 81	MONTGOMERY LA 71454
71457, 58, 97	NATCHITOCHES LA 71457
71601, 11	PINE BLUFF AR 71601
71602, 12	PINE BLUFF AR 71602
71603, 13	PINE BLUFF AR 71603
71654, 66	MC GEHEE AR 71654
71655-57	MONTICELLO AR 71655
71701, 11	CAMDEN AR 71701
71730, 31	EL DORADO AR 71730
71721, 28, 43	GURDON AR 71743
71753, 54	MAGNOLIA AR 71753
71801, 02	HOPE AR 71801
71901-03, 09, 10	HOT SPRINGS AR 71901
71913, 14	HOT SPRINGS AR 71913
71923, 98, 99	ARKADELPHIA AR 71923
71932, 53	MENA AR 71953
72015, 18, 22	BENTON AR 72015
72032, 33, 35	CONWAY AR 72032
72076, 78, 99	JACKSONVILLE AR 72076
72101, 89	MC CRORY AR 72101
72104, 05	MALVERN AR 72104
72112, 69	NEWPORT AR 72112
72114, 15	NORTH LITTLE ROCK AR 72114
72116, 90	NORTH LITTLE ROCK AR 72116
72118, 99	NORTH LITTLE ROCK AR 72118
72120, 24	NORTH LITTLE ROCK AR 72120
72143, 45, 49	SEARCY AR 72143
72088, 72153	SHIRLEY AR 72153
72133, 60	STUTTGART AR 72160
72201, 02	LITTLE ROCK AR 72201
72204, 10, 14	LITTLE ROCK AR 72204
72206, 16	LITTLE ROCK AR 72206
72207, 17	LITTLE ROCK AR 72207
72209, 19	LITTLE ROCK AR 72209
72211, 21, 27	LITTLE ROCK AR 72211
72212, 22	LITTLE ROCK AR 72212
72301, 03	WEST MEMPHIS AR 72301
72315, 16, 19	BLYTHEVILLE AR 72315
72401, 04	JONESBORO AR 72401
72413, 24, 70	BIGGERS AR 72413
72422, 41	CORNING AR 72422
72428, 42	MANILA AR 72442
72436, 43	MARMADUKE AR 72443
72450, 51	PARAGOULD AR 72450
72455, 78	POCAHONTAS AR 72455
72459, 60	RAVENDEN AR 72459
72512, 36	FRANKLIN AR 72536
72525, 29, 42	HARDY AR 72542
72543, 45	HEBER SPRINGS AR 72543
72533, 60	MOUNTAIN VIEW AR 72560
72522, 79	SULPHUR ROCK AR 72579
72601, 02	HARRISON AR 72601
72613, 31	EUREKA SPRINGS AR 72631
72630, 44	LEAD HILL AR 72644
72645, 79	LESLIE AR 72645
72617, 39, 50	MARSHALL AR 72650
72653, 54	MOUNTAIN HOME AR 72653
72636, 75	SAINT JOE AR 72675
72701, 02, 04	FAYETTEVILLE AR 72701
72712, 14, 16	BENTONVILLE AR 72712
72756-58	ROGERS AR 72756
72762, 64	SPRINGDALE AR 72764
72801, 11	RUSSELLVILLE AR 72801
72802, 12	RUSSELLVILLE AR 72802
72830, 39, 54	CLARKSVILLE AR 72830
72901, 02, 16	FORT SMITH AR 72901
72903, 06, 13, 17, 19	FORT SMITH AR 72903
72904, 14	FORT SMITH AR 72904
72908, 18	FORT SMITH AR 72908
72905, 23	BARLING AR 72923
72930, 33	CHARLESTON AR 72933
72924, 26, 50, 58	WALDRON AR 72958
73018, 23	CHICKASHA OK 73018
73026, 69, 71	NORMAN OK 73026
73085, 99	YUKON OK 73085
73103, 06	OKLAHOMA CITY OK 73103
73104, 11, 17, 21, 41	OKLAHOMA CITY OK 73104
73108, 27, 28	OKLAHOMA CITY OK 73108
73109, 29, 49	OKLAHOMA CITY OK 73109
73110, 30, 50	OKLAHOMA CITY OK 73110

Column A Destination ZIP Codes	Column B Label Container To
73114, 16, 31, 51	OKLAHOMA CITY OK 73114
73115, 35	OKLAHOMA CITY OK 73115
73119, 79	OKLAHOMA CITY OK 73119
73120, 34	OKLAHOMA CITY OK 73120
73122, 32	OKLAHOMA CITY OK 73122
73139, 73	OKLAHOMA CITY OK 73139
73142, 62	OKLAHOMA CITY OK 73142
73160, 70	OKLAHOMA CITY OK 73160
73401-03	ARDMORE OK 73401
73501, 07	LAWTON OK 73501
73521, 22	ALTUS OK 73521
73533, 34	DUNCAN OK 73533
73644, 48	ELK CITY OK 73644
73701, 03	ENID OK 73701
73801, 02	WOODWARD OK 73801
74003-06	BARTLESVILLE OK 74003
74011, 13, 14	BROKEN ARROW OK 74011
74017, 18	CLAREMORE OK 74017
74066, 67	SAPULPA OK 74066
74074, 76	STILLWATER OK 74074
74075, 77, 78	STILLWATER OK 74075
74101, 02, 21, 82-84, 86, 87, 89, 92-94	TULSA OK 74101
74103, 19, 72	TULSA OK 74103
74104, 59	TULSA OK 74104
74105, 70	TULSA OK 74105
74106, 26, 48	TULSA OK 74106
74107, 31, 32, 57	TULSA OK 74107
74108, 28, 69	TULSA OK 74108
74110, 30	TULSA OK 74110
74112, 58	TULSA OK 74112
74115-17	TULSA OK 74115
74120, 50	TULSA OK 74120
74127, 49	TULSA OK 74127
74129, 34	TULSA OK 74129
74135, 53	TULSA OK 74135
74145-47, 55	TULSA OK 74145
74344, 45	GROVE OK 74344
74354, 55	MIAMI OK 74354
74361, 62	PRYOR OK 74361
74401-03	MUSKOGEE OK 74401
74432, 61	EUFAULA OK 74432
74441, 52	HULBERT OK 74441
74440, 62	STIGLER OK 74462
74444, 64, 65	TAHLEQUAH OK 74464
74467, 77	WAGONER OK 74467
74501, 02	MCALESTER OK 74501
74528, 53, 60, 76	KIOWA OK 74553
74601, 02, 04	PONCA CITY OK 74601
74701, 02	DURANT OK 74701
74801, 04	SHAWNEE OK 74801
74818, 68	SEMINOLE OK 74818
74820, 21	ADA OK 74820
75002, 13	ALLEN TX 75002
75006, 11	CARROLLTON TX 75006
75007, 08, 10	CARROLLTON TX 75007
75020, 21	DENISON TX 75020
75022, 27, 28	FLOWER MOUND TX 75028
75034, 35	FRISCO TX 75034
75016, 38, 39	IRVING TX 75038
75040, 46	GARLAND TX 75040
75041, 47	GARLAND TX 75041
75043, 49	GARLAND TX 75043
75044, 45, 48	GARLAND TX 75044
75050, 51, 53	GRAND PRAIRIE TX 75050
75052, 54	GRAND PRAIRIE TX 75052
75017, 60	IRVING TX 75060
75015, 61	IRVING TX 75061
75029, 57, 67	LEWISVILLE TX 75067
75069, 70, 71	MCKINNEY TX 75069
75026, 75	PLANO TX 75075
75080, 83	RICHARDSON TX 75080
75081, 82, 85	RICHARDSON TX 75081
75032, 87	ROCKWALL TX 75087
75030, 88, 89	ROWLETT TX 75088
75090-92	SHERMAN TX 75090
75104, 06	CEDAR HILL TX 75104
75109, 10, 51	CORSICANA TX 75110
75115, 23	DESOTO TX 75115
75116, 37, 38	DUNCANVILLE TX 75116
75119, 20	ENNIS TX 75119
75134, 46	LANCASTER TX 75134
75149, 81, 82, 85	MESQUITE TX 75149
75160, 61	TERRELL TX 75160
75165, 67, 68	WAXAHACHIE TX 75165
75202, 50	DALLAS TX 75202
75211, 33, 36, 49	DALLAS TX 75211
75214, 75359	DALLAS TX 75214
75210, 15, 23, 26, 46, 75315	DALLAS TX 75215
75203, 16, 39, 75339	DALLAS TX 75216
75220, 75354	DALLAS TX 75220
75222, 60, 62, 64, 67, 83, 84, 86, 94, 95, 75301, 03, 10, 23, 26, 46, 50, 53	DALLAS TX 75222
75224, 32, 37, 75376	DALLAS TX 75224
75228, 75357	DALLAS TX 75228
75229, 75378	DALLAS TX 75229
75231, 75382	DALLAS TX 75231
75235, 45, 75390	DALLAS TX 75235
75238, 75355	DALLAS TX 75238
75240, 75380, 87	DALLAS TX 75240
75243, 75374	DALLAS TX 75243
75207, 12, 47, 75356	DALLAS TX 75247
75248, 75379	DALLAS TX 75248
75253, 75336	DALLAS TX 75253
75287, 75370	DALLAS TX 75287
75401, 02	GREENVILLE TX 75401
75428, 29	COMMERCE TX 75428
75455, 56	MOUNT PLEASANT TX 75455
75460-62	PARIS TX 75460
75482, 83	SULPHUR SPRINGS TX 75482
75501, 03	TEXARKANA TX 75501
75601-03, 07	LONGVIEW TX 75602
75604, 05, 08, 15	LONGVIEW TX 75604
75644, 45	GILMER TX 75644
75652-54	HENDERSON TX 75652
75662, 63	KILGORE TX 75662
75670-72	MARSHALL TX 75670
75701, 07, 11, 98, 99	TYLER TX 75701
75702, 04-06, 08, 12	TYLER TX 75702
75703, 09	TYLER TX 75703
75751, 52	ATHENS TX 75751
75801, 02, 03, 82	PALESTINE TX 75801
75880, 84, 86	TENNESSEE COLONY TX 75880
75901-04, 15	LUFKIN TX 75904
75961-65	NACOGDOCHES TX 75961
75979, 90	WOODVILLE TX 75979
76004, 13	ARLINGTON TX 76004
76006, 11	ARLINGTON TX 76011
76002, 14, 18, 96	ARLINGTON TX 76014
76001, 16, 17	ARLINGTON TX 76017
76020, 98	AZLE TX 76020
76021, 22, 95	BEDFORD TX 76021
76028, 97	BURLESON TX 76028
76031, 33	CLEBURNE TX 76031
76039, 40	EULESS TX 76039
76051, 99	GRAPEVINE TX 76051

Column A Destination ZIP Codes	Column B Label Container To
76067, 68	MINERAL WELLS TX 76067
76085-88	WEATHERFORD TX 76086
76103, 05	FORT WORTH TX 76105
76109, 85	FORT WORTH TX 76109
76115, 34	FORT WORTH TX 76115
76116, 21	FORT WORTH TX 76116
76118, 80-82	FORT WORTH TX 76118
76120, 24	FORT WORTH TX 76120
76129, 30	FORT WORTH TX 76129
76123, 32, 62	FORT WORTH TX 76132
76133, 63	FORT WORTH TX 76133
76135, 36	FORT WORTH TX 76135
76177, 78	FORT WORTH TX 76177
76131, 79	FORT WORTH TX 76179
76262, 99	ROANOKE TX 76262
76263, 72	VALLEY VIEW TX 76272
76302, 10	WICHITA FALLS TX 76302
76305, 06, 09	WICHITA FALLS TX 76305
76384, 85	VERNON TX 76384
76501-04	TEMPLE TX 76501
76520, 55	CAMERON TX 76520
76528, 52, 96-99	GATESVILLE TX 76528
76540, 41, 43	KILLEEN TX 76540
76542, 47, 48	KILLEEN TX 76542
76701, 03, 06, 11	WACO TX 76701
76704, 05, 15	WACO TX 76704
76707, 08	WACO TX 76707
76710, 14	WACO TX 76710
76801-04	BROWNWOOD TX 76801
76821, 65	BALLINGER TX 76821
76825, 42, 52, 67, 69, 85, 87	BRADY TX 76825
76834, 73	COLEMAN TX 76834
76837, 62	EDEN TX 76837
76844, 70, 80	GOLDTHWAITE TX 76844
76849, 74, 83	JUNCTION TX 76849
76824, 53	LOMETA TX 76853
76820, 31, 56	MASON TX 76856
76841, 48, 59	MENARD TX 76859
76861, 86	MILES TX 76861
76901, 08, 09	SAN ANGELO TX 76901
76903, 05	SAN ANGELO TX 76903
76904, 06, 39	SAN ANGELO TX 76904
76945, 49	ROBERT LEE TX 76945
77002, 10	HOUSTON TX 77002
77004, 77288	HOUSTON TX 77004
77006, 77266	HOUSTON TX 77006
77009, 77249	HOUSTON TX 77009
77011, 12	HOUSTON TX 77011
77013, 29, 77229	HOUSTON TX 77013
77014, 66, 68, 77268	HOUSTON TX 77014
77015, 77213	HOUSTON TX 77015
77016, 50	HOUSTON TX 77016
77017, 61, 87	HOUSTON TX 77017
77018, 92, 77292	HOUSTON TX 77018
77019, 77219	HOUSTON TX 77019
77020, 77220	HOUSTON TX 77020
77021, 77221	HOUSTON TX 77021
77022, 77222	HOUSTON TX 77022
77003, 23, 77223, 61	HOUSTON TX 77023
77024, 77224, 79	HOUSTON TX 77024
77025, 77225	HOUSTON TX 77025
77026, 77226	HOUSTON TX 77026
77027, 46, 77227, 56	HOUSTON TX 77027
77028, 44, 49, 78, 77228	HOUSTON TX 77028
77034, 77234	HOUSTON TX 77034
77036, 77236	HOUSTON TX 77036
77037, 76, 77238, 91	HOUSTON TX 77037
77039, 93, 77293	HOUSTON TX 77039
77040, 65	HOUSTON TX 77040
77042, 77242	HOUSTON TX 77042
77045, 47, 53, 85, 77245	HOUSTON TX 77045
77033, 48, 51, 77233	HOUSTON TX 77051
77030, 54, 77230	HOUSTON TX 77054
77055, 77255	HOUSTON TX 77055
77057, 77237, 57	HOUSTON TX 77057
77058, 77258	HOUSTON TX 77058
77038, 60	HOUSTON TX 77060
77059, 62, 77259, 89	HOUSTON TX 77062
77063, 77263	HOUSTON TX 77063
77032, 67	HOUSTON TX 77067
77064, 69, 70, 77269	HOUSTON TX 77070
77031, 71, 77271	HOUSTON TX 77071
77072, 83, 99, 77272	HOUSTON TX 77072
77074, 77274	HOUSTON TX 77074
77075, 89, 77275	HOUSTON TX 77075
77077, 82, 77244, 82	HOUSTON TX 77077
77079, 94	HOUSTON TX 77079
77043, 80, 77243, 80	HOUSTON TX 77080
77084, 77284	HOUSTON TX 77084
77073, 90, 77273, 90	HOUSTON TX 77090
77086, 91	HOUSTON TX 77091
77098, 77254	HOUSTON TX 77098
77217, 87	HOUSTON TX 77217
77231, 35	HOUSTON TX 77231
77240, 41	HOUSTON TX 77240
77301, 02, 05	CONROE TX 77301
77303, 84, 85	CONROE TX 77303
77304, 06	CONROE TX 77304
77327, 28	CLEVELAND TX 77327
77338, 46, 47, 96	HUMBLE TX 77338
77325, 39, 45	HUMBLE TX 77339
77320, 40	HUNTSVILLE TX 77340
77342, 49	HUNTSVILLE TX 77342
77343, 44, 48	HUNTSVILLE TX 77343
77351, 99	LIVINGSTON TX 77351
77354, 55	MAGNOLIA TX 77355
77316, 56	MONTGOMERY TX 77356
77373, 83, 88	SPRING TX 77373
77375, 77	TOMBALL TX 77375
77318, 78	WILLIS TX 77378
77379, 89, 91	SPRING TX 77379
77380, 86, 87	SPRING TX 77380
77381, 82, 93	SPRING TX 77381
77401, 02	BELLAIRE TX 77401
77404, 14	BAY CITY TX 77414
77410, 29, 33	CYPRESS TX 77429
77449, 50, 91	KATY TX 77450
77459, 89	MISSOURI CITY TX 77459
77406, 77469	RICHMOND TX 77469
77477, 97	STAFFORD TX 77477
77478, 87	SUGAR LAND TX 77478
77479, 96	SUGAR LAND TX 77479
77492-94	KATY TX 77492
77501, 02, 06	PASADENA TX 77501
77503-05, 07, 08	PASADENA TX 77504
77511, 12	ALVIN TX 77511
77515, 16	ANGLETON TX 77515
77521, 22	BAYTOWN TX 77521
77541, 42	FREEPORT TX 77541
77546, 49	FRIENDSWOOD TX 77546
77550, 53, 55	GALVESTON TX 77550
77551, 52, 54	GALVESTON TX 77551
77571, 72	LA PORTE TX 77571
77573, 74	LEAGUE CITY TX 77573
77581, 84, 88	PEARLAND TX 77581
77590-92	TEXAS CITY TX 77590
77630-32	ORANGE TX 77630

Column A Destination ZIP Codes	Column B Label Container To
77640-42	PORT ARTHUR TX 77640
77662, 70	VIDOR TX 77662
77703, 08	BEAUMONT TX 77703
77705, 25	BEAUMONT TX 77705
77706, 13, 26	BEAUMONT TX 77706
77701, 02, 07, 20	BEAUMONT TX 77707
77801-03, 05-08	BRYAN TX 77801
77833, 34	BRENHAM TX 77833
77840, 42-45	COLLEGE STATION TX 77840
77868, 69	NAVASOTA TX 77868
78006, 15	BOERNE TX 78006
78028, 29	KERRVILLE TX 78028
78041, 45	LAREDO TX 78041
78043, 46	LAREDO TX 78043
78070, 78163	SPRING BRANCH TX 78070
78102, 04	BEEVILLE TX 78102
78130, 32, 33	NEW BRAUNFELS TX 78130
78148, 50	UNIVERSAL CITY TX 78148
78202, 04	SAN ANTONIO TX 78202
78203, 10	SAN ANTONIO TX 78203
78205, 06	SAN ANTONIO TX 78205
78208, 09	SAN ANTONIO TX 78209
78211, 25, 26	SAN ANTONIO TX 78211
78212, 15	SAN ANTONIO TX 78212
78219, 20	SAN ANTONIO TX 78219
78221, 24, 64	SAN ANTONIO TX 78221
78222, 44, 63	SAN ANTONIO TX 78222
78227, 42	SAN ANTONIO TX 78227
78230, 48	SAN ANTONIO TX 78230
78233, 39, 66	SAN ANTONIO TX 78233
78245, 51, 52	SAN ANTONIO TX 78245
78249, 55-57	SAN ANTONIO TX 78249
78250, 53, 54	SAN ANTONIO TX 78250
78258-61	SAN ANTONIO TX 78258
78284-86	SAN ANTONIO TX 78284
78291-99	SAN ANTONIO TX 78291
78332, 33	ALICE TX 78332
78335, 36	ARANSAS PASS TX 78335
78363, 64	KINGSVILLE TX 78363
78381, 82	ROCKPORT TX 78381
78401-03, 07, 08, 70, 71, 73-77	CORPUS CHRISTI TX 78401
78404, 63	CORPUS CHRISTI TX 78404
78405, 65	CORPUS CHRISTI TX 78405
78406, 09, 10, 26, 60	CORPUS CHRISTI TX 78406
78411, 66	CORPUS CHRISTI TX 78411
78412, 14, 68	CORPUS CHRISTI TX 78412
78413, 27, 72	CORPUS CHRISTI TX 78413
78415-17, 67	CORPUS CHRISTI TX 78415
78418, 80	CORPUS CHRISTI TX 78418
78613, 30	CEDAR PARK TX 78613
78626-28	GEORGETOWN TX 78626
78641, 46	LEANDER TX 78641
78660, 91	PFLUGERVILLE TX 78660
78664, 83	ROUND ROCK TX 78664
78666, 67	SAN MARCOS TX 78666
78680, 81	ROUND ROCK TX 78680
78702, 21, 22	AUSTIN TX 78702
78705, 51	AUSTIN TX 78705
78717, 26, 29, 50	AUSTIN TX 78717
78719, 41, 42, 44	AUSTIN TX 78719
78723-25	AUSTIN TX 78723
78727, 58	AUSTIN TX 78727
78728, 53	AUSTIN TX 78728
78730, 31	AUSTIN TX 78730
78732, 34, 38	AUSTIN TX 78732
78733, 46	AUSTIN TX 78733
78735-37	AUSTIN TX 78735
78739, 49	AUSTIN TX 78739
78747, 48	AUSTIN TX 78747
78752, 54	AUSTIN TX 78752
78756, 57	AUSTIN TX 78756
78801, 02	UVALDE TX 78801
78840, 42, 43, 47	DEL RIO TX 78840
78852, 53	EAGLE PASS TX 78852
79007, 08	BORGER TX 79007
79042, 94	HAPPY TX 79042
79002, 57	MCLEAN TX 79057
79065, 66	PAMPA TX 79065
79072, 73	PLAINVIEW TX 79072
79077, 79	SHAMROCK TX 79079
79101-04	AMARILLO TX 79101
79106, 19, 21, 24	AMARILLO TX 79106
79107, 08, 11	AMARILLO TX 79107
79110, 18	AMARILLO TX 79110
79201, 22, 38	CHILDRESS TX 79201
79224, 48	PADUCAH TX 79248
79316, 76	BROWNFIELD TX 79316
79336, 38	LEVELLAND TX 79336
79320, 26, 39, 53	LITTLEFIELD TX 79339
79324, 46	MORTON TX 79346
79364, 66	SLATON TX 79364
79401, 03, 05, 11, 15	LUBBOCK TX 79401
79407, 14	LUBBOCK TX 79407
79406, 09	LUBBOCK TX 79409
79412, 23, 52	LUBBOCK TX 79412
79413, 93	LUBBOCK TX 79413
79424, 64	LUBBOCK TX 79424
79549, 50	SNYDER TX 79549
79601, 04, 98, 99	ABILENE TX 79601
79602, 03	ABILENE TX 79602
79605, 07, 08, 97	ABILENE TX 79605
79701, 06	MIDLAND TX 79701
79703, 07	MIDLAND TX 79703
79711, 12	MIDLAND TX 79711
79763, 66	ODESSA TX 79763
79764, 65	ODESSA TX 79764
79903, 23	EL PASO TX 79903
79905, 95	EL PASO TX 79905
79906, 08, 16, 18	EL PASO TX 79906
79927-29	EL PASO TX 79927
79930, 31	EL PASO TX 79930
79935, 37	EL PASO TX 79935
79938, 96	EL PASO TX 79938
79940-55, 58, 60, 61, 76, 78, 80, 99	EL PASO TX 79940
80001, 02, 04	ARVADA CO 80001
80003, 05, 07, 08	ARVADA CO 80003
80010, 40	AURORA CO 80010
80011, 18, 19, 42	AURORA CO 80011
80012, 41	AURORA CO 80012
80013, 14, 44	AURORA CO 80013
80015, 16, 46	AURORA CO 80015
80017, 47	AURORA CO 80017
80020, 21	BROOMFIELD CO 80020
80022, 37	COMMERCE CITY CO 80022
80027, 28	LOUISVILLE CO 80027
80030, 36	WESTMINSTER CO 80030
80031, 35	WESTMINSTER CO 80031
80033, 34	WHEAT RIDGE CO 80033
80110, 50	ENGLEWOOD CO 80110
80111, 55	ENGLEWOOD CO 80111
80120, 60	LITTLETON CO 80120
80121, 22, 61	LITTLETON CO 80121
80123, 62	LITTLETON CO 80123
80124, 26, 29, 30, 63	LITTLETON CO 80124
80125, 27, 28	LITTLETON CO 80127
80134, 38	PARKER CO 80134

Column A Destination ZIP Codes	Column B Label Container To
80201, 02, 57, 59, 65, 90, 93, 94, 99	DENVER CO 80202
80203, 64, 73, 95	DENVER CO 80203
80208, 10, 50	DENVER CO 80210
80215, 25, 26, 28	LAKEWOOD CO 80215
80217, 44, 52, 54-56, 61, 63, 66, 70, 71, 74, 75	DENVER CO 80217
80220, 30, 62, 79, 80	DENVER CO 80220
80222, 24	DENVER CO 80222
80227, 32, 35, 36	DENVER CO 80227
80231, 37, 51	DENVER CO 80231
80233, 41	NORTHGLENN CO 80233
80238, 39, 49	DENVER CO 80239
80302, 06	BOULDER CO 80302
80303, 04	BOULDER CO 80303
80305, 07	BOULDER CO 80305
80308-10	BOULDER CO 80308
80321-23, 28	BOULDER CO 80321
80401-03, 19	GOLDEN CO 80401
80432, 40	FAIRPLAY CO 80432
80437, 39	EVERGREEN CO 80439
80477, 87, 88	STEAMBOAT SPRINGS CO 80488
80501-04	LONGMONT CO 80501
80521, 22, 24	FORT COLLINS CO 80521
80525-28, 53	FORT COLLINS CO 80525
80538, 39	LOVELAND CO 80538
80601-03	BRIGHTON CO 80601
80631, 32, 38, 39	GREELEY CO 80631
80633, 34	GREELEY CO 80634
80701, 05	FORT MORGAN CO 80701
80863, 66	WOODLAND PARK CO 80863
80901, 03, 05, 44, 46	COLORADO SPRINGS CO 80903
80904, 34	COLORADO SPRINGS CO 80904
80906, 37, 60	COLORADO SPRINGS CO 80906
80907, 33	COLORADO SPRINGS CO 80907
80908, 20, 21	COLORADO SPRINGS CO 80908
80909, 32	COLORADO SPRINGS CO 80909
80910, 35, 40, 41, 95	COLORADO SPRINGS CO 80910
80911, 25, 31, 77	COLORADO SPRINGS CO 80911
80913, 26	COLORADO SPRINGS CO 80913
80912, 14	COLORADO SPRINGS CO 80914
80915, 16, 22, 28, 29, 30	COLORADO SPRINGS CO 80915
80917, 18, 36	COLORADO SPRINGS CO 80918
81005, 06	PUEBLO CO 81005
81003, 07-10	PUEBLO CO 81008
81147, 57	PAGOSA SPRINGS CO 81147
81301-03	DURANGO CO 81301
81401, 02	MONTROSE CO 81401
81501-06	GRAND JUNCTION CO 81501
81601, 02	GLENWOOD SPRINGS CO 81601
81611, 12	ASPEN CO 81611
81625, 26	CRAIG CO 81625
81657, 58	VAIL CO 81657
82001-03, 05, 06	CHEYENNE WY 82001
82007-10	CHEYENNE WY 82007
82071-73	LARAMIE WY 82071
82501, 10	RIVERTON WY 82501
82601, 02, 04, 09	CASPER WY 82601
82716-18	GILLETTE WY 82716
82901, 02	ROCK SPRINGS WY 82901
82930, 31	EVANSTON WY 82930
83201-05, 09	POCATELLO ID 83201
83226, 29	CHALLIS ID 83226
83243, 52	MALAD CITY ID 83252
83220, 54	MONTPELIER ID 83254
83233, 61	PARIS ID 83261
83276, 85	SODA SPRINGS ID 83276
83301, 03	TWIN FALLS ID 83301
83322, 27	FAIRFIELD ID 83327
83324, 52	SHOSHONE ID 83352
83353, 54	SUN VALLEY ID 83353
83401-06, 15	IDAHO FALLS ID 83401
83423, 46	DUBOIS ID 83423
83440, 41, 60	REXBURG ID 83440
83424, 52	TETONIA ID 83452
83463, 66, 69	NORTH FORK ID 83466
83522, 33, 38	COTTONWOOD ID 83522
83524, 48	CULDESAC ID 83524
83530, 31	GRANGEVILLE ID 83530
83540, 51	LAPWAI ID 83540
83605-07	CALDWELL ID 83605
83610, 43	CAMBRIDGE ID 83610
83612, 20	COUNCIL ID 83612
83617, 70	EMMETT ID 83617
83622, 37	GARDEN VALLEY ID 83622
83601, 31, 66	IDAHO CITY ID 83631
83642, 80	MERIDIAN ID 83642
83651-53, 86, 87	NAMPA ID 83651
83636, 55	NEW PLYMOUTH ID 83655
83704, 11, 13, 88	BOISE ID 83704
83709, 19	BOISE ID 83709
83716, 17	BOISE ID 83716
83814-16	COEUR D ALENE ID 83814
83812, 30	FERNWOOD ID 83830
83843, 72	MOSCOW ID 83843
83854, 77	POST FALLS ID 83854
83873, 74	WALLACE ID 83873
84003, 04	AMERICAN FORK UT 84003
84010, 11	BOUNTIFUL UT 84010
84015, 56, 89	CLEARFIELD UT 84015
84016, 75	CLEARFIELD UT 84016
84026, 39, 63, 76, 85	FORT DUCHESNE UT 84026
84036, 61	KAMAS UT 84036
84040, 41	LAYTON UT 84041
84018, 50	MORGAN UT 84050
84057, 59	OREM UT 84057
84042, 62	PLEASANT GROVE UT 84062
84060, 68	PARK CITY UT 84068
84070, 91, 94	SANDY UT 84070
84008, 78, 79	VERNAL UT 84078
84034, 83	WENDOVER UT 84083
84084, 88	WEST JORDAN UT 84088
84092, 93	SANDY UT 84092
84058, 97	OREM UT 84097
84101, 44, 80	SALT LAKE CITY UT 84101
84106, 52	SALT LAKE CITY UT 84106
84107, 57	MURRAY UT 84107
84108, 12, 13, 32, 48, 58	SALT LAKE CITY UT 84108
84110, 36, 39, 43, 45, 51	SALT LAKE CITY UT 84110
84111, 33, 38	SALT LAKE CITY UT 84111
84115, 90	SALT LAKE CITY UT 84115
84117, 24	SALT LAKE CITY UT 84117
84120, 28, 70	WEST VALLEY CITY UT 84120
84121, 71	SALT LAKE CITY UT 84121
84114, 25-27, 30, 31, 35, 37, 40-42, 50, 84	SALT LAKE CITY UT 84125
84304, 09, 24	CACHE JUNCTION UT 84304
84321-23	LOGAN UT 84321
84201, 44, 84401, 02, 07, 09	OGDEN UT 84401
84403, 15	OGDEN UT 84403
84404, 12, 14	OGDEN UT 84404
84405, 08	OGDEN UT 84405
84511, 33	BLANDING UT 84511
84526, 29	HELPER UT 84526
84601, 03, 06	PROVO UT 84601
84602, 04	PROVO UT 84604
84623, 46	MORONI UT 84646

Column A Destination ZIP Codes	Column B Label Container To
84663, 64	SPRINGVILLE UT 84663
84713, 31	BEAVER UT 84713
84720, 21	CEDAR CITY UT 84720
84722, 42, 81	CENTRAL UT 84722
84737, 84	HURRICANE UT 84737
84739, 54, 66	MONROE UT 84754
84716-18, 26, 36, 59, 64, 76	PANGUITCH UT 84759
84719, 61	PAROWAN UT 84761
84738, 65	SANTA CLARA UT 84765
84770, 71	SAINT GEORGE UT 84770
84790, 91	SAINT GEORGE UT 84790
85001, 02, 30	PHOENIX AZ 85001
85003, 25	PHOENIX AZ 85003
85004, 73	PHOENIX AZ 85004
85019, 31, 43	PHOENIX AZ 85019
85035, 37	PHOENIX AZ 85035
85036, 74	PHOENIX AZ 85036
85038, 62, 72, 99	PHOENIX AZ 85038
85045, 48	PHOENIX AZ 85045
85046, 78	PHOENIX AZ 85046
85061, 79	PHOENIX AZ 85061
85086, 87	PHOENIX AZ 85086
85217, 78	APACHE JUNCTION AZ 85217
85248, 49	CHANDLER AZ 85248
85255, 62	SCOTTSDALE AZ 85255
85256, 57	SCOTTSDALE AZ 85256
85259, 63, 64, 68	SCOTTSDALE AZ 85259
85283, 84	TEMPE AZ 85283
85303, 05, 07	GLENDALE AZ 85303
85374, 79	SUN CITY WEST AZ 85374
85381, 82	PEORIA AZ 85381
85635, 50	SIERRA VISTA AZ 85635
85713, 14	TUCSON AZ 85713
85715, 50	TUCSON AZ 85715
85730, 47, 48	TUCSON AZ 85730
85735, 36, 46	TUCSON AZ 85735
85737, 39	TUCSON AZ 85737
85741, 43	TUCSON AZ 85741
86339, 40	SEDONA AZ 86339
87107, 13	ALBUQUERQUE NM 87107
87401, 02	FARMINGTON NM 87401
87510, 16	ABIQUIU NM 87510
87521, 76	CHAMISAL NM 87521
88001, 11	LAS CRUCES NM 88001
88005, 12	LAS CRUCES NM 88005
88061, 62	SILVER CITY NM 88061
88201, 03	ROSWELL NM 88201
88510-95	EL PASO TX 88510
89005, 06	BOULDER CITY NV 89005
89014, 53	HENDERSON NV 89014
89009, 11, 15	HENDERSON NV 89015
89019, 26	JEAN NV 89019
89028, 29	LAUGHLIN NV 89029
89030, 36	NORTH LAS VEGAS NV 89030
89031-34	NORTH LAS VEGAS NV 89031
89049, 50	TONOPAH NV 89049
89102, 26, 46	LAS VEGAS NV 89102
89103, 73	LAS VEGAS NV 89103
89104, 16, 85	LAS VEGAS NV 89104
89101, 06, 27, 55	LAS VEGAS NV 89106
89109, 19, 32, 70	LAS VEGAS NV 89109
89113, 48, 80	LAS VEGAS NV 89113
89114, 18	LAS VEGAS NV 89114
89115, 56	LAS VEGAS NV 89115
89117, 35, 47	LAS VEGAS NV 89117
89120, 23, 39, 41	LAS VEGAS NV 89120
89112, 21	LAS VEGAS NV 89121
89122, 42	LAS VEGAS NV 89122
89128, 45	LAS VEGAS NV 89128
89129, 33, 49	LAS VEGAS NV 89129
89130, 31, 43	LAS VEGAS NV 89130
89134, 37, 38, 44	LAS VEGAS NV 89134
89150, 63, 64, 77, 93, 99	LAS VEGAS NV 89199
89415, 16	HAWTHORNE NV 89415
89431, 32	SPARKS NV 89431
89434-36	SPARKS NV 89434
89443, 47	YERINGTON NV 89447
89501, 04, 05, 12	RENO NV 89501
89502, 09, 20, 95	RENO NV 89502
89701, 03, 05	CARSON CITY NV 89701
89706, 21	CARSON CITY NV 89706
90008, 56	LOS ANGELES CA 90008
90009, 80	LOS ANGELES CA 90009
90005, 10, 20, 70, 75	LOS ANGELES CA 90010
90015, 79	LOS ANGELES CA 90015
90017, 71	LOS ANGELES CA 90017
90027, 72	LOS ANGELES CA 90027
90028, 68, 78	LOS ANGELES CA 90028
90040, 91	LOS ANGELES CA 90040
90045, 83	LOS ANGELES CA 90045
90046, 93	LOS ANGELES CA 90046
90601, 08	WHITTIER CA 90601
90602-07, 09, 10	WHITTIER CA 90602
90620-24	BUENA PARK CA 90620
90631-33	LA HABRA CA 90631
90637-39	LA MIRADA CA 90637
90650-52	NORWALK CA 90650
90660-62, 65	PICO RIVERA CA 90660
90701-03	ARTESIA CA 90701
90706, 07	BELLFLOWER CA 90706
90711-14	LAKEWOOD CA 90712
90715, 16	LAKEWOOD CA 90715
90720, 21	LOS ALAMITOS CA 90720
90731-34	SAN PEDRO CA 90731
90744, 48	WILMINGTON CA 90744
90745, 47, 49	CARSON CA 90745
90803, 53	LONG BEACH CA 90803
91001, 03	ALTADENA CA 91001
91006, 07, 66, 77	ARCADIA CA 91006
91009, 10	DUARTE CA 91010
91011, 12, 20, 23	FLINTRIDGE CA 91011
91016, 17	MONROVIA CA 91016
91024, 25	SIERRA MADRE CA 91024
91030, 31	SOUTH PASADENA CA 91030
91040, 41	SUNLAND CA 91040
91042, 43	TUJUNGA CA 91042
91104, 14	PASADENA CA 91104
91107, 17	PASADENA CA 91107
91108, 18	PASADENA CA 91108
91201, 21	GLENDALE CA 91201
91202, 22	GLENDALE CA 91202
91204, 05, 25	GLENDALE CA 91204
91206, 26	GLENDALE CA 91206
91203, 07, 09, 10	GLENDALE CA 91209
91214, 24	GLENDALE CA 91214
91301, 76, 77	AGOURA HILLS CA 91301
91302, 72, 99	WOODLAND HILLS CA 91302
91303-05, 09	CANOGA PARK CA 91304
91306, 96	CANOGA PARK CA 91306
91307, 08	CANOGA PARK CA 91307
91311-13	CHATSWORTH CA 91311
91316, 91416, 26	ENCINO CA 91316
91319, 20	NEWBURY PARK CA 91320
91321, 22, 81	SANTA CLARITA CA 91321
91324, 25, 28-30	NORTHRIDGE CA 91324
91326, 27	NORTHRIDGE CA 91326
91331, 33, 34	PACOIMA CA 91331

Column A Destination ZIP Codes	Column B Label Container To
91335, 37	RESEDA CA 91335
91340, 42, 92	SYLMAR CA 91342
91343, 93	NORTH HILLS CA 91343
91341, 44-46, 94, 95	SAN FERNANDO CA 91344
91310, 50, 80, 84	SANTA CLARITA CA 91350
91351, 86	SANTA CLARITA CA 91351
91352, 53	SUN VALLEY CA 91352
91354, 55, 85	SANTA CLARITA CA 91354
91356, 57	TARZANA CA 91356
91358-60, 63	THOUSAND OAKS CA 91360
91364, 65, 71	WOODLAND HILLS CA 91364
91401, 04, 07, 08	VAN NUYS CA 91401
91402, 12	VAN NUYS CA 91402
91403, 13, 23	VAN NUYS CA 91403
91501-04, 07, 08	BURBANK CA 91501
91505, 06, 10, 21-23	BURBANK CA 91505
91601-03, 10	N HOLLYWOOD CA 91601
91604, 14	N HOLLYWOOD CA 91604
91605, 06, 08, 09, 15, 16, 18	N HOLLYWOOD CA 91605
91607, 17	N HOLLYWOOD CA 91607
91701, 29, 30, 37	RANCHO CUCAMONGA CA 91701
91708, 10	CHINO CA 91708
91714-16, 35	CITY OF INDUSTRY CA 91714
91722, 24	COVINA CA 91722
91731-34	EL MONTE CA 91731
91740, 41	GLENDORA CA 91740
91744-49	LA PUENTE CA 91744
91711, 50	LA VERNE CA 91750
91754-56	MONTEREY PARK CA 91754
91758, 61, 64, 98	ONTARIO CA 91758
91766-68	POMONA CA 91766
91770-72	ROSEMEAD CA 91770
91775, 76, 78	SAN GABRIEL CA 91775
91784-86	UPLAND CA 91784
91788, 89, 95	WALNUT CA 91788
91790-93	WEST COVINA CA 91790
91801, 02, 41	ALHAMBRA CA 91801
91901, 03	ALPINE CA 91901
91902, 08	BONITA CA 91902
91910-12	CHULA VISTA CA 91910
91913-15, 21	CHULA VISTA CA 91915
91932, 33	IMPERIAL BEACH CA 91932
91941, 44	LA MESA CA 91941
91945, 46	LEMON GROVE CA 91945
91950, 51	NATIONAL CITY CA 91950
91977-79	SPRING VALLEY CA 91977
92008, 18	CARLSBAD CA 92008
92009, 13	CARLSBAD CA 92009
92019, 20, 22, 90	EL CAJON CA 92020
92023, 24	ENCINITAS CA 92024
92025, 29, 46	ESCONDIDO CA 92025
92026, 27, 30	ESCONDIDO CA 92026
92028, 88	FALLBROOK CA 92028
92051, 54	OCEANSIDE CA 92054
92052, 56, 57	OCEANSIDE CA 92056
92064, 74	POWAY CA 92064
92066, 86	WARNER SPRINGS CA 92066
92069, 78, 79, 96	SAN MARCOS CA 92069
92071, 72	SANTEE CA 92071
92101, 12	SAN DIEGO CA 92101
92103, 63	SAN DIEGO CA 92103
92104, 64	SAN DIEGO CA 92104
92105, 65	SAN DIEGO CA 92105
92106, 66	SAN DIEGO CA 92106
92107, 67	SAN DIEGO CA 92107
92109, 69	SAN DIEGO CA 92109
92111, 71	SAN DIEGO CA 92111
92113, 70	SAN DIEGO CA 92113
92115, 75	SAN DIEGO CA 92115
92116, 76	SAN DIEGO CA 92116
92117, 77	SAN DIEGO CA 92117
92118, 78	SAN DIEGO CA 92118
92119, 59	SAN DIEGO CA 92119
92120, 60, 90	SAN DIEGO CA 92120
92121, 30, 91	SAN DIEGO CA 92121
92123, 93, 94	SAN DIEGO CA 92123
92126, 96	SAN DIEGO CA 92126
92127, 28	SAN DIEGO CA 92128
92137, 38, 86	SAN DIEGO CA 92138
92139, 49	SAN DIEGO CA 92139
92150, 99	SAN DIEGO CA 92150
92143, 73	SAN YSIDRO CA 92173
92607, 77	LAGUNA BEACH CA 92607
92609, 30	EL TORO CA 92609
92615, 46	HUNTINGTON BEACH CA 92615
92602-04, 12, 18-20	IRVINE CA 92619
92606, 14, 23	IRVINE CA 92623
92626, 28	COSTA MESA CA 92626
92624, 29	DANA POINT CA 92629
92605, 47-49	HUNTINGTON BEACH CA 92647
92651, 52	LAGUNA BEACH CA 92651
92653, 54	LAGUNA HILLS CA 92654
92656, 98	ALISO VIEJO CA 92656
92625, 57, 58, 60, 62	NEWPORT BEACH CA 92658
92659, 61, 63	NEWPORT BEACH CA 92659
92672, 74	SAN CLEMENTE CA 92674
92655, 83-85	WESTMINSTER CA 92683
92610, 78, 79, 88	RCHO STA MARGARITA CA 92688
92675, 90-94	MISSION VIEJO CA 92690
92701, 02	SANTA ANA CA 92701
92704, 07	SANTA ANA CA 92704
92708, 28	FOUNTAIN VALLEY CA 92708
92705, 11	SANTA ANA CA 92711
92780-82	TUSTIN CA 92780
92697, 92799	SANTA ANA CA 92799
92801, 03, 05, 15, 25	ANAHEIM CA 92801
92802, 12	ANAHEIM CA 92802
92804, 14	ANAHEIM CA 92804
92806, 16	ANAHEIM CA 92806
92807, 08, 17	ANAHEIM CA 92817
92821-23	BREA CA 92821
92831, 32, 34	FULLERTON CA 92834
92833, 37	FULLERTON CA 92837
92835, 38	FULLERTON CA 92838
92840-44	GARDEN GROVE CA 92842
92845, 46	GARDEN GROVE CA 92845
92861-69	ORANGE CA 92863
92870, 71	PLACENTIA CA 92870
92877, 79, 81, 83	CORONA CA 92877
92878, 80, 82	CORONA CA 92878
92885-87	YORBA LINDA CA 92885
93001, 02	VENTURA CA 93001
93010-12	CAMARILLO CA 93010
93013, 14	CARPINTERIA CA 93014
93015, 16	FILLMORE CA 93015
93020, 21	MOORPARK CA 93021
93023, 24	OJAI CA 93023
93030-32	OXNARD CA 93030
93033, 34	OXNARD CA 93033
93041, 43, 44	PORT HUENEME CA 93041
93060, 61	SANTA PAULA CA 93060
93062-64	SIMI VALLEY CA 93063
93065, 94, 99	SIMI VALLEY CA 93065
93101, 02, 20, 21, 90	SANTA BARBARA CA 93101
93103, 08, 40	SANTA BARBARA CA 93103
93105, 50	SANTA BARBARA CA 93105
93109, 30	SANTA BARBARA CA 93109

Column A Destination ZIP Codes	Column B Label Container To
93110, 11, 60	SANTA BARBARA CA 93110
93116-18	SANTA BARBARA CA 93117
93215, 16	DELANO CA 93215
93230, 32	HANFORD CA 93230
93257, 58	PORTERVILLE CA 93257
93274, 75	TULARE CA 93274
93304, 84	BAKERSFIELD CA 93304
93307, 87	BAKERSFIELD CA 93307
93309, 89	BAKERSFIELD CA 93309
93311, 13, 90	BAKERSFIELD CA 93311
93401, 03, 05, 07-10	SAN LUIS OBISPO CA 93401
93402, 12	LOS OSOS CA 93402
93422, 23	ATASCADERO CA 93422
93436-38	LOMPOC CA 93436
93442, 43	MORRO BAY CA 93442
93446, 47	PASO ROBLES CA 93446
93448, 49	PISMO BEACH CA 93449
93454, 56, 58	SANTA MARIA CA 93454
93455, 57	SANTA MARIA CA 93455
93463, 64	SOLVANG CA 93463
93501, 02	MOJAVE CA 93501
93504, 05	CALIFORNIA CITY CA 93505
93512, 14, 15	BISHOP CA 93514
93516, 96	BORON CA 93516
93523, 24	EDWARDS CA 93523
93527, 42	INYOKERN CA 93527
93534-36, 39, 84, 86	LANCASTER CA 93534
93550-52, 90, 91	PALMDALE CA 93550
93555, 56	RIDGECREST CA 93555
93561, 81	TEHACHAPI CA 93561
93562, 92	TRONA CA 93562
94010-12	BURLINGAME CA 94011
94014-17	DALY CITY CA 94015
94022, 23	LOS ALTOS CA 94022
94026-29	MENLO PARK CA 94027
94044, 45	PACIFICA CA 94044
94061, 63, 64	REDWOOD CITY CA 94061
94062, 65	REDWOOD CITY CA 94062
94080, 83, 99	S SAN FRANCISCO CA 94080
94085, 86, 89	SUNNYVALE CA 94086
94087, 88	SUNNYVALE CA 94087
94106, 19, 20, 88	SAN FRANCISCO CA 94188
94301, 02	PALO ALTO CA 94301
94303, 04	PALO ALTO CA 94303
94305, 09	PALO ALTO CA 94305
94306, 10	PALO ALTO CA 94306
94401, 02	SAN MATEO CA 94402
94403, 04	SAN MATEO CA 94403
94501, 02	ALAMEDA CA 94501
94509, 31	ANTIOCH CA 94509
94520, 24, 27, 29	CONCORD CA 94520
94506, 26	DANVILLE CA 94526
94536, 37, 55	FREMONT CA 94536
94541, 43	HAYWARD CA 94541
94540, 42, 44, 45	HAYWARD CA 94544
94546, 52	CASTRO VALLEY CA 94546
94556, 70	MORAGA CA 94556
94566, 88	PLEASANTON CA 94566
94547, 72	RODEO CA 94572
94577-79	SAN LEANDRO CA 94577
94503, 89, 90, 92	VALLEJO CA 94590
94596-98	WALNUT CREEK CA 94596
94602, 10, 18	OAKLAND CA 94602
94608, 62	EMERYVILLE CA 94608
94604, 06, 07, 12, 17	OAKLAND CA 94612
94601, 03, 14, 21	OAKLAND CA 94614
94615, 25, 26, 43, 49, 59, 60, 66	OAKLAND CA 94615
94701, 03, 04, 08, 09, 20	BERKELEY CA 94704
94706, 07, 10	BERKELEY CA 94710
94801, 02	RICHMOND CA 94801
94803, 20	EL SOBRANTE CA 94803
94804, 50	RICHMOND CA 94804
94901, 03, 13	SAN RAFAEL CA 94901
94904, 14	GREENBRAE CA 94904
94912, 15	SAN RAFAEL CA 94912
94925, 76	CORTE MADERA CA 94925
94926-28, 31	ROHNERT PARK CA 94928
94939, 77	LARKSPUR CA 94939
94941, 42	MILL VALLEY CA 94941
94945, 47-49	NOVATO CA 94947
94952-55	PETALUMA CA 94952
94930, 60, 78, 79	SAN ANSELMO CA 94960
95001, 03	APTOS CA 95003
95008, 09, 11	CAMPBELL CA 95008
95014, 15	CUPERTINO CA 95014
95020, 21	GILROY CA 95020
95023, 24	HOLLISTER CA 95023
95030, 31, 33	LOS GATOS CA 95030
95035, 36	MILPITAS CA 95035
95037, 38	MORGAN HILL CA 95037
95026, 44	REDWOOD ESTATES CA 95044
95050, 54	SANTA CLARA CA 95050
95051, 55	SANTA CLARA CA 95051
95060, 61, 64	SANTA CRUZ CA 95060
95062, 63, 65	SANTA CRUZ CA 95062
95066, 67	SCOTTS VALLEY CA 95066
95076, 77	WATSONVILLE CA 95076
95103, 06, 08, 09	SAN JOSE CA 95103
95116, 56	SAN JOSE CA 95116
95117, 30	SAN JOSE CA 95117
95118, 58	SAN JOSE CA 95118
95120, 41, 60	SAN JOSE CA 95120
95121, 38	SAN JOSE CA 95121
95122, 51	SAN JOSE CA 95122
95119, 23, 39, 53	SAN JOSE CA 95123
95124, 54	SAN JOSE CA 95124
95125, 50	SAN JOSE CA 95125
95126, 59	SAN JOSE CA 95126
95129, 57	SAN JOSE CA 95129
95131, 34, 64	SAN JOSE CA 95131
95132, 33, 40, 52	SAN JOSE CA 95132
95135, 48	SAN JOSE CA 95135
95201-03, 90	STOCKTON CA 95201
95204, 08, 11, 12	STOCKTON CA 95204
95205, 15	STOCKTON CA 95205
95209, 10, 69	STOCKTON CA 95209
95219, 67	STOCKTON CA 95219
95240-42	LODI CA 95240
95340, 44, 48	MERCED CA 95340
95350, 52	MODESTO CA 95350
95351, 58	MODESTO CA 95351
95353, 54	MODESTO CA 95353
95355-57	MODESTO CA 95355
95367, 90	RIVERBANK CA 95367
95304, 76-78, 91	TRACY CA 95376
95380-82	TURLOCK CA 95380
95402, 04-06	SANTA ROSA CA 95402
95401, 03, 07	SANTA ROSA CA 95403
95408, 09	SANTA ROSA CA 95408
95472, 73	SEBASTOPOL CA 95472
95418, 82	UKIAH CA 95482
95501-03, 34	EUREKA CA 95501
95518, 19, 21	ARCATA CA 95521
95602-04	AUBURN CA 95603
95608, 09	CARMICHAEL CA 95608
95616, 17	DAVIS CA 95616
95630, 95763	FOLSOM CA 95630

Column A Destination ZIP Codes	Column B Label Container To
95644, 46, 66	PIONEER CA 95666
95670, 95741, 42	RANCHO CORDOVA CA 95670
95677, 95765	ROCKLIN CA 95677
95695, 95776	WOODLAND CA 95695
95823, 32	SACRAMENTO CA 95823
95825, 65, 66	SACRAMENTO CA 95825
95828-30	SACRAMENTO CA 95828
95926, 27, 29, 73, 76	CHICO CA 95926
95945, 49	GRASS VALLEY CA 95945
95965, 66	OROVILLE CA 95965
95967, 69	PARADISE CA 95969
95991-93	YUBA CITY CA 95991
96703, 51	ANAHOLA HI 96703
96704, 37	CAPTAIN COOK HI 96704
96720, 21, 81, 83	HILO HI 96720
96732, 33	KAHULUI HI 96732
96734, 96863	KAILUA HI 96734
96740, 45	KAILUA KONA HI 96740
96738, 43	KAMUELA HI 96743
96722, 54	KILAUEA HI 96754
96761, 67	LAHAINA HI 96761
96764, 73, 74	LAUPAHOEHOE HI 96764
96768, 88	MAKAWAO HI 96768
96701, 82, 96861	PEARL CITY HI 96782
96786, 96854	WAHIAWA HI 96786
96801-12	HONOLULU HI 96812
96815, 30	HONOLULU HI 96815
96820, 38	HONOLULU HI 96820
96822, 23, 44, 48	HONOLULU HI 96822
97005, 08, 75-78	BEAVERTON OR 97005
97015, 27	CLACKAMAS OR 97015
97030, 80	GRESHAM OR 97030
97051, 53, 54	SAINT HELENS OR 97051
97106, 09, 25	BANKS OR 97106
97116, 17	FOREST GROVE OR 97116
97134, 41, 43	TILLAMOOK OR 97141
97201, 07, 58	PORTLAND OR 97201
97203, 31, 83	PORTLAND OR 97203
97204, 56	PORTLAND OR 97204
97206, 86	PORTLAND OR 97206
97208, 28, 51, 53, 55, 71, 72	PORTLAND OR 97208
97209, 96	PORTLAND OR 97209
97212, 27	PORTLAND OR 97212
97213, 18, 99	PORTLAND OR 97213
97214, 93	PORTLAND OR 97214
97216, 33	PORTLAND OR 97216
97219, 80	PORTLAND OR 97219
97220, 94	PORTLAND OR 97220
97221, 98	PORTLAND OR 97221
97223, 81	TIGARD OR 97223
97229, 91	PORTLAND OR 97229
97222, 67, 68	OAK GROVE OR 97267
97301, 13	SALEM OR 97301
97310-12, 14	SALEM OR 97310
97330, 39	CORVALLIS OR 97330
97367, 72	LINCOLN CITY OR 97367
97357, 80	SILETZ OR 97380
97389, 93	TANGENT OR 97389
97404, 08	EUGENE OR 97404
97424, 72	COTTAGE GROVE OR 97424
97438, 52	LOWELL OR 97452
97601-03, 25	KLAMATH FALLS OR 97601
97604, 24	CHILOQUIN OR 97604
97630, 37	LAKEVIEW OR 97630
97701, 02	BEND OR 97701
97710, 20-22	BURNS OR 97720
97735, 39	LA PINE OR 97739
97801, 21, 59	PENDLETON OR 97801
97812, 61	ARLINGTON OR 97812
97814, 19	BAKER CITY OR 97814
97841, 76	IMBLER OR 97841
97856, 72	LONG CREEK OR 97856
98001, 47, 71	AUBURN WA 98001
98002, 92	AUBURN WA 98002
98003, 63	FEDERAL WAY WA 98003
98005, 15	BELLEVUE WA 98005
98007, 08	BELLEVUE WA 98007
98011, 41	BOTHELL WA 98011
98021, 82	BOTHELL WA 98021
98023, 93	FEDERAL WAY WA 98023
98027, 29, 75	ISSAQUAH WA 98027
98031, 35, 64	KENT WA 98031
98033, 83	KIRKLAND WA 98033
98036, 46	LYNNWOOD WA 98036
98052, 73	REDMOND WA 98052
98053, 74	REDMOND WA 98053
98055, 58	RENTON WA 98055
98056, 57	RENTON WA 98056
98101, 11, 61, 71, 91	SEATTLE WA 98101
98104, 14, 54, 64, 74	SEATTLE WA 98104
98105, 45, 85	SEATTLE WA 98105
98106, 46	SEATTLE WA 98106
98107, 17	SEATTLE WA 98107
98108, 34	SEATTLE WA 98108
98124, 81, 84	SEATTLE WA 98124
98126, 36	SEATTLE WA 98126
98148, 66	BURIEN WA 98148
98158, 68	SEATTLE WA 98168
98054, 98198	DES MOINES WA 98198
98201, 05-07	EVERETT WA 98201
98204, 08	EVERETT WA 98204
98225, 27	BELLINGHAM WA 98225
98226, 28	BELLINGHAM WA 98226
98230, 31	BLAINE WA 98230
98270, 71	MARYSVILLE WA 98270
98273, 74	MOUNT VERNON WA 98273
98290, 91, 96	SNOHOMISH WA 98290
98282, 92	STANWOOD WA 98292
98310, 11	BREMERTON WA 98310
98329, 95	GIG HARBOR WA 98329
98332, 35	GIG HARBOR WA 98332
98349, 51	LAKEBAY WA 98349
98362, 63	PORT ANGELES WA 98362
98366, 67	PORT ORCHARD WA 98366
98371, 72	PUYALLUP WA 98371
98373-75	PUYALLUP WA 98373
98401-03, 21	TACOMA WA 98401
98404, 05, 43	TACOMA WA 98404
98406, 16	TACOMA WA 98406
98408, 09	TACOMA WA 98408
98422, 24	TACOMA WA 98422
98439, 97, 99	LAKEWOOD WA 98439
98444-46	TACOMA WA 98444
98464-67	TACOMA WA 98464
98471, 81	TACOMA WA 98471
98502, 08, 12	OLYMPIA WA 98502
98503, 09, 13, 16	LACEY WA 98503
98505-07, 11	OLYMPIA WA 98505
98602, 35	LYLE WA 98635
98660, 63, 66, 67	VANCOUVER WA 98660
98661, 68	VANCOUVER WA 98661
98662, 82	VANCOUVER WA 98662
98664, 83, 84, 87	VANCOUVER WA 98664
98665, 85, 86	VANCOUVER WA 98665
98623, 72	WHITE SALMON WA 98672
98603, 16, 74	WOODLAND WA 98674
98801, 02, 07	WENATCHEE WA 98801
98901, 03-09	YAKIMA WA 98901
98929, 37	NACHES WA 98937

Column A Destination ZIP Codes	Column B Label Container To
99026, 34	NINE MILE FALLS WA 99026
99017, 32	SPRAGUE WA 99032
99015, 36	VALLEYFORD WA 99036
99101, 31	ADDY WA 99101
99117, 47	CRESTON WA 99117
99104, 28	FARMINGTON WA 99128
99134, 54	HARRINGTON WA 99134
99107, 26, 41, 60	KETTLE FALLS WA 99141
99136, 43	LACROSSE WA 99143
83822, 99156	NEWPORT WA 99156
99144, 59	ODESSA WA 99159
99163-65	PULLMAN WA 99163
99171, 76	SAINT JOHN WA 99171
99201, 53, 56, 57, 60, 99	SPOKANE WA 99201
99202, 12	SPOKANE WA 99202
99205, 09	SPOKANE WA 99205
99206, 14, 16	SPOKANE WA 99206
99208, 18	SPOKANE WA 99208
99219, 24	SPOKANE WA 99219
99220, 52, 54, 55, 58, 59	SPOKANE WA 99220
99301, 02, 36-38	PASCO WA 99301
99344, 49	OTHELLO WA 99344
99352, 53	WEST RICHLAND WA 99353
99105, 99371	WASHTUCNA WA 99371
99501, 13, 20	ANCHORAGE AK 99501
99502, 18, 22	ANCHORAGE AK 99502
99503, 24, 99	ANCHORAGE AK 99503
99504, 21	ANCHORAGE AK 99504
99507, 23	ANCHORAGE AK 99507
99508, 12, 14	ANCHORAGE AK 99508
99511, 15, 16, 40	ANCHORAGE AK 99515
99509, 17	ANCHORAGE AK 99517
99615, 19, 97	KODIAK AK 99615
99701, 03, 06, 12, 90	FAIRBANKS AK 99701
99801, 03, 50	JUNEAU AK 99801
99901, 50	KETCHIKAN AK 99901

L800 Automation Rate Mailings

L801 AADCs—Letter-Size Mailings

L801 describes the service area by individual 3-digit ZIP Code prefix for automation rate letter-size mailings.

Use set number 007 when ordering labels on Form 1578-B from USPS Label Printing Center. Requests are supplied in lots of 300 (minimum) for each label on list.

Column A Destination ZIP Codes	Column B Label to
090-098	AMF JFK APO/FPO NY 00309 [1]
005, 117-119	AADC MID-ISLAND NY 117
006-009	AADC SAN JUAN PR 006
010-013	AADC SPRINGFIELD MA 010
014-017	AADC CENTRAL MA 015
018, 019, 055	AADC MIDDLESEX-ESX MA 018
021, 022, 024	AADC BOSTON MA 021
020, 023	AADC BROCKTON MA 023
025-029	AADC PROVIDENCE RI 028
030-034, 038, 039	AADC MANCHESTER NH 030
040-049	AADC PORTLAND ME 040
035-037, 050-054, 056-059	AADC WHITE RIV JCT VT 050
060-062	AADC HARTFORD CT 060
063-067	AADC SOUTHERN CT 064
068, 069	AADC STAMFORD CT 068
070-073	AADC DV DANIELS NJ 07099
074-076	AADC HACKENSACK NJ 076
077, 087	AADC MONMOUTH NJ 077
078, 079	AADC WEST JERSEY NJ 079
080-084	AADC SOUTH JERSEY NJ 080
085, 086	AADC TRENTON NJ 085
088, 089	AADC KILMER NJ 088
090-098, 340	MILITARY CENTER NY 090 [2]
100-102, 104	AADC NEW YORK NY 100
103, 112, 116	AADC BROOKLYN NY 112
105-109	AADC WESTCHESTER NY 105
110, 111, 113, 114	AADC QUEENS NY 110
115	WESTERN NASSAU NY 115
120-123, 128, 129	AADC ALBANY NY 120
124-127	AADC MID-HUDSON NY 125
130-139	AADC SYRACUSE NY 130
140-143, 147	AADC BUFFALO NY 140
144-146, 148, 149	AADC ROCHESTER NY 144
150-168, 260	AADC PITTSBURGH PA 150
169-172, 177, 178	AADC HARRISBURG PA 170
173-176	AADC LANCASTER PA 173
180-188	AADC LEHIGH VALLEY PA 180
179, 189, 193-196	AADC SOUTHEASTERN PA 189
190-192	AADC PHILADELPHIA PA 190
197-199	AADC WILMINGTON DE 197
200	WASHINGTON DC 200
202-205	AADC WASHINGTON DC 202
201, 226, 227	AADC DULLES VA 201
206, 207	AADC SOUTHERN MD MD 207
208, 209	AADC SUBURBAN MD MD 208
210, 211, 214	AADC LINTHICUM MD 210
212, 216, 218, 219	AADC BALTIMORE MD 212
215, 217, 254, 267	AADC FREDERICK MD 217
220-223	AADC NORTHERN VA VA 220
224, 225, 228-232, 238, 239, 244	AADC RICHMOND VA 230
233-237	AADC NORFOLK VA 233
240-243, 245	AADC ROANOKE VA 240
246-253, 255-259, 261-266, 268	AADC CHARLESTON WV 250
270-274, 285	AADC GREENSBORO NC 270
275-279	AADC RALEIGH NC 275
280-282, 286-289, 297	AADC CHARLOTTE NC 280
283, 284	AADC FAYETTEVILLE NC 283
290-292, 295	AADC COLUMBIA SC 290
294	CHARLESTON SC 294
293, 296	AADC GREENVILLE SC 296
300, 301	AADC NORTH METRO GA 300
302, 303, 311, 399	AADC ATLANTA GA 303
305, 306	AADC ATHENS GA 306
298, 308, 309	AADC AUGUSTA GA 308
307, 373, 374	AADC CHATTANOOGA TN 373
310, 312, 316-319, 398	AADC MACON GA 310
299, 304, 313-315, 320-323, 326, 344	AADC JACKSONVILLE FL 320
324, 325, 365, 366	AADC PENSACOLA FL 325
327	MID FLORIDA FL 327
328, 329, 347	AADC ORLANDO FL 328
330	SOUTH FLORIDA FL 330
331, 332, 340	AADC MIAMI FL 331 [1]
331, 332	AADC MIAMI FL 331 [2]
333	FT LAUDERDALE FL 333
334, 349	AADC WEST PALM BCH FL 334
335-339, 341, 342, 346	AADC TAMPA FL 335
350-352, 354-359, 362	AADC BIRMINGHAM AL 350
360, 361, 363, 364, 367, 368	AADC MONTGOMERY AL 360
369, 390-393, 396, 397	AADC JACKSON MS 390
370-372, 384, 385	AADC NASHVILLE TN 370
376-379	AADC KNOXVILLE TN 377
375, 380-383, 386-389, 723	AADC MEMPHIS TN 380
394, 395, 700, 701, 703, 704	AADC NEW ORLEANS LA 700
400-402, 420-424, 427, 471, 476, 477	AADC LOUISVILLE KY 400
403-409, 411-418, 425, 426	AADC LEXINGTON KY 403
430-433, 437, 438, 456, 457	AADC COLUMBUS OH 430
434-436	AADC TOLEDO OH 434
440, 441, 444, 445, 448, 449	AADC CLEVELAND OH 440
439, 442, 443, 446, 447	AADC AKRON OH 442
410, 450-452, 459, 470	AADC CINCINNATI OH 450

1 For First-Class mailings only.

2 For all Periodicals and Standard Mail mailings.

Column A Destination ZIP Codes	Column B Label to
453-455, 458	AADC DAYTON OH 453
463-469, 472-475, 478, 479	AADC INDIANAPOLIS IN 460
460-462	AADC INDIANAPOLIS IN 462
480, 483-485	AADC ROYAL OAK MI 480
481, 482	AADC DETROIT MI 481
486-489, 492	AADC LANSING MI 488
490, 491, 493-497	AADC GRAND RAPIDS MI 493
500-503, 505, 508, 509, 525	AADC DES MOINES IA 500
504, 506, 507, 520-524, 526-528, 612	AADC CEDAR RAPIDS IA 522
530-532, 534, 549	AADC MILWAUKEE WI 530
535, 537-539, 544, 545	AADC MADISON WI 535
498, 499, 541-543	AADC GREEN BAY WI 541
540, 546-548, 550, 551, 556-559	AADC ST PAUL MN 550
553-555, 560-564, 566	AADC MINNEAPOLIS MN 553
570-577	AADC SIOUX FALLS SD 570
565, 567, 580-588	AADC FARGO ND 580
590-599, 821	AADC BILLINGS MT 590
600, 602, 610, 611	AADC PALATINE IL 600
601, 603	AADC CAROL STREAM IL 601
604, 609	AADC S SUBURBAN IL 604
605	FOX VALLEY IL 605
606-608	AADC CHICAGO IL 606
613-619, 623, 625-627	AADC SPRINGFIELD IL 625
620, 622, 624, 628-631, 633-639	AADC ST LOUIS MO 630
640, 641, 644-658, 660-662, 664-668	AADC KANSAS CITY MO 640
669-679, 739	AADC WICHITA KS 670
510-516, 680, 681, 683-693	AADC OMAHA NE 680
705-708	AADC BATON ROUGE LA 707
710-714	AADC SHREVEPORT LA 710
716-722, 724-729	AADC LITTLE ROCK AR 720
730, 731, 734-738, 748	AADC OKLAHOMA CITY OK 730
740, 741, 743-747, 749	AADC TULSA OK 740
750, 754	AADC NORTH TEXAS TX 750
751-753	AADC DALLAS TX 752
755-759	AADC EAST TEXAS TX 757
760-764, 768, 769, 790-797	AADC FT WORTH TX 760
770-772	AADC HOUSTON TX 770
773-778	AADC NORTH HOUSTON TX 773
780-782, 788	AADC SAN ANTONIO TX 780
779, 783-785	AADC CRP CHRISTI TX 783
733, 765-767, 786, 787, 789	AADC AUSTIN TX 786
798, 799, 885	AADC EL PASO TX 798
800-807, 814-816	AADC DENVER CO 800
808-813	AADC COLORADO SPGS CO 808
820, 822-831	AADC CHEYENNE WY 820
832-834, 836, 837, 979	AADC BOISE ID 836
835, 838, 990-994	AADC SPOKANE WA 990
840-847, 898	AADC SALT LAKE CTY UT 840
850, 852, 853, 855, 859, 860, 863	AADC PHOENIX AZ 852
856, 857	AADC TUCSON AZ 856
864, 889-891, 893	AADC LAS VEGAS NV 890
865, 870-875, 877-884	AADC ALBUQUERQUE NM 870
894, 895, 897, 961	AADC RENO NV 894
900, 901	AADC LOS ANGELES CA 900
902-905	AADC INGLEWOOD CA 902
906-908	AADC LONG BEACH CA 907
910-912	AADC PASADENA CA 910
913-916	AADC VAN NUYS CA 913
917, 918	AADC INDUSTRY CA 917
919-921	AADC SAN DIEGO CA 920
922-925	AADC SN BERNARDINO CA 923
926-928	AADC SANTA ANA CA 926
930-935	AADC SEQUOIA CA 90198
936-939, 950, 951	AADC SAN JOSE CA 950
940, 941, 943, 944, 949, 954, 955	AADC SAN FRANCISCO CA 940
942, 952, 953, 956-960	AADC SACRAMENTO CA 956
945-948	AADC OAKLAND CA 945
962-966	AMF SFO APO/FPO CA 962
967-969	AADC HONOLULU HI 967
970-978, 986	AADC PORTLAND OR 970
980-982, 988, 989, 998, 999	AADC SEATTLE WA 980
983-985	AADC TACOMA WA 983
995-997	AADC ANCHORAGE AK 995

1 For First-Class mailings only.

2 For all Periodicals and Standard Mail mailings.

L800 Automation Rate Mailings

L802 BMC/ASF Entry—Periodicals, Standard Mail, and Bound Printed Matter

Summary L802 describes the service area by individual 3-digit ZIP Code prefix for mixed automation rate Periodicals, Standard Mail, and Bound Printed Matter mailings entered at an ASF or BMC.

Column A Entry BMC/ASF	Column B Label to
Albuquerque ASF	MXD ALBUQUERQUE NM 870
Atlanta BMC	MXD ATLANTA GA 303
Billings ASF	MXD BILLINGS MT 590
Buffalo ASF	MXD BUFFALO NY 140
Chicago BMC	MXD PALATINE IL 600
Cincinnati BMC	MXD CINCINNATI OH 450
Dallas BMC	MXD BMC DALLAS TX 75197
Denver BMC	MXD DENVER CO 800
Des Moines BMC	MXD DES MOINES IA 500
Detroit BMC	MXD DETROIT MI 481
Fargo ASF	MXD FARGO ND 580
Greensboro BMC	MXD GREENSBORO NC 270
Jacksonville BMC	MXD JACKSONVILLE FL 320
Kansas City BMC	MXD KANSAS CITY KS 660
Los Angeles BMC	MXD LOS ANGELES CA 900
Memphis BMC	MXD MEMPHIS TN 380
Minneapolis BMC	MXD MINNEAPOLIS MN 555
New Jersey International & BMC	MXD DV DANIELS NJ 07099
Oklahoma City ASF	MXD OKLAHOMA CITY OK 730
Philadelphia BMC	MXD PHILADELPHIA PA 190
Phoenix ASF	MXD PHOENIX AZ 852
Pittsburgh BMC	MXD PITTSBURGH PA 150
St. Louis BMC	MXD ST LOUIS MO 630
Salt Lake City ASF	MXD SALT LAKE CTY UT 840
San Francisco BMC	MXD OAKLAND CA 945
Seattle BMC	MXD SEATTLE WA 980
Sioux Falls ASF	MXD SIOUX FALLS SD 570
Springfield BMC	MXD SPRINGFIELD MA 010
Washington BMC	MXD SOUTHERN MD MD 207

802

L800 Automation Rate Mailings

L803 Non-BMC/ASF Entry—Periodicals, Standard Mail, and Bound Printed Matter

Summary L803 describes the service area by individual 3-digit ZIP Code prefix for mixed automation rate Periodicals, Standard Mail, and Bound Printed Matter mailings.

Column A Originating ZIP Codes	Column B Label to
006-009	MXD SAN JUAN PR 006
010-013, 035-037, 050-054, 056-059	MXD SPRINGFIELD MA 010
014-019, 055	MXD MIDDLESEX-ESX MA 018
021, 022, 024	MXD BOSTON MA 021
020, 023, 025-029	MXD PROVIDENCE RI 028
030-034, 038, 039	MXD MANCHESTER NH 030
040-049	MXD PORTLAND ME 040
060-069	[STD only] MXD HARTFORD CT 060 [PER only] MXD SOUTHERN CT 064
070-076, 078-079	MXD DV DANIELS NJ 07099
080-084	MXD SOUTH JERSEY NJ 080
077, 085-089	MXD KILMER NJ 088
100-102, 104	[STD only] MXD NEW YORK NY 100 [PER only] MXD JAF NY 101
103, 112, 116	MXD BROOKLYN NY 112
105-109, 124-127	MXD WESTCHESTER NY 105
110, 111, 113, 114	MXD QUEENS NY 110
005, 115, 117-119	MXD LONG ISLAND NY 117
120-123, 128-139	MXD ALBANY NY 120
140-149	MXD BUFFALO NY 140
150-168, 260	MXD PITTSBURGH PA 150
169-178	MXD HARRISBURG PA 170
180-188	MXD LEHIGH VALLEY PA 180
179, 189, 193-196	MXD SOUTHEASTERN PA 189
190-192	MXD PHILADELPHIA PA 190
197-199	MXD WILMINGTON DE 197
200, 202-205	MXD WASHINGTON DC 200
201, 226, 227	MXD DULLES VA 201
206, 207	MXD SOUTHERN MD MD 207
208, 209	MXD SUBURBAN MD MD 208
210-212, 214-219, 267	MXD BALTIMORE MD 212
220-223	MXD NORTHERN VA VA 220
224, 225, 228-232, 238, 239, 244	MXD RICHMOND VA 230
233-237	MXD NORFOLK VA 233
240-243, 245	MXD ROANOKE VA 240
246-259, 261-266, 268	MXD CHARLESTON WV 250
270-279, 285	MXD GREENSBORO NC 270
280-284, 286-289, 297	MXD CHARLOTTE NC 280
290-296	MXD COLUMBIA SC 290
298, 300-303, 305, 306, 308, 309, 311, 399	MXD NORTH METRO GA 301
310, 312, 316-319, 398	MXD MACON GA 310
299, 304, 313-315, 320-326, 344	MXD JACKSONVILLE FL 320
327-329, 334, 347, 349	MXD ORLANDO FL 328
330-333	MXD MIAMI FL 331
335-339, 341, 342, 346	MXD TAMPA FL 335
350-352, 354-359, 362	MXD BIRMINGHAM AL 350
360, 361, 363-368	MXD MONTGOMERY AL 360
307, 370-374, 376-379, 384, 385	MXD NASHVILLE TN 370
375, 380-383, 386-389, 723	MXD MEMPHIS TN 380
369, 390-397	MXD JACKSON MS 390
400-402, 406-409, 420-427, 471, 476, 477	MXD LOUISVILLE KY 400
403-405, 411-418	MXD LEXINGTON KY 403
430-438, 456, 457	MXD COLUMBUS OH 430

Column A Originating ZIP Codes	Column B Label to
439-449	MXD CLEVELAND OH 440
410, 450-455, 458, 459, 470	MXD CINCINNATI OH 450
460-469, 472-475, 478, 479	MXD INDIANAPOLIS IN 460
480-489, 492	MXD DETROIT MI 481
490, 491, 493-497	MXD GRAND RAPIDS MI 493
500-509, 520-528, 612	MXD DES MOINES IA 500
498, 499, 530-532, 534, 535, 537-539, 541-545, 549	MXD MILWAUKEE WI 530
540, 546-548, 550, 551, 553-564, 566	MXD MINNEAPOLIS MN 555
570-577	MXD SIOUX FALLS SD 570
565, 567, 580-588	MXD FARGO ND 580
590-599, 821	MXD BILLINGS MT 590
600-603, 610, 611, 613-616	MXD CAROL STREAM IL 601
604, 605, 609, 617-619	MXD S SUBURBAN IL 604
606-608	MXD CHICAGO IL 606
620, 622-631, 633-639	MXD ST LOUIS MO 630
640, 641, 644-658, 660-662, 664-679	MXD KANSAS CITY MO 640
510-516, 680, 681, 683-693	MXD OMAHA NE 680
700, 701, 703-714	MXD NEW ORLEANS LA 700
716-722, 724-729	MXD LITTLE ROCK AR 720
730, 731, 734-741, 743-749	MXD OKLAHOMA CITY OK 730
733, 750-799, 885	MXD FT WORTH TX 760
800-816	MXD DENVER CO 800
820, 822-831	MXD CHEYENNE WY 820
832-838, 979	MXD BOISE ID 836
840-847, 898	MXD SALT LAKE CTY UT 840
850, 852, 853, 855, 859, 860, 863	MXD PHOENIX AZ 852
856, 857	MXD TUCSON AZ 856
864, 889-891, 893-895, 897, 961	MXD LAS VEGAS NV 890
865, 870-875, 877-884	MXD ALBUQUERQUE NM 870
900-908, 910-928, 930-935	MXD LOS ANGELES CA 901
936-960, 962-966, 969	MXD OAKLAND CA 945
967, 968	MXD HONOLULU HI 967
970-978, 986	MXD PORTLAND OR 970
980-985, 988-994, 998-999	MXD SEATTLE WA 980
995-997	MXD ANCHORAGE AK 995

Mail Preparation and Sortation

DMM Issue 57 (6-30-02)

Contents

M000 General Preparation Standards

M010 Mailpieces
- M011 Basic Standards
- M012 Markings and Endorsements
- M013 Optional Endorsement Lines
- M014 Carrier Route Information Lines

M020 Packages

M030 Containers
- M031 Labels
- M032 Barcoded Labels
- M033 Sacks and Trays

M040 Pallets
- M041 General Standards
- M045 Palletized Mailings

M050 Delivery Sequence

M070 Mixed Classes
- M071 Basic Information
- M072 Express Mail and Priority Mail Drop Shipment
- M073 Combined Mailings of Standard Mail and Package Services Parcels
- M074 Plant Load Mailings

M100 First-Class Mail (Nonautomation)

M110 Single-Piece First-Class Mail

M120 Priority Mail

M130 Presorted First-Class Mail

M200 Periodicals (Nonautomation)

M210 Presorted Rates

M220 Carrier Route Rates

M230 Combining Multiple Editions or Publications of the Same Publisher

M500 Express Mail

M600 Standard Mail (Nonautomation)

M610 Presorted Standard Mail

M620 Enhanced Carrier Route Standard Mail

(Continued on reverse)

M700 Package Services

M710 Parcel Post

M720 Bound Printed Matter

- M721 Single-Piece Bound Printed Matter
- M722 Presorted Bound Printed Matter
- M723 Carrier Route Bound Printed Matter

M730 Media Mail

M740 Library Mail

M800 All Automation Mail

M810 Letter-Size Mail

M820 Flat-Size Mail

M900 Advanced Preparation Options for Flats

M910 Co-Traying and Co-Sacking Packages of Automation and Presorted Mailings

M920 Merged Containerization of Packages Using the City State Product

M930 Merged Palletization of Packages Using a 5% Threshold

M940 Merged Palletization of Packages Using the City State Product and a 5% Threshold

M950 Co-Packaging Automation Rate and Presorted Rate Pieces

M000 General Preparation Standards

M010 Mailpieces

M011 Basic Standards

Summary M011 describes the presort process and presort levels. The section defines terms used for preparation of mail, the definition of a mailing, what can be included in a mailing, and explains Presort Accuracy Validation and Evaluation (PAVE).

1.0 TERMS AND CONDITIONS

Presort Process 1.1

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the rate claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. Under standards for package reallocation for Periodicals flats and irregular parcels and Standard Mail flats on pallets (see M041 and M045), mail will not necessarily be placed on the lowest (finest) level pallets (package reallocation is optional, but, if performed, must be done for the complete mailing job). Not all presort levels are applicable in all situations.

Presort Levels 1.2

Terms used for presort levels are defined as follows:

a. *Firm:* all pieces for delivery at the address shown on the top piece (for nonautomation Periodicals only).

b. *Carrier route:* all pieces for delivery to the same city route, rural route, highway contract route, post office box section, or general delivery unit.

c. *5-digit:* the delivery address on all pieces includes the same 5-digit ZIP Code.

d. *5-digit scheme (trays) for automation letters:* the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Code areas processed by the USPS as a single scheme, as shown in the USPS City State File.

e. *5-digit scheme carrier routes (sacks) for Periodicals flats and irregular parcels, Standard Mail flats, and Bound Printed Matter flats:* the ZIP Code in the delivery address on all pieces in carrier route packages begins with one of the 5-digit ZIP Code zones processed by the USPS as a single scheme, as shown in L001.

f. *5-digit scheme (pallets) for Periodicals flats and irregular parcels, Standard Mail flats, and Bound Printed Matter flats:* the ZIP Code in the delivery address on all pieces begins with one of the 5-digit ZIP Code zones processed by the USPS as a single scheme, as shown in L001.

g. *5-digit scheme (pallets and sacks) for Standard Mail parcels and Package Services parcels:* the ZIP Code in the delivery address on all pieces begins with one of the 5-digit ZIP Code zones processed by the USPS as a single scheme, as shown in L606.

h. *Merged 5-digit sacks:* the carrier route packages and/or automation rate 5-digit packages and/or Presorted rate 5-digit packages in a sack are all for a 5-digit ZIP Code that has an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product that allows combining carrier route rate packages with automation rate 5-digit packages and Presorted rate 5-digit packages in the same 5-digit container.

i. *Merged 5-digit pallets:* the carrier route packages and/or automation rate 5-digit packages and/or Presorted rate 5-digit packages on a pallet are: 1) prepared under M920 and are all for a 5-digit ZIP Code that has an "A" or "C" indicator in the Carrier Route Indicators field in the City State Product, or 2) prepared under M930 and pieces in 5-digit packages meet the 5% threshold requirement, or 3) prepared under M940 and pieces are either all for a 5-digit ZIP Code that has an "A" or "C" indicator in the Carrier Route Indicators field in the City State Product or are all for a ZIP Code with a "B" or "D" indicator in the City State Product and the pieces in 5-digit packages meet the 5% threshold requirement.

j. *Merged 5-digit scheme sack:* the 5-digit ZIP Codes on pieces in carrier route packages and/or automation rate 5-digit packages and/or Presorted rate 5-digit packages in a sack are all for 5-digit ZIP Codes that are part of a single scheme as shown in L001, and the automation rate 5-digit packages and/or the Presorted rate 5-digit packages also are for 5-digit ZIP Codes that have an "A" or "C" indicator in the Carrier Route Indicators field in the City State Product that allows combining carrier route packages with automation rate 5-digit packages and Presorted rate 5-digit packages in the same 5-digit container.

k. *Merged 5-digit scheme pallet:* the 5-digit ZIP Codes on pieces in carrier route packages and/or automation rate 5-digit packages and/or Presorted rate 5-digit packages on a pallet are all for 5-digit ZIP Codes that are part of a single scheme as shown in L001, and the pieces in automation rate 5-digit packages and/or the Presorted rate 5-digit packages are: 1) all for 5-digit ZIP Codes that have an "A" or "C" indicator in the Carrier Route Indicators field in the City State Product when prepared under M920, or 2) within the 5% threshold requirement for each 5-digit in the scheme when prepared under M930, or 3) are all either for 5-digit ZIP Codes that have an "A" or "C" indicator in the Carrier Route Indicators field in the City State Product, or are for ZIP Codes with a "B" or "D" indicator in the City State Product and the pieces in 5-digit packages meet the 5% threshold requirement for such a 5-digit ZIP Code in the scheme when prepared under M940.

l. *5-digit metro pallets for Periodicals flats and irregular parcels and Standard Mail and Bound Printed Matter flats:* the 5-digit ZIP Codes on pieces in carrier route, automation, and Presorted rate packages are all destined for the same mail processing facility listed in L006.

m. *3-digit:* the ZIP Code in the delivery address on all pieces begins with the same three digits (see L002, Column A).

n. *Unique 3-digit:* the ZIP Code in the delivery address on all pieces begins with the same three digits, and that the 3-digit prefix is so identified in L002, Column A.

o. *3-digit scheme:* the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed by the USPS as a single scheme, as shown in L003.

p. *Origin/optional entry 3-digit(s):* the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the sectional center facility (SCF) in whose service area the mail is verified/entered. Subject to standard, a separation is required for each such 3-digit area regardless of the volume of mail.

q. *SCF:* the separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF) (see L005), *except that,* where required or permitted by standard, mail for a single 3-digit area may be prepared in an SCF separation when no mail for other 3-digit ZIP Code areas is available. For pallets, the SCF sort may include mail for a single 3-digit ZIP Code area.

r. *Origin/optional entry SCF:* the separation includes packages for one or more 3-digit areas served by the same sectional center facility (SCF) (see L002, Column C, or L005) in whose service area the mail is verified/entered. Subject to standard, this separation is required regardless of the volume of mail.

s. *ADC/AADC:* all pieces are addressed for delivery in the service area of the same area distribution center (ADC) or automated area distribution center (AADC) (see L004 or L801).

t. *ASF/BMC:* all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF) or bulk mail center (BMC) (see L601, L602, or L605).

u. *Mixed [BMC, ADC, AADC, etc.]:* the pieces are for delivery in the service area of more than one BMC, ADC, AADC, etc.

v. *Residual* pieces/packages/sacks contain material remaining after completion of a presort sequence. Residual mail lacks the volume set by standard to require or allow package preparation to a particular destination, and usually does not qualify for a presort rate. Residual mail is also referred to as *nonqualifying* or *working* mail.

Preparation Instructions
1.3

For purposes of preparing mail:

a. *Pieces* refers to individually addressed mailpieces. This definition also applies when *pieces* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.

b. A *full* letter tray is one in which faced, upright pieces fill the length of the tray between 75% and 100% full.

c. A *less-than-full* letter tray is one that contains mail for the same destination regardless of quantity or whether a full tray was previously prepared for that destination. Less-than-full trays may be prepared only if permitted by the standards for the rate claimed.

d. An *overflow* letter tray is a less-than-full tray that contains all pieces remaining after preparation of full trays for the same destination. Overflow trays may be prepared only if permitted by the standards for the rate claimed.

e. A *full* flat tray is one that is physically full. Although a specific minimum volume is required (at least a single stack of mail lying flat on the bottom of the tray and filling the tray to the bottom of the handholds) before a tray may or must be prepared to the corresponding presort destination, trays must be filled with additional available pieces (up to the reasonable capacity of the tray) when standards require preparation of *full* trays.

f. A *less-than-full flat tray* is one that contains First-Class Mail for the same destination regardless of quantity or whether a full tray was previously prepared for that destination. Less-than-full flat trays may be prepared only if permitted by the standards for the rate claimed.

g. An *overflow flat tray* is a less-than-full First-Class Mail tray that contains all pieces remaining after preparation of one or more full trays for the same destination. Overflow flat trays may be prepared only if permitted by the standards for the rate claimed.

h. A *full* sack is defined in the standards for the class and rate claimed.

i. A *5-digit scheme sort for automation letters* yields 5-digit scheme trays for those 5-digit ZIP Codes identified in the USPS City State File and 5-digit trays for other areas. Mail prepared using 5-digit scheme sort must be entered no later than 90 days after the release date of the City State File used to obtain the scheme information (see A950). The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation by 5-digit ZIP Code required. Trays prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. The 5-digit scheme sort is *always* optional, including when 5-digit sortation is required for rate eligibility; need not be used for all 5-digit ZIP Codes that are part of a scheme; and is available only for automation rate letter-size First-Class Mail, Periodicals, and Standard Mail and may not be used for mail at other rate.

j. A *5-digit scheme carrier routes sort for carrier route rate Periodicals flats and irregular parcels (nonletters), Enhanced Carrier Route rate Standard Mail flats, and Carrier Route Bound Printed Matter flats, prepared in sacks or as packages on pallets* yields a 5-digit scheme carrier routes sack or pallet for those 5-digit ZIP Codes listed in L001 and 5-digit carrier routes sacks or pallets for other areas. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum sack or pallet volume, with no further separation by 5-digit ZIP Code required. Sacks or pallets prepared for a 5-digit scheme carrier routes destination that contain carrier route packages for only one of the schemed 5-digit areas are still considered to be sorted to 5-digit scheme carrier routes and are labeled accordingly. The 5-digit scheme carrier routes sort is required for carrier route packages of flat-size and irregular parcel Periodicals, for Enhanced Carrier Route Standard Mail flats, and for Carrier Route Bound Printed Matter flats. Preparation of 5-digit scheme carrier routes sacks or pallets must be done for all 5-digit scheme destinations.

k. A *5-digit scheme sort for Periodicals flats and irregular parcels (nonletters), Standard Mail flats, and Presorted Bound Printed Matter flats prepared as packages on pallets* yields 5-digit scheme pallets containing automation rate and Presorted rate 5-digit packages for those 5-digit ZIP Codes listed in L001 and yields 5-digit pallets containing automation rate and Presorted rate 5-digit packages for other areas (automation rate packages are not applicable to Bound Printed Matter). The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum pallet volume, with no further separation by 5-digit ZIP Code required. Pallets prepared for a 5-digit scheme destination that contain 5-digit packages for only one of the schemed 5-digit areas are still considered to be sorted to the 5-digit scheme and are labeled accordingly. The 5-digit scheme sort is required for flat-size and irregular parcel-size Periodicals, for Standard Mail flats, and for Presorted Bound Printed Matter flats. The 5-digit scheme sort may not be used for other mail prepared on pallets, except for 5-digit packages of

Standard Mail irregular parcels that are part of a mailing job that is prepared in part as palletized flats at automation rates. Preparation of 5-digit scheme pallets must be done for all 5-digit scheme destinations.

l. A *5-digit scheme sort for Standard Mail parcels and Package Services parcels* yields 5-digit scheme sacks or pallets for those 5-digit ZIP Codes listed in L606 and 5-digit sacks or pallets for other ZIP Codes. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume (if required), with no further separation by 5-digit ZIP Code required. Sacks or pallets prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. The 5-digit scheme sort is always optional, including when 5-digit sortation is required for rate eligibility. The 5-digit scheme sort need not be used for all possible 5-digit scheme sorts.

m. A *merged 5-digit sort for Periodicals flats and irregular parcels and Standard Mail flats prepared in sacks* yields merged 5-digit sacks that contain carrier route packages and/or automation rate 5-digit packages, and/or Presorted rate 5-digit packages that are all for a 5-digit ZIP Code that has an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product that allows combining carrier route packages, automation rate 5-digit packages, and Presorted rate 5-digit packages in the same 5-digit sack or pallet. The merged 5-digit sort is optional for Periodicals flats and irregular parcels and Standard Mail flats prepared in sacks. Sacks prepared for a merged 5-digit destination that contain only a single rate level of package(s) (only carrier route package(s) or only automation rate 5-digit package(s) or only Presorted rate 5-digit package(s)) or that contain only two rate levels of package(s) are still considered to be merged 5-digit sorted and are labeled accordingly. If preparation of merged 5-digit sacks is performed, it must be done for all 5-digit ZIP Code destinations with an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product that allows combining carrier route packages, automation rate 5-digit packages, and Presorted rate 5-digit packages in the same 5-digit container.

n. A *merged 5-digit sort for Periodicals flats and irregular parcels and Standard Mail flats prepared as packages on pallets* yields merged 5-digit pallets that contain carrier route packages and/or automation rate 5-digit packages and/or Presorted rate 5-digit packages that are: 1) prepared under M920 and are all for a 5-digit ZIP Code that has an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product that allows combining carrier route packages, automation rate 5-digit packages, and Presorted rate 5-digit packages in the same 5-digit sack or pallet, or 2) prepared under M930 and pieces in 5-digit packages meet the 5% threshold requirement, or 3) prepared under M940 and pieces are either all for a 5-digit ZIP Code that has an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product or are all for a ZIP Code with a “B” or “D” indicator in the City State Product and the pieces in 5-digit packages for such ZIP Codes meet the 5% threshold requirement. The merged 5-digit sort is optional for Periodicals flats and irregular parcels and Standard Mail flats prepared in sacks or as packages on pallets. Sacks or pallets prepared for a merged 5-digit destination that contain only a single rate level of package(s) (only carrier route package(s) or only automation rate 5-digit package(s) or only Presorted rate 5-digit package(s)) or that contain only two rate levels of package(s) are

still considered to be merged 5-digit sorted and are labeled accordingly. If preparation of merged 5-digit pallets is performed, it must be done for all 5-digit ZIP Code destinations for which it is possible under M920, M930, or M940.

o. A *merged 5-digit scheme sort for Periodicals flats and irregular parcels and Standard Mail flats prepared in sacks* yields merged 5-digit scheme sacks that contain carrier route packages for those 5-digit ZIP Codes that are part of a single scheme as shown in L001 and/or automation rate 5-digit packages and/or Presorted rate 5-digit packages for 5-digit ZIP Codes in the scheme that have an "A" or "C" indicator in the Carrier Route Indicators field in the City State Product that allows combining carrier route packages, automation rate 5-digit packages, and Presorted rate 5-digit packages in the same 5-digit container under M920. Sacks prepared for a merged 5-digit scheme destination that contain only a single rate level of package(s) (only carrier route package(s) or only automation rate 5-digit package(s) or only Presorted rate 5-digit package(s)) or that contain only two rate levels of package(s) or that contain packages for only one of the schemed 5-digit areas are still considered to be merged 5-digit scheme sorted and are labeled accordingly. If preparation of merged 5-digit scheme sacks is performed, it must be done for all 5-digit scheme destinations in L001, and it must be done for all 5-digit destinations with an "A" or "C" indicator in the Carrier Route Indicators field in the City State Product, under the provisions of M920.

p. A *merged 5-digit scheme sort for Periodicals flats and irregular parcels and Standard Mail flats prepared as packages on pallets* yields merged 5-digit scheme pallets that contain carrier route packages for those 5-digit ZIP Codes that are part of a single scheme as shown in L001 and/or automation rate 5-digit packages and/or Presorted rate 5-digit packages for 5-digit ZIP Codes in the scheme that: 1) have an "A" or "C" indicator in the Carrier Route Indicators field in the City State Product, when prepared under M920, that allows combining carrier route packages, automation rate 5-digit packages, and Presorted rate 5-digit packages in the same 5-digit container, or 2) are within the 5% threshold requirement for each 5-digit in the scheme when prepared under M930, or 3) are all either for 5-digit ZIP Codes that have an "A" or "C" indicator in the Carrier Route Indicators field in the City State Product, or are for ZIP Codes with a "B" or "D" indicator in the City State Product and the pieces in 5-digit packages meet the 5% threshold requirement for such a 5-digit ZIP Code in the scheme when prepared under M940. Pallets prepared for a merged 5-digit scheme destination that contain only a single rate level of package(s) (only carrier route package(s) or only automation rate 5-digit package(s) or only Presorted rate 5-digit package(s)) or that contain only two rate levels of package(s) or that contain packages for only one of the schemed 5-digit areas are still considered to be merged 5-digit scheme sorted and are labeled accordingly. If preparation of merged 5-digit scheme pallets is performed, it must be done for all 5-digit scheme destinations in L001, and it must be done for all 5-digit destinations possible under M920, M930, or M940.

q. A *5-digit metro sort for Periodicals nonletters (flats and irregular parcels), Standard Mail flats, and Bound Printed Matter flats prepared as packages on pallets* results in 5-digit metro pallets containing carrier route, 5-digit, and 3-digit packages (automation and Presorted) for the 5-digit ZIP Codes listed in L006. The ZIP Codes in L006 are treated as a single presort destination, with no further separation by 5-digit ZIP Code required. The

5-digit metro sort is optional and need not be done for all possible destinations in L006.

r. A *3-digit scheme sort* yields 3-digit scheme trays for those 3-digit ZIP Code prefixes listed in L003 and 3-digit trays for other areas. The 3-digit ZIP Code prefixes in each scheme are treated as a single presort destination subject to a single minimum tray volume, with no further separation by 3-digit prefix required. Trays prepared for a 3-digit scheme destination that contain pieces for only one of the schemed 3-digit areas are still considered 3-digit scheme sorted and are labeled accordingly. The 3-digit scheme sort is required for automation rate letter-size First-Class Mail, Periodicals, and Standard Mail and is not permitted to be used for entered at another rate.

s. An *origin 3-digit* (or *origin 3-digit scheme*) tray/sack contains all mail (regardless of quantity) for a 3-digit ZIP Code (or 3-digit scheme) area processed by the SCF in whose service area the mail is verified. If more than one 3-digit (or 3-digit scheme) area is served, as indicated in L005, a separate tray must be prepared for each.

t. An origin/optional entry SCF sack contains all 5-digit and 3-digit packages (regardless of quantity) for the SCF in whose service area the mail is verified. At the mailer's option, such a sack may be prepared for the SCF area of each entry post office. This presort level applies only to nonletter-size Periodicals prepared in sacks.

u. The *required at [quantity]* instruction (e.g., “required at 10 pieces”) means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Packages and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable rate eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding rate.

v. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Packages or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable rate eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.

w. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility (e.g., “entry BMC”) that serves the post office at which the mail is entered by the mailer. If the post office where the mail is entered is not the one serving the mailer’s location (e.g., for plant-verified drop shipment), the post office of entry determines the *entry* facility. *Entry SCF* includes both single-3-digit and multi-3-digit SCFs. *Entry BMC* includes subordinate ASFs unless otherwise specified.

x. *Smaller quantities not permitted* or *fewer pieces not permitted* disallows preparation of quantities of mail smaller than that stated as the minimum required.

y. The *group pieces* instruction means the pieces are to be sorted together as if to be packaged but not actually secured into a package. Package labels and other package identification methods may be used for unsecured groups of pieces as permitted by standard.

z. A *package* is a group of addressed pieces secured together as a unit. The presort process considers the total number of pieces available for the particular presort destination and assembles them into groups meeting applicable volume and size standards. When the standards for the rate claimed require securing the pieces in each group together, the result is a package. The term *package* does not apply to unsecured groups of pieces (e.g., pieces prepared in trays and identified by separator cards or tic marks). Package preparation is described in M020.

aa. A *tic mark* is defined as a solid black rectangle that must be printed on both the front side (extending over the top) and back side (flap side) of the envelope. Tic marks may be used in lieu of separator cards for First-Class Mail and Standard Mail automation mailings and separator cards or rubber bands in Periodicals and Standard Mail nonautomation carrier route mailings prepared in full 5-digit carrier routes trays. Tic marks must be printed on the top edge of the first mailpiece in each carrier route grouping during the mailpiece production process and must meet the following specifications:

(1) Color: black.
(2) Reflectance and Contrast Ratio: The tic mark must meet the reflectance and contrast ratio specifications in C840.5.0.
(3) Location: The tic mark must extend along the top edge of the envelope, to the left of center line of the envelope. Its location must be referenced to the center line. The right edge of the tic mark must be 0.5 inch (± 0.125 inch) from the center line of the envelope.
(4) Size: The width of the tic mark must be 0.5 inch (± 0.125 inch). The tic mark must extend over the top of the envelope, down each side a distance of 0.25 inch (± 0.125 inch). When a second tic mark is used to indicate a tray break at the end of the tray, all specifications are the same as for one tick mark, except for the location on the envelope. When a second tic mark is used on the last piece in a tray to indicate a tray break, the right edge of the second tic mark must be 0.5 inch (± 0.125 inch) from the left edge of the first tic mark.

ab. An *overflow sack for Parcel Select (Parcel Post) DSCF rate mail* is a 5-digit scheme or 5-digit sack prepared with fewer than seven pieces after all other sacks for that same 5-digit scheme or 5-digit ZIP Code area are prepared with seven or more pieces per sack as required by M710. If all of the mail is sacked under M710, only one overflow sack is permitted for each 5-digit scheme or 5-digit ZIP Code. If a mailing is prepared on pallets, remaining pieces of Parcel Post mail may be prepared in one or more 5-digit scheme or 5-digit overflow sacks only after one or more 5-digit scheme or 5-digit pallets are prepared to meet the minimum pallet requirement specified in M045. Pieces in overflow sacks qualify for the Parcel Select (Parcel Post) DSCF rates.

ac. An *overflow pallet in a Parcel Select (Parcel Post) DSCF rate mailing* is a 5-digit scheme or 5-digit pallet containing pieces that remain after one or more 5-digit scheme or 5-digit pallets have been prepared to meet the minimum pallet requirement specified in M045. Only one overflow pallet per 5-digit scheme or 5-digit ZIP Code area is permitted for Parcel Select (Parcel Post) DSCF rate mail palletized under M045. Pieces on overflow pallets qualify for the DBMC rates.

ad. A *"logical" presort destination* represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single package or in a single container (i.e., sack, pallet) due to applicable preparation requirements or the size of the individual pieces. For example, there may be 42 mailpieces for ZIP Code 43112 forming a Standard Mail "logical" 5-digit package, and they are prepared in three physical 5-digit packages because of the applicable weight and height restrictions on packages. For pallets, 2,800 pounds of mail may be destined to an SCF destination, and these would form the "logical" SCF pallet, but the mail is placed on two physical SCF pallets each weighing 1,400 pounds because of the 2,200 pound maximum pallet weight requirement.

ae. *Co-packaging* is an alternate preparation option available under M900 for First-Class Mail, Periodicals, and Standard Mail that allows the combining of flat-size automation rate and Presorted rate pieces within the same package under the single minimum package size requirement. Pieces may not be combined in more than one physical package for each logical presort destination.

Mailing
1.4

Mailings are defined as:

a. General. A mailing is a group of pieces within the same class of mail and, except for certain parcel rates, the same processing category that may be sorted together and/or may be presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system (e.g., automation, nonautomation carrier route, and other nonautomation) and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may

b. First-Class Mail. Cards and letters must be prepared as separate mailings except that they may be sorted together if each meets separate minimum volume mailing requirements. The types of First-Class Mail listed below must not be part of the same mailing despite being in the same processing category (see M910 and M950 for advanced preparation options for flat-size mail):
   (1) Automation rate and any other type of mail.
   (2) Presorted rate and any other type of mail.
   (3) Single-piece rate and any other type of mail.
   (4) Machinable and nonmachinable pieces.

c. Periodicals. Mail qualifying for the In-County rates may be part of a mailing that includes pieces eligible for the Outside County rates. Mail at carrier route rates, nonautomation Presorted rates, and automation rates must each be sorted as separate mailings. However, each of these mailings may be reported on the same postage statement if the pieces are for the same publication and edition. See M041, M045, M210, and M220 for copalletized, combined, or mixed-rate mailings. See M900 for advanced preparation options for nonletter-size mail.

d. Standard Mail. Except as provided in E620.1.2, the types of Standard Mail listed below may not be part of the same mailing. See M041, M045, M610, M620,and M900 for copalletized, combined, or mixed-rate mailings.
   (1) Automation Enhanced Carrier Route and any other type of mail.
   (2) Automation rate and any other type of mail.
   (3) Enhanced Carrier Route and any other type of mail.

(4) Enhanced Carrier Route letter rate pieces and Enhanced Carrier Route nonletter rate pieces.
(5) Presorted rate mail and any other type of mail.
(6) Machinable and nonmachinable pieces.
(7) Except as provided by standard, Regular mail may not be in the same mailing as Nonprofit mail, and Enhanced Carrier Route mail may not be in the same mailing as Nonprofit Enhanced Carrier Route mail.

e. Package Services. Except for single-piece rate pieces not otherwise subject to a minimum mailing requirement that are presented under an approved manifest mailing system under P910, the following types of Package Services may not be part of the same mailing even if in the same processing category:
(1) Parcel Post mail and any other type of mail.
(2) Bound Printed Matter and any other type of mail.
(3) Media Mail and any other type of mail.
(4) Library Mail and any other type of mail.

2.0 PRESORT ACCURACY VALIDATION AND EVALUATION (PAVE)

Basic Information 2.1 The Presort Accuracy Validation and Evaluation (PAVE) program is a process to evaluate presort software and determine its accuracy in sorting address files under DMM standards. PAVE is available only to software and hardware manufacturers (i.e., companies that develop presort software or manufacture presorting equipment). PAVE certification does not guarantee acceptance of customer mail prepared with PAVE-validated hardware/software.

Process 2.2 PAVE evaluates the accuracy of presort products by providing test address files to vendors. Vendors process the test file(s) through their presort software or hardware and return the resulting postage statement facsimile(s) and other presort documentation to the USPS National Customer Support Center (NCSC) for evaluation of the answers. Each test file is evaluated for its accuracy of presort, compliance with current DMM standards, accuracy of sack/tray/pallet tag labels, and general acceptability of computer-generated facsimiles of postage statements and other presort documentation. If the answers are accurate, the vendor's presort product is validated for a 12-month period or until the end of the current annual period.

Participation 2.3 For information on participation in PAVE, presort product developers may request the *PAVE Program Technical Guide* from the NCSC by calling 1-800-238-3150. Participants may use the PAVE form included in that guide to order PAVE test files.

M000 General Preparation Standards

M010 Mailpieces

M012 Markings and Endorsements

Summary M012 describes the standards for markings, endorsements, and placement on First-Class Mail, Standard Mail, and Package Services. It also covers the placement of endorsements for delivery services and ancillary services.

1.0 MARKINGS—BASIC STANDARDS

Class and Rate
1.1 Except for single-piece First-Class Mail, mailpieces must be marked under the corresponding standards to show the class of service and/or rate paid:

a. Single-piece First-Class Mail may be identified under M110.

b. Presorted First-Class Mail and Standard Mail must be marked under 2.0.

c. Package Services must be marked under 3.0.

d. Priority Mail must be identified under E120.

e. Periodicals must be identified under E211.

f. Express Mail is identified with the Express Mail mailing label (Label 11 or Form 5625) without any other required class or rate marking.

g. All mailable hazardous materials must be labeled and/or marked as required in C020.

Enclosures
1.2 Enclosures, attachments, and mixed rate mailpieces must be marked under the applicable standards in E070, M070, and P070.

Printing and Designs
1.3 Required markings may be printed by a postage meter or other means that ensures a legible marking. A marking may not include or be part of a decorative design or advertisement.

2.0 MARKINGS—FIRST-CLASS MAIL AND STANDARD MAIL

Placement
2.1 Markings must be placed as follows:

a. Basic Marking. The basic required marking that indicates the class or subclass—"First-Class," "Presorted Standard" or "PRSRT STD," or "Nonprofit Organization" (or "Nonprofit Org." or "Nonprofit")—must be printed or produced as part of, or directly below or to the left of, the permit imprint indicia, meter stamp or impression, or adhesive or precanceled stamp.

b. Other Markings. Other rate-specific markings ("AUTO," "AUTOCR," "Presorted" (or "PRSRT"), "Single-Piece" (or "SNGLP") (First-Class Mail only), "ECRLOT," "ECRWSH," and "ECRWSS" (Standard Mail only)) may be placed in the location specified in 2.1a or, if the marking appears alone or if no other information appears on the line with the marking except postal optional endorsement line information under M013 or postal carrier route package information under M014, then it may be placed in the address area on the line directly above or two lines above the address. If preceded by two asterisks (**), the "AUTO," "AUTOCR," "PRESORTED" (or "PRSRT"), or "Single-Piece" (or "SNGLP") markings also may be placed on the line directly above or two lines above the address in a mailer keyline or a manifest keyline

or placed above the address and below the postage in an MLOCR ink-jet printed date correction/meter drop shipment line. Alternatively, the "AUTO," "AUTOCR," "PRSRT," or "SNGLP" markings may be placed to the left of the barcode clear zone (subject to the standards in C840) on letter-size pieces.

c. Additional Requirements for Carrier Route. "AUTOCR," "ECRLOT," "ECRWSH," and "ECRWSS" (Standard Mail only) must appear in their entirety wherever placed, except "ECR" may be placed in the postage area if "LOT," "WSH," or "WSS," as applicable, is placed in the line above or two lines above the address, as specified in 2.1b. Pieces not mailed at ECR rates must not bear these markings.

Exceptions to Markings
2.2

Exceptions are as follows:

a. Automation Letters: Non-carrier route First-Class Mail and Standard Mail letters do not require an "AUTO" marking if they bear a DPBC in the address block or on an insert visible through a window. Non-carrier route First-Class Mail letters not marked "AUTO" must bear both the "Presorted" or "PRSRT" and "First-Class" markings. Non-carrier route Standard Mail letters not marked "AUTO" must bear the appropriate basic marking in 2.1a.

b. Automation Flats: First-Class Mail and Standard Mail flats do not require an "AUTO" marking. First-Class Mail flats not marked "AUTO" must bear both the "Presorted" or "PRSRT" and "First-Class" markings. Standard Mail flats not marked "AUTO" must bear the appropriate basic marking in 2.1a.

c. Manifest Mailings. The basic marking must appear in the postage area on each piece as required in 2.1a. The two-letter rate category code required in the keyline on manifest mailing pieces prepared under P910 meets the requirement for other rate markings (e.g., on a First-Class piece mailed at automation carrier route rates, the "AC" code may replace the "AUTOCR" marking).

d. MLOCR Prepared Automation Mailings. The basic marking must appear in the postage area on each piece as required in 2.1a. The other "AUTO" marking described in 2.1b must be replaced by the appropriate identifier/rate code marking described in P960 on those pieces that have the marking applied by an MLOCR. This seven-character marking provides a description of the Product Month Designator, MASS/FASTforward System Identifier, postage payment method, and the rate of postage affixed for metered and precanceled stamp mail or other postage information for permit imprint mail.

3.0 MARKINGS—PACKAGE SERVICES

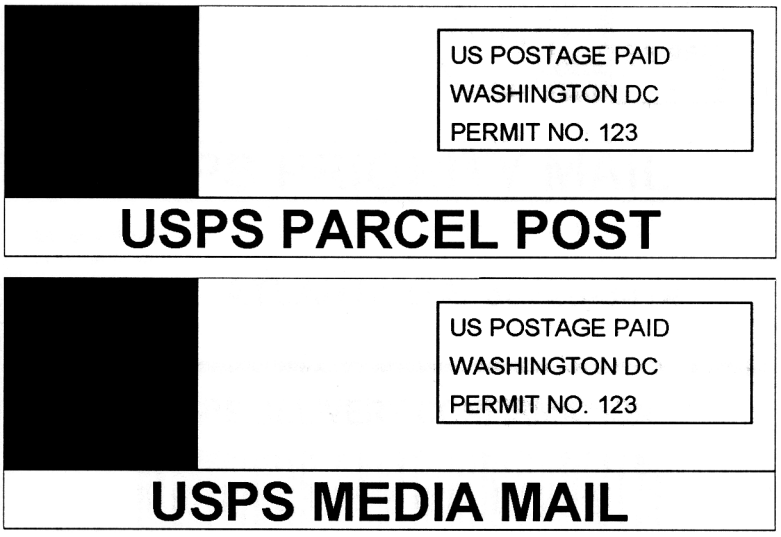
Basic Markings
3.1

The basic required Package Services subclass marking—"Parcel Post" or "PP," "Bound Printed Matter" or "BPM," "Media Mail," or "Library Mail"—must be printed on each piece claimed at the respective rate. For Parcel Post destination entry rate mail, the marking "Parcel Select" may be used as the basic required marking instead of "Parcel Post." The basic required marking must be placed in the postage area (i.e., printed or produced as part of, or directly below or to the left of, the permit imprint indicia or meter stamp or impression). Optionally, the basic required marking may be printed on the shipping address label as service indicators composed of a service icon and service banner (see Exhibit 3.1):

a. The service icon that will identify all Package Services subclasses will be a 1-inch solid black square. If the service icon is used, it must appear in the upper left corner of the shipping label.

b. The service banner must appear directly below the postage payment area and the service icon, and it must extend across the shipping label. If the service banner is used, the appropriate subclass marking (e.g., "PARCEL POST," "BOUND PRINTED MATTER") must be preceded by the text "USPS" and must be printed in minimum 20-point bold sans serif typeface, uppercase letters, centered within the banner, and bordered above and below by minimum 1-point separator lines. There must be a 1/16-inch clearance above and below the text.

Package Services Indicators
Exhibit 3.1



Additional Parcel Select (Parcel Post) Markings
3.2

Each piece in a Parcel Select (destination entry Parcel Post) mailing must bear a marking to indicate it was mailed at a destination entry rate. If the "Parcel Select" marking is used as the basic marking in the postage area on such pieces under 3.1, no additional marking is required because the "Parcel Select" marking identifies the mail as destination entry rate mail. If the "Parcel Post" (or "PP") marking is used as the basic marking in the postage area under 3.1, one or both of the following markings also must appear on each piece in the mailing to identify it as destination entry rate mail: (1) "Drop Ship" (or "D/S"); (2) "Parcel Select." These additional destination entry rate markings must appear in either the postage area described in 3.1 or in the address area on the line directly above or two lines above the address if the marking appears alone (i.e., if no other information appears on that line). The "Parcel Select" and "Drop Ship" (or "D/S") markings must not appear on Parcel Post mail that is entered at rates other than DBMC, DSCF, or DDU destination entry rates.

Additional Bound Printed Matter Markings
3.3

In addition to the basic marking in 3.1, each piece of Bound Printed Matter mailed at a presorted or carrier route rate must bear additional rate markings. The additional markings may be placed in the postage area as specified in 3.1. Alternatively, these markings may be placed in the address area on the line directly above or two lines above the address if the marking appears alone, or if no other information appears on the line with the marking except postal optional endorsement line information under M013 or postal carrier route package information under M014. The additional rate markings are:

a. For Presorted rate mail, the additional required marking is “Presorted” (or “PRSRT”). For presorted flats claiming the barcoded discount prepared under M820, the optional marking “AUTO” may be used in place of “Presorted” (or “PRSRT”). If the “AUTO” marking is not used, the automation rate flats must bear the “Presorted” (or “PRSRT”) rate marking.

b. For carrier route rate mail, the additional required marking is “Carrier Route Presort” (or “CAR-RT SORT”).

Additional Media Mail Markings
3.4 Each piece of Media Mail mailed at a presorted rate must bear the required marking “Presorted” or “PRSRT” in addition to the basic marking specified in 3.1. This additional marking may be placed in the postage area as specified in 3.1. Alternatively, these markings may be placed in the address area on the line directly above or two lines above the address if the marking appears alone, or if no other information appears on the line with the marking except postal optional endorsement line information under M013.

Additional Library Mail Markings
3.5 Each piece of Library Mail mailed at a presorted rate must bear the required marking “Presorted” or “PRSRT” in addition to the basic marking specified in 3.1. This additional marking may be placed in the postage area as specified in 3.1. Alternatively, these markings may be placed in the address area on the line directly above or two lines above the address if the marking appears alone, or if no other information appears on the line with the marking except postal optional endorsement line information under M013.

4.0 ENDORSEMENTS—DELIVERY AND ANCILLARY SERVICES

General
4.1 The mailer must place the correct endorsement on each mailpiece to provide delivery instructions (retention period under F030 or carrier release under D042) or to request an ancillary service (forwarding, return, or address correction under F010), subject to the corresponding standards for use and availability.

Return Address
4.2 A domestic return address as presented in A010 must be used and placed in the upper left corner of the address side of the mailpiece or the upper left corner of the addressing area. If the return address is a multiple delivery address, it must show a unit designator (e.g., an apartment number).

Placement
4.3 The placement of the endorsement on the mailpiece is determined as follows:

a. The carrier release endorsement must be placed directly below the return address. If any other endorsement is used, the carrier release endorsement must be separated by the equivalent of one blank line of the type size used.

b. A retention period specified by the mailer must be placed directly above the return address.

c. Any ancillary service endorsement must be placed in one of these four positions:

(1) Directly below the return address.
(2) Directly above the delivery address area (which includes the delivery address block and any related nonaddress elements such as a barcode, keyline, or optional endorsement line).
(3) Directly to the left of the postage area and below or to the left of any rate marking.
(4) Directly below the postage area and below any rate marking.

Other Physical Standards
4.4

The endorsement or, if combined, endorsements must meet these physical standards:

a. The type size of the endorsement must be at least 8 points.

b. The read direction of the endorsement and return address must be the same as the read direction of the delivery address.

c. The color contrast between the endorsement and the mailpiece background must be kept at a reasonable degree. A brilliant colored background or reverse printing is not permitted.

d. A clear space of at least 1/4 inch around (above, below, and both sides) the total area containing the endorsement(s) is required. This 1/4-inch clear space is not required for an endorsement that is applied with a multiline optical character reader (MLOCR) inkjet and placed in the location directly below the postage area and any rate marking under 4.3c(4) if the endorsement is clear and legible.

M000 General Preparation Standards

M010 Mailpieces

M013 Optional Endorsement Lines

Summary M013 describes placement of the optional endorsement line (OEL), a method of identifying the sortation level of a package of mail. It explains how OELs are used in lieu of facing slips or pressure-sensitive adhesive labels. The section also covers the standard format for OELs.

1.0 USE

Basic Standards

1.1 An optional endorsement line (OEL) may be used to label packages instead of applying pressure-sensitive package labels or facing slips to the top piece of packages. The OEL must show carrier route information or the type of package and ZIP Code information as shown below. Use of OELs on packages is subject to the standards for the rate claimed. At the mailer's option, pieces in trays of non-carrier route automation letter-size mail may bear OEL information that corresponds to the sortation level of the tray in which the pieces are placed. The ZIP Code for use on OELs for ADCs, mixed ADCs, AADCs, and mixed AADCs must include the appropriate 3-digit ZIP Code prefix or 5-digit ZIP Code required by the labeling list for the mail class as shown in 2.5.

Sortation Level	OEL Example
Firm—Periodicals	* FIRM 12345
Carrier Route—Periodicals basic	* CAR-RT LOT**C-001 * CR LOT 1234A**C-001
Carrier Route—Periodicals high density	* CAR-RT WSH**C-001
Carrier Route—Periodicals saturation	* CAR-RT WSS**C-001
ECR—Standard Mail basic	* ECRLOT**C-001 * ECRLOT 1234A**C-001
ECR—Standard Mail high density	* ECRWSH**C-001
ECR—Standard Mail saturation	* ECRWSS**C-001
Carrier Route—Automation (First-Class Mail and Standard Mail)	* AUTOCR**C-001
Carrier Route—Bound Printed Matter	* CAR-RT SORT**C-001
5-Digit	* 5-DIGIT 12345
3-Digit	* 3-DIGIT 771
ADC (3-digit ZIP Code prefix)	* *ALL FOR ADC 105
ADC (5-digit ZIP Code)	* *ALL FOR ADC 90197
Mixed ADC (3-digit ZIP Code prefix)	* MIXED ADC 640
Mixed ADC (5-digit ZIP Code)	* MIXED ADC 60821
Optional tray level piece ID for automation letters:	
AADC (3-digit ZIP Code prefix)	* *ALL FOR AADC 050

Sortation Level	OEL Example
AADC (5-digit ZIP Code)	* *ALL FOR AADC 07099
Mixed AADC (3-digit ZIP Code prefix)	* MIXED AADC 870
Mixed AADC (5-digit ZIP Code)	* MIXED AADC 75197
Optional tray level for manual processing:	
5-Digit	* *5-DIGIT 23456 MANUAL ONLY
3-Digit	* 3-DIGIT 090 MANUAL ONLY
ADC (3-digit ZIP Code prefix)	* * * * * * * * * * * * * * * * * *ALL FOR ADC 103 MANUAL ONLY
ADC (5-digit ZIP Code)	* * * * * * * * * * * * * * * * *ALL FOR ADC 98765 MANUAL ONLY
Mixed ADC (3-digit ZIP Code prefix)	* * * * * * * * * * * * * * * * * * * MIXED ADC 630 MANUAL ONLY
Mixed ADC (5-digit ZIP Code)	* * * * * * * * * * * * * * * * * * MIXED ADC 12345 MANUAL ONLY

Keyline
1.2 A mailer's keyline or comparable information may not be placed on the same line as the OEL or on the line above the OEL.

Firm Package
1.3 On a firm package of carrier route presorted Periodicals, "FIRM" may precede "CAR-RT SORT" in the carrier route information line under M014.

Rate Markings
1.4 At the mailer's option, rate markings required by the standards for the rate claimed may be included in the OEL if the OEL appears on each piece in the mailing and if it remains a single line with the basic package label information (required by 1.1) at the right end (e.g., on a carrier route package of Enhanced Carrier Route Saturation Standard Mail: * * * * ECRWSS**C-001; on an automation Standard Mail 3-digit package: * * * * AUTO**3-DIGIT 750).

Exceptional Address Format
1.5 If the exceptional address format is used, it may appear above the OEL in accordance with A040.

OEL with LOT Information
1.6 At the mailer's option, line-of-travel (LOT) information for carrier route Periodicals and Enhanced Carrier Route Standard Mail may be included in the OEL using the applicable format in 1.1. All other OEL requirements apply. If there is insufficient space within the OEL to include any other information required (e.g., ACS participant code), this OEL format may not be used.

2.0 FORMAT

Presort Identification
2.1 Except when an address block barcode is placed above the optional endorsement line (OEL), the appropriate presort identification must be the first line at the top of the address block or label. A mailer receiving address corrections through Address Change Service (ACS) may use the first eight positions on the left side of the OEL for the ACS participant code.

Size and Style of Type
2.2 The information in the OEL must be in capital letters with letter size and line spacing no less than the size and line spacing of the largest letters or characters in the address block or any part of the address label. Letters in the endorsement line must be the same type font as those in the address block. Only capital letters of the alphabet, Arabic numerals, or asterisks may be used in the OEL.

Non-ACS Labels
2.3 On labels not used with ACS, the OEL must be filled with asterisks from the left margin of the label or address block (as defined by the position of the first character printed in the address block or on the address label) up to the first character in the OEL.

ACS Labels 2.4 On labels used with ACS, the delimiter symbol (#) must be in the first position at the left margin of the OEL, followed by the seven-character USPS-assigned ACS participation code, then one blank space. The remaining space between the ACS code and the first character of the makeup information must be filled with asterisks.

ZIP Code 2.5 Except for carrier route packages, the OEL must include the appropriate ZIP Code information. Carrier route OELs must show carrier route information as specified in M014.

M000 General Preparation Standards

M010 Mailpieces

M014 Carrier Route Information Lines

Summary M014 describes carrier route information elements and lists descriptive prefixes (e.g., “Rural Route” (“R”)).

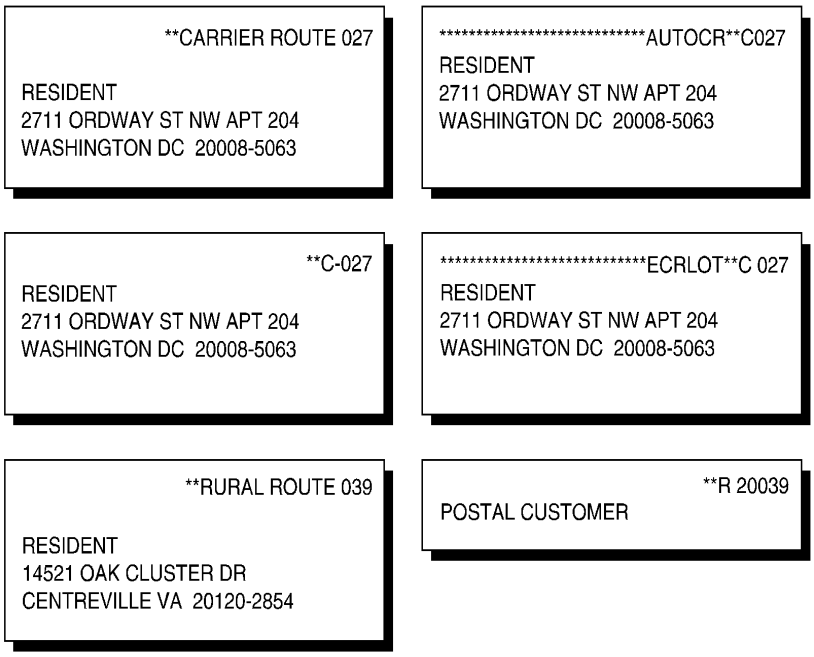
1.0 BASIC INFORMATION

Packages for individual carrier routes, rural routes, highway contract routes, post office box sections, or general delivery units must be prepared with facing slips under M020, optional endorsement lines under M013, or carrier route information lines under 2.0. These standards apply to automation Carrier Route First-Class Mail, Carrier Route Periodicals, Enhanced Carrier Route Standard Mail, and Carrier Route Bound Printed Matter mailings. Carrier route information lines may be on all pieces in a mailing, regardless of presort level.

2.0 FORMAT AND CONTENT

Route Information
2.1 Carrier route information consisting of a descriptive prefix (or its abbreviation), plus a route number or numeric code, must be on the top line of the address, either alone or with other information (e.g., addressee, account data). Alternatively, when permitted by standard, the carrier route information may appear with the applicable carrier route endorsement on the line above or two lines above the address if the carrier route rate marking is in the address area (see Exhibit 2.1).

Address Formats With Carrier Route Information
Exhibit 2.1



Descriptive Prefix
2.2 The authorized descriptive prefixes and their abbreviations are “Carrier Route” (“C”), “Rural Route” (“R”), “Highway Contract Route” (“H”), “Post Office Box Section” (“B”), and “General Delivery Unit” (“G”).

Route Code
2.3 These conditions apply to the carrier route code:

a. The one-character descriptive prefix in 2.2 must be followed by a 3-digit route or post office box section number.

b. On Periodicals and Standard Mail pieces bearing a simplified address that does not include a ZIP Code, the descriptive prefix in 2.2 must be followed by the last two digits of the 5-digit ZIP Code and the 3-digit route number or post office box section number.

c. The route code required for simplified address mailings in 2.3b may also be used on mailings of any class that contain a ZIP Code in the address.

Other Elements
2.4 The following elements also are included in the carrier route information line:

a. The carrier route code must be preceded by at least two asterisks (**) or other distinctive nonalphabetic or nonnumeric characters.

b. At least 10 spaces must be reserved for the carrier route code if other information is included on the top line.

c. The carrier route information line may also contain the basic markings required by standard for the class of mail and rate claimed, prepared under M012.

d. The carrier route information line may also include information to identify packages of Periodicals matter mailed at:

(1) carrier route saturation rates ("SATURATION WALK-SEQUENCED CARRIER ROUTE MAIL" or the abbreviation "CAR-RT WSS"),
(2) high density walk-sequenced rates ("HIGH DENSITY WALK-SEQUENCED CARRIER ROUTE MAIL" or the abbreviation "CAR-RT WSH"), or
(3) basic carrier route rates ("CARRIER ROUTE LINE-OF-TRAVEL" or the abbreviation "CAR-RT LOT").

Firm Package
2.5 On a firm package of carrier route presorted Periodicals, "FIRM" may precede "CAR-RT LOT" or "CAR-RT WSH" or "CAR-RT WSS," as applicable, in the carrier route information line.

M000 General Preparation Standards

M020 Packages

Summary M020 describes the proper preparation of packages and bundles including counter-stacking, labeling, and palletization. The section discusses exceptions to package size and preparation, lists additional standards for First-Class Mail, Periodicals, Standard Mail, and Bound Printed Matter, and standards for the use of facing slips on carrier route packages.

1.0 BASIC STANDARDS

Facing
1.1 Except as noted in 1.2, all pieces in a package must be "faced" (i.e., arranged with the addresses in the same read direction), with an address visible on the top piece.

Counter-Stacking—Sacked and Palletized Mail
1.2 Packages of flats and other pieces of nonuniform thickness may be prepared by counter-stacking under these conditions:

a. Counter-stacking should be used only to create packages of more uniform thickness that are more likely to maintain their integrity during transportation and processing.

b. Counter-stacking is appropriate for saddle-stitched mailpieces and pieces where one edge is thicker than other edges or one corner is thicker than other corners.

c. When counter-stacking, pieces must all have addresses facing up and be divided into no more than four approximately equal groups, with each group rotated 180 degrees from the preceding and succeeding group(s); prepare as few groups as possible to create a package of uniform thickness.

d. Counter-stacked groups within a package should be as thick as possible, generally at least 1 inch thick.

e. When pieces are nonuniform in thickness because they are thicker in the center instead of along an edge or corner, counter-stacking will generally not result in a package of uniform thickness (i.e., a football-shaped package would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the package to 3 to 6 inches to ensure the package will stay together during normal transit and handling.

Labeling
1.3 Unless excepted by standard, each package (other than carrier route packages) must be identified with the pressure-sensitive package label specified in the standards for the class and rate claimed. On letter-size and card-size mail, the label must be placed in the lower left corner of the address side of the top piece in the package. On flat-size mail, the label must be placed on the address side of the top piece in the package. An optional endorsement line may be used in place of a pressure-sensitive label, subject to M013.

Securing Packages—General
1.4 Package preparation is subject to the following requirements:

a. Packages must be able to withstand normal transit and handling without breakage or injury to USPS employees.

b. Packages must be secured with banding, shrinkwrap, or shrinkwrap plus one or more bands. Banding includes plastic bands, rubber bands, twine/string, and similar material. Use of wire or metal banding is not permitted.

c. When one band is used, it must be placed tightly around the girth (narrow dimension).

d. Except under 1.5 and 2.1f, packages over 1 inch high (thick) must be secured with at least two bands or with shrinkwrap. When double banding is used to secure packages, it must encircle the length and girth of the package at least once. Additional bands may be used if none lies within 1 inch of any package edge.

e. Banding tension must be sufficient to tighten and depress the edges of the package so pieces will not slip out of the banding during transit and processing. Loose banding is not allowed.

f. When twine/string is used to band packages, the knot(s) must be secure so the banding does not come loose during transit and processing.

Packages on Pallets
1.5 In addition to 1.1 through 1.4, packages on pallets must meet the following standards:

a. Except as noted in 1.5b, packages up to 1 inch in height (thickness) must be secured with appropriate banding, placed at least once around the girth, or with shrinkwrap. Packages over 1 inch in height must be secured with at least two bands (plastic bands, rubber bands, twine/string, or similar material), one around the length and one around the girth; or with shrinkwrap; or with shrinkwrap plus one or two bands.

b. Packages may be secured with heavy-gauge shrinkwrap plus plastic banding, only shrinkwrap, or only banding material if they can stay together during normal processing. Except for packages of individually polywrapped pieces, packages on BMC pallets must be shrinkwrapped and machinable on BMC parcel sorters. Packages of individually polywrapped pieces may be secured with banding material only. Machinability is determined by the USPS. If used, banding material must be applied at least once around the length and once around the girth; wire and metal strapping are prohibited.

Package Size—Bound Printed Matter, Media Mail, and Library Mail
1.6 Each logical package (the total group of pieces for a package destination) of Bound Printed Matter, Media Mail, and Library Mail must meet the applicable minimum and maximum package size standards in M045, M722, M730, M740, or M820. The pieces in the logical package must then be secured in a physical package or packages. Wherever possible, each physical package for a logical package destination should contain at least the minimum package size. The size of each physical package for a specific logical package destination may, however, contain the exact package minimum, more pieces than the package minimum, or fewer pieces than the package minimum depending on the size of the pieces in the mailing or the total quantity of the pieces to that destination. Unless otherwise noted, the maximum weight for packages in sacks is 20 pounds. Except for mixed ADC packages and for carrier route packages prepared in sacks, each physical package of Bound Printed Matter must contain at least two pieces. For carrier route rate Bound Printed Matter prepared in sacks, the last physical package to an individual carrier route may consist of a single addressed piece, provided that all other packages to that carrier route destination contain at least two addressed pieces, and that the total group of pieces to that carrier route (the logical package) meets the carrier route rate eligibility minimum in E712. Packages prepared on pallets must meet the additional packaging requirements under M045 and each physical package, including carrier route rate mail, must always contain at least two pieces.

Package Size—Other Mail Classes
1.7

Except for Bound Printed Matter, an individual package may be prepared with fewer than the minimum number of pieces required by the standards for the rate claimed without loss of rate eligibility under either of these conditions:

a. A greater number of pieces would exceed the maximum physical size for a package and the total number of pieces for that presort destination meets the minimum volume standard (e.g., 30 pieces are available to meet a 10-piece minimum, but a package of eight pieces is 6 inches thick).

b. The pieces constitute the "last package" for a presort destination and previously prepared packages met the applicable minimum volume standard (e.g., 505 pieces prepared in 10 50-piece packages and one five-piece package).

Packages in Sacks—Periodicals and Standard Mail
1.8

Periodicals and Standard Mail prepared in sacks must be secured in packages as follows:

a. The maximum weight for all packages is 20 pounds.

b. Packages up to 1 inch in height (thickness) must be secured with appropriate banding, placed at least once around the girth (narrow dimension), or with shrinkwrap. Packages over 1 inch in height must be secured with at least two bands (plastic bands, rubber bands, or twine/string), one around the length and one around the girth; or with shrinkwrap; or with shrinkwrap plus one or two bands.

c. Packages should be measured at the lowest (thinnest) point to determine the package height.

d. A package that exceeds the maximum prescribed height by less than the thickness of a single piece meets the standard (e.g., if a glossy piece is 0.625 (5/8) of an inch thick, five pieces may be secured in a package 3.125 inches high; if a piece with uncoated cover stock is 0.75 (3/4) of an inch thick, 11 pieces may be secured in a package 8.25 inches high).

e. Packages of pieces with covers of coated stock that are not individually enclosed in a mailing wrapper (e.g., magazines or catalogs with glossy covers not individually enclosed in an envelope, uncoated paper wrapper, or plastic wrapper (polybag)) are subject to these conditions:
   (1) Except as noted in 1.8e(2), packages must not exceed 3 inches in height (thickness).
   (2) Packages of such pieces secured with shrinkwrap plus one or two plastic straps, or with at least two plastic straps, one around the length and one around the girth, must not exceed 6 inches in height (thickness).

f. Packages containing pieces with outer surfaces of uncoated stock are subject to these conditions:
   (1) "Uncoated stock" also refers to pieces with coated covers that are individually enclosed in a cover or mailing wrapper of uncoated stock such as an envelope, sleeve, protective cover, partial wrapper, or polybag and pieces with outer surfaces composed of material other than paper (e.g., plastic, cloth, fiberboard, or metal).
   (2) Packages must not exceed 8 inches in height (thickness); however, it is recommended that such packages not exceed 6 inches in height (thickness).

Exception to Package Preparation—Mail in Trays
1.9

In package-based mailings not entirely of card-size pieces (i.e., pieces not larger than 4-1/4 by 6 by 0.016 inch), mail need not be prepared in 5-digit packages if placed in a full 5-digit tray. Similarly, mail need not be prepared in other levels of packages when it will be placed in a full tray to the corresponding tray level, and none of the mail in that tray would have been more finely sorted if packaged. For example, the content of a full ADC tray need not be packaged if, when correctly sorted, it would have all been prepared in ADC packages to the same destination; conversely, this exception would not apply if some pieces would require preparation in 5-digit or 3-digit packages.

2.0 ADDITIONAL STANDARDS

Cards and Letter-Size Pieces
2.1

Cards and letter-size pieces are subject to these packaging standards:

a. The maximum thickness for packages of carrier route rate mail is 4 inches. The maximum thickness for other packages is 6 inches.

b. Mailings consisting entirely of card-size pieces (i.e., pieces not larger than 4-1/4 by 6 by 0.016 inch) must always be prepared in packages.

c. Packages must be prepared for mail in all less-than-full trays and 3-digit carrier routes trays; for nonmachinable Presorted First-Class Mail; for nonmachinable Presorted Standard Mail; for First-Class Mail and Standard Mail pieces where the mailer has requested “manual only” processing; and for nonautomation Periodicals.

d. Separator cards or tic marks *may* be used instead of packaging for letter-size pieces in full 5-digit carrier routes trays of Periodicals and Enhanced Carrier Route Standard Mail. Separator cards or tic marks *must* be used instead of packaging for letter-size pieces in full 5-digit trays of automation carrier route First-Class Mail and automation Enhanced Carrier Route Standard Mail. The cards must be of paper or card stock, at least 0.25 inch higher than the highest pieces in the mailing, and in front of the corresponding groups of mail. The tic mark must be applied during the mailpiece production process and be printed on the top edge of the envelope, to the left of the center line of the envelope. Each tic mark must have its location referenced to the center line. The right edge of the tic mark must be 0.5 inch (± 0.125 inch) from the center line of the envelope. The width of the tic mark must be 0.5 inch (± 0.125 inch). The tic mark must extend over the top of the envelope, down each side a distance of 0.25 inch (± 0.125 inch). In trays of tic-marked mail, all mailpieces must be the same dimension so that the tic marks are visible.

e. For mailings consisting entirely of card-size pieces and mail in less-than-full trays, packages must be secured with rubber bands, elastic strapping, flat plastic strapping, or string. (Elastic strapping must have a minimum strength of 15 pounds and a minimum of 150% elongation before breaking. Minimum tension, when applied to the package, must be 50% breaking strength. Elastic strapping may not be used unless approved by USPS Engineering. If requested, the mailer must be able to show such approval for the strapping material used for a mailing.)

f. Packages up to 1 inch thick must be secured with appropriate banding placed once around the girth (narrow dimension). Packages over 1 inch thick must be secured with at least two bands, one around the length and one around the girth.

Flat-Size Pieces
2.2

Packages of flat-size pieces must be secure and stable subject to the following:

a. If placed on pallets, the specific weight limits in M045.

b. If placed in sacks:
   (1) For Periodicals and Standard Mail, the specific weight and height limits in 1.8.
   (2) For Bound Printed Matter, the specific weight limits in M720.
   (3) For Media Mail and Library Mail, the specific weight limits in M730 and M740.

Pieces With Simplified Address
2.3 For mail prepared with a simplified address, all pieces for the same post office must be prepared in packages of 50 when possible. If packages of other quantities are prepared, the actual number of pieces must be shown on the facing slip attached to show distribution desired (e.g., rural route, city route, post office boxholder). Packages must be secure and stable subject to specific weight limits in M045 if placed on pallets, specific weight and height limits in 1.8 for Periodicals and Standard Mail placed in sacks, specific thickness limits in 2.1 for cards and letter-size pieces, and, for Bound Printed Matter in sacks, specific weight limits in M720.

3.0 FACING SLIPS—ALL CARRIER ROUTE MAIL

All facing slips used on carrier route packages must show this information:

a. Line 1: Destination city, two-letter state abbreviation, and 5-digit ZIP Code.

b. Line 2: Content (as appropriate to the class), followed by carrier route type and route number (e.g., “NEWS LTRS CR R 012”).

c. Line 3: City and two-letter state abbreviation of the origin post office.

M000 General Preparation Standards

M030 Containers

M031 Labels

Summary M031 describes what should appear on the destination line (Line 1), content line (Line 2), and office of mailing or mailer information line (Line 3), of sack and tray labels. The section covers additional standards for tray, sack, and pallet labels.

1.0 SACK AND TRAY LABELS

Basic Standards
1.1 Only sack labels may be used for sacks; only tray labels may be used for trays. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable. Illegible labels are not acceptable. Container labels for automation rate mailings are subject to M032.

Line 1
1.2 Line 1 (destination line) must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared. Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., "ADC"). Two zeros may follow 3-digit ZIP Code prefixes used as required by labeling standards. On carrier route, 5-digit carrier routes, and 5-digit sacks and trays for military destinations, the destination 5-digit ZIP Code of the mail contained in the sack or tray must be preceded by "APO" or "FPO"; and "AE" (for 090-098 ZIP Codes), "AA" (for 340 ZIPs), or "AP" (for 962-966 ZIPs).

Line 2
1.3 Line 2 (content line) must be the second visible line on the label. This line must show the class and processing category of the mail in the sack or tray and other information as specified by standards.

Line 3
1.4 Line 3 (office of mailing or mailer information line) must be the bottom line of required information and must show either the city and state of the entry post office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry post office.

Extraneous Information
1.5 Extraneous information is not permitted on the destination and content lines. It may be placed away from required lines, subject to these conditions:

a. It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).

b. It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.

c. It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.

d. It may appear below Line 3.

e. A mailer code assigned by the USPS or such words as "Mailer," "From" (or "FR"), or "Entered at" may appear before the required information on Line 3.

Abbreviations
1.6 Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the City State File or in Publication 65, *National Five-Digit ZIP Code and Post Office Directory*.

Periodicals Publications 1.7

For Line 2 class information, Periodicals publications must use:

a. "PER"; or

b. "NEWS" if published weekly or more often (or if authorized newspaper treatment as of March 1, 1984).

2.0 ADDITIONAL STANDARDS—SACK LABELS

Specifications 2.1

A sack label must meet these specifications:

a. Color: white or manila for Priority Mail, First-Class Mail, Standard Mail, and Package Services; pink for Periodicals.

b. Weight: 70-pound or heavier stock (required for mailings of automation-compatible flats, optional for others).

c. Length (parallel to printing): 3.250 inches minimum; 3.375 inches maximum.

d. Height (perpendicular to printing): 0.937 inch minimum; 0.980 inch maximum.

Automation-Compatible Flats 2.2

For sack labels used on mailings of automation-compatible flats only.

a. The human-readable content of sack labels must be machine-printed at five lines per inch. If the information cannot be shortened by postal abbreviations, it may be printed at a pitch of up to 15 characters per inch, if at least 22 human-readable characters fit on the label without interfering with the "quiet zone."

b. The minimum acceptable height for the destinating ZIP Code is 0.111 inch (8-point type).

c. The minimum acceptable character height for all other information on Lines 1, 2, and 3 is 0.083 inch (6-point type).

3.0 ADDITIONAL STANDARDS—TRAY LABELS

Placement 3.1

A tray label must be securely placed in an adhesive-backed label holder that is affixed to the specific location designated on the tray. Where no specific location is indicated the label must be securely placed in an adhesive-backed label holder that is affixed horizontally to the top left corner of one end of the tray. Do not use tape. Insert labels completely into the label holder to ensure that they do not fall out during processing. Do not insert labels upside down.

Specifications 3.2

A tray label must meet these specifications:

a. Color: white or manila for First-Class Mail and Standard Mail; pink for Periodicals.

b. Weight: minimum 70-pound stock (500 sheets, 24 by 36 inches).

c. Height (perpendicular to printing): 1.860 inches minimum; 2.015 inches maximum.

d. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.

e. Thickness: 0.005 inch minimum.

4.0 PALLET LABELS

Placement 4.1

At least two clearly visible labels must be affixed on two adjacent sides of each pallet.

Specifications 4.2

Pallet labels must be pink for Periodicals mail or white for Standard Mail and Package Services mail. Pallet labels must measure at least 8 inches by 11 inches.

Lettering
4.3
Lettering for required information on pallet labels must be at least 1/2 inch high.

Required Information
4.4
Labels must contain the information required under 4.0 and under M045, M920, M930, or M940 for the preparation method and class and rate claimed.

Destination Line
4.5
The destination line (line 1 of required information) must be the first visible line on the label. It must be completely visible and legible when placed on the pallet. The destination line must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., "ADC"). Two zeros may follow 3-digit ZIP Code prefixes used as required by labeling standards. On 5-digit carrier routes and 5-digit pallets for military destinations, the destination 5-digit ZIP Code of the mail contained on the pallet must be preceded by "APO" or "FPO"; and "AE" (for 090-098 ZIP Codes), "AA" (for 340 ZIPs), or "AP" (for 962-966 ZIPs). In cases where the destination line of a pallet label does not provide enough space for all required information, the destination ZIP Code may be placed right-justified on the line immediately below the destination line and above the content line. A standard abbreviation for the destination city name may be used.

Content Line
4.6
The content line (line 2 of required information) must be the second visible line on the label. This line must show the class and processing category of the mail on the pallet and other information as specified by standard. If the content line of a pallet label does not provide enough space for all required information, the content information may be continued right-justified on the line immediately below the content line and above the office of mailing or mailer information line.

Office of Mailing or Mailer Information Line
4.7
The office of mailing or mailer information line (line 3 of required information) must be the bottom line of required information and must show either the city and state of the entry post office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry post office.

5-Digit, 5-Digit Carrier Routes, and 5-Digit Scheme Carrier Routes Pallets
4.8
All 5-digit carrier routes or 5-digit scheme carrier routes pallets must show the words "CARRIER ROUTES" (or "CR-RTS") after the processing category description on the content line under M045, M920, M930, and M940. 5-digit pallets of Bound Printed Matter that contain only carrier route rate mail also must show the words "CARRIER ROUTES" (or "CR-RTS") after the "5D" pallet level description on the contents line under M045.

Barcoded Status
4.9
Pallet labels must indicate whether the mail on the pallet is barcoded, or not barcoded, or both. Specific Line 2 label information is in M045, M920, M930, and M940, and M940.

Extraneous Information
4.10
Extraneous information is permitted on pallet labels if:

a. The print size is smaller than a 1/2 inch.

b. It does not consist of a numbered series resembling a ZIP Code or 3-digit ZIP Code prefix.

c. It does not appear on or between the lines reserved for USPS required information (blank lines are permitted). Exception: For combined mailings of Standard Mail and Package Services machinable parcels, mailer codes and extraneous information may appear between the content line and the office of mailing or mailer information line.

d. It is below the office of mailing or mailer information line.

e. A 1-inch clear space is maintained around the lines reserved for USPS required information.

f. On the office of mailing or mailer information line, the mailer's name or abbreviation, "Mailer," "From" (or "FR"), "Entered at," or a similar notation precedes the required information, or mailer codes or other extraneous information appear to the right of the required information.

Periodicals Publications
4.11

For Line 2 class information, Periodicals publications must use one of the following:

a. "PER."

b. "NEWS" if published weekly or more often (or if authorized newspaper treatment as of March 1, 1984).

Pallet Package Information
4.12

It is recommended that mailers preparing packages on pallets add to the pallet label, below the office of mailing or mailer information line and according to the provisions of 4.10, additional information listing the number of packages for each package sortation and rate level on the pallet (i.e., the number of carrier route packages, the number of 5-digit, 3-digit, and ADC automation rate packages, and the number of 5-digit, 3-digit, and ADC Presorted rate packages on each pallet).

5.0 SECOND LINE CODES

The codes shown below must be used as appropriate on Line 2 of sack, tray, and pallet labels.

Content Type	Code
Barcoded	BC
Barcoded and Nonbarcoded	BC/NBC
Carrier Route	C (type of route)
Carrier Routes	CR-RT or CR-RTS
Digit	D
First-Class Mail	FCM
Flats	FLTS
General Delivery Unit	G
Highway Contract Route	H
Irregular Parcels	IRREG (Periodicals, Standard Mail, and Package Services only)
Letters	LTR or LTRS
Machinable	MACH
Manual (cannot be processed on automated equipment or mailer requests manual processing)	MAN or MANUAL
Mixed	MXD
Mixed Machinable and Irregular Parcels	MACH & IRREG (Standard Mail only)
Nonmachinable	NON MACH

Content Type	Code
Nonbarcoded	NON BC (sacks)
	NBC (pallets and co-trayed or co-sacked mail under M910)
Nonmachinable Parcels	NON MACH
Package Services	PSVC
Parcels	PARCELS (First-Class Mail and Package Services only)
Periodicals	PER (see 1.7)
	NEWS (see 1.7)
Post Office Box Section	B
Rural Route	R
Scheme	SCH (Periodicals, Standard Mail, and (flats only) Bound Printed Matter 5-digit scheme carrier routes sacks and 5-digit scheme pallets only)
Standard Mail	STD
Working	WKG

M000 General Preparation Standards

M030 Containers

M032 Barcoded Labels

Summary M032 describes the basic standards for barcoded labels on trays and sacks including the destination line (Line 1), content line (Line 2), and origin line (Line 3) for tray and sack labels. It lists the 3-digit content identifier number (CIN) that must be used. It also covers the specifications for barcoded tray and sack labels.

1.0 BASIC STANDARDS—TRAY AND SACK LABELS

Use 1.1 Only tray labels may be used for trays; only sack labels may be used for sacks. Mailer-produced barcoded tray and sack labels must meet the standards in M032. Information on labels must be machine-printed. Revisions to preprinted barcoded labels (e.g., handwritten changes) are not permitted. Labels must be inserted completely into the label holder to ensure that they do not fall out during processing. The following types of mail must have barcoded tray or sack labels:

a. Automation First-Class Mail, Periodicals, and Standard Mail letter-size and flat-size pieces.

b. First-Class Mail flat-size pieces co-trayed under M910.

c. Periodicals and Standard Mail flat-size pieces co-sacked under M910 or M920.

d. Standard Mail Enhanced Carrier Route high-density and saturation letter-size pieces. (Barcoded tray labels are not required for letter-size pieces mailed at the nonletter rate.)

e. Barcoded Bound Printed Matter flat-size pieces.

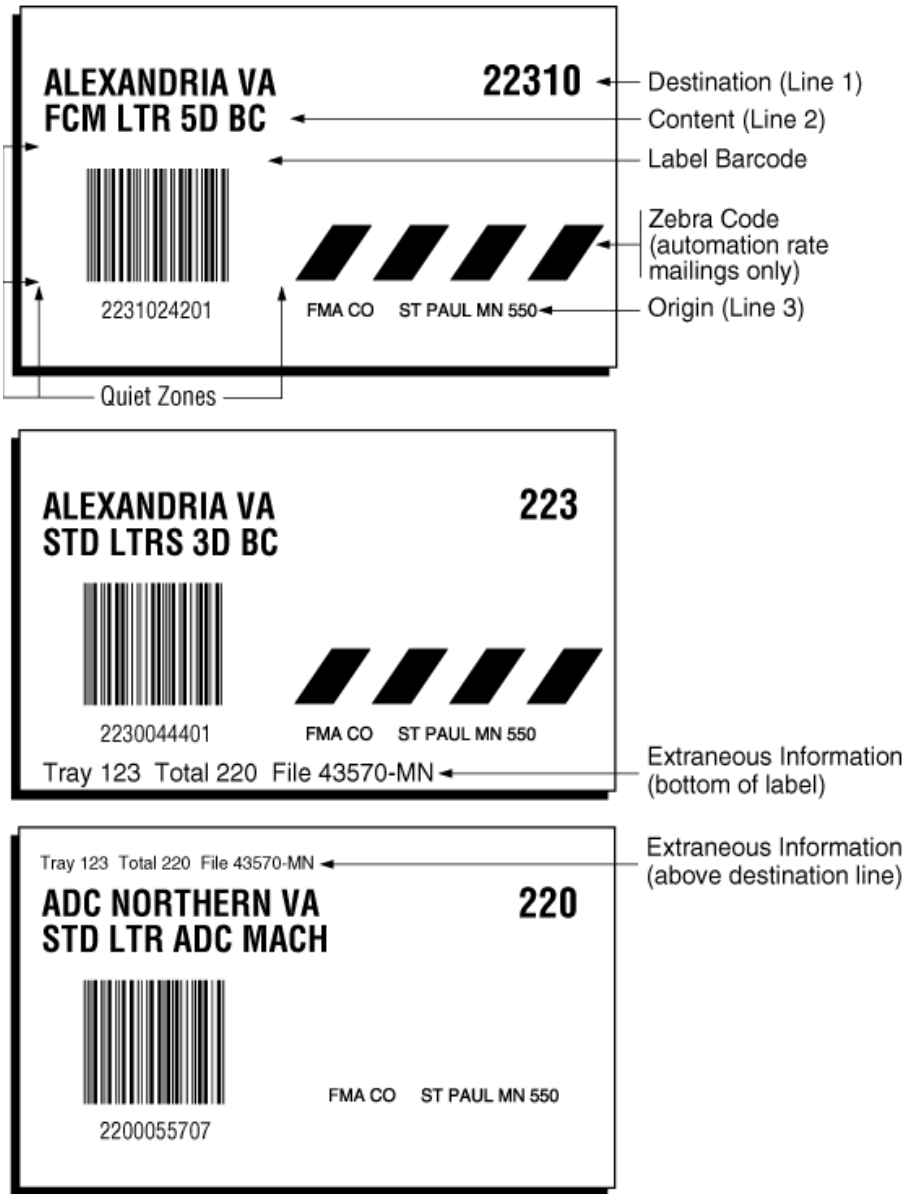
Destination Line (Line 1) 1.2 The destination line must meet these standards:

a. *Placement.* The destination line must be the top line of the label, placed in the position shown in Exhibit 1.2a or Exhibit 1.2b (above the barcode on tray labels and to the right of the barcode on sack labels). An exception is that one line of extraneous information may appear above the destination line on tray and sack labels as provided in 2.2f and 3.2f. The destination line must be completely visible when placed in the label holder. This visibility is ensured if the destination line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.

b. *Information.* The destination line must contain only the information required by the applicable standards for the class, processing category, sortation level of the tray or sack, and the rates claimed. This information is contained in module L labeling lists for all sortation and rate levels except trays and sacks to carrier route, 5-digit carrier routes, merged 5-digit, and 5-digit destinations, and except for automation letter trays to 5-digit scheme destinations. For the destination line of carrier route, 5-digit carrier routes, merged 5-digit, and 5-digit trays and sacks, the city, two-letter state abbreviation, and 5-digit ZIP Code of the destination 5-digit ZIP Code area must be shown. For 5-digit scheme trays, the city, two-letter state abbreviation, and ZIP Code for the destination scheme must be obtained from the City State Product. The destination line may contain abbreviated city and state information if such abbreviations are those in the City State Product or in Publication 65, *National Five-Digit ZIP Code and Post Office Directory.*

Barcoded Tray Labels
Exhibit 1.2a

Tray Labels, Barcoded



c. *Military Destinations.* On carrier route, 5-digit carrier routes, and 5-digit trays and sacks and on merged 5-digit sacks, the destination 5-digit ZIP Code of the mail contained in the tray or sack must be preceded by "APO" or "FPO," as applicable, and "AE" (for 090-098 ZIP Codes), "AA" (for 340 ZIP Codes), or "AP" (for 962-966 ZIP Codes).

Content Line (Line 2)
1.3

The content line must meet these standards:

a. *General.* The content line must appear directly below the destination line as shown in Exhibit 1.2a or Exhibit 1.2b. This line must show the class, processing category, and the sortation level of the tray or sack as required by the applicable standards for the mailing in module M. The appropriate content identifier number (CIN) in Exhibit 1.3a that corresponds to that content line must be used in the barcode.

Barcoded Sack Labels
Exhibit 1.2b

Sack Labels, Barcoded

b. *Periodicals.* Periodicals publications must use either "PER" or "NEWS" as follows. "NEWS" is used for publications authorized newspaper treatment on March 1, 1984, or that are issued weekly or more frequently. "PER" is used for all other Periodicals publications.

c. *Additional Information.* For 3-digit scheme trays as specified by the labeling list, the content line for some destinations must be followed by the letter "A," "B," or "C," which is not required to be right-justified. For carrier route trays and sacks, the content information must be followed by a one-letter carrier route type description followed by a space and a 3-digit route number for the route to which the tray is destined.

Origin Line (Line 3)
1.4 The origin line must appear below the content line in a location appropriate for a tray or sack as shown in Exhibit 1.2a or Exhibit 1.2b. This line must show the city and state of the entry post office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry post office. The origin line may contain abbreviated city and state information if such abbreviations are those in the City State File or in Publication 65, *National Five-Digit ZIP Code and Post Office Directory.* A mailer code assigned by the USPS or such words as "Mailer," "From" (or "FR"), or "Entered at" may appear before the required information on this line.

Exhibit 1.3a **3-Digit Content Identifier Numbers**

The exact content identifier number (CIN) that matches the level of tray or sack must be used in the barcode and barcode numeric line on barcoded tray or sack labels. The required second line of information that corresponds to the CIN must appear on the human-readable content line of the label. The human-readable content line is automatically printed when labels are obtained through the PASSPORT system or ordered on Form 1578-B for printing at the Label Printing Center in Topeka, Kansas. A footnote at the end of the content line information means that the mailer must add appropriate information as required in modules L and M when ordering and printing tray and sack labels. Any mailer using PASSPORT to order labels must also add the appropriate additional information to the human-readable content line for those content lines marked with a footnote.

Class and Mailing	CIN	Human-Readable Content Line
EXPRESS MAIL		
drop ship, all sack levels	143	EXPRESS DROP SHIP
PRIORITY MAIL		
drop ship, all sack levels	165	PRIORITY DROP SHIP
FIRST-CLASS MAIL		
FCM Letters — Automation		
carrier route trays	263	FCM LTR CR BC[1]
5-digit carrier routes trays	264	FCM LTR 5D CR-RT BC
3-digit carrier routes trays	265	FCM LTR 3D CR-RT BC
5-digit scheme trays	241	FCM LTR BC 5D SCHEME
5-digit trays	242	FCM LTR 5D BC
3-digit scheme trays	243	FCM LTR BC SCHEME[2]
3-digit trays	244	FCM LTR 3D BC
AADC trays	245	FCM LTR AADC BC
mixed AADC trays	246	FCM LTR BC WKG
FCM Letters — Presorted Machinable		
5-digit trays	252	FCM LTR 5D MACH
3-digit trays	255	FCM LTR 3D MACH
AADC trays	258	FCM LTR AADC MACH
mixed AADC trays	260	FCM LTR MACH WKG
FCM Letters — Presorted Nonmachinable		
5-digit trays	267	FCM LTR 5D MANUAL
3-digit trays	269	FCM LTR 3D MANUAL
ADC trays	270	FCM LTR ADC MANUAL
mixed ADC trays	268	FCM LTR MANUAL WKG
FCM Flats — Automation		
5-digit trays	272	FCM FLTS 5D BC
3-digit trays	273	FCM FLTS 3D BC
ADC trays	274	FCM FLTS ADC BC
mixed ADC trays	275	FCM FLTS BC WKG
FCM Flats — Presorted		
5-digit trays	278	FCM FLTS 5D NON BC
3-digit trays	279	FCM FLTS 3D NON BC
ADC trays	280	FCM FLTS ADC NON BC
mixed ADC trays	282	FCM FLTS NON BC WKG
FCM Flats — Co-Trayed Automation and Presorted		
5-digit trays	221	FCM FLTS 5D BC/NBC
3-digit trays	222	FCM FLTS 3D BC/NBC
ADC trays	231	FCM FLTS ADC BC/NBC
mixed ADC trays	232	FCM FLTS BC/NBC WKG
FCM Parcels — Presorted		
5-digit sacks	289	FCM PARCELS 5D
3-digit sacks	290	FCM PARCELS 3D
ADC sacks	291	FCM PARCELS ADC
mixed ADC sacks	292	FCM PARCELS WKG
PERIODICALS (PER)		
PER Letters — Carrier Route		
saturation rate trays	369	PER LTRS WSS[1]
high density rate trays	370	PER LTRS WSH[1]
basic rate trays	366	PER LTRS CR[1]
5-digit carrier routes trays	367	PER LTRS CR-RTS
3-digit carrier routes trays	368	PER LTRS 3D CR-RTS
PER Letters — Automation		
5-digit scheme trays	341	PER LTRS BC 5D SCHEME
5-digit trays	342	PER LTRS 5D BC
3-digit scheme trays	343	PER LTRS BC SCHEME[2]
3-digit trays	344	PER LTRS 3D BC
AADC trays	345	PER LTRS AADC BC
mixed AADC trays	346	PER LTRS BC WKG
PER Letters — Nonautomation		
5-digit trays	350	PER LTRS 5D NON BC
3-digit trays	353	PER LTRS 3D NON BC
ADC trays	356	PER LTRS ADC NON BC
mixed ADC trays	359	PER LTRS NON BC WKG
PER Flats — Carrier Route		
car. rt. sacks — saturation	387	PER FLTS WSS[1]
car. rt. sacks — high density	388	PER FLTS WSH[1]
car. rt. sacks — basic	385	PER FLTS CR[1]
5-digit carrier routes sacks	386	PER FLTS CR-RTS
5-digit scheme car. rts. sacks	371	PER FLTS CR-RTS SCH
PER Flats — Automation		
5-digit sacks	372	PER FLTS 5D BC
3-digit sacks	373	PER FLTS 3D BC
SCF sacks	377	PER FLTS SCF BC
ADC sacks	374	PER FLTS ADC BC
mixed ADC sacks	375	PER FLTS BC WKG
PER Flats — Nonautomation		
5-digit sacks	378	PER FLTS 5D NON BC
3-digit sacks	379	PER FLTS 3D NON BC
SCF sacks	384	PER FLTS SCF NON BC
ADC sacks	380	PER FLTS ADC NON BC
mixed ADC sacks	382	PER FLTS NON BC WKG
PER Flats — Co-Sacked Automation and Presorted		
5-digit sacks	321	PER FLTS 5D BC/NBC
3-digit sacks	322	PER FLTS 3D BC/NBC
SCF sacks	329	PER FLTS SCF BC/NBC
ADC sacks	331	PER FLTS ADC BC/NBC
mixed ADC sacks	332	PER FLTS BC/NBC WKG
PER Flats — Merged Carrier Route, Automation, and Presorted		
merged 5-digit sacks	339	PER FLTS CR/5D
merged 5-digit scheme sacks	349	PER FLTS CR/5D SCH
PER Irregular Parcels — Merged Carrier Route, Automation, and Presorted		
merged 5-digit sacks	340	PER IRREG CR/5D
merged 5-digit scheme sacks	365	PER IRREG CR/5D SCH
PER Irregular Parcels — Carrier Route		
saturation rate sacks	397	PER IRREG WSS[1]
high density rate sacks	398	PER IRREG WSH[1]
basic rate sacks	395	PER IRREG CR[1]
5-digit carrier routes sacks	396	PER IRREG CR-RTS
5-digit scheme car. rts. sacks	399	PER IRREG CR-RTS SCH

Class and Mailing	CIN	Human-Readable Content Line
PER Irregular Parcels — Nonautomation		
5-digit sacks	389	PER IRREG 5D
3-digit sacks	390	PER IRREG 3D
SCF sacks	394	PER IRREG SCF
ADC sacks	391	PER IRREG ADC
mixed ADC sacks	392	PER IRREG WKG

PERIODICALS (NEWS)

NEWS Letters — Carrier Route		
saturation rate trays	469	NEWS LTRS WSS[1]
high density rate trays	470	NEWS LTRS WSH[1]
basic rate trays	466	NEWS LTRS CR[1]
5-digit carrier routes trays	467	NEWS LTRS CR-RTS
3-digit carrier routes trays	468	NEWS LTRS 3D CR-RTS
NEWS Letters — Automation		
5-digit scheme trays	441	NEWS LTR BC 5D SCHEME
5-digit trays	442	NEWS LTRS 5D BC
3-digit scheme trays	443	NEWS LTRS BC SCHEME[2]
3-digit trays	444	NEWS LTRS 3D BC
AADC trays	445	NEWS LTRS AADC BC
mixed AADC trays	446	NEWS LTRS BC WKG
NEWS Letters — Nonautomation		
5-digit trays	450	NEWS LTRS 5D NON BC
3-digit trays	453	NEWS LTRS 3D NON BC
ADC trays	456	NEWS LTRS ADC NON BC
mixed ADC trays	459	NEWS LTRS NON BC WKG
NEWS Flats — Carrier Route		
car. rt. sacks — saturation	487	NEWS FLTS WSS[1]
car. rt. sacks — high density	488	NEWS FLTS WSH[1]
car. rt. sacks — basic	485	NEWS FLTS CR[1]
5-digit carrier routes sacks	486	NEWS FLTS CR-RTS
5-digit scheme car. rts. sacks	471	NEWS FLTS CR-RTS SCH
NEWS Flats — Automation		
5-digit sacks	472	NEWS FLTS 5D BC
3-digit sacks	473	NEWS FLTS 3D BC
SCF sacks	477	NEWS FLTS SCF BC
ADC sacks	474	NEWS FLTS ADC BC
mixed ADC sacks	475	NEWS FLTS BC WKG
NEWS Flats — Nonautomation		
5-digit sacks	478	NEWS FLTS 5D NON BC
3-digit sacks	479	NEWS FLTS 3D NON BC
SCF sacks	484	NEWS FLTS SCF NON BC
ADC sacks	480	NEWS FLTS ADC NON BC
mixed ADC sacks	482	NEWS FLTS NON BC WKG
NEWS Flats — Co-Sacked Automation and Presorted		
5-digit sacks	421	NEWS FLTS 5D BC/NBC
3-digit sacks	422	NEWS FLTS 3D BC/NBC
SCF and origin/entry SCF sacks	429	NEWS FLTS SCF BC/NBC
ADC sacks	431	NEWS FLTS ADC BC/NBC
mixed ADC sacks	432	NEWS FLTS BC/NBC WKG
NEWS Flats — Merged Carrier Route, Automation, and Presorted		
merged 5-digit	439	NEWS FLTS CR/5D
merged 5-digit scheme	449	NEWS FLTS CR/5D SCH
NEWS Irregular Parcels — Merged Carrier Route, Automation, and Presorted		
merged 5-digit	440	NEWS IRREG CR/5D
merged 5-digit scheme	465	NEWS IRREG CR/5D SCH
NEWS Irregular Parcels — Carrier Route		
saturation rate sacks	497	NEWS IRREG WSS[1]
high density rate sacks	498	NEWS IRREG WSH[1]
basic rate sacks	495	NEWS IRREG CR[1]
5-digit carrier routes sacks	496	NEWS IRREG CR-RTS
5-digit scheme car. rts. sacks	499	NEWS IRREG CR-RTS SCH
NEWS Irregular Parcels — Nonautomation		
5-digit sacks	489	NEWS IRREG 5D
3-digit sacks	490	NEWS IRREG 3D
SCF sacks	494	NEWS IRREG SCF
ADC sacks	491	NEWS IRREG ADC
mixed ADC sacks	492	NEWS IRREG WKG

STANDARD MAIL

ECR Letters — Automation		
carrier route trays	563	STD LTR CR BC[1]
5-digit carrier routes trays	564	STD LTR 5D CR-RT BC
3-digit carrier routes trays	565	STD LTR 3D CR-RT BC
ECR Letters — Barcoded		
saturation rate	557	STD LTR BC WSS[1]
high density rate	557	STD LTR BC WSH[1]
basic rate	557	STD LTR BC LOT[1]
5-digit carrier routes trays	564	STD LTR 5D CR-RT BC
3-digit carrier routes trays	565	STD LTR 3D CR-RT BC
ECR Letters — Nonautomation (Machinable)		
saturation rate	569	STD LTR MACH WSS[1]
high density rate	569	STD LTR MACH WSH[1]
basic rate	569	STD LTR MACH LOT[1]
5-digit carrier routes trays	567	STD LTR 5D CR-RT MACH
3-digit carrier routes trays	568	STD LTR 3D CR-RT MACH
ECR Letters — Nonautomation (Nonmachinable)		
saturation rate	608	STD LTR MAN WSS[1]
high density rate	608	STD LTR MAN WSH[1]
basic rate	608	STD LTR MAN LOT[1]
5-digit carrier routes trays	609	STD LTR 5D CR-RT MAN
3-digit carrier routes trays	611	STD LTR 3D CR-RT MAN
STD Letters — Automation		
5-digit scheme trays	541	STD LTR BC 5D SCHEME
5-digit trays	542	STD LTR 5D BC
3-digit scheme trays	543	STD LTR BC SCHEME[2]
3-digit trays	544	STD LTR 3D BC
AADC trays	545	STD LTR AADC BC
mixed AADC trays	546	STD LTR BC WKG
STD Letters — Presorted Machinable		
5-digit trays	552	STD LTR 5D MACH
3-digit trays	555	STD LTR 3D MACH
AADC trays	558	STD LTR AADC MACH
mixed AADC trays	560	STD LTR MACH WKG
STD Letters — Presorted Nonmachinable		
5-digit trays	604	STD LTR 5D MANUAL
3-digit trays	606	STD LTR 3D MANUAL
ADC trays	607	STD LTR ADC MANUAL
mixed ADC trays	605	STD LTR MANUAL WKG
Enhanced Carrier Route Flats — Nonautomation		
saturation rate sacks	587	STD FLTS ECRWSS[1]
high density rate sacks	588	STD FLTS ECRWSH[1]
basic rate sacks	589	STD FLTS ECRLOT[1]
5-digit carrier routes sacks	586	STD FLTS CR-RTS
5-digit scheme car. rts. sacks	529	STD FLTS CR-RTS SCH
STD Flats — Co-Sacked Automation and Presorted		
5-digit sacks	521	STD FLTS 5D BC/NBC
3-digit and origin/entry 3-digit sacks	522	STD FLTS 3D BC/NBC
ADC sacks	531	STD FLTS ADC BC/NBC
mixed ADC sacks	532	STD FLTS BC/NBC WKG

Class and Mailing	CIN	Human-Readable Content Line
STD Flats — Merged Carrier Route, Automation, and Presorted		
merged 5-digit	539	STD FLTS CR/5D
merged 5-digit scheme	549	STD FLTS CR/5D SCH
STD Flats — Automation		
5-digit sacks	572	STD FLTS 5D BC
3-digit sacks	573	STD FLTS 3D BC
ADC sacks	574	STD FLTS ADC BC
mixed ADC sacks	575	STD FLTS BC WKG
STD Flats — Presorted		
5-digit sacks	578	STD FLTS 5D NON BC
3-digit sacks	579	STD FLTS 3D NON BC
ADC sacks	580	STD FLTS ADC NON BC
mixed ADC sacks	582	STD FLTS NON BC WKG
ECR Irregular Parcels — Nonautomation		
saturation rate sacks	599	STD IRREG WSS[1]
high density rate sacks	600	STD IRREG WSH[1]
basic rate sacks	601	STD IRREG LOT[1]
5-digit carrier routes sacks	598	STD IRREG CR-RTS
STD Irregular Parcels — Presorted		
5-digit sacks	590	STD IRREG 5D
5-digit scheme sacks	590	STD IRREG 5D SCH
3-digit sacks	591	STD IRREG 3D
ADC sacks	592	STD IRREG ADC
mixed ADC sacks	594	STD IRREG WKG
STD Machinable Parcels — Presorted		
5-digit sacks	670	STD MACH 5D
5-digit scheme sacks	670	STD MACH 5D SCH
ASF sacks	672	STD MACH ASF
BMC sacks	673	STD MACH BMC
mixed BMC sacks	674	STD MACH WKG
STD Machinable and Irregular Parcels — Presorted		
5-digit sacks	603	STD MACH & IRREG 5D
5-digit scheme sacks	603	STD MACH-IRREG 5D SCH

PACKAGE SERVICES

Class and Mailing	CIN	Human-Readable Content Line
Carrier Route BPM — Flats		
carrier route sacks	657	PSVC FLTS CR[1]
5-digit scheme car. rts. sacks	659	PSVC FLTS CR-RTS SCH
5-digit carrier routes sacks	658	PSVC FLTS CR-RTS
Presorted BPM — Flats		
5-digit sacks	649	PSVC FLTS 5D NON BC
3-digit sacks	650	PSVC FLTS 3D NON BC
SCF sacks	654	PSVC FLTS SCF NON BC
ADC sacks	651	PSVC FLTS ADC NON BC
mixed ADC sacks	653	PSVC FLTS NON BC WKG
Presorted BPM — Automation Flats		
5-digit sacks	635	PSVC FLTS 5D BC
3-digit sacks	636	PSVC FLTS 3D BC
SCF sacks	637	PSVC FLTS SCF BC
ADC sacks	638	PSVC FLTS ADC BC
mixed ADC sacks	639	PSVC FLTS BC WKG
Carrier Route BPM — Irregular Parcels		
carrier route sacks	697	PSVC IRREG CR[1]
5-digit carrier routes sacks	698	PSVC IRREG CR-RTS
5-digit scheme car. rt. sacks	698	PSVC IRREG CR-RTS SCH
Presorted BPM — Irregular Parcels		
5-digit sacks	690	PSVC IRREG 5D
5-digit scheme sacks	690	PSVC IRREG 5D SCH
3-digit sacks	691	PSVC IRREG 3D
SCF sacks	696	PSVC IRREG SCF
ADC sacks	692	PSVC IRREG ADC
mixed ADC sacks	694	PSVC IRREG WKG
Carrier Route BPM — Machinable Parcels		
carrier route sacks	687	PSVC MACH CR[1]
Presorted BPM — Machinable Parcels		
5-digit sacks	680	PSVC MACH 5D
5-digit scheme sacks	680	PSVC MACH 5D SCH
ASF sacks	682	PSVC MACH ASF
BMC sacks	683	PSVC MACH BMC
mixed BMC sacks	684	PSVC MACH WKG
Media Mail and Library Mail Flats — Presorted		
5-digit sacks	649	PSVC FLTS 5D NON BC
3-digit sacks	650	PSVC FLTS 3D NON BC
ADC sacks	651	PSVC FLTS ADC NON BC
mixed ADC sacks	653	PSVC FLTS NON BC WKG
Media Mail and Library Mail Irregular Parcels — Presorted		
5-digit scheme sacks	690	PSVC IRREG 5D SCH
5-digit sacks	690	PSVC IRREG 5D
3-digit sacks	691	PSVC IRREG 3D
ADC sacks	692	PSVC IRREG ADC
mixed ADC sacks	694	PSVC IRREG WKG
Media Mail and Library Mail Machinable Parcels — Presorted		
5-digit scheme sacks	680	PSVC MACH 5D SCH
5-digit sacks	680	PSVC MACH 5D
3-digit sacks	682	PSVC MACH ASF
ADC sacks	683	PSVC MACH BMC
mixed ADC sacks	684	PSVC MACH WKG
Parcel Post Machinable Parcels		
5-digit sacks	680	PSVC MACH 5D
5-digit scheme sacks	680	PSVC MACH 5D SCH
ASF sacks	682	PSVC MACH ASF
BMC sacks	683	PSVC MACH BMC
mixed BMC sacks	684	PSVC MACH WKG
Parcel Post DSCF and DDU Rates		
5-digit sacks	688	PSVC PARCELS 5D
5-digit scheme sacks	688	PSVC PARCELS 5D SCH
Parcel Post—Irregular (Nonmachinable) Parcels		
3-digit sacks	691	PSVC IRREG 3D
Combined PSVC Parcels		
5-digit sacks	688	PSVC PARCELS 5D
5-digit scheme sacks	688	PSVC PARCELS 5D SCH
Combined STD & PSVC Machinable Parcels		
5-digit sacks	660	STD/PSVC MACH 5D
5-digit scheme sacks	660	STD/PSVC MACH 5D SCH
ASF sacks	662	STD/PSVC MACH ASF
BMC sacks	663	STD/PSVC MACH BMC
mixed BMC sacks	664	STD/PSVC MACH WKG

1 This information must be followed by a one-letter carrier route type description followed by a 3-digit route number for the route to which the tray or sack is destined. At the mailer's option, one space is permitted between the type description and route number.

2 This information must be followed by the letter A, B, or C, if applicable for the destination of the tray as indicated in L002, Column B.

2.0 ADDITIONAL STANDARDS—BARCODED TRAY LABELS

Paper Stock, Size, and Color
2.1

A barcoded tray label must meet these specifications:

a. Color: white or manila for First-Class Mail and Standard Mail; pink for Periodicals.

b. Reflectance: minimum reflectance requirements in 2.4i.

c. Perforations: perforations are not permitted through the barcode and barcode quiet zone on labels.

d. Weight: minimum 70-pound paper stock (500 sheets, 24 by 36 inches).

e. Height: 1.860 inches minimum; 2.015 inches maximum.

f. Length: 3.250 inches minimum; 3.515 inches maximum.

g. Thickness: 0.005 inch minimum.

Printed Human-Readable Lines
2.2

The printed human-readable text lines must meet these specifications:

a. *General.* The human-readable lines must be printed in uppercase letters, with no run-on letters or numerals. The letters and numerals in the destination, content, and origin lines must be easy to read. The character spacing can be proportional with respect to the type font used.

b. *Destination Line (Line 1).* The printed destination line must have a minimum character height of 0.120 inch and a maximum character density of 17 characters per inch. The corresponding ZIP Code must have a minimum character height of 0.190 inch and a maximum character density of 10 characters per inch. The destination line must accommodate at least 21 characters for the destination city and state and any required prefixes, and 5 characters for the ZIP Code. Only the correct 3-digit ZIP Code prefix is to be printed when the required labeling for a tray includes only a 3-digit ZIP Code prefix for Line 1 (i.e., trailing zeros are not permitted).

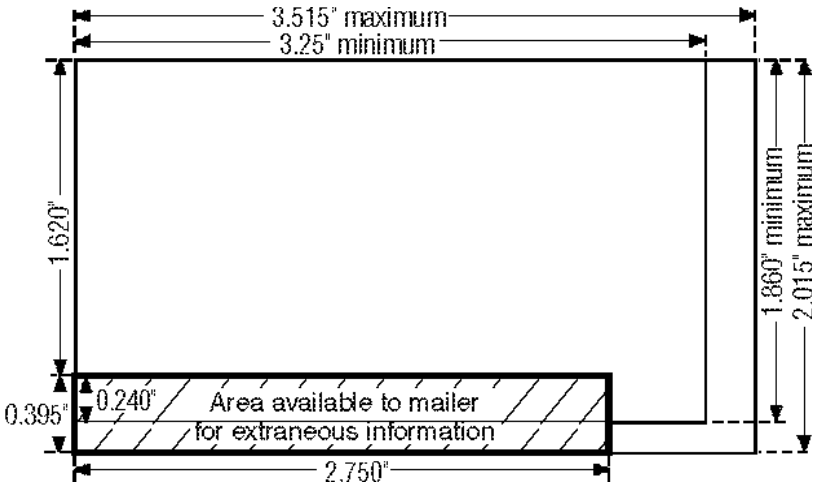
c. *Content Line (Line 2).* The printed content line must have a minimum character height of 0.120 inch. The content line must accommodate at least 21 characters and have an effective font density of no greater than 17 characters per inch.

d. *Origin Line (Line 3).* The printed origin line must have a maximum character height of 0.085 inch and must accommodate at least 21 characters.

e. *Barcode Numeric Line.* The barcode numeric line must consist of a numeric representation of the information contained in the barcode as required by 2.4b (5-digit ZIP Code, CIN, processing code). The printed numeric barcode line must have a maximum character height of 0.085 inch, must accommodate 10 characters, and must be placed below the barcode and lower barcode quiet zone as shown in Exhibit 1.2a.

f. *Extraneous Information Lines.* Extraneous information may be printed only at the top of the label and/or at the bottom of the label. The preferred location is the bottom of the label. If placed at the bottom of the label, the information must appear only in a rectangular area that begins 1.620 inches from the top of the label and extends to the bottom of the label. Within this lower area, the information may extend 2.75 inches to the right from the left edge of the label. See Exhibit 2.2f. Extraneous information at the bottom of the label must appear below the barcode numeric and origin lines. There are no font restrictions for information printed in this area at the bottom of the label with one exception: if information in this area resembles a day of the week or a USPS air stop code it must be in 10-point or smaller type. Extraneous information printed at the top of the label must have a maximum character height of 0.083 inch. Barcodes for a mailer's internal use may not be placed in extraneous information areas or anywhere else on the label, unless approved on a case-by-case test basis by USPS Engineering (see G043 for address).

Extraneous Information Area at Bottom of Label
Exhibit 2.2f



Zebra Code
2.3

The zebra code is a series of diagonal or vertical marks to the right of the barcode that serves as a visual indication that a tray contains automation rate mail. The diagonal or vertical marks must each be from 0.25 to 0.375 inch high, and from 0.125 to 0.25 inch wide, separated by blank spaces equal in size to the diagonal or vertical marks. The zebra code is required on tray labels in automation rate mailings; it is not required on co-trayed automation and Presorted rate mailings. The zebra code must not appear on tray labels for nonautomation rate mail.

Barcode
2.4

The label barcode must meet these specifications:

a. *Type of Barcode.* The barcode must be an interleaved 2-of-5 code according to the Automatic Identification Manufacturers' Uniform Symbology Specification (AIM/USS-I 2/5) with the exceptions noted below.

b. *Information.* The barcode must represent:
   (1) The 5-digit ZIP Code destination of the tray (for trays with a 3-digit destination, this is the 3-digit ZIP Code prefix followed by two zeros);
   (2) The 3-digit content identifier number (CIN) applicable to the content of the tray in Exhibit 1.3a; and

(3) The applicable 2-digit USPS processing code. The 2-digit processing code "01" is used for automation rate and machinable letters. The 2-digit processing code "01" also is used for First-Class Mail automation rate flats and for First-Class Mail co-trayed automation rate and Presorted rate flats. The processing code "07" is used for all other mail (e.g., manual and nonmachinable letters).

c. *Placement.* The barcode must be on the left side of the tray label, below the destination and content lines. The top of the barcode must be not less than 0.6 inch from the top of the label. The bottom of the barcode must be no more than 1.5 inches from the top of the label. The barcode must not extend more than 2.0 inches to the right from the left edge of the label.

d. *Quiet Zones.* Two quiet zones (clear areas) must be maintained, one to the left and one to the right of the barcode, each measuring at least 10 times the X dimension (see 2.4f) and extending the full height of the barcode. Two additional quiet zones must be maintained, one above and one below the barcode for its full width, each measuring at least 0.070 inch. The quiet zones must meet the space reflectance specification in 2.4i.

e. *Height.* The height of the barcode must be from 0.65 to 0.75 inch.

f. *X Dimension.* The width of the narrow bar element and narrow space element is defined as the X dimension. It must be selected as a single dimension and it must be uniform within the barcode. The minimum X dimension or narrow element width is 0.012 inch and the maximum is 0.016 inch. The optimum X dimension or narrow bar/space width is 0.015 inch.

g. *Wide-to-Narrow Bar Ratio.* The wide-to-narrow ratio for bars and spaces within the barcode must be between 3 to 1 and 2.3 to 1 and uniform within the barcode. The optimum ratio is 3 to 1.

h. *Printing Tolerances.* The maximum irregularity in the edge straightness of any bar element is 0.3 times the X dimension. The printing tolerance for any (narrow or wide) bar or space is +0.004 inch and is not cumulative. Example 1: If an X dimension of 0.015 inch is selected, each individual narrow bar or narrow space element on the printing of the barcode must not be less than 0.011 inch or more than 0.019 inch. Example 2: If the wide bar/space dimension of 0.045 inch is selected, each individual wide bar or space must not be less than 0.041 inch or more than 0.049 inch.

i. *Reflectance.* When measured at 633 nanometers, bar reflectance must be less than 30% and space reflectance must be more than 40%. The bar-to-space reflectance difference must be more than 40%.

3.0 ADDITIONAL STANDARDS—BARCODED SACK LABELS

Paper Stock, Size, and Color
3.1

A barcoded sack label must meet these specifications:

a. Color: white or manila for First-Class Mail and Standard Mail and Package Services; pink for Periodicals.

b. Reflectance: minimum reflectance requirements in 3.3i.

c. Weight: minimum 70-pound paper stock (500 sheets, 24 by 36 inches).

d. Height: 0.937 inch minimum; 0.980 inch maximum.

e. Length: 3.250 inches minimum; 3.375 inches maximum.

Printed Human-Readable Lines
3.2

The printed human-readable text lines must meet these specifications:

a. *General.* The human-readable lines must be printed in uppercase letters, with no run-on letters or numerals. The letters and numerals in the destination, content, and origin lines must be easy to read. The character spacing can be proportional with respect to the type font used, and should not exceed 17 characters per inch. When the information cannot be shortened by acceptable postal abbreviations, it may be printed in a compressed font. The information must appear to the right of the right barcode quiet zone.

b. *Destination Line (Line 1).* The printed destination line must have a minimum character height of 0.083 inch. The corresponding ZIP Code must have a minimum character height of 0.111 inch. The destination line must accommodate at least 22 characters.

c. *Content Line (Line 2).* The printed content line must have a minimum character height of 0.083 inch. The content line must accommodate at least 21 characters.

d. *Origin Line (Line 3).* The printed origin line must have a minimum character height of 0.083 inch.

e. *Barcode Numeric Line.* A barcode numeric line is optional. If used, the numeric line must consist of a numeric representation of the eight digits of information contained in the barcode as required by 3.3b (5-digit ZIP Code and CIN). The printed numeric barcode line must have a maximum character height of 0.085 inch. It must be placed a minimum of 0.070 inch below the barcode (see Exhibit 1.2b).

f. *Extraneous Information Lines.* Extraneous information may be printed only to the right of the right quiet zone if it does not interfere with scanning and sorting by automated equipment. Extraneous information may be placed (1) below the origin line; (2) above the destination line; or (3) either between the content and origin lines or to the right of required information on the origin line, provided that the information does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix. It is recommended that this information be placed below the origin line. If placed above the destination line, the maximum height of the type is 0.083 inch, and it is further recommended that the information be printed in a size of type much smaller than the size used on the destination line. Extraneous information must not be placed between the destination and content lines.

Barcode
3.3

The label barcode must meet these specifications:

a. *Type of Barcode.* The barcode must be an interleaved 2-of-5 code according to the Automatic Identification Manufacturers' Uniform Symbology Specification (AIM/USS-I 2/5) with the exceptions noted below.

b. *Information.* The barcode must represent the following information: the 5-digit ZIP Code destination of the sack (for sacks with a 3-digit destination, this is the 3-digit ZIP Code prefix followed by two zeros); and the 3-digit content identifier number (CIN) applicable to the content of the sack in Exhibit 1.3a.

c. *Placement.* The barcode must be on the left side of the sack label.

d. *Quiet Zones.* Two quiet zones (clear areas) must be maintained, one to the left and one to the right of the barcode, each measuring at least 10 times the X dimension (see 3.3f) and extending the full height of the barcode. The quiet zones must meet the space reflectance specification in 3.3i.

e. *Height.* The height of the barcode must be at least 0.700 inch.

f. *X Dimension.* The width of the narrow bar element and narrow space element is defined as the X dimension. It must be selected as a single dimension and it must be uniform within the barcode. The minimum X dimension or narrow element width is 0.012 inch and the maximum is 0.016 inch. The optimum X dimension or narrow bar/space width is 0.015 inch.

g. *Wide-to-Narrow Bar Ratio.* The wide-to-narrow ratio for bars and spaces within the barcode must be between 3 to 1 and 2.3 to 1 and be uniform within the barcode. The optimum ratio is 3 to 1.

h. *Printing Tolerances.* The maximum irregularity in the edge straightness of any bar element is 0.3 times the X dimension. The printing tolerance for any (narrow or wide) bar or space is +0.004 inch and is not cumulative. Example 1: If an X dimension of 0.015 inch is selected, each individual narrow bar or narrow space element on the printing of the barcode must not be less than 0.011 inch or more than 0.019 inch. Example 2: If the wide bar/space dimension of 0.045 inch is selected, each individual wide bar or space must not be less than 0.041 inch or more than 0.049 inch.

i. *Reflectance.* When measured at 633 nanometers, bar reflectance must be less than 30% and space reflectance must be more than 40%. The bar-to-space reflectance difference must be more than 40%.

M000 General Preparation Standards

M030 Containers

M033 Sacks and Trays

Summary M033 describes the standards for sacks and trays, and the proper methods for preparing letter trays, flat trays, and sacks.

1.0 BASIC STANDARDS

Maximum Weight 1.1 The maximum weight of any sack (mail plus sack tare) must not exceed 70 pounds.

Equipment 1.2 Mailings must be prepared in the container appropriate for the processing category and rate of the mail as follows:

a. First-Class Mail, Periodicals, and Standard Mail letter-size pieces (including cards) must be prepared in USPS letter trays with sleeves. Subject to availability, 1-foot or 2-foot regular managed mail (MM) or 2-foot extended managed mail (EMM) letter trays must be used as appropriate for the size and volume of pieces. Letter trays may be used for other letter-size mail, subject to the applicable preparation standards.

b. First-Class Mail flat-size pieces must be prepared in USPS flat trays with lids. The lids to these flat trays must be placed green side up.

c. First-Class Mail parcels weighing less than 13 ounces must be prepared in green USPS sacks.

d. Priority Mail must be prepared in orange USPS sacks.

e. Periodicals flat-size pieces, machinable and irregular parcels, and letter-size pieces not required to be placed in trays must be prepared in brown USPS sacks.

f. Standard Mail flat-size pieces, machinable parcels, and irregular parcels must be prepared in white USPS sacks.

g. Palletization is subject to M040.

Tray Sizes 1.3 These approximate measurements define the tray sizes that apply to all mail preparation standards:

a. Letter trays:

(1) 2-foot MM trays: 21 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.

(2) 1-foot MM trays: 10-1/4 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.

(3) 2-foot EMM trays: 21-3/4 inches long by 11-1/2 inches wide (inside bottom dimensions) by 6-1/8 inches high.

b. Flat trays:

(1) Inside bottom dimensions: 14-3/4 inches long by 10-3/4 inches wide.

(2) Height: 8 inches to bottom of handhold, 11-1/4 inches to top of tray.

Presort 1.4 Presort, presort levels, and standard preparation terms are defined in M011.

Tray Sleeving and Strapping
1.5

Letter trays and flat trays are secured as follows, using USPS-provided sleeves or lids:

a. Each letter tray must be sleeved. Except under 1.6, each sleeved letter tray must then be secured with one plastic strap placed tightly around the length of the tray without crushing the tray or sleeve.

b. Each flat tray must be covered with a lid. Each covered flat tray must then be secured with two straps placed tightly around the width of the tray (i.e., the shorter dimension).

Strapping Exception
1.6

Strapping is not required for any letter tray placed on a 5-digit, 3-digit, or SCF pallet secured with stretchwrap. In addition, if the processing and distribution manager gives a written waiver, strapping is not required for any mixed ADC or mixed AADC letter tray of First-Class Mail or for any letter tray that originates and destinates in the same SCF (mail processing plant) service area.

Origin/Entry 3-Digit/Scheme Trays and Sacks
1.7

Except for flat-size and irregular parcel-size Periodicals under 1.8, after all finer sort levels are prepared, an origin/entry 3-digit sack or tray (or, if applicable, origin/entry 3-digit scheme tray) must be prepared to contain any remaining mail for each 3-digit (or 3-digit scheme) area serviced by the SCF serving the post office where the mail is verified (origin), and may be prepared for each 3-digit (or 3-digit scheme) area served by the SCF/plant where mail is entered (if that is different from the SCF/plant serving the post office where the mail is verified—e.g., a PVDS deposit site). In all cases, only one less-than-full sack or tray may be prepared for each 3-digit (or 3-digit scheme) area.

Periodicals Flats and Irregular Parcels Origin/Entry SCF Sacks
1.8

For flat-size and irregular parcel-size Periodicals, after all finer sort levels are prepared, an origin/entry SCF sack must be prepared to contain any remaining 5-digit and 3-digit packages for the 3-digit ZIP Code area(s) served by the SCF serving the post office where the mail is verified (origin), and may be prepared for the area served by the SCF/plant where mail is entered (if that is different from the SCF/plant serving the post office where the mail is verified—e.g., a PVDS deposit site). In all cases, only one less-than-full sack may be prepared for each SCF area.

2.0 FIRST-CLASS MAIL, PERIODICALS, AND STANDARD MAIL

Letter Tray Preparation
2.1

Letter trays are prepared as follows:

a. Subject to availability of equipment, standard managed mail (MM) trays must be used for all letter-size mail, except that extended MM (EMM) trays must be used when available for letter-size mail that exceeds the inside dimensions of MM trays defined in 1.3. When EMM trays are not available for those larger pieces, they must be placed in MM trays, angled back, or placed upright perpendicular to the length of the tray in row(s) to preserve their orientation.

b. Pieces must be “faced” (oriented with all addresses in the same direction with the postage area in the upper right).

c. Each tray prepared must be filled before filling the next tray, with the contents in multiple trays relatively balanced. When preparing full trays, mailers must fill all possible 2-foot trays first; if there is mail remaining for the presort destination, then mailers must use a combination of 1-foot and 2-foot trays that results in the fewest total number of trays.

d. For presort destinations that do not require full trays, pieces are placed in a less-than-full tray.

e. Mailers must use as few trays as possible without jeopardizing rate eligibility. For instance, a mailer will never have two 1-foot trays to a single destination; instead, that mail must be placed in a single 2-foot tray. A 1-foot tray is prepared only if it is a full tray with no overflow; or if there is less than 1 foot of mail for that destination; or if the overflow from a full 2-foot tray is less than 1 foot of mail.

f. Each tray must bear the correct tray label.

g. Each tray must be sleeved and strapped under 1.5 and 1.6.

h. If a mailing is prepared using an MLOCR/barcode sorter and is submitted with standardized documentation, then pieces do *not* have to be grouped by 3-digit ZIP Code prefix (or by 3-digit scheme, if applicable) in AADC trays, or by AADC in mixed AADC trays.

Flat Tray Preparation (First-Class Mail Only)
2.2

All flat tray preparation is subject to these standards:

a. Addresses on all pieces must face upward in the same direction.

b. Pieces must be placed in trays to maintain their orientation. Once the required minimum volume is reached to allow or require preparation of a tray, additional pieces must be placed in the same tray up to its capacity to minimize the number of trays used. When possible, pieces must be placed in two or more stacks to optimize tray use, but mail must not overfill the tray to inhibit adequate closure or covering of the content.

c. The weight of a tray and its content must not exceed 70 pounds.

d. Each tray must bear the correct tray label.

e. Each tray must be covered (with the green side of the lid facing up) and strapped under 1.5 and 1.6.

f. For automation rate mailings prepared under the optional tray-based preparation rules in M820, one less-than-full overflow tray may be prepared for a presort destination when the total number of pieces for that destination meets the minimum for preparation of the tray level under M820, and when one or more full trays for that destination are also prepared.

g. For automation rate mailings prepared under the optional tray-based preparation rules in M820, if the total number of pieces for a presort destination meets or exceeds the minimum number of pieces required to prepare a tray for that destination, but the total volume does not physically fill a single tray, then the mail for that presort destination may be prepared in a less-than-full tray.

h. Pieces prepared as automation flats under the tray-based preparation option in M820 do not have to be grouped by 3-digit ZIP Code prefix in ADC trays or by ADC in mixed ADC trays if the mailing is prepared using an MLOCR/barcode sorter and standardized documentation is submitted.

Sack Preparation
2.3

All sack preparation is subject to these standards:

a. Each sack must bear the correct sack label.

b. The weight of a sack and its content must not exceed 70 pounds.

M000 General Preparation Standards

M040 Pallets

M041 General Standards

Summary M041 describes the physical characteristics for pallets, pallet top caps, and pallet boxes. The section also covers the standards for stacking pallets and preparing pallets. It also covers preparation of palletized mailings, including combined, copalletized, and mixed rate level mailings.

1.0 PHYSICAL CHARACTERISTICS

Standards 1.1 All pallets presented to the USPS, whether USPS-provided or mailer-provided, must meet the standards in 1.2 through 1.4. Mail on such pallets must meet the standards for the class and rate claimed.

Construction 1.2 Pallets must be made of high-quality material that can hold loads equal to a gross weight of 2,200 pounds. Pallets must measure 48 by 40 inches and must allow four-way entry by forklift trucks and two-way entry by pallet jacks.

Securing Pallets 1.3 Except for pallet boxes under 4.3, each loaded pallet of mail must be secured with at least two straps or bands, or be wrapped with stretchable or shrinkable plastic, or be secured with straps and wrapped with stretchable or shrinkable plastic, strong enough to retain the integrity of the pallet during transport and handling.

Nonconforming Mailer 1.4 The USPS informs any mailer or mailer's agent who presents palletized mailings, including plant-verified drop shipment (PVDS), when the mailer's pallets fail to meet basic pallet integrity and safety standards. After a mailer is notified and allowed to make changes to improve load integrity, if the mailer's methods, or those of the mailer's agent, do not work, the mailer is considered nonconforming. A nonconforming mailer must meet the specifications for nonconforming mailers for top-cap use, stacking of pallets, pallet box construction, and maximum height/tiers of trays in 2.0 through 5.0, respectively. A mailer is suspended from the pallet program if the mailer's pallets continue to fail to meet the minimum load integrity levels after being notified and allowed to make changes.

2.0 TOP CAPS

Use 2.1 Top caps are used as follows:

a. Except under 2.1b and 2.1c, all pallets of sacks, trays, parcels, packages of mail, or pallet boxes must be top-capped if the pallets are stacked two, three, or four tiers high when presented to the USPS for acceptance.

b. The top pallet need not be top-capped if the strapping or banding securing the stacked pallets together neither damages the mail on the top pallet nor allows the stack to shift.

c. Lower pallet(s) containing either parcels or packages of mail need not be top-capped if the top surface of each pallet load provides a sturdy, flat surface, parallel to the pallet base, that allows safe and efficient stacking of pallets placed on top and prevents sliding of the top pallet(s), damage to the loaded mail, or crushing of the load.

Construction 2.2 Any material may be used as a top cap if it provides a flat, level surface horizontal to the base pallet, protects the integrity of the mail below it while supporting a loaded pallet above, and allows easy entry of a forklift to remove the upper

pallet(s). Flimsy paper or fiberboard (e.g., the ends of paper rolls) or similar material is inadequate and may not be used as a top cap.

Securing
2.3 A top cap must be secured to the pallet horizontal to the plane of the base pallet, with either stretchwrap or at least two crossed straps or bands, so that the cap stays in place to protect the mail and maintain the integrity of the pallet load.

Nonconforming
2.4 A nonconforming mailer (see 1.4) must use top caps on all pallets of sacks, letter mail trays, parcels, or packages of mail, regardless of weight, or on pallets containing pallet boxes no more than 60 inches high. Top caps must be approximately 48 by 40 inches and meet one of these construction standards:

a. Five-wood boards, with uniform edges and nine-leg pallet contact for stacking.

b. Fiberboard box-end style, with a minimum 3-inch side and wall material of at least double-wall corrugated fiberboard C-flute and/or B-flute.

c. Fiberboard honeycomb covered on both sides, with heavy linerboard at least 1/2 inch thick.

d. Corrugated fiberboard C-flute sheet covering the entire top of the load, with standard pallet solid fiberboard corner edge protectors.

3.0 STACKING PALLETS

Stacking up to Four Tiers
3.1 Pallets may be stacked two, three, or four tiers high if:

a. The combined gross weight of the stacked pallets (pallets, top caps, and mail) does not exceed 2,200 pounds.

b. The heaviest pallet is on the bottom and the lightest is on the top.

c. Individual pallets are secured with straps or stretchable or shrinkable plastic as specified in 1.3.

d. The stack of pallets is secured with at least two straps or bands of appropriate material to maintain its integrity during transportation and handling. The stack of pallets may not be secured together with stretchable or shrinkable plastic.

e. Each pallet is top-capped as specified in 2.0.

f. The combined height of the stacked pallets and their loads does not exceed 84 inches. *Exception:* Pallets prepared for entry at Anchorage or Fairbanks, Alaska, cannot exceed 72 inches (pallets, top caps, and mail).

Nonconforming
3.2 A nonconforming mailer (see 1.4) who stacks pallets is subject to the requirements of 3.1 with the additional restrictions that the combined height of any stacked pallets may not exceed 77 inches and that stacking pallets four tiers high is permitted only for pallets of parcels.

4.0 PALLET BOXES

Use
4.1 A mailer may use pallet boxes constructed of single-, double-, or triple-wall corrugated fiberboard placed on pallets to hold sacks or parcels prepared under M045. Pallet boxes must protect the mail and maintain the integrity of the pallet loads throughout transportation, handling, and processing. Single-wall corrugated fiberboard may be used only for light loads (such as lightweight parcels) that do not require transportation by the USPS beyond the entry office, or for Parcel Post DSCF rate mail. Mailers must supply their own pallet boxes. The base of the boxes must measure approximately 40 by 48 inches. M045 requires the use of pallet

boxes meeting the size requirements in 4.2 for machinable Parcel Post claiming OBMC Presort and BMC Presort discounts. M045 prohibits use of pallet boxes for nonmachinable Parcel Post claiming OBMC Presort and BMC Presort discounts. Pallet boxes meeting the size dimensions in 4.2 also may be used at the mailer's option for Parcel Post DSCF and Parcel Post DDU rate mail.

Height
4.2 The combined height of a single pallet, pallet box, and mail may not exceed 77 inches. The contents of the box may not extend above the top rim of the box. For all Package Services mailings entered at a DSCF or DDU, the height of the pallet box may not exceed 60 inches (excluding the pallet). For Parcel Post OBMC Presort and BMC Presort rate mailings of machinable pieces, the height of the pallet box must not exceed 69 inches (excluding the pallet).

Securing
4.3 Pallet boxes must be secured to the pallet with strapping, banding, stretchable plastic, shrinkwrap, or other material that ensures that the pallet can be safely unloaded from vehicles, transported, and processed as a single unit to the point where the contents are distributed with the load intact if:

a. The pallet and its contents are transported by the USPS from the office where the mail is accepted to another postal facility where the contents are distributed; and

b. The weight of the mail in the box is not sufficient to hold the box in place on the pallet during transportation and processing.

Nonconforming
4.4 Except when mailing Parcel Post claiming a DSCF or DDU rate, a nonconforming mailer (see 1.4) may use pallet boxes only if the boxes are constructed of triple-wall corrugated fiberboard (C-flute and/or B-flute material) with a maximum height (pallet and box) of 77 inches.

5.0 PREPARATION

Presort
5.1 Pallet preparation and pallet sortation are subject to the specific standards in M045, M920, M930, and M940. Pallet sortation is generally intended to presort the palletized portion of a mailing to at least the finest extent required for the corresponding class of mail and method of preparation. Pallet sortation is sequential from the lowest (finest) level to the highest and must be completed at each required level before the next optional or required level is prepared. Standard preparation terms for pallets are defined in M011, standard presort levels are defined in M045, and advanced presort levels are defined in M920, M930, and M940. For sacks, trays, or machinable parcels on pallets, the mailer must prepare all required pallet levels before any mixed ADC or mixed BMC pallets are prepared for a mailing or job. Packages prepared under M045 or M920, M930, or M940 must not be placed on mixed ADC or mixed BMC pallets. Packages that cannot be placed on pallets must be prepared in sacks under the standards for the rate claimed. The standards for package reallocation to protect the SCF or BMC pallet (M045.4.0 and 5.0) are optional methods of pallet preparation designed to retain as much mail as possible at the SCF or BMC level. These standards may result in some packages of Periodicals flats and irregular parcels and Standard Mail flats that are part of a mailing job prepared in part as palletized flats at automation rates not being placed on the finest level of pallet possible. Mailers must use PAVE-certified presort software to prepare mailings using package reallocation (package reallocation is optional, but if performed, it must be done for the complete mailing job).

Required Preparation 5.2

These standards apply to:

a. Periodicals, Standard Mail, and Package Services (except for Parcel Post mailed at BMC Presort, OBMC Presort, DSCF, and DDU rates). A pallet must be prepared to a required sortation level when there are 500 pounds of packages, sacks, or parcels or 72 linear feet or 6 layers of letter trays. For packages of Periodicals flats and irregular parcels and packages of Standard Mail flats on pallets that are prepared under the standards for package reallocation to protect the SCF pallet (M045.4.0), not all mail for a 5-digit scheme carrier routes, 5-digit scheme, 5-digit carrier routes, or 5-digit pallet or for a merged 5-digit scheme, merged 5-digit, or 3-digit pallet is required to be on that corresponding pallet level. For packages of Standard Mail flats on pallets prepared under the standards for package reallocation to protect the BMC pallet (M045.5.0), not all mail for a required ASF pallet must be on an ASF pallet. Mixed ADC or mixed BMC pallets of sacks, trays, or machinable parcels, as appropriate, must be labeled to the BMC or ADC (as appropriate) serving the post office where mailings are entered into the mailstream. The processing and distribution manager of that facility may issue a written authorization to the mailer to label mixed BMC or mixed ADC pallets to the post office or processing and distribution center serving the post office where mailings are entered. These pallets contain all mail remaining after required and optional pallets are prepared to finer sortation levels under M045, as appropriate.

b. Parcel Post mailed at BMC Presort, OBMC Presort, DSCF, and DDU rates. Pallets must meet the requirements specifically prescribed for these rates in M045.

Minimum Load 5.3

These standards apply to:

a. Periodicals, Standard Mail, and Package Services (except for Parcel Post mailed at BMC Presort, OBMC Presort, DSCF, and DDU rates). In a single mailing, the minimum load per pallet is 250 pounds of packages, parcels, or sacks; or 36 linear feet or three layers of letter trays. In a mailing or mailing job presented for acceptance at a single postal facility, one overflow pallet with less than the required minimum may be prepared for mail destinating in the service area of the entry facility; that pallet must be properly labeled under M045. Exceptions: There is no minimum load for pallets entered at a destination delivery unit if the mail on those pallets is for that unit's service area. For mail entered at an SCF, the SCF manager must authorize in writing preparation of any 5-digit, 3-digit, or SCF pallet containing less than the minimum required load if the mail on those pallets is for that SCF's service area.

b. Parcel Post mailed at BMC Presort, OBMC Presort, DSCF, and DDU rates. A minimum load for the rate claimed may be stated in terms of weight, combined piece minimum and weight, or minimum height. M045 specifies separate minimum mail heights for machinable parcels and for nonmachinable parcels claimed at OBMC Presort and BMC Presort rates. Mail entered at the Parcel Post DSCF rates and prepared directly on pallets or in pallet boxes on pallets must be prepared under either a minimum height requirement or under one of two options requiring a minimum number of pieces and pounds per pallet under M045. There is no minimum weight requirement for an SCF pallet containing 5-digit scheme and 5-digit sacks prepared for the DSCF rate under M710 (see M045). There are no minimums for the Parcel Post DDU rate.

Minimum Height of Mail
5.4

The definitions of the minimum height of mail used to qualify for OBMC Presort, BMC Presort, and DSCF Parcel Post rates are as follows:

a. Machinable parcels. The minimum height of mail in a pallet box is the shortest vertical distance measured from the bottom of a pallet box to the top of the lowest mailpiece. The height of the pallet is not included in this measurement.

b. Nonmachinable parcels. The minimum height of mail on a pallet is the shortest vertical distance measured from the top of the pallet to the top of the lowest mailpiece. The height of the pallet is not included in this measurement.

Maximum Load
5.5

The maximum weight (mail and pallet) is 2,200 pounds. The maximum height of a single pallet (mail and pallet) is 77 inches for packages, parcels, sacks, or pallet boxes, or 77 inches or 12 layers of trays (whichever occurs first) for letter trays. *Exception:* A single pallet that is prepared for entry at Anchorage or Fairbanks, Alaska, has a maximum height of 72 inches (pallet, top cap, and mail).

Mail on Pallets
5.6

These standards apply to mail on pallets:

a. Pieces in trays, packages, and sacks must be prepared under the standards for the class of mail and rate claimed.

b. When two or more Periodicals mailings, two or more Standard Mail mailings, or two or more Bound Printed Matter mailings are placed together on pallets, the mailer must keep records for each mailing as required by the standards for the class of mail.

c. For letter-size Standard Mail and Periodicals prepared in trays on pallets, carrier route rate mail (including automation carrier route) must be prepared on separate 5-digit pallets (5-digit carrier routes pallets) from non-carrier route automation rate or Presorted rate mail (5-digit pallets).

d. For determining minimum pallet volume, mail in letter trays is measured in full layers of trays or in linear feet. A 2-foot tray equals 2 linear feet; a 1-foot tray equals 1 linear foot.

e. Heavier, fuller trays must be placed at the bottom of the load.

f. For Bound Printed Matter irregular parcels, Presorted and Carrier Route rate mail may be combined on all levels of pallet. For Bound Printed Matter flats, Presorted and Carrier Route rate mail may be combined on all levels of pallet except as provided in 5.6g and 5.6h.

g. For sacks of nonletter-size Periodicals mail on pallets (except for mail prepared with detached address labels), for sacks of nonletter-size Standard Mail on pallets (except for mail prepared with detached address labels and machinable parcels), and for sacks of flat-size Bound Printed Matter, carrier route rate mail must be prepared on separate 5-digit pallets (5-digit carrier routes pallets) from automation rate or Presorted rate mail (5-digit pallets).

h. For Periodicals flats and irregulars, Standard Mail flats, and Bound Printed Matter flats, packages of carrier route rate mail must be prepared on separate 5-digit pallets from automation and Presorted rate mail. *Exception:* For Periodicals and Standard Mail, under the standards in M920, M930, and M940, carrier route rate, automation rate, and Presorted rate packages can be combined onto the same merged 5-digit scheme pallet and merged 5-digit pallet for applicable 5-digit ZIP Codes.

i. Mailers of nonletter-size Periodicals and flat-size Standard Mail who prepare packages on pallets may copalletize carrier route mail, automation rate mail, and Presorted rate mail on the same merged 5-digit pallet or on the same merged 5-digit scheme pallet under the conditions in M920, M930, and M940.

Sacked Mail
5.7 Mail that is not palletized (e.g., the mailer chooses not to prepare BMC pallets, or the packages do not meet the machinability standards in M020) must be prepared under the standards for the rate claimed. For Periodicals, the mailer must separately sack packages of each publication that are not palletized under M045 or that are excluded from palletization. Trays that are not palletized must be bedloaded. Sacks (including sacks of packages not placed on pallets) containing packages remaining after all pallets are prepared may be presented with the palletized mail (and reported on the same postage statement) if separated from the palletized portion of the mailing.

Nonconforming
5.8 For a nonconforming mailer (see 1.4) of letter-size mail in trays, the combined height of a pallet and its load may not exceed six layers of MM or EMM letter trays.

6.0 COPALLETIZED, COMBINED, OR MIXED-RATE LEVEL MAILINGS OF FLAT-SIZE PIECES

General
6.1 Palletized mailings (including combined, copalletized, and mixed rate level mailings) must be prepared under the standards for the class of mail, subject to specific authorization by Business Mailer Support when required.

Application
6.2 The mailer (or publisher or agent) must submit a written request to Business Mailer Support to present the types of pallets described in 6.1. A separate request is required for each type of pallet at each location, but multiple, concurrent applications are acceptable. A mailer who cannot meet the minimum palletization standards without copalletizing, combining, or commingling mixed rate mailings might still qualify if the total copalletized, combined, or commingled mailing meets minimum pallet standards. The request must be received at least 30 days before the first mailing and include the names, addresses, and telephone numbers of the mail owner and of the firm or person preparing the mail; a description of the mailing (e.g., size, weight, class, rate, volume, mailing frequency, and postage payment method); the type of authorization requested; and a sample of the applicable documentation under M045 or M920, M930, or M940.

Periodicals Publications
6.3 To combine more than one Periodicals publication on pallets, the mailer must merge and presort copies of all the publications into common packages to achieve the finest presort level for the combined mailing. To copalletize different Periodicals flat-size publications, the mailer must consolidate on pallets all independently sorted packages for each publication to achieve the finest presort level for the mailing. A combined or copalletized mailing prepared under M045.4.0, using package reallocation, may not always result in all packages being placed on the finest pallet level possible. Both combined and copalletized publications must be supported by the documentation required in M045 or M920, M930, or M940. Preferred Periodicals may be combined with Regular Periodicals only as permitted by standard.

Standard Mail
6.4 To copalletize different Standard Mail flat-size mailings, the mailer must consolidate on pallets all independently sorted packages from each mailing to achieve the finest presort level for the mailing, except that a copalletized mailing prepared under M045.4.0 or 6.0 using the package reallocation option may not always result in all packages being placed on the finest pallet level possible. At the

time of mailing, the mailer must present computer-generated listings required in M045 or M920, M930, or M940 that include a summary list consolidating the copalletized multiple mailings and a list of the contents of each pallet by ZIP Code and presort level.

Cancellation
6.5 An authorization may be canceled by Business Mailer Support if the mailer does not meet the standards for pallets or the rates claimed or the mailer does not submit information on future mailings as requested by Business Mailer Support. A mailer may appeal canceled authorizations through Business Mailer Support to the Business Mail Acceptance manager, USPS Headquarters.

M000 General Preparation Standards

M040 Pallets

M045 Palletized Mailings

Summary M045 describes the general standards for package preparation, sortation, and labeling for mail on pallets. The section covers package reallocation as an optional preparation method on pallets. It also covers the preparation procedures to claim bulk mail center (BMC) Presort discount, the origin bulk mail center (OBMC) Presort discount, destination sectional center facility (DSCF) discount, and destination delivery unit (DDU) discount.

1.0 BASIC USES

These types of mail may be palletized:

a. Letter-size mail in trays.

b. Packages of nonletter-size mail not prepared in sacks.

c. Packages or parcels in sacks.

d. Machinable or irregular parcels.

e. Copalletized multiple flat-size mailings, subject to M041.

f. Combined mailings of machinable parcels (Standard Mail and Package Services), subject to M073.

g. Two or more Periodicals publications combined or copalletized, subject to M041.

h. Combined mailings of Nonprofit Standard Mail mixed rate levels, subject to M041.

i. Commingled zoned rate Package Services, subject to M700.

2.0 PACKAGES ON PALLETS

Applicability
2.1 Only packages of flats and packages of irregular parcels of Periodicals, Standard Mail, and Bound Printed Matter may be placed directly on pallets under the provisions of 2.2 through 2.5 and 3.0. Mail that cannot be placed on pallets under 2.0 and 3.0 must be prepared in sacks under the applicable provisions of M200, M600, and M700. Sacks containing packages for mixed ADC destinations, or containing packages remaining after all pallets are prepared, may be presented with the palletized portion of the mailing job (and, subject to 8.5, reported on the same postage statement) if the sacks are set apart from the palletized portion.

Basic Packaging Standards
2.2 Package preparation for Periodicals, Standard Mail, and Bound Printed Matter must meet the general standards in M010 and M020 and the applicable packaging provisions of M200, M610, M620, M720, and M820, except as noted in 2.3 through 2.5. Packages must be sorted to pallets under 3.0. The palletized portion of a mailing may not include packages sorted to mixed ADCs or foreign destinations. If palletized mailing jobs of nonletter-size Periodicals or palletized mailing jobs of flat-size Standard Mail contain both automation rate and Presorted rate pieces, the automation rate and Presorted rate pieces may be co-packaged under the standards in M950.

Periodicals
2.3 Package size: Six-piece minimum (lower volume packages permitted under M210 and M220), 20-pound maximum, except that:

a. Firm packages may contain as few as two copies of a publication and do not have to be further consolidated with other packages to the same 5-digit destination. A firm package may be counted as one piece for presort standards (see M210 and M220).

b. All pieces for the same presort destination must be in one package if they weigh less than 10 pounds. Otherwise, packages must weigh from 10 to 20 pounds each.

c. The last package to a presort destination may contain less than 10 pounds.

Standard Mail
2.4 Package size: 10-piece minimum, 20-pound maximum, except that:

a. All pieces for the same presort destination must be in one package if they weigh less than 10 pounds. Otherwise, packages must weigh from 10 to 20 pounds each.

b. The last package to a presort destination may contain less than 10 pounds.

Bound Printed Matter
2.5 Bound Printed Matter on pallets must be packaged as follows:

a. Minimum Package Size. Package mail under the minimum package size of "10 pieces or 10 pounds, whichever comes first" according to these standards:
   (1) For identical-weight pieces, a single-piece weight of 1 pound results in 10 pieces weighing 10 pounds. Identical-weight pieces weighing 1 pound or less must be prepared using the 10-piece minimum; those that weigh more must be prepared using the 10-pound minimum.
   (2) For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 10-pound minimum applies). Alternatively, package by the actual piece count or mail weight for each package destination, provided documentation can be presented with the mailing that shows (specifically for each package) the number of pieces and their total weight.
   (3) Mailers must note on the accompanying postage statement whether they applied the 10-piece or 10-pound threshold, or both.

b. Presorted Bound Printed Matter:
   (1) Only individual pieces of flats or irregular parcels that weigh less than 10 pounds may be prepared as packages on pallets. Pieces that individually weigh 10 or more pounds must be prepared and palletized as machinable parcels under 3.5 or prepared in sacks under M722.
   (2) Packages must be prepared to the package destinations in M722. The minimum package size is 10 addressed pieces or 10 pounds, whichever occurs first, except that the last package to a presort destination may contain fewer than 10 pieces or weigh less than 10 pounds. See 2.5a for a definition of the "whichever comes first" packaging requirement. When there are at least 10 pieces but fewer than 10 pounds for a presort destination, the pieces must be prepared in a single physical package. The maximum physical package size is 20 pounds, except that 5-digit packages that will be placed on a 5-digit scheme (flats only) or 5-digit pallet may weigh up to 40 pounds. The

total number of physical packages for a single presort destination must not exceed the number of 10-pound increments to that destination. Each physical package must contain at least two addressed pieces. Each physical package must be labeled using optional endorsement lines or pressure-sensitive labels under M722.

c. Carrier Route Bound Printed Matter:
   (1) Only individual pieces of flats or irregular parcels that weigh less than 10 pounds may be prepared as packages on pallets. Pieces that individually weigh 10 or more pounds must either be prepared and palletized as machinable parcels under 3.5 and pay the Presorted rates, or be prepared in sacks to qualify for the Carrier Route rates under M723.
   (2) The minimum package size is 10 addressed pieces or 10 pounds to a carrier route, whichever occurs first, except that the last package to a carrier route destination may contain fewer than 10 pieces or weigh less than 10 pounds. See 2.5a for a definition of the "whichever comes first" packaging requirement. When there are at least 10 pieces but fewer than 10 pounds for a presort destination, the pieces must be prepared in a single physical package. The maximum physical package size is 20 pounds, except that carrier route packages of flats that will be placed on a 5-digit scheme carrier routes or 5-digit carrier routes pallet and carrier route packages of irregular parcels that will be placed on a 5-digit pallet may weigh up to 40 pounds. The total number of physical packages for a single carrier route destination must not exceed the number of 10-pound increments to that destination. Each physical package must contain at least two addressed pieces. Each physical package must be labeled to the carrier route with facing slips under M723, optional endorsement lines under M013, or carrier route information lines under M014.

3.0 PALLET PRESORT AND LABELING

Periodicals Packages, Sacks, or Trays on Pallets

3.1 Mailers must prepare pallets in the sequence listed below. For mailings of sacks or trays on pallets, mailers must begin preparing pallets under 3.1c. Pallets must be labeled according to the Line 1 and Line 2 information listed below and under M031. At the mailer's option, packages of Periodicals nonletters (flats and irregular parcels) may be palletized in accordance with one of the advanced presort options under M920, M930, or M940.

a. *5-Digit Scheme Carrier Routes.* Required for nonletter-size packages. Not permitted for sacks or trays. May contain only carrier route packages for the same 5-digit scheme under L001. Scheme sort must be done for all possible 5-digit scheme destinations. For all 5-digit destinations that are not part of a scheme, prepare 5-digit carrier routes pallets under 3.1c.
   (1) Line 1: use L001, Column B.
   (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "CARRIER ROUTES" or "CR-RTS" and "SCHEME" or "SCH."

b. *5-Digit Scheme.* Required for nonletter-size packages. Not permitted for sacks or trays. May contain only automation rate and/or Presorted rate packages for the same 5-digit scheme under L001. Scheme sort must be done for all possible 5-digit scheme destinations. For all 5-digit destinations that are not part of a scheme, prepare 5-digit pallets under 3.1d.
   (1) Line 1: use L001, Column B.

(2) Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “5D”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail; followed by “SCHEME” or “SCH.”

c. *5-Digit Carrier Routes.* Required for sacks; required for packages (except for packages prepared to 5-digit scheme carrier routes pallets under 3.1a); optional for trays. May contain only carrier route mail for the same 5-digit ZIP Code.
   (1) Line 1: use city, state abbreviation, and 5-digit ZIP Code destination (see M031 for military mail).
   (2) Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” or, for trays only, “LTRS” as applicable; followed by “CARRIER ROUTES” or “CR-RTS.”

d. *5-Digit.* Required for sacks; required for packages (except for packages prepared to 5-digit scheme pallets under 3.1b); optional for trays. May contain only automation rate and/or Presorted rate mail for the same 5-digit ZIP Code.
   (1) Line 1: use city, state abbreviation, and 5-digit ZIP Code destination (see M031 for military mail).
   (2) Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” or, for trays only, “LTRS” as applicable; followed by “5D”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail.

e. *5-Digit Metro.* Optional for packages of flats and irregulars. Not permitted for sacks or trays. May contain carrier route, automation, and/or Presorted rate packages for the 5-digit ZIP Codes listed in L006, Column A, and for the 3-digit ZIP Code areas listed in L006, Column B.
   (1) Line 1: use L006, Column C.
   (2) Line 2: “PER” or “NEWS”; followed by “FLTS” or “IRREG”; followed by “METRO” or “MET”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate and/or carrier route mail.

f. *3-Digit.* Optional. May contain carrier route rate, automation rate, and/or Presorted rate mail.
   (1) Line 1: use L002, Column A.
   (2) Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” or, for trays only, “LTRS” as applicable; followed by “3D”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate and/or carrier route mail.

g. *SCF.* Required. May contain carrier route rate, automation rate, and/or Presorted rate mail.
   (1) Line 1: use L002, Column C.
   (2) Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” or, for trays only, “LTRS” as applicable; followed by “SCF”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate and/or carrier route mail.

h. *ADC.* Required. May contain carrier route rate, automation rate, and/or Presorted rate mail.

(1) Line 1: use L004.
(2) Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” or, for trays only, “LTRS” as applicable; followed by “ADC”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate and/or carrier route mail.

i. *Mixed ADC (for sacks and trays only).* Optional. May contain carrier route rate, automation rate, and/or Presorted rate mail.
(1) Line 1: “MXD” followed by the city/state/ZIP Code of the ADC serving the 3-digit ZIP Code prefix of the entry post office as shown in L004, Column A (label to plant serving entry post office if authorized by the processing and distribution manager).
(2) Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” or, for trays only, “LTRS” as applicable; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail; followed by “WKG.”

Standard Mail Packages, Sacks, Irregular Parcels, or Trays on Pallets
3.2

Mailers must prepare pallets in the sequence listed below. For mailings of sacks and trays on pallets, mailers must be begin preparing pallets under 3.2c (because scheme sort is not permitted). Pallets must be labeled according to the Line 1 and Line 2 information listed below and under M031. At the mailer's option, packages of Standard Mail flats may be palletized using the advanced presort options under M920, M930, or M940.

a. *5-Digit Scheme Carrier Routes.* Required for packages of flats. Not permitted for sacks or trays or for irregular parcels except under M011. May contain only carrier route rate packages for the same 5-digit scheme under L001. Scheme sort must be done for all 5-digit scheme destinations. For 5-digit destinations that are not part of a scheme, prepare 5-digit carrier routes pallets under 3.2c.
(1) Line 1: use L001, Column B.
(2) Line 2: “STD FLTS”; followed by “CARRIER ROUTES” or “CR-RTS”; followed by “SCHEME” or “SCH.”

b. *5-Digit Scheme.* Required for packages of flats; optional for irregular parcels. Not permitted for sacks or trays except under M011. For irregular parcels, pallets may contain pieces or packages for the same 5-digit scheme in L606. Scheme sort for irregular parcels need not be done for all 5-digit scheme destinations. For flats, pallets may contain only automation rate and/or Presorted rate packages for the same 5-digit scheme under L001. Scheme sort for flats must be done for all 5-digit scheme destinations. For 5-digit destinations that are not part of a scheme, prepare 5-digit pallets under 3.2d.
(1) Line 1: use L001, Column B for flats; use L606, Column B for irregular parcels.
(2) Line 2: “STD FLTS 5D” or “STD IRREG 5D” as applicable; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail; followed by “SCHEME” or “SCH.”

c. *5-Digit Carrier Routes.* Required for sacks and packages; optional for trays. May contain only carrier route rate mail for the same 5-digit ZIP Code.
(1) Line 1: use city, state abbreviation, and 5-digit ZIP Code destination (see M031 for military mail).

(2) Line 2: For flats and irregulars, “STD FLTS” or “STD IRREG”; followed by “CARRIER ROUTES” or “CR-RTS.” For trays, “STD LTRS”; followed by “CARRIER ROUTES” or “CR-RTS”; followed by “BC” if the pallet contains barcoded letters; followed by “MACH” if the pallet contains machinable letters; followed by “MAN” if the pallet contains nonmachinable letters.

d. *5-Digit.* Required for sacks and packages; optional for trays. May contain only automation rate and/or Presorted rate mail for the same 5-digit ZIP Code.
   (1) Line 1: use city, state abbreviation, and 5-digit ZIP Code destination (see M031 for military mail).
   (2) Line 2: “STD FLTS 5D” or “STD IRREG 5D” or, for trays only, “STD LTRS 5D” as applicable; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail.

e. *5-Digit Metro.* Optional for packages of flats. Not permitted for sacks or trays. May contain carrier route, automation, and/or Presorted rate packages for the 5-digit ZIP Codes listed in L006, Column A, and for the 3-digit ZIP Code areas listed in L006, Column B.
   (1) Line 1: use L006, Column C.
   (2) Line 2: “STD FLTS” followed by “METRO” or “MET”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate and/or carrier route mail.

f. *3-Digit.* Optional. May contain carrier route rate, automation rate, and/or Presorted rate mail.
   (1) Line 1: use L002, Column A.
   (2) Line 2: For flats and irregulars, “STD FLTS 3D” or “STD IRREG 3D”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate and/or carrier route rate mail. For letters, “STD LTRS 3D”; followed by “BC” if the pallet contains barcoded letters; followed by “MACH” if the pallet contains machinable letters; followed by “MAN” if the pallet contains nonmachinable letters.

g. *SCF.* Required. May contain carrier route rate, automation rate, and/or Presorted rate mail.
   (1) Line 1: use L002, Column C.
   (2) Line 2: For flats and irregulars, “STD FLTS SCF” or “STD IRREG SCF”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate and/or carrier route rate mail. For letters, “STD LTRS SCF”; followed by “BC” if the pallet contains barcoded letters; followed by “MACH” if the pallet contains machinable letters; followed by “MAN” if the pallet contains nonmachinable letters.

h. *ASF.* Required, except that an ASF sort may not be required if using package reallocation for flats to protect the BMC pallet under 5.0. May contain carrier route rate, automation rate, and/or Presorted rate mail. Sort ADC packages, trays, or sacks to ASF pallets based on the “label to” ZIP Code for the ADC destination of the package, tray, or sack in L004 (letters or flats) or L603 (irregular parcels). Sort AADC trays to ASF pallets based on the “label to” ZIP Code for the AADC destination of the tray in L801. See E650.5.0 for additional requirements for DBMC rate eligibility.
   (1) Line 1: use L602.

(2) Line 2: For flats and irregulars, “STD FLTS ASF” or “STD IRREG ASF”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate and/or carrier route rate mail. For letters, “STD LTRS ASF”; followed by “BC” if the pallet contains barcoded letters; followed by “MACH” if the pallet contains machinable letters; followed by “MAN” if the pallet contains nonmachinable letters.

i. *BMC.* Required. May contain carrier route rate, automation rate, and/or Presorted rate mail. Sort ADC packages, trays, or sacks to BMC pallets based on the “label to” ZIP Code for the ADC destination of the package, tray, or sack in L004 (letters or flats) or L603 (irregular parcels). Sort AADC trays to BMC pallets based on the “label to” ZIP Code for the AADC destination of the tray in L801. See E650.5.0 for additional requirements for DBMC rate eligibility.

(1) Line 1: use L601.

(2) Line 2: For flats and irregulars, “STD FLTS BMC” or “STD IRREG BMC”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate and/or carrier route rate mail. For letters, “STD LTRS BMC”; followed by “BC” if the pallet contains barcoded letters; followed by “MACH” if the pallet contains machinable letters; followed by “MAN” if the pallet contains nonmachinable letters.

j. *Mixed BMC (for sacks and trays only).* Optional. May contain carrier route rate, automation rate, and/or Presorted rate mail.

(1) Line 1: use “MXD” followed by the information in L601, Column B, for the BMC serving the 3-digit ZIP Code prefix of the entry post office (label to plant serving entry post office if authorized by the processing and distribution manager).

(2) Line 2: For flats and irregulars, “STD FLTS” or “STD IRREG”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate and/or carrier route rate mail; followed by “WKG.” For letters, “STD LTRS”; followed by “BC” if the pallet contains barcoded letters; followed by “MACH” if the pallet contains machinable letters; followed by “MAN” if the pallet contains nonmachinable letters; followed by “WKG.”

Package Services Flats—Packages and Sacks on Pallets

3.3 Mailers must prepare pallets in the sequence listed below. For mailings of sacks on pallets, mailers must begin preparing pallets under 3.3c. Pallets must be labeled according to the Line 1 and Line 2 information listed below and under M031.

a. *5-Digit Scheme Carrier Routes.* Required for packages of BPM flats. Not permitted for sacks. May contain only Carrier Route rate packages for the same 5-digit scheme under L001. Scheme sort must be done for all 5-digit scheme destinations. For all 5-digit destinations that are not part of a scheme, prepare 5-digit carrier routes pallets under 3.3c.

(1) Line 1: use L001, Column B.

(2) Line 2: “PSVC FLTS,” followed by “CARRIER ROUTES” or “CR-RTS” and “SCHEME” or “SCH.”

b. *5-Digit Scheme.* Required for packages of BPM flats. Not permitted for sacks. May contain only Presorted rate packages for the same 5-digit scheme under L001. Scheme sort must be done for all 5-digit scheme destinations. For all 5-digit destinations that are not part of a scheme, prepare 5-digit pallets under 3.3d.
   (1) Line 1: use L001, Column B.
   (2) Line 2: "PSVC FLTS 5D" followed by "SCHEME" or "SCH."

c. *5-Digit Carrier Routes.* Required for sacks and packages of BPM flats. May contain only Carrier Route rate mail for the same 5-digit ZIP Code.
   (1) Line 1: use city, state abbreviation, and 5-digit ZIP Code destination (see M031 for military mail).
   (2) Line 2: "PSVC FLTS" followed by "CARRIER ROUTES" or "CR-RTS."

d. *5-Digit.* Required for sacks and packages. May contain only Presorted rate mail for the same 5-digit ZIP Code.
   (1) Line 1: use city, state abbreviation, and 5-digit ZIP Code destination (see M031 for military mail).
   (2) Line 2: "PSVC FLTS 5D."

e. *5-Digit Metro.* Optional for BPM flats only. May contain Carrier Route and/or Presorted rate packages for the 5-digit ZIP Codes listed in L006, Column A, and for the 3-digit ZIP Code areas listed in L006, Column B.
   (1) Line 1: use L006, Column C.
   (2) Line 2: "PSVC FLTS "followed by "METRO" or "MET" and if applicable, as shown in L006, Column C.

f. *3-Digit.* Optional. May contain Carrier Route and/or Presorted rate mail.
   (1) Line 1: use L002, Column A.
   (2) Line 2: "PSVC FLTS 3D."

g. *SCF.* Required. May contain Carrier Route and/or Presorted rate mail.
   (1) Line 1: use L002, Column C.
   (2) Line 2: "PSVC FLTS SCF."

h. *ASF.* Required. May contain Carrier Route and/or Presorted rate mail. Sort ADC packages or sacks to ASF pallets based on the "label to" ZIP Code for the ADC destination of the package or sack in L004. See E752 for additional requirements for DBMC rate eligibility.
   (1) Line 1: use L602.
   (2) Line 2: "PSVC FLTS ASF."

i. *BMC.* Required. May contain Carrier Route and/or Presorted rate mail. Sort ADC packages or sacks to BMC pallets based on the label to ZIP Code for the ADC destination of the package or sack in L004. See E752 for additional requirements for DBMC rate eligibility.
   (1) Line 1: use L601.
   (2) Line 2: "PSVC FLTS BMC."

j. *Mixed BMC (for sacks on pallets only).* Optional. May contain Carrier Route and/or Presorted rate mail.
   (1) Line 1: "MXD," followed by the information in L601, Column B, for the BMC serving the 3-digit ZIP Code prefix of the entry post office (label to plant serving entry post office if authorized by the processing and distribution manager).
   (2) Line 2: "PSVC FLTS WKG."

Package Services Irregular Parcels—Packages and Sacks on Pallets
3.4

Mailers must prepare pallets in the sequence listed below. Pallets must be labeled according to the Line 1 and Line 2 information listed below and under M031.

a. *5-digit scheme (for irregular parcels only).* Optional. May contain Presorted rate irregular parcels for the same 5-digit scheme under L606. If scheme sort is performed, it need not be done for all 5-digit scheme destinations. For all 5-digit destinations that are not part of a scheme or for which scheme sorts are not performed, prepare 5-digit pallets under 3.4b.
   (1) Line 1: use L606, Column B.
   (2) Line 2: "PSVC IRREG 5D SCHEME" or "PSVC IRREG 5D SCH."

b. *5-digit.* Required. May contain Carrier Route and/or Presorted rate mail.
   (1) Line 1: use city, state abbreviation, and 5-digit ZIP Code destination (see M031 for military mail).
   (2) Line 2: "PSVC IRREG 5D" and, if the pallet contains only Carrier Route rate mail, "CARRIER ROUTES" or "CR-RTS."

c. *3-digit.* Optional. May contain Carrier Route and/or Presorted rate mail.
   (1) Line 1: use L002, Column A.
   (2) Line 2: "PSVC IRREG 3D."

d. *SCF.* Required. May contain Carrier Route and/or Presorted rate mail.
   (1) Line 1: use L002, Column C.
   (2) Line 2: "PSVC IRREG SCF."

e. *ASF.* Required. May contain Carrier Route rate and/or Presorted rate mail. Sort ADC packages or sacks to ASF pallets based on the "label to" ZIP Code for the ADC destination of the package or sack in L004.
   (1) Line 1: use L602.
   (2) Line 2: "PSVC IRREG ASF."

f. *BMC.* Required. May contain Carrier Route and/or Presorted rate mail. Sort ADC packages or sacks to BMC pallets based on the "label to" ZIP Code for the ADC destination of the package or sack in L004.
   (1) Line 1: use L601.
   (2) Line 2: "PSVC IRREG BMC."

g. *Mixed BMC (for sacks only).* Optional. May contain Carrier Route and/or Presorted rate mail.
   (1) Line 1: "MXD," followed by the information in L601, Column B, for the BMC serving the 3-digit ZIP Code prefix of the entry post office (label to plant serving entry post office if authorized by the processing and distribution manager).
   (2) Line 2: "PSVC IRREG WKG."

Machinable Parcels—Standard Mail and Package Services
3.5

Mailers must prepare pallets in the sequence listed below. Mailers may prepare Parcel Post other than BMC Presort, OBMC Presort, and Parcel Select DDU and DSCF on pallets under this section as an option. Pallets must be labeled according to the Line 1 and Line 2 information listed below and under M031.

a. *5-digit scheme.* Optional. May contain machinable parcels for the same 5-digit scheme under L606. If scheme sort is performed, it need not be done for all 5-digit scheme destinations. For all 5-digit destinations that are not part of a scheme or for which scheme sorts are not performed, prepare 5-digit pallets under 3.5b.
   (1) Line 1: use L606, Column B.
   (2) Line 2: "STD" or "PSVC" as applicable, followed by "MACH 5D SCHEME" or "MACH 5D SCH."

b. *5-digit.* Required, except optional for Standard Mail if 3/5 rates are not claimed.
   (1) Line 1: use city, state abbreviation, and 5-digit ZIP Code destination (see M031 for military mail).
   (2) Line 2: "STD MACH 5D" or "PSVC MACH 5D" as applicable.

c. *BMC (if DBMC rates are not claimed).* Required.
   (1) Line 1: use L601.
   (2) Line 2: "STD MACH BMC" or "PSVC MACH BMC" as applicable.

d. *ASF/BMC (if DBMC rates are claimed). Option 1:* Mailers may opt to sort mail to ASFs using L602 only when the mail on the ASF pallet will be deposited at the ASF to claim the DBMC rate. After ASF pallets are prepared (mail need not be sorted to *all* ASFs), remaining mail must be sorted to BMCs using L601. Mail on BMC pallets deposited at the applicable BMC facility will be eligible for DBMC rates only if its 3-digit ZIP Code prefix is listed in Exhibit E650.5.1 (Standard Mail) or Exhibit E751.1.3 (Parcel Post and Bound Printed Matter) for that entry BMC. *Option 2:* Mailers may sort mail only to BMCs using L601. Under option 2, only mail for 3-digit ZIP Codes served by a BMC listed in Exhibit E650.5.1 or Exhibit E751.1.3 are eligible for DBMC rates (i.e., mail for 3-digit ZIP Codes served by an ASF in Exhibit E650.5.1 or Exhibit E751.1.3 are *not* eligible for DBMC rates, nor are 3-digit ZIP Codes that do not appear in Exhibit E650.5.1 or Exhibit E751.1.3).
   (1) Line 1: *Option 1*: use L602 for ASF pallets; use L601 for BMC pallets. *Option 2:* use L601.
   (2) Line 2: "STD MACH" or "PSVC MACH" as applicable; followed by "ASF" or "BMC" as applicable.

e. *Mixed BMC.* Optional.
   (1) Line 1: "MXD," followed by the information in L601, Column B, for the BMC serving the 3-digit ZIP Code prefix of the entry post office (label to plant serving entry post office if authorized by the processing and distribution manager).
   (2) Line 2: "STD MACH WKG" or "PSVC MACH WKG" as applicable.

4.0 PACKAGE REALLOCATION TO PROTECT SCF PALLET FOR PERIODICALS FLATS AND IRREGULAR PARCELS AND STANDARD MAIL FLATS ON PALLETS

Basic Standards

4.1 Package reallocation to protect the SCF pallet is an optional preparation method (if performed, package reallocation must be done for the entire mailing job); only PAVE-certified presort software may be used to create pallets under the standards in 4.2 through 4.4. Presort software determines if mail for an SCF service area would fall beyond the SCF level if all finer level pallets are prepared. Reallocation is performed only when there is mail for the SCF service area that would fall beyond the SCF pallet level (e.g., to an ADC or BMC pallet). The amount of mail required to bring the mail that would fall beyond the SCF level back to an SCF level is the minimum volume that will be reallocated. For the purposes of reallocation, 5-digit metro pallets are considered to be 3-digit pallets (because they contain subsets of mail for a 3-digit ZIP Code area).

General Rules
4.2

Reallocation rules are as follows:

a. Package preparation is not affected by the reallocation process. Reallocate only complete packages and only the minimum number of packages necessary to create an SCF pallet meeting the minimum pallet weight. Based on the weight of individual pieces within a package and packaging parameters, the weight of mail that is reallocated may be slightly more than the minimum volume required to create an SCF pallet.

b. Reallocate packages from the highest (least fine) pallet level possible. If it is not possible to reallocate some mail from a 3-digit pallet first, then attempt to eliminate a 3-digit pallet and reallocate all mail from that pallet to create an SCF pallet; if mail cannot be reallocated from a 3-digit pallet, then attempt to reallocate some mail from any 5-digit level pallet.

c. The reallocation process may result in the elimination of a 3-digit pallet to create an SCF pallet, but a 5-digit level pallet may not be eliminated to create an SCF pallet.

d. When reallocating mail to create an SCF pallet, reallocate mail from only one more finely sorted pallet. This may be accomplished by reallocating a portion of a 3-digit pallet, reallocating all mail from a 3-digit pallet, or reallocating a portion of one of the following pallets: 5-digit, 5-digit carrier routes, merged 5-digit, 5-digit scheme, 5-digit scheme carrier routes, or merged 5-digit scheme.

e. Mailers may use any minimum pallet weight(s) permitted by standards and may use different minimum weights for different pallet levels in conjunction with package reallocation.

Reallocation of Packages If Optional 3-Digit Pallets Are Prepared
4.3

Reallocation rules are as follows:

a. Attempt to identify a 3-digit pallet of adequate weight that can support reallocation of one or more packages to bring the mail that has fallen through the SCF level back to the SCF level without eliminating the pallet. A sufficient volume of mail must remain on the 3-digit pallet after reallocation to meet the 3-digit pallet weight minimum established by the mailer in compliance with applicable standards. If a 3-digit pallet of adequate weight is available, create an SCF pallet by combining the reallocated mail from the 3-digit pallet with the mail that would fall beyond the SCF pallet level.

b. If no single 3-digit pallet within the SCF service area contains an adequate volume of mail to allow reallocation of a portion of the mail on a pallet as described in the previous step, then eliminate one 3-digit pallet and reallocate all of the mail to create an SCF pallet by combining it with the mail that would fall beyond the SCF pallet level. As a result, the software will not prepare one 3-digit pallet for the SCF service area if it is detrimental to the SCF pallet.

c. If preparation is under M045 and there are no 3-digit pallets, attempt to identify a 5-digit level pallet of adequate weight to support reallocation of one or more packages to bring the mail that would fall beyond the SCF pallet level back to the SCF level. If preparation is under M920, M930, or M940 and there are no 3-digit pallets, attempt to identify a 5-digit level pallet of adequate weight to support reallocation of one or more packages to bring the mail that would fall beyond the SCF pallet level back to the SCF level. A sufficient volume of mail must remain on the applicable pallet after reallocation to meet the pallet weight minimum established by the mailer in compliance with applicable standards. If a 5-digit level pallet of adequate weight is available, create an SCF pallet by combining the reallocated packages with the mail that would fall beyond the SCF pallet level.

d. If no single 5-digit level pallet within the SCF service area contains an adequate volume of mail to allow reallocation of a portion of the mail on a pallet as described in 4.3c, then no packages will be reallocated and an SCF pallet will not be prepared; the mail that falls beyond the SCF pallet level must be placed on the next appropriate pallet (ADC, ASF, or BMC) or in the next appropriate sack.

Reallocation of Packages If Optional 3-Digit Pallets Are Not Prepared
4.4

Reallocation rules are as follows:

a. Attempt to identify a 5-digit level pallet of adequate weight to support reallocation of one or more packages to bring the mail that would fall beyond the SCF pallet level back to the SCF level. A sufficient volume of mail must remain on the 5-digit level pallet after reallocation to meet the pallet weight minimum established by the mailer in compliance with applicable standards. If a 5-digit level pallet of adequate weight is available, create an SCF pallet by combining the reallocated packages with the mail that would fall beyond the SCF pallet level.

b. If no single 5-digit level pallet within the SCF service area contains an adequate volume of mail to allow reallocation of a portion of the mail on a pallet as described in 4.4a, then no packages will be reallocated and an SCF pallet will not be prepared; the mail that falls beyond the SCF pallet level must be placed on the next appropriate pallet (ADC, ASF, or BMC) or in the next appropriate sack.

Documentation
4.5

Mailings must be supported by documentation produced by PAVE-certified software meeting the standards in P012.

5.0 PACKAGE REALLOCATION TO PROTECT BMC PALLET FOR STANDARD MAIL FLATS ON PALLETS

Basic Standards
5.1

Package reallocation to protect the BMC pallet level is an optional preparation method (if performed, package reallocation must be done for the complete mailing job); only PAVE-certified presort software may be used to create pallets under the standards in 5.2 through 5.4. The software will determine if mail for a BMC service area would fall beyond the BMC level when ASF pallets are prepared. Reallocation is performed only when there is mail for the BMC service area that would fall beyond the BMC pallet level as a result of an ASF pallet being prepared. The amount required to bring the mail back to the BMC level is the minimum volume that would be reallocated from an ASF pallet, when possible. The following "parent" BMCs can be protected with package reallocation by using mail from the ASF "child" pallets indicated in Exhibit 5.1.

"Parent" BMC/"Child" ASF
Exhibit 5.1

"Parent" BMC Service Areas	"Child" ASF ZIP Code Areas Served
Pittsburgh BMC	Buffalo ASF: 130-136; 140-149
Denver BMC	Albuquerque ASF: 865, 870-875, 877-884
	Phoenix ASF: 850, 852, 853, 855-857, 859, 860, 863, 864
	Salt Lake City ASF: 832-834, 836, 837, 840-847, 898, 979
	Billings ASF: 590-599, 821
Dallas BMC	Oklahoma City ASF: 730, 731, 734-738, 740, 741, 743-746, 748, 749
Des Moines BMC	Sioux Falls ASF: 570-577
Minneapolis BMC	Fargo ASF: 565, 567, 580-588

General Rules
5.2

In general, when reallocating:

a. The reallocation process does not affect package preparation. Reallocate only complete packages and only the minimum number of packages necessary to create a BMC pallet that meets the minimum pallet weight. Based on the weight of individual pieces within a package and packaging parameters, the weight of mail that is reallocated may be slightly more than the minimum volume required to create a BMC pallet.

b. Use Exhibit 5.1 to reallocate packages from the ASF pallet to create a BMC pallet. The ASF pallet may be eliminated to protect the BMC pallet.

c. Reallocate mail only from one ASF pallet. Package reallocation is to be used only between the "parent" BMC and the "child" ASF. Mail from finer levels of pallets (e.g., SCF pallets) may not be reallocated.

d. Mailers may use any minimum pallet weight(s) permitted by standard and may use different minimum weights for different pallet levels in conjunction with package reallocation.

Reallocation of Packages From ASF Pallets
5.3

When reallocating packages from ASF pallets:

a. Use Exhibit 5.1 to identify an ASF pallet of adequate weight that can support reallocation of one or more packages to bring the mail that has fallen through the BMC level back to the BMC level without eliminating the ASF pallet. A sufficient amount of mail must remain on the ASF pallet after reallocation to meet the minimum ASF pallet weight. If an ASF pallet of adequate weight is available, then create a BMC pallet by combining the reallocated mail from the ASF pallet with the mail that would fall beyond the BMC pallet level.

b. If no single ASF pallet within the BMC service area contains an adequate volume of mail to allow reallocation of the portion of the mail on a pallet as described in 5.3a, then eliminate one ASF pallet and reallocate all of the mail to create a BMC pallet.

Documentation
5.4

Mailings must be supported by documentation produced by PAVE-certified software meeting the standards in P012.

6.0 PALLETS OF PACKAGES, SACKS, AND TRAYS

Periodicals
6.1

Additional pallet preparation:

a. Combined Mailings. When two or more publications are part of a combined mailing, the mailer must keep records for each mailing (publication) as required by standard.

b. Destination Delivery Unit Rates. Pieces claimed at destination delivery unit rates do not require separation from pieces claimed at other rates on the same pallet.

c. Carrier Route Mail on Separate 5-Digit Level Pallets. Carrier route sorted pieces must be prepared on separate 5-digit pallets (5-digit carrier routes or 5-digit scheme carrier routes pallets) from automation rate or Presorted rate pieces (prepared on 5-digit pallets or 5-digit scheme pallets). *Exception:* When nonletter-size Periodicals are prepared as packages on pallets under M920, M930, or M940, then carrier route sorted mail, 5-digit sorted automation rate mail, and 5-digit sorted Presorted rate mail may be placed on the same merged 5-digit pallet or on the same merged 5-digit scheme pallet for those 5-digit ZIP Codes for which 1) there are "A" or "C" indicators in the City State Product under M920, or 2) the 5-digit packages are within the 5% threshold requirement under M930, or 3) the 5-digit packages are either all for 5-digit ZIP Codes that have an "A" or "C" indicator in the City State Product or are for 5-digit ZIP Codes with a "B" or "D" indicator in the City State Product and the pieces in such 5-digit packages meet the 5% threshold under M940.

Standard Mail
6.2

Additional pallet preparation:

a. Combined Mailings. Nonprofit Standard Mail may be included in the same mailing or palletized on the same pallet as regular Standard Mail only as permitted by standard.

b. Destination Delivery Unit Rates. Pieces claimed at destination delivery unit rates do not require separation from pieces claimed at other rates on the same pallet.

c. Carrier Route Mail on Separate 5-Digit Level Pallets. Carrier route rate pieces must be prepared on separate 5-digit pallets (5-digit carrier routes or 5-digit scheme carrier routes pallets) from automation rate and/or Presorted rate pieces (prepared on 5-digit pallets or 5-digit scheme pallets). *Exception:* When flat-size pieces are prepared as packages on pallets under M920, M930, or M940, then carrier route sorted mail, 5-digit sorted automation rate mail, and 5-digit sorted Presorted rate mail may be placed on the same merged 5-digit pallet or on the same merged 5-digit scheme pallet for those 5-digit ZIP Codes for which 1) there are "A" or "C" indicators in the City State Product under M920, or 2) the 5-digit packages are within the 5% threshold requirement under M930, or 3) the 5-digit packages are either all for 5-digit ZIP Codes that have an "A" or "C" indicator in the City State Product, or are for 5-digit ZIP Codes with a "B" or "D" indicator in the City State Product and the pieces in such 5-digit packages meet the 5% threshold under M940.

BMC and Mixed BMC Pallets
6.3

Packages placed on BMC pallets must be machinable on BMC parcel sorting equipment. Line 2 on pallet labels must reflect the processing category of the pieces. A BMC or mixed BMC (trays and sacks only) pallet may include pieces that are eligible for the DBMC rate and others that are ineligible.

Commingled Zones
6.4

Pieces of Package Services for different zones may be commingled only under M710 or M720.

Securing Trays
6.5

Trays must be sleeved and strapped under M033, *except that* strapping is not required for any letter tray placed on a 5-digit, 3-digit, or SCF pallet secured with stretchwrap. In addition, if the processing and distribution manager gives a written waiver, strapping is not required for any letter tray that originates and destinates in the same SCF (mail processing plant) service area.

7.0 SACKS

All sacks remaining after all pallets are prepared may be presented with the palletized mailing (on the same postage statement) if the sacks are set apart from the palletized portion of the mailing.

8.0 PALLETS OF COPALLETIZED PERIODICALS OR STANDARD MAIL FLAT-SIZE PIECES

Basic Standards
8.1 Copalletized flat-size mailings must meet the standards in M041 and in 1.0 through 6.0 and those below. In addition, if copalletized under M920, M930, or M940, the provisions of one of those preparation options must also be met. Any combination of automation rate mailings and nonautomation rate mailings is subject to the restrictions in 6.0. Packages in a copalletized mailing qualify for the appropriate presort level rate, regardless of the pallet level on which they are placed.

Periodicals
8.2 Additional standards are as follows:

a. Preferred Periodicals may be combined with Regular Periodicals only as permitted by standard.

b. Documentation meeting the basic standard in P012 must be provided with each mailing. Before copalletizing, the mailer must obtain the written approval of the Business Mailer Support manager. Approval is based on the mailer's demonstrated ability to provide documentation meeting these standards:

(1) Documentation by package and by publication and edition showing the number of addressed pieces and copies in each package and the per piece presort rate claimed, or a listing by pallet showing (by presort level and destination) the number of copies and pieces for each publication and edition. For large volume mailing jobs reported on a single listing, the mailer may provide the abbreviated documentation in P012.2.5b.

(2) Documentation showing the number of copies and pieces claimed at the SCF rate.

(3) Documentation showing that packages are sorted to the appropriate finest pallet level in the mailing.

(4) Documentation showing that 5-digit, 3-digit, SCF, and ADC pallets are prepared when the applicable minimum volume is developed in the copalletized mailing for these destinations.

(5) A listing showing the destination of pallets in the copalletized mailing.

(6) If the sacked portion of the mailing is presented with the copalletized portion, a report by sack showing the number of pieces (and copies) at each presort level.

Standard Mail
8.3 Additional standards are as follows:

a. Nonprofit Standard mailings may be copalletized with one another but not with mailings at other rates unless permitted by standard.

b. Nonidentical-weight pieces may be copalletized only if the correct postage is affixed to each piece or if otherwise authorized by Business Mailer Support.

c. All pieces in mailings to be copalletized must be subject to the minimum per piece rate, or all subject to the per pound rate, unless otherwise authorized by Business Mailer Support.

d. All pieces must have postage paid with permit imprint, or all pieces must have postage affixed.

e. When requested, the mailer must present pallets selected by USPS employees for verification.

Pallet Labels
8.4 Pallet labels for copalletized mailings must meet the provisions of M031 and 3.0, or if applicable, M031 and M920, M930, or M940.

Postage Statement
8.5 Separate postage statements are required:

a. For Periodicals, a separate postage statement is required for each publication and/or edition that is part of the copalletized mailing. The mailer must note on or in an attachment to the postage statement the name and issue date of the publications with which each publication and/or edition was copalletized.

b. For Standard Mail, a separate postage statement must be prepared for each mailing that is part of a single copalletized shipment, *except that* copalletized Regular and Enhanced Carrier Route mailings (or Nonprofit and Nonprofit Enhanced Carrier Route mailings) produced as part of the same job may be reported on the same postage statement.

9.0 PALLETS OF MACHINABLE PARCELS

Standard Mail
9.1 Pieces may be eligible for the 3/5 rate when prepared under 3.5a through 3.5d. This eligibility includes pieces sorted under 3.5c and 3.5d to the service area of the *entry* ASF/BMC.

DBMC Rate
9.2 A BMC pallet may include pieces that are eligible for the DBMC rate and pieces that are ineligible.

Top Caps
9.3 When top caps are used, the mailer must write the tare weight of the top cap on the pallet label or in another prominent location.

10.0 PARCEL POST—BULK MAIL CENTER (BMC) PRESORT DISCOUNT

Machinable Parcels
10.1 To qualify for the BMC Presort discount:

a. Machinable pieces must be sorted to BMCs under L601 in 69-inch pallet boxes. Each pallet box must contain at least 52 inches of mail (not including pallet) for a BMC (see M041). Overflow pallet boxes are not permitted. Preparation in sacks, directly on pallets, or in other containers is not permitted.

b. Pallet box preparation and Line 1 labeling: destination BMC (required); for Line 1 use L601.

c. Pallet box Line 2 labeling: “PSVC MACH BMC.”

Nonmachinable Parcels
10.2 To qualify for the BMC Presort discount:

a. Nonmachinable pieces must be sorted to BMCs and ASFs under L605 directly on pallets. Each pallet for a BMC or ASF destination must have a minimum height of 42 inches of mail (not including the height of the pallet) (see M041). Overflow pallets are not permitted. Preparation in sacks, pallet boxes, or in other containers is not permitted.

b. Pallet preparation and Line 1 labeling: destination BMC or destination ASF (required); for Line 1, use L605.

c. Pallet Line 2 labeling: “PSVC NON MACH BMC” or “PSVC NON MACH ASF” as applicable.

11.0 PARCEL POST—ORIGIN BULK MAIL CENTER (OBMC) PRESORT DISCOUNT

Machinable Parcels
11.1

To qualify for the OBMC Presort discount:

a. Machinable pieces must be sorted to BMCs under L601 in 69-inch pallet boxes. Each pallet box must contain at least 52 inches of mail (not including pallet) for a BMC (see M041). Overflow pallet boxes are not permitted. Preparation in sacks, directly on pallets, or in other containers is not permitted.

b. Pallet box preparation and Line 1 labeling: destination BMC (required); for Line 1, use L601.

c. Pallet box Line 2 labeling: "PSVC MACH BMC."

Nonmachinable Parcels
11.2

To qualify for the OBMC Presort discount:

a. Nonmachinable pieces must be sorted to BMCs and ASFs under L605 directly on pallets. Each pallet for a BMC or ASF destination must have a minimum height of 42 inches of mail (not including the height of the pallet) (see M041). Overflow pallets are not allowed. Preparation in sacks, pallet boxes, or in other containers is not permitted.

b. Pallet preparation and Line 1 labeling: destination BMC or destination ASF (required); for Line 1, use L605.

c. Pallet Line 2 labeling: "PSVC NON MACH BMC" or "PSVC NON MACH ASF" as applicable.

12.0 PARCEL POST DSCF RATES—PARCELS ON PALLETS

Basic Preparation, Parcels on Pallets
12.1

Unless prepared under 12.2, or in sacks under M710, mail must be prepared for the DSCF rate as follows:

a. General. Parcels for each SCF area must be sorted to 5-digit scheme, 5-digit, or 3-digit (nonmachinable) destinations on pallets. For purposes of this section, the term "pallets" includes preparation of parcels directly on pallets and in pallet boxes on pallets. Except when prepared under 12.2, each 5-digit scheme, 5-digit, and 3-digit pallet must meet a minimum volume requirement under one of the criteria in 12.2b. Machinable and nonmachinable pieces may be combined on the same pallet or in the same overflow sack when sorted to 5-digit scheme or 5-digit destinations. In a single mailing mailers may prepare some pallets under the minimum volume requirement in 12.1b(1) and some pallets under the minimum volume requirement in 12.1b(2). A mailing entered at a destination SCF facility containing pallets prepared under 12.1 also may include mail that is sacked for the DSCF rate under M710. Double-stacking is permitted if the requirements of M041 are met.

b. Minimum volume. The minimum volume per 5-digit scheme, 5-digit, and 3-digit pallet can be met in one of the following ways:
   (1) Pieces may be placed on 5-digit scheme, 5-digit, and 3-digit pallets, each containing at least 50 pieces and 250 pounds.
   (2) Pieces may be placed on 5-digit scheme, 5-digit, and 3-digit pallets, each having a minimum height of 36 inches of mail (excluding the height of the pallet) (see M041).

c. Overflow. After filling a pallet(s) to a 5-digit scheme, 5-digit, or 3-digit destination, any remaining pieces that do not meet the minimum pallet requirements may be prepared in one or both of the following ways:

(1) Placed in 5-digit scheme, 5-digit, or 3-digit overflow sacks (no minimum number of pieces per sack) that are labeled in accordance with the 5-digit scheme, 5-digit, or 3-digit sacking requirements for the DSCF rate in M710. Overflow pieces sacked in this manner are eligible for the DSCF rates.
(2) Placed on a 5-digit scheme, 5-digit, or 3-digit pallet labeled under 12.1d that does not meet the minimums for the DSCF rate. Overflow pieces palletized in this manner are not eligible for the DSCF rates but are eligible for the DBMC rates.

d. 5-digit scheme pallet labeling:
(1) Line 1: use L606, Column B.
(2) Line 2: "PSVC PARCELS 5D SCH."

e. 5-digit pallet labeling:
(1) Line 1: use city, state, and 5-digit ZIP Code destination of contents.
(2) Line 2: "PSVC PARCELS 5D."

f. 3-digit pallet labeling:
(1) Line 1: use L002, Column C.
(2) Line 2: "PSVC PARCELS 3D."

g. Separation. If sacks prepared under M710 are included in the same mailing as pallets prepared under this section, at the time of acceptance the mailer must separate sacks that are overflow from palletized mail from those sacks that were prepared under the provisions of M710.

Alternate Preparation, Parcels on Pallets
12.2

DSCF rate mailings not prepared under 12.1 may be prepared as follows:

a. General. All DSCF rate mail in the mailing must be sorted to 5-digit scheme, 5-digit, or 3-digit destinations under 12.2 (i.e., mail prepared under 12.1 and mail sacked under M710 must not be included in a mailing prepared under 12.2). For purposes of this section, the term "pallets" includes preparation of parcels directly on pallets and in pallet boxes on pallets. Machinable and nonmachinable pieces may be combined on the same pallet. Double-stacking is permitted if the requirements of M041 are met.

b. Minimum volume. To qualify for the DSCF rate, no pallet may contain fewer than 35 pieces and 200 pounds, and for the entire mailing the average number of DSCF rate pieces per 5-digit scheme, 5-digit, or 3-digit destination must be at least 50.

c. Overflow. After filling pallets to a 5-digit scheme, 5-digit, or 3-digit destination, any remaining pieces that do not meet the minimum pallet requirements may be prepared in one or both of the following ways:
(1) Placed in 5-digit scheme, 5-digit, or 3-digit overflow sacks (no minimum number of pieces per sack) that are labeled in accordance with the DSCF sacking requirements in M710. Overflow pieces sacked in this manner are eligible for the DSCF rates.
(2) Placed on a 5-digit scheme, 5-digit, or 3-digit pallet labeled under 12.2d that does not meet the minimums for the DSCF rate. Overflow pieces palletized in this manner are not eligible for the DSCF rates but are eligible for the DBMC rates.

d. 5-digit scheme pallet labeling:
(1) Line 1: use L606, Column B.
(2) Line 2: "PSVC PARCELS 5D SCH."
(3) In the mailer area below Line 3: use the pallet ID number.

e. 5-digit pallet labeling:

(1) Line 1: city, state, and 5-digit ZIP Code destination of contents.
(2) Line 2: "PSVC PARCELS 5D."
(3) In mailer area below line 3: use the pallet ID number.

f. 3-digit pallet labeling:
(1) Line 1: use L002, Column C.
(2) Line 2: "PSVC PARCELS 3D."
(3) In the mailer area below Line 3: use the pallet ID number.

g. Documentation. A list of each 5-digit scheme, 5-digit, and 3-digit pallet in the mailing that qualifies for the DSCF rate must be submitted. The pallets in the mailing that qualify for the DSCF rate must be renumbered sequentially, and this pallet identification number must be printed below Line 3 on the pallet label. The documentation must list each pallet in sequential order by pallet identification number. For each pallet, the listing must show: the pallet identification number, the applicable 5-digit scheme, 5-digit, or 3-digit destination of the pallet, the total weight of pieces on the pallet, the total number of pieces on the pallet, and the running total of pieces (i.e., the number equal to the number of pieces for that pallet plus the sum of the pieces on all pallets listed before it). This documentation must not include: pieces prepared in overflow sacks at the DSCF rates, pieces prepared on overflow pallets at the DBMC rates, or pieces claimed at any other rate in the mailing.

5-Digit ZIP Codes for Which Pallets May Not Be Prepared
12.3

Refer to the Drop Shipment Product available from the National Customer Support Center (NCSC) (see G043) and to Exhibits E751.7.0 and E751.8.0 to determine if the facility serving the 5-digit ZIP Code destination can handle pallets. There is a charge for the Drop Shipment Product. If a facility cannot handle pallets, the DSCF rate is not applicable unless the mail can be prepared under the sacking requirement in M710.

5-Digit ZIP Codes Requiring BMC Entry
12.4

Refer to Exhibit E751.6.0 for 5-digit ZIP Code destinations where palletized mail must be entered at the BMC that serves the SCF to obtain the DSCF rate.

13.0 PARCEL POST DSCF RATES—SACKS ON PALLETS

Mailers who prepared DSCF rate mail in 5-digit scheme or 5-digit sacks under M710 may place 5-digit sacks for the same SCF area on an SCF pallet (including a pallet box on a pallet). Mailers who prepare overflow from pallets under 12.1 or 12.2 may place 5-digit scheme or 5-digit sacks for the same SCF area on an SCF pallet (including a pallet box on a pallet). See 12.1g for requirements concerning separation of sacks prepared under M710 from sacks prepared under 12.1. There are no pallet minimums for such pallets. Mailers may prepare such SCF pallets without preparing all possible 5-digit scheme and 5-digit pallets. The pallets must be labeled in the following manner:

a. 5-digit scheme pallets (optional):
(1) Line 1: use L606, Column B.
(2) Line 2: "PSVC PP 5D SCHEME" or "PSVC PP 5D SCH."

b. 5-digit pallets:
(1) Line 1: use L002, Column C.
(2) Line 2: "PSVC PP 5D."

14.0 PARCEL POST DDU RATES

Parcels may be bedloaded, sacked, or palletized. For purposes of this section the term “pallets” includes preparation of parcels directly on pallets and preparation of parcels in pallet boxes on pallets. There are no preparation or presort requirements for DDU rate mailings other than separation by 5-digit scheme and 5-digit destination. Machinable and nonmachinable pieces may be combined. Refer to the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see G043) and the information in E751 including Exhibits E751.7.0 and E751.8.0 to determine the location of the 5-digit delivery facility and whether that facility can handle pallets (including pallet boxes on pallets). If a DDU facility cannot handle pallets, and a mailer transports mail to the DDU facility on pallets, the driver must unload the pallets into a container specified by the delivery unit. If pieces are sacked or palletized, they must be prepared to 5-digit scheme (optional) and 5-digit destinations, and labeled as follows:

a. 5-digit scheme sacks or pallets (optional):
   (1) Line 1: use L606, Column B.
   (2) Line 2: “PSVC PARCELS 5D SCH.”

b. 5-digit sacks or pallets:
   (1) Line 1: use city, state, and 5-digit ZIP Code destination of pieces.
   (2) Line 2: “PSVC PARCELS 5D.”

M000 General Preparation Standards

M050 Delivery Sequence

Summary M050 describes the basic standards for walk-sequence rate eligibility. The section includes mail with simplified and without simplified addressing, explains line-of-travel sequencing and required documentation for carrier sequencing, high-density rate, and saturation density rate mail.

1.0 BASIC STANDARDS

General
1.1 Mailpieces for which a walk-sequence discount is claimed must be organized in the delivery sequence determined by the USPS and prepared as a carrier route mailing under M220 or M620 (as appropriate) and the standards below. Pieces prepared with a simplified address must also meet the corresponding standards.

Missing Addresses
1.2 Some mailpieces cannot be sequenced because an exact match for a name or address cannot be obtained. These pieces may be included in a sequenced mailing only if they are placed behind or after the sequenced mail. Arrange these pieces:

a. Alphabetically by complete street name, then either in ascending order by ZIP+4 code sector segments or numerically in ascending order by primary address.

b. Numerically for numbered streets, then either in ascending order by ZIP+4 code sector segments or numerically in ascending order by primary address.

2.0 ACCURACY

Error Rate
2.1 For each carrier route receiving mail, no more than 5% of the total pieces for the route may be found out of sequence or sorted to the wrong carrier route. For this standard, pieces are not considered missorted or missequenced because of USPS scheme changes not yet incorporated in the scheme that the mailer was authorized to use to prepare the mailing.

Pieces in Error
2.2 The mailer is notified by the USPS of errors over the 5% limit (if applicable) and advised that they must be corrected before submitting the next mailing to that ZIP Code area. The improperly prepared mail is subject to additional postage for the difference between the walk-sequence rate and the appropriate rate for those pieces found to be in error. The mailer must show that the errors were corrected before submitting the next walk-sequence rate mailing. Walk-sequence rate mailings may not be made to those routes where walk-sequencing errors were found until the mailer provides evidence of accurate sequencing.

3.0 DELIVERY SEQUENCE INFORMATION

With Simplified Addressing
3.1 Walk-sequence rate pieces prepared with a simplified address must be based on delivery stop information obtained within 90 days before the mailing date, either from the Delivery Statistics File or from the postmaster of the destination office.

Without Simplified Addressing
3.2 Walk-sequence rate pieces prepared with other than a simplified address must be sequenced using USPS data from one of the following sources, issued within 90 days before the mailing date:

a. The Computerized Delivery Sequence (CDS) file.

b. The Delivery Sequence File (DSF) or Delivery Sequence File, Second Generation (DSF^2).

c. Delivery sequence information from USPS address sequencing services, as requested by the customer.

Out-of-Date Schemes
3.3 Mailings prepared with out-of-date walk-sequencing information are not eligible for walk-sequence rates. Mailings accepted and then found to be prepared with out-of-date information are subject to 2.0.

Line-of-Travel Sequence
3.4 Unless the mail is prepared in carrier walk sequence, line-of-travel (LOT) sequence is required for mailings at Standard Mail Enhanced Carrier Route basic rates and Periodicals carrier route basic rates. LOT sequence is not an exact walk sequence but a sequence of ZIP+4 codes arranged in the order that the route is served by a carrier. (First the ZIP+4 groups are sequenced, then the addresses within each are identified as being in ascending or descending order.) The USPS LOT and eLOT products provide a list of the ZIP+4 codes each carrier route serves, identify the order in which they are delivered, and provide an indicator specifying whether the addresses in each must be sorted in ascending or descending order. When a range of ZIP+4 codes on the same carrier route are assigned the same sequence number, the addresses bearing those ZIP+4 codes must be arranged in ascending ZIP+4 code order before the sequence number is assigned. LOT information must be updated within 90 days before the date of mailing.

4.0 DOCUMENTATION

General
4.1 The postage statement must be annotated in the “Carrier Route Sequencing Date” block on page 1. The mailer must annotate the postage statement to show the earliest (oldest) date of the method (in 4.1a through 4.1e) used to obtain sequencing information for the mailing. The mailer’s signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS. The mailer must maintain documentation to substantiate compliance with the standards for carrier route sequencing. Unless submitted with each corresponding mailing, the mailer must be able to provide the USPS with documentation (if requested) of accurate sequencing or delivery statistics for each carrier route to which pieces are mailed. Acceptable forms of documentation are:

a. The invoice showing that the addresses came from CDS.

b. DSF or DSF^2 invoice or documentation.

c. Copies of the delivery unit summaries that served as the mailer's bills for address sequencing service charges.

d. Evidence of receipt of information from postmasters for simplified address mailings (see A930).

e. Form 3553 showing the date of the LOT or eLOT product used, or the date from the USPS Qualification report produced by presort software.

High Density
4.2 The following documentation must be submitted for high density rate mail:

a. Standard Mail and Periodicals Other Than In-County Mail Qualifying Under E230.3.4c. For each carrier route to which high density rate mail is addressed, the mailer must document the total number of addressed pieces to the route. If there are fewer than 125 addressed pieces for a given route, the documentation also must show the number of possible deliveries on the route.

b. Periodicals In-County Mail Qualifying Under E230.3.4c. For each carrier route for which Periodicals In-County high density rates are claimed under the minimum 25% of the total active possible deliveries per carrier route under E230.3.4c, the documentation must show for each carrier route for which the rates are claimed the total number of active possible deliveries and the number and percentage of deliveries to which mailpieces are addressed. The documentation must be listed by 5-digit ZIP Code and, within each, by carrier route. It must be submitted with each applicable mailing.

Saturation Density—Simplified Address Mail
4.3 For each carrier route to which mail with a simplified address is sent at the saturation rate, the mailer must be able to document that the mailing meets the applicable density standard. This documentation must show the total number of active possible deliveries and the total number to which mailpieces in the mailing are being addressed, by 5-digit ZIP Code and, within each, by carrier route. It must be submitted with each applicable mailing.

Saturation Density—Other Mail
4.4 For each carrier route to which mail without a simplified address is sent at the saturation rate, the mailer must be able to document that the mailing meets the applicable density standards. This documentation must show either the total number of active possible *residential* deliveries and the number and percentage to which mailpieces are addressed, or the total number of *all* active possible deliveries and the number and percentage to which mailpieces are addressed, depending on whether qualification is based on the 90% or 75% criterion, respectively. The documentation must be listed by 5-digit ZIP Code and, within each, by carrier route. It must be submitted with each applicable mailing.

Both Rates
4.5 If a mailing contains pieces qualifying for both walk-sequence rates, the documentation required by 4.2 and either 4.3 or 4.4 may be combined. Entries for pieces at the high density rate must be so annotated on the documentation. For the entire mailing, a summary of the total number of pieces at each rate must be provided. This documentation must be submitted with each applicable mailing.

Carrier Route Rate
4.6 If a mailing includes high density and saturation rate and basic carrier route rate pieces, in addition to the applicable information required by 4.2 through 4.5, the documentation for the basic carrier route rate mail must show, by 5-digit ZIP Code and, within each, by carrier route, the total number of addressed pieces at each rate for each carrier route to which pieces are addressed. Pieces qualifying for the basic carrier route rate must be so annotated. For the entire mailing, a summary by 5-digit ZIP Code of the total number of pieces at each rate must be provided. This documentation must be submitted with each applicable mailing to meet the documentation standard for the carrier route rate.

M000 General Preparation Standards

M070 Mixed Classes

M071 Basic Information

Summary M071 describes standard markings for attachments or enclosures for First-Class Mail, Periodicals, and Standard Mail.

1.0 MARKINGS

Attachments 1.1 First-Class attachments must be marked “First-Class” or “Letter Enclosed.” Standard Mail attachments must be marked “Standard” or “STD.”

Enclosures 1.2 When a Periodicals publication is mailed with a nonincidental First-Class Mail or any Standard Mail enclosure, the corresponding “First-Class Mail Enclosed” or “Standard Mail Enclosed” marking must be placed on or in the host publication as follows:

a. If placed on the outer wrapper, polybag, envelope, or cover of the host Periodicals publication, the marking must be set in type no smaller than any used in the change-of-address notice in the identification statement.

b. If placed in the identification statement, the marking must meet the standard in 1.2a.

c. Except under P070, the marking must not be on or in copies without a First-Class Mail or Standard Mail enclosure.

Parcels 1.3 The mailer must mark “First-Class Mail Enclosed” or “Standard Mail Enclosed” on each Standard Mail and Package Services parcel with such an enclosure. The marking must be placed below the postage and above the delivery address, using any method that produces legible wording.

M000 General Preparation Standards

M070 Mixed Classes

M072 Express Mail and Priority Mail Drop Shipment

Summary M072 describes the standards for using Express Mail and Priority Mail drop shipment and optional standards for mail enclosed in these shipments.

1.0 BASIC STANDARDS

Enclosed Mail
1.1 Mail enclosed in a drop shipment must meet the eligibility and preparation standards for its class and rate and for any special services used. Mail requiring cancellation may not be drop shipped. For mail enclosed in an Express Mail drop shipment, available special services are indicated in S500. For mail enclosed in a Priority Mail drop shipment, available special services are indicated in S070. When a drop shipment is destined to a 5-digit facility, then sacking or traying is not required for letters or flats, as long as all enclosed packages are destined to the same 5-digit ZIP Code as the Express Mail or Priority Mail pouch.

Standards
1.2 The Express Mail or Priority Mail portion of the drop shipment must meet the standards in M500 or M120, respectively, and the applicable standards in D071 and M072.

Containers for Expedited Transport
1.3 An Express Mail drop shipment must be contained in a blue and orange Express Mail pouch. A Priority Mail drop shipment must be contained in either an orange Priority Mail sack or a letter-size tray.

Container Labels
1.4 Container labels for drop shipments expedited by Express Mail pouches or Priority Mail sacks/trays must be barcoded and meet the requirements in M032. All lines of information must be completely visible when inserted into the label holder. Sacks and trays are labeled as follows:

a. Line 1 (destination line) provides information on the destination entry office where the enclosed mail is to be distributed:
   (1) For BMC distribution, use L601.
   (2) For ASF distribution, use L602.
   (3) For 3-digit ZIP Code prefix groups, use L004 (ADC distribution) or L005 (SCF distribution).
   (4) For 5-digit ZIP distribution, use the city, state, and 5-digit ZIP Code that appears on the enclosed mail.

b. For Line 2 (content line), print “EXPRESS DROP SHIP” or “PRIORITY DROP SHIP,” as applicable.

c. Line 3 (origin line) must conform to the standards in M032.

Tag 157
1.5 In addition to the Express Mail pouch label, Tag 157 must be attached to each Express Mail pouch to identify it as an Express Mail drop shipment and to identify the class of mail enclosed.

Tag 159
1.6 In addition to the Priority Mail sack label, Tag 159 must be attached to each Priority Mail sack to identify it as a Priority Mail drop shipment. Tag 159 indicates the class of mail enclosed in the Priority Mail sack and provides a place to affix Priority Mail postage.

Label 23
1.7 As an alternative to sacking Priority Mail drop shipments, mailers may affix Label 23 to Priority Mail drop shipments prepared in letter trays. Label 23 may be used to transport one or two trays. Label 23 must be affixed to the sleeve of the top tray prior to strapping. Two trays of identical size may be strapped together, as long as each individual tray has been strapped in accordance with M033.1.5. These trays must be strapped securely around the length of the two trays. The total weight of tray(s) with Label 23 affixed may not exceed 70 pounds.

2.0 MARKINGS ON ENCLOSED MAIL

Zoned Rate Mail
2.1 When the enclosed mail is zoned rate mail and has postage affixed, the following marking must appear as part of the meter stamp. The marking may be to the left of or below the meter stamp or precanceled stamp, in addition to but not interfering with other markings required for the class of mail.

Mail Under Cover
Zone Authorization No. _____

_____
(Name of post office and state where authorized)

Optional Marking
2.2 The enclosed mail may show one of the optional markings below. The optional marking must be placed directly below or to the left of the postage area. The optional marking may appear in any type size or font. When an optional marking is used, the type size of the required rate marking (M012) must be at least 8 points.

TRANSPORTED BY [PRIORITY MAIL] [EXPRESS MAIL]
DELIVERED LOCALLY AS [CLASS OF ENCLOSED MAIL]

EXPEDITED VIA
USPS EXPEDITED SERVICES

EXPEDITED VIA
USPS [EXPRESS MAIL] [PRIORITY MAIL]

M000 General Preparation Standards

M070 Mixed Classes

M073 Combined Mailings of Standard Mail and Package Services Parcels

Summary M073 describes the standards for combining machinable Standard Mail and machinable Package Services parcels.

1.0 COMBINED MACHINABLE PARCELS—RATES OTHER THAN PARCEL POST OBMC PRESORT, BMC PRESORT, DSCF, AND DDU

Qualification
1.1 Machinable Standard Mail and machinable Package Services parcels may be combined under the sortation and other requirements in 1.0 except when claiming the following Parcel Post rates or discounts: OBMC Presort, BMC Presort, DSCF, and DDU. When claiming the OBMC Presort, BMC Presort, or DSCF rates, machinable Standard Mail and machinable Package Services parcels may be combined under the sortation and other requirements in 2.0. Standard Mail parcels must not be combined with Package Services parcels prepared for DDU rates.

Description
1.2 Subject to 1.1 and authorization under 1.5, a mailer who is authorized plant load or plant-verified drop shipment privileges may prepare a combined mailing of Standard Mail and Package Services machinable parcels that have been merged and sorted in sacks (under 1.5) or on pallets (under M040) to achieve the finest presort level. The combined mailing must meet the standards in 1.0 and those that apply to the rates claimed. Each parcel in a combined mailing is subject to the applicable Standard Mail or Package Services rate, based on the corresponding standards. Required volume for bulk or presort rates is based solely on the quantity of pieces eligible for each rate at the required presort level. Pieces claimed at other rates in the same sack or on the same pallet do not count.

Postage Payment
1.3 Postage for all pieces must be paid with permit imprint at the post office serving the mailer's plant under P910, P920, or P930. The applicable agreement must include procedures for combined mailings approved by BMS.

Documentation
1.4 Separate postage statements must be prepared for the Standard Mail and Package Services pieces. Within each group, combined forms may be prepared where standards and the forms permit. All postage statements must be provided at the time of mailing, accompanied by a computer-generated listing (in ZIP Code sequence and numbered to correspond to the sacks or pallets) that describes the content of each sack or pallet. The mailer must keep this information for 90 days after the mailing is dispatched. This listing must show the mailer's name and location, the name and owner of each product for which a separate postage statement is prepared, and the entry post office. For each product, the listing must detail the number of pieces at each rate by 5-digit ZIP Code and totals for each pallet or sack and for the entire mailing. Additional documentation must be provided for all mailings of nonidentical-weight pieces or in which basic and 3/5 rate pieces are commingled and the mailer has not separated the sacks or pallets

containing the pieces at the respective rates. Such documentation must be in one of these formats:

a. Segmented sequentially by sortation level (e.g., 5-digit scheme, 5-digit, BMC) and, within each, listing a unique number or Line 1 of each sack or pallet label. For each 5-digit scheme, 5-digit, or ASF/BMC entry, the number of pieces at each rate must be shown by 5-digit scheme, 5-digit, or 3-digit ZIP Code prefix. Destination ASF/BMC sacks or pallets must show a total number of pieces in the sack or on the pallet. The entries must be summarized for the whole mailing to show total pieces at each rate, total pieces, and total postage (and additional postage due, as applicable). The sacks or pallets do not have to be presented to the USPS in any particular order.

b. Segmented sequentially by sortation level and by 5-digit scheme and 5-digit (for sacks) or 3-digit ZIP Code prefix (for other sacks or pallets) with the number of pieces at each rate shown on the listing. The entries must be totaled for the whole mailing to show total pieces at each rate, total pieces, and total postage (or additional postage due, as applicable). If different amounts of additional postage are due, the summary must detail the number of pieces at each postage amount or at each amount of additional postage due. The sacks or pallets must be separated by sortation level when presented.

Authorization
1.5

The requirements for authorization are as follows:

a. A mailer who wants to present combined mailings must submit a written request to BMS. The request must show names of mail owner and mailer (if different); address of mailer's plant and mailing office (if different); names of items in combined mailing; evidence of authorization to mail under P910, P920, or P930; expected date of first mailing; and sample of required computer-generated listings.

b. A separate written request must be made for each group of mailpieces to be prepared. An authorization is valid only for a specifically named group of items to be combined. If documentation for more than one mailer is derived from the same computer software program, and each mailer usually mails at regular intervals, requests for more than one mailing group may be made as part of the same authorization request. In such cases, the name of each mailer, frequency of mailing, type of product, and combination must be listed as part of the request.

c. An authorization to combine Standard Mail and Package Services machinable parcels expires at the same time as the applicable postage payment system authorization and may not be for more than 2 years. A mailer may terminate an authorization at any time by written notice to the postmaster of the office serving the mailer's location. The USPS may terminate an authorization, by written notice, if it finds that the mailer does not meet the applicable standards.

Sack Preparation
1.6

The requirements for sack preparation are as follows:

a. Sack size, preparation sequence, and Line 1 labeling:

(1) 5-digit scheme: optional, but required for Standard Mail 3/5 rate eligibility (minimum of 10 pieces or 20 pounds, smaller volume not permitted); for Line 1, use L606, Column B.

(2) 5-digit: optional, but required for Standard Mail 3/5 rate eligibility (minimum of 10 pieces or 20 pounds, smaller volume not permitted); for Line 1, use 5-digit ZIP Code destination of pieces, preceded for military mail by the prefixes under M031.
(3) ASF: optional; allowed only for mail deposited at an ASF to claim the DBMC rate (minimum of 10 pieces or 20 pounds, smaller volume not permitted); for Line 1, use L602. DBMC rate eligibility is determined by Exhibit E650.5.1 and Exhibit E751.1.3.
(4) BMC: required (minimum of 10 pieces or 20 pounds, smaller volume not permitted); for Line 1, use L601. DBMC rate eligibility is determined by Exhibit E650.5.1 and Exhibit E751.1.3.
(5) Mixed BMC: required (no minimum); for Line 1, use "MXD" followed by the Column B information in L601 for the BMC serving the 3-digit ZIP Code prefix of the entry post office.

b. Line 2:

(1) 5-digit scheme: "STD/PVSC MACH 5D SCH."
(2) 5-digit: "STD/PSVC MACH 5D."
(3) ASF: "STD/PSVC MACH ASF."
(4) BMC: "STD/PSVC MACH BMC."
(5) Mixed BMC: "STD/PSVC MACH WKG."

2.0 COMBINED PARCELS—PARCEL POST OBMC PRESORT, BMC PRESORT, AND DSCF RATES

Qualification 2.1

Combination requirements for specific discounts and rates are as follows:

a. When claiming Parcel Post OBMC Presort and BMC Presort discounts and DSCF rates, machinable Standard Mail parcels may be combined with machinable Package Services parcels under 2.0.

b. When claiming the Parcel Post DSCF rate, machinable and nonmachinable Standard Mail may be combined with machinable and nonmachinable Package Services parcels under 2.0.

c. Standard Mail parcels may not be combined with Package Services parcels prepared for DDU rates.

Authorization 2.2

Mailers must be authorized under 1.5 to prepare mailings that combine Standard Mail and Package Services parcels.

Postage Payment 2.3

Postage for all pieces must be paid with permit imprint at the post office serving the mailer's plant under an approved manifest mailing system under P910. The applicable agreement must include procedures for combined mailings approved by BMS.

Preparation and Rates 2.4

Combined parcels must be prepared as follows:

a. Minimum Mailing Volume. Separate minimum mailing volume requirements must be met for Standard Mail parcels and for Package Services parcels.

b. Parcel Post Qualifying for DSCF Rates. The combined mailings must be prepared under the applicable 5-digit scheme and 5-digit sack requirements in M710 or the applicable 5-digit scheme and 5-digit pallet requirements in M040 for the Parcel Post DSCF rates. All other requirements for the Parcel Post DSCF rates and the Presorted Standard Mail rates, as applicable, must be met. The following additional requirements apply:

(1) If sacked under M710, the minimum requirement of seven pieces per sack must be met with only Package Services parcels. After the minimum sack volume has been met, Standard Mail parcels may be included in the sack or in overflow sacks.

(2) If palletized under the option to prepare 5-digit scheme or 5-digit pallets when there are at least 50 pieces and 250 pounds per pallet, this pallet minimum must be met with only Package Services parcels. After the minimum pallet volume has been met, Standard Mail parcels may be included on the pallet or in overflow sacks.

(3) If palletized under the alternate pallet preparation where no pallet may contain fewer than 35 pieces and 200 pounds provided the average number of pieces on pallets qualifying for the DSCF rate is at least 50, Standard Mail parcels may not be combined with Package Services parcels.

(4) If palletized under the option to prepare 5-digit scheme or 5-digit pallets under the 36-inch-high (mail only) pallet minimum, any combination of Standard Mail or Package Services parcels may be used to meet the minimum pallet height requirement.

(5) Line 2 of 5-digit scheme pallet and sack labels must read: “STD/PSVC MACH 5D SCH.” Line 2 of 5-digit pallet and sack labels must read: “STD/PSVC MACH 5D.”

(6) Standard Mail parcels are eligible for the Presorted 3/5 rate.

c. Parcel Post Qualifying for OBMC Presort or BMC Presort Rates. The combined mailings must be prepared under the M040 BMC pallet requirements for machinable parcels at Parcel Post OBMC Presort or BMC Presort rates. All other requirements for the Parcel Post OBMC Presort or BMC Presort rates and the Presorted Standard Mail rates must be met. The following additional requirements apply:

(1) The minimum height requirement for each pallet or pallet box on a pallet may be met using any combination of Standard Mail and Package Services parcels.

(2) Line 2 of BMC pallet box labels must read: “STD/PSVC MACH BMC.”

(3) Standard Mail parcels are eligible for the Presorted 3/5 rate only if it can be shown by documentation that there was insufficient volume of Standard Mail parcels in the mailing to prepare separate 5-digit scheme and 5-digit pallets required for Standard Mail machinable parcels under M045. Otherwise, Presorted basic rates apply to the Standard Mail parcels.

Documentation 2.5

Presort documentation is required as applicable for each rate claimed if the manifest does not list pieces in presort order. Separate postage statements must be prepared for the Standard Mail and Package Services pieces. Within each group, combined forms may be prepared where the standards and the forms permit. All postage statements must be provided at the time of mailing.

M000 General Preparation Standards

M070 Mixed Classes

M074 Plant Load Mailings

Summary M074 describes the standards for preparing plant-loaded mailings for First-Class Mail, Periodicals, and Standard Mail.

1.0 MAILER RESPONSIBILITIES

General
1.1 The plant load mailer must meet the terms of the plant load agreement and the standards that apply to the class of mail prepared, rates claimed, and method of paying postage used.

Verification at USPS Facility
1.2 If mail verification does not occur at the mailer's plant, the mailer must:

a. Keep a plant load control log with a copy of each postage statement, numbered sequentially; the number of each vehicle used to transport plant-loaded mail; and the name of the postal facility where verification is to occur.

b. Not shrinkwrap or otherwise secure the mail to inhibit verification.

c. Correct preparation errors found in the mail when verified or pay additional postage at the rate for which it qualifies.

Postage
1.3 Unless otherwise permitted by standard, the mailer must pay all applicable postage and fees to the origin post office before a plant-loaded mailing is dispatched.

2.0 INTRADISTRICT PLANT-LOADED SHIPMENTS

Intradistrict plant-loaded shipments must fill 50% or more of a vehicle by weight or cube (a minimum of 23,000 pounds or 1,600 cubic feet).

3.0 INTERDISTRICT PLANT-LOADED SHIPMENTS

One Mailing
3.1 The mailer must prepare interdistrict plant-loaded vehicles containing one mailing under 3.2 through 3.4 as appropriate to the class of mail.

First-Class Mail
3.2 For plant-loaded shipments of First-Class Mail:

a. If there is enough mail for the same SCF service area to fill 60% or more of a vehicle by weight or by cube (a minimum of 28,000 pounds or 2,000 cubic feet), the mailer must prepare a direct vehicle for that SCF.

b. After making up all possible SCF vehicles, if there is enough mail for the same ADC service area to fill 60% or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for that ADC.

Periodicals
3.3 For plant-loaded shipments of Periodicals:

a. If there is enough mail for the same SCF service area to fill 60% or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for that SCF.

b. After making up all possible SCF vehicles, if there is enough mail for the same ADC service area to fill 60% or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for that ADC.

c. After making up all possible SCF and ADC vehicles, if there is enough mail for the same transfer hub service area to fill 60% or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for that transfer hub.

Standard Mail and Package Services
3.4 For plant-loaded shipments of Standard Mail and Package Services:

a. If there is enough mail for the same SCF service area to fill 60% or more of a vehicle by weight or by cube (a minimum of 28,000 pounds or 2,000 cubic feet), the mailer must prepare a direct vehicle for that SCF.

b. After making up all possible SCF vehicles, if there is enough mail for the same ASF or BMC service area to fill 60% or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for that BMC or ASF.

Two or More Mailings
3.5 The mailer must prepare interdistrict plant-loaded vehicles containing two or more mailings under 3.6 and 3.7 as appropriate to the class of mail.

Insufficient Volume
3.6 Two or more mailings that independently have insufficient volume to require direct destination vehicles to be prepared may be combined to make up an origin vehicle without meeting the standards in 3.7.

Sufficient Volume
3.7 Two or more mailings, which independently have sufficient volume to require destination vehicles to be prepared, must meet these standards when combined:

a. For First-Class Mail, if there is enough mail for the same ADC service area to fill 60% or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for the ADC.

b. For Periodicals, if there is enough mail for the service area of the same transfer hub to fill 60% or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for that transfer hub.

c. For Standard Mail and Package Services, if there is enough mail for the same ASF or BMC service area to fill 60% or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for that ASF or BMC.

Destination
3.8 The preparation standards for plant-loaded vehicles are determined by the destination of the mailings accepted by the USPS at the mailer's plant.

Two Options
3.9 If a plant-loaded mailing does not meet the preparation standards for plant-loaded vehicles under 3.1 through 3.8, the mailer has two options:

a. Rework the mailing so that it meets the applicable standard. If the mailing is verified and accepted as mail by the USPS at the mailer's plant and then it is determined that the vehicle preparation standards are not met, the mailer must rework the mailing.

b. Transport the mailing at the mailer's expense to a postal facility within the origin service area designated by the origin postmaster and with the capability to process that class of mail. If this option is chosen, all applicable postage statements must be provided with the mailings.

M100 First-Class Mail (Nonautomation)

M110 Single-Piece First-Class Mail

Summary M110 describes the mail preparation requirements for single-piece First-Class Mail.

1.0 PREPARATION

Single-piece rate First-Class Mail must have a delivery address but does not require the endorsement “First-Class” or “First-Class Mail.” No minimum quantity is required unless postage is paid with a permit imprint (in which case the mailing must contain at least 200 pieces or 50 pounds of pieces). There are no sortation standards for single-piece rate First-Class Mail, but pieces paid with permit imprint must be faced and packaged. Packaging of letter-size pieces is not required if they fill a tray. Metered mail and permit imprint mail may not be packaged or trayed together.

M100 First-Class Mail (Nonautomation)

M120 Priority Mail

Summary M120 describes the standard markings and weight limit for Priority Mail.

1.0 SINGLE-PIECE RATE

Marking 1.1 The marking “Priority” or “Priority Mail” must be placed prominently on the address side of each piece of single-piece rate Priority Mail.

Weight Limit 1.2 Each addressed piece of Priority Mail must not exceed 70 pounds.

M100 First-Class Mail (Nonautomation)

M130 Presorted First-Class Mail

Summary M130 describes tray and sack preparation, types of documentation, and labeling for letter- and card-size pieces, flat-size pieces, and parcels. It also covers the standards for documentation.

1.0 BASIC STANDARDS

All Pieces
1.1 Each Presorted First-Class mailing must meet the applicable standards in E130 and in M010, M020, and M030; flat-size mail co-trayed with automation rate mail must be prepared under 1.7 and M910. All pieces must be in the same processing category, subject to 1.4, and must be sorted together and prepared under 2.0, 3.0, 4.0, or 5.0. Letter-size pieces (including card-size pieces) must be prepared in letter trays; flat-size pieces must be prepared in flat trays; parcels must be prepared in sacks. Subject to M012, all pieces must be marked "Presorted" and "First-Class."

Documentation
1.2 A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing, supported by documentation produced by PAVE-certified or MAC-certified software, or standardized documentation meeting the standards in P012. Documentation of postage is not required if the correct rate is affixed to each piece or each piece is of identical weight and the pieces are separated by rate when presented for acceptance.

Local Exception
1.3 The local postmaster may authorize preparation of small volume mailings in nonpostal containers if they consist primarily of packages for local ZIP Codes, do not exceed 20 pounds, and do not require postal transportation for processing.

Cards and Letters
1.4 Pieces claimed at card rates and pieces claimed at letter rates are each subject to a separate minimum volume criterion whether prepared as separate or combined mailings. Either way, card-size and letter-size pieces may be presented at the same time and reported on the same postage statement.

Nonmachinable Pieces
1.5 Nonmachinable cards and letters must use the preparation sequence and tray labeling in 3.0. Nonmachinable flats must use the preparation sequence and tray labeling in 4.0.

Manual Only Option
1.6 Mailers who prefer that the USPS not automate letter-size pieces (including cards) must use the preparation sequence and tray labeling for nonmachinable pieces in 3.0. The manual only option is not available for flats.

Co-Traying and Co-Packaging With Automation Rate Mail
1.7 Except for automation rate mailings prepared under the tray-based preparation option in M820.3.0, if a single mailing job contains an automation rate mailing and a Presorted rate mailing and both mailings are reported on the same postage statement, then the mailing job must be presorted under the co-traying standards in M910. Flat-size Presorted rate pieces may be co-packaged with flat-size automation rate pieces under the standards in M950.

2.0 PREPARATION—MACHINABLE LETTER-SIZE PIECES

Packaging
2.1

Machinable pieces are not packaged, except for (see M020):

a. Card-size pieces.

b. All pieces in a less-than-full origin 3-digit tray.

c. All pieces in a less-than-full mixed AADC tray.

Tray Preparation and Labeling
2.2

Preparation sequence, tray size, and labeling:

a. 5-digit: optional; full trays only; no overflow.
   (1) Line 1: use city, state, and 5-digit ZIP Code on mail, preceded for military mail by prefixes under M031.
   (2) Line 2: "FCM LTR 5D MACH."

b. 3-digit: required; full trays only, except for one less-than-full tray for each origin 3-digit(s); no overflow.
   (1) Line 1: use L002, Column A.
   (2) Line 2: "FCM LTR 3D MACH."

c. AADC: required; full trays only; no overflow.
   (1) Line 1: use L801, Column B.
   (2) Line 2: "FCM LTR AADC MACH."

d. Mixed AADC: required; no minimum.
   (1) Line 1: use "MXD" followed by city, state, and ZIP of facility serving 3-digit ZIP Code prefix of entry post office, as shown in L002, Column C.
   (2) Line 2: "FCM LTR MACH WKG."

3.0 PREPARATION—NONMACHINABLE LETTER-SIZE PIECES

Packaging
3.1

Packaging is required. Mailers who prefer that the USPS not automate letter-size pieces must identify each package with a facing slip on which "MANUAL ONLY" is printed or with a "MANUAL ONLY" optional endorsement line (see M013). Preparation sequence, package size, and labeling:

a. 5-digit: required (10-piece minimum); red Label D or optional endorsement line (OEL); labeling is not required for pieces in full 5-digit trays.

b. 3-digit: required (10-piece minimum); green Label 3 or OEL.

c. ADC: required (10-piece minimum); pink Label A or OEL.

d. Mixed ADC: required (no minimum); tan Label MXD or OEL.

Exception to Packaging
3.2

Under certain conditions, nonmachinable pieces may not need to be packaged (see M020.1.9).

Tray Preparation and Labeling
3.3

Preparation sequence, tray size, and labeling:

a. 5-digit: required; full trays only; no overflow.
   (1) Line 1: use 5-digit city, state, and ZIP Code on mail, preceded for military mail by prefixes under M031.
   (2) Line 2: "FCM LTR 5D MANUAL."

b. 3-digit: required; full trays only, except for one less-than-full tray for each origin 3-digit(s); no overflow.
   (1) Line 1: use L002, Column A.
   (2) Line 2: "FCM LTR 3D MANUAL."

c. ADC: required; full trays only; no overflow.
   (1) Line 1: use L004, Column B.
   (2) Line 2: "FCM LTR ADC MANUAL."

d. Mixed ADC: required; no minimum.
   (1) Line 1: use "MXD" followed by city, state, and ZIP of facility serving 3-digit ZIP Code prefix of entry post office, as shown in L002, Column C.
   (2) Line 2: "FCM LTR MANUAL WKG."

4.0 PREPARATION—FLATS

Package Preparation
4.1

Package size, preparation sequence, and labeling:

a. 5-digit: required (10-piece minimum, fewer not permitted); red Label D or optional endorsement line (OEL).

b. 3-digit: required (10-piece minimum, fewer not permitted); green Label 3 or OEL.

c. ADC: required (10-piece minimum, fewer not permitted); pink Label A or OEL.

d. Mixed ADC: required (no minimum); tan Label MXD or OEL.

Exception to Packaging
4.2

Under certain conditions, flat-size pieces may not need to be packaged (see M020.1.9).

Tray Preparation
4.3

Tray size, preparation sequence, and Line 1 labeling:

a. 5-digit: required (full trays), no overflow; for Line 1, use city, state, and 5-digit ZIP Code destination of packages, preceded for military mail by the prefixes under M031.

b. 3-digit: required (full trays except for required origin 3-digit(s)); no overflow; for Line 1, use L002, Column A.

c. ADC: required (full trays), no overflow; for Line 1, use L004.

d. Mixed ADC: required (no minimum); for Line 1, use "MXD" followed by the city, state, and ZIP of the facility serving the 3-digit ZIP Code of the entry post office, as shown in L002, Column C.

Tray Line 2
4.4

Line 2:

a. 5-digit: "FCM FLTS 5D NON BC."

b. 3-digit: "FCM FLTS 3D NON BC."

c. ADC: "FCM FLTS ADC NON BC."

d. Mixed ADC: "FCM FLTS NON BC WKG."

5.0 PARCELS

Standards
5.1

First-Class parcels weighing 13 ounces or less must be prepared under the standards below.

Package Preparation
5.2

Packaging is not required for pieces 1/2 inch thick or thicker if they are placed in a sack to the same destination to which they would otherwise be packaged (e.g., in

a 3-digit sack rather than in a 3-digit package). Package size, preparation sequence, and labeling:

a. 5-digit: required (10-piece minimum, fewer not permitted); red Label D or optional endorsement line (OEL).

b. 3-digit: required (10-piece minimum, fewer not permitted); green Label 3 or OEL.

c. ADC: required (10-piece minimum, fewer not permitted); pink Label A or OEL.

d. Mixed ADC: required (no minimum); tan Label MXD or OEL.

Sack Preparation
5.3

Sack size, preparation sequence, and Line 1 labeling:

a. 5-digit: required (10-pound minimum); for Line 1, use city, state, and 5-digit ZIP Code destination of packages (or unpackaged pieces, if applicable), preceded for military mail by the prefixes under M031.

b. 3-digit: required (10-pound minimum except for required origin 3-digit(s)); for Line 1, use L002, Column A.

c. ADC: required (10-pound minimum); for Line 1, use L004.

d. Mixed ADC: required (no minimum); for Line 1, use “MXD” followed by the city, state, and ZIP of the facility serving the 3-digit ZIP Code of the entry post office, as shown in L002, Column C.

Sack Line 2
5.4

Line 2:

a. 5-digit: “FCM PARCELS 5D.”

b. 3-digit: “FCM PARCELS 3D.”

c. ADC: “FCM PARCELS ADC.”

d. Mixed ADC: “FCM PARCELS WKG.”

M200 Periodicals (Nonautomation)

M210 Presorted Rates

Summary M210 describes the basic standards for Periodicals Presorted rate mailings including package and tray preparation for letters, and package and sack preparation for flats and irregular parcels. Additional requirements for preparing mail on pallets are in M041 and M045, or M041 and M920, M930, or M940. For standards on automation rate Periodicals mailings see E240 and M810 (letters) or M820 (flats), as applicable. For standards on carrier route mailings see E230 and M220.

1.0 BASIC STANDARDS

Basic Standards 1.1

For all letter-size mailings, for sacked mailing jobs of nonletter-size mail that do not contain an automation rate mailing or a carrier route mailing, and for all palletized mailing jobs the following standards must be met for the Presorted rate mailing:

a. All pieces in each Presorted rate Periodicals mailing must be in the same processing category.

b. Letter-size pieces must be packaged under 2.0 and prepared in trays under 3.0. Trays prepared under this section may subsequently be palletized under M041 and M045.

c. Nonletter-size pieces must be packaged under 2.0. Packages placed on pallets must meet additional packaging criteria under M045.

d. Packages of nonletter-size pieces must be sacked or palletized under one of the following:
   (1) Sacked under 4.0, except that a Presorted rate mailing that is part of a mailing job that also contains an automation flats mailing must be sacked under M910 or M920 as described in 1.2.
   (2) Palletized under M041 and M045, M920, M930, or M940.

e. Sacks prepared under 4.0 may subsequently be prepared on pallets under M041 and M045.

f. All pieces must be sorted together to the finest extent required under the applicable sortation standards described above.

g. Postmasters may authorize preparation of small mailings in nonpostal containers if they consist primarily of packages for local ZIP Codes, do not exceed 20 pounds, and do not require postal transportation for processing.

Additional Standards for Nonletter Sacked Mailing Jobs Containing More Than One Mailing 1.2

The following standards apply:

a. Mailings prepared in sacks that are part of a mailing job that includes a carrier route mailing, an automation rate mailing, and a presorted rate mailing must be prepared under one of the options listed below. Presorted rate pieces may be co-packaged with automation rate pieces under the standards in M950.
   (1) The carrier route mailing must be prepared under E230 and M220, and the automation rate and Presorted rate mailing must be prepared under M910.
   (2) All three mailings in the mailing job must be prepared under M920.

b. Mailings prepared in sacks that are part of a mailing job that includes an automation rate mailing under E240 and a Presorted rate mailing under E220 must be prepared under the co-sacking standards in M910. Presorted rate pieces may be co-packaged with automation rate pieces under the standards in M950.

c. Sacked mailing jobs that contain only a carrier route mailing and a Presorted rate mailing may be separately sacked under M210 and M220, or may be prepared using the merged sacking option under M920.

d. Sacked mailing jobs that contain only a carrier route mailing and an automation rate mailing may be separately sacked under M220 and M820, or may be prepared using the merged sacking option under M920.

Documentation
1.3 A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing, supported by documentation meeting the basic standards in P012. Postage statements must be supported by documentation produced by PAVE-certified software or standardized documentation under P012. Documentation of postage is not required if each piece is of identical weight and the pieces are separated by rate and zone when presented for acceptance.

Firm Packages
1.4 A firm package is two or more copies for the same address placed in one package. If each copy has a delivery address, each may be claimed as a separate piece for presort and on the postage statement, or the firm package may be claimed as one piece. A firm package sorted and claimed as one piece must be accompanied by (but must be physically separate from) five other pieces packaged to the same destination to satisfy a six-piece package requirement when applicable, regardless of the number of copies in the firm package.

Low-Volume Packages and Sacks
1.5 As a general exception to 2.2a through 2.2c and 4.0a through 4.0d, nonletter-size Periodicals may be prepared in 5-digit and 3-digit packages containing fewer than six pieces when the publisher determines that such preparation improves service, provided those packages are placed in 5-digit, 3-digit, and SCF sacks. These low-volume packages may be placed on 5-digit scheme, 5-digit, 3-digit, and SCF pallets under M045, or on merged 5-digit scheme, 5-digit scheme, merged 5-digit, 5-digit, 3-digit, or SCF pallets under M920, M930, and M940.

Merged Containerization of Nonletter-Size Carrier Route, Automation Rate, and Presorted Rate Mail
1.6 Under the optional preparation in M920, Presorted rate firm and 5-digit packages prepared under 1.0 and under 2.2a and 2.2b are co-sacked with firm and carrier route packages prepared under M220 and with automation rate 5-digit packages prepared under M820 in merged 5-digit sacks and in merged 5-digit scheme sacks. Under the optional preparation in M920, M930, or M940, Presorted rate firm and 5-digit packages prepared under 1.0, 2.2a, and 2.2b are copalletized with firm and carrier route packages prepared under M220 and with automation rate 5-digit packages prepared under M820 on merged 5-digit pallets and on merged 5-digit scheme pallets. See 1.2a for information on when preparation under M920 may be required. Presorted rate pieces may be co-packaged with automation rate pieces under M950.

2.0 PACKAGE PREPARATION

General
2.1 Packaging preparation is subject to M020 and the specific standards below.

Package Preparation
2.2 Package size, preparation sequence, and labeling:

a. Firm: optional (two-piece minimum); blue Label F or optional endorsement line (OEL).

b. 5-digit: required (six-piece minimum, fewer not permitted except under 1.5); red Label D or OEL; *labeling optional for mail placed in full 5-digit trays.*

c. 3-digit: required (six-piece minimum, fewer not permitted except under 1.5); green Label 3 or OEL.

d. ADC: required (six-piece minimum, fewer not permitted); pink Label A or OEL.

e. Mixed ADC: required (no minimum); tan Label MXD or OEL.

3.0 TRAY PREPARATION (LETTER-SIZE PIECES)

Tray size, preparation sequence, and Line 1 and 2 labeling:

a. *5-digit:* required at 24 pieces, optional with one six-piece package minimum.
   (1) Line 1: use city, state, and 5-digit ZIP Code destination of packages, preceded for military mail by the prefixes under M031.
   (2) Line 2: "PER" or NEWS" as applicable; followed by "LTRS 5D NON BC."

b. *3-digit:* required at 24 pieces (no minimum for required origin/optional entry 3-digit(s)), optional with one six-piece package minimum.
   (1) Line 1: use L002, Column A.
   (2) Line 2: "PER" or NEWS" as applicable; followed by "LTRS 3D NON BC."

c. *ADC:* required at 24 pieces, optional with one six-piece package minimum.
   (1) Line 1: use L004.
   (2) Line 2: "PER" or NEWS" as applicable; followed by "LTRS ADC NON BC."

d. *Mixed ADC:* required (no minimum).
   (1) Line 1: use "MXD" followed by the city, state, and ZIP of the ADC serving the 3-digit ZIP Code of the entry post office, as shown in L004.
   (2) Line 2: "PER" or NEWS" as applicable; followed by "LTRS NON BC WKG."

4.0 SACK PREPARATION (FLAT-SIZE PIECES AND IRREGULAR PARCELS)

For mailing jobs that also contain an automation rate mailing, see 1.2 and M910 or M920. For other mailing jobs, the following are the sack size, preparation sequence, and Line 1 and 2 labeling:

a. *5-digit:* required at 24 pieces, optional with one six-piece package minimum except under 1.5.
   (1) Line 1: use city, state, and 5-digit ZIP Code destination of packages, preceded for military mail by the prefixes under M031.
   (2) Line 2: "PER" or NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "5D NON BC."

b. *3-digit:* required at 24 pieces, optional with one six-piece package minimum except under 1.5.
   (1) Line 1: use L002, Column A.
   (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "3D NON BC."

c. *SCF:* required at 24 pieces, optional with one six-piece package minimum except under 1.5.
   (1) Line 1: use L002, Column C.
   (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "SCF NON BC."

d. *Origin/entry SCF:* required for the SCF of the origin (verification) office, optional for the SCF of an entry office other than the origin office, (no minimum); for Line 1 use L002, Column C.
   (1) Line 1: use L002, Column C.
   (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "SCF NON BC."

e. *ADC:* required at 24 pieces, optional with one six-piece package minimum.
   (1) Line 1: use L004.
   (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "ADC NON BC."

f. *Mixed ADC:* required (no minimum).
   (1) Line 1: use "MXD" followed by the city, state, and ZIP of the ADC serving the 3-digit ZIP Code of the entry post office, as shown in L004.
   (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "NON BC WKG."

M200 Periodicals (Nonautomation)

M220 Carrier Route Rates

Summary M220 describes the basic standards for Periodicals carrier route mailings including package and tray preparation for letters, and package and sack preparation for flats and irregular parcels. Additional requirements for preparing mail on pallets are in M041 and M045, or M041 and M920, M930, or M940. For standards on automation rate Periodicals mailings see E240 and M810 (letters) or M820 (flats), as applicable. For standards on Presorted rate mailings see E220 and M210.

1.0 BASIC INFORMATION

General Preparation Standards 1.1

The following standards must be met for carrier route mailings:

a. All pieces in each carrier route Periodicals mailing must be in the same processing category.

b. Letter-size pieces must be packaged under 2.0 and prepared in trays under 3.0. Trays prepared under this section may subsequently be palletized under M041 and M045.

c. Nonletter-size pieces must be packaged under 2.0. Packages placed on pallets must meet additional packaging standards under M045.

d. Packages of nonletter-size pieces must be sacked or palletized under one of the following:
   (1) Sacked under 4.0 or, if eligible, under M920; or
   (2) Palletized under M041 and M045, M920, M930, or M940.

e. Sacks prepared under 4.0 may subsequently be prepared on pallets under M041 and M045.

f. All pieces must be sorted together to the finest extent required under the applicable sortation standards described above.

g. Postmasters may authorize preparation of small mailings in non-postal containers if they consist primarily of packages for local ZIP Codes, do not exceed 20 pounds, and do not require postal transportation for processing.

Documentation 1.2

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing, supported by documentation meeting the basic standards in P012. Postage statements must be supported by documentation produced by PAVE-certified software or standardized documentation under P012. Documentation of postage is not required if each piece is of identical weight and the pieces are separated by rate and zone when presented for acceptance. Documentation of sequencing and of density standards under M050 must be submitted with each mailing.

Sequencing Standards 1.3

Preparation for carrier route rates is optional and is subject to additional standards. Periodicals for which a carrier route discount is claimed must be prepared as a carrier route mailing under this section and either the walk sequencing standard or the line-of-travel sequencing standard in M050; pieces prepared with a simplified address also must meet the standards in A040.

Firm Packages 1.4

A firm package is two or more copies for the same address placed in one package. If each copy has a delivery address, each may be claimed as a separate piece for presort and on the postage statement, or the firm package may be

claimed as one piece. A firm package sorted and claimed as one piece must be accompanied by (but must be physically separate from) five other pieces packaged to the same destination to satisfy a six-piece package requirement when applicable, regardless of the number of copies in the firm package.

Low-Volume Packages and Sacks
1.5 As a general exception to 2.4b and 4.0b and 4.0c, nonletter-size Periodicals may be prepared in carrier route packages containing fewer than six pieces when the publisher determines that such preparation improves service, provided those packages are placed in 5-digit scheme carrier routes, or 5-digit carrier routes sacks. Low-volume carrier route packages prepared under DMM M920 may also be placed in merged 5-digit scheme, 5-digit scheme carrier routes, merged 5-digit, and 5-digit carrier routes sacks. These low-volume packages also may be placed on 5-digit scheme carrier routes, 5-digit carrier routes, 3-digit, and SCF pallets under M045, or on merged 5-digit scheme, 5-digit scheme carrier routes, merged 5-digit, 5-digit carrier routes, 3-digit and SCF pallets under M041 and M920, M930, or M940.

Merged Containerization of Nonletter-Size Carrier Route, Automation Rate, and Presorted Rate Mail
1.6 For sacked mailing jobs that contain an automation rate, a Presorted rate, and a carrier route rate mailing, mailers must prepare the automation and Presorted rate mailings under M910 (see M210.1.2a) and the carrier route mailing under M220, unless they elect to prepare the mailings under M920. Under the optional preparation in M920, firm and carrier route packages prepared under 1.0 and 2.4 are co-sacked with Presorted rate 5-digit packages prepared under M210 and with automation rate 5-digit packages prepared under M820 in merged 5-digit sacks and merged 5-digit scheme sacks. Under the optional preparation in M920, M930, or M940, firm and carrier route packages prepared under 1.0 and 2.4 are copalletized with Presorted rate 5-digit packages prepared under M210 and with automation rate 5-digit packages prepared under M820 on merged 5-digit pallets and on merged 5-digit scheme pallets. Presorted rate pieces may be co-packaged with automation rate pieces under M950.

2.0 PACKAGE PREPARATION

General
2.1 Package preparation is subject to M020 and the specific standards below.

Optional Higher Package Minimums
2.2 A mailer may choose to prepare carrier route packages at a higher level of route saturation (for example, only if there are at least 15 pieces per route). Under this option, smaller groups of six or more pieces per carrier route not prepared in carrier route packages for carrier route rates must be prepared for and paid at another applicable rate.

Walk-Sequence Identification
2.3 In addition to the package label showing carrier route type and number under 2.4, each package of Periodicals walk-sequence mail must show that the mail is walk sequenced and the level of sequencing. A facing slip with the phrase “HIGH DENSITY WALK-SEQUENCED CARRIER ROUTE MAIL” or “SATURATION WALK-SEQUENCED CARRIER ROUTE MAIL” (as applicable) may be placed on the top of each package of walk-sequence mail. It may be an address label with the required information placed on a sample mailpiece that is the top piece in the package, or a slip of paper affixed to the top of the package. If packages are prepared without facing slips, an optional endorsement line or carrier route information line must be placed on each piece in the package to provide the equivalent information.

Package Preparation
2.4

Package size, preparation sequence, and labeling:

a. Firm: optional (two-piece minimum); blue Label F or optional endorsement line (OEL).

b. Carrier route: optional but required for rate eligibility (six-piece minimum, fewer not permitted except under 1.5); labeling required except for packages placed in a direct carrier route tray or sack (facing slip, OEL, or CR information line).

3.0 TRAY PREPARATION (LETTER-SIZE PIECES)

Tray size, preparation sequence, and Line 1 and 2 labeling:

a. *Carrier route:* required at 24 pieces, optional with one six-piece package.
   (1) Line 1: use city, state, and 5-digit ZIP Code destination of packages, preceded for military mail by the prefixes under M031.
   (2) Line 2: "PER" or "NEWS" as applicable; followed by "LTRS;" followed by "WSS" for saturation rate mail, or "WSH" for high density rate mail, or "CR" for basic rate mail; followed by the route type and number.

b. *5-digit carrier routes:* required if full tray, optional with one six-piece package.
   (1) Line 1: use city, state, and 5-digit ZIP Code destination of packages, preceded for military mail by the prefixes under M031.
   (2) Line 2: "PER" or "NEWS" as applicable; followed by "LTRS CR-RTS."

c. *3-digit carrier routes:* optional with one six-piece package for each of two or more 5-digit areas.
   (1) Line 1: use the city, state, and ZIP shown in L002, Column A that corresponds to the 3-digit ZIP Code prefix of packages.
   (2) Line 2: "PER" or "NEWS" as applicable; followed by "LTRS 3D CR-RTS."

4.0 SACK PREPARATION (FLAT-SIZE PIECES AND IRREGULAR PARCELS)

Sack size, preparation sequence, and Line 1 and 2 labeling:

a. *Carrier route:* required at 24 pieces, fewer pieces not permitted.
   (1) Line 1: use city, state, and 5-digit ZIP Code destination of packages, preceded for military mail by the prefixes under M031.
   (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "WSS" for saturation rate mail, or "WSH" for high density rate mail, or "CR" for basic rate mail; followed by the route type and number.

b. *5-digit scheme carrier routes:* required (no minimum).
   (1) Line 1: use L001, Column B.
   (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "CR-RTS SCH."

c. *5-digit carrier routes:* required (no minimum).
   (1) Line 1: use city, state, and 5-digit ZIP Code destination of packages, preceded for military mail by the prefixes under M031.
   (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "CR-RTS."

M200 Periodicals (Nonautomation)

M230 Combining Multiple Editions or Publications of the Same Publisher

Summary M230 shows how a publisher may combine multiple editions (or publications of the same publisher) into a single mail stream. This could mean multiple editions in firm packages or in the same presort packages. The section describes documentation requirements and how to report postage.

1.0 DESCRIPTION

A combined mailing is a mailing in which two or more Periodicals publications or editions are merged into a single mailstream, during production or after finished copies are produced, and all copies of all the publications or editions are presorted together into packages to achieve the finest presort level possible for the combined mailing.

2.0 VOLUME

More than one Periodicals publication, or edition of a publication, may be combined to meet the volume standard per tray, sack, or package for the rate claimed.

3.0 EACH PIECE

Each piece must meet the basic standards in E211 and the specific standards for the rate claimed.

4.0 DOCUMENTATION

Presort documentation required under P012 must also show the total number of addressed pieces and copies of each publication or edition mailed to each carrier route, 5-digit, and 3-digit destination. The publisher must also provide a list, by 3-digit ZIP Code prefix, of the number of addressed pieces and copies of each publication or edition qualifying for each destination rate.

5.0 SEPARATE POSTAGE STATEMENTS

A separate postage statement must be prepared for the per pound postage computations for each publication or edition that is part of the combined mailing. The title and issue date of the publications with which each publication or edition was combined must be noted on, or attached to, the postage statements. The per piece postage computations for all other than preferred rate publications must be calculated on the postage statement for the publication containing the higher (or highest) amount of advertising. The per piece postage computations for all preferred rate publications must be calculated on the postage statement for the publication containing the higher (or highest) amount of advertising. The nonadvertising adjustment must be computed on the appropriate postage statement for each rate category based on the publication (or edition, if applicable) containing the higher (or highest) amount of advertising matter for that rate category.

M500 Express Mail

Summary M500 describes the preparation standards for Express Mail Same Day Airport Service, Custom Designed Service, Next Day, Second Day and Military Service, and the forms required for each service.

1.0 EXPRESS MAIL SAME DAY AIRPORT SERVICE

Security Measures 1.1 Because of aviation security and the dispatch of hazardous materials, the USPS may impose additional procedures for accepting an item for Express Mail Same Day Airport Service. USPS employees are not permitted to tell the mailer about the routing or the departure or arrival times of an Express Mail Same Day Airport Service item.

Mailing Label 1.2 The mailer must complete a mailing label (Label 11-C) for each item.

Outside Piece 1.3 An item that does not fit into an Express Mail pouch or that must be mailed as an outside piece may be accepted if documentation for the item is securely attached and the piece is identified as Express Mail with Label 63.

Tag 2705 1.4 Each Express Mail Same Day Airport Service pouch or outside item (i.e., a piece that cannot fit into a mailing container) must have Tag 2705 attached to the pouch closure staple under the hasp. On outside items, the tag must be fastened near the attached Label 63.

2.0 EXPRESS MAIL CUSTOM DESIGNED SERVICE

Forms 2.1 The mailer must complete Form 5625 and, when appropriate, Form 3877. The completed form is placed in an EP-13 envelope that is affixed to the Express Mail pouch.

Waiver of Signature 2.2 Waiver of signature is not available for Express Mail Custom Designed Service.

Pouches 2.3 Except under 2.2 and D500, all Express Mail Custom Designed Service items must be presented in sealed Express Mail pouches.

3.0 EXPRESS MAIL NEXT DAY, SECOND DAY, AND MILITARY SERVICES

Mailing Label 3.1 For each Express Mail Next Day Service item, the mailer must complete a mailing label—either Label 11-A or Label 11-E (for Post Office to Post Office Service) or Label 11-B or Label 11-F (for Post Office to Addressee Service). Mailers authorized to present Next Day or Second Day Express Mail items using an Express Mail Manifesting System are required to follow label preparation procedures in Publication 97, *Express Mail Manifesting Technical Guide.*

Military 3.2 For an Express Mail Military Service (EMMS) item, the mailer may also have to complete a customs declaration under E010. Military (APO/FPO) mail cannot be accepted under an Express Mail Manifesting agreement.

Waiver of Signature 3.3 A mailer sending an Express Mail item may instruct the USPS to deliver an Express Mail Next Day Service or Express Mail Second Day Service item without

obtaining the signature of the addressee or the addressee's agent, if not available, by signing a waiver on Label 11-B or Label 11-F. Completion of the waiver authorizes the delivery employee to sign for the delivery of the item. The item must be left in a secure location. Customers who waive the signature requirement will be provided only the delivery date and not an image of the signature when accessing delivery information on the Internet or when calling the toll-free number. Waiver of signature is not available for Express Mail COD or Express Mail Military Service.

ZIP Code Determination
3.4

The mailer must determine:

a. For Express Mail Next Day Service, whether the item is destined to a 3-digit ZIP Code area to which Express Mail Next Day Service is offered from the point of origin. If the destination is not listed, the mailer must use Express Mail Second Day Service.

b. For Express Mail Military Service (EMMS), whether the item is addressed to a 5-digit APO/FPO ZIP Code to which EMMS is offered from the point of origin.

Drop Shipment
3.5

The mailer must present matter prepared as an Express Mail drop shipment in Express Mail pouches. The proper mailing label or form must be placed in an EP-13 envelope and attached to each Express Mail pouch.

Completing Form 3877
3.6

Form 3877 is available at no cost to any mailer who mails an average of three or more Express Mail items at one time, following these instructions:

a. The mailer must prepare Express Mail Custom Designed Service and Express Mail Next Day Service items as described above.

b. Form 3877 must be presented with the items to be mailed.

c. The mailer must enter on Form 3877 the full number of each Express Mail item and the addressee's name and address.

d. All entries must be made in duplicate by typewriter, ink, or ballpoint pen. One copy is kept by the accepting employee. The other is receipted and returned to the mailer.

e. All unused parts of the address column in Form 3877 must be obliterated by drawing a diagonal line through the unused part. Any alteration must be initialed by the mailer and accepting employee.

f. For Express Mail Manifesting, a special verification manifest is used to present Express Mail items for acceptance as described in Publication 97. Form 3877, *Firm Mailing Book for Accountable Mail,* may be used only to list items for which special services have been requested. See P910.6.0 for information.

M600 Standard Mail (Nonautomation)

M610 Presorted Standard Mail

Summary M610 describes the basic standards for presorted nonautomation Standard Mail. The section describes preparation of letter-size pieces and letter-size upgradable pieces. It also describes tray and sack preparation for letter-size, flat-size, machinable, and irregular parcels.

1.0 BASIC STANDARDS

All Mailings 1.1

All mailings at Presorted Standard rates are subject to specific preparation standards in 2.0 through 5.0 and to these general standards:

a. Each mailing must meet the applicable standards in E620 and in M010, M020, and M030.

b. All pieces must be in the same processing category unless specifically excepted by standard.

c. All pieces must be sorted together and prepared under M045 or under M610 or, if flat-size, under M910, M920, M930, or M940.

d. Sortation determines rate eligibility; pieces not claimed at or not eligible for the 3/5 rate must be claimed at the Basic rate.

e. Subject to M012, all pieces eligible for and claimed at Nonprofit Presorted Standard rates must be marked "Nonprofit Organization" (or "Nonprofit Org." or "Nonprofit"). Regular Presorted Standard pieces must be marked "Presorted Standard" (or "PRSRT STD"). Pieces mailed at Nonprofit or Regular Presorted Standard rates must not bear "ECRWSS," "ECRWSH," "ECRLOT," "AUTO," "AUTOCR," "Single-Piece" or "SNGLP" markings.

f. Subject to 1.4, letter-size pieces must be prepared in trays and flat-size pieces must be prepared in sacks or on pallets.

g. Postmasters may authorize preparation of small volume mailings in nonpostal containers if they consist primarily of packages for local ZIP Codes, do not exceed 20 pounds, and do not require postal transportation for processing.

Co-Traying and Co-Packaging Flats With Automation Rate Mail 1.2

The following standards apply:

a. If the mailing job contains a carrier route mailing, an automation rate mailing, and a Presorted rate mailing, then it must be prepared under one of the following options: 1) the carrier route mailing must be prepared under E630 and M620 and the automation rate and Presorted rate mailings must be prepared under M910; or 2) all three mailings in the mailing job must be prepared under M920.

b. If the mailing job contains an automation rate mailing and a Presorted rate mailing, then it must be prepared under the co-sacking standards in M910.

c. If the mailing job contains a carrier route mailing and a Presorted rate mailing, then it must be separately sacked under M610 and M620 or prepared using the merged sacking option in M920.

d. If the mailing job contains a carrier route mailing and an automation rate mailing, then it must be separately sacked under M620 and M820 or prepared using the merged sacking option in M920.

e. Presorted rate pieces may be co-packaged with automation rate pieces under the standards in M950.

Documentation
1.3 A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing, supported by documentation produced by PAVE-certified or MAC-certified software, or standardized documentation meeting the standards in P012. Documentation of postage is not required if the correct rate is affixed to each piece or if each piece is of identical weight and the pieces are separated by rate when presented for acceptance.

Exception
1.4 When the size of the pieces in a Standard Mail mailing job allows them to qualify for preparation as either letters or automation flats and when part of the job is prepared as palletized automation flats, the remainder of the job may be prepared as palletized flats at Enhanced Carrier Route nonletter rates and Presorted nonletter rates if the number of Presorted rate pieces does not exceed 10% of the total number of pieces in the entire mailing job. Presorted rate pieces in the mailing job that exceed the 10% limit and therefore may not be palletized as flats must be prepared in trays as letter mail and must be paid for at the letter rates. A separate 200-piece minimum volume requirement must be met for the trayed letter mailing to qualify for Standard Mail rates.

Nonmachinable Pieces
1.5 Nonmachinable cards and letters must use the preparation sequence and tray labeling in 3.0.

Manual Only Option
1.6 Mailers who prefer that the USPS not automate letter-size pieces (including cards) must use the packaging and tray preparation sequence for nonmachinable pieces in 3.0. The manual only option is not available for flats.

Merged Containerization of Carrier Route, Automation, and Presorted Flats
1.7 Under the optional preparation in M920, Presorted rate 5-digit packages prepared under 4.3a are co-sacked with carrier route rate packages prepared under M620 and with automation rate 5-digit packages prepared under M820 in merged 5-digit scheme sacks and merged 5-digit sacks. Under the optional preparation in M920, M930, or M940, Presorted rate 5-digit packages are copalletized with carrier route rate packages prepared under M620 and with automation rate 5-digit packages prepared under M820 on merged 5-digit scheme pallets and merged 5-digit pallets. See 1.2a for information on when preparation under M920 may be required.

2.0 PREPARATION—MACHINABLE LETTER-SIZE PIECES

Packaging
2.1 Machinable pieces are not packaged, except for (see M020):

a. Card-size pieces.

b. All pieces in a less-than-full origin or entry 3-digit tray.

c. All pieces in a less-than-full mixed AADC tray.

Tray Preparation and Labeling
2.2 Only mail eligible for the 3/5 rate (i.e., 150 or more pieces for the 3-digit area) may be prepared in 5-digit and 3-digit trays. Preparation sequence, tray size, and labeling:

a. 5-digit: optional (full trays); no overflow.
   (1) Line 1: use city, state, and 5-digit ZIP Code on mail, preceded for military mail by correct prefix under M031.
   (2) Line 2: “STD LTR 5D MACH.”

b. 3-digit: required (no minimum).

(1) Line 1: use L002, Column A.
(2) Line 2: "STD LTR 3D MACH."

c. Origin 3-digit(s): required (no minimum); optional for entry 3-digit(s) (no minimum).
(1) Line 1: use L002, Column A.
(2) Line 2: "STD LTR 3D MACH."

d. AADC: required (full trays); no overflow; group pieces by 3-digit ZIP Code prefix.
(1) Line 1: use L801.
(2) Line 2: "STD LTR AADC MACH."

e. Mixed AADC: required (no minimum); group pieces by AADC.
(1) Line 1: use L802 (mail entered at an ASF or BMC) or L803.
(2) Line 2: "STD LTR MACH WKG."

3.0 PREPARATION—NONMACHINABLE LETTER-SIZE PIECES

Packaging 3.1

Packaging is required. Mailers who prefer that the USPS not automate their pieces must identify each package with a facing slip on which "MANUAL ONLY" is printed or with a "MANUAL ONLY" optional endorsement line (see M013). Preparation sequence, package size, and labeling:

a. 5-digit: required (10-piece minimum); red Label D or optional endorsement line (OEL); labeling is not required for pieces in full 5-digit trays.

b. 3-digit: required (10-piece minimum); green Label 3 or OEL.

c. ADC: required (10-piece minimum); pink Label A or OEL.

d. Mixed ADC: required (no minimum); tan Label MXD or OEL.

Exception to Packaging 3.2

Under certain conditions, nonmachinable pieces may not need to be packaged (see M020.1.9).

Tray Preparation and Labeling 3.3

Only mail eligible for the 3/5 rate (i.e., 150 or more pieces for the 3-digit area) may be prepared in 5-digit and 3-digit trays. Preparation sequence, tray size, and labeling:

a. 5-digit: required (full trays); no overflow.
(1) Line 1: use city, state, and 5-digit ZIP Code on mail, preceded for military mail by correct prefix under M031.
(2) Line 2: "STD LTR 5D MANUAL."

b. 3-digit: required (no minimum).
(1) Line 1: use L002, Column A.
(2) Line 2: "STD LTR 3D MANUAL."

c. Origin 3-digit(s): required (one-package minimum); optional for entry 3-digit(s) (no minimum).
(1) Line 1, use L002, Column A.
(2) Line 2: "STD LTR 3D MANUAL."

d. ADC: required (full trays); no overflow.
(1) Line 1, use L004.
(2) Line 2: "STD LTR ADC MANUAL."

e. Mixed ADC: required (no minimum).
(1) (1) Line 1: use "MXD" followed by city, state, and ZIP of ADC serving 3-digit ZIP Code prefix of entry post office, as shown in L004.
(2) (2) Line 2: "STD LTR MANUAL WKG."

4.0 FLAT-SIZE PIECES AND IRREGULAR PARCELS

Commingling Irregular Parcel Mailings
4.1 BMS may authorize the commingling of several permit imprint mailings of irregular parcels to achieve a finer presort, if adequate means are available to ensure that proper postage is paid. When authorizing commingling, BMS may waive minimum quantity standards for preparation of 5-digit and 3-digit packages if doing so results in a finer preparation of at least 50% of the mail.

Packaging Irregular Parcels
4.2 Irregular parcels are packaged under 4.3, except for:

a. Irregular parcels 1/2 inch thick or thicker if they are placed in a sack to the same destination to which they would otherwise be packaged (e.g., in a 3-digit sack vs. a 3-digit package).

b. Items so large that 10 or fewer pieces fill a sack.

c. Pieces in a 5-digit scheme or 5-digit sack containing both machinable and irregular parcels. (Sacks containing both machinable and irregular parcels may not be prepared to other presort levels.)

Package Preparation
4.3 Package size, preparation sequence, and labeling:

a. 5-digit: required (10-piece minimum); red Label D or optional endorsement line (OEL).

b. 3-digit: required (10-piece minimum); green Label 3 or OEL.

c. ADC: required (10-piece minimum); pink Label A or OEL.

d. Mixed ADC: required (no minimum); tan Label MXD or OEL.

Loose Packing
4.4 District managers of customer services may authorize loose packing of unpackaged pieces to fill Number 3 sacks if no material in a sack would be more finely sorted if packaged. Pieces must be faced and packed to remain oriented in transit. The total weight of pieces placed in one sack may not exceed 70 pounds. Requests to loose-pack mail must be made through the post office of mailing.

Required Sacking
4.5 A sack must be prepared when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first, subject to these conditions:

a. For identical-weight pieces, a single-piece weight of 1.92 ounces (0.12 pound) results in 125 pieces weighing 15 pounds. Identical-weight pieces weighing 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum, those that weigh more must be prepared using the 15-pound minimum.

b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 125-piece or 15-pound minimum applies) or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

c. Mailers must note on the accompanying postage statement whether they applied the 125-piece or 15-pound threshold, or both.

Drop Shipment
4.6 A mailer who uses Priority Mail or Express Mail to drop ship Standard Mail may prepare sacks containing fewer than 125 pieces or less than 15 pounds of mail.

Sack Preparation
4.7

Sack size (subject to 4.4, 4.5, and 4.6), preparation sequence, and Line 1 labeling:

a. 5-digit scheme, as applicable:
   (1) Irregular parcels: optional (minimum 125 pieces/15 pounds, smaller volume not permitted); for Line 1, use L606, Column B.
   (2) Commingled machinable and irregular parcels: optional (no minimum); for Line 1, use L606, Column B.

b. 5-digit, as applicable:
   (1) Flats or irregular parcels: required (minimum of 125 pieces/15 pounds, smaller volume not permitted); for Line 1, use city, state, and 5-digit ZIP Code destination of packages, preceded for military mail by the prefixes under M031.
   (2) Commingled machinable and irregular parcels: required at 10 pounds, smaller volume permitted; for Line 1, use city, state, and 5-digit ZIP Code destination of packages, preceded for military mail by the prefixes under M031.

c. 3-digit: required (minimum of 125 pieces/15 pounds, smaller volume not permitted, except one-package minimum for required origin/optional entry 3-digit(s)); for Line 1, use L002, Column A.

d. ADC: required (minimum of 125 pieces/15 pounds, smaller volume not permitted); for Line 1, use L004 (for flats) or L603 (for irregular parcels), as applicable.

e. Mixed ADC: required (no minimum); for Line 1, use "MXD" followed by the city, state, and ZIP of the ADC serving the 3-digit ZIP Code of the entry post office, as shown in L004 (for flats) or L604 (for irregular parcels), as applicable.

Sack Line 2
4.8

Line 2:

a. 5-digit scheme: "STD IRREG 5D SCHEME" or "STD IRREG 5D SCH," or "STD MACH-IRREG 5D SCH" as applicable.

b. 5-digit: "STD FLTS 5D NON BC," "STD IRREG 5D," or "STD MACH & IRREG 5D" as applicable.

c. 3-digit: "STD FLTS 3D NON BC" or "STD IRREG 3D" as applicable.

d. ADC: "STD FLTS ADC NON BC" or "STD IRREG ADC" as applicable.

e. Mixed ADC: "STD FLTS NON BC WKG" or "STD IRREG WKG" as applicable.

5.0 MACHINABLE PARCELS

5-Digit Sacks
5.1

5-digit scheme (optional) and 5-digit sacks containing both machinable and irregular parcels must be prepared under 4.0. Any 5-digit scheme (optional) and all possible 5-digit sacks must be prepared in a mailing including pieces claimed at the 3/5 rate. If any 5-digit scheme (optional) and all possible 5-digit sacks are not prepared when there are 10 pounds or more of mail for that destination, the 3/5 rate may not be claimed for any part of the mailing. If the scheme sort is used, it need not be done for all 5-digit scheme destinations.

Sack Preparation
5.2

Sack size, preparation sequence, and Line 1 labeling:

a. 5-digit scheme: optional at 10 pounds except under 5.1; for Line 1, use L606, Column B.

b. 5-digit: optional at 10 pounds except under 5.1; for Line 1, use city, state, and 5-digit ZIP Code destination of pieces, preceded for military mail by the prefixes under M031.

c. ASF: optional; allowed only for mail deposited at an ASF to claim the DBMC rate (minimum of 10 pounds, smaller volume not permitted); for Line 1, use L602, Column B. DBMC rate eligibility is determined by Exhibit E650.5.1.

d. BMC: required (minimum of 10 pounds, smaller volume not permitted); for Line 1, use L601. DBMC rate eligibility is determined by Exhibit E650.5.1.

e. Mixed BMC: required (no minimum); for Line 1, use "MXD" followed by the Column B information in L601 for the BMC serving the 3-digit ZIP Code prefix of the entry post office.

Sack Line 2
5.3 Line 2:

a. 5-digit scheme: "STD MACH 5D SCHEME" or "STD MACH 5D SCH."

b. 5-digit: "STD MACH 5D."

c. ASF: "STD MACH ASF."

d. BMC: "STD MACH BMC."

e. Mixed BMC: "STD MACH WKG."

M600 Standard Mail (Nonautomation)

M620 Enhanced Carrier Route Standard Mail

Summary M620 describes the basic standards for all nonautomation rate Enhanced Carrier Route mailings. This includes package preparation, tray preparation for letter-size pieces, sack preparation for flat-size pieces, and irregular parcels.

1.0 BASIC STANDARDS

All Mailings
1.1 All nonautomation rate Enhanced Carrier Route mailings are subject to these general standards (automation rate Enhanced Carrier Route mailings must be prepared under M810):

a. Each mailing must meet the applicable standards in E630 and in M010, M020, and M030.

b. All pieces must be in the same processing category.

c. All pieces must be sorted together and prepared under M045, M920, M930, or M940 (if palletized) or under M620 or M920 (if sacked).

d. Sortation determines rate eligibility; pieces not claimed at or not eligible for the high density or saturation rate must be claimed at the basic carrier route rate.

e. Pieces must be marked according to M012.

f. Pieces must be sequenced according to M050.

g. Pieces with a simplified address must meet the corresponding standards in A040.

h. Letter-size pieces must be prepared in trays and flat-size pieces must be prepared in sacks or on pallets.

i. Postmasters may authorize preparation of small volume mailings in nonpostal containers if they consist primarily of packages for local ZIP Codes, do not exceed 20 pounds, and do not require postal transportation for processing.

Documentation
1.2 A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing, supported by documentation produced by PAVE-certified or MAC-certified software, or standardized documentation meeting the standards in P012. Documentation of postage is not required if the correct rate is affixed to each piece, or if each piece is of identical weight and the pieces are separated by rate when presented for acceptance. In addition, at the time a mailing is presented for presort and postage verification, the mailer must submit a list of the number of pieces qualifying for each Enhanced Carrier Route rate claimed by 5-digit ZIP Code and, within each, by carrier route; additional documentation is required under M050 for the high density and saturation rates. After the first mailing, the postmaster may authorize the mailer to keep the records and submit them on request. The mailer must keep these records for 90 days after the mailing date, or until any action pending on the recalculation of postage is resolved to USPS satisfaction.

Exception
1.3 When the size of the pieces in a Standard Mail mailing job allows them to qualify for preparation as either letters or automation flats and when part of the job is prepared as palletized automation flats, the remainder may be prepared as

palletized flats at Enhanced Carrier Route nonletter rates and Presorted nonletter rates if the number of Presorted rate pieces does not exceed 10% of the total number of pieces in the entire mailing job. Presorted rate pieces in the mailing job that exceed the 10% limit and therefore may not be palletized as flats must be prepared in trays as letter mail and must be paid for at the applicable letter rates. A separate 200-piece minimum volume requirement must be met for the trayed letter mailing to qualify for Standard Mail rates.

Low-Volume Destinations
1.4 As a general exception to 2.0 through 5.0, a package with fewer than 10 pieces and either a less-than-full tray or a sack with fewer than 125 pieces *and* less than 15 pounds of pieces may be prepared to a carrier route when the saturation rate is claimed for the contents and the applicable density standard is met.

Merged Containerization of Carrier Route, Automation, and Presorted Rate Flats
1.5 Under the optional preparation in M920, carrier route rate packages are co-sacked with Presorted rate 5-digit packages prepared under M610 and with automation rate 5-digit packages prepared under M820 in merged 5-digit scheme sacks and merged 5-digit sacks. Under the optional preparation in M920, M930, or M940, carrier route rate packages prepared under 2.0 are copalletized with Presorted rate 5-digit packages prepared under M610 and with automation rate 5-digit packages prepared under M820 on merged 5-digit scheme pallets and merged 5-digit pallets. Presorted rate pieces may be co-packaged with automation rate pieces under M950.

Residual Pieces
1.6 Pieces not sorted as a carrier route mailing must be prepared as a separate mailing at Standard Mail automation or Presorted rates or at single-piece First-Class or Priority Mail rates.

2.0 PACKAGE PREPARATION

General
2.1 Only carrier route packages are prepared. Packages are not required in full carrier route trays.

Package Preparation
2.2 Package size: carrier route; required (10-piece minimum, fewer not permitted). Carrier route package labels are based on the sack or tray level in which placed:

a. No label is required if the package is placed in a correctly labeled carrier route tray or sack.

b. Packages in 5-digit carrier routes trays and sacks and in 3-digit carrier routes trays must have a facing slip unless the pieces in the package show a carrier route information line or an optional endorsement line.

3.0 PREPARATION—LETTER-SIZE PIECES

Required Tray Preparation
3.1 Preparation sequence, tray size, and labeling:

a. Carrier route: required; full trays only, no overflow.
   (1) Line 1: use city, state, and 5-digit ZIP Code on package, preceded for military mail by correct prefix under M031.
   (2) Line 2: (a) Saturation: “STD LTR BC WSS,” followed by route type and number; (b) High density: “STD LTR BC WSH,” followed by route type and number; (c) Basic: “STD LTR BC LOT,” followed by route type and number.

b. 5-digit carrier routes: required if full tray, optional with minimum one 10-piece package.
   (1) Line 1: use city, state, and 5-digit ZIP Code on package, preceded for military mail by prefix under M031.

(2) Line 2: “STD LTR 5D CR-RT BC.”

c. 3-digit carrier routes: optional with minimum one 10-piece package for each of two or more 5-digit areas.
(1) Line 1: use city, state, and ZIP shown in L002, Column A, that corresponds to 3-digit ZIP Code prefix on package.
(2) Line 2: “STD LTR 3D CR-RT BC.”

Tray Line 2 for Machinable Nonbarcoded Pieces
3.2 For trays that contain letter-size pieces that are machinable but not barcoded, use “MACH” on Line 2 in place of “BC.”

Tray Line 2 for Nonmachinable Pieces
3.3 For trays that contain letter-size pieces that are nonmachinable, use “MAN” on Line 2 in place of “BC.”

Tray Line 2 for Pieces with Simplified Address
3.4 For trays that contain letter-size pieces with a simplified address, use “MAN” on Line 2 in place of “BC.”

4.0 PREPARATION—FLATS

Required Sack Minimums
4.1 A sack must be prepared when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first, subject to these conditions:

a. For identical-weight pieces, a single-piece weight of 1.92 ounces (0.12 pound) results in 125 pieces weighing 15 pounds. Identical-weight pieces weighing 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum; those that weigh more must be prepared using the 15-pound minimum.

b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 125-piece or 15-pound minimum applies) or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

c. Mailers must note on the accompanying postage statement whether they applied the 125-piece (“PCS”) or 15-pound (“WT”) threshold or the method in 4.1b (“BOTH”).

d. Sacks with fewer than 125 pieces or less than 15 pounds of pieces may be prepared to a carrier route when the saturation rate is claimed for the contents and the applicable density standard is met.

Sack Preparation
4.2 Sack size, preparation sequence, and labeling:

a. Carrier route: required (minimum of 125 pieces/15 pounds, smaller volume not permitted).
(1) Line 1: use city, state, and 5-digit ZIP Code destination of packages, preceded for military mail by the prefixes under M031.
(2) Line 2: “STD FLTS ECRWSS” or “STD FLTS ECRWSH” or “STD FLTS ECRLOT” as applicable, followed by the route type and number.

b. 5-digit scheme carrier routes: required (no minimum).
   (1) Line 1: use L001, column B.
   (2) Line 2: "STD FLTS CR-RTS SCH."

c. 5-digit carrier routes: required (no minimum).
   (1) Line 1: use city, state, and 5-digit ZIP Code destination of packages, preceded for military mail by the prefixes under M031.
   (2) Line 2: "STD FLTS CR-RTS."

5.0 PREPARATION—IRREGULAR PARCELS

Required Sack Minimums
5.1

A sack must be prepared when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first, subject to these conditions:

a. For identical-weight pieces, a single-piece weight of 1.92 ounces (0.12 pound) results in 125 pieces weighing 15 pounds. Identical-weight pieces weighing 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum; those that weigh more must be prepared using the 15-pound minimum.

b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 125-piece or 15-pound minimum applies) or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

c. Mailers must note on the accompanying postage statement whether they applied the 125-piece ("PCS") or 15-pound ("WT") threshold or the method in 5.1b ("BOTH").

Sack Preparation
5.2

Sack size, preparation sequence, and labeling:

a. Carrier route: required (minimum of 125 pieces/15 pounds, smaller volume not permitted).
   (1) Line 1: use city, state, and 5-digit ZIP Code destination of packages, preceded for military mail by the prefixes under M031.
   (2) Line 2: "STD IRREG WSS" or "STD IRREG WSH" or "STD IRREG LOT" as applicable, followed by the route type and number.

b. 5-digit carrier routes: required (no minimum).
   (1) Line 1: use city, state, and 5-digit ZIP Code destination of packages, preceded for military mail by the prefixes under M031.
   (2) Line 2: "STD IRREG CR-RTS."

M700 Package Services

M710 Parcel Post

Summary M710 describes the preparation, sortation, and documentation requirements for Parcel Post mailings.

1.0 BASIC REQUIREMENTS

General
1.1 All mailings at Parcel Post rates are subject to these general standards:

a. Each mailing must meet the applicable standards in E710, E711, E751, and M010 and M030.

b. All pieces that are palletized must be prepared under M045.

c. There are no presort, sacking, or labeling standards for single-piece rate Parcel Post.

Marking
1.2 Marking requirements for Parcel Post are as follows:

a. Destination Entry Rate Mail. Each piece mailed at a DBMC, DSCF, or DDU Parcel Post rate must bear the marking “Parcel Post” (or “PP”) or “Parcel Select” in the postage area as described under M012. If “Parcel Select” is shown in the postage area, then no other marking is required. If “Parcel Post” (or “PP”) is shown in the postage area, then the additional marking “Drop Ship” (or “D/S”), or “Parcel Select,” or both, must be placed on each piece in either the postage area or the address area (as described under M012) to indicate that the piece was entered at a destination entry rate.

b. Other Parcel Post Mail. Pieces must bear the marking “Parcel Post” (or “PP”) in the postage area as described under M012.

Separation
1.3 Except for mail entered at DSCF or DDU rates (which are not zoned rates), Parcel Post pieces must be separated by zones when presented for acceptance unless either the correct postage is affixed to each piece or the mailing is prepared under 1.4, or the mailing is presented under a special postage payment system under P910, P920, or P930. If DSCF sacks prepared under 2.2 are included in the same mailing as DSCF pallets prepared under M045.12.1e, then at the time of acceptance the mailer must separate the sacks that are overflow from palletized mail from those sacks that were prepared under the provisions of 2.2.

Commingled Zones
1.4 Zoned Parcel Post pieces need not be separated by zones when presented for verification, other than as individual pieces or with full correct postage affixed to each piece, subject to this section. Nonidentical-weight pieces not bearing the full correct postage may not be commingled unless authorized by the BMS manager. The mail must be prepared and documented under either of the following:

a. P910 or P930; or

b. All of these conditions:

(1) A unique number is assigned to each sack/pallet in the mailing and printed on a separate line at the top of the sack/pallet label (above the Line 1 information).

(2) A detailed list accompanies each mailing or mailing segment, sequenced numerically by the numbers assigned to sacks/pallets in the mailing, that shows the post office where the mail is to be entered (entry post office), a unique identifier for the mailing or mailing segment that also appears on the corresponding postage statement(s), the name and address of the mailer, the permit number (if applicable), the date of mailing, individual line entries for each sack/pallet, and the total number of pieces to each zone and in the entire mailing or mailing segment. Line entries for sacks/pallets containing mail for only one zone must show the sack/pallet number, the sortation level, the zone for which the mail is destined, and the total number of pieces for the sack/pallet. Entries for sacks/pallets containing mail for more than one zone must also show (by zone) the number of pieces to each 3-digit ZIP Code area and the total number of pieces for that zone for the sack/pallet. Mailings are not accepted if there are discrepancies between the information in the detailed listing or on the postage statement and the results of USPS random verification of piece counts and postage.

Documentation 1.5

Parcel Post mailings must be documented as follows:

a. Postage Statement. A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each bulk mailing (a mailing that includes pieces qualifying for rates that require a 50-piece minimum volume requirement).

b. Other Documentation. When presented for acceptance, documentation of postage by entry office and presort level (e.g., by BMC for DBMC, OBMC Presort and BMC Presort mail and by 5-digit ZIP Code for DSCF and DDU rates) is required under P910, P920, or P930. Except for DSCF rate mail palletized under the alternate preparation option that requires separate documentation, other documentation is not required when the correct rate is affixed to each piece, or when each piece is of identical weight and the pieces are separated by zone and within each zone are grouped by pieces subject to the same combination of rates. DSCF rate mail palletized under the alternate preparation option in M045 must submit the detailed documentation required in M045.12.2.

2.0 DSCF RATE

General 2.1

To qualify for the DSCF rate, pieces must be for the same SCF area under L005 and must be prepared as follows:

a. Sorted to optional 5-digit scheme destinations under L606, Column B, and 5-digit destinations, either in sacks under 2.2 or directly on pallets or in pallet boxes on pallets under M041 and M045. Pieces must be part of a mailing of at least 50 Parcel Post pieces. They must be entered at the designated SCF under L005 that serves the 5-digit ZIP Code destinations of the pieces except when palletized and entry is required at a BMC (see Exhibit E751.6.0). The DSCF rate is not available for palletized mail for facilities that are unable to handle palletized mailings. Refer to the Drop Shipment Product available from the National Customer Support Center (NCSC) (see G043) and Exhibits E751.7.0 and E751.8.0 to determine if the facility serving the 5-digit destination can handle pallets. There is a charge for the Drop Shipment Product.

b. Any remaining nonmachinable parcels (as defined in C700.2.0) sorted to 3-digit ZIP Code prefixes in L002, Column C. Machinable parcels may not be sorted to the 3-digit level.

DSCF Sack Preparation
2.2

Sacking requirements for DSCF rates are as follows:

a. Only 5-digit scheme and 5-digit sacks are permitted.

b. Each 5-digit scheme and 5-digit sack must contain a minimum of seven pieces (smaller volume not permitted). Machinable and nonmachinable pieces may be combined in the same sack to meet this requirement. One overflow sack per 5-digit ZIP Code is permitted (no piece minimum).

c. 5-digit scheme sack labeling: Line 1, use L606, Column B; for Line 2, "PSVC PARCELS 5D SCH."

d. 5-digit sack labeling: Line 1, use city, state, and 5-digit ZIP Code destination of pieces, preceded for military mail by the correct prefixes under M031; for Line 2, "PSVC PARCELS 5D."

e. 3-digit nonmachinable sack labeling: Line 1, use L002, Column A; for Line 2, "PSVC IRREG 3D."

f. See M045 for option to place 5-digit scheme and 5-digit DSCF sacks and 3-digit nonmachinable sacks on an SCF pallet.

3.0 DDU RATE

The requirements for the DDU rate are as follows:

a. For the DDU rate, pieces must be part of a mailing of at least 50 Parcel Post pieces.

b. The pieces must be entered by the mailer at the postal facility where the carrier delivers the parcels (delivery unit) as defined in E751.

c. There are no minimum sacking or pallet preparation standards. DDU rate mailings may be bedloaded, sacked, placed directly on pallets, or placed in pallet boxes on pallets. Machinable and nonmachinable pieces may be combined in the same sack or on the same pallet (including pallet boxes on pallets).

d. If the delivery unit serves more than one 5-digit ZIP Code, the pieces must be separated by 5-digit ZIP Code when unloaded, unless prepared as optional 5-digit scheme sacks or pallets. Refer to the Drop Shipment Product available from the National Customer Support Center (see G043) and E751.Exhibit 7.0 and E751.Exhibit 8.0 to determine the location of the delivery unit, whether it serves more than one 5-digit ZIP Code, and whether it can handle pallets. There is a charge for the Drop Shipment Product.

e. If mail is sacked, it must be labeled as follows:

(1) 5-digit scheme sack labeling: Line 1, use L606, Column B; for Line 2, "PSVC PARCELS 5D SCH."

(2) 5-digit sack labeling: Line 1, use city, state abbreviation and 5-digit ZIP Code destination of pieces, preceded for military mail by the correct prefixes under M031; for Line 2, "PSVC PARCELS 5D."

4.0 OPTIONAL MACHINABLE PARCEL PREPARATION

Basic Standards
4.1

Mailers may opt to prepare Parcel Post machinable parcels in sacks under 4.2 or on pallets under M045. Pieces must be separated by zones when presented to the

USPS unless either the correct postage is affixed to each piece or the mailing is prepared under 1.4.

Sack Preparation
4.2

Sack size, preparation sequence, and Line 1 labeling:

a. 5-digit scheme: optional (minimum of 10 pieces or 20 pounds, smaller volume not permitted); for Line 1, use L606, Column B.

b. 5-digit: required (minimum of 10 pieces or 20 pounds, smaller volume not permitted); for Line 1, use 5-digit ZIP Code destination of pieces (see M031 for military mail).

c. ASF: optional; allowed only for mail deposited at an ASF to claim the DBMC rate (minimum of 10 pieces or 20 pounds, smaller volume not permitted); for Line 1, use L602. Exhibit E751.1.3d determines DBMC rate eligibility.

d. BMC: required (minimum of 10 pieces or 20 pounds, smaller volume not permitted); for Line 1, use L601. Exhibit E751.1.3 determines DBMC rate eligibility.

e. Mixed BMC: required (no minimum); for Line 1, use "MXD" followed by the Column B information in L601 for the BMC serving the 3-digit ZIP Code prefix of the entry post office.

Sack Line 2
4.3

Line 2:

a. 5-digit scheme: "PSVC MACH 5D SCHEME" or "PSVC MACH 5D SCH."

b. 5-digit: "PSVC MACH 5D."

c. ASF: "PSVC MACH ASF."

d. BMC: "PSVC MACH BMC."

e. Mixed BMC: "PSVC MACH WKG."

M700 Package Services

M720 Bound Printed Matter

M721 Single-Piece Bound Printed Matter

Summary M721 describes the preparation, sortation, and documentation requirements for single-piece Bound Printed Matter mailings.

1.0 BASIC STANDARDS

General 1.1 There are no presort, sacking, or labeling standards for single-piece rate Bound Printed Matter (BPM). Bound Printed Matter claiming a barcoded discount must meet the applicable standards in E712.

Markings 1.2 Each piece mailed at single-piece BPM rates must be marked “Bound Printed Matter” (or “BPM”) subject to M012.

M700 Package Services

M720 Bound Printed Matter

M722 Presorted Bound Printed Matter

Summary M722 describes the preparation, sortation, and documentation requirements for Presorted Bound Printed Matter mailings.

1.0 BASIC STANDARDS

General
1.1 All mailings of Presorted Bound Printed Matter (BPM) are subject to the standards in 2.0 through 4.0 and to these general standards:

a. Each mailing must meet the applicable standards in E710, E712, E752, and in M010, M020, and M030.

b. All pieces in a mailing must be within the same processing category as described in C050. A BPM irregular parcel is a piece that is not a machinable parcel as defined in C050.4.1 or a flat as defined in C050.3.1. Irregular parcels also are pieces that meet the size and weight standards for a machinable parcel but are not individually boxed or packaged to withstand processing on BMC parcel sorters under C010.

c. All pieces must be sorted to the finest extent possible under 2.0 through 4.0 or palletized under M045.

d. Subject to M012, pieces must be marked “Bound Printed Matter” (or “BPM”) and “Presorted” (or “PRSRT”).

Documentation
1.2 A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing. Documentation of postage is not required if the correct rate is affixed to each piece or if each piece is of identical weight and the pieces are separated by rate (zone) when presented for acceptance.

Separation
1.3 Pieces for each zone must be sacked separately. When presented for verification, sacks must be separated by zone. *Exception:* Pieces for different zones may be sacked together and the sacks do not have to separated by zone for verification if any of the following apply:

a. Full (exact) postage is affixed to each piece in the mailing.

b. The mailing is prepared under P910, P930, or 1.4.

Commingling Zones
1.4 Zoned BPM need not be separated by zones when presented other than as individual pieces or with full correct postage affixed to each piece, subject to this section. Nonidentical-weight pieces not bearing the full correct postage may not be commingled unless authorized by the BMS manager. The mail must be prepared and documented:

a. Under P910 or P930; or

b. Under all these conditions:

(1) A unique number is assigned to each pallet in the mailing and printed on a separate line at the top of the pallet label (above the Line 1 information).

(2) A detailed list accompanies each mailing or mailing segment, sequenced numerically by the numbers assigned to the pallets in the mailing, that shows the post office where the mail is to be entered (entry post office), a unique identifier for the mailing or mailing segment that also appears on the corresponding postage statement, the name and address of the mailer, the permit number, the date of mailing, individual line entries for each pallet, and the total number of pieces to each zone in the entire mailing or mailing segment. Line entries for pallets containing mail for only one zone must show the pallet number, the sortation level, the zone for which the mail is destined, and the total number of pieces for the pallet. Entries for pallets containing mail for more than one zone must also show (by zone) the number of pieces to each 3-digit ZIP Code area and the total number of pieces for that zone for the pallet. Mailings are not accepted if there are discrepancies between the information in the detailed listing or on the postage statement and the results of USPS random verification of piece counts and postage.

2.0 REQUIRED PREPARATION—FLATS

Required Packaging
2.1 A package must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces or 10 pounds, whichever occurs first. Smaller volumes are not permitted except for mixed ADC packages. The maximum weight of each physical package is 20 pounds, except that 5-digit packages placed in 5-digit sacks may weigh a maximum of 40 pounds each. Each physical package must contain at least two addressed pieces (except mixed ADC packages). Packaging also is subject to these conditions:

a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 10-piece minimum; those that weigh more than 1 pound must be prepared using the 10-pound minimum.

b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 10-pound minimum applies), or package by the actual piece count or mail weight for each package, if documentation can be provided with the mailing that shows the number of pieces and their total weight.

c. Mailers must note on the accompanying postage statement whether they applied the piece count, weight, or both.

Package Preparation
2.2 Packages must be prepared and labeled in the following sequence:

a. 5-digit: required; red Label D or optional endorsement line (OEL).

b. 3-digit: required; green Label 3 or OEL.

c. ADC: required; pink Label A or OEL.

d. Mixed ADC: required (no minimum); tan Label MXD or OEL.

Required Sacking
2.3 A sack must be prepared when the quantity of mail for a required presort destination reaches either 20 addressed pieces or 20 pounds, whichever occurs first. Smaller are volumes not permitted (except mixed ADC sacks). Optional SCF sacks may only be prepared when there are at least 20 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted. Sacking also is subject to these conditions:

a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 20-piece minimum; those that weigh more than 1 pound must be prepared using the 20-pound minimum.

b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 20-piece or 20-pound minimum applies), or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

c. Mailers must note on the accompanying postage statement whether they applied the piece count or weight.

Sack Preparation
2.4

Required sequence and Line 1 sack labeling:

a. 5-digit: required; for Line 1, use city, state, and 5-digit ZIP Code destination of packages (for military mail, the ZIP Code is preceded by the prefixes under M031).

b. 3-digit: required; for Line 1, use L002, Column A.

c. SCF: optional; for Line 1, use L005, Column B.

d. ADC: required; for Line 1, use L004, Column B.

e. Mixed ADC: required (no minimum); for Line 1, use "MXD" followed by the city, state, and ZIP Code of the ADC serving the 3-digit ZIP Code of the entry post office, as shown in L004, Column B.

Sack Label Line 2
2.5

Line 2 information:

a. 5-digit: "PSVC FLTS 5D NON BC."

b. 3-digit: "PSVC FLTS 3D NON BC."

c. SCF: "PSVC FLTS SCF NON BC."

d. ADC: "PSVC FLTS ADC NON BC."

e. Mixed ADC: "PSVC FLTS NON BC WKG."

3.0 REQUIRED PREPARATION—IRREGULAR PARCELS WEIGHING LESS THAN 10 POUNDS

Required Packaging
3.1

Packaging is not required for pieces placed in 5-digit scheme and 5-digit sacks when such pieces are enclosed in an envelope, full-length sleeve, full-length wrapper, or polybag and the minimum package size is met. Otherwise, a package must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces or 10 pounds, whichever occurs first. Smaller volumes are not permitted (except mixed ADC packages). The maximum weight of each physical package is 20 pounds, except that 5-digit packages placed in 5-digit scheme and 5-digit sacks or prepared for and entered at DDU rates may weigh a maximum of 40 pounds each. Each physical package must contain at least two addressed pieces (except mixed ADC packages). Packaging also is subject to these conditions:

a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 10-piece minimum; those that weigh more than 1 pound must be prepared using the 10-pound minimum.

b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 10-pound minimum applies), or package by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows the number of pieces and their total weight.

c. Mailers must note on the accompanying postage statement whether they applied the piece count, weight, or both.

Package Preparation
3.2

Packages must be prepared and labeled in the following required sequence:

a. 5-digit: required; red Label D or optional endorsement line (OEL).

b. 3-digit: required; green Label 3 or OEL.

c. ADC: required; pink Label A or OEL.

d. Mixed ADC: required (no minimum); tan Label MXD or OEL.

Required Sacking
3.3

A sack must be prepared when the quantity of mail for a required presort destination reaches either 10 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted (except mixed ADC sacks). Optional 5-digit scheme and optional SCF sacks may be prepared only when there are at least 10 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted. Sacking also is subject to these conditions:

a. Identical-weight pieces weighing 2 pounds or less must be prepared using the 10-piece minimum, those that weigh more must be prepared using the 20-pound minimum.

b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies). Alternatively, sack by the actual piece count or mail weight for each package destination, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

c. Mailers must note on the accompanying postage statement whether they applied the piece count or weight.

Sack Preparation
3.4

Required sequence and Line 1 labeling:

a. 5-digit scheme: optional; for Line 1, use L606, Column B.

b. 5-digit: required; for Line 1, use city, state, and 5-digit ZIP Code destination of packages (for military mail, the ZIP Code is preceded by the prefixes under M031).

c. 3-digit: required; for Line 1, use L002, Column A.

d. SCF: optional; for Line 1, use L005, Column B.

e. ADC: required; for Line 1, use L004, Column B.

f. Mixed ADC: required (no minimum); for Line 1, use “MXD” followed by the city, state, and ZIP Code of the ADC serving the 3-digit ZIP Code of the entry post office, as shown in L004, Column B.

Sack Label Line 2
3.5

Line 2 information:

a. 5-digit scheme: “PSVC IRREG 5D SCHEME” or “PSVC IRREG 5D SCH.”

b. 5-digit: "PSVC IRREG 5D."

c. 3-digit: "PSVC IRREG 3D."

d. SCF: "PSVC IRREG SCF."

e. ADC: "PSVC IRREG ADC."

f. Mixed ADC: "PSVC IRREG WKG."

Exception to Sacking 3.6 Sacking is not required for 5-digit packages when prepared for and entered at DDU rates; such packages may be bedloaded and may weigh up to 40 pounds.

4.0 REQUIRED PREPARATION—IRREGULAR PARCELS WEIGHING 10 POUNDS OR MORE

Piece Preparation 4.1 Each piece must be enclosed in an envelope, full-length sleeve, full-length wrapper, or polybag. Packaging is not permitted for pieces weighing 10 pounds or more except under 4.5.

Required Sacking 4.2 A sack must be prepared when the quantity of mail for a required presort destination reaches 20 pounds. Smaller volumes are not permitted (except mixed ADC sacks). Optional 5-digit scheme and optional SCF sacks may be prepared only when there are at least 20 pounds. Smaller volumes are not permitted.

Sack Preparation 4.3 Required sequence and Line 1 labeling:

a. 5-digit scheme: optional; for Line 1, use L606, Column B.

b. 5-digit: required; for Line 1, use city, state, and 5-digit ZIP Code destination of packages (for military mail, the ZIP Code is preceded by the prefixes under M031).

c. 3-digit: required; for Line 1, use L002, Column A.

d. SCF: optional; for Line 1, use L005, Column B.

e. ADC: required; for Line 1, use L004, Column B.

f. Mixed ADC: required (no minimum); for Line 1, use "MXD" followed by the city, state, and ZIP Code of the ADC serving the 3-digit ZIP Code of the entry post office, as shown in L004, Column B.

Sack Label Line 2 4.4 Line 2 information:

a. 5-digit scheme: "PSVC IRREG 5D SCHEME" or "PSVC IRREG 5D SCH."

b. 5-digit: "PSVC IRREG 5D."

c. 3-digit: "PSVC IRREG 3D."

d. SCF: "PSVC IRREG SCF."

e. ADC: "PSVC IRREG ADC."

f. Mixed ADC: "PSVC IRREG WKG."

Exception to Sacking 4.5 Pieces may be prepared only in 5-digit packages when entered at DDU rates; such packages may be bedloaded and may weigh up to 40 pounds.

5.0 REQUIRED PREPARATION—MACHINABLE PARCELS

Required Sacking DBMC Rates Not Claimed 5.1 A sack must be prepared when the quantity of mail for a required presort destination reaches either 10 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted (except origin (mixed) BMC sacks). Optional 5-digit scheme sacks may be prepared only when there are at least 10

addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted. Sacking also is subject to these conditions:

a. Identical-weight pieces that weigh 2 pounds or less must be prepared using the 10-piece minimum; those that weigh more must be prepared using the 20-pound minimum.

b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies) or sack by the actual piece count or mail weight for each package destination, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

c. Mailers must note on the accompanying postage statement whether they applied the piece count or weight.

Sack Preparation DBMC Rates Not Claimed
5.2

Required sequence and Line 1 labeling:

a. 5-digit scheme: optional; for Line 1, use L606, Column B.

b. 5-digit: required; for Line 1, use city, state, and 5-digit ZIP Code destination of parcels (for military mail, the ZIP Code is preceded by the prefixes under M031).

c. BMC: required; for Line 1, use L601, Column B.

d. Origin (mixed) BMC: required (no minimum); for Line 1, "MXD" followed by the information in L601, Column B, for the BMC serving the 3-digit ZIP Code of the entry post office.

Sack Label Line 2 DBMC Rates Not Claimed
5.3

Line 2 information:

a. 5-digit scheme: "PSVC MACH 5D SCHEME" or "PSVC MACH 5D SCH."

b. 5-digit: "PSVC MACH 5D."

c. BMC: "PSVC MACH BMC."

d. Mixed BMC: "PSVC MACH WKG."

Required Sacking for DBMC Rates
5.4

A sack must be prepared when the quantity of mail for a required presort destination reaches either 10 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted (except origin (mixed) BMC sacks). Optional 5-digit scheme and optional ASF sacks may be prepared only when there are at least 10 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted. See E752 for DBMC rate eligibility. Sacking also is subject to these conditions:

a. Identical-weight pieces that weigh 2 pounds or less must be prepared using the 10-piece minimum; those that weigh more must be prepared using the 20-pound minimum.

b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies) or sack by the actual piece count or mail weight for each sack destination, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

c. Mailers must note on the accompanying postage statement whether they applied the piece count or weight.

Sack Preparation for DBMC Rates
5.5

Required sequence and line 1 labeling:

a. 5-digit scheme: optional; for Line 1, use L606, Column B.

b. 5-digit: required; for Line 1, use city, state, and 5-digit ZIP Code destination of parcels (for military mail, the ZIP Code is preceded by the prefixes under M031).

c. ASF: optional, allowed only for mail deposited at an ASF to claim DBMC rate; for Line 1, use L602. DBMC rate eligibility is determined by E752 and Exhibit E751.1.3.

d. BMC: required; for Line 1, use L601, Column B. DBMC rate eligibility is determined by E752 and Exhibit E751.1.3.

e. Mixed BMC: required (no minimum); for Line 1, “MXD” followed by the information in L601, Column B, for the BMC serving the 3-digit ZIP Code of the entry post office.

Sack Label Line 2 for DBMC Rates
5.6

Line 2 information:

a. 5-digit scheme: “PSVC MACH 5D SCHEME” or “PSVC MACH 5D SCH.”

b. 5-digit: “PSVC MACH 5D.”

c. ASF: “PSVC MACH ASF.”

d. BMC: “PSVC MACH BMC.”

e. Mixed BMC: “PSVC MACH WKG.”

M700 Package Services

M720 Bound Printed Matter

M723 Carrier Route Bound Printed Matter

Summary M723 describes the preparation, sortation, and documentation requirements for Carrier Route Bound Printed Matter mailings.

1.0 BASIC STANDARDS

General
1.1 All mailings of Carrier Route Bound Printed Matter (BPM) are subject to the standards in 2.0 through 5.0 and to these general standards:

a. Each mailing must meet the applicable standards in E710, E712, E752, and in M010, M020, and M030.

b. All pieces in a mailing must be within the same processing category as described in C050. A BPM irregular parcel is a piece that is not a machinable parcel as defined in C050.4.1 or a flat as defined in C050.3.1. Irregular parcels also are pieces that meet the size and weight standards for a machinable parcel but are not individually boxed or packaged to withstand processing on BMC parcel sorters under C010.

c. All pieces must be sorted to the finest extent possible under 2.0 through 5.0 or palletized under M045.

d. Subject to M012, pieces must be marked “Bound Printed Matter” (or “BPM”) and “Carrier Route Presort” (or “CAR-RT SORT”).

Documentation
1.2 A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing. Documentation of postage is not required if the correct rate is affixed to each piece or if each piece is of identical weight and the pieces are separated by rate (zone) when presented for acceptance.

Separation
1.3 Pieces for each zone must be sacked separately. When presented for verification, sacks must be separated by zone. *Exception:* Pieces for different zones may be sacked together and the sacks do not have to separated for verification if any of the following apply:

a. Full postage is affixed to each piece in the mailing.

b. The mailing is prepared under P910, P930, or 1.4.

Commingling Zones
1.4 Zoned BPM need not be separated by zones when presented other than as individual pieces or with full correct postage affixed to each piece, subject to this section. Nonidentical-weight pieces not bearing the full correct postage may not be commingled unless authorized by the manager, Business Mailer Support, USPS Headquarters. The mail must be prepared and documented under one of the following:

a. Under P910 or P930.

b. Under all these conditions:

(1) A unique number is assigned to each pallet in the mailing and printed on a separate line at the top of the pallet label (above the Line 1 information).

(2) A detailed list accompanies each mailing or mailing segment, sequenced numerically by the numbers assigned to the pallets in the mailing, that shows the post office where the mail is to be entered (entry post office), a unique identifier for the mailing or mailing segment that also appears on the corresponding postage statement, the name and address of the mailer, the permit number (if applicable), the date of mailing, individual line entries for each pallet, and the total number of pieces to each zone and in the entire mailing or mailing segment. Line entries for pallets containing mail for only one zone must show the pallet number, the sortation level, the zone for which the mail is destined, and the total number of pieces for the pallet. Entries for pallets containing mail for more than one zone must also show (by zone) the number of pieces to each 3-digit ZIP Code area and the total number of pieces for that zone for the pallet. Mailings are not accepted if there are discrepancies between the information in the detailed listing or on the postage statement and the results of USPS random verification of piece counts and postage.

Residual Pieces
1.5 Residual pieces not sorted under 2.0, 3.0, or 4.0 may be prepared as a Presorted Bound Printed Matter mailing under M722 provided that they are that are part of the same mailing job and reported on the same postage statement. Residual pieces paid at the Presorted rate do not need to meet a separate 300 piece minimum. These pieces must be separated from the Carrier Route portion when presented to the USPS for verification. Presorted flats weighing 1 pound or less are not eligible for DDU rates.

2.0 REQUIRED PREPARATION—FLATS

Required Packaging
2.1 A carrier route package (or packages) must be prepared when there are 10 or more addressed pieces or 10 or more pounds, whichever occurs first, for an individual carrier route. Smaller volumes are not permitted. The maximum weight of each physical package is 40 pounds. Each package must contain at least 2 addressed pieces except for the last package for each carrier route destination under M020. Packages must be labeled with a facing slip unless the package is labeled using a carrier route information line (M014) or an optional endorsement line (M013). Packaging also is subject to these conditions:

a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 10-piece minimum; those that weigh more than 1 pound must be prepared using the 10-pound minimum.

b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 10-pound minimum applies), or package by the actual piece count or mail weight for each package, if documentation can be provided with the mailing that shows the number of pieces and their total weight.

c. Mailers must note on the accompanying postage statement whether they applied the piece count, weight, or both.

Required Sacking
2.2 A direct carrier route sack must be prepared when the quantity of mail for an individual carrier route reaches a minimum of 20 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted. Remaining packages must be placed in a 5-digit scheme carrier routes sack and/or a 5-digit carrier

routes sack, which have no minimum sack size. Carrier route sacking also is subject to these conditions:

a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 20-piece minimum; those that weigh more than 1 pound must be prepared using the 20-pound minimum.

b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 20-piece or 20-pound minimum applies), or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

c. Mailers must note on the accompanying postage statement whether they applied the piece count or weight.

Sack Preparation
2.3

Preparation sequence and Line 1 sack labeling:

a. Carrier route: required; for Line 1, use city, state, and 5-digit ZIP Code destination of packages (for military mail, the ZIP Code is preceded by the prefixes under M031).

b. 5-digit scheme carrier routes: required (no minimum); for Line 1, use L001, Column B.

c. 5-digit carrier routes: required (no minimum); for Line 1, use city, state, and 5-digit ZIP Code destination of packages (see M031 for military mail).

Sack Label Line 2
2.4

Line 2 information:

a. Carrier route: “PSVC FLTS CR,” followed by the route type and number.

b. 5-digit scheme carrier routes: “PSVC FLTS CR-RTS SCH.“

c. 5-digit carrier routes: “PSVC FLTS CR-RTS.”

Exception to Sacking
2.5

Sacking is not required for packages that are prepared for and entered at DDU rates; such packages may be bedloaded and may weigh up to 40 pounds each.

3.0 REQUIRED PREPARATION—IRREGULAR PARCELS WEIGHING LESS THAN 10 POUNDS

Package Preparation
3.1

Packaging is not required in direct carrier route sacks. Otherwise, a carrier route package (or packages) must be prepared when the quantity of addressed pieces for a carrier route reaches a minimum of 10 pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted. The maximum weight of each physical package is 40 pounds. Each package must contain at least 2 addressed pieces except for the last package for each carrier route destination under M020. Packages must be labeled with a facing slip unless the package is labeled using a carrier route information line (M014) or an optional endorsement line (M013). Packaging also is subject to these conditions:

a. Identical-weight pieces that weigh 2 pounds or less must be prepared using the 10-piece minimum; those that weigh more must be prepared using the 20-pound minimum.

b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies), or package by the actual piece count or mail weight for each package destination, provided that documentation can be provided with the mailing that shows (specifically for each package) the number of pieces and their total weight.

c. Mailers must note on the accompanying postage statement whether they applied the piece count, weight, or both.

Required Sacking
3.2 A direct carrier route sack must be prepared when the quantity of mail for an individual carrier route reaches a minimum of 10 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted. Remaining packages must be placed in 5-digit scheme or 5-digit carrier routes sacks, which have no minimum sack size. Carrier route sacks also are subject to these conditions:

a. Identical-weight pieces that weigh 2 pounds or less must be prepared using the 10-piece minimum; those that weigh more must be prepared using the 20-pound minimum.

b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies), or sack by the actual piece count or mail weight for each sack destination, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

c. Mailers must note on the accompanying postage statement whether they applied the piece count or weight.

Sack Preparation
3.3 Sack preparation sequence and Line 1 labeling:

a. Carrier route: required; for Line 1, use city, state, and 5-digit ZIP Code destination of packages (for military mail, the ZIP Code is preceded by the prefixes under M031).

b. 5-digit scheme carrier routes: optional (no minimum); for Line 1, use L606, Column B.

c. 5-digit carrier routes: required (no minimum); for Line 1, use city, state, and 5-digit ZIP Code destination of packages (for military mail, the ZIP Code is preceded by the prefixes under M031).

Sack Label Line 2
3.4 Line 2 information:

a. Carrier route: “PSVC IRREG CR,” followed by the route type and number.

b. 5-digit scheme carrier routes: “PSVC IRREG CR-RTS SCH.”

c. 5-digit carrier routes: “PSVC IRREG CR-RTS.”

Exception to Sacking
3.5 Sacking is not required for packages when prepared for and entered at DDU rates; such packages may be bedloaded and may weigh up to 40 pounds.

4.0 REQUIRED PREPARATION—IRREGULAR PARCELS WEIGHING 10 POUNDS OR MORE

Irregular parcels must be prepared only in direct carrier route sacks. Each carrier route sack must contain a minimum of 20 pounds. Smaller volumes not permitted. Required preparation:

a. Line 1: use city, state, and 5-digit ZIP Code destination of the pieces.

b. Line 2: "PSVC IRREG CR," followed by the route type and number.

5.0 REQUIRED PREPARATION—MACHINABLE PARCELS

Required Carrier Route Sacking
5.1

Machinable parcels may be prepared only in direct carrier route sacks. Each carrier route sack must contain a minimum of 10 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted. Carrier route sacks also are subject to these conditions:

a. Identical-weight pieces that weigh 2 pounds or less must be prepared using the 10-piece minimum; those that weigh more must be prepared using the 20-pound minimum.

b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies), or sack by the actual piece count or mail weight for each sack destination, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

c. Mailers must note on the accompanying postage statement whether they applied the piece count or weight.

Sack Label
5.2

Required preparation:

a. Line 1: Use city, state, and 5-digit ZIP Code destination of the pieces.

b. Line 2: "PSVC MACH CR," followed by the route type and number.

M700 Package Services

M730 Media Mail

Summary M730 describes the preparation, sortation, and documentation requirements for single-piece and presorted Media Mail mailings.

1.0 BASIC STANDARDS

General 1.1 There are no presort, sacking, or labeling standards for single-piece Media Mail. All mailings of Presorted Media Mail are subject to the standards in 2.0 through 4.0 and to these general requirements:

a. Each mailing must meet the applicable standards in E710, E713, and in M010, M020, and M030.

b. All pieces in a mailing must be within the same processing category as described in C050. A Media Mail irregular parcel is a piece that is not a machinable parcel as defined in C050.4.1 or a flat as defined in C050.3.1. Pieces that meet the size and weight standards for a machinable parcel but are not individually boxed or packaged to withstand processing on BMC parcel sorters under C010 also are irregular parcels.

c. All pieces must be sorted to the finest extent possible under 2.0 through 4.0 or palletized under M045.

d. Each piece claimed at Media Mail rates must be marked “Media Mail” under M012. Each piece claimed at Presorted Media Mail rates also must be marked “Presorted” or “PRSRT” under M012.

Documentation 1.2 A complete, signed postage statement must accompany each mailing. Documentation of postage is not required if the correct rate is affixed to each piece or if each piece is of identical weight, and the pieces are separated by rate level at the time of mailing.

2.0 PREPARATION—FLATS

Packaging 2.1 A package must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces. Smaller volumes are not permitted. The maximum weight of each physical package is 20 pounds, except that 5-digit packages placed in 5-digit sacks may weigh a maximum of 40 pounds. Each physical package must contain at least two addressed pieces.

Package Preparation 2.2 Packages must be prepared and labeled in the following required sequence:

a. 5-digit: optional, but required for 5-digit rate eligibility; red Label D or optional endorsement line (OEL).

b. 3-digit: required; green Label 3 or OEL.

c. ADC: required; pink Label A or OEL.

d. Mixed ADC: required (no minimum); tan Label MXD or OEL.

Sacking 2.3 A sack must be prepared when the quantity of mail for a required presort destination reaches the minimums specified in 2.4 or 1,000 cubic inches. Smaller volumes are not permitted (except in mixed ADC sacks).

Sack Preparation 2.4

Sacks must be prepared and labeled in the following sequence:

a. 5-digit: optional, but required for 5-digit rate eligibility (10-piece minimum).
   (1) Line 1: use city, state, and 5-digit ZIP Code on packages, preceded for military mail by correct prefix in M031.
   (2) Line 2: "PSVC FLTS 5D NON BC."

a. 3-digit: required (20-piece minimum).
   (1) Line 1: use L002, Column A.
   (2) Line 2: "PSVC FLTS 3D NON BC."

b. ADC: required (20-piece minimum).
   (1) Line 1: use L004, Column B.
   (2) Line 2: "PSVC FLTS ADC NON BC."

c. Mixed ADC: required (no minimum).
   (1) Line 1: use "MXD" followed by city, state, and ZIP Code of ADC serving 3-digit ZIP Code prefix of entry post office, as shown in L004, Column B.
   (2) Line 2: "PSVC FLTS NON BC WKG."

3.0 PREPARATION—IRREGULAR PARCELS

Packaging 3.1

A package must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces, except that packaging is not required for pieces placed in 5-digit scheme sacks and 5-digit sacks when such pieces are enclosed in an envelope, full-length sleeve, full-length wrapper, or polybag and the minimum package volume is met. The maximum weight of each physical package is 20 pounds, except that 5-digit packages placed in 5-digit sacks may weigh a maximum of 40 pounds. Each physical package must contain at least two addressed pieces. Packaging is also subject to these conditions:

a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 10-piece minimum; those that weigh more than 1 pound must be prepared using the 10-pound minimum.

b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 10-pound minimum applies), or package by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces in each package and their total weight.

c. Mailers must note on the postage statement which sacking method was used.

Package Preparation 3.2

Packages must be prepared and labeled in the following sequence:

a. 5-digit: optional, but required for 5-digit rate eligibility; red Label D or optional endorsement line (OEL).

b. 3-digit: required; green Label 3 or OEL.

c. ADC: required; pink Label A or OEL.

d. Mixed ADC: required (no minimum); tan Label MXD or OEL.

Sacking 3.3

A sack must be prepared when the quantity of mail for a required presort destination reaches 10 addressed pieces or 20 pounds, whichever occurs first. At the mailer's option, a sack may be prepared when the quantity of mail reaches 1,000 cubic inches. Smaller volumes are not permitted (except in mixed ADC

sacks). Optional 5-digit scheme sacks may be prepared only when there are at least 10 addressed pieces or 20 pounds. Smaller volumes are not permitted (except in mixed ADC sacks). Sacking is also subject to these conditions:

a. Identical-weight pieces weighing 2 pounds or less must be sacked using the 10-piece minimum; those that weigh more must be sacked using the 20-pound or 1,000 cubic inch minimum.

b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies). Alternatively, mailers may sack by the actual piece count, mail weight for each destination, or 1,000 cubic inch minimum, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces in each sack and their total weight.

c. Mailers must note on the postage statement which sacking method was used.

Sack Preparation
3.4

Sacks must be prepared and labeled in the following sequence:

a. 5-digit scheme: optional.
   (1) Line 1: use L606, Column B.
   (2) Line 2: “PSVC IRREG 5D SCHEME” or “PSVC IRREG 5D SCH.”

b. 5-digit: optional, but required for 5-digit rate eligibility.
   (1) Line 1: use city, state, and 5-digit ZIP Code on packages, preceded for military mail by correct prefix in M031.
   (2) Line 2: “PSVC IRREG 5D.”

c. 3-digit: required.
   (1) Line 1: use L002, Column A.
   (2) Line 2: “PSVC IRREG 3D.”

d. ADC: required.
   (1) Line 1: use L004, Column B.
   (2) Line 2: “PSVC IRREG ADC.”

e. Mixed ADC: required (no minimum).
   (1) Line 1: use “MXD” followed by city, state, and ZIP Code of ADC serving 3-digit ZIP Code prefix of entry post office, as shown in L004, Column B.
   (2) Line 2: “PSVC IRREG WKG.”

4.0 PREPARATION—MACHINABLE PARCELS

Sacking
4.1

A sack must be prepared when the quantity of mail for a required presort destination reaches 10 addressed pieces or 20 pounds, whichever occurs first. At the mailer’s option, a sack may be prepared when the quantity of mail reaches 1,000 cubic inches. Smaller volumes are not permitted (except in mixed BMC sacks). Sacking also is subject to these conditions:

a. Identical-weight pieces that weigh 2 pounds or less must be sacked using the 10-piece minimum; those that weigh more must be sacked using the 20-pound or 1,000 cubic inch minimum.

b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies). Alternately, mailers may sack by the actual piece count, mail weight for each package destination, or 1,000 cubic inch minimum, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

c. Mailers must note on the postage statement which sacking method was used.

Sack Preparation
4.2

Sacks must be prepared and labeled in the following sequence:

a. 5-digit scheme: optional.
   (1) Line 1: use L606, Column B.
   (2) Line 2: "PSVC MACH 5D SCHEME" or "PSVC MACH 5D SCH."

b. 5-digit: optional, but required for 5-digit rate eligibility.
   (1) Line 1: use city, state, and 5-digit ZIP Code on parcels, preceded for military mail by correct prefix in M031.
   (2) Line 2: "PSVC MACH 5D."

c. BMC: required.
   (1) Line 1: use L601, Column B.
   (2) Line 2: "PSVC MACH BMC."

d. Mixed BMC: required (no minimum).
   (1) Line 1: "MXD" followed by information in L601, Column B, for BMC serving 3-digit ZIP Code of entry post office.
   (2) Line 2: "PSVC MACH WKG."

M700 Package Services

M740 Library Mail

Summary M740 describes the preparation, sortation, and documentation requirements for single-piece and presorted Library Mail mailings.

1.0 BASIC STANDARDS

General
1.1 There are no presort, sacking, or labeling standards for single-piece Library Mail. All mailings of Presorted Library Mail are subject to the standards in 2.0 through 4.0 and to these general standards:

a. Each mailing must meet the applicable standards in E710, E714, and in M010, M020, and M030.

b. All pieces in a mailing must be within the same processing category as described in C050. A Library Mail irregular parcel is a piece that is not a machinable parcel as defined in C050.4.1 or a flat as defined in C050.3.1. Pieces that meet the size and weight standards for a machinable parcel but are not individually boxed or packaged to withstand processing on BMC parcel sorters under C010 are also considered irregular parcels.

c. All pieces must be sorted to the finest extent possible under 2.0 through 4.0 or palletized under M045.

d. Each piece claimed at Library Mail rates must be marked “Library Mail” under M012. Each piece claimed at Presorted Library Mail rates also must be marked “Presorted” or “PRSRT” under M012.

Documentation
1.2 A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing. Documentation of postage is not required if the correct rate is affixed to each piece or if each piece is of identical weight, and the pieces are separated by rate level at the time of mailing.

2.0 PREPARATION—FLATS

Packaging
2.1 A package must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces. Smaller volumes are not permitted. The maximum weight of each physical package is 20 pounds, except that 5-digit packages, placed in 5-digit sacks may weigh a maximum of 40 pounds. Each physical package must contain at least two addressed pieces.

Package Preparation
2.2 Packages must be prepared and labeled in the following sequence:

a. 5-digit: optional, but required for 5-digit rate eligibility; red Label D or optional endorsement line (OEL).

b. 3-digit: required; green Label 3 or OEL.

c. ADC: required; pink Label A or OEL.

d. Mixed ADC: required (no minimum); tan Label MXD or OEL.

Sacking
2.3 A sack must be prepared when the quantity of mail for a required presort destination reaches the minimums specified in 2.4 or 1,000 cubic inches. Smaller volumes are not permitted (except in mixed ADC sacks).

Sack Preparation
2.4

Sacks must be prepared and labeled in the following sequence:

a. 5-digit: optional, but required for 5-digit rate eligibility (10-piece minimum).
   (1) Line 1, use city, state, and 5-digit ZIP Code on packages, preceded for military mail by correct prefix in M031.
   (2) Line 2: "PSVC FLTS 5D NON BC."

b. 3-digit: required (20-piece minimum).
   (1) Line 1: use L002, Column A.
   (2) Line 2: "PSVC FLTS 3D NON BC."

c. ADC: required (20-piece minimum).
   (1) Line 1: use L004, Column B.
   (2) Line 2: "PSVC FLTS ADC NON BC."

d. Mixed ADC: required (no minimum).
   (1) Line 1: use "MXD" followed by city, state, and ZIP Code of ADC serving 3-digit ZIP Code prefix of entry post office, as shown in L004, Column B.
   (2) Line 2: "PSVC FLTS NON BC WKG."

3.0 PREPARATION—IRREGULAR PARCELS

Packaging
3.1

A package must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces, except that packaging is not required for pieces placed in 5-digit scheme sacks and 5-digit sacks when such pieces are enclosed in an envelope, full-length sleeve, full-length wrapper, or polybag and the minimum package volume is met. The maximum weight of each physical package is 20 pounds, except that 5-digit packages placed in 5-digit sacks may weigh a maximum of 40 pounds. Each physical package must contain at least two addressed pieces. Packaging is also subject to these conditions:

a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 10-piece minimum; those that weigh more than 1 pound must be prepared using the 10-pound minimum.

b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 10-pound minimum applies) or package by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

c. Mailers must note on the postage statement which sacking method was used.

Package Preparation
3.2

Packages must be prepared and labeled in the following sequence:

a. 5-digit: optional, but required for 5-digit rate eligibility; red Label D or optional endorsement line (OEL).

b. 3-digit: required; green Label 3 or OEL.

c. ADC: required; pink Label A or OEL.

d. Mixed ADC: required (no minimum); tan Label MXD or OEL.

Sacking
3.3

A sack must be prepared when the quantity of mail for a required presort destination reaches 10 addressed pieces or 20 pounds, whichever occurs first. At the mailer's option, a sack may be prepared when the quantity of mail reaches

1,000 cubic inches. Smaller volumes are not permitted (except in mixed ADC sacks). Sacking is also subject to these conditions:

a. Identical-weight pieces weighing 2 pounds or less must be sacked using the 10-piece minimum; those that weigh more must be sacked using the 20-pound or 1,000 cubic inch minimum.

b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies). Alternatively, mailers may sack by the actual piece count, mail weight for each package destination, or 1,000 cubic inch minimum, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

c. Mailers must note on the postage statement which sacking method was used.

Sack Preparation
3.4

Sacks must be prepared and labeled in the following sequence:

a. 5-digit scheme: optional.
   (1) Line 1: use L606, Column B.
   (2) Line 2: "PSVC IRREG 5D SCHEME" or "PSVC IRREG 5D SCH."

b. 5-digit: optional, but required for 5-digit rate eligibility.
   (1) Line 1: use city, state, and 5-digit ZIP Code on packages, preceded for military mail by correct prefix in M031.
   (2) Line 2: "PSVC IRREG 5D."

c. 3-digit: required.
   (1) Line 1: use L002, Column A.
   (2) Line 2: "PSVC IRREG 3D."

d. ADC: required.
   (1) Line 1: use L004, Column B.
   (2) Line 2: "PSVC IRREG ADC."

e. Mixed ADC: required (no minimum).
   (1) Line 1: use "MXD" followed by city, state, and ZIP Code of ADC serving 3-digit ZIP Code prefix of entry post office, as shown in L004, Column B.
   (2) Line 2: "PSVC IRREG WKG."

4.0 PREPARATION—MACHINABLE PARCELS

Sacking
4.1

A sack must be prepared when the quantity of mail for a required presort destination reaches 10 addressed pieces or 20 pounds, whichever occurs first. At the mailer's option, a sack may be prepared when the quantity of mail reaches 1,000 cubic inches. Smaller volumes are not permitted (except in mixed BMC sacks). Sacking also is subject to these conditions:

a. Identical-weight pieces that weigh 2 pounds or less must be sacked using the 10-piece minimum; those that weigh more must be sacked using the 20-pound or 1,000 cubic inch minimum.

b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies). Alternately, mailers may sack by the actual piece count, mail weight for each package destination, or 1,000 cubic inch minimum, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

c. Mailers must note on the postage statement which sacking method was used.

Sack Preparation
4.2

Sacks must be prepared and labeled in the following sequence:

a. 5-digit scheme: optional.
   (1) Line 1: use L606, Column B.
   (2) Line 2: "PSVC MACH 5D SCHEME" or "PSVC MACH 5D SCH."

b. 5-digit: optional, but required for 5-digit rate eligibility.
   (1) Line 1: use city, state, and 5-digit ZIP Code on parcels, preceded for military mail by correct prefix in M031.
   (2) Line 2: "PSVC MACH 5D."

c. BMC: required.
   (1) Line 1: use L601, Column B.
   (2) Line 2: "PSVC MACH BMC."

d. Mixed BMC: required (no minimum).
   (1) Line 1: "MXD" followed by information in L601, Column B, for BMC serving 3-digit ZIP Code of entry post office.
   (2) Line 2: "PSVC MACH WKG."

M800 All Automation Mail

M810 Letter-Size Mail

Summary M810 describes the preparation standards for letter-size automation rate First-Class Mail, Periodicals, and Standard Mail.

1.0 BASIC STANDARDS

Standards 1.1 Letter-size automation rate First-Class Mail, Periodicals, and Standard Mail must be prepared under M810 and the eligibility standards for the rate claimed. Package and tray preparation are subject to M010, M020, and M030. Trays must bear barcoded tray labels under M032.

Mailings 1.2 The requirements for mailings are as follows:

a. General. All pieces in a mailing must meet the standards in C810 and must be sorted together to the finest extent required for the rate claimed. The definitions of a mailing and permissible combinations are in M011.

b. First-Class. A single automation rate First-Class Mail mailing may include pieces prepared at carrier route, 5-digit, 3-digit, AADC, and mixed AADC rates.

c. Periodicals. A single automation rate Periodicals mailing may include pieces prepared at 5-digit, 3-digit, and basic automation rates.

d. Standard Mail. Automation carrier route pieces must be prepared as a separate mailing (meet a separate minimum volume requirement) from pieces prepared at 5-digit, 3-digit, AADC, and mixed AADC rates.

Documentation 1.3 A complete postage statement must accompany each mailing. Each mailing also must be accompanied by presort and rate documentation produced by PAVE-certified or MAC-certified software or by standardized documentation under P012. *Exception:* For mailings of fewer than 10,000 pieces, presort and rate documentation is not required if postage at the correct rate is affixed to each piece or if each piece is of identical weight and the pieces are separated by rate when presented for acceptance. Mailers may use a single postage statement and a single documentation report for all rate levels in a single mailing. Standard Mail mailers may use a single postage statement and a single documentation report (with a separate summary for carrier route and a separate summary for all other rate levels) for both an automation carrier route mailing and a mailing containing pieces prepared at other automation rates when both mailings are submitted for entry at the same time. Combined mailings of more than one Periodicals publication also must be documented under M210 and M220. First-Class Mail and Standard Mail mailings prepared under the value added refund procedures or as combined mailings must meet additional standardized documentation requirements under P014 and P960.

Marking 1.4 Except for Periodicals (which require no markings), all automation rate pieces must be marked under M012. Pieces claimed at an automation rate must bear the appropriate class marking and, except as provided in M012, “AUTO” (or “AUTOCR” for carrier route rate). Pieces not claimed at an automation rate must not bear “AUTO” or “AUTOCR” unless single-piece rate postage is affixed or a corrective single-piece rate marking is applied under P100 or P600.

General Preparation 1.5 Grouping, packaging, and labeling are not generally required or permitted, *except* packaging is required in any mailing consisting entirely of card-size pieces and for pieces in overflow, less-than-full, and 3-digit carrier routes trays; pieces must be grouped (or packaged, if applicable) as specified in 2.0 and 3.0; package labels are required only for Periodicals.

Carrier Route 1.6 Carrier route groups (or packages, if applicable) may be placed only in carrier route, 5-digit carrier routes, or 3-digit carrier routes trays. Preparation of mail to qualify for automation carrier route rates is optional for First-Class Mail under E140 and Standard Mail under E640.

First-Class Cards 1.7 Pieces claimed at First-Class card rates and pieces claimed at First-Class letter rates are each subject to a separate minimum volume criteria whether prepared as separate or combined mailings. Either way, card-size and letter-size pieces may be presented at the same time and reported on the same postage statement.

Presentation 1.8 Upon presentation of letter-size automation rate First-Class Mail and Standard Mail mailings to the Postal Service for verification, mailers must present all mixed AADC trays together, and such trays must either be adjacent to one another, or side by side, and must be placed as the top layer(s) on any given container. Containerization instructions for First-Class Mail letters and cards may be established by local USPS managers.

2.0 FIRST-CLASS MAIL AND STANDARD MAIL

Carrier Route Pieces 2.1 Grouping size, preparation sequence, and labeling: carrier route (only); required (10-piece minimum); use an optional endorsement line or carrier route information line. Group pieces by carrier route in full 5-digit carrier routes trays, using separator cards or tic marks under M020, not packaging. Package pieces by carrier route in less-than-full 5-digit carrier routes trays and in all 3-digit carrier routes trays.

Tray Preparation 2.2 Tray size, preparation sequence, and Line 1 labeling:

a. Carrier route: optional, but required for rate eligibility (full trays); no overflow; for Line 1, use city, state, and 5-digit ZIP Code destination of pieces, preceded for military mail by the prefixes under M031.

b. 5-digit carrier routes (carrier route pieces/packages only): required for rate eligibility if full tray, optional with minimum one 10-piece package; for Line 1, use city, state, and 5-digit ZIP Code destination of packages, preceded for military mail by the prefixes under M031.

c. 3-digit carrier routes (carrier route packages only): optional with minimum one 10-piece package for each of two or more 5-digit areas; for Line 1, use the city, state, and ZIP shown in L002, Column A, that corresponds to the 3-digit ZIP Code prefix of packages.

d. 5-digit/scheme: optional, but 5-digit trays required for rate eligibility (150-piece minimum); overflow allowed; for Line 1, for 5-digit trays, use city, state, and 5-digit ZIP Code destination of pieces, preceded for military mail by the prefixes under M031; for Line 1, for optional 5-digit scheme trays, use destination shown in the current City State File.

e. 3-digit/scheme: required (150-piece minimum except no minimum for required origin/optional entry 3-digit(s)/scheme); overflow allowed; for Line 1, use L002, Column B.

f. AADC: required (150-piece minimum); overflow allowed; group pieces by 3-digit ZIP Code prefix (or 3-digit/scheme if applicable); for Line 1, use L801.

g. Mixed AADC: required (no minimum); group pieces by AADC; for Line 1, for First-Class Mail, use "MXD" followed by the city, state, and ZIP of the facility serving the 3-digit ZIP Code of the entry post office, as shown in L002, Column C, or, for Standard Mail, use L802 (mail entered by the mailer at an ASF or BMC) or L803, as appropriate.

Tray Line 2
2.3 Line 2: "FCM LTR" or "STD LTR," as applicable, and:

a. Carrier route: "CR BC," followed by route type and number.

b. 5-digit carrier routes: "5D CR-RT BC."

c. 3-digit carrier routes: "3D CR-RT BC."

d. 5-digit scheme: "BC 5D SCHEME."

e. 5-digit: "5D BC."

f. 3-digit scheme: "BC SCHEME" and, if applicable, as shown in L002, Column B, followed by the letter "A," "B," or "C."

g. 3-digit: "3D BC."

h. AADC: "AADC BC."

i. Mixed AADC: "BC WKG."

3.0 PERIODICALS

Tray Preparation
3.1 Tray size, preparation sequence, and Line 1 labeling:

a. 5-digit/scheme: optional, but 5-digit trays required for rate eligibility (150-piece minimum); overflow allowed; for Line 1, for 5-digit trays, use city, state, and 5-digit ZIP Code destination of pieces, preceded for military mail by the prefixes under M031; for Line 1, for optional 5-digit scheme trays, use destination shown in the current City State File.

b. 3-digit/scheme: required (150-piece minimum except no minimum for required origin/optional entry 3-digit(s)/scheme); overflow allowed; for Line 1, use L002, Column B.

c. AADC: required (150-piece minimum); overflow allowed; group pieces by 3-digit ZIP Code prefix (or 3-digit/scheme if applicable); for Line 1, use L801.

d. Mixed AADC: required (no minimum); group pieces by AADC; for Line 1, use L802 (mail entered by the mailer at an ASF or BMC) or L803, as appropriate.

Tray Line 2
3.2 Line 2: "PER LTRS" or "NEWS LTRS" (except "NEWS LTR" for 5-digit scheme trays), as applicable, and:

a. 5-digit scheme: "BC 5D SCHEME."

b. 5-digit: "5D BC."

c. 3-digit scheme: "BC SCHEME" and, if applicable, as shown in L002, Column B, followed by the letter "A," "B," or "C."

d. 3-digit: "3D BC."

e. AADC: "AADC BC."

f. Mixed AADC: "BC WKG."

M800 All Automation Mail

M820 Flat-Size Mail

Summary M820 describes the preparation standards for flat-size automation rate First-Class Mail, Periodicals, Standard Mail, and Bound Printed Matter.

1.0 BASIC STANDARDS

Standards 1.1 Flat-size Bound Printed Matter pieces claiming the barcode discount and flat-size automation rate First-Class Mail, Periodicals, and Standard Mail must be prepared under M820 and the eligibility standards for the rate claimed. Package, sack, and tray preparation are subject to M010, M020, and M030. Trays and sacks must bear the appropriate barcoded container labels under M032.

Mailings 1.2 All pieces in a mailing must meet the standards in C820 and be sorted together to the finest extent required. First-Class Mail mailings may include pieces prepared at automation 5-digit, 3-digit, ADC, and mixed ADC rates. Periodicals mailings may include pieces prepared at automation 5-digit, 3-digit, and basic rates. Standard Mail mailings may include pieces prepared at automation 3/5 and basic rates. The definitions of a mailing and permissible combinations are in M011. Bound Printed Matter mailings may include presorted pieces claiming the barcode discount.

Documentation 1.3 A complete postage statement must accompany each mailing, supported by documentation produced by PAVE-certified (or, except for Periodicals, MAC-certified) software or standardized documentation under P012. Mailers may use a single postage statement and a single documentation report for all rate levels in a single mailing. Documentation of postage is not required if the correct rate is affixed to each piece or if each piece is of identical weight and the pieces are separated by rate when presented for acceptance. Combined mailings of Periodicals publications must also be documented under M210 and M220.

Marking 1.4 Except for Periodicals (which require no markings), all automation rate pieces must be marked under M012. Pieces claimed at an automation rate must bear the appropriate class marking and, except as provided in M012, “AUTO.” Pieces not claimed at an automation rate must not bear “AUTO” unless single-piece rate postage is affixed or a corrective single-piece rate marking is applied under P100, P600, or P700.

Package Preparation 1.5 Except for First-Class Mail prepared under 3.0, all pieces must be prepared in packages. Firm packages must not be included in mailings prepared under M820. Pieces that meet both the size dimensions and the turning ability and deflection standards under C820.2.0 must be prepared in separate packages from pieces that do not meet all of the AFSM 100 dimensions and the turning ability and deflection standards (but that do meet the dimensions and other criteria for FSM 1000 processing under C820.3.0). Each AFSM 100 package and each FSM 1000 package must separately meet the package size minimum number of pieces in M820.2.1, 4.1, or 5.1. When the total number of AFSM 100 or FSM 1000 pieces for a specific presort destination (e.g., the 5-digit ZIP Code 12345) meets or exceeds the applicable minimum package size, the pieces for that presort destination must be prepared into a package or packages labeled to that presort destination in accordance with the standards for the rate claimed. The physical size of each package for that specific presort destination may contain the exact package minimum, more pieces than the package minimum, or fewer pieces than

the package minimum, depending on the size of the pieces in the mailing or the total quantity of the pieces to that destination. Rate eligibility is not affected when a physical package contains fewer pieces than the minimum package size for the above reasons, provided the total number of AFSM 100 pieces physically packaged for that presort destination or the total number of FSM 1000 pieces physically packaged for that presort destination meets or exceeds the rate eligibility package minimum under E140, E240, or E640.

Sack Preparation
1.6

Mailers may combine AFSM 100 packages and FSM 1000 packages in the same tray (First-Class Mail) or in the same sack (Standard Mail, Bound Printed Matter, and Periodicals).

Exception—Standard Mail
1.7

When the size of the pieces in a Standard Mail mailing job enables them to qualify for Standard Mail automation rates as either letters or flats, if part of the job is prepared as palletized flats at automation rates for flats, the remainder may be prepared as palletized flats at Enhanced Carrier Route nonletter rates and nonletter nonautomation rates if the number of nonletter nonautomation rate pieces does not exceed 10% of the total number of pieces in the entire mailing job.

Exception—Periodicals Preparation
1.8

As a general exception to 4.1a, 4.1b, and 4.2a through 4.2c, Periodicals may be prepared in packages containing fewer than six pieces, and in sacks containing as few as one such package, when the publisher determines that such preparation improves service. These low-volume packages may be placed on 5-digit scheme, 5-digit, 3-digit, and SCF pallets under M041 and M045, or on merged 5-digit scheme, 5-digit scheme, merged 5-digit, 5-digit, 3-digit, and SCF pallets under M041 and either M920, M930, or M940. They may also be placed in merged 5-digit scheme, merged 5-digit, 5-digit, 3-digit, and SCF sacks prepared under M920.

Co-Traying, Co-Sacking, and Co-Packaging With Presorted Rate Mail
1.9

The following standards apply:

a. First-Class Mail: Except for mailings prepared under the tray-based preparation option in 3.0, if the mailing job contains an automation rate mailing and a Presorted rate mailing and both mailings are reported on the same postage statement, then the mailing job must be prepared under the co-traying standards in M910. Automation rate pieces may be co-packaged with Presorted rate pieces under the standards in M950.

b. Periodicals:
   (1) If the mailing job contains a carrier route mailing, an automation rate mailing, and a Presorted rate mailing, then it must be prepared under one of the following options: 1) the carrier route mailing must be prepared under E230 and M220 and the automation rate and Presorted rate mailings must be prepared under M910; or 2) all three mailings in the mailing job must be prepared under M920.
   (2) If the mailing job contains an automation rate mailing and a Presorted rate mailing, then it must be prepared under the co-sacking standards in M910.Automation rate pieces may be co-packaged with Presorted rate pieces under the standards in M950.
   (3) If the mailing job contains a carrier route mailing and an automation rate mailing, then it must be separately sacked under M220 and M820 or prepared using the merged sack option under M920.

c. Standard Mail:
   (1) If the mailing job contains a carrier route mailing, an automation rate mailing, and a Presorted rate mailing, then it must be prepared under one of the following options: 1) the carrier route mailing must be prepared under E630 and M620 and the automation rate and Presorted rate mailings must be prepared under M910; or 2) all three mailings in the mailing job must be prepared under M920.
   (2) If the mailing job contains only an automation rate mailing and a Presorted rate mailing and both mailings are reported on the same postage statement, then the mailing job must be prepared under the co-sacking standards in M910. Automation rate pieces may be co-packaged with Presorted rate pieces under the standards in M950.
   (3) If the mailing job contains only a carrier route mailing and an automation rate mailing, then it must be separately sacked under M620 and M820 or prepared using the merged sack option under M920.

Merged Containerization With Presorted and Carrier Route Flats
1.10

When the conditions and preparation standards in M920, M930, or M940 are met, 5-digit packages of Presorted, automation, and carrier route rate mail that are part of the same mailing job may be combined on merged 5-digit scheme sacks or pallets and merged 5-digit sacks or pallets. Packages that are co-sacked or copalletized must be part of the same mailing job and mail class. Automation rate pieces may be co-packaged with Presorted rate pieces under the standards in M950.

Tray-Based Preparation
1.11

For First-Class Mail prepared under the tray-based option in 3.0, mailers may not combine AFSM 100 and FSM 1000 pieces in the same mailing.

2.0 FIRST-CLASS MAIL—REQUIRED PACKAGE-BASED PREPARATION

Package Preparation
2.1

Package size, preparation sequence, and labeling:

a. 5-digit: optional, but required for 5-digit rate eligibility (10-piece minimum, fewer not permitted); red Label D or optional endorsement line (OEL).
b. 3-digit: required (10-piece minimum, fewer not permitted); green Label 3 or OEL.
c. ADC: required (10-piece minimum, fewer not permitted); pink Label A or OEL.
d. Mixed ADC: required (no minimum); tan Label MXD or OEL.

Tray Preparation
2.2

Tray size, preparation sequence, and Line 1 labeling:

a. 5-digit: optional, but required for 5-digit rate eligibility, full trays, no overflow; for Line 1, use city, state, and 5-digit ZIP Code destination of packages, preceded for military mail by the prefixes under M032.
b. 3-digit: required full trays, no overflow, except no minimum for required origin 3-digit(s); for Line 1, use L002, Column A.
c. ADC: required full trays, no overflow; for Line 1, use L004.
d. Mixed ADC: required (no minimum); for Line 1, use “MXD” followed by the city, state, and ZIP of the facility serving the 3-digit ZIP Code of the entry post office, as shown in L002, Column C.

Tray Line 2
2.3 Line 2 labeling:

a. 5-digit: "FCM FLTS 5D BC."

b. 3-digit: "FCM FLTS 3D BC."

c. ADC: "FCM FLTS ADC BC."

d. Mixed ADC: "FCM FLTS BC WKG."

3.0 FIRST-CLASS MAIL—OPTIONAL TRAY-BASED PREPARATION

Tray size, preparation sequence, and Line 1 labeling:

a. 5-digit: optional, but 5-digit trays required for rate eligibility (90-piece minimum, fewer not permitted); one less-than-full or overflow tray allowed; for Line 1, use city, state, and 5-digit ZIP Code destination of pieces (for military mail see M031). (Preparation to qualify for 5-digit rate is optional and need not be done for all 5-digit destinations.)

b. 3-digit: required (90-piece minimum, fewer not permitted); one less-than-full or overflow tray allowed; for Line 1, use L002, Column A for 3-digit destinations.

c. Origin 3-digit: required for each 3-digit ZIP Code served by the SCF of the origin (verification) office; no minimum; for Line 1, use L002, Column A for 3-digit destinations.

d. ADC: required (90-piece minimum, fewer not permitted); one less-than-full or overflow tray allowed; group pieces by 3-digit ZIP Code prefix; for Line 1, use L004 (ZIP Code prefixes in Column A must be combined and labeled to the corresponding ADC destination shown in Column B). As an exception, pieces do *not* have to be grouped by 3-digit ZIP Code prefix in ADC trays if the mailing is prepared using a MLOCR/barcode sorter and standardized documentation is submitted.

e. Mixed ADC: required (no minimum for rate eligibility); group pieces by ADC; for Line 1, use "MXD" followed by the city, state, and ZIP of the facility serving the 3-digit ZIP Code of the entry post office, as shown in L002, Column C. As an exception, pieces do *not* have to be grouped by ADCs in mixed ADC trays if the mailing is prepared using a MLOCR/barcode sorter and standardized documentation is submitted.

4.0 PERIODICALS

Package Preparation
4.1 Package size, preparation sequence, and labeling:

a. 5-digit: required (six-piece minimum, fewer not permitted except under 1.8); red Label D or optional endorsement line (OEL).

b. 3-digit: required (six-piece minimum, fewer not permitted except under 1.8); green Label 3 or OEL.

c. ADC: required (six-piece minimum, fewer not permitted); pink Label A or OEL.

d. Mixed ADC: required (no minimum); tan Label MXD or OEL.

Sack Preparation
4.2 For mailing jobs that also contain a Presorted rate mailing, see 1.9 and M910. Other mailing jobs are sacked and labeled as follows:

a. 5-digit: required at 24 pieces, optional with one six-piece package minimum except under 1.8; for Line 1, use city, state, and 5-digit ZIP Code destination of packages, preceded for military mail by the prefixes under M031.

b. 3-digit: required at 24 pieces; optional with one six-piece package minimum except under 1.8; for Line 1, use L002, Column A.

c. SCF: required at 24 pieces (no minimum for required origin/optional entry SCF); optional with one six-piece package minimum except under 1.8; for Line 1, use L002, Column C.

d. ADC: required at 24 pieces, optional with one six-piece package minimum; for Line 1, use L004.

e. Mixed ADC: required (no minimum); for Line 1, use L802 (mail entered by the mailer at an ASF or BMC) or L803, as appropriate.

Sack Line 2
4.3 Line 2 labeling: "PER" or "NEWS" as applicable, and:

a. 5-digit: "FLTS 5D BC."

b. 3-digit: "FLTS 3D BC."

c. SCF: "FLTS SCF BC."

d. ADC: "FLTS ADC BC."

e. Mixed ADC: "FLTS BC WKG."

5.0 STANDARD MAIL

Package Preparation
5.1 Package size, preparation sequence, and labeling:

a. 5-digit: required (10-piece minimum, fewer not permitted); red Label D or optional endorsement line (OEL).

b. 3-digit: required (10-piece minimum, fewer not permitted); green Label 3 or OEL.

c. ADC: required (10-piece minimum, fewer not permitted); pink Label A or OEL.

d. Mixed ADC: required (no minimum); tan Label MXD or OEL.

Required Sacking
5.2 A sack must be prepared when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first, subject to these conditions:

a. For identical-weight pieces, a single-piece weight of 1.92 ounces (0.12 pound) results in 125 pieces weighing 15 pounds. Identical-weight pieces weighing 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum; those that weigh more must be prepared using the 15-pound minimum.

b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 125-piece or 15-pound minimum applies) or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

c. Mailers must note on the accompanying postage statement whether they applied the 125-piece ("PCS") or 15-pound ("WT") threshold or the method in 5.2b ("BOTH").

Sack Preparation
5.3

Sack size, preparation sequence, and Line 1 labeling:

a. 5-digit: required (125-piece/15-pound minimum, smaller volume not permitted); for Line 1, use city, state, and 5-digit ZIP Code destination of packages, preceded for military mail by the prefixes under M031.

b. 3-digit: required (125-piece/15-pound minimum, smaller volume not permitted, except one-package minimum for required origin/optional entry 3-digit(s)); for Line 1, use L002, Column A.

c. ADC: required (125-piece/15-pound minimum, smaller volume not permitted); for Line 1, use L004.

d. Mixed ADC: required (no minimum); for Line 1, use L802 (mail entered by the mailer at an ASF or BMC) or L803, as appropriate.

Sack Line 2
5.4

Line 2 labeling:

a. 5-digit: "STD FLTS 5D BC."

b. 3-digit: "STD FLTS 3D BC."

c. ADC: "STD FLTS ADC BC."

d. Mixed ADC: "STD FLTS BC WKG."

6.0 BOUND PRINTED MATTER

Package Preparation
6.1

Packages must be prepared and labeled in the following sequence:

a. 5-digit: (minimum 10 pieces or 10 pounds, fewer not permitted, maximum weight 20 pounds); red Label D or optional endorsement line (OEL).

b. 3-digit: (minimum 10 pieces or 10 pounds, fewer not permitted, maximum weight 20 pounds); green Label 3 or OEL.

c. ADC: (minimum 10 pieces or 10 pounds, fewer not permitted, maximum weight 20 pounds); pink Label A or OEL.

d. Mixed ADC: (no minimum, maximum weight 20 pounds); tan Label MXD or OEL.

Sack Preparation and Labeling
6.2

A sack must be prepared when the quantity of mail for a required presort destination reaches 20 addressed pieces. Preparation sequence, tray size, and labeling:

a. 5-digit: required.
   (1) Line 1: use city, state, and 5-digit ZIP Code on packages.
   (2) Line 2: "PSVC FLTS 5D BC."

b. 3-digit: required.
   (1) Line 1: use L002, Column A.
   (2) Line 2: "PSVC FLTS 3D BC."

c. SCF: optional.
   (1) Line 1: use L005, Column B.
   (2) Line 2: "PSVC FLTS SCF BC."

d. ADC: required.
   (1) Line 1: use L004.
   (2) Line 2: "PSVC FLTS ADC BC."

e. Mixed ADC: required.
   (1) Line 1: use "MXD" followed by origin facility in L802 or L803 as appropriate.
   (2) Line 2: "PSVC FLTS BC WKG."

M900 Advanced Preparation Options for Flats

M910 Co-Traying and Co-Sacking Packages of Automation and Presorted Mailings

Summary M910 describes the eligibility and preparation requirements for co-traying flat-size packages of automation rate and Presorted rate First-Class Mail and for co-sacking packages of nonletter-size Periodicals and flat-size packages of Standard Mail at automation and Presorted rates.

1.0 FIRST-CLASS MAIL

Basic Standards
1.1 Packages of flats in an automation rate mailing prepared under M820.2.0 must be co-trayed with packages of flats in a Presorted rate mailing under the following conditions:

a. The automation rate pieces and Presorted rate pieces are part of the same mailing job and reported on the same postage statement.

b. Pieces in the automation rate mailing must meet the criteria for a flat under C050.3.2 and C820. Pieces in the Presorted rate mailing must meet the criteria for a flat under C050.3.1.

c. The automation rate mailing must meet the eligibility criteria in E140, except that the traying criteria in 1.4 must be met rather than the traying criteria in M820.

d. The Presorted rate mailing must meet the eligibility criteria in E130, except that the traying and documentation criteria in 1.1 and 1.4 must be met rather than the traying and documentation criteria in M820.

e. The rates for pieces in the automation rate mailing are applied based on the level of package to which they are sorted under E140.3.0.

f. The pieces must be marked according to M012.

g. The packages prepared from the automation rate mailing and the packages prepared from the Presorted rate mailing must be sorted into the same trays as described in 1.4.

h. A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures. In addition to the applicable postage statement, documentation produced by PAVE-certified or MAC-certified software, or standardized documentation under P012, must be submitted with each co-trayed mailing job that describes for each tray sortation level the number of pieces qualifying for each applicable automation rate and the number of pieces that qualify for the Presorted rate under P012.

i. Barcoded tray labels under M032 must be used to label the trays.

Package Preparation
1.2 Except for mail prepared under the co-packaging option in 1.3, the automation rate mailing must be packaged and labeled under M820.2.1. The Presorted rate mailing must be packaged and labeled under M130.

Optional Co-Packaging Preparation
1.3 As an option to the basic packaging requirements in 1.2, a mailer may choose to co-package automation rate and Presorted rate flat-size pieces, subject to the conditions in M950.

Tray Preparation and Labeling

1.4 Presorted rate and automation rate packages prepared under 1.2 or 1.3 must be presorted together into trays (co-trayed) in the sequence listed below. Trays must be labeled using the following information for Lines 1 and 2 and M032 for other sack label criteria.

a. *5-Digit.* Required, full trays only (no overflow trays).
   (1) Line 1: use city, state, and 5-digit ZIP Code destination (see M032 for military mail).
   (2) Line 2: "FCM FLTS 5D BC/NBC."

b. *3-Digit.* Required, full trays only (no overflow trays).
   (1) Line 1: Use L002, Column A.
   (2) Line 2: "FCM FLTS 3D BC/NBC."

c. *Origin/entry 3-Digit.* Required for each 3-digit ZIP Code served by the SCF of the origin (verification) office, optional for each 3-digit ZIP Code served by the SCF of an entry office other than the origin office, no minimum.
   (1) Line 1: Use L002, Column A.
   (2) Line 2: "FCM FLTS 3D BC/NBC."

d. *ADC.* Required, full trays only (no overflow trays), use L004 to determine ZIP Codes served by each ADC.
   (1) Line 1: Use L004.
   (2) Line 2: "FCM FLTS ADC BC/NBC."

e. *Mixed ADC.* Required, no minimum.
   (1) Line 1: Use "MXD" followed by the city, state, and ZIP Code of the facility serving the 3-digit ZIP Code of the entry post office, as shown in L002, Column C.
   (2) Line 2: "FCM FLTS BC/NBC WKG."

2.0 PERIODICALS

Basic Standards

2.1 Packages of nonletter-size pieces in an automation rate mailing must be co-sacked with packages of nonletter-size pieces in a Presorted rate mailing under the following conditions:

a. The pieces in the automation rate mailing and in the Presorted rate mailing must be part of the same mailing job and must be reported on the appropriate postage statement(s).

b. The pieces in the mailing job must all be nonletter-size and meet any other size and mailpiece design requirements applicable to the rate category for which they are prepared.

c. The automation rate mailing must meet the eligibility criteria in E240, except that the sacking and documentation criteria in 2.1, 2.4, and 2.5 must be met rather than the sacking and documentation criteria in M820.

d. The Presorted rate mailing must meet the eligibility criteria in E220, except that the sacking and documentation criteria in 2.1, 2.4, and 2.5 must be met rather than the sacking and documentation criteria in M820.

e. The rates for pieces in the automation rate mailing are applied based on the number of pieces in the package and the level of package to which they are sorted under E240. The rates for pieces in the Presorted rate mailing are based on the number of pieces in the package and the level of sack in which they are placed under E220.

f. The packages prepared from the automation rate mailing and the packages prepared from the Presorted rate mailing must be sorted into the same sacks as described in 2.4 and 2.5.

g. A complete, signed, appropriate postage statement(s), using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures. In addition to the applicable postage statement, documentation produced by PAVE-certified or MAC-certified software, or standardized documentation under P012, must be submitted with each co-sacked mailing job that describes for each sack sortation level the number of pieces qualifying for each applicable automation rate and the number of pieces that qualify for each applicable Presorted rate under P012.

h. Barcoded sack labels under M032 must be used to label sacks.

Package Preparation
2.2

Except for mail prepared under the co-packaging option in 2.3, the automation rate mailing must be packaged and labeled under M820 (all package levels) and the Presorted rate mailing must be packaged and labeled under M210 (excluding carrier route packages).

Optional Co-Packaging Preparation
2.3

As an option to the basic packaging requirements in 2.2, a mailer may choose to co-package automation rate and Presorted rate flat-size pieces, subject to the conditions in M950.

Low-Volume Packages in Sacks or on Pallets
2.4

5-digit and 3-digit packages prepared under M210 and M820 or under 2.3 may contain fewer than six pieces when the publisher determines that such preparation improves service. These low-volume packages may be placed in 5-digit, 3-digit, and SCF sacks or on 5-digit, 3-digit, or SCF pallets. Pieces in low-volume packages must claim the applicable basic Presorted or automation rate, except for firm packages at Presorted rates as applicable under M210.1.4.

Sack Preparation and Labeling
2.5

Presorted rate and automation rate packages prepared under 2.2, 2.3, and 2.4 must be presorted together into sacks (co-sacked) in the sequence listed below. Sacks must be labeled using the following information for Lines 1 and 2 and M032 for other sack label criteria. If, due to the physical size of the mailpieces, the automation rate pieces are considered flat-size under C820 and the Presorted rate pieces are considered irregular parcels under C050, the processing category shown on the sack label must show "FLTS."

a. *5-Digit.* Required at 24 pieces to the same 5-digit, optional with one six-piece package, or under 2.4 with at least one package of fewer pieces.
   (1) Line 1: use city, state, and 5-digit ZIP Code destination (see M032 for military mail).
   (2) Line 2: "PER" or "NEWS" as applicable and "FLTS 5D BC/NBC."

b. *3-Digit.* Required at 24 pieces to the same 3-digit, optional with one six-piece package, or under 2.4 with at least one package of fewer pieces.
   (1) Line 1: use L002, Column A.
   (2) Line 2: "PER" or "NEWS" as applicable and "FLTS 3D BC/NBC."

c. *SCF.* Required at 24 pieces, optional with one six-piece package, or under 2.3 with at least one package of fewer pieces.
   (1) Line 1: use L002, Column C.
   (2) Line 2: "PER" or "NEWS" as applicable and "FLTS SCF BC/NBC."

d. *Origin/entry SCF.* Required for the SCF of the origin (verification) office, optional for the SCF of an entry office other than the origin office, no minimum.

(1) Line 1: use L002, Column C.
(2) Line 2: "PER" or "NEWS" as applicable and "FLTS SCF BC/NBC."

e. *ADC.* Required at 24 pieces, optional with one six-piece package (packages of fewer than 6 pieces are not permitted).
(1) Line 1: use L004.
(2) Line 2: "PER" or "NEWS" as applicable and "FLTS ADC BC/NBC."

f. *Mixed ADC.* Required, no minimum, except that packages of fewer than 6 pieces at 5-digit, 3-digit, and ADC package levels are not permitted.
(1) Line 1: Use L802 (mail entered by the mailer at an ASF or BMC) or L803, as appropriate.
(2) Line 2: "PER" or "NEWS" as applicable and "FLTS BC/NBC WKG."

3.0 STANDARD MAIL

Basic Standards

3.1 Packages of flats in an automation rate mailing must be co-sacked with packages of flats in a Presorted rate mailing under the following conditions:

a. The automation rate pieces and the Presorted rate pieces are part of the same mailing job and are reported on the same postage statement.

b. Pieces in the automation rate mailing must meet the criteria for a flat under C050.3.2 and C820. Pieces in the Presorted rate mailing must meet the criteria for a flat under C050.3.1.

c. The automation rate mailing must meet the eligibility criteria in E640, except that the sacking and documentation criteria in 3.1, 3.4, and 3.5 must be met rather than the sacking and documentation criteria in M820.

d. The Presorted rate mailing must meet the eligibility criteria in E620, except that the sacking and documentation criteria in 3.1, 3.4, and 3.5 must be met rather than the sacking and documentation criteria in M610.

e. The rates for pieces in the automation rate mailing are applied based on the number of pieces in the package and the level of package to which they are sorted under E640.1.0. The rates for pieces in the Presorted rate mailing are based on the number of pieces in the package and the level of sack in which they are placed under E620.1.0.

f. The pieces must be marked according to M012.

g. The packages prepared from the automation rate mailing and the packages prepared from the Presorted rate mailing must be sorted into the same sacks as described in 3.4 and 3.5.

h. A complete, signed postage statement(s), using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures. In addition to the applicable postage statement, documentation produced by PAVE-certified or MAC-certified software, or standardized documentation under P012, must be submitted with each co-sacked mailing job that describes for each sack sortation level the number of pieces qualifying for each applicable automation rate and the number of pieces that qualify for each applicable Presorted rate under P012.

i. Barcoded sack labels under M032 must be used to label the sacks.

Package Preparation

3.2 Except for mail prepared under the co-packaging option in 3.3, the automation rate mailing must be packaged and labeled under M820 and the Presorted rate mailing must be packaged and labeled under M610. Loose packing under M610 is not permitted.

Optional Co-Packaging Preparation
3.3

As an option to the basic packaging requirements in 3.2, a mailer may choose to co-package automation rate and Presorted rate flat-size pieces, subject to the conditions in M950.

Sacking Under 125-Piece or 15-Pound Rules
3.4

When the minimum quantity of 125 pieces or 15 pounds of mail is specified for a sack sortation level in 3.5, the provisions of M820.5.2 apply.

Sack Preparation and Labeling
3.5

Presorted rate and automation rate packages prepared under 3.2 and 3.3 must be presorted together into sacks (co-sacked) in the sequence listed below. Sacks must be labeled using the following information for Lines 1 and 2, and M032 for other sack label criteria.

a. *5-Digit.* Required, 125-piece/15-pound minimum, smaller volume not permitted.
   (1) Line 1: use city, state, and 5-digit ZIP Code destination (see M032 for military mail).
   (2) Line 2: "STD FLTS 5D BC/NBC."

b. *3-Digit.* Required, 125-piece/15-pound minimum, smaller volume not permitted.
   (1) Line 1: use L002, Column A.
   (2) Line 2: "STD FLTS 3D BC/NBC."

c. *Origin/entry 3-digit.* Required for each 3-digit ZIP Code served by the SCF of the origin (verification) office, optional for each 3-digit ZIP Code served by the SCF of an entry office other than the origin office, no minimum.
   (1) Line 1: use L002, Column A.
   (2) Line 2: "STD FLTS 3D BC/NBC."

d. *ADC.* Required, 125-piece/15-pound minimum, smaller volume not permitted, use L004 to determine ZIP Codes served by each ADC.
   (1) Line 1: use L004.
   (2) Line 2: "STD FLTS ADC BC/NBC."

e. *Mixed ADC.* Required, no minimum.
   (1) Line 1: use L802 for mail entered by the mailer at an ASF or BMC, otherwise use L803.
   (2) Line 2: "STD FLTS BC/NBC WKG."

M900 Advanced Preparation Options for Flats

M920 Merged Containerization of Packages Using the City State Product

Summary M920 describes the eligibility and preparation requirements for co-sacking or co-palletizing packages of automation, Presorted, and carrier route rate pieces into merged 5-digit scheme and merged 5-digit containers using the City State Product.

1.0 PERIODICALS

Basic Standards

1.1 Carrier route packages in a carrier route rate mailing may be placed in the same sack or on the same pallet as 5-digit packages from an automation rate mailing and 5-digit packages from a Presorted rate mailing (including pieces co-packaged under M950) under the following conditions:

a. A carrier route mailing must be part of the mailing job.

b. The pieces in the carrier route mailing, the automation rate mailing, and the Presorted rate mailing must be part of the same mailing job.

c. Pieces in the automation rate mailing must meet the criteria for a flat under C050.3.2 and C820. Pieces in the Presorted rate mailing and the carrier route mailing must be nonletter-size.

d. Mailers must use the Carrier Route Indicators field in the City State Product to prepare the mailing and enter the mailing no later than 90 days after the release date of the City State Product used.

e. Carrier route packages may be co-sacked or copalletized with automation rate 5-digit packages, Presorted rate 5-digit packages, and co-packaged 5-digit packages only for those 5-digit ZIP Codes that have an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product indicating they are eligible for such co-sacking or copalletization. Containers of mail sorted in this manner are called “merged 5-digit” sacks or pallets. Containers of mail sorted in this manner for which scheme sortation is also performed are called “merged 5-digit scheme” sacks or pallets.

f. If sortation under this section is performed, merged 5-digit sacks or pallets must be prepared for all 5-digit ZIP Codes with an “A” or “C” indicator in the City State Product that permits such preparation when there is enough volume for the 5-digit ZIP Code to prepare such a sack under 1.4 or such a pallet under 1.5. In addition, all possible merged 5-digit scheme sacks must be prepared under 1.4, or all possible merged 5-digit scheme and 5-digit scheme pallets must be prepared under 1.5.

g. The carrier route mailing must meet the eligibility criteria in E230, the automation rate mailing must meet the eligibility criteria in E240, and the Presorted rate mailing must meet the eligibility criteria in E220.

h. For sacked mailings, the rates for pieces in the carrier route mailing are based on the criteria in E230, the rates for pieces in the automation rate mailing are applied based on the number of pieces in the package and the level of package to which they are sorted under E240, and the rates for pieces in the Presorted rate mailing are based on the number of pieces in the package and the level of sack to which they are sorted under E220.

i. For palletized mailings, the rates are based on the level of package and the number of pieces in the package under E220, E230, and E240.

j. The packages from each separate mailing must be sorted together into sacks (co-sacked) under 1.4 or on pallets (copalletized) under 1.5 using presort software that is PAVE-certified.

k. A complete, signed postage statement(s), using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures.

l. In addition to the postage statement(s), documentation prepared by PAVE-certified software must be submitted with each co-sacked or copalletized mailing job that describes for each sack sortation level and sack, or each pallet sortation level and pallet, the number of pieces qualifying for each applicable carrier route rate, each applicable automation rate, and each applicable Presorted rate under P012.

m. Barcoded sack labels under M032 must be used to label sacks.

Package Preparation
1.2

Packages must be prepared as follows:

a. *Sacked Mailings.* The carrier route mailing must be packaged and labeled under M220. Except when prepared under the co-packaging option in M950, the automation rate mailing must be packaged and labeled under M820 and the Presorted rate mailing must be packaged and labeled under M210.

b. *Palletized Mailings.* Packages placed on pallets must be prepared under the standards in M045.

Low-Volume Packages in Sacks or on Pallets
1.3

Carrier route and 5-digit packages prepared under M210, M220, and M820 or M950 that contain fewer than six pieces must be placed in sacks under 1.4a through 1.4f or in 3-digit and SCF sacks under 1.4g, or on pallets under 1.5a through 1.5i, when the publisher determines that such preparation improves service. Pieces in such low-volume packages must claim the applicable basic rate, except that, as provided under M210.1.4 and M220.1.4, some firm packages may be eligible for carrier route rates and for 5-digit and 3-digit Presorted rates.

Sack Preparation and Labeling
1.4

Mailers must prepare sacks containing the individual carrier route and 5-digit packages from the carrier route, automation rate, and Presorted rate mailings in the mailing job in the following manner and sequence. All carrier route packages must be placed in sacks under 1.4a through 1.4e as described below. When sortation under this section is performed, merged 5-digit scheme sacks, 5-digit scheme carrier routes sacks, and merged 5-digit sacks must be prepared for all possible 5-digit schemes or 5-digit ZIP Codes as applicable, using L001 (merged 5-digit scheme and 5-digit scheme carrier routes sort only) and the Carrier Route Indicators field in the City State Product when there is enough volume for the 5-digit scheme or 5-digit ZIP Code to prepare such sacks under 1.4. Mailers must label sacks according to the Line 1 and Line 2 information listed below and under M032. If, due to the physical size of the mailpieces, the automation rate pieces are considered flat-size under C820 and the carrier route sorted pieces and Presorted rate pieces are considered irregular parcels under C050, “FLTS” must be shown as the processing category shown on the sack label. If a mailing job does not contain an automation rate mailing and the carrier route mailing and the Presorted rate mailing are irregular parcel shaped, use “IRREG” for the processing category on the contents line of the label.

a. *Carrier Route.* Required. May contain only carrier route packages. Must be prepared when there are 24 or more pieces for the same carrier route. Smaller volume not permitted.
   (1) Line 1: use city, state, and 5-digit ZIP Code destination (see M032 for military mail).
   (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "CR" for basic rate, "WSH" for high-density rate, or "WSS" for saturation rate; followed by the route type and number.

b. *Merged 5-Digit Scheme.* Required. Permitted only when there is at least one 5-digit ZIP Code in the scheme with an "A" or "C" indicator in the City State Product. May contain carrier route packages for any 5-digit ZIP Code(s) in a single scheme listed in L001 as well as automation rate 5-digit packages and Presorted rate 5-digit packages for those 5-digit ZIP Codes in the scheme that have an "A" or "C" indicator in the City State Product. When preparation of this sack level is permitted, a sack must be prepared if there are any carrier route package(s) for the scheme. If there is not at least one carrier route package for any 5-digit destination in the scheme, preparation of this sack is required at 24 pieces in 5-digit packages, and optional with one six-piece package or at least one 5-digit package of fewer pieces for the scheme in L001 under 1.3, for any of the 5-digit ZIP Codes in the scheme that have an "A" or "C" indicator in the City State Product. For a 5-digit ZIP Code(s) in a scheme that has a "B" or "D" indicator in the City State Product, prepare sack(s) for the automation rate and Presorted rate packages under 1.4f and 1.4g. For 5-digit ZIP Codes not included in a scheme, prepare sacks under 1.4d through 1.4g.
   (1) Line 1: use L001, Column B.
   (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "CR/5D SCH."

c. *5-Digit Scheme Carrier Routes.* Required. May contain only carrier route packages for 5-digit ZIP Code(s) in a single scheme listed in L001 when all the 5-digits in the scheme have a "B" or "D" indicator in the City State Product. Must be prepared if there are any carrier route package(s) for such a scheme.
   (1) Line 1: use L001, Column B.
   (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "CR-RTS SCH."

d. *Merged 5-Digit.* Required. Must be prepared only for those 5-digit ZIP Codes that are not part of a scheme and that have an "A" or "C" indicator in the City State Product. May contain carrier route packages, automation rate 5-digit packages, and Presorted rate 5-digit packages. Must be prepared if there are any carrier route packages for the 5-digit. If there is not at least one carrier route package for the 5-digit destination, preparation of this sack is required at 24 pieces in 5-digit packages for the same 5-digit destination, and is optional with one six piece package or at least one package of fewer pieces under 1.3.
   (1) Line 1: use city, state, and 5-digit ZIP Code destination (see M032 for military mail).
   (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "CR/5D."

e. *5-Digit Carrier Routes.* Required. Sack only carrier route packages for a 5-digit ZIP Code remaining after preparing sacks under 1.4a through 1.4d to this level. May contain only carrier route packages for any 5-digit ZIP Code that is not part of a scheme listed in L001 and that has a "B" or "D" indicator in the City State Product. No sack minimum.
   (1) Line 1: use city, state, and 5-digit ZIP Code destination (see M032 for military mail).
   (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "CR-RTS."

f. *5-Digit.* Required. May contain only automation rate 5-digit packages and Presorted rate 5-digit packages for the same 5-digit ZIP Code for any 5-digit ZIP Code that has a "B" or "D" indicator in the City State Product. Must be prepared at 24 or more pieces, optional with one six-piece package or at least one package of fewer pieces under 1.3.
   (1) Line 1: use city, state, and 5-digit ZIP Code destination (see M032 for military mail).
   (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS 5D BC/NBC," except if there are no automation rate packages in the mailing job, label under M210.4.0e.

g. *3-digit through Mixed ADC Sacks.* Any 5-digit packages remaining after preparing sacks under 1.4a through 1.4f, and all 3-digit, ADC, and Mixed ADC packages, must be sacked and labeled according to the applicable requirements under M910.2.0 for co-sacking of automation rate and Presorted rate packages, except if there are no automation rate packages in the mailing job, sack and label under M210.4.0.

Pallet Preparation and Labeling
1.5

Mailers must prepare pallets of packages in the manner and sequence listed below and under M041. When sortation under this option is performed, mailers must prepare all merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the destination using L001 and/or the City State Product. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under M031. If, due to the physical size of the mailpieces, the automation rate pieces are considered flat-size under C820 and the carrier route sorted pieces and Presorted rate pieces are considered irregular parcels under C050, "FLTS" must be shown as the processing category on the pallet label. If a mailing contains no automation rate pieces and the carrier route mailing and the Presorted rate mailing are irregular parcels, use "IRREG" for the processing category on the contents line of the label.

a. *Merged 5-Digit Scheme.* Required and permitted only when there is at least one 5-digit ZIP Code in the scheme that has an "A" or "C" indicator in the City State Product. May contain carrier route packages for any 5-digit ZIP Code(s) in a single scheme listed in L001 as well as automation rate 5-digit packages and Presorted rate 5-digit packages for those 5-digit ZIP Codes in the scheme that have an "A" or "C" indicator in the City State Product. For schemes in which all of the 5-digit ZIP Codes have a "B" or "D" indicator in the City State Product, begin preparing pallets under 1.5d (5-digit scheme carrier routes pallet). For 5-digit ZIP Codes not included in a scheme, begin preparing pallets under 1.5d (merged 5-digit pallet).
   (1) Line 1: use L001, Column B.
   (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "CR/5D SCHEME."

b. *5-Digit Scheme Carrier Routes.* Required. May contain only carrier route packages for carrier routes in an L001 scheme for which all of the 5-digit ZIP Codes in the scheme have a "B" or "D" indicator in the City State Product.
   (1) Line 1: use L001, Column B.
   (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "CR-RTS SCHEME."

c. *5-Digit Scheme.* Required. May contain only 5-digit packages of automation rate and Presorted rate mail for the same 5-digit scheme under L001 for ZIP Codes in the scheme that have a "B" or "D" indicator in the City State Product.
   (1) Line 1: use L001, Column B.
   (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "5D"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail; followed by "SCHEME" or "SCH."

d. *Merged 5-Digit.* Required. May contain carrier route packages, automation rate 5-digit packages, and Presorted rate 5-digit for those 5-digit ZIP Codes that are not part of a scheme and that have an "A" or "C" indicator in the City State Product.
   (1) Line 1: use city, state, and 5-digit ZIP Code destination (see M031 for military mail).
   (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or IRREG" as applicable; followed by "CR/5D."

e. *5-Digit Carrier Routes.* Required. May contain only carrier route rate packages for the same 5-digit ZIP Code for those 5-digit ZIP Codes that are not part of a scheme and that have a "B" or "D" indicator in the City State Product.
   (1) Line 1: use city, state, and 5-digit ZIP Code destination (see M031 for military mail).
   (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "CARRIER ROUTES" or "CR-RTS."

f. *5-Digit.* Required. May contain only automation rate 5-digit packages and Presorted rate 5-digit packages for the same 5-digit ZIP Code for those 5-digit ZIP Codes that are not part of a scheme and that have a "B" or "D" indicator in the City State Product.
   (1) Line 1: use city, state, and 5-digit ZIP Code destination (see M031 for military mail).
   (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "5D"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail.

g. *5-Digit Metro.* Optional. May contain carrier route, automation, and Presorted rate packages for the 5-digit ZIP Codes listed in L006, Column A, and for the 3-digit ZIP Code areas listed in L006, Column B.
   (1) Line 1: use L006, Column C.
   (2) Line 2: "PER" or "NEWS"; followed by "FLTS" or "IRREG"; followed by "METRO" or "MET"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate and/or carrier route mail.

h. *3-Digit.* Optional. May contain carrier route rate, automation rate, and Presorted rate packages.
   (1) Line 1: use L002, Column A.
   (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or IRREG" as applicable; followed by "3D," followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail and/or carrier route mail.

i. *SCF.* Required. May contain carrier route rate, automation rate, and Presorted rate packages.
   (1) Line 1: use L002, Column C.
   (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "SCF"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail and/or carrier route mail.

j. *ADC.* Required. May contain carrier route rate, automation rate, and Presorted rate packages.
   (1) Line 1: use L004.
   (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "ADC"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail and/or carrier route mail.

2.0 STANDARD MAIL

Basic Standards

2.1 Carrier route packages from a carrier route rate mailing may be placed in the same sack or on the same pallet as 5-digit packages from an automation rate mailing and 5-digit packages from a Presorted rate mailing (including pieces co-packaged under M950) under the following conditions:

a. A carrier route mailing must be part of the mailing job.

b. The pieces in the carrier route rate mailing, the automation rate mailing, and the Presorted rate mailing must be part of the same mailing job, and all three mailings must be reported on the same postage statement.

c. Pieces in the automation rate mailing must meet the criteria for a flat under C050.3.2 and C820. Pieces in the Presorted rate mailing and the carrier route mailing must meet the criteria for a flat under C050.3.1.

d. Mailers must use the Carrier Route Indicators field in the City State Product to prepare the mailing and enter the mailing no later than 90 days after the release date of the City State Product used.

e. Carrier route rate packages may be co-sacked or copalletized with automation rate 5-digit packages, Presorted rate 5-digit packages, and co-packaged 5-digit packages only for those 5-digit ZIP Codes that have an "A" or "C" indicator in the Carrier Route Indicators field in the City State Product indicating they are eligible for such co-sacking or copalletization. Containers of mail sorted in this manner are called "merged 5-digit" sacks or pallets. Containers of mail sorted in this manner for which scheme sortation is also performed are called "merged 5-digit scheme" sacks or pallets.

f. If sortation under this section is performed, merged 5-digit sacks or pallets must be prepared for all 5-digit ZIP Codes with an "A" or "C" indicator in the City State Product that permits such preparation when there is enough volume for the 5-digit ZIP Code to prepare that sack or pallet.

g. The carrier route mailing must meet the eligibility criteria in E620, the automation rate mailing must meet the eligibility criteria in E640, and the Presorted rate mailing must meet the eligibility criteria in E620.

h. For sacked mailings, the rates for pieces in the carrier route mailing are based on the criteria in E630, the rates for pieces in the automation rate mailing are applied based on the number of pieces in the package and the level of package to which they are sorted under E640, and the rates for pieces in the Presorted rate mailing are based on the number of pieces in the package and the level of sack to which they are sorted under E620.

i. The pieces in each separate mailing must bear the applicable markings required under M610, M620, or M820 and under M012.

j. For palletized mailings, the rates are based on the level of package that the pieces are contained in under E620 and E640.

k. The packages from each separate mailing must be sorted together into sacks (co-sacked) under 2.3 and 2.4 or on pallets (copalletized) under 2.5 using presort software that is PAVE-certified.

l. A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures.

m. In addition to the postage statement, documentation prepared by PAVE-certified or MAC-certified software must be submitted with each co-sacked or copalletized mailing job that describes for each sack sortation level and sack, or each pallet sortation level and pallet, the number of pieces qualifying for each applicable carrier route rate, each applicable automation rate, and each applicable Presorted rate under P012.

n. Barcoded sack labels under M032 must be used to label sacks.

Package Preparation
2.2

Packages must be prepared as follows:

a. *Sacked Mailings.* The carrier route mailing must be packaged and labeled under M620. Except when prepared under the co-packaging option in M950, the automation rate mailing must be packaged and labeled under M820 and the Presorted rate mailing must be packaged and labeled under M610.

b. *Palletized Mailings.* Packages placed on pallets must be prepared under the standards in M045.

Sacking Under 125-Piece or 15-Pound Rules
2.3

When the minimum quantity of 125 pieces or 15 pounds of mail is specified for a sack sortation level in 2.4, the provisions of M820.5.2 apply.

Sack Preparation and Labeling
2.4

Mailers must prepare sacks in the following manner and sequence. All carrier route packages must be placed in sacks under 2.4a through 2.4e as described below. Mailers must prepare all merged 5-digit scheme sacks, 5-digit scheme carrier routes sacks, and merged 5-digit sacks that are possible in the mailing based on the volume of mail to the destination using L001 and the Carrier Route Indicators field in the City State Product. Mailers must label sacks according to the Line 1 and Line 2 information listed below and under M032.

a. *Carrier Route.* Required. May contain only carrier route packages. Must be prepared when there are 125 pieces or 15 pounds of pieces for the same carrier route. Smaller volume not permitted.
   (1) Line 1 labeling: use city, state, and 5-digit ZIP Code destination (see M032 for military mail).
   (2) Line 2 labeling: "STD FLTS"; followed by "ECRLOT," "ECRWSH," or "ECRWSS" as applicable for basic, high-density, and saturation rate mail; followed by the route type and number.

b. *Merged 5-Digit Scheme.* Required and permitted only when there is at least one 5-digit ZIP Code in the scheme with an "A" or "C" indicator in the City State Product. May contain carrier route packages for any 5-digit ZIP Code(s) in a single scheme listed in L001 as well as automation rate 5-digit packages and Presorted rate 5-digit packages for those 5-digit ZIP Codes in the scheme with an "A" or "C" indicator in the City State Product. When preparation of this sack level is permitted, a sack must be prepared if there are any carrier route package(s) for the scheme. If there is not at least one carrier route package for any 5-digit destination in the scheme, preparation of this sack is required when there are at least 125 pieces or 15 pounds of pieces in 5-digit packages for any of the 5-digit ZIP Codes in the scheme that have an "A" or "C" indicator in the City State Product (smaller volume not permitted). For a 5-digit ZIP Code(s) in a scheme with a "B" or "D" indicator in the City State Product, prepare sack(s) for the automation rate and Presorted rate packages under 2.4f and 2.4g. For 5-digit ZIP Codes not included in a scheme, prepare sacks under 2.4d through 2.4g.
   (1) Line 1: use L001, Column B.
   (2) Line 2: "STD FLTS CR/5D SCH."

c. *5-Digit Scheme Carrier Routes.* Required. May contain only carrier route packages for 5-digit ZIP Code(s) in a single scheme listed in L001 when all the 5-digit ZIP Codes in the scheme have a "B" or "D" indicator in the City State Product. Must be prepared if there are any carrier route package(s) for such a scheme.
   (1) Line 1: use L001, Column B.
   (2) Line 2: "STD FLTS CR-RTS SCH."

d. *Merged 5-Digit.* Required. Must be prepared only for those 5-digit ZIP Codes that are not part of a scheme and that have an "A" or "C" indicator in the City State Product. May contain carrier route packages, automation rate 5-digit packages, and Presorted rate 5-digit packages. Must be prepared if there are any carrier route packages for the 5-digit destination. If there is not at least one carrier route package for the 5-digit destination, must be prepared when there are at least 125 pieces or 15 pounds of pieces in 5-digit packages for the same 5-digit destination (smaller volume not permitted).
   (1) Line 1: use city, state, and 5-digit ZIP Code destination (see M032 for military mail).
   (2) Line 2: "STD FLTS CR/5D."

e. *5-Digit Carrier Routes.* Required. Sack only carrier route packages for a 5-digit ZIP Code remaining after preparing sacks under 2.4a through 2.4d to this level. May contain only carrier route packages for any 5-digit ZIP Code that is not part of a scheme listed in L001 and that has a "B" or "D" indicator in the City State Product. No sack minimum.
   (1) Line 1: use city, state, and 5-digit ZIP Code destination (see M032 for military mail).
   (2) Line 2: "STD FLTS CR-RTS."

f. *5-Digit.* Required. May contain only automation rate 5-digit packages and Presorted rate 5-digit packages for a 5-digit ZIP Code that has a "B" or "D" indicator in the City State Product. Must be prepared when there are at least 125 pieces or 15 pounds of pieces for the 5-digit ZIP Code. Smaller volume not permitted.
   (1) Line 1: use city, state, and 5-digit ZIP Code destination (see M032 for military mail).
   (2) Line 2: "STD FLTS 5D BC/NBC," except if there are no automation rate packages in the mailing job, use "STD FLTS 5D NON BC."

g. *3-Digit through Mixed ADC Sacks.* Any 5-digit packages remaining after preparing sacks under 2.4a through 2.4f, and all 3-digit, ADC, and Mixed ADC packages, must be sacked and labeled according to the applicable requirements under M910.3.0 for co-sacking of automation rate and Presorted rate packages, except if there are no automation rate packages in the mailing job, sack and label under M610.

Pallet Preparation and Labeling
2.5

Mailers must prepare pallets in the manner and sequence listed below and under M041. Mailers must prepare all merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the destination using L001 and/or the City State Product. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under M031.

a. *Merged 5-Digit Scheme.* Required and permitted only when there is at least one 5-digit ZIP Code in the scheme that has an "A" or "C" indicator in the City State Product. May contain carrier route packages for any 5-digit ZIP Code(s) in a single scheme listed in L001 as well as automation rate 5-digit packages and Presorted rate 5-digit packages for those 5-digit ZIP Codes in the scheme that have an "A" or "C" indicator in the City State Product. For schemes in which all of the 5-digit ZIP Codes have a "B" or "D" indicator in the City State Product, begin preparing pallets under 2.5b (5-digit scheme carrier routes pallet). For 5-digit ZIP Codes not included in a scheme, begin preparing pallets under 2.5d (merged 5-digit pallet).
   (1) Line 1: use L001, Column B.
   (2) Line 2: "STD FLTS CR/5D SCHEME."

b. *5-Digit Scheme Carrier Routes.* Required. May contain only carrier route packages for carrier routes in an L001 scheme for which all of the 5-digit ZIP Codes in the scheme have a "B" or "D" indicator in the City State Product.
   (1) Line 1: use L001, Column B.
   (2) Line 2: "STD FLTS CR-RTS SCHEME."

c. *5-Digit Scheme.* Required. May contain only 5-digit packages of automation rate and Presorted rate mail for the same 5-digit scheme under L001 for ZIP Codes in the scheme that have a "B" or "D" indicator in the City State Product.
   (1) Line 1: use L001, Column B.
   (2) Line 2: "STD FLTS 5D"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail; followed by "SCHEME" or "SCH."

d. *Merged 5-Digit.* Required. May contain carrier route rate packages, automation rate 5-digit packages, and Presorted rate 5-digit packages for those 5-digit ZIP Codes that are not part of a scheme and that have an "A" or "C" indicator in the City State Product.
   (1) Line 1: use city, state, and 5-digit ZIP Code destination (see M031 for military mail).
   (2) Line 2: "STD FLTS CR/5D."

e. *5-Digit Carrier Routes.* Required. May contain only carrier route rate packages for the same 5-digit ZIP Code for those 5-digit ZIP Codes that are not part of a scheme and that have a "B" or "D" indicator in the City State Product.
   (1) Line 1: use city, state, and 5-digit ZIP Code destination (see M031 for military mail).
   (2) Line 2: "STD FLTS," followed by "CARRIER ROUTES" or "CR-RTS."

f. *5-Digit.* Required. May contain only automation rate 5-digit packages and Presorted rate 5-digit packages for the same 5-digit ZIP Code for those 5-digit ZIP Codes that are not part of a scheme and that have a "B" or "D" indicator in the City State Product.
   (1) Line 1: use city, state, and 5-digit ZIP Code destination (see M031 for military mail).
   (2) Line 2: "STD FLTS 5D"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail.

g. *5-Digit Metro.* Optional. May contain carrier route, automation, and Presorted rate packages for the 5-digit ZIP Codes listed in L006, Column A, and for the 3-digit ZIP Code areas listed in L006, Column B.
   (1) Line 1: use L006, Column C.
   (2) Line 2: "STD FLTS" followed by "METRO" or "MET"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate and/or carrier route mail.

h. *3-Digit.* Optional. May contain carrier route rate, automation rate, and Presorted rate packages.
   (1) Line 1: use L002, Column A.
   (2) Line 2: "STD FLTS 3D"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail and/or carrier route rate mail.

i. *SCF.* Required. May contain carrier route rate, automation rate, and Presorted rate packages.
   (1) Line 1: use L002, Column C.
   (2) Line 2: "STD FLTS SCF"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail and/or carrier route rate mail.

j. *ASF.* Required, except than an ASF sort may not be required if using package reallocation under M045.5.0. May contain carrier route rate, automation rate, and/or Presorted rate packages. Sort ADC packages to ASF pallets based on the "label to" ZIP Code for the ADC destination of the package in L004. See E751 for additional requirements for DBMC rate eligibility.

(1) Line 1: use L602.
(2) Line 2: “STD FLTS ASF”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail and/or carrier route rate mail.

k. *BMC:* Required. May contain carrier route rate, automation rate, and/or Presorted rate packages. Sort ADC packages to BMC and ASF pallets based on the “label to” ZIP Code for the ADC destination of the package in L004. See E751 for additional requirements for DBMC rate eligibility.
(1) Line 1: Use L601.
(2) Line 2: “STD FLTS BMC”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail and/or carrier route rate mail.

M900 Advanced Preparation Options for Flats

M930 Merged Palletization of Packages Using a 5% Threshold

Summary M930 describes the eligibility and preparation requirements for co-palletizing packages of automation, Presorted, and carrier route rate pieces into merged 5-digit scheme and merged 5-digit pallets using a 5% threshold (not the City State Product).

1.0 PERIODICALS

Basic Standards

1.1 5-digit packages from an automation rate mailing and 5-digit packages from a Presorted rate mailing (including pieces co-packaged under M950) may be placed on the same pallet as carrier route rate packages from a carrier route rate mailing under the following conditions:

a. A carrier route mailing must be part of the mailing job.

b. The pieces in the carrier route mailing, the automation rate mailing, and the Presorted rate mailing must be part of the same mailing job.

c. Pieces in the automation rate mailing must meet the criteria for a flat under C050.3.2 and C820. Pieces in the Presorted rate mailing and the carrier route mailing must be nonletter-size.

d. Automation rate 5-digit packages, Presorted rate 5-digit packages, and co-packaged 5-digit packages may be copalletized with carrier route packages only when the pieces in the 5-digit packages do not exceed the 5% limit described in 1.4. Pallets of mail sorted in this manner are called “merged 5-digit” pallets. Pallets of mail sorted in this manner for which scheme sortation is also performed are called “merged 5-digit scheme” pallets.

e. If sortation under this section is performed, merged 5-digit pallets and merged 5-digit scheme pallets must be prepared whenever there is enough volume of carrier route and 5-digit packages under M041 and 1.4 to prepare such pallets. In addition, all possible merged 5-digit scheme and 5-digit scheme pallets must be prepared under 1.4 and 1.5.

f. The carrier route mailing must meet the eligibility criteria in E230, the automation rate mailing must meet the eligibility criteria in E240, and the Presorted rate mailing must meet the eligibility criteria in E220.

g. The rates are based on the level of package and the number of pieces in the package under E220, E230, and E240.

h. The packages from each separate mailing must be sorted together on pallets (copalletized) under 1.5 using presort software that is PAVE-certified.

i. A complete, signed postage statement(s), using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures.

j. In addition to the postage statement(s), documentation prepared by PAVE-certified software must be submitted with each copalletized mailing job that describes for each pallet sortation level and pallet the number of pieces qualifying for each applicable carrier route rate, each applicable automation rate, and each applicable Presorted rate under P012. A separate 5% threshold summary also must be provided under P012 for each “logical”

merged 5-digit scheme or "logical" merged 5-digit pallet presort destination. This 5% threshold summary must show for each 5-digit ZIP Code on the logical merged 5-digit scheme or logical merged 5-digit pallet 1) the total number of pieces on the pallet for the 5-digit ZIP Code 2) the total number of pieces sorted in carrier route packages for the 5-digit ZIP Code (including each firm package eligible for the carrier route rate and low-volume carrier route packages) 3) the total number of pieces sorted in 5-digit packages for the 5-digit ZIP Code (including each firm package eligible for the 5-digit or basic rate and low-volume 5-digit packages), and 4) of the total number of pieces for the 5-digit ZIP Code, the percentage of pieces sorted in 5-digit packages for that 5-digit ZIP Code. This additional 5% threshold summary must appear within the body of the documentation beneath the pallet rate listing for the last physical pallet for the logical pallet presort destination. *Note:* If there are two or more physical pallets for the same presort destination, for example, the same merged 5-digit pallet destination, these two or more physical pallets would be considered as one "logical pallet." The separate pallet summary must be for the mail on all of the physical pallets (the "logical pallet") for that presort destination.

k. Portions of the mailing job that cannot be palletized must be prepared in sacks under M210, M220, M820, M910, or M920.

Package Preparation
1.2

Packages placed on pallets must be prepared under the standards in M045.

Low-Volume Packages on Pallets
1.3

Carrier route and 5-digit packages prepared under M210, M220, M820 or M950, and M045 that contain fewer than six pieces may be placed on pallets under 1.5a through 1.5i, when the publisher determines that such preparation improves service. Pieces in such low-volume packages must pay the applicable basic rate.

5% Threshold Standard
1.4

5-digit packages and carrier route packages may be placed on the same merged 5-digit scheme or merged 5-digit pallet under 1.5 if all of the following conditions are met:

a. The number of pieces prepared in 5-digit packages for any single 5-digit ZIP Code on a "logical" merged 5-digit or merged 5-digit scheme pallet does not exceed 5% of the total number of pieces for the 5-digit ZIP Code on the logical pallet for that presort destination. That is, the total number of pieces for a 5-digit ZIP Code in 5-digit and carrier route packages must not be greater than the number of pieces in carrier route packages divided by 0.95.

b. The 5% threshold is calculated separately for each 5-digit ZIP Code. For example, if a scheme contains four different 5-digit ZIP Codes, a separate 5% threshold applies to each 5-digit ZIP Code for the scheme on a merged 5-digit scheme pallet.

c. Except when packages are prepared under the co-packaging option in M950, all the mail in a logical 5-digit package must be able to be placed on the logical pallet under the 5% rule. A logical 5-digit package is all pieces for a mailing (rate level) prepared in a 5-digit package or packages for the same 5-digit destination. For each 5-digit ZIP Code it is possible to have a logical 5-digit package of automation rate mail and a logical 5-digit package of Presorted rate mail. If the total number of pieces in a logical 5-digit package exceeds the 5% limit, none of the pieces for that 5-digit package level may be placed on a merged 5-digit or merged 5-digit scheme pallet. For some ZIP Codes, the total number of pieces prepared in logical 5-digit packages (both an automation rate 5-digit package and a Presorted rate 5-digit package)

may exceed 5% of the total mail for that ZIP Code, but the number of pieces for an individual automation rate logical 5-digit package for that ZIP Code does not exceed the 5% limit nor does an individual Presorted rate logical 5-digit package for that ZIP Code exceed the 5% limit. In such instances, mailers may choose to place all of the pieces in a logical 5-digit package for a single rate category on the logical merged 5-digit or merged 5-digit scheme pallet so that the 5% threshold is not exceeded.

d. Except for packages prepared under the co-packaging option in M950, if the total number of pieces in both the logical 5-digit automation rate package and the logical 5-digit Presorted rate package each separately exceed 5% of the total number of pieces for the 5-digit ZIP Code, none of the pieces in 5-digit packages may be merged with carrier route packages on a merged 5-digit or merged 5-digit scheme pallet.

e. For mailing jobs prepared using the co-packaging option in M950, if the total number of pieces prepared in a logical 5-digit package exceeds the 5% limit for a 5-digit ZIP Code in 1.4a, a mailer may, for each 5-digit ZIP Code, choose to place a portion of the pieces prepared in the logical 5-digit package on a merged 5-digit or 5-digit scheme pallet using one of the options below. Regardless of the option selected, a minimum of six pieces must be prepared in 5-digit package(s) placed on the merged pallet and a minimum of six remaining pieces prepared in 5-digit package(s) not placed on the merged pallet, with the total number of pieces not exceeding the 5% limit. The options are:
   (1) Place either all automation rate pieces or all Presorted rate pieces for the 5-digit ZIP Code on the merged pallet.
   (2) Place a portion of either the automation rate pieces or the Presorted rate pieces for the 5-digit ZIP Code on the merged pallet.
   (3) Place either all the automation rate pieces plus a portion of the Presorted rate pieces or all the Presorted rate pieces plus a portion of the automation rate pieces for the 5-digit ZIP Code on the merged pallet.

f. Pieces in low-volume carrier route packages will count as carrier route sorted pieces for purposes of determining the 5% limit under 1.4a through 1.4e even though the basic rate is paid. Pieces in low-volume 5-digit packages will count as 5-digit sorted pieces for purposes of determining the 5% limit under 1.4a through 1.4e even though the basic rate is paid.

g. Copies in firm packages claimed as one piece for rate purposes will be considered a single piece when performing the 5% limit calculation under 1.4a through 1.4e. As provided in M210.1.4 and M220.1.4, some firm packages claimed as one piece may be eligible for carrier route rates, 5-digit rates, or basic rates. The sortation level of each firm piece (package) for purposes of applying the 5% limit will be considered to be carrier route if the firm piece (package) is eligible for the carrier route rate under M220.1.4. Otherwise the firm package will be considered to be a 5-digit sorted piece (even if the basic rate must be paid on that piece).

Pallet Preparation and Labeling

1.5 Mailers must prepare pallets of packages in the manner and sequence listed below and under M041. Mailers must prepare all merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the destination using L001 and the 5% threshold, as applicable. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under M031. If, due to the physical size of the mailpieces, the automation rate pieces are considered flat-size under C820 and the carrier route sorted pieces and Presorted rate pieces are considered irregular parcels under C050, "FLTS" must be shown as the processing category on the pallet label. If a mailing contains no automation rate pieces and the carrier route mailing and the Presorted rate mailing are irregular parcels, use "IRREG" for the processing category on the contents line of the pallet label.

a. *Merged 5-Digit Scheme.* Required. Permitted only when 5-digit packages for at least one 5-digit ZIP Code in the scheme may be merged with carrier route packages under the 5% threshold standard in 1.4. May contain carrier route packages for any 5-digit ZIP Code in a single scheme listed in L001. May also contain automation rate 5-digit packages and Presorted rate 5-digit packages up to a maximum of 5% of the total number of pieces for each 5-digit ZIP Code in the scheme under 1.4. For 5-digit ZIP Codes not included in a scheme, begin preparing pallets under 1.5d (merged 5-digit pallet).
   (1) Line 1: use L001, Column B.
   (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "CR/5D SCHEME."

b. *5-Digit Scheme Carrier Routes.* Required. May contain only carrier route packages for all carrier routes in an L001 scheme when a merged 5-digit scheme pallet could not be prepared under 1.5a.
   (1) Line 1 use L001, Column B.
   (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "CR-RTS SCHEME."

c. *5-Digit Scheme.* Required. May contain only 5-digit packages of automation rate and Presorted rate mail for the same 5-digit scheme under L001 that could not be placed on a merged 5-digit scheme pallet.
   (1) Line 1: use L001, Column B.
   (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "5D"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail; followed by "SCHEME" or "SCH."

d. *Merged 5-Digit.* Required. Permitted only when 5-digit packages may be merged with carrier route packages under the 5% threshold standard in 1.4 for a 5-digit ZIP Code that is not part of an L001 scheme. May contain carrier route packages, automation rate 5-digit packages, and Presorted rate 5-digit packages. The number of pieces in 5-digit packages is limited to 5% of the total number of pieces placed on the pallet under 1.4.
   (1) Line 1: use city, state, and 5-digit ZIP Code destination (see M031 for military mail).
   (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or IRREG" as applicable; followed by "CR/5D."

e. *5-Digit Carrier Routes.* Required. May contain only carrier route rate packages for the same 5-digit ZIP Code that is not part of a scheme for which a merged 5-digit pallet could not be prepared under 1.5d.

(1) Line 1: use city, state, and 5-digit ZIP Code destination (see M031 for military mail).
(2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "CARRIER ROUTES" or "CR-RTS."

f. *5-Digit.* Required. May contain only automation rate 5-digit packages and Presorted rate 5-digit packages for the same 5-digit ZIP Code that is not part of a scheme and that could not be placed on a merged 5-digit pallet.
(1) Line 1: use city, state, and 5-digit ZIP Code destination (see M031 for military mail).
(2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "5D"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail.

g. *5-Digit Metro.* Optional. May contain carrier route, automation, and Presorted rate packages for the 5-digit ZIP Codes listed in L006, Column A, and for the 3-digit ZIP Code areas listed in L006, Column B.
(1) Line 1: use L006, Column C.
(2) Line 2: "PER" or "NEWS"; followed by "FLTS" or "IRREG"; followed by "METRO" or "MET"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate and/or carrier route mail.

h. *3-Digit.* Optional. May contain carrier route rate, automation rate, and Presorted rate packages.
(1) Line 1: use L002, Column A.
(2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "3D"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail and/or carrier route mail.

i. *SCF.* Required. May contain carrier route rate, automation rate, and Presorted rate packages.
(1) Line 1: use L002, Column C.
(2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "SCF"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail and/or carrier route mail.

j. *ADC.* Required. May contain carrier route rate, automation rate, and Presorted rate packages.
(1) Line 1: use L004.
(2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "ADC"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail and/or carrier route mail.

2.0 STANDARD MAIL

Basic Standards

2.1 5-digit packages from an automation rate mailing and 5-digit packages from a Presorted rate mailing (including pieces co-packaged under M950) may be placed

on the same pallet as carrier route rate packages from a carrier route rate mailing under the following conditions:

a. A carrier route mailing must be part of the mailing job.

b. The pieces in the carrier route rate mailing, the automation rate mailing, and the Presorted rate mailing must be part of the same mailing job and all three mailings must be reported on the same postage statement.

c. Pieces in the automation rate mailing must meet the criteria for a flat under C050.3.2 and C820. Pieces in the Presorted rate mailing and the carrier route mailing must meet the criteria for a flat under C050.3.1.

d. Automation rate 5-digit packages, Presorted rate 5-digit packages, and co-packaged 5-digit packages may be copalletized with carrier route packages only when the pieces in the 5-digit packages do not exceed the 5% limit described in 2.3. Pallets of mail sorted in this manner are called “merged 5-digit scheme” pallets.

e. If sortation under this section is performed, merged 5-digit scheme pallets must be prepared whenever there is enough volume of carrier route and 5-digit packages under M041 and 2.3 to prepare such pallets.

f. The carrier route mailing must meet the eligibility criteria in E620, the automation rate mailing must meet the eligibility criteria in E640, and the Presorted rate mailing must meet the eligibility criteria in E620.

g. The rates are based on the level of package that the pieces are contained in under E620 and E640.

h. The packages from each separate mailing must be sorted together on pallets (copalletized) using presort software that is PAVE-certified.

i. The pieces in each separate mailing must bear the applicable markings required under M610, M620, or M820 and under M012.

j. A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures.

k. In addition to the postage statement(s), documentation prepared by PAVE-certified software must be submitted with each copalletized mailing job that describes for each pallet sortation level and pallet the number of pieces qualifying for each applicable carrier route rate, each applicable automation rate, and each applicable Presorted rate under P012. A separate 5% threshold summary also must be provided under P012 for each “logical” merged 5-digit scheme or “logical” merged 5-digit pallet presort destination. This 5% threshold summary must show for each 5-digit ZIP Code on the logical merged 5-digit scheme or logical merged 5-digit pallet 1) the total number of pieces on the pallet for the 5-digit ZIP Code 2) the total number of pieces sorted in carrier route packages for the 5-digit ZIP Code 3) the total number of pieces sorted in 5-digit packages for the 5-digit ZIP Code, and 4) of the total number of pieces for the 5-digit ZIP Code, the percentage of pieces sorted in 5-digit packages for that 5-digit ZIP Code. This additional 5% threshold summary must appear within the body of the documentation beneath the pallet rate listing for the last physical pallet for the logical pallet presort destination. *Note:* If there are two or more physical pallets for the same presort destination, for example, the same merged 5-digit pallet destination, these two or more physical pallets would be considered as one “logical pallet.” The separate pallet summary must be for the mail on all of the physical pallets (the “logical pallet”) for that presort destination.

l. Portions of the mailing job that cannot be palletized must be prepared in sacks under M610, M620, M820, M910, or M920.

Package Preparation
2.2

Packages placed on pallets must be prepared under the standards in M045.

5% Threshold Standard
2.3

5-digit packages and carrier route packages may be placed on the same merged 5-digit scheme and merged 5-digit pallet if all of the following conditions are met:

a. The number of pieces prepared in 5-digit packages for any single 5-digit ZIP Code on a logical merged 5-digit or merged 5-digit scheme pallet does not exceed 5% of the total number of pieces for the 5-digit ZIP Code on the pallet(s) for the presort destination. That is, the total number of pieces for a 5-digit ZIP Code in 5-digit and carrier route packages must not be greater than the number of pieces in carrier route packages divided by 0.95.

b. The 5% threshold is calculated separately for each 5-digit ZIP Code. For example, if a scheme contains 4 different 5-digit ZIP Codes, a separate 5% threshold applies to each 5-digit ZIP Code for the scheme on a merged 5-digit scheme pallet.

c. Except when packages are prepared under the co-packaging option in M950, all the mail in a logical 5-digit package must be able to be placed on the logical pallet under the 5% rule. A logical 5-digit package is all pieces for a mailing (rate level) prepared in a 5-digit package or packages for the same 5-digit destination. For each 5-digit ZIP Code, it is possible to have a logical 5-digit package of automation rate mail and a logical 5-digit package of Presorted rate mail. If the total number of pieces in a logical 5-digit package exceeds the 5% limit, none of the pieces for that 5-digit package level may be placed on a merged 5-digit or merged 5-digit scheme pallet. For some ZIP Codes, the total number of pieces prepared in logical 5-digit packages (both an automation rate 5-digit package and a Presorted rate 5-digit package) may exceed 5% of the total mail for that ZIP Code, but the number of pieces for an individual automation rate logical 5-digit package for that ZIP Code does not exceed the 5% limit nor does an individual Presorted rate logical 5-digit package for that ZIP Code exceed the 5% limit. In such instances, mailers may choose to place all of the pieces in a logical 5-digit package for a single rate category on the logical merged 5-digit or merged 5-digit scheme pallet so that the 5% threshold is not exceeded.

d. Except for packages prepared under the co-packaging option in M950, if the total number of pieces in both the logical 5-digit automation rate package and the logical 5-digit Presorted rate package each separately exceed 5% of the total number of pieces for the 5-digit ZIP Code, none of the pieces in 5-digit packages may be merged with carrier route packages on a merged 5-digit or merged 5-digit scheme pallet.

e. For mailing jobs prepared using the co-packaging option in M950, if the total number of pieces prepared in a logical 5-digit package (containing automation rate and Presorted rate pieces) exceeds the 5% limit for a 5-digit ZIP Code in 2.3a, a mailer may, for each 5-digit ZIP Code, choose to place a portion of the pieces prepared in the logical 5-digit package on a merged 5-digit or 5-digit scheme pallet using one of the options below. Regardless of the option selected, a minimum of 10 pieces must be prepared in 5-digit package(s) placed on the merged pallet and a minimum of 10 remaining pieces prepared in 5-digit package(s) not placed on the merged pallet, with the total number of pieces not exceeding the 5% limit. The options are:

(1) Place either all automation rate pieces or all Presorted rate pieces for the 5-digit ZIP Code on the merged pallet.
(2) Place a portion of either the automation rate pieces or the Presorted rate pieces for the 5-digit ZIP Code on the merged pallet.
(3) Place either all the automation rate pieces plus a portion of the Presorted rate pieces or all the Presorted rate pieces plus a portion of the automation rate pieces for the 5-digit ZIP Code on the merged pallet.

Pallet Preparation and Labeling
2.4

Mailers must prepare pallets of packages in the manner and sequence listed below and under M041. Mailers must prepare all merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the destination using L001 and the 5% threshold. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under M031.

a. *Merged 5-Digit Scheme.* Required. Permitted only when 5-digit packages for at least one 5-digit ZIP Code in the scheme may be merged with carrier route packages under the 5% threshold standard in 2.3. May contain carrier route packages for any 5-digit ZIP Code in a single scheme listed in L001. May also contain automation rate 5-digit packages and Presorted rate 5-digit packages up to a maximum of 5% of the total number of pieces for each 5-digit ZIP Code in the scheme under 2.3. For 5-digit ZIP Codes not included in a scheme, begin preparing pallets under 2.4d (merged 5-digit pallet).
   (1) Line 1: use L001, Column B.
   (2) Line 2: "STD FLTS CR/5D SCHEME."

b. *5-Digit Scheme Carrier Routes.* Required. May contain only carrier route packages for all carrier routes in an L001 scheme when a merged 5-digit scheme pallet could not be prepared under 2.4a.
   (1) Line 1: use L001, Column B.
   (2) Line 2: "STD FLTS CR-RTS SCHEME."

c. *5-Digit Scheme.* Required. May contain only 5-digit packages of automation rate and 5-digit Presorted rate mail for the same 5-digit scheme under L001 that could not be placed on a merged 5-digit scheme pallet.
   (1) Line 1: use L001, Column B.
   (2) Line 2: STD FLTS 5D"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail; followed by "SCHEME" or "SCH."

d. *Merged 5-Digit.* Required. Permitted only when 5-digit packages may be merged with carrier route packages under the 5% threshold standard in 2.3 for a 5-digit ZIP Code that is not part of an L001 scheme. May contain carrier route rate packages, automation rate 5-digit packages, and Presorted rate 5-digit packages. The number of pieces in 5-digit packages is limited to 5% of the total number of pieces placed on the pallet under 2.3.
   (1) Line 1: use city, state, and 5-digit ZIP Code destination (see M031 for military mail).
   (2) Line 2: "STD FLTS CR/5D."

e. *5-Digit Carrier Routes.* Required. May contain only carrier route rate packages for the same 5-digit ZIP Code that is not part of a scheme and for which a merged 5-digit pallet could not be prepared under 2.4d.
   (1) Line 1: use city, state, and 5-digit ZIP Code destination (see M031 for military mail).

(2) Line 2: “STD FLTS”; followed by “CARRIER ROUTES” or “CR-RTS.”

f. *5-Digit.* Required. May contain only automation rate 5-digit packages and Presorted rate 5-digit packages for the same 5-digit ZIP Code that is not part of a scheme and that could not be placed on a merged 5-digit pallet.
   (1) Line 1: use city, state, and 5-digit ZIP Code destination (see M031 for military mail).
   (2) Line 2: “STD FLTS 5D”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail.

g. *5-Digit Metro.* Optional. May contain carrier route, automation, and Presorted rate packages for the 5-digit ZIP Codes listed in L006, Column A, and for the 3-digit ZIP Code areas listed in L006, Column B.
   (1) Line 1: use L006, Column C.
   (2) Line 2: “STD FLTS” followed by “METRO” or “MET”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate and/or carrier route mail.

h. *3-Digit.* Optional. May contain carrier route rate, automation rate, and Presorted rate packages.
   (1) Line 1: use L002, Column A.
   (2) Line 2: “STD FLTS 3D”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail and/or carrier route rate mail.

i. *SCF.* Required. May contain carrier route rate, automation rate, and Presorted rate packages.
   (1) Line 1: use L002, Column C.
   (2) Line 2: “STD FLTS SCF”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail and/or carrier route rate mail.

j. *ASF.* Required, except than an ASF sort may not be required if using package reallocation under M045.5.0. May contain carrier route rate, automation rate, and/or Presorted rate packages. Sort ADC packages to ASF pallets based on the “label to” ZIP Code for the ADC destination of the package in L004. See E751 for additional requirements for DBMC rate eligibility.
   (1) Line 1: use L602.
   (2) Line 2: “STD FLTS ASF”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail and/or carrier route rate mail.

k. *BMC.* Required. May contain carrier route rate, automation rate, and/or Presorted rate packages. Sort ADC packages to BMC and ASF pallets based on the “label to” ZIP Code for the ADC destination of the package in L004. See E751 for additional requirements for DBMC rate eligibility.
   (1) Line 1: Use L601.
   (2) Line 2: “STD FLTS BMC”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail and/or carrier route rate mail.

M900 Advanced Preparation Options for Flats

M940 Merged Palletization of Packages Using the City State Product and a 5% Threshold

Summary M940 describes the eligibility and preparation requirements for co-palletizing packages of automation, Presorted, and carrier route rate pieces into merged 5-digit scheme and merged 5-digit pallets using both the City State Product and a 5% threshold.

1.0 PERIODICALS

Basic Standards

1.1 5-digit packages from an automation rate mailing and 5-digit packages from a Presorted rate mailing (including pieces co-packaged under M950) may be placed on the same pallet as carrier route rate packages from a carrier route rate mailing under the following conditions:

a. A carrier route mailing must be part of the mailing job.

b. The pieces in the carrier route mailing, the automation rate mailing, and the Presorted rate mailing must be part of the same mailing job.

c. Pieces in the automation rate mailing must meet the criteria for a flat under C050.3.2 and C820. Pieces in the Presorted rate mailing and the carrier route mailing must be nonletter-size.

d. Mailers must use the Carrier Route Indicators field in the City State Product and the 5% limit criteria in 1.4 to prepare the mailing. The mailing must be entered no later than 90 days after the release date of the City State Product used.

e. Automation rate 5-digit packages, Presorted rate 5-digit packages, and co-packaged 5-digit packages may be copalletized with carrier route packages on merged 5-digit or merged 5-digit scheme pallets as follows:
   (1) For 5-digit ZIP Codes with an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product, carrier route and 5-digit packages may be merged with no limit on the number of pieces in 5-digit packages that are placed on the pallet.
   (2) For 5-digit ZIP Codes with a “B” or “D” indicator in the Carrier Route Indicators field in the City State Product, the pieces in the 5-digit packages must not exceed 5% of the total number of pieces for each individual 5-digit ZIP Code on the pallet as described in 1.4.

f. If sortation under this section is performed, merged 5-digit pallets and merged 5-digit scheme pallets, must be prepared whenever there is enough volume of carrier route and 5-digit packages under M041 to prepare such pallets using the criteria in 1.1e and the sortation criteria in 1.5. All possible merged 5-digit scheme, 5-digit scheme carrier routes, and 5-digit scheme pallets must be prepared under 1.4 and 1.5.

g. The carrier route mailing must meet the eligibility criteria in E230, the automation rate mailing must meet the eligibility criteria in E240, and the Presorted rate mailing must meet the eligibility criteria in E220.

h. The rates are based on the level of package and the number of pieces in the package under E220, E230, and E240.

i. The packages from each separate mailing must be sorted together on pallets (copalletized) under 1.5 using presort software that is PAVE-certified.

j. A complete, signed postage statement(s), using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures.

k. In addition to the postage statement(s), documentation prepared by PAVE-certified software must be submitted with each copalletized mailing job that describes for each pallet sortation level and pallet the number of pieces qualifying for each applicable carrier route rate, each applicable automation rate, and each applicable Presorted rate under P012. A separate 5% threshold summary also must be provided under P012 for each "logical" merged 5-digit scheme or "logical" merged 5-digit pallet presort destination that contains mail for one or more 5-digit ZIP Codes with a "B" or "D" indicator in the City State Product. This 5% threshold summary must show for each 5-digit ZIP Code with a "B" or "D" indicator on the logical merged 5-digit scheme or logical merged 5-digit pallet: 1) the total number of pieces on the pallet for the 5-digit ZIP Code 2) the total number of pieces sorted in carrier route packages for the 5-digit ZIP Code (including each firm package eligible for the carrier route rate and low-volume carrier route packages) 3) the total number of pieces sorted in 5-digit packages for the 5-digit ZIP Code (including each firm package eligible for the 5-digit or basic rate and low-volume 5-digit packages), and 4) of the total number of pieces for the 5-digit ZIP Code, the percentage of pieces sorted in 5-digit packages for that 5-digit ZIP Code. This additional 5% threshold summary must appear within the body of the documentation beneath the pallet rate listing for the last physical pallet for the logical pallet presort destination. *Note:* If there are two or more physical pallets for the same presort destination, for example, the same merged 5-digit pallet destination, these two or more physical pallets would be considered as one "logical pallet." The separate pallet summary must be for the mail on all of the physical pallets (the "logical pallet") for that presort destination.

l. Portions of the mailing job that cannot be palletized must be prepared in sacks under M210, M220, M820, M910, or M920.

Package Preparation
1.2

Packages placed on pallets must be prepared under the standards in M045.

Low-Volume Packages on Pallets
1.3

Carrier route and 5-digit packages prepared under M210, M220, M820 or M950, and M045 that contain fewer than six pieces may be placed on pallets under 1.5a through 1.5i, when the publisher determines that such preparation improves service. Pieces in such low-volume packages must pay the applicable basic rate.

5% Threshold Standard
1.4

5-digit packages and carrier route packages may be placed on the same merged 5-digit scheme or merged 5-digit pallet under 1.5 if all of the following conditions are met:

a. The number of pieces prepared in 5-digit packages for any single 5-digit ZIP Code with a "B" or "D" indicator on a logical merged 5-digit or merged 5-digit scheme pallet does not exceed 5% of the total number of pieces for the 5-digit ZIP Code on the logical pallet for the presort destination. That is, the total number of pieces for a 5-digit ZIP Code in 5-digit and carrier route packages must not be greater than the number of pieces in carrier route packages divided by 0.95. (Five-digit ZIP Codes with an "A" or "C" indicator are not subject to the 5% limit.)

b. The 5% threshold is calculated separately for each 5-digit ZIP Code with a "B" or "D" indicator. For example, if a scheme contains four different 5-digit ZIP Codes, a separate 5% threshold applies to each 5-digit ZIP Code with a "B" or "D" indicator for the scheme on a merged 5-digit scheme pallet. (Five-digit ZIP Codes with an "A" or "C" indicator are not subject to the 5% limit.)

c. Except when packages are prepared under the co-packaging option in M950, all mail in a logical 5-digit package for a 5-digit ZIP Code with a "B" or "D" indicator must be able to be placed on the logical pallet under the 5% rule. A logical 5-digit package is all pieces for a mailing (rate level) prepared in a 5-digit package or packages for the same 5-digit destination. For each 5-digit ZIP Code, it is possible to have a logical 5-digit package of automation rate mail and a logical 5-digit package of Presorted rate mail. If the total number of pieces in a logical 5-digit package exceeds the 5% limit, none of the pieces for that 5-digit package level may be placed on a merged 5-digit or merged 5-digit scheme pallet. For some ZIP Codes, the total number of pieces prepared in logical 5-digit packages (both an automation rate 5-digit package and a Presorted rate 5-digit package) may exceed 5% of the total mail for that ZIP Code, but the number of pieces for an individual automation rate logical 5-digit package for that ZIP Code does not exceed the 5% limit nor does an individual Presorted rate logical 5-digit package for that ZIP Code exceed the 5% limit. In such instances, mailers may choose to place all of the pieces in a logical 5-digit package for a single rate category on the logical merged 5-digit or merged 5-digit scheme pallet so that the 5% threshold is not exceeded.

d. Except for packages prepared under the co-packaging option in M950, if the total number of pieces in both the logical 5-digit automation rate package and the logical 5-digit Presorted rate package each separately exceed 5% of the total number of pieces for the 5-digit ZIP Code with a "B" or "D" indicator, none of the pieces in 5-digit packages may be merged with carrier route packages on a merged 5-digit or merged 5-digit scheme pallet.

e. For mailing jobs prepared using the co-packaging option in M950, if the total number of pieces prepared in a logical 5-digit package (containing automation rate and Presorted rate pieces) exceeds the 5% limit for a 5-digit ZIP Code in 1.4a, a mailer may, for each 5-digit ZIP Code, choose to place a portion of the pieces prepared in the logical 5-digit package on a merged 5-digit or 5-digit scheme pallet using one of the options below. Regardless of the option selected, a minimum of six pieces must be prepared in 5-digit package(s) placed on the merged pallet and a minimum of six remaining pieces prepared in 5-digit package(s) not placed on the merged pallet, with the total number of pieces not exceeding the 5% limit. The options are:
   (1) Place either all automation rate pieces or all Presorted rate pieces for the 5-digit ZIP Code on the merged pallet.
   (2) Place a portion of either the automation rate pieces or the Presorted rate pieces for the 5-digit ZIP Code on the merged pallet.
   (3) Place either all the automation rate pieces plus a portion of the Presorted rate mail or all the Presorted rate pieces plus a portion of the automation rate pieces for the 5-digit ZIP Code on the merged pallet.

f. Pieces in low-volume carrier route packages will count as carrier route sorted pieces for purposes of determining the 5% limit under 1.4a through 1.4d even though the basic rate is paid. Pieces in low-volume 5-digit packages will count as 5-digit sorted pieces for purposes of determining the 5% limit under 1.4a through 1.4d even though the basic rate is paid.

g. Copies in firm packages claimed as one piece for rate purposes will be considered a single piece when performing the 5% limit calculation under 1.4a through 1.4d. As provided in M210.1.4 and M220.1.4, some firm packages claimed as one piece may be eligible for carrier route rates, 5-digit rates, or basic rates. The sortation level of each firm piece (package) for purposes of applying the 5% limit will be considered to be carrier route if the firm piece (package) is eligible for the carrier route rate under M220.1.4. Otherwise the firm package will be considered to be a 5-digit sorted piece (even if the basic rate must be paid on that piece).

Pallet Preparation and Labeling

1.5 Mailers must prepare pallets of packages in the manner and sequence listed below and under M041. Mailers must prepare all merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the destination (M041) using L001, the City State Product, and the 5% threshold (1.4), as applicable. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under M031. If, due to the physical size of the mailpieces, the automation rate pieces are considered flat-size under C820 and the carrier route sorted pieces and Presorted rate pieces are considered irregular parcels under C050, "FLTS" must be shown as the processing category on the pallet label. If a mailing contains no automation rate pieces and the carrier route mailing and the Presorted rate mailing are irregular parcels, use "IRREG" for the processing category on the contents line of the pallet label.

a. *Merged 5-Digit Scheme.* Required. For schemes that contain at least one 5-digit ZIP Code that has an "A" or "C" indicator in the City State Product, the pallet contains 1) carrier route packages for all 5-digit ZIP Codes in the scheme, 2) 5-digit automation rate and 5-digit Presorted rate packages for those 5-digit ZIP Codes in the scheme with an "A" or "C" indicator in the City State Product, and 3) 5-digit automation rate and/or 5-digit Presorted rate packages for those 5-digit ZIP Codes in the scheme with a "B" or "D" indicator when the number of pieces in the 5-digit package(s) does not exceed 5% of the total number of pieces for that 5-digit ZIP Code under 1.4. For schemes in which all 5-digit ZIP Codes have "B" or "D" indicators and for which there is at least one 5-digit ZIP Code for which 5-digit packages may be placed on the pallet under the 5% limit in 1.4, place all carrier route packages plus the 5-digit packages within the 5% limit on the pallet. For schemes in which all 5-digit ZIP Codes have "B" or "D" indicators and for which there are no 5-digit ZIP Codes for which 5-digit packages may be placed on the pallet under the 5% limit, do not prepare a merged 5-digit scheme pallet (sort packages to pallets under 1.5b through 1.5j).
   (1) Line 1: use L001, Column B.
   (2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; and followed by "CR/5D SCHEME."

b. *5-Digit Scheme Carrier Routes.* Required. May contain only carrier route packages for all carrier routes in an L001 scheme for which all 5-digit ZIP Codes in the scheme have a "B" or "D" indicator and for which no 5-digit packages could be placed on a merged 5-digit scheme pallet with the carrier route packages because the 5-digit packages exceeded the 5% threshold.

(1) Line 1: use L001, Column B.
(2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; and followed by "CR-RTS SCHEME."

c. *5-Digit Scheme.* Required. May contain only 5-digit packages of automation rate and Presorted rate mail for the same 5-digit scheme under L001 for which one or more 5-digit ZIP Codes in the scheme had a "B" or "D" indicator in the City State Product, and the 5-digit packages could not be placed on a merged 5-digit scheme pallet (the pieces exceeded the 5% threshold).
(1) Line 1: use L001, Column B.
(2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "5D"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail; and followed by "SCHEME" or "SCH."

d. *Merged 5-Digit.* Required. May contain carrier route packages, automation rate 5-digit packages, and Presorted rate 5-digit packages for those 5-digit ZIP Codes that are not part of a scheme. For 5-digit ZIP Codes with an "A" or "C" indicator in the City State Product, there is no limit on the number of pieces in 5-digit packages that may be placed on the pallet and a merged 5-digit pallet is prepared even if there are no 5-digit packages for that ZIP Code. For those 5-digit ZIP Codes with a "B" or "D" indicator in the City State Product, the number of pieces in 5-digit packages is limited to 5% of the total number of pieces for the 5-digit pallet destination under 1.4. However, if no 5-digit packages for ZIP Codes with "B" or "D" indicators can be placed on this level pallet under the 5% limit, do not prepare this a merged 5-digit pallet (sort packages under 1.5e through 1.5j).
(1) Line 1: use city, state, and 5-digit ZIP Code destination (see M031 for military mail).
(2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or IRREG" as applicable; and followed by "CR/5D."

e. *5-Digit Carrier Routes.* Required. May contain only carrier route rate packages for the same 5-digit ZIP Code that is not part of a scheme and that could not be placed on a merged 5-digit pallet.
(1) Line 1: use city, state, and 5-digit ZIP Code destination (see M031 for military mail).
(2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; and followed by "CARRIER ROUTES" or "CR-RTS."

f. *5-Digit.* Required. May contain only automation rate 5-digit packages and Presorted rate 5-digit packages for the same 5-digit ZIP Code that is not part of a scheme and that could not be placed on a merged 5-digit pallet.
(1) Line 1: use city, state, and 5-digit ZIP Code destination (see M031 for military mail).
(2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "5D"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; and followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail.

g. *5-Digit Metro.* Optional. May contain carrier route, automation, and Presorted rate packages for the 5-digit ZIP Codes listed in L006, Column A, and for the 3-digit ZIP Code areas listed in L006, Column B.
(1) Line 1: use L006, Column C.

(2) Line 2: "PER" or "NEWS"; followed by "FLTS" or "IRREG"; followed by "METRO" or "MET"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate and/or carrier route mail.

h. *3-Digit.* Optional. May contain carrier route rate, automation rate, and Presorted rate packages.
(1) Line 1: use L002, Column A.
(2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or IRREG" as applicable; followed by "3D"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; and followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail and/or carrier route mail.

i. *SCF.* Required. May contain carrier route rate, automation rate, and Presorted rate packages.
(1) Line 1: use L002, Column C.
(2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "SCF"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; and followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail and/or carrier route mail.

j. *ADC.* Required. May contain carrier route rate, automation rate, and Presorted rate packages.
(1) Line 1: use L004.
(2) Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "ADC"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; and followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail and/or carrier route mail.

2.0 STANDARD MAIL

Basic Standards

2.1 5-digit packages from an automation rate mailing and 5-digit packages from a Presorted rate mailing (including pieces co-packaged under M950) may be placed on the same pallet as carrier route rate packages from a carrier route rate mailing under the following conditions:

a. A carrier route mailing must be part of the mailing job.

b. The pieces in the carrier route rate mailing, the automation rate mailing, and the Presorted rate mailing must be part of the same mailing job, and all three mailings must be reported on the same postage statement.

c. Pieces in the automation rate mailing must meet the criteria for a flat under C050.3.2 and C820. Pieces in the Presorted rate mailing and the carrier route mailing must meet the criteria for a flat under C050.3.1.

d. Mailers must use the Carrier Route Indicators field in the City State Product and the 5% limit criteria in 2.3 to prepare the mailing. The mailing must be entered no later than 90 days after the release date of the City State Product used.

e. Automation rate 5-digit packages, Presorted rate 5-digit packages, and co-packaged 5-digit packages may be copalletized with carrier route packages as follows:

(1) For 5-digit ZIP Codes with an "A" or "C" indicator in the Carrier Route Indicators field in the City State Product, carrier route and 5-digit packages may be merged with no limit on the number of pieces in 5-digit packages that are placed on the pallet.
(2) For 5-digit ZIP Codes with a "B" or "D" indicator in the Carrier Route Indicators field in the City State Product, the pieces in the 5-digit packages must not exceed 5% of the total number of pieces for each individual 5-digit ZIP Code on the pallet as described in 2.3.

f. If sortation under this section is performed, then merged 5-digit scheme pallets must be prepared whenever there is enough volume of carrier route and 5-digit packages under M041 to prepare such pallets using the criteria in 2.1e and the sortation criteria in 2.4.

g. The carrier route mailing must meet the eligibility criteria in E620, the automation rate mailing must meet the eligibility criteria in E640, and the Presorted rate mailing must meet the eligibility criteria in E620.

h. The rates are based on the level of package that the pieces are contained in under E620 and E640.

i. The pieces in each separate mailing must bear the applicable markings required under M610, M620, or M820 and under M012.

j. The packages from each separate mailing must be sorted together on pallets (copalletized) using presort software that is PAVE-certified.

k. A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures.

l. In addition to the postage statement, documentation prepared by PAVE-certified or MAC-certified software must be submitted with each copalletized mailing job that describes for each pallet sortation level and pallet the number of pieces qualifying for each applicable carrier route rate, each applicable automation rate, and each applicable Presorted rate under P012. A separate 5% threshold summary also must be provided under P012 for each "logical" merged 5-digit scheme or "logical" merged 5-digit pallet presort destination that contains mail for one or more 5-digit ZIP Codes with a "B" or "D" indicator in the City State Product. This 5% threshold summary must show for each 5-digit ZIP Code with a "B" or "D" indicator on the logical merged 5-digit scheme or logical merged 5-digit pallet 1) the total number of pieces on the pallet for the 5-digit ZIP Code 2) the total number of pieces sorted in carrier route packages for the 5-digit ZIP Code 3) the total number of pieces sorted in 5-digit packages for the 5-digit ZIP Code, and 4) of the total number of pieces for the 5-digit ZIP Code, the percentage of pieces sorted in 5-digit packages for that 5-digit ZIP Code. This additional 5% threshold summary must appear within the body of the documentation beneath the pallet rate listing for the last physical pallet for the logical pallet presort destination. *Note:* If there are two or more physical pallets for the same presort destination, for example, the same merged 5-digit pallet destination, these two or more physical pallets would be considered as one "logical pallet." The separate pallet summary must be for the mail on all of the physical pallets (the "logical pallet") for that presort destination.

m. Portions of the mailing job that cannot be palletized must be prepared in sacks under M610, M620, M820, M910, or M920.

Package Preparation
2.2

Packages placed on pallets must be prepared under the standards in M045.

5% Threshold Standard
2.3

5-digit packages and carrier route packages may be placed on the same merged 5-digit scheme and merged 5-digit pallet if all of the following conditions are met:

a. The number of pieces prepared in 5-digit packages for any single 5-digit ZIP Code with a "B" or "D" indicator on a logical merged 5-digit or merged 5-digit scheme pallet does not exceed 5% of the total number of pieces for the 5-digit ZIP Code on the pallet(s) for the presort destination. That is, the total number of pieces for a 5-digit ZIP Code in 5-digit and carrier route packages must not be greater than the number of pieces in carrier route packages divided by 0.95. (Five-digit ZIP Codes with an "A" or "C" indicator are not subject to the 5% limit.)

b. The 5% threshold is calculated separately for each 5-digit ZIP Code with a "B" or "D" indicator. For example, if a scheme contains four different 5-digit ZIP Codes, a separate 5% threshold applies to each 5-digit ZIP Code with a "B" or "D" indicator for the scheme on a merged 5-digit scheme pallet. (Five-digit ZIP Codes with an "A" or "C" indicator are not subject to the 5% limit.)

c. Except when packages are prepared under the co-packaging option in M950, all mail in a logical 5-digit package for a 5-digit ZIP Code with a "B" or "D" indicator must be able to be placed on the logical pallet under the 5% rule. A logical 5-digit package is all pieces for a mailing (rate level) prepared in a 5-digit package or packages for the same 5-digit destination. For each 5-digit ZIP Code, it is possible to have a logical 5-digit package of automation rate mail and a logical 5-digit package of Presorted rate mail. If the total number of pieces in a logical 5-digit package exceeds the 5% limit, none of the pieces for that 5-digit package level may be placed on a merged 5-digit or merged 5-digit scheme pallet. For some ZIP Codes, the total number of pieces prepared in logical 5-digit packages (both an automation rate logical 5-digit package and a Presorted rate logical 5-digit package) may exceed 5% of the total mail for that ZIP Code, but the number of pieces for an individual automation rate logical 5-digit package for that ZIP Code does not exceed the 5% limit nor does an individual Presorted rate logical 5-digit package for that ZIP Code exceed the 5% limit. In such instances, mailers may choose to place all of the pieces in a logical 5-digit package for a single rate category on the logical merged 5-digit or merged 5-digit scheme pallet so that the 5% threshold is not exceeded.

d. Except for packages prepared under the co-packaging option in M950, if the total number of pieces in both the logical 5-digit automation rate package and the logical 5-digit Presorted rate package each separately exceed 5% of the total number of pieces for the 5-digit ZIP Code with a "B" or "D" indicator, none of the pieces in 5-digit packages may be merged with carrier route packages on a merged 5-digit or merged 5-digit scheme pallet.

e. For mailing jobs prepared using the co-packaging option in M950, if the total number of pieces prepared in a logical 5-digit package (containing automation rate and Presorted rate pieces) exceeds the 5% limit for a 5-digit ZIP Code in 2.3a, a mailer may, for each 5-digit ZIP Code, choose to place a portion of the pieces prepared in the logical 5-digit package on a merged 5-digit or 5-digit scheme pallet using one of the options below. Regardless of the option selected, a minimum of 10 pieces must be prepared in 5-digit package(s) placed on the merged pallet and a minimum of 10 remaining pieces prepared in 5-digit package(s) not placed on the merged pallet, with the total number of pieces not exceeding the 5% limit. The options are:
   (1) Place either all automation rate pieces or all Presorted rate pieces for the 5-digit ZIP Code on the merged pallet.
   (2) Place a portion of either the automation rate pieces or the Presorted rate pieces for the 5-digit ZIP Code on the merged pallet.
   (3) Place either all the automation rate pieces plus a portion of the Presorted rate pieces or all the Presorted rate pieces plus a portion of the automation rate pieces for the 5-digit ZIP Code on the merged pallet.

Pallet Preparation and Labeling

2.4 Mailers must prepare pallets of packages in the manner and sequence listed below and under M041. Mailers must prepare all merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the destination using L001, the City State Product, and the 5% threshold. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under M031.

a. *Merged 5-Digit Scheme.* Required. For schemes that contain at least one 5-digit ZIP Code that has an "A" or "C" indicator in the City State Product, the pallet contains 1) carrier route packages for all 5-digit ZIP Codes in the scheme, 2) 5-digit automation rate and 5-digit Presorted rate packages for those 5-digit ZIP Codes in the scheme with an "A" or "C" indicator in the City State Product, and 3) 5-digit automation rate and/or 5-digit Presorted rate packages for those 5-digit ZIP Codes in the scheme with a "B" or "D" indicator when the number of pieces in the 5-digit package(s) does not exceed 5% of the total number of pieces for that 5-digit ZIP Code under 2.3. For schemes in which all 5-digit ZIP Codes have "B" or "D" indicators and for which there is at least one 5-digit ZIP Code for which 5-digit packages may be placed on the pallet under the 5% limit in 2.3, place all carrier route packages plus the 5-digit packages within the 5% limit on the pallet. For schemes in which all 5-digit ZIP Codes have "B" or "D" indicators and for which there are no 5-digit ZIP Codes for which 5-digit packages may be placed on the pallet under the 5% limit, do not prepare a merged 5-digit scheme pallet (sort packages to pallets under 2.4b through 2.4k).
   (1) Line 1: labeling: use L001, Column B.
   (2) Line 2: "STD FLTS CR/5D SCHEME."

b. *5-Digit Scheme Carrier Routes.* Required. May contain only carrier route packages for all carrier routes in an L001 scheme for which all 5-digit ZIP Codes in the scheme have a "B" or "D" indicator and for which no 5-digit packages could be placed on a merged 5-digit scheme pallet with the carrier route packages because the 5-digit packages exceeded the 5% threshold.
   (1) Line 1: use L001, Column B.
   (2) Line 2: "STD FLTS CR-RTS SCHEME."

c. *5-Digit Scheme*. Required. May contain 5-digit packages of automation rate and 5-digit Presorted rate mail for the same 5-digit scheme under L001 for which one or more 5-digit ZIP Codes in the scheme had a "B" or "D" indicator in the City State Product, and the 5-digit packages could not be placed on a merged 5-digit scheme pallet (the pieces exceeded the 5% threshold).
   (1) Line 1: use L001, Column B.
   (2) Line 2: STD FLTS 5D"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail; and followed by "SCHEME" or "SCH."

d. *Merged 5-Digit.* Required. May contain carrier route packages, automation rate 5-digit packages, and Presorted rate 5-digit packages for those 5-digit ZIP Codes that are not part of a scheme. For 5-digit ZIP Codes with an "A" or "C" indicator in the City State Product, there is no limit on the number of pieces in 5-digit packages that may be placed on the pallet, and a merged 5-digit pallet is prepared even if there are no 5-digit packages for that ZIP Code. For those 5-digit ZIP Codes with a "B" or "D" indicator in the City State Product, the number of pieces in 5-digit packages is limited to 5% of the total number of pieces for the 5-digit pallet destination under 2.3. However, if no 5-digit packages for ZIP Codes with "B" or "D" indicators can be placed on this level pallet under the 5% limit, do not prepare a merged 5-digit pallet (sort packages to pallets under 2.4e through 2.4k).
   (1) Line 1: use city, state abbreviation, and 5-digit ZIP Code destination (see M031 for military mail).
   (2) Line 2: "STD FLTS CR/5D."

e. *5-Digit Carrier Routes.* Required. May contain only carrier route rate packages for the same 5-digit ZIP Code that is not part of a scheme and that could not be placed on a merged 5-digit pallet.
   (1) Line 1: use city, state, and 5-digit ZIP Code destination (see M031 for military mail).
   (2) Line 2: "STD FLTS," followed by "CARRIER ROUTES" or "CR-RTS."

f. *5-Digit.* Required. May contain only automation rate 5-digit packages and Presorted rate 5-digit packages for the same 5-digit ZIP Code that is not part of a scheme and that could not be placed on a merged 5-digit pallet.
   (1) Line 1: use city, state, and 5-digit ZIP Code destination (see M031 for military mail).
   (2) Line 2: "STD FLTS 5D"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; and followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail.

g. *5-Digit Metro.* Optional. May contain carrier route, automation, and Presorted rate packages for the 5-digit ZIP Codes listed in L006, Column A, and for the 3-digit ZIP Code areas listed in L006, Column B.
   (1) Line 1: use L006, Column C.
   (2) Line 2: "STD FLTS" followed by "METRO" or "MET"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate and/or carrier route mail.

h. *3-Digit.* Optional. May contain carrier route rate, automation rate, and Presorted rate packages.
   (1) Line 1: use L002, Column A.

(2) Line 2: “STD FLTS 3D”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; and followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail and/or carrier route rate mail.

i. *SCF.* Required. May contain carrier route rate, automation rate, and Presorted rate packages.
   (1) Line 1: use L002, Column C.
   (2) Line 2: “STD FLTS SCF”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; and followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail and/or carrier route rate mail.

j. *ASF.* Required, except than an ASF sort may not be required if using package reallocation under M045.5.0. May contain carrier route rate, automation rate, and/or Presorted rate packages. Sort ADC packages to ASF pallets based on the “label to” ZIP Code for the ADC destination of the package in L004. See E751 for additional requirements for DBMC rate eligibility.
   (1) Line 1: use L602.
   (2) Line 2: “STD FLTS ASF”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; and followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail and/or carrier route rate mail.

k. *BMC.* Required. May contain carrier route rate, automation rate, and/or Presorted rate packages. Sort ADC packages to BMC and ASF pallets based on the “label to” ZIP Code for the ADC destination of the package in L004. See E751 for additional requirements for DBMC rate eligibility.
   (1) Line 1: Use L601.
   (2) Line 2: “STD FLTS BMC,” followed by “BARCODED” or “BC” if the pallet contains automation rate mail; and followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail and/or carrier route rate mail.

M900 Advanced Preparation Options for Flats

M950 Co-Packaging Automation Rate and Presorted Rate Pieces

Summary M950 describes the eligibility and preparation requirements for co-packaging flat-size automation rate and Presorted rate First-Class Mail, nonletter-size automation rate and Presorted rate Periodicals, and flat-size automation rate and Presorted rate Standard Mail.

1.0 FIRST-CLASS MAIL

Basic Standards 1.1

Mailers may choose to co-package (see M011) automation rate and Presorted rate pieces as an option to the basic packaging requirements in M910, subject to the following conditions:

a. The pieces in the automation rate mailing and the Presorted rate mailing must be part of the same mailing job and must be reported on the appropriate postage statement.

b. The pieces in the mailing job must be flat-size and meet any other size and mailpiece design requirements applicable to the rate category for which they are prepared.

c. The basic standards in M910 must be met.

d. A minimum of 500 automation rate pieces and 500 Presorted rate pieces are required. The total number of automation rate and Presorted rate pieces must be used to meet the minimum volume requirements for packages and containers to a presort destination.

e. Presorted rate pieces must contain a 5-digit barcode and be co-packaged with automation rate pieces for the same presort destination. If this optional preparation method is used, all automation rate and Presorted rate pieces in the same mailing job and reported on the same postage statement must be co-packaged.

f. Within a package, all pieces must meet the FSM 881 requirements or all pieces must meet the FSM 1000 requirements described in C820.

g. Mailers must sort automation rate pieces and Presorted rate pieces for each presort destination so that only one physical package for each logical presort destination (see M011) includes both automation rate pieces (containing a ZIP+4 or delivery point barcode) and Presorted rate pieces (containing a 5-digit barcode).

Package Preparation 1.2

Package size, preparation sequence, and labeling:

a. 5-digit: required (10-piece minimum, fewer not permitted); red Label D or optional endorsement line (OEL).

b. 3-digit: required (10-piece minimum, fewer not permitted); green Label 3 or OEL.

c. ADC: required (10-piece minimum, fewer not permitted); pink Label A or OEL.

d. Mixed ADC: required (no minimum); tan Label MXD or OEL.

2.0 PERIODICALS

Basic Standards
2.1 Mailers may choose to co-package (see M011) automation rate and Presorted rate pieces as an option to the basic packaging requirements in M210 and M820, subject to the following conditions:

a. The pieces in the automation rate mailing and the Presorted rate mailing must be part of the same mailing job and must be reported on the appropriate postage statement.

b. The pieces in the mailing job must be nonletter-size and meet any other size and mailpiece design requirements applicable to the rate category for which they are prepared.

c. Mailings prepared in sacks must meet the basic standards in M910 or M920.

d. Mailings prepared on pallets must meet the basic standards in M045, M920, M930, or M940.

e. The total number of automation rate and Presorted rate pieces must be used to meet the minimum volume requirements for packages and containers.

f. Presorted rate pieces must contain a 5-digit barcode and be co-packaged with automation rate pieces for the same presort destination. If this optional preparation method is used, all automation rate and Presorted rate pieces in the same mailing job and reported on the same postage statement must be co-packaged.

g. Within a package, all pieces must meet the FSM 881 requirements or all pieces must meet the FSM 1000 requirements described in C820.

h. Mailers must sort Presorted rate pieces and automation rate pieces for each presort destination so that only one physical package for each logical presort destination (see M011) includes both automation rate pieces (containing a ZIP+4 or delivery point barcode) and Presorted rate pieces (containing a 5-digit barcode).

Package Preparation
2.2 Package size, preparation sequence, and labeling:

a. Firm: optional (for Presorted rate pieces only under M210.1.4) (two-piece minimum); blue Label F or optional endorsement line (OEL).

b. 5-digit: required (six-piece minimum, fewer not permitted except under 2.3); red Label D or OEL.

c. 3-digit: required (six-piece minimum, fewer not permitted except under 2.3); green Label 3 or OEL.

d. ADC: required (six-piece minimum, fewer not permitted); pink Label A or OEL.

e. Mixed ADC: required (no minimum); tan Label MXD or OEL.

Low-Volume Packages in Sacks or on Pallets
2.3 Periodicals 5-digit and 3-digit packages prepared under 2.2 may contain fewer than six pieces when the publisher determines that such preparation improves service. These low-volume packages may be placed in merged 5-digit scheme, merged 5-digit, 5-digit, 3-digit, and SCF sacks or on merged 5-digit scheme, merged 5-digit, 5-digit, 3-digit, or SCF pallets. Presorted rate pieces in such low-volume packages must be claimed at the applicable basic Presorted rate. Automation rate pieces in such low-volume packages must be claimed at the applicable basic automation rate.

3.0 STANDARD MAIL

Basic Standards

3.1 Mailers may choose to co-package (see M011) automation rate and Presorted rate pieces as an option to the basic packaging requirements in M610 and M820, subject to the following conditions:

a. The pieces in the automation rate mailing and the Presorted rate mailing must be part of the same mailing job and must be reported on the appropriate postage statement.

b. The pieces in the mailing job must be flat-size and meet any other size and mailpiece design requirements applicable to the rate category for which they are prepared.

c. Mailings prepared in sacks must meet the basic standards in M910 or M920.

d. Mailings prepared on pallets must meet the basic standards in M045, M920, M930, or M940.

e. A minimum of 200 pieces or 50 pounds of automation rate pieces are required; the Presorted rate mailing may meet the residual volume requirements in E620. The total number of automation rate and Presorted rate pieces must be used to meet the minimum volume requirements for packages and containers.

f. Presorted rate pieces must contain a 5-digit barcode and be co-packaged with automation rate pieces for the same presort destination. If this optional preparation method is used, all automation rate and Presorted rate pieces in the same mailing job and reported on the same postage statement must be co-packaged.

g. Within a package, all pieces must meet the FSM 881 requirements or all pieces must meet the FSM 1000 requirements described in C820.

h. Mailers must sort Presorted rate pieces and automation rate pieces for each presort destination so that only one physical package for each logical presort destination (see M011) includes both Presorted rate pieces (containing a 5-digit barcode) and automation rate pieces (containing a ZIP+4 or delivery point barcode).

Package Preparation

3.2 Package size, preparation sequence, and labeling:

a. 5-digit: required (10-piece minimum, fewer not permitted); red Label D or optional endorsement line (OEL)

b. 3-digit: required (10-piece minimum, fewer not permitted); green Label 3 or OEL.

c. ADC: required (10-piece minimum, fewer not permitted); pink Label A or OEL.

d. Mixed ADC: required (no minimum); tan Label MXD or OEL.

Postage and Payment Methods

DMM Issue 57 (6-30-02)

Contents

P000 Basic Information

P010 General Standards

P011 Payment

P012 Documentation

P013 Rate Application and Computation

P014 Refunds and Exchanges

P020 Postage Stamps and Stationery

P021 Stamped Stationery

P022 Postage Stamps

P023 Precanceled Stamps

P030 Postage Meters (Postage Evidencing Systems)

P040 Permit Imprints

P070 Mixed Classes

P100 First-Class Mail

P200 Periodicals

P500 Express Mail

P600 Standard Mail

P700 Package Services

P900 Special Postage Payment Systems

P910 Manifest Mailing System (MMS)

P920 Optional Procedure (OP) Mailing System

P930 Alternate Mailing Systems (AMS)

P950 Plant-Verified Drop Shipment (PVDS)

P960 First-Class or Standard Mail Mailings With Different Payment Methods

P000 Basic Information

P010 General Standards

P011 Payment

Summary P011 describes proper payment of postage by the mailer. It also covers mailable matter in or on private mail receptacles, collection of postage due, and revenue deficiencies for general and nonprofit Standard Mail.

1.0 PREPAYMENT AND POSTAGE DUE

Prepayment Conditions
1.1 The mailer is responsible for proper payment of postage. Postage on all mail must be fully prepaid at the time of mailing, except as specifically provided by standard for:

a. Business reply mail (see S922) and metered reply mail (see P030) handled as business reply mail.

b. Merchandise return service (see S923).

c. Certain mail sent by members of the Armed Forces (see E030).

d. Certain matter by or for the blind or handicapped (see E040).

e. Official mail (see E050 and E060).

f. Keys and identification devices returned to owners (see E120 and E130).

Mail Without Postage
1.2 Matter of any class, including that for which special services are indicated, received at either the office of mailing or office of address without postage, is endorsed “Returned for Postage” and is returned to the sender without an attempt at delivery. If a mail recipient attempts to return or forward the mail without paying additional postage when required, the mail is endorsed “Returned for Postage” and returned to the recipient. If no return address is shown, or the delivery and return addresses are identical, or the delivery and return addresses are different but for the same person or organization, the piece is treated as dead mail.

Unpaid Metered Reply Mail
1.3 Metered reply mail on which the mailer failed to imprint a meter stamp is treated as business reply mail (BRM). Such mail is delivered on payment of postage and the applicable business reply per-piece charge for basic BRM.

Unpaid Matter for Private Delivery
1.4 If mailable matter without postage, intended for delivery by a private delivery company, is found in USPS collection boxes (or other receptacles for mail deposit), USPS facilities, or USPS mail processing operations, the company is contacted to pick up the matter by the close of the next workday. If the company does not pick up the matter, it is returned to the sender, postage due. If the sender cannot be identified or refuses the matter, it is treated as dead mail.

Shortpaid Mail—Basic Standards
1.5 Mail of any class, including mail indicating special services (except Express Mail, registered mail, and nonmachinable First-Class Mail), that is received at either the office of mailing or office of address without enough postage is marked to show the total (rounded off) deficiency of postage and fees. Individual such pieces (or quantities fewer than 10) are delivered to the addressee on payment of the charges marked on the mail. For quantity mailings of 10 or more pieces, the mailer is notified so that the postage charges may be adjusted before dispatch.

Shortpaid Express Mail
1.6 An insufficiently prepaid Express Mail shipment is never endorsed “Postage Due,” and collection of deficient postage is never attempted from the addressee. For an Express Mail Next Day, Second Day, Military, or Same Day Airport Service item

received at the office of mailing without sufficient adhesive or meter stamps, the mailer is contacted to correct the deficiency before dispatch. If postage is paid by an Express Mail corporate account or federal government "Postage and Fees Paid" indicia, and the mailer writes an incorrect postage and/or fees amount, the account is debited for the correct amount. For a Custom Designed Service item received at the office of mailing with an incorrect weight listed, and if postage is paid with adhesive or meter stamps, the mailer is contacted to correct the deficiency before dispatch. If postage is paid by an Express Mail corporate account or federal government "Postage and Fees Paid" indicia, the account is debited for the correct amount.

Shortpaid Registered Mail
1.7

If shortpaid registered mail is found in ordinary mail, with only the First-Class rate of postage paid, the piece is delivered to the addressee as ordinary First-Class Mail. If the amount of postage and fees affixed indicates that the piece was intended to be registered, the piece is rated as postage due and forwarded to the addressee through the registered mail. If shortpaid registered mail is found in the registered mail, the piece is delivered without the collection of postage due. The additional postage is collected from the sender.

Shortpaid Nonmachinable Mail
1.8

Shortpaid nonmachinable First-Class Mail is returned to the sender for additional postage.

Undeliverable and Refused Shortpaid or Unpaid Pieces
1.9

Mail with insufficient postage that is refused by the addressee or otherwise undeliverable is:

a. Returned to the sender with the reason for nondelivery "Returned for Additional Postage" if First-Class Mail with a return address. *The sender may affix the additional postage, cross out the reason for nondelivery, and remail the piece.*

b. Returned to the sender and delivered when the sender pays the total deficient postage and additional postage for forwarding or return if other than First-Class Mail and with a return address.

c. Treated as dead mail if it has no return address.

Original Postage
1.10

Postage stamps or meter stamps originally affixed to insufficiently prepaid mail are accepted in payment of postage to the amount of their face value when the mail is again presented for mailing.

Parcels Containing Written Matter
1.11

A parcel containing written matter and subject to postage due is charged:

a. At the First-Class rate if the item consists mainly of First-Class matter.

b. At the following rates if only a minor part of the contents is nonpermissible written matter:

Difference Between First-Class Rate and Rate Paid	Postage Due Charge
$0.01 to 0.25	Full amount
0.26 to 1.00	$0.25
1.01 or more	$1.00

2.0 MAILABLE MATTER IN OR ON PRIVATE MAIL RECEPTACLES

Penalty
2.1

Whoever knowingly and willfully deposits any mailable matter (such as statements of account, circulars, sale bills, or other like matter) on which no postage is paid, in any letterbox established, approved, or accepted by the Postmaster General for the receipt or delivery of mail matter on any route, with intent to avoid payment of

lawful postage thereon, shall for each such offense be fined not more than $300 (18 USC 1725).

Liability for Postage
2.2 Except for limited use by newspapers under D041, any mailable matter not bearing postage found in, upon, attached to, supported by, or hung from private mail receptacles described in D041 is subject to payment of the same postage if carried by mail.

Partial Distribution
2.3 If there is a distribution of pieces to some, but not all, addresses on a route, pieces are returned to the delivery unit for use in computing the postage due. First-Class Mail rates are applied to matter that would require First-Class Mail postage if mailed. For other matter, if the piece weighs less than 16 ounces, the applicable single-piece First-Class Mail or Priority Mail rate based on the weight of the piece is applied, or an applicable Package Services rate is applied, whichever is lower. If the piece weighs 16 ounces or more, the Package Services rate is applied.

Full Distribution
2.4 If there is a distribution of identical pieces to all or substantially all addresses on a route, only a representative number of pieces is returned to the delivery unit. Postage is computed as described in 2.3.

Known Distributor
2.5 If there is reason to believe that a private delivery firm or an individual within the post office delivery area is responsible for the delivery, the local postmaster notifies that party of the number of pieces and the postage due. If, within 5 days after notice, the firm or individual agrees to pay the postage due, payment is accepted and the pieces are delivered to the addressees. The party paying the postage may choose to redeliver the pieces rather than have the USPS deliver them. If the pieces are found to have been removed from receptacles improperly, they are delivered without postage charge.

Unknown Distributor
2.6 If the party responsible for delivery is not known or if the firm requested fails to pay the postage, the pieces are returned to the publisher or manufacturer, postage due and endorsed to show they were found in or on the addressee's mailbox without postage. If a publisher or manufacturer gives the name and telephone number of a person to contact and guarantees postage payment, the pieces are redelivered to the addressees. If the publisher or manufacturer is unknown or refuses the pieces, the matter is treated as dead mail.

3.0 COLLECTION OF POSTAGE DUE

Collected on Delivery
3.1 Customers must pay in cash for postage-due mail before the mail is delivered. If postage-due collections equal about $10 or more every 60 days, payment may be made by advance deposit of money in a postage due account. Postage on quantity mailings found in private mailboxes is subject to 1.5. Government agencies using penalty mail must pay postage due through an OMAS postage due account. Government agencies may no longer use penalty meter strips or penalty mail stamps to pay postage due.

When Not Collected
3.2 When the cancellation impression shows that a postage stamp (or stamps) was wholly or partly lost, the piece is handled as if correct postage had been paid for the class and weight of the piece absent any evidence to the contrary.

Advance Deposit Account
3.3 Mailers may choose to establish an advance deposit account(s) from which postage, per piece charges, and other fees are deducted. For certain special services, an advance deposit account is required. Mailers may use a single advance deposit account to pay postage due charges for more than one special

service (e.g., business reply mail, merchandise return service, and bulk parcel return service).

Annual Accounting Fee

3.4 Except for accounts used solely to pay postage due for shortpaid mail, address correction notices, and undeliverable-as-addressed pieces returned to sender (e.g., return service requested), mailers must pay a separate annual accounting fee for each special service paid through an advance deposit account. This fee covers the administrative cost of maintaining the account and provides the mailer with the accounting of all charges deducted from that account. The accounting fee is charged once each 12-month period on the anniversary date of the initial accounting fee payment. The fee may be paid in advance only for the next year and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment.

4.0 REVENUE DEFICIENCY—GENERAL

Ruling

4.1 *Revenue deficiency* means a shortage or underpayment of postage or fees. Revenue deficiencies are generally assessed by the postmaster or manager, Business Mail Entry, who issues a written notification to the customer citing the amount of the deficiency and the circumstances.

Appeal of Ruling

4.2 Except as provided under 5.0 and E670, a mailer may appeal a revenue deficiency assessment by sending a written appeal within 30 days of receipt of the notification to:

a. The district manager, Finance, for revenue deficiencies for fees. The district manager, Finance, issues the final USPS decision.

b. The postmaster or manager, Business Mail Entry, for revenue deficiencies for postage. The postmaster or manager, Business Mail Entry, forwards the appeal to the RCSC manager serving the entry post office, who issues the final USPS decision.

c. The manager, Mail Preparation and Standards, if the RCSC manager first assessed the deficiency. The manager, Mail Preparation and Standards, issues the final USPS decision.

In all cases, the mailer may be asked to give more information or documentation to support the appeal. Failure to do so within 30 days of the request is grounds for denying an appeal. Any decision that is not appealed as prescribed becomes the final agency decision.

5.0 REVENUE DEFICIENCY—NONPROFIT STANDARD MAIL

Assessment and Appeal

5.1 A revenue deficiency may be assessed in the amount of the unpaid postage against any person or organization that mailed, or caused to be mailed, ineligible matter at the Nonprofit Standard Mail rates in violation of E670. Nonprofit mailers have two levels of appeal. They may appeal revenue deficiency assessments as follows:

If the Initial Revenue Deficiency Assessment Was Made By:	First-Level Appeal	Second-Level Appeal and Final USPS Decision
Postmaster or manager, Business Mail Entry	RCSC	Manager, Mail Preparation and Standards
RCSC	Manager, Mail Preparation and Standards (see G043 for address)	Vice President, Pricing and Product Design (see G043 for address)

All appeals must be submitted in writing within 30 days of the previous USPS decision. Any decision that is not appealed as prescribed becomes the final agency decision; no appeals are available within the USPS beyond the second appeal.

Collection

5.2 Any deficiency assessed under 5.1 that is found to be due and payable to the USPS in the final USPS decision must be paid promptly. If the USPS does not receive payment within 30 days, the USPS may deduct from the violator's trust account or any other funds in USPS possession any deficiencies incurred within 12 months of the date of the final mailing on which the deficiency was assessed.

P000 Basic Information

P010 General Standards

P012 Documentation

Summary P012 describes the standard documentation necessary to efficiently describe the content of a mailing. It also describes standardized documentation for First-Class Mail, Periodicals, and Standard Mail.

1.0 PURPOSE AND BASIC STANDARD

General
1.1 Generally, documentation is required from a mailer when a mailing is presented to the USPS. Documentation describes the content of the mailing, details the volume and postage data, substantiates the rate or discount eligibility, reports the result of a process (i.e., presort or barcoding), and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy. Documentation must be submitted when specified for the rate claimed or postage payment method used.

Preparation
1.2 As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle.

Multiple Standards
1.3 If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards.

Mailer Responsibility
1.4 It is the mailer's responsibility to ensure that all required postage statements and documentation are completed and submitted as specified in the standards for the class of mail and rate claimed.

Additional Information
1.5 The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the RCSC under G020.

2.0 STANDARDIZED DOCUMENTATION—FIRST-CLASS MAIL, PERIODICALS, STANDARD MAIL, AND BOUND PRINTED MATTER FLATS

Basic Standards
2.1 For First-Class Mail, Periodicals, Standard Mail, and Bound Printed Matter flats, documentation must be produced by software certified under the Presort Accuracy Validation and Evaluation (PAVE) program or the Manifest Analysis and Certification (MAC) program, appropriate for the accompanying class of mail and rate claimed, or the documentation must be prepared as standardized documentation according to this section. Standardized documentation contains the elements described in 2.2 through 2.5, as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation.

Format and Content 2.2 For First-Class Mail, Periodicals, Standard Mail, and Bound Printed Matter flats, standardized documentation includes:

a. A heading identifying the listing as a "USPS Qualification Report" appearing at the top of each page. The heading must contain these elements:
   (1) For First-Class Mail and Standard Mail, the name of the mailer and the mailing, a mailing identification code corresponding to the postage statement, the date (e.g., the date when the list was processed or the documentation was produced), the class of mail, and either the DMM standard under which the mail was prepared (e.g., M610 or M800) or the type of rates claimed.
   (2) For Periodicals, each publication title and publication number corresponding to the postage statement and entry office, the date (e.g., the date when the list was processed or the documentation was produced), the class of mail, and either the DMM standard under which the mail was prepared (e.g., M210, M220, or M800) or the type of rates claimed. For publications that are combined or copalletized and represented on the same documentation, all publication titles and publication numbers are required to be listed in the header only on the first page.

b. Sequential page numbers in the body of the listing.

c. For mail in trays or sacks, the body of the listing reporting these required elements:
   (1) Tray/sack sortation level.
   (2) Tray/sack destination ZIP Code (use destination on top line of tray/sack label except that, for 3-digit carrier routes trays, list the individual 5-digit ZIP Codes contained in each tray).
   (3) Depending on mail preparation: (a) group destination for automation letter mail (number of pieces) for each carrier route in carrier routes trays (First-Class Mail and Standard Mail) including the 5-digit ZIP Code and carrier route for pieces in 3-digit carrier routes trays; for each 5-digit ZIP Code in 5-digit scheme trays; for each 3-digit ZIP Code prefix in 3-digit scheme trays; for each 3-digit or 3-digit scheme in AADC trays; and for each AADC in mixed AADC trays; or (b) package level and package destination for automation flats, regular nonautomation presort mail, and Enhanced Carrier Route Standard Mail (use the presort destination as described in M011); or (c) group destination for automation flats prepared under the tray-based option for each 3-digit in ADC trays and for each ADC in mixed ADC trays.
   (4) Number of pieces claimed at each rate.
   (5) A running total of pieces mailed that is continuous for each mailing.
   (6) The tray identification number and tray size (1-foot or 2-foot) if available for letter mail in trays. The tray identification number is optional for tray-based automation flats.
   (7) Separate columns for each rate reported in the mailing, with pieces reported in the appropriate column (group information either in ZIP Code order and by sortation level or by sortation level and within each sortation level, by ZIP Code).

(8) For all nonautomation rate Periodicals mailings that contain firm packages, include a separate “Copies” column showing the number of copies for each package sortation level and destination. If mailings do not include firm packages, a “Copies” column is optional because the number of copies equals the number of pieces reported. Copies included in firm packages may be listed with other pieces to the same presort level destination with the number of copies and number of pieces reported as one line item entry, or firm packages may be listed as separate line items under the “Group Destination” column followed by “F” (e.g., “C001F” or “12345F”), with the number of pieces reported in the “Rate” column. When firm packages are reported separately in the “Group Destination” column, pieces for the same presort destination must be reported immediately before or after the firm packages (e.g., one firm package for “C001” followed by five other pieces for “C001” that constitute a package of six pieces for the carrier route rate).

(9) For all Periodicals mailings, include a separate “Zone” column. If all copies for a specific tray destination (automation letters only), group destination, or package destination are subject to the same zone rate or entry discount, show the applicable zone or destination entry discount for those copies using the zone abbreviations in 3.2. If copies for a package destination or pieces for a tray destination (automation letters only) are for multiple zones, show all zones included (e.g., “3/4/6”) or show “Mixed” (or the authorized abbreviation “M”) in the “Zone” column. Report foreign copies separately.

d. For packages on pallets, the body of the listing reporting these required elements:

(1) Pallet sortation level.

(2) Pallet destination ZIP Code (use destination on top line of pallet label).

(3) For each package, the sortation level and number of pieces claimed at each rate.

(4) Separate columns for each rate reported in the mailing, with pieces reported in the appropriate column, and a running total of pieces mailed that is continuous for each mailing (group information either in ZIP Code order and by sortation level or by sortation level and within each sortation level, by ZIP Code; report trays and sacks on pallets by pallet level and destination; include all information required in 2.2c for mail in trays or sacks). Document SCF or BMC pallets created as a result of package reallocation under M045.4.0 or 5.0 on the USPS Qualification Report by designating the protected pallet with an identifier of “PSCF” (for a SCF pallet) or “PBMC” (for a BMC pallet). These identifiers are required to appear only on the USPS Qualification Report; they are not required to appear on pallet labels or on any other mailing documentation.

(5) For mailings prepared as packages on pallets under M930 and M940, a separate 5% threshold summary must appear beneath the pallet rate summary for the last physical pallet of each logical merged 5-digit scheme pallet and logical merged 5-digit pallet as provided in M930.1.1, M930.2.1, M940.1.1, or M940.2.1, as applicable.

(6) For all Periodicals mailings, include a separate "Zone" column. If all copies for a specific package destination are subject to the same zone rate or entry discount, show the applicable zone or destination entry discount for those copies using the zone abbreviations in 3.2. If copies for a package destination are for multiple zones, show all zones included (e.g., "3/4/6") or show "Mixed" (or the authorized abbreviation "M") in the "Zone" column. Report foreign copies separately.

(7) At the end of the listing, a summary report of the total number of pieces claimed at each postage rate on the pallet by postage payment method, and the total number of pieces and the total weight of the mail on the pallet.

e. At the end of the documentation, a summary report of the total number of pieces mailed at each postage rate for each mailing reported on the listing by postage payment method (and by entry point for drop shipment mailings) and the total number of pieces in each mailing. This information must correspond to the information reported on the postage statement(s) for the pieces reported. For Periodicals, include a summary of the total number of copies for each zone, including In-County, delivery unit, and SCF rates. A separate summary report is not required if a PAVE-certified postage statement facsimile(s) generated by the presort software used to prepare the standardized documentation is presented for each mailing. Additional data must be provided if necessary to calculate the amount of postage for the mailing (or additional postage due, or postage to be refunded) if nonidentical-weight pieces that do not bear the correct postage at the rate for which they qualify are included in the mailing, or if different rates of postage are affixed to pieces in the mailing.

Rate Level Column Headings

2.3 The actual name of the rate level (or corresponding abbreviation) is used for column headings required by 2.2 and shown below:

a. Automation First-Class Mail, Periodicals, and Standard Mail:

Rate	Abbreviation
Carrier Route [First-Class Mail letters/cards]	CB
5-Digit [First-Class Mail letters/cards and flats, Periodicals letters and flats, and Standard Mail letters]	5B
3-Digit [First-Class Mail letters/cards and flats, Periodicals letters and flats, and Standard Mail letters]	3B
AADC [First-Class Mail letters/cards and Standard Mail letters]	AB
ADC [First-Class Mail flats]	AB
Mixed AADC [First-Class Mail letters/cards and Standard Mail letters]	MB
Mixed ADC [First-Class Mail flats]	MB
3/5 [Standard Mail flats]	3/5B
Basic [Standard Mail flats]	BB

b. Presorted First-Class Mail, nonautomation presorted Periodicals, and Standard Mail:

Rate	Abbreviation
Presorted [First-Class Mail letters/cards, flats, and parcels]	Presort
5-Digit [Periodicals letters, flats, and parcels]	5D
3-Digit [Periodicals letters, flats, and parcels]	3D
3/5 [Standard Mail letters, flats, and parcels]	3/5
Basic [letters/cards and flats]	BS

c. Carrier route Periodicals and Enhanced Carrier Route Standard Mail:

Rate	Abbreviation
Saturation [letters, flats, and irregular parcels]	WS
High Density [letters, flats, and irregular parcels]	HD
Basic [letters, flats, and irregular parcels]	CR
Basic Automation [Standard Mail letters]	CB

Sortation Level

2.4 The actual sortation level (or corresponding abbreviation) is used for the package, tray, sack, or pallet levels required by 2.2 and shown below:

Sortation Level	Abbreviation
Carrier Route	CRD
5-Digit Carrier Routes	CR5
5-Digit Scheme Carrier Routes [sacks and pallets, Periodicals flats and irregular parcels, Standard Mail flats]	CR5S
5-Digit Scheme [barcoded letters]	5DGS
5-Digit Scheme [pallets, Periodicals flats and irregular parcels, Standard Mail flats]	5DGS
Merged 5-Digit [sacks and pallets, Periodicals flats and irregular parcels, Standard Mail flats]	M5D
Merged 5-Digit Scheme [sacks and pallets, Periodicals flats and irregular parcels, Standard Mail flats]	M5DS
5-Digit	5DG
5-Digit Metro [pallets only, for Periodicals flats and irregular parcels, Standard Mail flats, and Bound Printed Matter flats]	MET
3-Digit Carrier Routes	CR3
3-Digit	3DG
3-Digit Scheme [barcoded letters]	3DGS
ADC	ADC
AADC	AADC
Mixed ADC	MADC
Mixed AADC	MAAD
SCF [pallets, Periodicals flats, Bound Printed Matter]	SCF
SCF [pallets created from package reallocation]	PSCF
BMC	BMC
ASF	ASF
BMC [pallets created from package reallocation]	PBMC
Mixed BMC [working]	MBMC

Combined, Copalletized, and Merged Mailings
2.5

For combined or copalletized mailings of Periodicals and Standard Mail prepared under M045, M920, M930, or M940, the listing must show this additional information:

a. For mailings that require a separate postage statement, a column that further identifies the contents of all trays/packages by product or edition code. The applicable rates for each product or edition must be shown in the correct "Rate" column and must be summarized for each tray, sack, or pallet and for the entire mailing. For Periodicals, when copies of multiple editions or publications are combined in a firm package claimed as one piece, report "0" in the "Product/Edition Code" column for all but one edition or publication contained in the firm package, report "1" in the appropriate associated "Piece Rate" column for that edition or publication, and report "0" in the "Piece Rate" column for the other editions or publications contained in the firm package.

b. For large-volume mailing jobs reported on a single listing, the mailer may provide abbreviated documentation that shows full package detail for the first 20 pallets/sacks and every twentieth pallet/sack after that if the mailer keeps full package detail (by product or edition code and rate) for the entire mailing job for 90 days and can provide it to the USPS on request within 3 working days. Abbreviated documentation must include the rate summary by product or edition for each pallet/sack, including those for which full detail package listings are not reported.

Optional Information
2.6

Standardized documentation may include additional information about the pieces mailed (such as individual tray or sack total piece counts, optional identification codes, package weights) if this information does not conflict with the information required under 2.2 through 2.5.

3.0 DETAILED ZONE LISTING FOR PERIODICALS

Definition and Retention
3.1

The publisher must be able to present documentation to support the actual number of copies of each edition of an issue, by entry point, mailed to each zone, at DDU, DSCF, DADC, and In-County rates. This listing is separate from the standardized documentation required under 2.0 to support presort. This listing may be submitted with each mailing, or, as an alternative, a publisher may keep records supporting zone and destination entry information reported on the postage statement for each mailing. Records must be kept for 2 months after the mailing date. A publisher must be able to submit detailed zone listings for specific mailings when requested in advance by the USPS.

Characteristics
3.2

Report the number of copies mailed to each 3-digit ZIP Code area at applicable zone rates using one of the following formats:

a. Report copies by 3-digit ZIP Code, listed in ascending numeric order, for all ZIP Codes in the mailing. The listing must include the following columns: 3-digit ZIP Code, zone, and number of copies (for the zone). Include a summary of the number of copies at each zone rate at the end of the report. A 3-digit ZIP Code may appear more than once if there are copies at different zone rates for that ZIP Code (e.g., In-County and outside-county rate copies within the same 3-digit ZIP Code area).

b. Report copies by zone (In-County DDU, In-County others, Outside-County DDU, Outside-County DSCF, and Outside-County DADC) and by 3-digit ZIP Code, listed in ascending numeric order, for each zone. For each zone, the listing must include the following columns: 3-digit ZIP Code and number of copies (for each zone) in the mailing. Include a summary of the total number of copies for each zone at the end of each zone listing. A 3-digit ZIP Code may appear under more than one zone if there are copies at different zone rates for that ZIP Code (e.g., In-County and outside-county rate copies within the same 3-digit ZIP Code area).

Zone Abbreviations
3.3 Use the actual rate name or the authorized zone abbreviation in the listings in 2.0 and 3.2:

Zone Abbreviation	Rate Equivalent
ICD	In-County, DDU
IC	In-County, others
DDU	Outside-County, DDU
SCF	Outside-County, DSCF
ADC	Outside-County, DADC
1-2 or 1/2	zones 1 and 2
3, 4, 5, 6, 7, or 8 (as applicable)	zones 3 through 8 (as applicable)
M	mixed zones

4.0 POSTAGE STATEMENT

Reporting Mailings
4.1 Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, rate, and postage payment method. A mailer may report more than one mailing from a single job (e.g., an Enhanced Carrier Route Standard Mail rate mailing, an automation rate mailing, and a nonautomation rate mailing) on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement.

Completing Postage Statements
4.2 Any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer. The mailer may submit a computer-generated facsimile (see 4.3). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

Facsimile Postage Statements
4.3 Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and rates claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix, optional). All parts, and line numbers within each part, must reflect those on the USPS form(s). In some cases, this can include fields from multiple USPS forms onto a single facsimile. For example: Part A, lines A5, A6, and total – Part A from Form 3602-R, and Part F, lines F1, F2, and total – Part F from Form 3602-RS, can be consolidated onto a single Form 3602 (Facsimile). Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS

Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster. Periodicals mailers authorized centralized postage payment (CPP) procedures receive approval from the New York RCSC.

P000 Basic Information

P010 General Standards

P013 Rate Application and Computation

Summary P013 describes how to calculate mailing postage for all classes of mail.

1.0 BASIC STANDARDS

Rounding
1.1

For these standards:

a. *Round off* requires increasing by 1 the last digit to be kept if the digit to its right, which is not to be kept, is 5 or greater. If that digit is 4 or less, the last digit kept is unchanged (e.g., 3.376 rounded off to two decimal places is 3.38, 3.374 is 3.37).

b. *Round up* requires increasing by 1 the last digit to be kept if there are any digits to its right, regardless of significance (e.g., rounding up either 3.3701 or 3.379 to two decimal places yields 3.38).

Expression
1.2

For these standards, express:

a. Piece counts in whole numbers.

b. Weights in decimal pounds (e.g., 1.125 pounds) rounded as shown below.

c. Postage in decimal dollars (e.g., $0.162) rounded as shown below.

d. Intermediate postage figures on all permit imprint and Periodicals statements (rounded off) to four decimal places. On all postage affixed statements (rounded off) to three decimal places. An intermediate postage figure is defined as follows: For First-Class Mail, Standard Mail, and Package Services mailings, any figure on any line of a postage statement, with the exception of the "Total Postage" line, is an intermediate figure. For Periodicals mailings, any figure on any line of a Form 3541, with the exception of the "Total Outside-County Postage," "Total In-County Postage," and "Total Foreign Postage" lines is an intermediate figure.

e. Total postage figures (rounded off) to two decimal places. A total postage figure is defined as follows: For First-Class Mail, Standard Mail, and Package Services mailings any figure on a "Total Postage" line. For Periodicals mailings, any figure on a "Total Outside-County Postage," "Total In-County Postage," and "Total Foreign Postage" line.

Determining Single-Piece Weight
1.3

To determine single-piece weight in any mailing at single-piece rates, in a bulk mailing at Parcel Post, Media Mail, or Library Mail rates, or in any bulk rate mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in any other bulk or presort rate mailing, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

Affixing Postage—Single-Piece Rate Mailings
1.4

In a postage-affixed Express Mail, Priority Mail, single-piece First-Class Mail, or Package Services mailing, the mailer must affix to each piece a value in adhesive stamps or meter stamps equal to at least the postage required (including any surcharges). A mailer also may use precanceled stamps on single-piece First-Class Mail. Less than the correct amount of postage may be affixed only when permitted by standard or specific USPS authorization.

Affixing Postage—Other Than Single-Piece Rate Mailings
1.5 In a Presorted or automation First-Class Mail postage affixed mailing or a Standard Mail mailing, the mailer must affix to each piece a value in precanceled stamps or meter impressions that equals at least the full amount of postage (including any surcharges) at the applicable rate. In a Package Services postage affixed mailing other than single-piece mailing, the mailer must affix to each piece a value in meter impressions that equals at least the full amount of postage at the applicable rate; or:

a. For First-Class Mail, the applicable postage at the lowest rate claimed in the mailing (or a lesser amount if authorized under P960) if all additional postage is paid at the time of mailing.

b. For Standard Mail, the minimum per piece charge, with the pound rate charge paid through an advance deposit account under the applicable standards; or the applicable postage at the lowest rate claimed in the mailing (or a lesser amount if authorized under P960) if all additional postage is paid at the time of mailing.

2.0 RATE APPLICATION—EXPRESS MAIL, FIRST-CLASS MAIL, AND PRIORITY MAIL

Basis
2.1 Except under 2.5, postage is based on the rate that applies to the weight (postage) increment of each addressed piece.

Express Mail
2.2 Except under 2.5, Express Mail rates are charged per 0.5 pound through 1 pound, and in 1 pound increments over 1 pound. Through 1 pound, any fraction of a 0.5 pound is considered a whole 0.5-pound unit; more than 1 pound, any fraction of a pound is considered a whole pound. For example, if a piece weighs 0.25 pound, the weight (postage) increment is 0.5 pound; if a piece weighs 1.2 pounds, the weight (postage) increment is 2 pounds. The minimum postage amount per addressed piece is that for a piece weighing 0.5 pound.

First-Class Mail
2.3 Except under 2.5, First-Class rates are charged per ounce or fraction thereof; any fraction of an ounce is considered a whole ounce. For example, if a piece weighs 1.2 ounces, the weight (postage) increment is 2 ounces. The minimum postage per addressed piece is that for a piece weighing 1 ounce.

Priority Mail
2.4 Except under 2.5, Priority Mail rates are charged per pound or fraction thereof; any fraction of a pound is rounded up to the next whole pound. For example, if a piece weighs 1.2 pounds, the weight (postage) increment is 2 pounds. The minimum postage amount per addressed piece is the 1-pound rate. The Priority Mail rate up to 1 pound is based solely on weight; for pieces weighing more than 1 pound, rates are based on weight and zone.

Flat Rate Envelope
2.5 Each addressed Express Mail flat rate envelope is charged the Express Mail rate applicable to a 1/2-pound piece, regardless of its actual weight. Each addressed Priority Mail flat rate envelope is charged the Priority Mail rate applicable to a 1-pound piece, regardless of its actual weight.

Keys and Identification Devices
2.6 Keys and identification devices weighing 13 ounces or less are charged the First-Class Mail rates per ounce or fraction thereof in accordance with 2.3, plus the fee in R100.10.0. Keys and identification devices weighing more than 13 ounces but not more than 1 pound are mailed at the 1-pound Priority Mail rate plus the fee in R100.10.0. Keys and identification devices weighing more than 1 pound but not more than 2 pounds are subject to the 2-pound Priority Mail rate for zone 4 plus the fee in R100.10.0.

3.0 RATE APPLICATION—PERIODICALS

Rate Elements
3.1 Postage for all Periodicals includes a pound rate charge, a piece rate charge, and any discount for which the mail qualifies under the corresponding standards.

Applying Pound Rate
3.2 Pound rates are applied to the weight of the pieces in the mailing. Outside-County and Science-of-Agriculture Outside-County pound rates are based on the weight of the advertising portion of the mail sent to each postal zone (as computed from the entry office) and the weight of the nonadvertising portion without regard to zone. In-County pound rates consist of a delivery unit zone rate and a uniform (unzoned) rate for all other eligible pieces delivered within the county of publication. The minimum pound rate charge for any zone or other group for which a per pound charge is computed is 1 unit (1 pound) of the pound rate charge. *For example, three 2-ounce pieces for a zone are subject to the minimum 1-pound charge.*

Computing Weight of Advertising Portion
3.3 The pound rate charge is the sum of the charges for the computed weight of the advertising portion of copies to each zone, plus an additional flat (unzoned) charge for the total weight of the nonadvertising portion of all copies to all zones. For publications containing advertising, the minimum pound rate charge for any zone to which copies are mailed is 1 unit (pound) of the advertising pound rate charge. The minimum pound rate charge for the nonadvertising portion is that which applies to all weight not reported in the advertising (zoned) portion. (Authorized Nonprofit and Classroom publications with an advertising percentage that is 10% or less are considered 100% nonadvertising. When computing the pound rates and the nonadvertising adjustment, use “0” as the *advertising percentage*. Authorized Nonprofit and Classroom publications claiming 0% advertising must pay the nonadvertising pound rate for the entire weight of all copies to all zones.)

Per Piece Charge
3.4 Piece rates apply to each addressed piece, based on the sortation done by the publisher. An *addressed piece* can be a single individually addressed copy, a package of unaddressed copies with a single delivery address for the package, or a firm package containing unaddressed or individually addressed copies for the same address. The per piece charge is based on the number of addressed pieces (not the number of copies).

Discounts
3.5 Discounts and reductions apply per pound, per addressed piece, or per copy as specified for each in E200.

4.0 RATE APPLICATION—STANDARD MAIL

Standard Mail rates are based on the weight of the pieces and are applied differently to pieces weighing less than or equal to 3.3 ounces (0.2063 pound) and those weighing more, as follows:

a. The appropriate minimum per piece rate applies to any Standard Mail piece that weighs 3.3 ounces or less.

b. A rate determined by adding the appropriate fixed per piece charge and the corresponding variable per pound charge (based on the weight of the piece) applies to any Standard Mail piece that weighs more than 3.3 ounces.

5.0 RATE APPLICATION—PACKAGE SERVICES

Basis
5.1 Postage is based on the rate that applies to the weight (postage) increment of each addressed piece and, where applicable, on the zone to which the piece is addressed.

Parcel Post
5.2 The Parcel Post rate is charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. For example, if an item weighs 4.225 pounds, the weight (postage) increment is 5 pounds. The minimum postage rate per piece is the 1-pound rate.

Single-Piece Bound Printed Matter
5.3 The single-piece Bound Printed Matter rate is charged per half-pound from 1 through 5 pounds, and per pound from more than 5 through 15 pounds. For pieces weighing 5 pounds or under, any fraction of a half-pound is considered a whole half-pound. For pieces weighing more than 5 but not more than 15 pounds, any fraction of a pound is considered a whole pound. For example, if a Bound Printed Matter item weighs 4.325 pounds, the weight (postage) increment is 4.5 pounds; if an item weighs 6.25 pounds, the weight (postage) increment is 7 pounds. The minimum postage rate per piece is the 1-pound rate.

Media Mail
5.4 The Media Mail rate is charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. (Rate application is identical for the single-piece and presort rates.) For example, if an item weighs 4.225 pounds, the weight (postage) increment is 5 pounds. The minimum postage rate per piece is that for a piece weighing 1 pound.

Library Mail
5.5 The Library Mail rate is charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. For example, if an item weighs 4.225 pounds, the weight (postage) increment is 5 pounds. The minimum postage rate per addressed piece is that for an addressed piece weighing 1 pound.

Presorted Bound Printed Matter
5.6 The presorted Bound Printed Matter rate has a per piece charge and a per pound charge. The minimum postage rate for an addressed piece is one unit of the per piece charge plus the per pound charge for an addressed piece weighing 1 pound.

6.0 COMPUTING POSTAGE—EXPRESS MAIL, FIRST-CLASS MAIL, AND PRIORITY MAIL

Determine single-piece weight and weight (postage) increment for each addressed piece as prescribed in 2.0. For Express Mail, affix postage to each piece under 1.4 or pay the postage through a corporate account or, for Express Mail Manifesting items (P910.6.0), pay postage through a corporate account. For First-Class Mail and Priority Mail, affix postage to each piece under 1.4 or 1.5 (as applicable) or, for permit imprint mailings, multiply the number of addressed pieces at each rate increment (and in each rate category, if applicable) by the corresponding postage rate, add the *unrounded* products, and round off the total postage to the nearest whole cent.

7.0 COMPUTING POSTAGE—PERIODICALS

Percentage of Advertising
7.1 The percentage of advertising shown on the postage statement must be based on the marked copy of the corresponding issue or edition provided as required. If necessary, round off the computed percentage of advertising to two decimal places. Advertising percentages also may be calculated through the Periodicals Accuracy, Grading, and Evaluation (PAGE) Program using the procedures in P200.

Weight Per Copy
7.2 To determine the weight per copy, select and weigh a random sample of 10 or more copies and divide the total sample weight by the number of pieces in the sample. Express the weight per copy in decimal pounds rounded off to four decimal places. Per-copy weights also may be calculated through the Periodicals Accuracy, Grading, and Evaluation (PAGE) Program using the procedures in P200.

Computing Other Weights
7.3 To find the total weight of mailed copies per zone or rate level, multiply the corresponding number of copies by the computed weight per copy. Round off each result to the nearest whole pound, except that when the result is under 0.5 pound, round to 1 pound. To find the weight of the advertising portion for each zone, where applicable, multiply the total weight of copies for that zone by the percentage of advertising. Round off each result to the nearest whole pound, except that when the result is under 0.5 pound, round to 1 pound. To find the weight of the nonadvertising portion, subtract the total weight of the advertising portion to all zones from the total weight of copies to all zones. To find the weight of In-County rate copies, multiply the number of copies by the weight per copy and round off the total weight to the nearest whole pound, except that when the result is less than 0.5 pound, round to 1 pound.

Pound Rate
7.4 To compute the pound rate postage for Regular and Preferred outside-county copies, multiply the weight of the advertising and nonadvertising portions by the corresponding rates, add the *unrounded* results, and subtract all applicable discounts. To compute the pound rate postage for In-County rate copies, multiply their total weight by the corresponding rate per pound.

Piece Rate
7.5 To find the piece rate postage for outside-county and In-County rate copies, multiply the number of *addressed pieces* (*not* copies) by the appropriate rate, based on the presort of the pieces as mailed.

Nonadvertising Adjustment
7.6 To compute the nonadvertising adjustment (where applicable), subtract the advertising percentage from 100, multiply the remainder by the nonadvertising adjustment per piece, multiply the *unrounded* product by the number of pieces, and round off the product to four decimal places.

Total Postage
7.7 Total Outside-County postage is the sum of the per pound and per piece charges, and any Ride-Along charge, less all discounts, rounded off to the nearest whole cent. Total In-County postage is the sum of the per pound and per piece charges, and any Ride-Along charge, less all discounts, rounded off to the nearest whole cent. For mailings that include foreign copies, total foreign postage is the sum of the per piece charges, less a discount, rounded off to the nearest whole cent.

8.0 COMPUTING POSTAGE—STANDARD MAIL

Weight
8.1 To compute the total weight of the addressed pieces in a mailing or mailing segment for:

a. Identical-weight pieces, multiply the computed average weight of a single piece by the corresponding number of pieces; do not round the product.

b. Nonidentical-weight pieces, add the actual weight of the individual pieces or weigh the entire mailing in bulk; do not round either result.

Per Piece and Per Pound Charges
8.2 The per piece charge is computed based on the total number of addressed pieces for each rate category claimed. The minimum rate may apply to each piece as detailed in 4.0. Otherwise, the per piece charge must be added to the per pound charge to determine total postage. Where applicable, the per pound charge is computed based on the total weight of the addressed pieces for each rate category claimed, and is added to the per piece charge to determine total postage. For example, a quantity of pieces weighing 100.25 pounds is charged 100.25 times the applicable rate per pound, based on the rate claimed, plus one unit of the applicable per piece charge for each addressed piece.

Computing Affixed Postage
8.3

To compute postage to be affixed to each piece, multiply the weight of the piece (in pounds) by the applicable rate per pound; add the applicable per piece charge and any surcharge; and round the sum up to the next tenth of a cent. The applicable minimum per piece charge must be affixed if it is more than the total computed per piece postage.

Computing Affixed Postage—Heavy Letters
8.4

To compute postage to be affixed to each piece, multiply the weight of the piece (in pounds) by the applicable rate per pound; add the applicable per piece charge, subtract the heavy letter discount (see 8.6 through 8.8); and round the sum up to the next tenth of a cent.

Permit Imprint
8.5

In any permit imprint mailing:

a. For each rate or rate category, multiply the number of addressed pieces by the corresponding rate per piece and (if applicable) multiply the *unrounded* total weight of the pieces by the corresponding rate per pound; round off each product to four decimal places.

b. Add the per piece and per pound charges and round off the total postage to the nearest whole cent.

Discount for Heavy Automation Letters
8.6

Automation letters that weigh more than 3.3 ounces but not more than 3.5 ounces are charged postage equal to the automation piece/pound rate for that piece and receive a discount equal to the corresponding automation nonletter piece rate (3.3 ounces or less) minus the corresponding automation letter piece rate (3.3 ounces or less). For automation ECR pieces, postage is calculated using the regular basic piece/pound rate and the regular basic nonletter piece rate. If a destination entry rate is claimed, the discount is calculated using the corresponding rates.

Discount for Heavy ECR Letters
8.7

Pieces that otherwise qualify for the high density or saturation letter rate and weigh more than 3.3 ounces but not more than 3.5 ounces pay postage equal to the piece/pound rate and receive a discount equal to the nonletter piece rate (3.3 ounces or less) minus the letter piece rate (3.3 ounces or less). If a destination entry rate is claimed, the discount is calculated using the corresponding rates.

Discount for Heavy ECR Basic Automation Letters
8.8

Pieces that otherwise qualify for the automation basic rate and weigh more than 3.3 ounces but not more than 3.5 ounces pay postage equal to the regular basic piece/pound rate and receive a discount equal to the regular basic nonletter piece rate (3.3 ounces or less) minus the automation basic piece rate (3.3 ounces or less). If a destination entry rate is claimed, the discount is calculated using the corresponding rates.

9.0 COMPUTING POSTAGE—PACKAGE SERVICES

Parcel Post (including Parcel Select), Media Mail, Library Mail, and Single-Piece Bound Printed Matter—Permit Imprint
9.1

To compute the total postage for a mailing, for each weight increment, multiply the number of pieces by the applicable rate per piece. Round each product off to four decimal places. Add the products and round up the total postage to the nearest whole cent.

Parcel Post (including Parcel Select), Media Mail, Library Mail, and Single-Piece Bound Printed Matter—Postage Affixed
9.2

For each piece, affix the postage for the weight increment (including any surcharges or discounts) and, if applicable, the zone to which the piece is addressed, as shown in R700. To calculate the total postage for the mailing, add all of the affixed postage amounts for each piece.

Presorted and Carrier Route Bound Printed Matter—Permit Imprint
9.3

Presorted and Carrier Route Bound Printed Matter mailings paid with permit imprint are charged a per pound rate and a per piece rate as follows:

a. Per pound rate:
   (1) *For pieces weighing 1 pound or less*, compute the per pound rate by multiplying the total number of addressed pieces by the 1-pound rate for the rate category and zone. Do not round this result.
   (2) *For pieces weighing more than 1 pound,* compute the per pound rate by multiplying the unrounded total weight of the addressed pieces by the pound rate for the category and zone. Do not round this result.

b. Per piece rate. Multiply the total number of addressed pieces by the applicable piece rate.

c. Total Postage. Calculate total postage by adding the total per piece calculation to the total per pound calculation. Round off the total postage to the nearest whole cent.

Presorted and Carrier Route Bound Printed Matter—Postage Affixed
9.4

Presorted and Carrier Route Bound Printed Matter mailings with postage affixed are charged a per pound rate and a per piece rate as follows:

a. For each addressed piece, calculate the per pound rate:
   (1) *If the piece weighs 1 pound or less,* the per pound rate is the rate listed in R700.2.0 for the rate category and zone.
   (2) *If the piece weighs more than 1 pound,* compute the per pound rate by multiplying the unrounded weight of the piece by the pound rate for the category and zone. Do not round this result.

b. Postage per piece. Compute the postage for each piece by adding the calculated per pound rate to the per piece rate for the category and zone. Round this number up to the next tenth of a cent. Affix this amount of postage to the piece.

c. Total Postage for Mailing. Add all of the affixed postage amounts for each piece in the mailing.

P000 Basic Information

P010 General Standards

P014 Refunds and Exchanges

Summary P014 describes the process of postage refunds and exchanges. There are certain standards under which refunds can be made. A refund may be requested for excess postage, metered postage, and Express Mail.

1.0 STAMP EXCHANGES

USPS Fault
1.1 The post office may correct mistakes in selling damaged, defective, or otherwise unserviceable stamps by exchanging stamps at full postage value.

Damaged in Customer's Possession
1.2 Stamps that are damaged or otherwise unusable for postage (because of humidity, moisture, or other causes) while in a customer's possession may be exchanged only for an equal number of stamps of the same denomination. Unusable stamps accepted from a customer under these conditions must be those on sale at post offices within 12 months before the transaction. Quantities of the same denomination over $10 must be returned in the same configuration as when bought, i.e., sheets, coils, booklets. Each such transaction is limited to $100 worth of postage from each customer.

Condition and Quantity
1.3 The stamps presented for exchange must be in substantially whole condition, with the denomination evident. If coils of stamps are partially stuck together and cannot be counted, the postmaster may accept the customer's estimate of the number of stamps left in the coil and give equal quantities in exchange.

Appeal
1.4 Any customer denied an exchange for damaged stamps may appeal the postmaster's decision to the Consumer Advocate, USPS Headquarters (see G043 for address).

Purchase Error
1.5 If a customer bought the wrong denomination stamps (or the wrong kind, size, or denomination envelope), they may be exchanged at full postage value. Only full panes of stamps, coils of stamps in the original sealed wrappers, full boxes of stamped envelopes, or original sealed packs of stamped cards may be exchanged. A customer exchanging $250 or more of such stock must show proof of identity (e.g., a driver's license) and must present the stock for exchange to the postal unit from which his or her mail is delivered.

Exchange of Spoiled and Unused Postal Matter
1.6 Unusable and spoiled stamped envelopes or stamped cards, if uncanceled, and unused precanceled stamps and stamped cards, are exchanged for other postage-stamped paper. Only the buyer may exchange stamped envelopes or aerogrammes (airletter sheets) with a printed return address and stamped cards with any printed matter of the buyer. If there is no purchaser's printing, any responsible person may exchange them. These conditions apply:

a. Stamped envelopes (mutilated no more than is necessary to remove contents): postage value plus value of postage added because of a rate increase or for additional service.

b. Unmutilated aerogrammes (airletter sheets): postage value minus $0.01 for each aerogramme redeemed.

c. Unmutilated single and double stamped cards: 85% of postage value, plus full value of postage added because of a rate increase or for additional service. Either half of a double stamped card may be redeemed, if the double

card is printed and cut for use as single cards. Unused double stamped cards printed for reply should not be separated but, if they are separated in error and the buyer presents both halves, the cards may be redeemed. Reply halves of double stamped cards returned to sender outside of the mail are not redeemable by the original buyer, even though the reply half received no postal service.

d. Sheet stamped cards spoiled when cut to size: 85% of postage value plus full value of postage added because of a rate increase or for additional service, if all cut sections are submitted.

e. Stamps affixed to commercial envelopes and postcards: 90% of postage value. Envelopes and postcards must be in substantially whole condition and in lots of at least 50 of the same denomination and value.

f. Unused precanceled stamps in full coils and in full sheets redeemed from precanceled permit holders: 90% of postage value.

Stamps Converted to Other Postage Forms
1.7

A customer may submit postage stamps for conversion to an advance deposit for permit imprint mailings, subject to these conditions:

a. Only full panes of postage stamps (or coils of stamps in the original sealed wrappers) are accepted for conversion. Accepted stamps include commemorative stamps issued no more than 1 year before the requested conversion date or regular stamp issues not officially withdrawn from sale.

b. A request for stamp conversions must be made in writing to the district manager of Customer Service and Sales in the district where the customer's post office is located. The customer's request must include:
   (1) Name, denomination, quantity, and value of stamps for which conversion is requested.
   (2) Name of the post office where the stamps were bought.
   (3) Evidence of purchase of the stamps.

c. The amount of postage applied to a permit imprint advance deposit account through conversion is the full face value of the stamps.

d. The district manager may ask the customer to submit additional records to support the information in the request. After reviewing the documentation, the district manager approves or denies the request. The customer is notified when the conversion is approved. The postmaster is advised of the procedures for accepting the stamps and making the required accounting entries.

e. No part of any amount applied to a permit imprint advance deposit account from the conversion of postage stamps is refundable in cash or by any other means.

Not Exchangeable
1.8

The following postage items are not exchangeable:

a. Adhesive stamps, unless mistakes were made in buying, stamps were defective, stamps were affixed to commercial envelopes and postcards, or under 1.7.

b. Stamps cut from stamped cards, stamped envelopes, or aerogrammes (airletter sheets).

c. Parts and pieces of stamped cards.

d. Stamped cards, stamped envelopes, and aerogrammes received for reply.

e. Mutilated and defaced stamps.

2.0 POSTAGE AND FEES REFUNDS

Refund Standards
2.1 A refund for postage and fees may be made:

a. Under the standards below if postage and special or retail service fees are paid and no service is rendered, or if the amount collected was more than the lawful rate.

b. Under 3.0 for refund requests for postage evidencing systems and metered postage. Metered postage is printed by a postage evidencing system (P030). Refunds may be requested for unused indicia, unused postage value remaining in a postage evidencing system, and the unused balance in a postage payment account.

c. Under 4.0 for refund requests for postage made at the time of mailing.

d. Under P021 for rejected personalized envelopes.

Ineligible Matter
2.2 The USPS is presumed at fault and no service is rendered in cases involving returned articles improperly accepted in either domestic or international service because of excess size or weight. Any mailer who customarily weighs and rates mail is expected to be familiar with basic standards. The USPS is not at fault if the mailer is required to withdraw articles from the mail before dispatch.

Torn or Defaced Mail
2.3 If First-Class Mail or Package Services is torn or defaced during USPS handling so that the addressee or intended delivery point cannot be identified, the sender may receive a postage refund. This applies only when the failure to process and/or deliver is the fault of the USPS. Where possible, the damaged item is returned with the postage refund.

Full Refund
2.4 A full refund (100%) may be made when:

a. The USPS is at fault.

b. Postage or fees are paid in excess of the lawful rate.

c. Service to the country of destination is suspended.

d. Postage is fire-scarred while in USPS custody (including in the letterbox), and the mail is returned to sender without service.

e. Special delivery stamps are mistakenly used to pay postage, and the mail is returned to the sender without service.

f. Fees are paid for special handling, certified mail, Delivery Confirmation, or Signature Confirmation and the article fails to receive the special service for which the fee is paid.

g. Surcharges are mistakenly collected on domestic registered mail or collected over the proper amount, or represented by stamps affixed to matter not actually accepted for registration.

h. Fees are paid for return receipt or for restricted delivery, and the USPS (through fault or negligence) fails to furnish the return receipt or its equivalent, or makes erroneous delivery or nondelivery.

i. An annual presort mailing fee is paid for Presorted First-Class Mail, Standard Mail, Presorted Media Mail, or Presorted Library Mail or a destination entry mailing fee is paid for Parcel Select or Bound Printed Matter and no mailings are made during the corresponding 12-month period.

j. Customs clearance and delivery fees are erroneously collected.

k. Fees are paid for registry or insurance service on mail addressed to a country to which such services are not available, unless claim for indemnity is made.

l. Express Mail is not delivered according to the applicable service standard. No refund is made if the mail was properly detained for law enforcement purposes (see *Administrative Support Manual* 274).

Refunds for Metered Postage
2.5

A refund for complete, legible, and valid unused indicia printed on unmailed envelopes, wrappers, or labels is made under 3.2 when they are submitted by the licensee within 60 days from the dates shown on the indicia, except for indicia produced by PC Postage systems. For PC Postage systems, the unused indicia must be submitted within 30 days from the dates shown in the indicia. For all indicia except those produced by a PC Postage system, the licensee submits the indicia to the licensing post office and the USPS processes the refund. USPS charges 10% of the face value of the indicia if the total is $250 or less. If the total face value is more than $250, the charge is $10 per hour for the actual hours to process the refund; the minimum charge is $25. The licensee submits indicia produced by a PC Postage system to the system provider for refund processing. The provider may charge for processing refund requests.

Intercepted Mail
2.6

When mail is returned at the sender's request or for a reason not the fault of the USPS, any difference between the amount paid and the appropriate surface rate chargeable from mailing office to interception point and return is refunded.

Unallowable Refunds
2.7

The limits on refunds are not intended to prohibit payments for unused adhesive stamps and adhesive stamps affixed to unmailed matter in connection with an authorized marketing program. Refunds are not made for the following:

a. An application fee to use permit imprints.

b. Collect on delivery (COD), Express Mail insurance, insured, and registered fees after the USPS accepts the article, even if the article is later withdrawn from the mail.

c. Unused adhesive stamps (may be exchanged under 1.1 through 1.5).

d. Adhesive stamps affixed to unmailed matter.

e. Postage for any failure to provide service caused by any event that occurs before a PVDS shipment is deposited and accepted into the mailstream and becomes mail at a destination postal facility.

Applying for Refund
2.8

Except for refunds for metered postage under 2.5, the customer must apply for a refund on Form 3533; submit it to the postmaster; and provide the envelope, wrapper, or a part of it showing the names and addresses of the sender and addressee, canceled postage and postal markings, or other evidence of postage and fees paid.

Ruling on Refund Request
2.9

Refund requests are decided based on the specific type of postage or mailing:

a. Metered postage, except for PC Postage systems. The postmaster at the licensing post office grants or denies requests for refunds for metered postage under 3.2a. The licensee may appeal a decision through the manager of Postage Technology Management, USPS Headquarters (G043).

b. PC Postage systems. The system provider grants or denies requests for refunds for indicia printed by PC Postage systems under 3.2b, using established USPS criteria. The licensee may appeal a decision through the manager of Postage Technology Management, USPS Headquarters.

c. Optional Procedure (OP) mailing. A mailer's request for a refund for an OP mailing must be submitted to the RCSC manager.

d. All other postage. The local postmaster grants or denies all other requests for refunds under 2.0. The customer may appeal a decision through the postmaster to the RCSC.

Semipostal Stamps
2.10 Customers may exchange or convert semipostal stamps for their postage value (i.e., the price of the stamps less the contribution amount) to the extent exchange or conversion of postage stamps is permitted under P014. The postage the customer exchanges or converts is equal to the First-Class Mail single-piece rate in effect at the time of exchange. However, if the customer provides a receipt showing the date of purchase, the postage exchanged or converted is equal to the First-Class Mail single-piece rate in effect at the time of purchase. The contribution amount is not refundable and is not included in the exchange or conversion value.

Business Reply Mail
2.11 A business reply mail (BRM) permit holder may request a credit or refund for postage affixed to returned BRM pieces. Only the value of the postage affixed may be credited or refunded. Refunds are not given for foreign postage affixed to BRM. To receive a refund for postage affixed to returned BRM pieces, the permit holder must submit a completed Form 3533 to the postmaster, documenting the excess postage payment for which a credit or refund is desired. The permit holder also must present to the designated office properly faced and banded packages of 100 identical BRM pieces with identical amounts of postage affixed. A charge of $15 per hour, or fraction thereof, is assessed for the workhours used to process the refund. With permission from the postmaster, a BRM permit holder may submit a package with fewer than 100 BRM pieces. Refunds are not given for any BRM or QBRM per piece charges, annual accounting fees, quarterly fees, or monthly maintenance fees.

3.0 REFUND REQUEST FOR POSTAGE EVIDENCING SYSTEMS AND METERED POSTAGE

Unused Postage Value in Postage Evidencing Systems
3.1 The unused postage value remaining in a postage evidencing system checked out and withdrawn from service may be refunded, depending upon the circumstance and USPS ability to make a responsible determination of the actual or approximate amount of the unused postage value. If the postage evidencing system is withdrawn for faulty operation that is not the fault of the licensee, a final postage adjustment or refund will be withheld pending the system provider's report of the cause to the USPS and the USPS determination of whether or not a refund is appropriate and, if so, the amount of the refund. If the postage evidencing system is damaged by fire, flood, or similar disasters, postage may be refunded or transferred only if the registers are legible or the register values can be reconstructed by the system provider based on adequate supporting documentation, there is proof of denial of the licensee's insurance claim in cases where the loss was insured, and the licensee provides a statement on the cause of the damage. Refunds for specific postage evidencing systems are handled as follows:

a. For a manually reset meter being checked out and withdrawn from service, unused postage value may be transferred to another of the licensee's meters licensed at the same post office, or the licensee may request a refund. The USPS must examine a manually reset meter and verify the amount before any remaining funds are cleared from the meter and a refund or credit is initiated for unused postage value or additional money is collected to pay for postage value used, based on what is found. The provider may check out and withdraw a specifically designated manually reset meter model from

service without USPS participation when the provider uses a USPS-approved process to transfer the postage remaining on the meter directly to a remotely reset meter. Licensees may also submit their own transaction records, if any, or a system-generated register as supporting documentation.

b. For a remote reset postage evidencing system being checked out and withdrawn from service, the unused postage value remaining on the system may be transferred by the USPS to another of the licensee's postage evidencing systems licensed at the same post office, or to the licensee's postage payment account, or the licensee may request a refund. The USPS must examine the meter and verify the amount before a refund or credit is initiated for the unused postage value or additional postage is collected, based on what is found, unless the provider has a USPS-approved system for automated transfer of funds from one meter to another. In this instance, the provider must examine the meter before a refund can be issued for the remaining postage balance. The licensee may also submit transaction records or a system-generated register as supporting documentation.

c. For a PSD meter or IBI meter being checked out and withdrawn from service, an amount equivalent to the postage value remaining on the system will be refunded to the licensed user along with any unused balance in the licensee's postage payment account. The provider must examine a PSD meter or IBI meter and verify the amount before a refund or credit is initiated for the unused postage value or additional postage is collected, based on what is found. The licensee may also submit transaction records, if any, or a system-generated register as supporting documentation.

d. For a PC Postage system that is checked out and withdrawn from service, the USPS refunds the entire unused postage value remaining on the postal security device (PSD) for the user's system. The refund is issued through the licensee's provider. The licensee must notify the provider of the intent to withdraw the system. To determine the remaining postage value on the PC Postage system, the licensee generates a refund request indicium for transmittal to the provider for verification. A refund can be issued only when the system PSD is in the provider's possession.

Unused Postage Evidencing System Indicia on Mailpieces or Labels
3.2

All refund requests for unused postage evidencing system indicia must include proof that the person or entity requesting the refund is the licensee for the postage evidencing system that printed the indicia. Refunds are considered as follows:

a. Unused postage evidencing system indicia, except for those printed by a PC Postage system, are considered for refund only if complete, legible, and valid. They must be submitted by the licensed user to the postmaster at the licensing post office with Form 3533 within 60 days of the date in the indicia. The refund request must be submitted with the part of the envelope or wrapper showing the addressee's name and address (including the window on a window envelope). Indicia printed on labels or tapes not stuck to wrappers or envelopes must be submitted loose. If a part of the indicia is printed on one envelope or card and the remaining part on another, the two must be fastened together to show that they represent one indicium. Refunds are allowable for indicia on metered reply envelopes only when it is obvious that an incorrect amount of postage was printed on them. Envelopes or address parts of wrappers on mail returned to sender from the mailing office, marked to show no effort was made to deliver (e.g., "received without contents"), must be submitted separately with an explanation.

b. Unused indicia printed by a PC Postage system are considered for refund only if they are complete, legible, and valid and are submitted to the authorized provider for verification within 30 days of the date of mailing shown in the indicia, with the required documentation. In support of the refund request, indicia printed on an envelope or wrapper are submitted with the part of the envelope or wrapper showing the addressee's name and address (including the window in a window envelope). For indicia printed on a label that is not affixed to an envelope or wrapper, the complete label is submitted loose.

Ineligible Metered Postage Items
3.3

The following metered postage items are ineligible for refunds:

a. Reply envelopes or cards paid at the proper postage rate.

b. Indicia printed on labels or tape removed from wrappers or envelopes.

c. Indicia lacking a date, identification of the licensing post office, or other required information.

d. Indicia printed on mail dispatched and returned to sender as undeliverable as addressed, including mail marked “no such post office” and mail addressed for local delivery and returned after directory service was given or delivery was attempted.

Rounding
3.4

Any fraction of a cent in the total to be refunded is rounded down to the whole cent (e.g., $4.187 is rounded to $4.18).

4.0 REFUND REQUEST FOR EXCESS POSTAGE (VALUE ADDED REFUND) AT TIME OF MAILING

Value Added Refund
4.1

Subject to the standards in this part, a *presenter* (i.e., the mailer or other party, such as a presort service bureau), who prepares First-Class Mail or Standard Mail for customers and presents it to the USPS in their behalf, may request a *value added refund* (VAR) for postage affixed to mail in excess of the rate applicable to that mail when presented to the USPS. A presenter must be authorized by the USPS to seek the refund. Any refund is issued to the presenter, and the disposition of any such refund is a private matter between the presenter and the presenter’s customer.

Application
4.2

The presenter must make a written application to the postmaster serving each location where VAR mailings are to be deposited, verified, and paid. The application must describe the presenter’s mail preparation system and the documentation that it can produce. The application must also show that the presenter can produce the postage statements and the refund documentation required by 4.17. The postmaster forwards the application and supporting documentation for approval to the Business Mailer Support manager, USPS Headquarters.

Mailer System
4.3

Eligibility to submit requests for VARs requires that the presenter process and document mail through a fully automated mail sorting system. The system must include barcoding equipment (e.g., multiline optical character readers) to read the address information and determine the correct ZIP+4 code; an ink jet or laser printer to apply the correct POSTNET barcode in the required location; and a barcode reader (BCR) to read the POSTNET barcode, verify it for accuracy, and sort the mailpiece to the correct location.

Presenter Agreement
4.4 In applying for authorization to make VARs, the presenter agrees:

a. That verification samples taken by the USPS represent the entire mailing and are to be used to adjust the total refund amount requested.

b. To provide the USPS with advance written notice of plans for system changes that affect the calculation of postage, amount of refund, generation of required documentation, or mail presorting.

c. To cooperate with the USPS during mail verification or system audits, and to process sampled mail through barcode readers (BCRs) when requested.

Authorization
4.5 If the application is approved, an authorization to make refund requests is valid for a period not to exceed 2 years, subject to renewal after USPS review.

Appeal
4.6 If the application is denied, the presenter may file a written appeal within 15 days through Business Mailer Support, USPS Headquarters, to the Business Mail Acceptance manager, who issues the final agency decision.

Suspension
4.7 The Business Mailer Support manager may suspend an authorization after determining that the presenter does not meet the standards in 4.0.

Cancellation
4.8 The Business Mailer Support manager may cancel an authorization for any of these reasons:

a. The presenter consistently provides incorrect information and is unwilling or unable to correct the problem.

b. The presenter continually fails to meet the standards in 4.0.

c. No mailings are made under these procedures during any 12 consecutive months.

Appeal of Cancellation or Suspension
4.9 A cancellation or suspension takes effect 15 days from the presenter's receipt of the notice unless, during that time, the presenter files a written appeal with the Business Mailer Support manager, USPS Headquarters, stating why the authorization should not be canceled or suspended. If the manager upholds the action, the appeal is forwarded to the Business Mail Acceptance manager, USPS Headquarters, who issues the final agency decision. A final cancellation takes effect 15 days after receipt by the presenter.

Form 8096 Required
4.10 The presenter must provide the USPS with an original Form 8096 completed and signed by each of the presenter's customers who meter any pieces in the mailing for which a VAR is requested, and a list of those customers. If postage is affixed to the pieces using a postage evidencing system by an intermediate agent (not the presenter of the mailing) for the owner of the pieces, a signed Form 8096 must be on file from the agent whose postage evidencing systems were used to affix the postage. Refund requests are denied if all required Forms 8096 are not provided.

Form 8096 Not Required
4.11 Form 8096 is not required for a customer whose mail is metered by the presenter with the presenter's own postage evidencing system. In such cases, the presenter must provide the post office where it submits refund requests with a list, in ascending numeric order, of its own postage evidencing system serial numbers and those of any intermediate agent used for affixing postage to the pieces included in the mailing.

First-Class Mail
4.12 If a VAR request is submitted when a First-Class mailing is presented to the USPS, each piece in the mailing must be:

a. Letter-size and weigh less than the applicable maximum weight for automation mail prescribed in C810.

b. Part of a barcoded mailing prepared by the presenter.

c. Metered by the presenter or the presenter's customer at the Presorted First-Class or automation rates applicable to a piece of that weight, including the full postage for the second and third ounces, if applicable.

Standard Mail
4.13 If a VAR request is submitted when a Standard Mail mailing is presented to the USPS, each piece must be letter-size, weigh less than the applicable maximum weight for automation mail prescribed in C810, be part of an automation rate mailing, and be metered by the presenter or the presenter's customer at a nonautomation rate or at any automation minimum per piece rate. *Pieces for each entry must be prepared as a separate mailing if the destination entry rates are claimed.*

Criteria for Mailing
4.14 A mailing for which a VAR request is submitted must meet these criteria:

a. The presenter must process the mail for each customer so that the rate of postage affixed on each piece can be documented by customer, unless otherwise authorized by Business Mailer Support, USPS Headquarters, and rate category.

b. Documentation must be kept showing internal quality control procedures done for each mailing submitted for which a VAR is claimed.

c. Mail must be prepared by the standards corresponding to the First-Class Mail or Standard Mail rate claimed.

d. The presenter must be authorized by Business Mailer Support to submit Standard Mail mailings that contain both Regular and Nonprofit rate pieces under the applicable standards.

e. Each piece in the mailing for which barcodes are applied by an MLOCR must bear an automation marking that also describes the method of postage payment and the rate of postage affixed for metered and precanceled stamp mail or other postage information for permit imprint mail as described in P960.

Postage Statement
4.15 The presenter must provide a complete and accurate postage statement with each mailing annotated to show the presort option used to prepare that mailing, and reporting postage data based on the rate category for which each piece qualifies when presented to the USPS.

Applying for Refund
4.16 To request a VAR, Form 3533 and supporting documentation as described below must be provided with the corresponding mailing at the time of mailing. After the time of mailing, refund applications are not considered. The entry office postmaster pays refunds weekly or on another schedule agreed to with the mailer.

Documentation for Mailing
4.17 Mailers are required to submit or generate the following reports:

a. Each mailing must be accompanied by all of the following documentation to enable the VAR request and the specific and efficient USPS verification of that request:

(1) Form 3533, *Application and Voucher for Refund of Postage and Fees,* if a net VAR refund is due.

(2) The applicable postage statement.

(3) Form(s) 3553, *Coding Accuracy Support System (CASS) Summary Report*.
(4) The USPS qualification report in standardized format detailing by ZIP Code the number of pieces qualifying for each rate by presort level. If plant-verified drop shipment (PVDS) is used for Standard Mail, a separate USPS qualification report must be generated for each entry destination.
(5) The USPS Summary ZIP Destination report in one of two standardized formats that lists by tray destination and rate category: each mail category, postage payment type, weight and rate affixed (report all postage affixed First-Class Mail pieces as weighing one ounce); number of pieces; dollar amount of postage affixed to those pieces; cumulative postage affixed; total postage; net postage due; cumulative postage due; and a running total of the number of pieces. If plant-verified drop shipment (PVDS) is used for Standard Mail, a separate USPS Summary ZIP Destination report must be generated for each entry destination. This report is not required if there is only one metered rate in the mailing. Business Mailer Support, USPS Headquarters, may authorize submission of only portions of this report.
(6) The USPS Postage Summary in a standardized format. This report shows, by type of payment method, the total postage claimed for all pieces in the mailing by rate level and the total postage affixed by rate level. It also shows a grand total summary of postage affixed, postage claimed, and total postage due. If plant-verified drop shipment (PVDS) is used for Standard Mail, a separate USPS Postage Summary report must be generated for each entry destination.
(7) Other documentation that may be required by other standards for the rate claimed.

b. The USPS Customer Mail Report must be generated for each mailing, but is required to be submitted to the USPS only when requested by USPS personnel for the resolution of errors (shortpaid and potential MLOCR profiling) detected in a specific mailing. The Customer Mail Report must list each customer by name and provide the following information about their mail: rate affixed, mail category including postage payment type, weight, total postage, postage affixed, number of pieces, cumulative number of pieces, number of pieces rejected, and total pieces fed.

5.0 EXPRESS MAIL POSTAGE REFUND

Who May Apply
5.1 A claim for a refund for Express Mail postage may be made only by the mailer (the sender of an Express Mail item or the holder of the Express Mail Corporate Account used to pay for postage).

Conditions for Refund
5.2 A refund request must be made within 90 days after the date of mailing as shown in the “Date In” box on Label 11. Except as provided in D500.1.6, a mailer may file for a postage refund only under one of the following circumstances:

a. The item was not delivered or made available for claim as guaranteed under the applicable service purchased.
b. The item was not delivered or made available for claim by the guaranteed delivery time applicable to the service purchased, and delivery was not attempted by the guaranteed delivery time applicable to the service purchased.

Refunds Not Given
5.3 A refund claim will not be given if the guaranteed service was not provided due to any of the circumstances in D500.1.6.

How to Apply for a Refund
5.4 The mailer must complete Part I of Form 3533, *Application and Voucher for Refund of Postage and Fees,* in duplicate and submit it, along with the original customer copy of Label 11, to any post office.

Immediate Refund
5.5 If the USPS can determine immediately that the mailer is entitled to a refund and the Express Mail item had postage affixed, then the USPS refunds the postage immediately in cash or with a no-fee money order.

Deferred Refund
5.6 If the USPS cannot determine immediately that the mailer is entitled to a refund, then the USPS researches the application and, if appropriate, issues a refund to the mailer within 5 business days.

Refunds Through a Corporate or Agency Account
5.7 If the USPS determines that the mailer is entitled to a refund and postage was paid through an Express Mail Corporate Account or a federal government agency account, then the USPS refunds the postage by issuing a credit to that account within 5 business days.

P000 Basic Information

P020 Postage Stamps and Stationery

P021 Stamped Stationery

Summary P021 describes the two types of stamped envelopes–plain and personalized–and describes their specifications and validity. There are also two types of other stationary–stamped card and aerogramme. These are used for customer imprinting or international mail.

1.0 PLAIN STAMPED ENVELOPE

Availability 1.1 Plain stamped envelopes are available at all post offices, except that:

a. Only sizes 6-3/4 and 10 regular and window envelopes are sold in less than full box lots (a full box contains 500 envelopes).

b. Only nonprofit organizations and political committees authorized to use the Nonprofit Standard Mail rates may buy Nonprofit (precanceled) envelopes. Only full boxes are sold at post offices; only less than box lots are sold at philatelic outlets.

Window Sizes 1.2 Window envelopes are available with these window sizes:

a. The standard window is 1-1/8 inches high and 4-3/4 inches wide, and is placed 5/8 inch from the bottom edge of the envelope.

b. In size 6-3/4 envelopes, the window is 7/8 inch from the left edge; in size 10 envelopes, 1 inch from the left edge.

c. On double window envelopes, the second window (designed for a return address) is 1/2 inch from the top and left edges, and measures 3/4 inch high and 2-1/2 inches wide.

d. Other window sizes and locations can be produced, if the window size is not more than 1-1/2 inches high and 5 inches wide, and the window is not less than 3/8 inch from any envelope edge. Windows must allow compliance with general USPS addressing guidelines.

Envelope Dimensions 1.3 Envelope dimensions, which can vary 1/16 inch, are as follows:

a. Size 6-3/4: 3-5/8 by 6-1/2 inches.

b. Size 10: 4-1/8 by 9-1/2 inches.

c. Intermediate sizes (between 6-3/4 and 10, as determined by surface area in square inches) are not less than 6-1/2 or more than 9-1/2 inches long, not less than 3-5/8 or more than 5 inches high, have a surface area of not more than 39 square inches, and have an aspect ratio (length divided by height) not less than 1.3 or more than 2.5.

Imprinting 1.4 Stamped envelopes may be privately imprinted in any style, if at least 3-1/2 inches of clear space remains at the right end of the address side.

2.0 PERSONALIZED STAMPED ENVELOPE

Availability 2.1 Personalized envelopes (stamped envelopes imprinted with a return address) are available by mail order only. Customers mail Form 3203, with the full payment (by check or money order) for the envelopes ordered, to Stamp Fulfillment Services (see G043 for address).

Printing Specifications
2.2

All printing on personalized envelopes is subject to these specifications:

a. Any line of printing is limited to 47 characters and spaces.

b. The total number of lines is limited to seven.

c. The last two lines of printing must be reserved for the street address or post office box number where mail is to be delivered, and the city, state, and ZIP Code.

d. Stamp Development, USPS Headquarters, must approve any printing not permitted under 2.3 through 2.5. Requests for nonstandard printing are considered on orders of one million or more identical envelopes. Stamp Development's decision is final.

e. Each envelope must bear a return address printed in uppercase and lowercase letters, with flush left margin, using 8-point Helvetica type. The firm name or main lines are in bold type.

Printed Return Address Standards
2.3

The printed return address must include the local address that includes a street address; a post office box number; a rural route and box number; a building name, room number, and street address; or both a street address and post office box number; and the name of the post office or branch post office, state, and either the ZIP+4 or the 5-digit ZIP Code. The ZIP Code must be correct for the address on the line immediately preceding the city and state. The postmaster determines whether the address is adequate to ensure return of undeliverable mail.

Printed Return Address Options
2.4

The printed return address may include:

a. The name and title of an individual, or the name of a firm, corporation, institution, association, or society.

b. Descriptive words that represent business or professional names.

c. The branch or department name of a business if necessary to ensure return of undeliverable mail.

d. The telephone number of an individual or group if printed immediately preceding the local address.

e. A brief advertising statement or descriptive phrase following the name or on up to two separate lines. Indecent matter may not appear on wrappers or envelopes (18 USC 1463).

Optional Information
2.5

The following endorsements and instructions printed in at least 8-point type may be included as part of the return address:

a. Any ancillary service endorsement under F010 that requests address correction, forwarding, or return appropriate for the intended class of mail (e.g., "Address Service Requested"). The endorsement must appear directly below the return address, separated with a minimum clear space of 1/4 inch.

b. Any sender instruction under F030 that specifies a period for holding mail, not fewer than 3 and not more than 30 days (e.g., "AFTER 5 DAYS RETURN TO"). The instruction must appear directly above the return address. If such an instruction is printed on envelopes at Standard Mail rates, those envelopes must also bear an authorized ancillary service endorsement that provides for return postage.

Rejected Envelopes
2.6 A customer may reject personalized envelope orders for defective manufacture or mistakes in printing, denomination, size, etc.:

a. If the purchaser's error, only the value of the postage is refunded. Such a refund may be made at a post office or by returning the envelopes to Stamp Fulfillment Services (see G043 for address). If the customer wants the envelopes replaced instead, the customer must pay the difference between the full selling price of the envelopes and the postage value. The customer must include an explanation for rejecting the envelopes in a request for replacement or refund.

b. If an error is made by the USPS, Stamp Fulfillment Services refunds the total cost of the envelopes. The envelopes must be returned to Stamp Fulfillment Services (see G043 for address) with an explanation of the error. Only the customer whose name is in the return address, or the customer's representative, may submit rejected personalized envelopes for a refund. Rather than seeking a refund, the customer may request that the envelopes be replaced.

3.0 OTHER STATIONERY

Stamped Cards
3.1 Stamped cards are available as single stamped cards, double (reply) stamped cards, and in sheets of 40 for customer imprinting. Single and double stamped cards are 3-1/2 inches high by 5-1/2 inches long. Sheets must be cut to this size so that the stamp is in the upper right corner of each card. The USPS does not offer personalized stamped cards (cards imprinted with a return address).

Aerogramme
3.2 Aerogrammes (airletter sheets) are available for use in international mail.

4.0 VALIDITY OF POSTAL STATIONERY

All stamped envelopes, stamped cards (formerly called postal cards), and aerogrammes issued by the United States since 1873 are valid for postage from any point in the United States or from any other place where U.S. domestic mail service operates, under the same conditions as for postage stamps in P022.

P000 Basic Information

P020 Postage Stamps and Stationery

P022 Postage Stamps

Summary P022 describes the purchase and use of postage stamps. Also included are the guidelines on the validity of stamps, stamp reproduction and imitation stamps & official markings.

1.0 PURCHASE AND USE

Forms of Payment
1.1 Payment for postage may be made in U.S. currency. Foreign or mutilated money is not acceptable. The USPS may require payment of the exact amount of the purchase. Checks are acceptable subject to USPS check-acceptance policy and the assessment of charges to the customer for an uncollectible check returned by the bank. The customer must use a money order or certified check if the amount due is sent by mail.

Postage Due
1.2 Postage due must be paid in cash.

Position
1.3 Stamps must be affixed firmly in the upper right corner of the address side of the mail cover. Any stamp partly concealed by an overlapping stamp may not be counted as postage.

Reuse
1.4 Reuse of stamps with intent to cause loss to the government or the USPS is punishable by fine and imprisonment.

Perforating
1.5 Postage stamps may be marked with perforation holes. The mark may not cover more than 1/4 square inch (1/2 inch by 1/2 inch) of the stamp, and the diameter of the holes may not exceed 1/32 inch.

Semipostal Stamps
1.6 Semipostal stamps are subject to the following special conditions:

a. Semipostal stamps are stamps sold for a price that exceeds the postage value of the stamp. The difference between the price and postage value (also known as the “differential”) less an offset for the Postal Service’s reasonable costs, as determined by the Postal Service, is contributed to a specific cause. Semipostal stamps are offered for sale for a limited time as provided by law or by the Postal Service.

b. The following semipostal stamps are available:
   (1) The Breast Cancer Research semipostal stamp. The difference between the purchase price and the First-Class Mail nonautomation single-piece first-ounce letter rate in effect at the time of purchase constitutes a contribution to breast cancer research and cannot be used to pay postage. Funds (net of the Postal Service’s reasonable costs) raised in connection with the Breast Cancer Research semipostal stamp are transferred to the Department of Defense and the National Institutes of Health.

(2) The Heroes of 2001 semipostal stamp. The difference between the purchase price and the First-Class Mail nonautomation single-piece first-ounce letter rate in effect at the time of purchase is a contribution to provide assistance to the families of emergency relief personnel killed or permanently disabled in connection with the terrorist attacks of September 11, 2001, and cannot be used to pay postage. Funds (net of the Postal Service's reasonable costs) raised in connection with the Heroes of 2001 semipostal stamp are transferred to the Federal Emergency Management Agency.

c. The postage value of each semipostal stamp is the First-Class Mail nonautomation single-piece first-ounce letter rate in R100.1.2 that is in effect at the time of purchase. Additional postage must be affixed to pieces weighing in excess of 1 ounce, pieces subject to the nonstandard surcharge, or pieces for which special services have been elected. The postage value of semipostal stamps purchased before any subsequent change in the First-Class Mail nonautomation single-piece first-ounce letter rate is unaffected by any subsequent change in that rate.

2.0 VALIDITY OF STAMPS

Valid 2.1 All postage stamps issued by the United States since 1860, unless listed in 2.2, are valid for postage from any point in the United States or from any other place where U.S. Mail service operates. Precanceled stamps may be used to pay regular postage and fees for special services if the mailpiece is endorsed under the standards for the class of mail and service requested. Precanceled postage may be used only by permit holders authorized under P023. Unless excepted by standard, the total postage affixed must equal at least the postage charge for the class of the mail and, if applicable, the fee for the special service requested. All nondenominated postage and makeup rate stamps, including official mail stamps, are valid at the original rates of issue. Except for precanceled stamps that bear rate markings (e.g., First-Class Presort, Presorted, or Nonprofit Organization), nondenominated postage stamps may be affixed to international mail. See IMM 152.2d.

Invalid 2.2 The following are not valid to pay postage for U.S. domestic or U.S.-originated international mail:

a. Postage due, special delivery, special handling, and certified mail stamps.

b. Stamps of other countries.

c. United Nations stamps, unless on mail deposited at the United Nations, NY.

d. U.S. stamps that are mutilated or defaced; cut from stamped envelopes, aerogrammes, or stamped cards; covered or coated in such a manner that canceling or defacing marks cannot be printed onto the stamps; or overprinted with an unauthorized design, message, or other marking.

e. Nonpostage stamps, such as migratory-bird hunting and conservation stamps, U.S. saving and thrift stamps.

3.0 STAMP REPRODUCTION

Postmasters may not advise the public about the reproduction of foreign or domestic postage stamps. Such information is available from Stamp Development, USPS Headquarters (see G043 for address).

4.0 IMITATION STAMPS AND OFFICIAL MARKINGS

Imitations of Stamps
4.1

Matter bearing imitations of postage stamps, in adhesive or printed form, or private seals or stickers resembling a postage stamp in form and design, is not acceptable for mailing.

Imitations of Markings
4.2

Matter bearing decorative markings and designs, in adhesive or printed form, resembling the markings and designs of official postal services, is not accepted for mailing (see Exhibit 4.2).

Prohibited Imitations
Exhibit 4.2

Others
4.3

The nonaddress side of mail may have seals or stickers, if they do not imitate postage stamps and do not have words, numerals, or other markings indicating a value.

P000 Basic Information

P020 Postage Stamps and Stationery

P023 Precanceled Stamps

Summary P023 describes precanceled stamps as the cancellation of adhesive postage stamps, stamped envelopes, or stamped cards before mailing. A permit is necessary for this action. It may be used for philatelic or postage payment purposes.

1.0 BASIC INFORMATION

Definition
1.1 Precanceling is the cancellation of adhesive postage stamps, stamped envelopes, or stamped cards before mailing. Precanceling may be done by the USPS or by the mailer under a postal permit. Precanceled commemorative stamps are not available.

Use
1.2 Precanceled postage is an optional postage payment method for mailings at Presorted and automation First-Class Mail rates and at all Standard Mail rates.

By Mailer
1.3 A mailer meeting the standards in 3.0 may precancel adhesive stamps, stamped cards, and stamped envelopes with a mailer's precancel postmark. Stamped cards are precanceled at the time of printing and do not require a mailer's precancel postmark.

Prohibition
1.4 Precanceled postage stamps may not be used on matter mailed in boxes, cases, bags, or other reusable mailing containers.

Amount of Postage
1.5 The value of precanceled stamps affixed to each piece in a mailing must be either the exact amount due or another amount permitted by standard. If the exact amount is not affixed to each piece, documentation meeting the basic standards in P012 and those for the rate claimed must be submitted with the mailing unless excepted by P100 or P600. Refunds for overpayment must meet the standards in P014.

Documentation
1.6 Unless excepted by standard, a precanceled stamp mailing must be accompanied by documentation subject to P012 if the mailing contains nonidentical-weight pieces or pieces without the full postage at the applicable rate.

Markings and Endorsements
1.7 Whether the mailer or the USPS precanceled the stamps, each mailpiece with precanceled postage must bear markings and endorsements required for the rate claimed or services requested.

Return Address
1.8 Mailpieces with any precanceled imprint must have a complete domestic return address. If the return address is outside the delivery area of the post office of mailing, the mailer must put a cancellation endorsement to the left of the postage showing city, two-letter state abbreviation, and ZIP Code of the office of mailing; or submit, at the time of mailing, a duplicate of the postage statement and a sample mailpiece, both in an envelope stamped and addressed to the postmaster at the post office shown in the return address; or use the cancellation endorsement "Mailed From ZIP Code" followed by the 5-digit ZIP Code assigned to the postmaster at the office of mailing.

Place of Mailing
1.9 Mail bearing precanceled postage must be presented to the post office where the permit is held, at the times and places designated by the postmaster. Mail bearing precanceled postage must not be deposited in street collection boxes.

Combinations 1.10 Precanceled mail may be combined in a mailing with mail paid with other means only if authorized by the USPS.

Form of Cancellation 1.11 Stamps ordered with a precancel imprint have one visible line across their faces. Endorsement stamps precanceled by post offices have two visible parallel lines across the face of each stamp between which the name of the post office of mailing and its two-letter state abbreviation appear.

Rate Designation 1.12 Precanceled stamps can be ordered with the rate category preprinted as the precancellation device. These stamps are for matter mailed as part of a qualifying mailing of the rate category shown on the stamps. Mailpieces bearing a rate category precancellation legend must include the return address. If the return address is not within the delivery area of the post office of mailing, the mailer must place a cancellation endorsement on the piece or provide information to the post office shown in the return address. Precanceled stamps with a preprinted rate marking may be used to pay single-piece postage if the piece bearing the stamps has the correct marking (e.g., "FIRST-CLASS MAIL") immediately under the postage.

High Value Stamps 1.13 If precanceled postage on a single piece is more than $1, the precanceled stamps must be overprinted or handstamped in black ink with the mailer's initials and the numerical abbreviations of the month and year for use (e.g., "A. B. Co. 9-78"). These stamps are acceptable on mail during the month shown and through the 10th of the following month.

2.0 PERMIT TO USE PRECANCELED STAMPS

Mailer Request 2.1 A mailer who wants to use USPS-precanceled stamps and stamped envelopes must complete Form 3615 and file it at the post office where mailings are to be deposited. If an applicant has a completed Form 3615 on file for other services, precanceled authorization is annotated on the existing application. There is no fee for this permit.

Revocation 2.2 A permit may be revoked if used in operating any unlawful scheme or enterprise, or for buying or acquiring stamps or mailer's precancel postmarks for other than mailing, or for failing to comply with the format requirement or instructions on Form 3615. The permit holder has 10 days to file a written statement showing why the permit should not be revoked. The manager, customer service support (district), issues the decision on such appeals.

3.0 MAILER PRECANCELLATION

Authorization 3.1 A mailer must request authorization to preprint rate markings on precanceled stamps or to use a precancel postmark on adhesive stamps, stamped cards, and stamped envelopes. The applicant must submit a specimen mailpiece showing the preprinting method or proposed precancel postmark. If more than one preprinted marking is prepared or more than one format is used, a specimen for each must be submitted. Form 3615 must be endorsed "Preprinting of Rate Markings," or "Mailer's Precancel Postmark," or both, as appropriate.

Denial 3.2 If the request is denied, the applicant may file a written appeal with the RCSC serving the applicant's post office.

Authorization Conditions 3.3 Mailer precancellation is authorized only for the specimen mailpieces submitted and approved. After that, a specimen must be submitted and approved for each new precancel postmark format or preprinted marking to be used.

Revocation
3.4

A permit may be revoked for operating any unlawful scheme or enterprise, for buying or acquiring stamps for other than mailing, or for failing to comply with the required format standards. Within 10 days of receipt of the revocation notice, the permit holder may file a written appeal with the RCSC serving the post office where the permit is held. The RCSC issues the final agency decision.

Content of Postmark
3.5

The mailer's precancel postmark must contain specific elements:

a. The mailing date (day, month, and year) if used on First-Class Mail; the month and year of mailing may be shown on Standard Mail.

b. The words "Mailer's Postmark" followed by the permit number and enough lines to deface (cancel) the postage.

c. Either the city, state, and 5-digit ZIP Code of the post office where the precancel permit is held and the mailing is to be deposited, or the words "Mailed From ZIP Code" followed by the 5-digit ZIP Code of the mailing office. (If that post office is assigned more than one 5-digit ZIP Code, the precancel postmark must show the 5-digit ZIP Code assigned to the postmaster.)

Acceptable Content of Postmark
3.6

The precancel postmark may include the words or authorized abbreviations of the rate marking required for the rate claimed. Alternatively, if authorized under 3.1, the mailer may preprint rate markings required by other standards on adhesive stamps to be used for mailings at the corresponding rates. Such preprinted markings must be in uppercase letters of at least 6-point type, printed in black indelible ink on the stamp where optimum contrast is possible. A preprinted rate marking applied by the mailer, by itself or with a precancel postmark, must not obscure other printing on the stamp that is part of the USPS design (e.g., "USA").

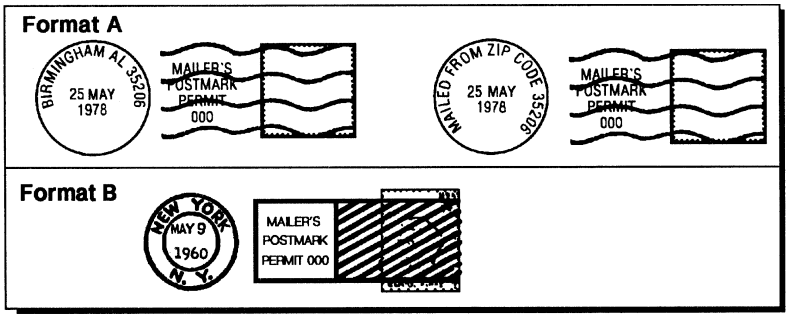
Cancellation
3.7

Black ink must be used for cancellation. It must provide enough indelibility and contrast to prevent reuse of the stamps. The precancel permit number must not be obscured by the cancellation.

Required Format
3.8

A mailer must use one of the Format A designs in Exhibit 3.8. Format B may be used only by a mailer previously authorized to do so and who has the necessary die. The only permissible alternative or modification to any format is the addition of a rate marking permitted by 3.6.

Format for Mailer's Precancel Postmarks
Exhibit 3.8



4.0 PHILATELY

Subject to USPS policy in G900, precanceled postage may be bought for philatelic purposes as well as postage payment. A stamp collector may mail matter bearing precanceled postage if the collector has a permit to use precanceled postage at the post office where the mail is presented. Creating philatelic oddities or precanceling issues or denominations that would not otherwise see legitimate mail use is not permitted. Mail orders must include a stamped, self-addressed envelope.

P000 Basic Information

P030 Postage Meters (Postage Evidencing Systems)

Summary P030 describes the use and regulations for postage meters (postage evidencing systems) to prepare metered mail.

1.0 BASIC INFORMATION

Definition 1.1 Postage evidencing systems are secure postage metering systems that generate indicia imprinted on or affixed to a mailpiece to evidence prepayment of postage. The USPS regulates these systems and their use to protect postal revenue. Only USPS-authorized manufacturers or product service providers may design, produce, and distribute the systems. Misuse of a postage evidencing system to avoid payment of postage is punishable by law. The major components of a postage evidencing system are:

a. Funds registers and accounting functions to store and maintain financial data. Two funds registers are required:
   (1) The descending register that records the postage value remaining in the postage evidencing system.
   (2) The ascending register that increases as postage is printed. This register records the total value of all postage printed during the life of the postage evidencing system unless it is reset to zero by the provider during servicing between customers or when it reaches its maximum limit.

b. Indicia generated by the system to show evidence of postage prepayment on the mailpiece. Indicia are also called “meter stamps” or “metered postage.”

c. USPS and provider infrastructure to support user licensing and customer information, ensure proper payment for postage, set and reset the system with postage value, and provide for inventory management. Provider and USPS interface to accomplish these functions.

Types 1.2 Generation 1 postage evidencing systems use industry-standard electronic components for managing the registers and accounting for postal funds. Generation 2 postage evidencing systems use a USPS-approved electronic component called a “postal security device” (PSD) for managing the registers and accounting for postal funds. All PSDs must meet USPS performance criteria and must have a self-disabling feature that prohibits the printing of postage when specific programmed requirements are not met. For all Generation 2 postage evidencing systems the provider and the USPS infrastructure must interface to support licensing and customer information, ensure proper payment for postage, and provide for inventory management. The systems are categorized as follows:

a. Traditional postage meter—a Generation 1 postage evidencing system:
   (1) The industry-standard electronic components used for managing registers and accounting for postal funds may or may not include a self-disabling feature that prohibits the printing of postage when specific programmed requirements are not met.

(2) Indicia are printed either by a letterpress or digital printing process. Letterpress indicia are generated by the impact of a hard, inked printing die on the print surface. Digital indicia are generated electronically and produced on the print surface by a nonimpact technology, such as an ink jet, thermal, or laser printing process.

(3) The provider and USPS infrastructure systems for all Generation 1 postage evidencing systems interface to support licensing and customer information and to provide for inventory management. Generation 1 postage meters can be either manually reset (the meter must be physically taken to the USPS) or remotely reset. Remotely reset meters are replacing manually reset meters in accordance with a phased USPS retirement plan. The USPS infrastructure currently supports payment for postage for all Generation 1 postage evidencing systems, both manually reset and remotely reset. The provider infrastructure supports payment for postage for remotely reset meters but does not support payment for postage for manually reset meters.

b. PSD meter—a Generation 2 postage evidencing system:

(1) A PSD meter must use a USPS-approved PSD.

(2) The indicia generated by a PSD meter must be digital indicia approved by the USPS.

(3) A PSD meter must be reset using an electronic connection between the provider's postage resetting system and the postal registers in the PSD.

c. Information-based indicia (IBI) meter—a Generation 2 postage evidencing system:

(1) An IBI meter must use a USPS-approved PSD.

(2) An IBI meter must generate information-based indicia. IBI are digital indicia that include human-readable information and a USPS-approved two-dimensional barcode or other USPS-approved symbology, with a digital signature and other required data fields.

(3) An IBI meter must be reset with an electronic connection between the provider's postage resetting system and the postal registers in the PSD.

d. PC Postage system—a Generation 2 postage evidencing system:

(1) A PC Postage system must use a USPS-approved PSD.

(2) The indicia generated by a PC Postage system must be IBI.

(3) A PC Postage system must be reset with postage value using a personal computer to establish an electronic connection between the provider's postage resetting system and the postal registers in the PSD. The user must employ a personal computer to access critical infrastructure functions.

Authorized Providers

1.3 Postage evidencing systems are available only from authorized providers. All postage evidencing systems and PSDs remain the property of the USPS-authorized provider and are available only through a lease or rental agreement with the provider or its authorized agent. The USPS holds providers responsible for the control, secure operation, distribution, maintenance, inspection, and replacement of postage evidencing systems and PSDs throughout their entire life cycle. The provider is also responsible for the secure disposal or destruction of postage evidencing systems and PSDs at the end of their useful life. The following providers are authorized:

FRANCOTYP-POSTALIA INC
140 N MITCHELL CT STE 200
ADDISON IL 60101-5629
800-341-6052
www.fp-usa.com

HASLER INC
19 FOREST PKWY
SHELTON CT 06484-6140
800-243-6275
www.haslerinc.com

NEOPOST
30955 HUNTWOOD AVE
HAYWARD CA 94544-7084
800-624-7892
www.neopostinc.com

PITNEY BOWES INC
1 ELMCROFT RD
STAMFORD CT 06926-0700
800-322-8000
www.pitneybowes.com

PSI SYSTEMS ENVELOPE MANAGER SOFTWARE
247 HIGH ST
PALO ALTO CA 94301-1041
800-576-3279 x140
www.envmgr.com

STAMPS.COM
3420 OCEAN PARK BLVD STE 1040
SANTA MONICA CA 90405-3035
www.stamps.com

Licensee
1.4 The licensee of a postage evidencing system is the person or entity authorized by the USPS to lease or rent a system. The licensee cannot own a postage evidencing system or PSD and may possess a postage evidencing system only under a valid lease or rental agreement with an approved provider or its agent. The licensee is responsible for the control, maintenance, and use of the postage evidencing system in accordance with USPS regulations. The base or host component of the mailing equipment that supports the postage evidencing system or PSD may be sold, leased, or rented at the discretion of the provider and the customer, in accordance with the product approval as granted by the USPS.

Possession of a Postage Evidencing System
1.5 No person or entity other than an authorized provider, its authorized agent, the USPS, or a licensee may have a postage evidencing system or PSD in their possession. Any person or entity must immediately surrender a postage evidencing system or PSD to the provider, the provider's agent, or to the USPS upon termination of a lease or rental agreement.

Use of a Postage Evidencing System
1.6 No person or entity other than an authorized provider may use a postage evidencing system until the provider initializes the system or, where applicable, the USPS sets and seals the system, performs the required validations, and checks the system into service. Once the postage evidencing system is properly in service, it may be used by the licensee or others authorized by the licensee. The licensee is responsible for control and use of the system.

Classes of Mail
1.7 Postage may be paid by imprinting or affixing indicia generated by a USPS-approved postage evidencing system on any class of mail except Periodicals. Such mail is called “metered mail” and is entitled to all privileges and subject to all conditions applying to the various classes of mail.

2.0 LICENSING

Procedures
2.1 To possess and use a postage evidencing system, the user must apply for and be granted a license by the USPS. A single license allows the licensee to use multiple postage evidencing systems for metered mail deposited in the licensing post office in accordance with 11.0. A postage evidencing system can be licensed to only one post office. The user must submit a separate application, be granted a separate license authorization, and have a separate postage evidencing system for each licensing post office where the user intends to deposit mail. The procedures are as follows:

a. The applicant submits to the provider all data required for the license, including the city, state, and ZIP Code of the licensing post office where the user intends to deposit the metered mail.

b. The provider submits the required information to the USPS electronically.

c. The USPS notifies the provider after granting the license.

d. The USPS can cancel the licensee's authorization to rent or lease postage evidencing systems if an active system is not associated with the license for 60 days or more. The customer must reapply for a license to resume the use of a postage evidencing system. Exceptions may be granted to seasonal users.

Licensee’s Agreement
2.2 By applying for a USPS license to rent or lease a postage evidencing system, the applicant agrees that the license may be revoked immediately and the provider notified by the USPS to withdraw the postage evidencing system from service for the following reasons:

a. The postage evidencing system is used in any fraudulent or unlawful scheme or enterprise.

b. The postage evidencing system is not used for 12 consecutive months.

c. The licensee fails to exercise sufficient control of the postage evidencing system or PSD or fails to comply with the regulations for its care or use.

d. The licensee fails to abide by the terms and conditions of the authorized provider’s lease or rental agreement.

e. The postage evidencing system or PSD is taken or used outside the United States, its territories or possessions, except as specifically authorized under these regulations by the manager of Postage Technology Management, USPS Headquarters.

f. Mail is deposited at other than the licensing post office (except as permitted under 11.0).

Refusal to License a User
2.3 The USPS notifies both the applicant and the provider in writing when authorization for a license is refused. Any applicant refused authorization may appeal the decision under 2.5. The USPS may refuse authorization for a license for the following reasons:

a. The applicant submitted false information on the license application.

b. The applicant violated any regulation regarding the care or use of a PSD, postage evidencing system, or the indicia generated by a system that resulted in the revocation of the applicant's postage meter or postage evidencing system license within 5 years before the date the applicant submitted the application.

c. There is sufficient reason to believe that the applicant will use the postage evidencing system or PSD in violation of USPS regulations.

Revocation of a License
2.4 The USPS can revoke the user's license when the user does not fulfill the responsibilities for the care and use of a PSD, postage evidencing system, or the indicia generated by a system. The USPS notifies the licensee's provider(s) of the revocation so that the provider(s) can notify the licensee, cancel the lease or rental agreement(s), and withdraw all postage evidencing systems from service. The notification is sent by certified mail. Revocation takes effect 10 calendar days after the licensee receives the revocation notice unless, within that time, the licensee appeals the decision under 2.5. A license is subject to revocation for the reasons listed in 2.2, or if there is probable cause to believe that it will be used in violation of USPS regulations.

Appeal Process
2.5 An applicant who is refused a license, or a licensee whose license is revoked, may file a written appeal with the manager of Postage Technology Management, USPS Headquarters (see G043), within 10 calendar days after receiving notification of the decision.

3.0 LICENSED USER'S RESPONSIBILITIES

Signed Lease or Rental Agreement With Financial Agreement for Resetting
3.1 The licensee must enter into a lease or rental agreement with the provider that includes provisions for resetting the postage evidencing system with postage and an authorized postage payment process under which the licensee agrees to make payment for postage using a payment method approved by the USPS. The USPS is not a party to the lease or rental agreement but use of a postage evidencing system is subject to the regulations of the USPS and the terms and conditions of the lease or rental agreement and the payment process.

Custody
3.2 A postage evidencing system or PSD that is in the possession or custody of a licensee must remain in that user's custody until it is returned to the authorized provider, to its authorized agent, or to the USPS, or is seized by the Postal Inspection Service for violation of federal law.

Update Licensee Information
3.3 The licensee must update required license application information with the provider whenever there is any change in the licensee's name, address, telephone number, licensing post office, location of the postage evidencing system, or location of the PSD. The USPS will update the license information based on the receipt of updated information submitted by the provider.

Relocation of Licensee
3.4 When a licensee notifies the provider of a change of the licensing post office in accordance with 3.3, the provider will perform the appropriate accounting functions to withdraw the postage evidencing system from service at the original licensing post office and install it and then reauthorize it for use at the new licensing post office, or issue another postage evidencing system for use at the new location.

Required Resetting
3.5 All postage evidencing systems must be reset at least once every 3 months. A zero value reset will meet this requirement.

Transaction Files
3.6

Some postage evidencing systems generate records of transactions relating to indicia creation, funds transfer (including postage value downloads), and system or PSD audits. For postage evidencing systems that do not maintain automated transaction records, licensees are strongly encouraged to maintain their own records of the readings of the ascending and descending registers for each day of operation. Transaction records are important in the validation of requests for refunds in the case of system malfunction.

Inspection and Examination
3.7

The licensee must, upon request, make immediately available for examination and audit by the provider or by the USPS any postage evidencing system or PSD in the licensee's possession and any corresponding transaction records. The USPS can perform physical or remote examination of any postage evidencing system or PSD. The licensee must meet the requirements for provider inspections and USPS examinations. All postage evidencing systems are inspected in accordance with the Postage Evidencing Systems Inspection and Examination Schedule below.

Security Level	Postage Evidencing System	Provider Inspection	USPS Examination Requirements
1	Manually reset postage meter	Every 6 months	Must bring to post office for examination when not reset within 3 months
2	Remotely reset postage meter with letterpress or digital indicia, but without self-disabling feature	Annually or every 6 months when there is no setting activity in 6 months	Examinations in special circumstances
3	Remotely reset meter with letterpress indicia and self-disabling feature	Every 2 years or every 6 months when there is no setting activity in 6 months	Examinations in special circumstances
4	Remotely reset postage meter with digital indicia and self-disabling feature	Every 2 years or enhanced inspection process when approved by USPS	Examinations in special circumstances
5	PSD meter, IBI meter, or a PC Postage system	Inspections in special circumstances	Examinations in special circumstances

Quality Assurance
3.8

Some PC Postage systems print indicia with a printer that may also be used for nonpostal applications. Users of such systems must forward a mailpiece bearing an indicium produced by the postage evidencing system and associated printer to the provider for quality assurance evaluation. The licensee must forward a quality assurance mailpiece to the provider when the system is installed, when there is a change to the printer connected to the system, and at least once every 12 months thereafter, in accordance with provider directions.

Labels With Fraud Warning and Serial Number
3.9

The licensee must ensure that the fraud warning label placed by the provider on the postage evidencing system or its housing is not removed or destroyed while the postage evidencing system is in the licensee's possession. The fraud warning contains basic reminders on leasing or rental and use of the postage evidencing system, warnings against system tampering or misuse resulting in nonpayment of postage owed, and the penalties for such system misuse. The USPS does not authorize postage evidencing systems for use without this fraud warning. When the postage evidencing system has a serial number or barcode equivalent on the system housing, the user must ensure that neither the serial number nor the barcode is removed or destroyed while the postage evidencing system is in the licensee's possession.

Custody of Suspect Postage Evidencing Systems or PSDs
3.10

The USPS may conduct unannounced, on-site examinations of postage evidencing systems or PSDs reasonably suspected of being manipulated or defective. A postal inspector may immediately withdraw a suspect postage evidencing system or PSD from service for physical and/or laboratory examination. The inspector withdrawing a suspect postage evidencing system or PSD issues the licensee a written acknowledgement of receipt of the item; forwards a copy to the provider; and, if appropriate, assists in obtaining a replacement postage evidencing system or PSD. Unless there is reason to believe that the postage evidencing system or PSD is fraudulently set with postage, existing postage in the postage evidencing system or PSD is refunded to the licensee, in accordance with established refund procedures, when it is withdrawn from service.

Defective Postage Evidencing System or PSD
3.11

A defective postage evidencing system or PSD is one that is inoperable or inaccurately reflects its proper status. A faulty postage evidencing system or PSD may not be used under any circumstance. The procedures for dealing with a defective system are as follows:

a. The licensee must immediately report any defective postage evidencing system or PSD to the provider.

b. The provider must begin the retrieval process for any defective postage evidencing system or PSD within 2 business days of notification by the licensee.

c. The provider may supply the licensee with a replacement postage evidencing system or PSD unless there is a reasonable basis for suspecting actual or attempted tampering.

d. The provider may not authorize or issue a refund for monies remaining on the faulty postage evidencing system or PSD until the faulty system is in the possession of the provider and has been carefully inspected, and the refund amount has been approved by the manager of Postage Technology Management, USPS Headquarters.

Missing Postage Evidencing Systems or PSDs
3.12

The licensee must immediately report to the provider the loss or theft of any postage evidencing system or PSD or the recovery of any missing postage evidencing system or PSD. The report must include the system identification number and the date, location, and details of the loss, theft, or recovery. In the case of suspected theft, the licensee must submit a copy of the police report to the provider upon request. The provider will report all details of the incident to the manager of Postage Technology Management, USPS Headquarters, in accordance with established procedures.

Returning a Postage Evidencing System or PSD
3.13

A licensee in possession of a faulty or retired postage evidencing system or PSD, or a licensed user who no longer plans to keep a postage evidencing system or PSD in their possession for any reason, must return it within 3 business days to the provider to be withdrawn from service. Postage evidencing systems and PSDs must be shipped by Priority Mail with Delivery Confirmation unless the manager of Postage Technology Management, USPS Headquarters, gives written permission to ship by another means or service.

Approval for Use of Postage Evidencing Systems at Military Post Offices
3.14

A person authorized by the Department of Defense to use the services of an overseas military post office, such as an APO or FPO, can use a USPS-approved postage evidencing system. For such users, the APO or FPO will be designated as the licensing post office on their user license. These users must deposit the mail prepared with their system at the licensing post office. All USPS policies and regulations regarding postage evidencing systems apply.

Approval for Use of Postage Evidencing Systems Outside the United States

3.15

The manager of Postage Technology Management, USPS Headquarters (see G043), must give approval to the provider before the provider may place a postage evidencing system with a licensee who plans to use the system outside the customs territory of the United States to print evidence of U.S. postage. The procedures and conditions are as follows:

a. Licensees must maintain a permanent, established business address in the United States.

b. Postage evidencing systems used in foreign locations may be leased or rented only from those providers who have an authorized dealer or representative in the country where the postage evidencing system is to be located. The only exception is for those PC Postage systems for which the PSD remains in the custody and possession of the provider rather than the licensee.

c. Licensees are subject to all USPS regulations and U.S. statutes pertaining to mail, mail fraud, and misuse of postage evidencing systems.

d. All postage evidencing systems authorized by the USPS for use in foreign locations must have enhanced security features that include remote reset and a self-disabling feature that prevents printing of postage when specific programmed requirements are not met. Only those systems specifically approved in writing by the manager of Postage Technology Management, USPS Headquarters, may be used outside the customs territory of the United States.

e. Potential users must submit to the provider all data required for a license to lease or rent postage evidencing systems outside the country. The provider will annotate the application to state that it is for the foreign use of a U.S. postage evidencing system and show where the system is to be located. The provider must submit the application to the manager of Postage Technology Management, USPS Headquarters, for review and approval. Once an application is approved and the license authorized, Postage Technology Management will designate the licensing post office and notify the provider and the licensee. The license can be used for multiple postage evidencing systems as long as they all belong to the same user and are licensed at the same post office. Mailers who already have a USPS license to lease or rent postage evidencing systems must apply separately to participate in this program.

f. The provider selected by the licensee must agree in writing to all terms and conditions established by the USPS pertaining to the distribution of U.S. postage evidencing systems outside of the United States. Once the postage evidencing system is installed, the provider must provide the information on system placement directly to the manager of Postage Technology Management, USPS Headquarters.

g. Mail to be metered must be metered with U.S. postage and must be entered at the domestic licensing post office.

h. Postage evidencing systems located outside the United States must be remotely reset at least once every 3 months. A reset for zero postage satisfies this requirement. The Postage Evidencing System Inspection and Examination Schedule in 3.7 applies to all systems; however, special circumstances may be invoked to inspect systems placed outside the country more frequently. Failure to make the postage evidencing system available for inspection may result in the revocation of the foreign use license.

Address Management System CD-ROM
3.16

For postage evidencing systems designed to access the USPS Address Management System (AMS) CD-ROM, the licensed user must maintain address quality by ensuring the CD-ROM is updated at least once every 6 months.

4.0 MANUALLY RESET GENERATION 1 POSTAGE METERS

Initial Setting, Check In, and Installation
4.1

All manually reset meters will be taken out of service and replaced by remotely reset meters in accordance with a phased USPS retirement plan. No manually reset meters may be installed.

Check Out and Withdrawal
4.2

When a manually reset meter is withdrawn from a user, the provider must present the meter and a completed Form 3601-C to the licensing post office to have the meter checked out of service by the post office where it was regularly set or examined, unless the meter was serviced through the on-site meter service program described in 4.5. The manager of Postage Technology Management, USPS Headquarters, may allow the provider to check out a specifically designated manually reset meter model from service without USPS participation when the provider uses a USPS-approved process to transfer the postage remaining on the meter directly to a remotely reset meter. The withdrawal process for manually reset meters is completed when the data from Form 3601-C is transmitted to the appropriate postal information systems.

Location of Setting
4.3

Except under 4.5, a manually reset meter must be set at the licensing post office. Alternative meter setting locations are not allowed. A meter may not be set at a contract postal unit.

Payment for Postage Settings
4.4

Payment must be made for postage at the time of resetting. Payment may be in cash or by check, USPS-approved debit card, or money order. Payment is subject to USPS standards and procedures.

On-Site Meter Service Program
4.5

The on-site meter service program, where available, allows qualified USPS employees to set or examine manually reset meters and check them into or out of service at a licensee's place of business within the area served by the licensing post office, or at a facility of the provider or their agent. Only the licensee's meters participating in the on-site meter service program may be serviced at that location. A fee is charged for each meter set, examined, or checked into or out of service at a licensee's place of business, unless a USPS employee qualified to service meters is regularly assigned to that licensee's location for other postal administrative duties. The licensee must pay applicable postage and on-site meter service fees in R900 by check at the time of the meter service for manually reset meters. A fee is charged for each meter examined or checked into or out of service at a facility of the provider or their agent. The provider must pay applicable postage and on-site meter service fees by check at the time of the meter service. Fees are charged in accordance with R900.14.0.

Postage Transfer or Refund
4.6

After USPS verification, unused postage in a manually reset meter checked out of service may be transferred to another of the licensee's meters licensed at the same post office, or the licensee may request a refund. Refunds are granted in accordance with P014.

Postage Adjustment for a Faulty Meter
4.7

To request a postage adjustment for a faulty manually reset meter, the licensee must present to the provider the meter and the licensee's transaction records, if any. After examining a meter to be checked out of service for apparent faulty operation affecting the ascending or descending registers, the provider must report the malfunction to the manager of Postage Technology Management, USPS Headquarters. The report must contain all applicable meter documentation

(including the setting history and transaction records, if any) and a recommendation about the appropriate postage adjustment, if any. When the electronic redundant memory data, as examined by the provider, is inconclusive with respect to the appropriate postage adjustment, the provider must include an analysis of the licensee's recent mailing history supporting the recommended postage adjustment, the reason for the memory failure, and the method used to determine the lost register values. At the same time the report is made to the USPS, the provider must notify the licensee of the proposed postage adjustment. A licensee may appeal a postage adjustment to the manager of Postage Technology Management, USPS Headquarters (see G043), within 60 calendar days of the date that the provider submitted the postage adjustment recommendation to the USPS and notified the user.

5.0 REMOTE RESET GENERATION 1 POSTAGE METERS

Initial Setting, Check In, and Installation
5.1 A remote reset Generation 1 postage meter is checked into service in the presence of a postal employee qualified to check in postage evidencing systems. The meter is checked into service at the licensing post office unless the on-site meter service program in 5.6 is used. The provider must furnish the postal employee with the meter and a completed Form 3601-C. The check in process for a remote reset Generation 1 postage meter is completed when the required data is transmitted to the appropriate postal information systems, and may be completed concurrently with or prior to installation of the meter at the licensee's location. The manager of Postage Technology Management, USPS Headquarters, may allow the provider to check in a specifically designated meter model without USPS participation when the provider uses a USPS-approved process in which the information to complete the check in process is captured directly from the postage evidencing system. The installation process for these meters is completed when the provider transmits required data to the appropriate postal information systems.

Check Out and Withdrawal
5.2 A remote reset Generation 1 postage meter is checked out of service in the presence of a postal employee qualified to check out postage evidencing systems. The meter is checked out of service at the licensing post office unless the on-site meter service program in 5.6 is used. The provider must furnish the postal employee with the meter and a completed Form 3601-C. The check out process for a remote reset Generation 1 postage meter is completed when the required data is transmitted to the appropriate postal information systems. The manager of Postage Technology Management, USPS Headquarters, may allow the provider to check out a specifically designated meter model from service without USPS participation when the provider uses a USPS-approved process in which the information to complete the check out process is captured directly from the postage evidencing system. In this instance, the provider must examine the meter before a refund can be issued for the postage remaining in the meter. The withdrawal process for remote reset meters is completed when the provider transmits required data to the appropriate postal information systems.

Location of Setting
5.3 A remote reset Generation 1 postage meter is reset via telephone at the location of the meter.

Payment for Postage Settings
5.4 For a remote reset Generation 1 postage meter, the licensee may deposit funds only by check, electronic funds transfer, or automated clearing house transfer, in accordance with USPS standards and procedures.

Resetting
5.5

To reset a remote reset Generation 1 postage meter, the following conditions must be met:

a. The licensee's account must have sufficient funds to cover the desired postage increment, or the provider must have agreed to advance funds to the licensee.

b. The licensee must give the provider identifying information and system audit data as required by the USPS and in accordance with the provider's resetting specifications. Before completing the resetting, the provider must verify the identifying data, authenticate the user's license, conduct the postage evidencing system audit, and ascertain whether the user's account contains sufficient funds to cover the desired postage increment.

c. After the resetting transaction is completed, the provider must document the transaction for the licensee, including the balance remaining in the licensee's account, unless the provider gives the user a monthly statement documenting all transactions for the period and the balance after each transaction.

On-Site Meter Service Program
5.6

The on-site meter service program, where available, allows qualified USPS employees to check remote reset Generation 1 meters into or out of service at a facility of the provider or their agent. Meters to be serviced are accompanied by Form 3601-C. A fee is charged for each meter examined or checked into or out of service at a facility of the provider or their agent. The provider must pay applicable postage and on-site meter service fees by check at the time of the meter service for remote reset Generation 1 meters. Fees are charged in accordance with R900.14.0.

Postage Transfer or Refund
5.7

After USPS verification, unused postage in a remote reset Generation 1 postage meter checked out of service may be transferred by the USPS to another of the licensee's postage evidencing systems licensed at the same post office, or to the customer's meter resetting account, or the licensee may request a refund. Refunds for unused postage in the meter and for any unused balance in the licensee's account are granted in accordance with P014.

Postage Adjustment for Faulty Meters
5.8

To request a postage adjustment for a faulty remote reset Generation 1 postage meter, the licensee must present to the provider the meter and the licensee's transaction records, if any. After examining a meter checked out of service for apparent faulty operation affecting the ascending or descending registers, the provider must report the malfunction to the manager of Postage Technology Management, USPS Headquarters. The report must contain all applicable meter documentation and a recommendation regarding the appropriate postage adjustment, if any. When the electronic redundant memory data, as examined by the provider, is inconclusive as to the need for a postage adjustment, the provider must include an analysis of the licensee's recent mailing history supporting the recommended postage adjustment, the reason for the memory failure, and the method used to determine the lost register values. At the same time the report is made to the USPS, the provider must notify the licensee of the proposed postage adjustment. A licensee may appeal a postage adjustment to the manager of Postage Technology Management, USPS Headquarters (see G043), within 60 calendar days of the date that the provider submitted the postage adjustment recommendation to the USPS and notified the user.

6.0 PSD METERS AND IBI METERS

Initialization, Authorization, Check In, and Installation
6.1

All PSD meters and IBI meters use a PSD to maintain postal registers and authorize the printing of evidence of postage. Before the licensee can print evidence of postage, these postage evidencing systems must be initialized and authorized by the provider. The initialization process installs PSD-specific information that does not change over the life cycle of the PSD. The authorization process sets user-specific information. The provider reauthorizes the PSD when certain user-specific information changes. PSD meters and IBI meters are checked into service by the provider. The information necessary to complete the check in process is captured directly from the postage evidencing system. The installation process for these meters is completed when the required data is transmitted to the appropriate postal information systems.

Check Out and Withdrawal
6.2

When a PSD meter or IBI meter is no longer used, the licensee notifies the provider and arranges to return the meter to the provider. The provider checks the meter out of service. The provider must examine the meter before a refund can be issued for any postage remaining on the meter. The information to complete the check out process is captured directly from the postage evidencing system. The withdrawal process for a PSD meter or IBI meter is completed when the required data is transmitted to the appropriate postal information systems.

Location of Setting
6.3

A PSD meter or IBI meter is reset remotely at the location of the meter by means of a connection between the provider's resetting system and the postal registers in the PSD.

Payment for Postage Settings
6.4

For PSD meters and IBI meters the licensee may deposit funds only by check, electronic funds transfer, or automated clearing house transfer, in accordance with USPS standards and procedures.

Resetting
6.5

To reset a PSD meter or IBI meter the following conditions must be met:

a. The licensee's account must have sufficient funds to cover the desired postage increment, or the provider must have agreed to advance funds to the licensee.

b. The licensee must provide identifying information and system audit data as required by the USPS and in accordance with the provider's resetting specifications. Before completing the resetting, the provider must verify the identifying data, authenticate the user's license, conduct a remote postage evidencing system audit, and ascertain whether the user's account contains sufficient funds to cover the desired postage increment.

c. After the resetting transaction is completed, the provider must document the transaction for the licensee, including the balance remaining in the licensee's account, unless the provider gives the user a monthly statement documenting all transactions for the period and the balance after each transaction.

Postage Refund
6.6

Unused postage in a PSD meter or IBI meter will be refunded to the licensed user along with any unused balance in their account under P014.

Postage Adjustment for Faulty PSD Meters and IBI Meters
6.7

When the licensee requests a postage adjustment for a faulty PSD meter or IBI meter, the meter must first be withdrawn from service and physically examined by the provider. The provider will compare the data in the PSD registers with the data from the system transaction records. After examining a PSD meter or IBI meter withdrawn from service for apparent faulty operation affecting the ascending or descending registers, the provider must notify the licensee of the proposed postage adjustment, if any. At the same time the user is notified, the provider must

report the malfunction to the manager of Postage Technology Management, USPS Headquarters. The report must contain all applicable documentation (including a copy of the transaction records) and a recommendation for any appropriate postage adjustment. The licensee may appeal a postage adjustment to the manager of Postage Technology Management, USPS Headquarters (see G043), within 60 calendar days of the date that the user is notified of the proposed postage adjustment recommendation.

7.0 PC POSTAGE SYSTEMS

Initialization, Authorization, Check In, and Installation
7.1

All PC Postage systems use a PSD to maintain postal registers and perform postal functions. Before the licensee can print evidence of postage using a PC Postage system, the system's PSD must be initialized and authorized by the provider. The initialization process installs PSD-specific information that does not change over the life cycle of the PSD. The authorization process sets user-specific information. The provider reauthorizes the PC Postage system PSD when certain user-specific information changes. The installation and check in process for a PC Postage system is completed when the data required by the USPS is transmitted to the appropriate postal information systems.

Check Out and Withdrawal
7.2

When a PC Postage system is no longer used, the licensee notifies the provider. The provider withdraws the system from service and transmits the required data to the appropriate postal information systems to check it out of service. A PSD in the custody of the licensee must be returned to the provider for examination before a refund can be issued for any postage remaining on the PSD.

Location of Setting
7.3

A PC Postage system is reset remotely using a personal computer with a connection between the provider's resetting system and the postal registers in the PSD.

Payment for Postage Settings
7.4

For a PC Postage system, the USPS will accept payment only in the form of credit card or automated clearing house debit, in accordance with USPS standards and procedures.

Resetting
7.5

To reset a PC Postage system the following conditions must be met:

a. The licensee must initiate payment to the USPS sufficient to cover the desired postage increment before requesting a postage value download to reset the system.

b. The licensee must provide identifying information and system audit data as required by the USPS and in accordance with the provider's resetting specifications. Before completing the resetting, the provider must verify the identifying data, authenticate the user's license, conduct a postage evidencing system audit, and ascertain whether payment to the USPS sufficient to cover the requested postage value download was initiated by the licensee.

c. The provider will supply the licensee with documentation of the reset transaction and the balance in the descending register, if any.

Postage Refunds
7.6

The USPS provides refunds for the entire postage value balance remaining on the PSD of a PC Postage system that is withdrawn from service and is in the possession of the provider. Refunds are requested and paid through the provider in accordance with P014.

Postage Adjustment for Faulty PSD
7.7 When the licensee requests a postage adjustment for a faulty PSD of a PC Postage system, the PSD must first be withdrawn from service and physically examined by the provider. The provider will compare the data in the PSD registers with the data from the system transaction records. After examining a PSD withdrawn from service for apparent faulty operation affecting the ascending or descending registers, the provider must notify the licensee of the proposed postage adjustment, if any. At the same time the user is notified, the provider must report the malfunction to the manager of Postage Technology Management, USPS Headquarters. The report must contain all applicable documentation (including a copy of the transaction records) and a recommendation for any appropriate postage adjustment. The licensee may appeal a postage adjustment to the manager of Postage Technology Management, USPS Headquarters (see G043), within 60 calendar days of the date that the user is notified of the proposed postage adjustment recommendation.

8.0 INDICIA—GENERAL INFORMATION

Amount of Postage
8.1 The value of the indicia affixed to each mailpiece must be either the exact amount due or another amount permitted by standard. Refunds for overpayment must meet the standards in P014.

Refunds for Unused Indicia
8.2 Refunds for indicia amounts already printed on an envelope or label but not mailed are made in accordance with P014.

Use of Indicia
8.3 Valid indicia produced by a postage evidencing system can be used only to show evidence of payment for postage or other services provided by the USPS. Indicia for zero postage must not be affixed to any item delivered by another carrier. In any illustration of information-based indicia (IBI) produced by an IBI meter or a PC Postage system, and not intended to be used as postage, the two-dimensional barcode or other USPS-approved symbology must be rendered unreadable.

9.0 INDICIA

Approved Designs
9.1 The manager of Postage Technology Management, USPS Headquarters, must approve the design (type, format, and content) of all indicia that will be produced by a postage evidencing system. This approval shall include all elements in the indicium required by USPS regulations and the postage evidencing system performance criteria and applies to the entire area within the indicium boundary.

Legibility
9.2 Indicia must be legible. Illegible or unreadable (unscannable) indicia are not acceptable as payment of postage. Should there be a need to place multiple indicia on an envelope (e.g., for redate or postage correction) the indicia must not overlap each other. Overlapping indicia are not acceptable as payment of postage. Reflectance measurements of the indicia and the background material must meet the standards in C840.5.0.

Position
9.3 Indicia must be printed or applied in the upper right corner of the envelope or address label. Indicia must be at least 1/4 inch from the right edge of the mailpiece and 1/4 inch from the top edge of the mailpiece, and must not infringe on the areas reserved for the FIM, POSTNET barcode, or optical character reader (OCR) clear zone. Indicia must be oriented with the longest dimension parallel to the address. When a FIM is printed with the indicia, the position of the FIM must meet the requirements in C100.6.0.

Boundaries 9.4 The USPS controls what is printed within the boundaries of indicia. The boundaries are defined as follows:

a. For letterpress indicia, the boundaries are determined by the dimensions of the printing die used by the postage evidencing system to print postal information. Licensees may obtain an additional printing die from the provider, often called the "ad plate," for additional text to be included when printing indicia. The ad plate may contain postal markings or other printed matter.

b. For digital indicia, including IBI, the boundaries are defined by the right edge of the envelope, the top edge of the envelope, and the bottom edge and the left edge of any USPS-required indicium element printed by the postage evidencing system. A 1/2-inch clear zone, within which nothing shall be printed by the postage evidencing system, must surround the indicium boundaries to the left of and below all elements of the indicium.

Contents 9.5 Unless otherwise approved by the manager of Postage Technology Management, USPS Headquarters, indicia must include the following information:

a. The city, state, and 5-digit ZIP Code of the licensing post office; the postage evidencing system serial number or PSD identification number; identification of the provider; the date of mailing; the words "US Postage," and the postage amount.

b. As an alternative to the city, state, and 5-digit ZIP Code of the licensing post office, just the ZIP Code of the licensing post office; in this case, the words "Mailed from ZIP Code" may be added to the indicia.

c. For multiple indicia on a given mailpiece, information showing the licensing post office in each indicium.

d. For digital indicia, including IBI, the class of mail and presort level.

e. For IBI, the required data elements of the two-dimensional barcode or other USPS-approved symbology in accordance with the performance criteria for the given postage evidencing system.

f. For special indicia, including date correction or redate indicia, postage correction indicia, indicia for APO/FPO, and indicia for prepaid reply mail, information as required in 10.0.

Format 9.6 Arial font must be used for all postal information in the indicia. The postage amount must be at least 10-point type size. For all other required information, the type size must be at least 8 points. The mail class or endorsement, the postage amount, and the words "US Postage" must be in bold type and all letters must be capital letters. The words "US Postage" must be the most prominent and conspicuous printed matter in the indicia other than the postage amount. The remaining required information (city, state, and 5-digit ZIP Code; the date; and the meter serial number or PSD ID) need not be capitalized or bold. The type size used for all other text printed in the indicia must be no greater than 8 points and must not be in bold type.

Postal Markings 9.7 The postal marking that may be included in indicia vary by indicia type, as follows:

a. Letterpress indicia may include postal markings related to the class of mail and presort level, or ancillary service endorsement, in accordance with postal regulations. When placed in the ad plate area, only the postal marking may be printed, and it must fill the ad plate area as much as possible. All words must be in bold capital letters at least 1/4 inch high or 18-point type, and

legible. Exceptions are not made for small ad plates that cannot accommodate a permissible marking.

b. Digital indicia may include ancillary service endorsements.

Other Matter Printed by Postage Evidencing Systems
9.8

Other printed matter must not infringe on the areas reserved for the FIM, POSTNET barcode, or optical character reader (OCR) clear zone. The matter that may be printed is based on indicia type, as follows:

a. For letterpress indicia only, advertising matter, slogans, and return addresses may be printed with the indicia within space limitations. Licensed users must obtain the ad plates for printing this matter from the authorized provider. Ad plate messages must be distinguished by the inclusion of the name of the mailer or words such as “Mailer's Message.” The ad plate must not be obscene, defamatory of any person or group, or deceptive, nor may it advocate unlawful action. The ad plate must not emulate any form of valid indicia or payment for postage.

b. For postage evidencing systems that print digital indicia, including IBI, an approved indicium shall include within its boundaries only postal markings and text required or recommended by USPS regulation, except that the indicium may identify the provider. Other matter may be printed only outside the boundaries of the clear zone surrounding the indicium. Such printed matter may not be obscene, defamatory of any person or group, or deceptive, and it must not advocate any unlawful action. The printed matter must not emulate any form of valid indicia or payment for postage.

Ink
9.9

All indicia printed by Generation 1 postage evidencing systems must be printed with USPS-approved fluorescent ink. Failure to use fluorescent ink may lead to the revocation of the user's license. Generation 2 postage evidencing systems must use fluorescence to ensure that the mail is faced during processing, unless otherwise approved by the manager of Postage Technology Management (G043). Generation 2 postage evidencing systems that do not print with fluorescent ink must use an alternative USPS-approved method to ensure that the mail is faced during processing. Approved methods include use of a facing identification mark (FIM) for indicia printed directly on letter-size First-Class Mail or printing indicia on USPS-approved labels. The ink or alternative facing method used is specified in the indicia approval granted by the manager of Postage Technology Management, USPS Headquarters.

Facing Identification Mark
9.10

The facing identification mark (FIM) serves to orient and separate certain types of First-Class Mail during the facing and canceling process. Letter-size First-Class Mail with IBI printed with nonfluorescent ink directly on the envelope by an IBI meter or a PC Postage system must bear a USPS-approved FIM D unless it is courtesy reply mail. The FIM must meet the format, dimensions, print quality, and placement specified in C100.6.0.

Adhesive Label or Tape
9.11

When indicia are printed on adhesive tape or on a label for application to the mailpiece, the tape or label used, including the label stock itself as well as the use of fluorescent ink to print indicia and the format and placement of any fluorescence on the label stock, must be approved by the manager of Postage Technology Management, USPS Headquarters. Failure to use the label approved by the USPS for use with the system may result in revocation of the postage evidencing system license. The label must meet the following requirements:

a. The label must be a pressure-sensitive, permanent label. The label is subject to the corresponding standards in C810.6.2 for minimum peel adhesion. The applied label must adhere well enough that it cannot be removed in one piece. A face stock/liner label (also called a “sandwich” label) must not be used for printing indicia for postage evidencing.

b. The label must meet the reflectance requirements in C840.5.0.

c. The label must be large enough to contain the entire indicia.

d. Indicia printed on a label must be the same as the indicia approved by the manager of Postage Technology Management for printing directly on an envelope. The label must not include any image or text other than those allowed by USPS regulation, unless approved by the manager of Postage Technology Management.

e. For labels or tapes applied to standard letter-size envelopes and postcards sent as First-Class Mail, the indicia must be printed with fluorescent ink, or the label must have fluorescent tagging that is sufficient to enable the USPS to face and process the mail, as verified by postal testing of each label design. The fluorescent tagging must meet a minimum fluorescent emission intensity of at least 20 phosphor meter units (PMUs), with a maximum of 70 PMUs. The visible color of the fluorescent tagging may be any color that meets the fluorescence requirements. The fluorescent tagging shall exhibit no noticeable change (i.e., no more than 10 percent) in its emission when exposed to elevated temperature and high humidity conditions.

f. The label must be placed on the envelope so that the position of the indicium meets the requirements in 9.3.

g. When a label is applied to an envelope that already has a FIM, the label must not cover the existing FIM.

Complete Date
9.12 Indicia must include the month, day, and year for all First-Class Mail, registered, certified, insured, COD, and special handling mail, whether the indicia are printed directly onto the mailpiece or onto a separate label or tape. For prepaid reply postage see 10.4. The date format must be in accordance with 9.6. The year must be represented by four digits. The date (day, month, or year) may be shown in indicia for Standard Mail and Package Services, except that labels for use with a PC Postage system must include the month, day, and year in all uses.

Date Accuracy
9.13 The date of mailing in the indicium must be the actual date of deposit, except that mail entered after the day's last scheduled collection from the licensing post office or collection box may bear the actual date of entry or the date of the next scheduled collection from the licensing post office or collection box. Authorized dispatch-prepared presort mail accepted after midnight may bear the previous day's date. When the licensee knows the mail will not be tendered to the USPS on the date of mailing shown in the indicium, the user should use a date correction indicium.

10.0 SPECIAL INDICIA

Date Correction or Redate
10.1 A date correction or redate indicium is required for any mailpiece not deposited by the date of mailing in the indicium as required by 9.13. Only one date correction indicium is permitted on a mailpiece. The date correction or redate indicium may be printed on a USPS-approved label instead of directly on the mailpiece. Formats are as follows:

a. For all postage evidencing systems except PC Postage systems, a date correction must show the actual date of deposit and zero postage value ("0.00"). The date correction is placed on the nonaddress side in the upper right corner or on the address side in the lower left corner of letter-size mail. On flats or parcels, it must be placed next to the original indicium. The mailer may use an ink jet printer to correct the date in the indicia on pieces in barcoded mailings if the text, preceded by two asterisks and showing the actual date of deposit, city, state, and 3-digit ZIP Code of the mailing office, is placed above the address block and below the indicia.

b. For PC Postage systems, a date correction or redate indicium includes only the actual date of deposit and the word "REDATE," instead of a postage value. On letter-size mail, redate indicia must be placed on the nonaddress side at least 3/4 inch from the bottom edge of the mailpiece and not on an envelope flap. On flats or parcels, it must be placed next to the original indicium. The redate or date correction must not include the FIM or the two-dimensional barcode.

Postage Correction
10.2 Indicia for additional postage must be placed on a shortpaid mailpiece to correct postage. The postage correction may be printed on a USPS-approved label instead of directly on the mailpiece and must contain all of the elements required for indicia in 9.5. Formats are as follows:

a. For all postage evidencing systems except for PC Postage systems, the postage correction indicium is placed on the nonaddress side in the upper right corner or on the address side in the lower left corner of letter-size mail. On flats or parcels, it must be placed next to the indicium.

b. For a PC Postage system, the word "CORRECTION" must be printed in the postage correction and it must not include a FIM. On letter-size mail, the PC Postage correction indicium must be printed on the nonaddress side at least 3/4 inch from the bottom edge of the mailpiece and not on an envelope flap. On flats or parcels, it must be placed next to the original indicium. The postage correction indicium may be printed on a USPS-approved label instead of directly on the mailpiece.

APO/FPO Meters
10.3 Postage evidencing systems used by military (APO/FPO) post offices must show the military branch and address format for each location (e.g., "ARMY APO AE 09102"). Exceptions are made only for postage evidencing systems used in fleet post offices on board U.S. naval vessels that may show the name of the ship instead of the standard wording for Navy meters (e.g., "USS SARATOGA (CV-60) 34078-2740").

Reply Postage
10.4 Indicia generated by any postage evidencing system may be used to prepay reply postage on Express Mail; on Priority Mail when the rate is the same for all zones; on First-Class Mail cards, letters, and flats up to a maximum of 13 ounces; and on single-piece rate Media Mail and Library Mail, under the following conditions:

a. The postage amount must be enough to prepay the postage in full.

b. Indicia may be printed directly on the mailpiece or on a label and must be positioned in accordance with 9.3. An applied label must meet the standards in 9.11.

c. Indicia used to prepay reply postage, except for IBI generated by a PC Postage system, must not show the date.

d. IBI generated by a PC Postage system to prepay reply postage must show the date the licensee printed the indicium and must include the words "REPLY POSTAGE."

e. The mailpiece must be pre-addressed for return to the licensee. Prepaid reply mail is delivered only to the address of the licensee. When the address is altered, the mail is held for postage.

f. Except for those PC Postage systems with the capability to print an address for the given class or size of mailpiece, the address side of reply mail may be prepared by any photographic, mechanical, or electronic process or combination of such processes (other than handwriting, typewriting, or handstamping). For those PC Postage systems with the capability to print destination addresses for the given size and class of mailpiece, the address must be prepared using the PC Postage system.

g. The words "NO POSTAGE STAMP NECESSARY POSTAGE HAS BEEN PREPAID BY" must be printed above the address.

h. For barcoded letter-size First-Class Mail reply mail for all postage evidencing systems except PC Postage, FIM A may be used. For PC Postage, FIM D is required for prepaid reply mail when the indicium is printed directly on the mailpiece.

i. The address side must follow the style and content as described in this section and shown in the illustration below. Nothing may be added except a return address, FIM, or barcode.

11.0 MAILINGS

Preparation of Metered Mail 11.1

Metered mail is subject to the preparation standards that apply to the class of mail and rate claimed.

Notification of Metered Mailings Presented in Bulk 11.2

Mailers who present presorted First-Class Mail, Standard Mail, Parcel Post in bulk quantities, Presorted Bound Printed Matter, Carrier Route Bound Printed Matter, or Presorted Media Mail using metered postage must complete Form 3615. Completion of this form is for record keeping only. If an applicant has a completed Form 3615 on file for other services, notification to present metered mail in bulk is annotated on the existing application. There is no fee for this service.

Combination 11.3

Metered mail may be combined in the same mailing with mail paid by other methods only if authorized by the USPS.

Where to Deposit
11.4 Metered mail must be deposited at a postal facility within the jurisdiction of the licensing post office (i.e., the ZIP Code shown in the indicia). However, Express Mail, Priority Mail, and single-piece rate First-Class Mail may be deposited at other than the licensing post office when necessary. Metered mail also may be drop shipped under D072.

12.0 AUTHORIZATION TO PRODUCE AND DISTRIBUTE METERS (POSTAGE EVIDENCING SYSTEMS)

Title 39, Code of Federal Regulations, part 501, contains information concerning authorization to produce and distribute postage meters (postage evidencing systems); the suspension and revocation of such authorization; performance standards, test plans, testing, and approval; required production security measures; and standards for distribution and maintenance. Further information may be obtained from the manager of Postage Technology Management, USPS Headquarters (see G043 for address).

P000 Basic Information

P040 Permit Imprints

Summary P040 describes basic information of the indicia preparation, content and format. It also runs through the specifications for mailing.

1.0 BASIC INFORMATION

Definition
1.1 A mailer may be authorized to mail material without affixing postage if payment is made at the time of mailing from an advance deposit account established with the USPS for that purpose. This postage payment method may be used for postage for Standard Mail and for postage and special service fees for First-Class Mail and Package Services. This method is not available for Periodicals or Express Mail.

Identification
1.2 Each mailpiece sent under this payment method must bear a permit imprint indicia showing that postage is paid.

Weighing
1.3 Permit imprint mailings with postage paid by advance deposit account must be presented to the USPS for weighing, unless otherwise authorized by Business Mailer Support, USPS Headquarters.

Combination
1.4 Mailpieces paid with permit imprint may be combined in the same mailing with pieces paid with other methods only if authorized by the USPS.

Permit and Fees
1.5 A mailer may obtain a permit to use a permit imprint indicia and pay postage in cash before or at the time of mailing by submitting Form 3615 and the applicable fee to the post office where mailings are made. There is no other fee for the use of a permit imprint indicia as long as the permit remains active, but other fees (e.g., an annual presort mailing fee) may be due depending on the class of mail to be prepared.

Information
1.6 If requested by the USPS, a permit holder (and its agent, if applicable) must provide in a timely manner complete information (as specified in 3.4) about mailings or mailpieces for which postage was paid using its company permit imprint.

Suspension
1.7 The USPS may immediately suspend the authorization to use a permit imprint if the permit holder or its agent refuses or fails to provide information as specified in 1.6.

Revocation
1.8 A permit may be revoked for use in operating any unlawful scheme or enterprise, for nonuse during any 2-year period, for refusal to provide information about permit imprint use or mailings, or for noncompliance with any standard applicable to permit imprints. The permit holder may make a written appeal to the postmaster within 10 days of receipt of the notice.

Use
1.9 Permit imprint indicia may be printed directly on mailpieces, on labels (including address labels) permanently affixed to mailpieces, or on mailpiece wrappers, envelopes, and other containers. Except where the enclosure is prohibited by other standards, matter bearing a permit imprint indicia may be mailed as an enclosure when postage for the enclosure or the host matter is not paid with the enclosed permit imprint, and the enclosed permit imprint indicia is not visible when the matter is mailed.

2.0 INDICIA PREPARATION

Production Method
2.1 Embossed or unembossed permit imprint indicia may be made by printing press, hand stamp, lithography, mimeograph, multigraph, address plate, or similar device. They may not be typewritten or hand-drawn.

Standards
2.2 The content and format of a permit imprint indicia must meet the standards below. No other formats may be used.

Legibility
2.3 The permit imprint indicia must be legible and of a color that contrasts sufficiently with the paper and the indicia's background for readability. A different color may be used to highlight the background of an indicia.

Placement
2.4 Permit imprint indicia must be aligned parallel with the address of the mailpiece. The indicia must not encroach on reserved space (e.g., ACS participant code, delivery point barcode) if such a standard applies and can be placed in one of these four positions:

a. Upper right corner of the mailpiece.

b. Upper right corner of the address area.

c. To the right of the address on an address label.

d. To the right of the address on an insert appearing through a window envelope.

References to Expedited Handling
2.5 Except for postcard-size mail and permit imprint indicia placed on address labels, indicia on Standard Mail pieces bearing references to expedited handling or delivery (e.g., "Priority," "Express," "Overnight") must:

a. Show the words "Presorted Standard" (or "PRSRT STD") or "Nonprofit Organization" (or "Nonprofit Org." or "Nonprofit") more prominently than other words in the indicia.

b. Include a clear space of at least 3/8 inch around the entire indicia.

3.0 INDICIA CONTENT

First-Class Mail and Priority Mail
3.1 A permit imprint indicia on First-Class Mail or Priority Mail must show "First-Class Mail" or "Priority Mail" (or "Priority"), as applicable; "U.S. Postage Paid"; city and state; and permit number. The "Priority Mail" (or "Priority") marking may be omitted when using USPS-provided Priority Mail envelopes and containers. The indicia may show the mailing date, amount of postage paid, or the number of ounces for which postage is paid. The ZIP Code of the permit holder may be shown directly after the state name or in a separate inscription reading "ZIP Code 00000," when that ZIP Code does not create uncertainty about the permit holder's correct address or permit number. Instead of printing the city and state of mailing in the indicia, the mailer may print "Mailed From ZIP Code," followed by the 5-digit ZIP Code assigned to the postmaster of the mailing office. The indicia may also include required rate markings.

Standard Mail and Package Services
3.2 A Standard Mail or Package Services permit imprint indicia must contain the same information required in 3.1 for a First-Class Mail indicia, except "First-Class Mail" or "Priority Mail" (or "Priority") must be omitted. The indicia may include the amount of postage paid, the weight of the piece, and rate markings as required. The indicia must not include the mailing date.

Special Services
3.3 Permit imprint mail with special services also paid with a permit must show "First-Class Mail" (if First-Class Mail); "U.S. Postage and Fees Paid"; city and state;

and permit number. The city, state, and permit number may be omitted in a company permit imprint indicia, subject to 3.4.

Company Permit Imprint
3.4 A company permit imprint is one in which the exact name of the company or individual holding the permit is shown in the indicia in place of the city, state, and permit number. A customer may use a company permit imprint if:

a. For 1 year from the date of mailing, the permit holder or its agent keeps records for each mailing paid with a company permit imprint and makes them available for USPS review on request. These records include (for each version of what was mailed, if applicable) the weight of a single piece; the total number of pieces mailed; the total postage; the date(s) and post office(s) of mailing; and other records required by the postage rate claimed or the payment method used. A complete sample mailpiece must be included for each identical-weight mailing, or each commingled or combined version in a nonidentical-weight mailing. Sample pieces are not required for nonidentical-piece Standard Mail and Package Services machinable or irregular parcel mailings (e.g., merchandise and other fulfillment mailings).

b. Each mailpiece bears a complete domestic return address. The return address on official mail is subject to the corresponding standards. On unendorsed Standard Mail and Bound Printed Matter, the return address is permitted below the indicia. Except for official mail, if the return address is *not* the physical location at which the USPS may review the records listed in 3.4a (i.e., where they are kept or can be made available) or is *not* a point of contact from which such a physical location can be readily determined, the mailer must:

(1) Include in the indicia the 5-digit ZIP Code of the physical location at which the records listed in 3.4a are either kept or can be made available for USPS review.

(2) Provide the postmaster of that post office with a complete sample mailpiece (except as noted above); the date(s) and post office(s) of mailing; and the name and local address of the party from whom the records listed in 3.4a may be obtained.

4.0 INDICIA FORMAT

Basic Standard
4.1 Unless prepared under the option in 4.2, permit imprint indicia for ordinary mail, official mail, and Mailgrams must be prepared in one of the formats exemplified in Exhibit 4.1a or Exhibit 4.1b, as applicable to the rate claimed or type of mail. (Not all permissible combinations of content elements are shown.) Specific markings may be required by the standards for the rate claimed.

Optional Format
4.2 Permit imprint indicia may be prepared in a format other than the basic format described in 4.1, subject to these conditions:

a. The rule that forms a box around the content of the indicia may be omitted if the content remains as specified in 3.0 and Exhibit 4.1a or Exhibit 4.1b.

b. Unless printed directly on an address label, the indicia content specified in 3.0 must be placed within a clear area no smaller than 1/2 inch high and 1/2 inch wide, no more than 1-1/2 inches below or left from the upper right corner of the mailpiece or of the address area when oriented to read the address, regardless of processing category or postage rate claimed. If printed on an address label (including paper, adhesive, and multilayer sandwich labels), the space allowed for the indicia content in 3.0 must be rectangular, large enough to ensure legibility of that content from a normal reading distance and to separate it from other information on the label, and located in the upper right corner of the label when oriented to read the address.

Indicia Formats for Mailgram and Official Mail
Exhibit 4.1a

Mailgram

MAILGRAM
POSTAL CHARGES
PAID
WESTERN UNION

First-Class Official Mail

FIRST-CLASS MAIL
POSTAGE & FEES PAID
AGENCY NAME
PERMIT NO. G-999

PRESORTED
FIRST-CLASS MAIL
POSTAGE & FEES PAID
AGENCY NAME
PERMIT NO. G-999

FIRST-CLASS MAIL
AUTO
POSTAGE & FEES PAID
AGENCY NAME
PERMIT NO. G-999

Standard Mail Official Mail

PRSRT STD
POSTAGE & FEES PAID
AGENCY NAME
PERMIT NO. G-999

PRESORTED STANDARD
AUTOCR
POSTAGE & FEES PAID
AGENCY NAME
PERMIT NO. G-999

PRSRT STD
AUTO
POSTAGE & FEES PAID
AGENCY NAME
PERMIT NO. G-999

Package Services Official Mail

POSTAGE & FEES PAID
AGENCY NAME
PERMIT NO. G-999

MEDIA MAIL
POSTAGE & FEES PAID
AGENCY NAME
PERMIT NO. G-999

PRSRT
BOUND PRINTED MATTER
POSTAGE & FEES PAID
AGENCY NAME
PERMIT NO. G-999

Note: These are only examples; not all possible variations are shown. When not in indicia, class or rate must be marked on mailpiece (see M012).

c. No printing appears in the indicia other than that required or allowed under 3.0.

d. Except as required to enclose the permit information, no printing appears above or to the right of the permit information when the indicia is printed directly on the mailpiece or within the address area or on the address label.

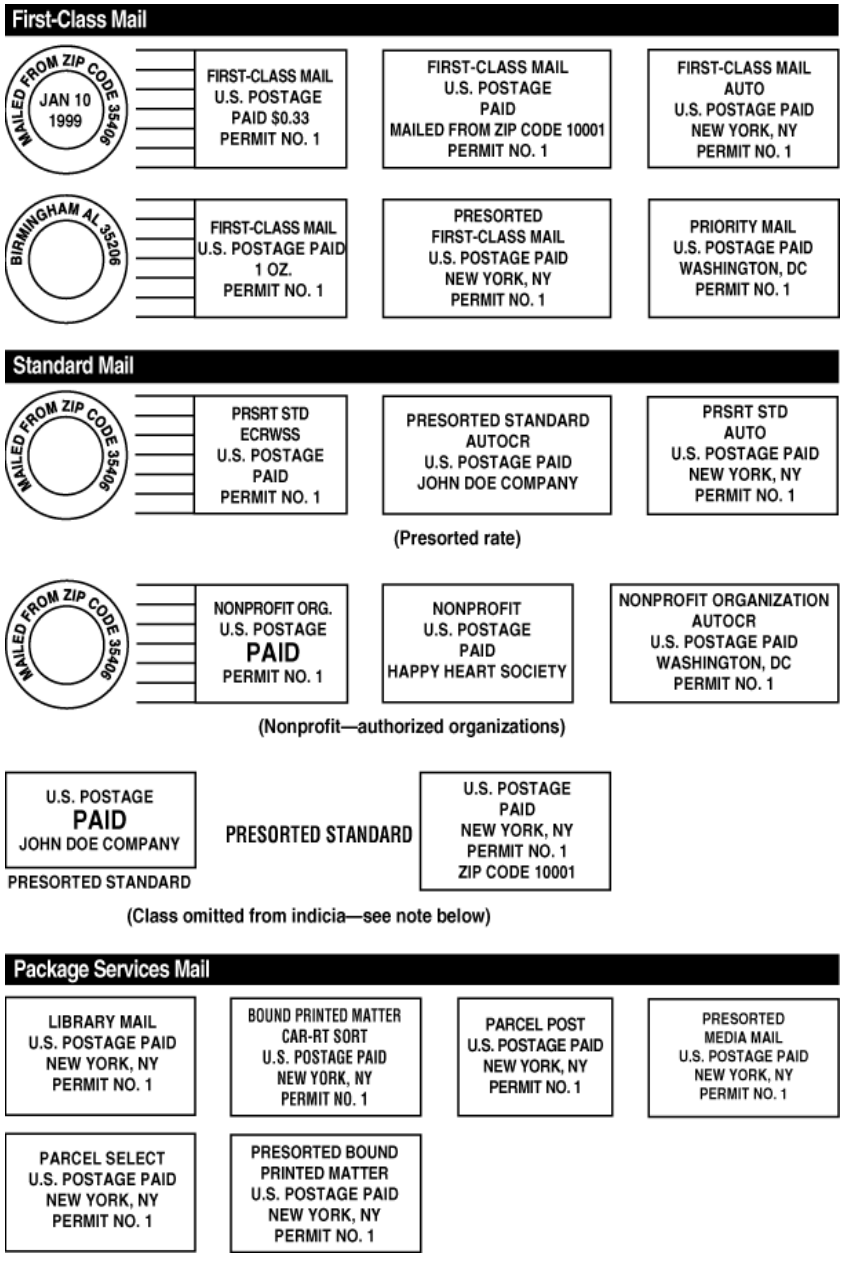
e. Except for indicia printed on address labels, the permit information is printed in no smaller than 4-point type. In indicia printed on address labels under 4.2b, the permit information must be legible.

f. Except as required to enclose the permit information, decorative designs intended to be part of the indicia design must appear below or to the left of the permit information in an area extending no farther than 4-1/2 inches to the left of the right edge, and 1-1/2 inches below the top edge of the mailpiece, address area, or address label, as applicable. Such designs must not

resemble or imitate a postage meter imprint, postage stamp, postcard postage, or other postage payment method; and they must not include words, symbols, or designs used by the USPS to identify a class of mail, rate of postage, or level of service, *unless* such elements are correctly used under the applicable standards for the mailpiece on which they appear and the corresponding postage and fees have been paid.

g. All other applicable standards in 1.0 through 5.0 are met.

Indicia Formats
Exhibit 4.1b



Note: These are only examples; not all possible variations are shown. When not in indicia, class or rate must be marked on mailpiece (see M012).

5.0 MAILINGS

Minimum Quantity
5.1

Permit imprint mailings must contain at least 200 pieces or 50 pounds, except:

a. Other higher minimum quantities may apply, depending on the rate claimed.

b. An occasional First-Class mailing may contain fewer than 200 pieces if from a mailer whose total daily mailings are not much more than 200 pieces but who, to cooperate with the post office, presents a part of that mail early in the day.

c. A mailing may contain fewer than 200 pieces if it is the completion of a large mailing extending over 2 or more consecutive days and the mailer includes an explanation on the accompanying postage statement.

d. Single-piece rate mailings submitted under the terms of an approved manifest mailing system agreement with a minimum volume reduction provision.

Identical Weight
5.2

All pieces in a permit imprint mailing must be of identical weight unless otherwise authorized by the USPS.

Preparation of Mailing
5.3

All pieces in a permit imprint mailing must be faced (i.e., positioned with all addresses in the same direction, unless counterstacked under the applicable standards) and meet the preparation standards for the rate claimed. Mail claimed at a postage rate that varies by zone must be separated by zone when mailed, unless otherwise authorized by the USPS.

Place of Mailing
5.4

Mail must be deposited and accepted at the post office that issued the permit, at a time and place designated by the postmaster, except as otherwise provided for plant-verified drop shipments.

Prepayment
5.5

Payment must be made for each mailing, either in cash or through an advance deposit account, before the mailing can be released for processing. Funds to pay postage must be deposited as directed by the USPS. If the funds paid or on deposit are less than that necessary to pay for a mailing, the difference must be paid or deposited before the mailing or other permit imprint mailings can be accepted. Credit for postage is not allowed. Postage may not be paid partly in money and partly by postage stamps unless permitted by standard.

6.0 MAILGRAM

Indicia and Marking
6.1

Western Union Mailgram messages are enclosed in window envelopes that bear the Mailgram imprint in the upper right corner of the address side. The envelopes also have a blue background with the registered trademark “Western Union Mailgram” and the USPS emblem to the right.

Postal Charges
6.2

Postal charges for Western Union Mailgram messages are paid at USPS Headquarters by Western Union. Postage for delivery of Western Union Mailgram message envelopes is not paid or collected at local post offices.

P000 Basic Information

P070 Mixed Classes

Summary P070 describes basic information for the attachments of different classes. Their standards are also included.

1.0 ATTACHMENTS OF DIFFERENT CLASSES

Computation and Payment
1.1 Postage for the host Periodicals, Standard Mail, or Package Services piece must be paid under the applicable standards. Except for incidental First-Class Mail attachments under 4.0, First-Class Mail or Standard Mail attachments must have postage affixed at the proper rate.

Postage Statements
1.2 Separate postage statements using the proper USPS forms must be prepared for the host piece and the attachment and must be submitted at the time of mailing.

Mailing Fee
1.3 The annual mailing fee must be paid for the current 12-month period at each office where postage for a Standard Mail attachment is paid at any Standard Mail rate.

2.0 ENCLOSURE IN PERIODICALS PUBLICATION

General Rule
2.1 Postage for the Periodicals publication is paid under P200. The proper First-Class Mail or Standard Mail rate is paid for the enclosed material, based on the comparable Periodicals rate applicable to the addressed piece containing the enclosure.

Authorized Payment Method
2.2 A publisher authorized for Centralized Postage Payment (CPP) may arrange to submit postage statements and pay postage for First-Class Mail or Standard Mail enclosures to the designated post office (DPO) under the relevant standards in P200. The publisher must be authorized by the DPO each time the Periodicals publication is mailed with a First-Class Mail or Standard Mail enclosure.

Multiple Items
2.3 When more than one enclosure of the same mail class is enclosed with a publication, they may be treated as a single enclosure for computing postage.

Affixing Postage
2.4 Postage for a First-Class Mail or Standard Mail enclosure may be paid by affixing the correct amount in precanceled or meter stamps to the enclosure or to the outer wrapper, polybag, envelope, or cover of the host Periodicals publication.

Permit Imprint—Outside Publication
2.5 Postage for a First-Class Mail or Standard Mail enclosure may be paid with a permit imprint placed on the outer wrapper, polybag, envelope, or cover of the host Periodicals publication if:

a. The permit imprint is prepared as shown in P040.

b. The permit imprint and any required marking are set in type no smaller than any used in the change-of-address notice (“POSTMASTER: ...”) in the identification statement.

c. The permit imprint and marking appear only on copies accompanied by a First-Class Mail or Standard Mail enclosure.

d. Unless postage for the host publication is paid under CPP or plant-verified drop shipment procedures, the mail is entered at the post office where the permit is held.

Permit Imprint—Inside Publication
2.6

Postage for a First-Class Mail or Standard Mail enclosure may be paid with a permit imprint placed in the identification statement of the host Periodicals publication if:

a. The permit imprint is prepared under P040.

b. The permit imprint and any required marking are set in type no smaller than any used in the change-of-address notice ("POSTMASTER: ...") in the identification statement and surrounded by either a black line or a 1/4-inch clear area.

c. The permit imprint and the required markings are only on copies accompanied by a First-Class Mail or Standard Mail enclosure unless the marking in all copies is followed by both a list of the editions or edition codes mailed with a First-Class Mail or Standard Mail enclosure and the edition name or edition code that applies to the respective copy.

d. Unless postage for the host publication is paid under CPP or plant-verified drop shipment procedures, the mail is entered at the post office where the permit is held.

Permit Imprint—Omitted
2.7

A permit imprint need not be printed on the outer wrapper, polybag, envelope, or cover of the host publication under 2.5, and need not be printed inside the publication under 2.6, when the marking "First-Class Mail Enclosed" or "Standard Mail Enclosed," as appropriate, is placed on the outer wrapper, polybag, envelope, or cover of the host publication, or in the Identification Statement.

Computing Permit Imprint Postage
2.8

Permit imprint postage for the enclosure is computed at the applicable First-Class Mail or Standard Mail rate, corresponding to the number of copies of the Periodicals publication prepared with the enclosure. The enclosure is eligible for the rate for its class of mail that is most comparable to the presort and destination discounts that apply to the Periodicals host piece. For example, a Standard Mail enclosure is eligible for the SCF entry discount if the publication is deposited at the destinating SCF. When more than one enclosure of the same class of mail is enclosed with a publication, the enclosures are treated as a single enclosure for computing postage. Postage for the First-Class Mail or Standard Mail enclosure must be claimed on the proper postage statement.

Mailing Fee
2.9

The annual mailing fee must be paid for the current 12-month period at each office where postage for a Standard Mail enclosure is paid at any Standard Mail rate.

Documentation
2.10

Subject to P012, documentation for a mailing of a Periodicals publication with nonincidental First-Class Mail or Standard Mail matter enclosed includes:

a. The Periodicals postage statement and any supporting documentation specified in the standards for the rate claimed.

b. The First-Class Mail or Standard Mail postage statement for the enclosed matter.

c. Amendments or additions to the documentation required in 2.10a as necessary to account for the enclosed matter and support the postage claimed for it.

3.0 ENCLOSURE IN STANDARD MAIL AND PACKAGE SERVICES PARCEL

Postage
3.1

Postage for the enclosure must be placed on the outside of the parcel, either separately or by addition to the postage for the parcel itself.

Postage Statements 3.2 Separate postage statements for the host piece (if required) and the enclosure must be submitted at the time of mailing.

4.0 INCIDENTAL FIRST-CLASS MAIL ATTACHMENT OR ENCLOSURE

Computation 4.1 Postage is based on the weight of the host piece plus the weight of the incidental attachment or enclosure and is paid at the rate applicable to the host piece.

Periodicals 4.2 Postage for an incidental attachment or enclosure with a Periodicals piece is determined as follows:

a. If the Periodicals piece consists entirely of nonadvertising matter, the attachment or enclosure is also considered nonadvertising matter.

b. If the Periodicals piece consists of advertising and nonadvertising matter, the attachment or enclosure is considered advertising matter.

5.0 COMBINED MAILINGS OF MEDIA MAIL AND BOUND PRINTED MATTER

Postage 5.1 Postage for each separate unit must be placed on the outside of the parcel.

Postage Statements 5.2 When required, a separate postage statement must be submitted for each part of the combined mailing.

Endorsement 5.3 In addition to the required rate markings, each parcel must show, below the postage and above the address, an endorsement declaring the enclosure and the additional postage paid for it (e.g., “Bound Printed Matter Enclosed $1.46”).

Rating of Unmarked Parcel 5.4 A parcel containing Media Mail and Bound Printed Matter is charged postage at Inter-BMC/ASF Parcel Post rates if it:

a. Is not endorsed as specified in 5.3.

b. Does not consist of separate and distinguishable units of mail.

c. Is not machinable.

6.0 EXPRESS MAIL AND PRIORITY MAIL DROP SHIPMENTS

Authorization 6.1 Except under 6.3, no authorization is required for Express Mail or Priority Mail drop shipment, but the mailer must obtain necessary permits, licenses, or authorizations for the enclosed mail or postage payment method used and must pay any annual mailing fee applicable to the enclosed mail at the post office where the Express Mail or Priority Mail drop shipment is mailed.

Listing Destination Offices 6.2 A mailer enclosing zoned rate mail in Express Mail or Priority Mail drop shipments must provide the accepting post office with a list of all the drop ship post offices at least 3 business days before presenting the first drop shipment. A mailer may add to the list at any time by written notice to the accepting post office, but an added destination post office must be on the list for at least 10 workdays before the mailer may mail a drop shipment to it.

Zoned Rate Matter 6.3 To use meter or precanceled postage stamps on zoned rate matter enclosed in an Express Mail or Priority Mail drop shipment, the mailer must apply in writing to the accepting post office postmaster and include the list required by 6.2.

Basis of Rate 6.4 Express Mail or Priority Mail postage must be paid on the weight of the entire contents of the Express Mail pouch or Priority Mail sack. The tare weight of the pouch or sack is not included in this weight.

Zone Rates
6.5 Zone rates for Priority Mail are computed from the accepting post office to the destination post office for the drop shipment (not the destination post office for the enclosed mail).

Calculating Payment for Enclosed Mail
6.6 Postage and fees for the mail enclosed must be prepaid under the applicable standards. When the enclosed mail is zone-rated, the zone is computed from the postal facility where the Express Mail or Priority Mail drop shipment destinates. Discounts otherwise available to the enclosed mail may be claimed if the applicable standards (e.g., volume and preparation) are met.

Payment Method
6.7 Postage on the enclosed mail may be paid with any method permitted for that mail class. Express Mail postage must be paid under P500. Priority Mail postage must be paid with adhesive stamps or meter stamps affixed to Tag 159. Priority Mail may also be paid with a permit imprint through a manifest mailing system, optional procedure mailing system, or alternate mailing system authorized under P910, P920, or P930. If a permit imprint is used for Priority Mail postage, the permit imprint must be affixed to or hand-stamped on the Tag 159.

Postage Statement for Enclosed Mail
6.8 A postage statement is not required for the Express Mail or Priority Mail portion of the drop shipment. The mailer must provide the correct postage statement for the mail class enclosed and postage payment method used. The postage statement must show the total number of Priority Mail drop shipment sacks in the mailing in addition to the number of sacks, trays, or other containers enclosed. If the enclosed mail is zone-rated, the mailer must either provide an attachment to the postage statement that details the pieces and postage, by zone for each post office at which an Express Mail or Priority Mail drop shipment is to destinate, or provide a separate postage statement for each Express Mail or Priority Mail drop shipment destination post office. If no postage statement is required for the enclosed mail, the mailer must still present the mailing to the designated USPS location for verification of postage and fees.

P100 First-Class Mail

Summary P100 describes the different rate levels and payment options for First-Class Mail.

1.0 BASIC INFORMATION

Payment Method
1.1 Postage for single-piece and discount (presorted or automation) rate First-Class Mail and Priority Mail must be paid with affixed postage or permit imprint as specified in 2.0 through 5.0. A permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support at USPS Headquarters. The mailer is responsible for prompt payment of postage.

Postage Statement and Documentation
1.2 A complete postage statement must accompany each mailing paid with a permit imprint or claimed at other than the First-Class Mail or Priority Mail single-piece rate. The postage statement must be supported by documentation as required by P012 and the rate claimed unless the correct rate is affixed to each piece or each piece is of identical weight and the pieces are separated by rate when presented for acceptance.

2.0 SINGLE-PIECE RATE

Payment Method
2.1 First-Class Mail single-piece postage must be paid with postage stamps, stamped envelopes, stamped cards, meter stamps, or permit imprints.

More Than One Mailer
2.2 When two or more individuals or organizations, or a party acting as their agent, mail in one package the bills, statements of account, or other letters of the individuals or organizations, to an addressee in common, First-Class postage may be paid on the weight of the entire package of aggregated mail. Postage is not required on each individual piece of First-Class Mail.

More Than One Letter
2.3 An individual or organization may mail in one envelope more than one of the mailer's own letters and pay postage at the First-Class Mail rate on the weight of the entire package of letters if:

a. The letters are for persons at the same residence or working for the same organization at the address on the envelope (if the letters relate to the business of such organization); or

b. The letters are sent to a party who turns them over to other persons as part of a minor service provided in addition to a substantial and independent sales, service, or other business function that party performs for such persons.

Agent
2.4 Any agent of a licensing authority may forward completed applications in one envelope to an office of the licensing authority and pay postage at the First-Class Mail rate on the weight of the piece.

Pieces Presented With Automation or Presort Mailings
2.5 Regardless of the method of postage payment, pieces of single-piece rate First-Class Mail may be presented with and reported on the same postage statement as pieces claimed at automation or presort rates if the single-piece rate pieces are physically separated from other pieces; bear no rate marking, or are marked only "First-Class," or (if not affixed with full single-piece rate postage) are marked "Single-Piece" or "SNGLP" under M012 in addition to any other marking;

and either have additional postage affixed to yield the correct amount on each piece or (if prepared with a corrective rate marking) have all additional postage paid at the time of mailing.

Residual Standard Mail Subject to First-Class Rates
2.6 Mailers who have pieces weighing 13 ounces or less that do not qualify for Standard Mail rates but that are prepared as Standard Mail must pay single-piece First-Class Mail postage for such pieces. If mailers do not desire to receive First-Class Mail service for such pieces they may enter the mailpieces "as is" (i.e., bearing the Standard Mail markings and endorsements), under the following conditions:

a. Additional markings and/or postage must not be added to these pieces.

b. Mail bearing metered or precanceled stamp postage must pay the difference between the postage affixed at the Standard Mail rates and the single-piece First-Class Mail rates by means of an advance deposit account or by affixing a meter stamp for the appropriate amount to Form 3600-P. These pieces are reported in Part C on the reverse side of Form 3600-P under the heading "From Standard Mail."

c. Mail bearing permit imprints must pay the appropriate single-piece First-Class rates by completing Form 3600-R. These pieces are reported in Part C on the reverse side of Form 3600-R under the heading "From Standard Mail." For permit imprint mail there must be at least 200 pieces, except when the pieces are part of a larger mailing job and are submitted for acceptance along with the mail and a Standard Mail postage statement for the other pieces in the same mailing job.

3.0 PRIORITY MAIL RATES

Payment Method
3.1 Priority Mail postage may be paid with postage stamps, meter stamps, or permit imprint. To use a permit imprint, the pieces must be of identical weight and, unless all the pieces are in a weight category for which the rate does not vary by zone, the pieces must be separated by zone when presented to the post office, if not otherwise permitted by standard or USPS authorization.

Residual Standard Mail Subject to Priority Mail Rates
3.2 Mailers who have permit imprint pieces weighing over 13 ounces but less than 16 ounces that do not qualify for Standard Mail rates but that are prepared as Standard Mail must pay Priority Mail postage for such pieces. Mailpieces paid with meters or permit imprints must re-envelope or otherwise prepare the pieces so that when mailed they bear only the appropriate Priority Mail markings, ancillary service endorsements, and ACS codes and do not bear Standard Mail markings, endorsements, or ACS codes. Mailpieces paid with permit imprints for which mailers do not desire to receive Priority Mail service may enter the mailpieces "as is" (i.e., bearing the Standard Mail markings and endorsements), under the following conditions:

a. Additional markings and/or postage must not be added to these pieces.

b. The appropriate Priority Mail rates must be paid by completing Form 3600-PM. The pieces must be recorded on this postage statement on the line titled "Pieces From Standard Mail" in the postage calculation section. For permit imprint mail there must be at least 200 pieces, except when the pieces are part of a larger mailing job and are submitted for acceptance along with the mail and a Standard Mail postage statement for the other pieces in the same mailing job.

4.0 PRESORTED RATE

Payment Method
4.1 Presorted First-Class Mail rate postage must be paid with meter stamps, permit imprints, or precanceled postage, subject to the corresponding standards for these methods. All pieces in a mailing must be paid with the same method unless otherwise permitted by standard or Business Mailer Support authorization.

Affixed Postage
4.2 Unless permitted by other standards or by Business Mailer Support, USPS Headquarters, when precanceled postage or meter stamps are used, only one payment method may be used in a mailing and each piece must bear postage under one of these conditions:

a. The full postage at the First-Class Mail rate for which it qualifies (no postage documentation is required).

b. A precanceled stamp or the full postage at the lowest First-Class first-ounce rate applicable to the mailing job, and full postage on metered pieces for any additional ounce(s) or nonmachinable surcharge; postage documentation may be required by standard.

c. Postage in an amount not less than the lowest available First-Class first-ounce letter or card rate (as applicable) in the mailing job if authorized by Business Mailer Support, plus full postage on metered pieces for any extra ounce(s); postage documentation may be required by standard.

Additional Postage
4.3 Additional postage for pieces not bearing sufficient postage when presented to the USPS (e.g., under 4.2b or 4.2c) must be paid before acceptance either using an advance deposit account or with a meter stamp affixed to the postage statement accompanying the mail. When the amount of postage affixed is subject to RCSC authorization under 4.2c, credit is not given for postage affixed in excess of the authorized amount.

5.0 AUTOMATION RATES

Payment Method
5.1 First-Class Mail automation rate postage must be paid with meter stamps, permit imprints, or precanceled stamps. All pieces in a mailing must be paid with the same method unless otherwise permitted by standard or Business Mailer Support authorization. Permit imprints may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support.

Postage Affixed, Generally
5.2 Unless permitted by other standards or Business Mailer Support authorization, when precanceled postage or meter stamps are used, only one payment method may be used in a mailing and each piece must bear postage under one of these conditions:

a. Each metered piece weighing more than 1 ounce must bear the correct additional postage to pay for the additional ounce(s).

b. Flat-size pieces must bear enough postage to include the nonmachinable if applicable.

c. Each piece must bear a precanceled stamp or meter postage in the exact amount or at the lowest rate applicable to pieces in the mailing job. If exact postage is not affixed, all additional postage must be paid at the time of mailing with an advance deposit account or with a meter stamp affixed to the required postage statement.

d. Documentation meeting the standards in P012 must be presented with the postage statement to show the number of pieces at each rate and the computation of the additional postage due for pieces not bearing full postage at the applicable rate (i.e., the difference between what the pieces bear and the correct postage at the rate for which each qualifies).

Nondenominated Precanceled Stamp
5.3

A mailer may use available nondenominated precanceled stamps if:

a. Stamps are affixed to *every* piece in the mailing.

b. Additional postage is paid at the time of mailing either by advance deposit account or by a meter stamp affixed to the back of the accompanying postage statement.

c. Documentation is presented with the postage statement showing, by 5-digit and 3-digit ZIP Code, the number of pieces at each rate and the computation of the additional postage due at the applicable rate (i.e., the difference between the value of the nondenominated stamp affixed and the correct postage at the rate for which each piece qualifies).

Lower Denomination Precanceled Stamp
5.4

A mailer may use precanceled stamps of a denomination less than the postage for the first ounce at the lowest rate in the mailing if:

a. The stamps do not bear an improper rate marking.

b. The same denomination of stamp is affixed to every piece in the mailing.

c. Additional postage is paid at the time of mailing either by advance deposit account or by a meter stamp affixed to the back of the accompanying postage statement.

d. Documentation is presented with the postage statement showing, by 5-digit and 3-digit ZIP Code, the number of pieces at each rate and the computation of the additional postage due at the applicable rate (i.e., the difference between the value of the stamps affixed and the correct postage at the rate for which each piece qualifies).

Postage Affixed at Lowest Rate to All Pieces
5.5

Where it is not practicable for the mailer to affix the exact postage to each piece or to affix the lowest postage rate to all pieces in the mailing, the mailer may compute postage for the mailing as if the lowest rate affixed to any piece in the mailing were affixed to all pieces. Additional postage is computed based on the difference between the lowest rate affixed to any piece in the mailing and the rate for each rate level in the mailing. This computation must be documented to meet the basic standards in P012. No refund is paid for any piece where postage is affixed at a rate higher than the lowest rate claimed for or affixed to any piece. The total additional postage must be paid either by advance deposit account or by a meter stamp affixed to the back of the accompanying postage statement.

P200 Periodicals

Summary P200 describes the basic information about the monthly postage statement and centralized postage payment (CPP) system for Periodicals.

1.0 BASIC INFORMATION

Each Issue
1.1 The publisher must file a copy of each issue with the postmaster of the original entry office.

Marked Copy
1.2 The publisher must file a copy of each edition of each issue marked by the publisher so the advertising content may be verified when necessary. This marked copy must be filed either with the postmaster of the original entry office or the postmaster of the additional entry office where the publication is produced or prepared for mailing. On the first page of each marked copy, the publisher must show the total units and percentage of space devoted to advertising and nonadvertising in the copy. Advertising matter printed on envelopes, wrappers, and the back of detached address cards must be included in the measurement of the advertising space. The computed percentage of advertising must be rounded off to two decimal places, if necessary, as shown in P013. Mailers are not required to submit marked copies they are certified by the USPS to use the Periodicals Accuracy, Grading, and Evaluation (PAGE) Program.

Responsibility
1.3 The mailer is responsible for proper payment of postage. Postage must be fully prepaid before Periodicals mailings are dispatched. The publisher must ensure that all information on postage statements is correct and that all copies qualify for the rates claimed.

Payment Method
1.4 Payment for Periodicals must be by advance deposit account at the original or additional entry post office, except under procedures in 3.0 for Centralized Postage Payment (CPP) or in P950. Postage for Periodicals may not be paid with permit imprint, meter stamp, postage stamp, or precanceled stamps. Postage for enclosed First-Class Mail and Standard Mail matter must be paid under P070.

Postage Statement and Documentation
1.5 A complete postage statement must accompany each mailing. The postage statement must be supported by documentation as required by P012 unless each piece in the mailing is of identical weight and the pieces are separated when presented for acceptance by rate, by zone (including separation by In-County and Outside-County rates), and by entry discount (i.e., DDU, DSCF, and DADC). Additional documentation must be submitted if required by the standards for the rate or discount claimed. Subject to 2.0, the entry office postmaster, on request, may authorize the publisher of a publication regularly printed on sheets of uniform weight to provide one postage statement after each calendar month for mailings made during that month.

Advertising Percentage
1.6 At least once a year, the USPS verifies the advertising percentage reported on the corresponding postage statement by measuring the advertising and nonadvertising portions of one issue.

Measuring Advertising
1.7 The total advertising and nonadvertising portions may be determined by column inches, square inches, pages, or by another recognized unit of measure if the same unit of measure is used for both portions. One full page of advertising must

equal one full page of nonadvertising regardless of the amount of blank space between each advertisement or nonadvertising article on a page. If measured in column inches, nonadvertising inches are determined by subtracting the total measured advertising inches from the total column inches of the publication. A blank page, portion of a page, or blank border or margin is counted as advertising if consideration was received for the whole page, the blank portion, or the blank border or margin. The border of a page is otherwise considered neither advertising nor nonadvertising and is not measured, but it is included in the total weight of the publication for purposes of postage calculation. When measuring nonrectangular sheets, the measurement is based on the smallest rectangle that could contain the irregular sheet; exact measurement is not attempted. When two or more sheets are permanently glued together to form a single sheet, the surface area of the resulting sheet (front and back) is included when measuring the advertising or nonadvertising portion.

Waiving Nonadvertising Rates
1.8 Instead of marking a copy of each issue to show the advertising and nonadvertising portions, the publisher may pay postage at the advertising zoned rates on both portions of all issues or editions of a Periodicals publication (except a requester publication). *This option is not available if the rate for advertising is lower than the rate for nonadvertising.* When the amount of advertising exceeds 75%, the copies provided to the postmaster must be marked “Advertising over 75%.” When the amount of advertising is 75% or less, the copies provided to the postmaster must be marked “Advertising not over 75%” on the first page. The entire weight of the copy must be entered on the postage statement in the column provided for the advertising portion. The words “Over 75%” or “Not over 75%” must be annotated on the postage statement and the word “Waived” must be written in the space provided for the weight of the nonadvertising portion.

Copies of Previous Issues
1.9 When a reasonable number of copies of previous issues are included in a mailing of a current issue, those issues may be accepted and charged with postage by the percentages of advertising and nonadvertising material in the current issue. The issue forming the bulk of the mailing is regarded as the current issue. The advertising and nonadvertising percentages for the current issue are based on the edition forming the bulk of the current issue.

Mailing While Application Pending
1.10 A publisher mailing under an advance deposit account while a Periodicals application is pending must submit with each mailing both a Periodicals postage statement (annotated with the words “Pending Application”) and a Standard Mail or Package Services postage statement.

Sequenced Postage Statement Number
1.11 A mailer who provides more than one postage statement per day must enter a sequenced statement number in the proper block on each postage statement prepared that day. At the mailer’s discretion are the content and length of the number, the cycle of the sequence (beyond 1 day), and the number of concurrently active cycles, if the same series of numbers is not active in two cycles at the same time. If the same mailing of one edition of one issue includes copies reported on two postage statements (e.g., when additional postage is paid for nonsubscriber/nonrequester copies over the 10% limit), the sequenced statement number of the second form must be included with the other information required on the primary postage statement reporting the total postage for the mailing.

Official Mail
1.12 Official (penalty) Periodicals matter is also subject to the standards in E060, which supersede conflicting standards below.

News Agent's Statement 1.13
A news agent presenting Periodicals matter subject to the zone rates of postage must provide a statement showing the percentages of such matter devoted to advertising and nonadvertising.

2.0 MONTHLY POSTAGE STATEMENT

Conditions 2.1
The postmaster may authorize a publisher to submit Form 3541-M after the month for all issues mailed during that month, if all issues are printed on sheets of the same weight. If authorized, the publisher must provide Form 3541-M no more than 72 hours after the first mailing of the last issue mailed each month.

Measurement of Advertising 2.2
The total advertising and nonadvertising portions may be expressed in column inches, square inches, pages, or by any other recognized unit of measure. The same unit of measure must be used for the advertising and nonadvertising portions. When measuring nonrectangular sheets, base the measurement on the smallest rectangle that could contain the irregular sheet. No attempt is made to determine the exact area of the irregular shape. When two or more sheets or parts thereof are glued together, the surface area of each sheet (front and back) is counted when measuring the advertising or nonadvertising portion for determining postage.

Determining Combined Weight 2.3
The combined weight of one copy from each issue mailed during a calendar month is obtained as follows:

a. Determine the weight of one copy as described in P013.
b. Determine the weight of one sheet by dividing the average weight of one copy by the number of sheets (not pages) in the copy. Express the result in decimal pounds rounded off to four decimal places.
c. Select one copy of each of the issues mailed during the month; count the sheets (not pages) in each; add these figures to determine the total number of sheets.
d. Multiply the total number of sheets by the weight of one sheet; do not round the product.

3.0 CENTRALIZED POSTAGE PAYMENT (CPP) SYSTEM

Subject to specific standards and authorization by the New York Rates and Classification Service Center (RCSC), the Centralized Postage Payment (CPP) System allows the publisher of a Periodicals publication to pay Periodicals postage for that publication at the New York RCSC instead of at each authorized additional entry office. An additional entry is required at each post office where copies of the Periodicals publication are presented for postal verification under D230.

4.0 PERIODICALS ACCURACY, GRADING, AND EVALUATION (PAGE) PROGRAM

Basic Information 4.1
The Periodicals Accuracy, Grading, and Evaluation (PAGE) Program is a process to evaluate publishing and print planning (PPP) software and to determine its accuracy in computing per-copy weights and calculating advertising percentages for Periodicals. Certification of PAGE software is available only to those companies that develop or write PPP software. PAGE certification does not guarantee acceptance of the publisher's per-copy weights and advertising percentages prepared with PAGE-certified software.

Process 4.2
The PAGE Program evaluates and tests PPP software. In addition, the PAGE Program tests and qualifies publishing personnel to submit data to the Postal

Service using PAGE-certified PPP software. The Postal Service National Customer Support Center (NCSC) in Memphis, Tennessee, is the Postal Service location for certifying developer's software and publisher's employees to use certified PPP software to submit Periodicals mailings. The PAGE Program involves the following three elements:

a. Stage I, Product Certification for Software Developers. NCSC evaluates the accuracy of the calculations of PPP software by processing a test publication file either at the NCSC or at the developer's location (on-site visit).

b. Stage II, User certification for PPP software. NCSC provides test packages to the users and evaluates the results.

c. Stage III, PAGE Program authorization. Publishers who want to use PAGE-certified software and PAGE-certified users to submit per-copy weight and calculated advertising percentages must apply for authorization to the manager, New York Rates and Classification Service Center.

Participation

4.3 For information about charges and the PAGE Program, publishers may request a technical guide (including order forms) from the NCSC (see G043 for address). Additional information is also available from the New York Rates and Classification Service Center (see G042 for address).

P500 Express Mail

Summary P500 describes the payment methods for Express Mail, including how to set up an Express Mail Corporate Account.

1.0 BASIC INFORMATION

Payment Method
1.1 A mailer of Express Mail items may pay postage with adhesive stamps, with meter stamps, or through an Express Mail corporate account. Federal agency and USPS official Express Mail may use the appropriate indicia, subject to E060. The mailer is responsible for proper payment of postage. Customers wishing to manifest Express Mail items may request authorization to use an Express Mail Manifesting System according to the procedures in P910.6.0.

Prepaid Reply Postage
1.2 Meter stamps may be used to prepay reply postage on any Express Mail shipment. The mailer must place meter stamps, sufficient to prepay postage in full, on the envelope, tube, or other mailing container that bears the return address of the meter license holder. Reply mail prepaid with meter stamps is delivered only to the address of the meter license holder. If the address is altered, the mail is held for postage.

Pickup Fee
1.3 The pickup fee is assessed and paid as described in D010.

2.0 CORPORATE ACCOUNT

Availability
2.1 A corporate account is available to any mailer, subject to 2.2 through 2.5 and the terms on Form 5639. The address provided by the mailer on Form 5639 must be valid as a condition of an account being opened.

Postage Liability
2.2 The mailer must pay all postage and fees resulting from shipments presented bearing the assigned account number while the account is active and up to 30 days after the account is closed. After that, any shipment bearing the account number is refused and returned to the mailer.

Minimum Balance
2.3 When an account is opened, the mailer must make an initial deposit of $250, or the total postage and fees expected during the first 4 weeks of account usage, whichever is higher. After that, the minimum balance in the account must equal the average 1 week's postage and fees, or $100, whichever is higher, calculated as follows:

a. If the completed postal quarter is quarter one, two, or three, the average 1 week's postage and fees is determined by dividing by 12 the actual postage and fee activities during the last completed postal quarter.

b. If the completed postal quarter is quarter four, the actual postage and fee activities are divided by 16.

USPS Report
2.4 By the 10th calendar day after the close of the postal accounting period, the mailer receives an activity statement that includes the account's beginning and ending balances; deposits; postage and fees deducted; and number of shipments with an itemized list of each mailed shipment, showing mailing date, label number, origin and destination ZIP Codes, and postage and fees.

Closing Account

2.5 The USPS may close an account with 10 days' written advance notice to the mailer if the ending balance on the activity statement is below the minimum amount, as calculated in 2.3 for two consecutive accounting periods. Failure to keep the required minimum balance is indicated when an amount appears in the "Deposit Required Based on Previous Mailing Activity" block of the activity statement. The USPS may also close an account with 10 days' written advance notice if the account remains inactive for three consecutive accounting periods, unless special circumstances warrant otherwise (e.g., a seasonal mailer). The USPS reserves the right to refer closed corporate accounts with negative balances to a national check collection agency.

P600 Standard Mail

Summary P600 describes payment options and documentation requirements for Standard Mail.

1.0 BASIC INFORMATION

Payment Method
1.1 The mailer is responsible for proper postage payment. Postage for Standard Mail must be paid with meter, permit imprint, or precanceled stamps. Postage-affixed pieces must bear the correct postage unless excepted by standard. A permit imprint may be used for mailings that contain nonidentical-weight pieces only if authorized by Business Mailer Support at USPS Headquarters.

Postage Statement and Documentation
1.2 A complete postage statement must accompany each Standard Mail mailing. The postage statement must be supported by documentation as required by P012 and the rate claimed unless the correct rate is affixed to each piece or if each piece is of identical weight and the pieces are separated by rate when presented for acceptance.

2.0 PRESORTED AND ENHANCED CARRIER ROUTE RATES

Identical-Weight Pieces
2.1 Mailings of identical-weight pieces may have postage affixed to each piece at the exact rate for which the piece qualifies, or each piece in the mailing may have postage affixed at the lowest rate applicable to pieces in the mailing or mailing job. Alternatively, a nondenominated precanceled stamp may be affixed to every piece in the mailing or mailing job, or each piece may bear a permit imprint. If exact postage is not affixed, all additional postage and surcharges must be paid at the time of mailing with an advance deposit account or with a meter strip affixed to the required postage statement. If exact postage is not affixed, documentation meeting the standards in P012 must be submitted to substantiate the additional postage unless the pieces are identical weight and separated by rate when presented for acceptance.

Nonidentical-Weight Pieces
2.2 Postage for nonidentical-weight pieces subject to the minimum per piece rates may be paid by meter stamps, precanceled stamps, or precanceled stamped envelopes. Mailings of nonidentical-weight pieces subject to the piece/pound rates may have postage paid by permit imprint (if the mailer is authorized by Business Mailer Support) or by meter or precanceled stamps (if each piece has the full postage affixed). Alternatively, except for heavy automation and Enhanced Carrier Route letters, the mailer may affix the per piece rate to each piece and pay the pound rate for the mailing through an advance deposit account. Under this alternative, the mailer must provide a postage statement for each payment method and mark each piece “Pound Rate Pd via Permit,” in the postage meter indicium or ad plate or other means that ensures a legible endorsement. For mailings of nonidentical-weight pieces, “nonidentical” must be shown as the weight of a single piece on the applicable postage statement; other entries must be completed as directed.

Combined Rate
2.3 Meter postage may be used for combined rate mailings containing both pieces subject to pound rates and pieces subject to minimum per piece charges. Postage for such mailings may be paid with permit imprint only if authorized by Business Mailer Support.

3.0 AUTOMATION RATES

Payment Method
3.1

Postage on any mailing made at an automation rate must be paid with meter stamps, permit imprints, or precanceled postage. Unless permitted by other standards or USPS authorization, when precanceled postage or meter stamps are used, only one payment method may be used in a mailing, and each piece must bear the correct postage at the rate claimed based on its eligibility. For mailings of nonidentical-weight pieces subject to the piece/pound rates, the mailer may affix the applicable per piece rate to each piece and pay the pound rate for the mailing by a permit imprint advance deposit account. All pieces prepared this way in the same mailing must be subject to the same pound rate. A postage statement must be submitted for each payment method and each piece must be marked "Pound Rate Pd via Permit," in the postage meter indicium or ad plate or other means that ensures a legible endorsement. "Nonidentical" must be shown as the weight of a single piece on the applicable postage statement.

Meter or Precanceled Stamps
3.2

In a metered or precanceled stamp mailing:

a. Each piece must bear a precanceled stamp or meter postage in the exact postage or at the lowest rate applicable to pieces in the mailing job. If exact postage is not affixed, all additional postage must be paid at the time of mailing through an advance deposit account or with a meter stamp affixed to the required postage statement.

b. Documentation presented with the postage statement must show the computation of the additional postage due for pieces not bearing full postage at the applicable rate (i.e., the difference between what the pieces bear and the correct postage at the rate for which each qualifies).

Nondenominated Precanceled Stamps
3.3

A mailer may use nondenominated precanceled stamps if:

a. Stamps are affixed to every piece in the mailing.

b. Additional postage is paid at the time of mailing by advance deposit account or meter stamp affixed to the back of the accompanying postage statement.

c. Documentation is presented with the postage statement as described in 3.2b.

Precanceled Stamps in Lower Rate Denominations
3.4

A mailer may use precanceled stamps of a denomination less than the postage for the lowest rate in the mailing if:

a. The stamps do not bear an improper rate marking.

b. The same denomination of stamp is affixed to every piece in the mailing.

c. Additional postage is paid at the time of mailing by advance deposit account or meter stamp affixed to the back of the accompanying postage statement.

d. Documentation is presented with the postage statement as described in 3.2b.

Mixed Rate Mailing
3.5

Where it is not practicable for the mailer to affix the exact postage to each piece or to affix the lowest postage rate to all pieces in the mailing, the mailer may compute postage for the mailing as if the lowest rate affixed to any piece in the mailing were affixed to all pieces. Additional postage is computed based on the difference between the lowest rate affixed to any piece in the mailing and the rate for each rate level in the mailing. This computation must be documented to meet the basic standards in P012. No refund is paid for any piece where postage is affixed at a rate higher than the lowest rate claimed for or affixed to any piece. The total additional postage must be paid either by advance deposit account or by a meter stamp affixed to the back of the accompanying postage statement.

4.0 MACHINABLE PARCEL BARCODED DISCOUNT

All Parcels in Mailing Eligible
4.1 If 100% of the pieces in a mailing are eligible for the machinable parcel barcoded discount under E610 and E620, then the mailing may be paid with meter stamps, permit imprint, or precanceled postage.

Less than 100% Eligibility
4.2 If less than 100% of the parcels in the mailing are eligible for the machinable parcel barcoded discount, then the following standards apply:

a. Payment with precanceled stamps is not permitted.

b. Metered postage may be used only if exact postage is affixed to each piece in the mailing.

c. Payment with permit imprint is permitted only under a manifest mailing system (P910).

5.0 MAIL WITH SPECIAL SERVICES

Bulk Insurance
5.1 Mailings on which bulk insurance is requested must have postage and fees paid with permit imprint under a manifest mailing system (P910).

Electronic Option Delivery Confirmation
5.2 If electronic option Delivery Confirmation is requested for all of the pieces in the mailing and the mailing consists of pieces of identical weight, then postage may be paid with metered postage or permit imprint under the applicable standards in 2.0. If electronic option Delivery Confirmation is not requested for all of the pieces in the mailing, or if the pieces are not identical weight, then either the exact metered postage must be affixed to each piece or postage must be paid with permit imprint under a manifest mailing system (P910). Use of precanceled stamps is not permitted with Delivery Confirmation.

Return Receipt for Merchandise
5.3 If return receipt for merchandise is requested for all of the pieces in the mailing and the mailing consists of pieces of identical weight, then postage may be paid with metered postage or permit imprint under the applicable standards in 2.0. If return receipt for merchandise is not requested for all of the pieces in the mailing, or if the pieces are not identical weight, then either the exact metered postage must be affixed to each piece or postage must be paid with permit imprint under a manifest mailing system (P910). Use of precanceled stamps is not permitted with return receipt for merchandise.

P700 Package Services

Summary P700 describes payment options and documentation requirements for Package Services.

1.0 BASIC INFORMATION

Payment Method
1.1 The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage for Package Services mail may be paid by any method except precanceled stamps. Pieces with postage affixed must bear the correct postage. Permit imprint may be used for mailings that contain nonidentical-weight pieces only under P910, P920, or P930. Permit imprint may be used for identical weight pieces provided the mail can be separated at acceptance into groups that each contain pieces subject to the same zone and same combination of rates (e.g., all are zone 4, Inter-BMC, with a BMC presort discount and a barcoded discount). Identical weight permit imprint mail also may be mailed under P910, P920, or P930.

Postage Statement and Documentation
1.2 A complete postage statement must accompany each presorted and/or destination entry rate Package Services mailing, and any mailing paid with permit imprint. The postage statement must be supported by documentation as required by P012 and the rate claimed unless the correct rate is affixed to each piece or if each piece is of identical weight and the pieces are separated by rate when presented for acceptance.

P900 Special Postage Payment Systems

P910 Manifest Mailing System (MMS)

Summary P910 describes the basic requirements for manifest mailing systems, including required authorizations and documentation for manifest mailings.

1.0 DESCRIPTION

A manifest mailing system (MMS) is a method of verifying postage payment of permit imprint mailings, as an alternative to weight verification. The MMS is an automated system that allows a mailer to document postage and fees for all pieces in First-Class Mail, Standard Mail, Package Services, and international permit imprint mailings. Each piece is assigned a unique identification number that is listed on the manifest along with pertinent information about the mailpiece. The USPS randomly selects pieces from the mailing and compares them to the manifest to determine if postage was accurately reported. The standards below describe how to mail using an MMS.

2.0 BASIC STANDARDS

Service Agreement
2.1 A service agreement must be signed by the mailer and a USPS representative. The agreement contains provisions regarding mailer and USPS responsibilities, including document retention, quality control, and the duration of the agreement.

Mailer System
2.2 The mailer must have an automated system that produces mail consistent with postal standards and calculates postage accurately. For presorted mail, the system also must determine the qualifying presort level and the correct rate of postage for each piece and perform the presort routines. The mailer must assign a unique identification number to each piece. Letter- and flat-size mail produced using batch processing must bear the keyline information in 3.0. The system must produce a manifest for each mailing that allows USPS verification of the postage and levels of presort. The manifest must account for every piece in the mailing, as follows:

a. For presorted letter- and flat-size mail produced using batch processing, the manifest must list destination ZIP Codes, presort categories, batch number ranges, postage amounts, and cumulative postage amounts.

b. For mail produced using itemized processing, the manifest must list the postage for each piece and those factors used to calculate the correct amount of postage, such as the destination postal zone and piece weight. Each page of the manifest must show cumulative postage totals.

c. When special services are used, the manifest must include the fees for each piece.

d. A summary listing the required information on the postage statement must be included as the last page of the manifest unless the MMS produces a computer-generated postage statement facsimile and postage is reported on one postage statement only.

e. A separate summary and register of mailings is required for all plant-verified drop shipment (PVDS) mailings.

Manifest Format
2.3

The two basic manifest formats are:

a. Itemized Processing. Each piece of mail is individually listed by unique identification number, weight, and other pertinent information. Publication 401, *Guide to the Manifest Mailing System,* contains specific formats for manifests using itemized processing.

b. Batch Processing. The mailing is divided into groups of mailpieces with consecutive identification numbers. Only the identification numbers of the first and last pieces of each group are listed, along with the piece count and the total postage charges for the entire batch. This method is limited to piece rate letter- and flat-size mailings. Publication 401 contains specific formats for manifests using batch processing.

Mailer Quality Control
2.4

The mailer must implement a quality control program that ensures proper mail preparation and provides accurate documentation. The service agreement must detail the USPS-approved quality control procedures.

Permit Imprint
2.5

Mailings deposited under the MMS program must meet the standards for permit imprint mail in P040, *except that* presorted letter- or flat-size mail produced using batch processing must include the qualified rate abbreviation in the keyline.

Marking
2.6

MMS mailings must meet the marking standards for the rate claimed. Markings on presorted letter- and flat-size mail produced using batch processing are placed in the keyline as described in 3.3. Markings on itemized mailpieces may be:

a. Incorporated as part of the permit imprint.

b. Printed or rubber-stamped above the address and immediately below or to the left of the permit imprint.

c. Produced as otherwise specified in the MMS authorization.

d. Provided in an endorsement line in the address area, directly above the top line of the address, if no additional information except carrier route information appears on the endorsement line.

Postage Statement
2.7

The mailer must submit a complete postage statement with each mailing. If the entry office postmaster approves, mailers may submit a computerized facsimile of the applicable USPS postage statement. Data fields may be omitted on fascimilies if they pertain to rates not claimed in the mailing.

Manifest Adjustments
2.8

When mailpieces are mutilated, spoiled, or destroyed during normal operations and cannot be presented as part of the mailing, a method of adjusting the manifest and postage statement that has been approved by the USPS must be used. Whether the method in 2.8a or 2.8b is used, the total number of pieces must be deducted at the end of the manifest and the postage statement adjusted. Use one of the following methods:

a. For manifests using itemized processing, line out the identification number, weight, and postage information (if applicable, also line out the piece on Form 3877) or write the unique identification number, piece weight, and postage (and, if applicable, the fee amount) on a separate listing. Deduct the total number of pieces, piece weights, and postage and fees from the totals shown on the manifest, summary, and postage statement.

b. For manifests using batch processing, write the adjustments directly on the manifest listing showing the consecutive serial number, weight increment, rate category, and postage of each item next to the batch that includes the serial number. Alternatively, a separate list may be prepared as an attachment to the manifest showing, for each spoiled piece, the consecutive serial number, weight increment, rate category, and postage. The total number of pieces, piece weight, and postage must be deducted from the batch, manifest summary, and postage statement.

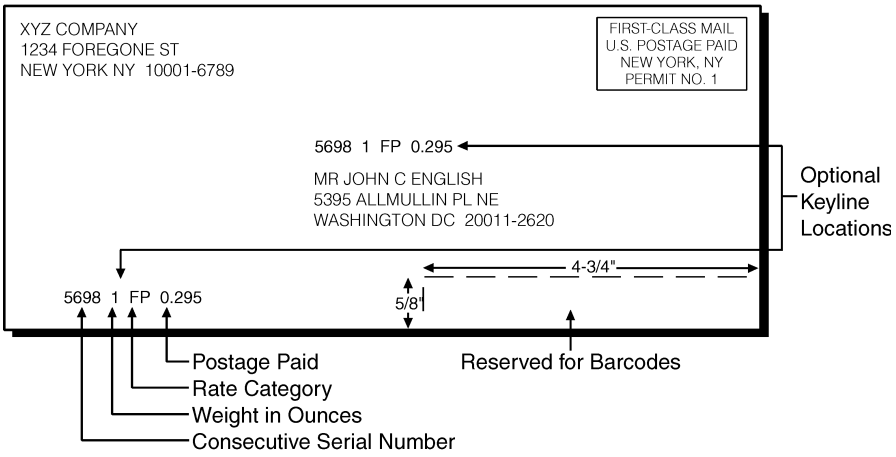
3.0 KEYLINE

Batch Mailings
3.1 The keyline printed on each piece of presorted letter- or flat-size First-Class Mail or Standard Mail produced using batch processing must contain, in order, the consecutive unique piece number, the weight increment (First-Class Mail only), the rate category for which the piece qualifies, and the postage paid by weight and rate category (see Exhibit 3.1).

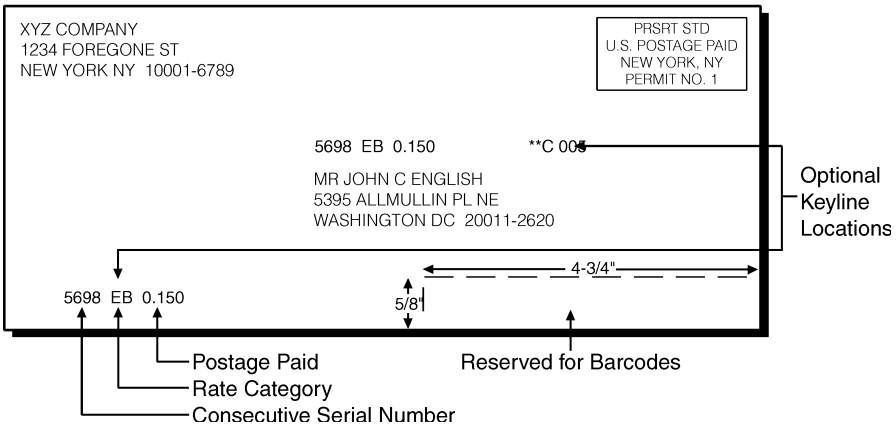
Mailer Codes
3.2 Codes for internal mailer use may be printed to the right of the postage-paid information, if at least two spaces separate the postage paid and any internal code information.

Letter-Size Keyline Information
Exhibit 3.1

First-Class Mail



Standard Mail



Rate Category Abbreviations 3.3

Keylines on First-Class Mail or Standard Mail may use only the rate category abbreviations in Exhibit 3.3a or Exhibit 3.3b, respectively. All pieces that qualify for more than one postage rate must show each rate category abbreviation, separated by a "/" (slash) (e.g., EB/DS).

Rate Category Abbreviations—First-Class Mail Exhibit 3.3a

Code	Rate Category
AC	Automation Carrier Route [letters only]
AV	Automation 5-Digit
AT	Automation 3-Digit
AB	Automation AADC
AB	Automation ADC
MB	Automation Mixed AADC
MB	Automation Mixed ADC
FP	Presorted
SP	Single-Piece Rate (when fewer than 500 pieces accompany automation rate mail)

Rate Category Abbreviations—Standard Mail Exhibit 3.3b

Code	Rate Category
AV	Automation 5-Digit [letters only]
AT	Automation 3-Digit [letters only]
AF	Automation 3/5 [flats only]
AB	Automation AADC
MB	Automation Mixed AADC
BB	Automation Basic
RA	3/5
BS	Basic
EA	Enhanced Carrier Route Automation Basic [letters only]
EB	Enhanced Carrier Route Basic
EH	Enhanced Carrier Route High Density
ES	Enhanced Carrier Route Saturation
DB	Destination Bulk Mail Center (DBMC)
DD	Destination Delivery Unit (DDU)
DS	Destination Sectional Center Facility (DSCF)

Keyline Location—Batch Mailings 3.4

The keyline must be readily identifiable and placed anywhere on the address side that does not conflict with other standards (see Exhibit 3.1 for examples). On letter-size mail, the keyline must not interfere with the OCR read area (see A010.1.3) or barcode clear zone (see C840.2.1). If printed on an insert, the keyline must conform to C840.2.0.

Unique ID Number Location—Itemized Mailings 3.5

The unique identification number must be printed on the address side of each itemized piece. It may be a product number or any other number that is not duplicated within the mailing. The numbers must be printed in overall ascending order, or in ascending order within each zone or 5-digit, 3-digit, or BMC ZIP Code area on the manifest list.

4.0 AUTHORIZATION

Application 4.1

The mailer must submit an MMS application and supporting documentation as specified on the application to the postmaster of each post office where mailings will be deposited. Publication 401 contains an application to mail using an MMS. Application procedures for mailers who want to manifest and pay postage for Express Mail items using an Express Mail Manifesting System are outlined in 6.0.

Approval Review
4.2 After the mailer completes the development and installation of the MMS, the USPS will review the system and give temporary approval if the system is functioning as required. A final review will be conducted within 90 days of the temporary approval, and final approval will be given if the system is functioning as required.

General Requirements for Authorization
4.3 General requirements for authorization are as follows:

a. Verification samples are deemed representative of the entire mailing, and postage adjustment calculations are applied to the total mailing. The mailer must pay additional postage for any underpayments identified during USPS verification. A mailer may elect to overpay postage for pieces that are borderline weight or rate increments to avoid postage underpayment adjustments.

b. If the total postage or the total weight of pieces sampled during a verification differs from the manifest by more than 1.5%, total postage for the mailing is adjusted.

c. An MMS is authorized for no more than 2 years.

d. The mailer must notify the USPS in writing of any system change that affects postage calculation, generation of required documentation, or mail presorting before the mailing is presented.

e. Postage must be paid by an advance deposit account from which funds may be deducted by the USPS to cover any deficiency discovered after acceptance of the mail.

Approval Authority
4.4 The final authority for manifest mailing approval is as follows:

a. The district Customer Service and Sales manager approves systems that produce separate or mixed mailings of single-piece rate First-Class Mail, Package Services, or international mail, including mailings with special services and predetermined weights.

b. The Business Mailer Support manager, USPS Headquarters, approves systems that produce presorted mailings, including First-Class Mail, Standard Mail, Package Services, and PVDS mailings.

Denial
4.5 If an MMS application is denied final approval, then the mailer may appeal the decision as follows:

a. For MMS authorizations denied final approval by the district Customer Service and Sales manager, the mailer may, within 15 days from the receipt of the notice, file a written appeal, including additional evidence showing why the MMS should be authorized. The appeal is sent to the Business Mailer Support manager, USPS Headquarters, who issues the final agency decision.

b. For MMS authorizations denied final approval by the Business Mailer Support manager, the mailer may, within 15 days from the receipt of the notice, file a written appeal, including additional evidence showing why the MMS should be authorized. The appeal is sent to the Business Mail Acceptance manager, USPS Headquarters, who issues the final agency decision (see G043 for address).

Renewal
4.6 An MMS authorization may be renewed before its expiration date after a review. The district Customer Service and Sales manager will review systems originally given final approval by that office. The Business Mailer Support manager reviews systems originally given final approval by that office. If the system remains qualified, the following applies:

a. When the review determines that the system remains qualified, without any modifications, the existing service agreement is extended for 2 years. Approval to extend the existing agreement is sent in writing from the authorized USPS manager.

b. When the review determines that the system was modified but continues to remain qualified, a new service agreement that details the changes to the system must be prepared. The revised service agreement must be signed by the authorized USPS manager and by the mailer.

c. When the review determines that modifications are needed before renewal, the mailer is informed in writing of the necessary modifications. If the mailer chooses to make the modifications, the system is reviewed again under 4.6b.

5.0 REVOCATION

Revocation Authority
5.1

The revocation authority for MMS is as follows:

a. The district Customer Service and Sales manager may revoke a mailer's MMS authorization that was originally given final approval by that office.

b. The Business Mailer Support manager may revoke an MMS authorization originally given final approval by that office or by the district Customer Service and Sales manager.

Reasons for Revocation
5.2

An MMS authorization may be revoked if:

a. The mailer provides incorrect data on the manifest list and appears unable or unwilling to correct the problems.

b. The mailer is not properly completing the required quality control procedures.

c. The mailings no longer meet MMS criteria established by this standard and in the MMS service agreement.

d. The mailer does not present mailings under MMS for more than 6 months (except as noted in the service agreement).

e. The mailer continues to present mailings that are improperly prepared and proper postage is not being paid.

Corrective Action
5.3

After a notice of revocation is issued, the mailer and the USPS determine corrective actions, including an implementation schedule. At the conclusion, the USPS reexamines the mailer's system. Failure to correct identified problems is sufficient grounds to revoke the mailer's MMS authorization.

Appeal of Revocation
5.4

After initial notice of revocation is received, the mailer may appeal. The mailer can continue to mail under the MMS during the appeal process. Appeals are handled as follows:

a. For MMS authorizations given final approval by the district Customer Service and Sales manager, the mailer has 15 days from date of receipt of the notice to file a written appeal with the Business Mailer Support manager. The appeal must include showing why the MMS authorization should not be revoked. The Business Mailer Support manager issues the final agency decision. The final revocation decision takes effect 15 days after receipt by the mailer.

b. For MMS authorizations given final approval by the Business Mailer Support manager, the mailer has 15 days from the date of receipt of the notice to file a written appeal with the Business Mail Acceptance manager, USPS Headquarters. The appeal must include evidence showing why the MMS authorization should not be revoked. The Business Mail Acceptance manager issues the final agency decision. The final revocation decision takes effect 15 days after receipt by the mailer.

6.0 EXPRESS MAIL MANIFESTING AGREEMENTS

Description 6.1

Express Mail Manifesting (EMM) is an automated system that allows a mailer to document postage and fees for all pieces in an Express Mail mailing by transmitting an electronic file to the Postal Service.

What May Be Manifested 6.2

EMM may be used to pay postage for domestic Express Mail items and Global Express Mail items as well as any special service fees. Postage for other classes of mail cannot be paid through EMM. Custom-designed service and mailings to military (APO/FPO) addresses may not be mailed using EMM.

Service Guarantee 6.3

Express Mail items mailed using an EMM are covered by current Express Mail service and postage guarantees. Refunds for service failures are subject to the standards in P014.5.0. Reimbursements are paid under P014.5.7.

Postage Payment 6.4

Postage for EMM is paid through an Express Mail corporate account (EMCA) using the information in the mailer's electronic file. Mailers wishing to mail using an EMM system must apply for an EMCA using the procedures in P500 before an EMM agreement will be authorized.

Mail Volume 6.5

EMM is designed for large volume mailings; however, there are no minimum volume requirements.

7.0 BASIC STANDARDS

Mailer Participation Requirements 7.1

To participate in Express Mail Manifesting, mailers must:

a. Develop or purchase computer software that will meet the EMM technical requirements outlined in Publication 97, *Express Mail Manifesting Technical Guide*.

b. Obtain a DUNS number for each mailing location.

c. Obtain USPS certification that the mailer's software and barcoded labels meet EMM requirements.

d. Develop and administer effective quality control procedures that will ensure the integrity of the system.

e. Use one-ply Express Mail labels that meet the requirements in Publication 97.

f. Be able to have the USPS accept and dispatch EMM items from their company or a postal facility at the times approved by the district marketing manager.

g. Receive authorization to mail items using EMM under 8.0.

Mailer Quality Control 7.2

The mailer must implement a quality control program that ensures proper mail preparation and provides accurate documentation. The service agreement must detail the USPS-approved quality control procedures.

Mailer System Accuracy/Manifest Adjustments
7.3 The Postal Service verifies the accuracy of the EMM system by selecting mailpieces at random and comparing them to a verification manifest. If the sampling indicates that the total postage (for the sample mailpieces) is understated by more than 1.5%, the mailer must either withdraw the mailing or pay postage at an adjusted rate. Specific procedures are outlined in Publication 97.

Markings, Label Specifications, and Barcodes
7.4 No special rate markings are required on EMM items. However, barcoded EMM labels are required on all EMM mailpieces, and specific label formats must be followed. Detailed barcode and Express Mail label specifications and options are published in Publication 97. The labels are subject to approval by Product Information Requirements, Product Development, USPS Headquarters, and the National Customer Support Center (NCSC). Mailers must follow the specific certification procedures outlined in Publication 97.

Mail Entry
7.5 Mailers must present a photocopy or facsimile of Form 3152-E, *Express Mail Manifesting Certification,* and a verification manifest with each mailing.

Manifest Data Edit Error/Warning Listing
7.6 Mailers must retrieve and retain the Manifest Data Edit Error/Warning Listing for each mailing that will be made available by the host computer. The listing confirms whether an electronic transmission was successful or contained errors or warnings. Specific information about this requirement is included in Publication 97 and in the mailer's EMM agreement.

Form 3152-E for Postage Payment
7.7 Form 3152-E, *Express Mail Manifesting Certification,* is presented with each mailing. There is no postage affixed to the mailpieces and no postage statement presented with mailings. Postage payment is completed by electronic withdrawal of funds from a mailer's Express Mail corporate account. Form 3152-E must include the following information:

a. Number of pieces in the mailing.
b. Total weight of pieces in the mailing.
c. Total postage and special service fees, if applicable, for the mailing.
d. EMCA number.
e. Electronic file number from header record positions 4-25.
f. Mailer signature.
g. Date of mailing.

8.0 APPLICATIONS, AGREEMENT RENEWALS, MODIFICATIONS, SUSPENSIONS, AND CANCELLATIONS

Applications
8.1 Mailers must apply to use an EMM system by completing the application in Publication 97. The application must be sent to the USPS sales representative at the post office where the items will be accepted as mail. After the application and other documentation has been received and reviewed, the application and Form 1357-S, *Customer Request for Computer Log-On,* is faxed to Product Information, Product Requirements, Postal Headquarters. This office will send the contact page of the application to the Postal NCSC Delivery Confirmation Office. The Delivery Confirmation Office will send a test kit to the applicant via electronic mail to test the electronic file transmission accuracy. The application for EMM must be accompanied by the following:

a. A completed Form 1357-S, *Customer Request for Computer Access.*
b. A copy of Form 5637, *Express Mail Corporate Account Agreement,* showing that an Express Mail corporate account has been established.

c. A DUNS number for each mailing location.

d. Sample copies of a verification manifest created from the mailer's EMM software.

e. An EMM label sample.

f. A rate matrix, if applicable.

Approval
8.2 An initial service agreement will be issued by the district marketing manager at the location where the mailings will be verified and accepted when the mailer has met the eligibility requirements for entry of Express Mail items using an EMM system. The office of Business Mailer Support, USPS Headquarters, gives final approval of the EMM system. Publication 97-A, *Express Mail Manifesting Implementation and Administration Guide,* outlines the specific responsibilities of the various USPS departments involved in the approval process.

Denial
8.3 If an application for EMM is denied by the district marketing manager, the denial is effective 15 days from the mailer's receipt of the notice unless a written appeal is filed within that time to the Business Mailer Support manager, USPS Headquarters, who issues the final agency decision on the application.

Changes, Additions, or Modifications to the Service Agreement
8.4 If a mailer proposes to change the method of presenting or documenting mailings from the method specified in the agreement, or the mailer is no longer able to comply with the standards that apply to the authorization, the mailer must immediately notify the Business Mailer Support manager through the district marketing manager at the administering post office.

Renewal
8.5 EMM agreements are valid for 2 years. The Business Mailer Support manager, USPS Headquarters, will conduct renewal reviews.

Postal Service Suspension
8.6 The Business Mailer Support manager may suspend an EMM agreement at any time, pending review, when there is an indication that postal revenue is not fully protected. The Business Mailer Support manager will notify the mailer of the decision in writing. The suspension becomes effective upon the mailer's receipt of the notification.

Postal Service Cancellation
8.7 The Business Mailer Support manager may cancel an EMM agreement upon 15 days notice if:

a. The mailer fails to provide a manifest with correct data.

b. The required quality control procedures described in the EMM agreement are not properly performed.

c. The EMM does not comply with USPS requirements.

d. Mailings are presented that are not properly prepared or paid.

e. No Express Mail manifest mailings are presented for more than 6 months (unless approved by the Business Mailer Support manager).

f. The mailer has relocated or has changed ownership without notification.

g. The 2-year renewal review reveals that the EMM agreement should no longer be authorized or the mailer is not complying with the agreement.

Cancellation Notice and Appeal
8.8 The cancellation takes effect 15 days from the mailer's receipt of the notice unless, within that time, the mailer files a written appeal with the Business Mailer Support manager. The appeal must present additional information explaining why the EMM agreement should not be canceled. If the Business Mailer Support manager does not uphold the appeal, it and any additional information and the complete record

underlying the initial decision to cancel the agreement/authorization are forwarded to the Business Mail Acceptance manager, USPS Headquarters, who will issue the final agency decision.

P900 Special Postage Payment Systems

P920 Optional Procedure (OP) Mailing System

Summary P920 describes basic information and authorization requirements for optional procedure mailings.

1.0 BASIC INFORMATION

Description 1.1 An OP Mailing System is a method of verifying and accepting First-Class Mail, Standard Mail, and Package Services paid by permit imprint. Mailings may consist of identical-weight or nonidentical-weight pieces. The OP Mailing System reviews a mailer's financial, production, and other business records in lieu of standard weight verification procedures. Postage verification is normally completed by a Postal Service audit of business records kept by the mailer. A Postal Service audit is designed to detect underpayment of postage. The burden rests with the mailer to prove any overpayment of postage.

General Qualification 1.2 An OP Mailing System is authorized and renewed in 2-year intervals when all of the following conditions are met:

a. The mailer's plant is operating and mailing when the application is submitted.

b. The mailer's records provide a sound audit trail that ensures proper postage is collected.

c. Mailings qualify as permit imprint mailings under the applicable standards.

d. The administering post office or district can provide trained, qualified employees during the mailer's hours of mailing operations.

Quality Control 1.3 The mailer must implement a documented quality control program that ensures integrity of the system, accuracy and proper maintenance of OP records, eligibility of the mailings prepared for the postage rates claimed, and ability to take corrective actions.

Service Agreement 1.4 A service agreement must be signed by the mailer, the postmaster, the district manager, and the Business Mailer Support (BMS) manager before the first OP mailing is presented. Before the service agreement is finalized the mailer must submit an OP Mailing System application and that application must be approved under the procedures in 2.0. The agreement must set forth, among other things, the mailing information described in 2.3 and 2.4.

2.0 AUTHORIZATION

Application 2.1 The mailer must submit an OP Mailing System application to the postmaster at the office of mailing. Publication 407, *Optional Procedure (OP) Mailing System*, available through business mail entry units and www.usps.com, contains an application and detailed information about mailer standards, responsibilities, and qualifying criteria. The mailer must submit, as part of the application, a complete sample job with all records to be part of the audit trail identified and labeled; a detailed explanation of how each record supports the number of pieces and presort level rate of postage claimed on the postage statements; and a detailed description of current internal quality control procedures as they relate to production and presentation of mailing.

Business Mailer Support Action
2.2

The Business Mailer Support (BMS) manager, USPS Headquarters, approves or denies applications for optional procedure.

Approval
2.3

When the application is approved, a written service agreement is signed between the USPS and the mailer to specify the types of mailings that may be mailed under the OP Mailing System (e.g., the classes of mail, processing categories, permit numbers to be used, and whether the mailer is authorized to mail identical-weight and/or nonidentical-weight pieces).

Denial
2.4

If the application is denied, the denial is effective 15 days from the mailer's receipt of the notice unless, within that time, the mailer files a written appeal with the BMS manager. The appeal must present additional information explaining why the OP application should be approved. If the manager still finds that the application should be denied, the file is forwarded to the Business Mail Acceptance manager, Postal Service Headquarters, who will issue a final agency decision to the mailer.

Changes
2.5

If the mailer proposes to change the method of presenting or documenting mailings from that specified in the agreement, or the mailer is no longer able to comply with the standards that apply to the authorization, the mailer must immediately notify the BMS manager, through the postmaster of the administering post office. The BMS manager will notify the mailer in writing if the OP agreement should be modified, continued, or canceled.

Additions or Modifications to the Service Agreement
2.6

If the mailer requests additional options or modifications to the OP agreement, the mailer must submit a written request to the BMS manager stating the requested change or modification and complete documentation supporting each change or modification. The mailer's request must be submitted before the change or modification is made. Changes to the OP service agreement cannot be made until the BMS manager has notified the mailer in writing that the changes or modifications have been approved and an addendum is added to the OP service agreement.

Postal Service Suspension
2.7

The BMS manager may suspend an OP Mailing System at any time, pending review, when there is an indication that postal revenue is not fully protected. The BMS manager will notify the mailer in writing of the decision. The suspension becomes effective upon the mailer's receipt of the notification.

Mailer Cancellation
2.8

The mailer may cancel an OP Mailing System authorization at any time by written notice to the administering post office.

Postal Service Cancellation
2.9

The USPS may cancel an OP Mailing System authorization if:

a. The mailer provides misleading or incorrect data to avoid paying postage, makes no mailings under the OP agreement during any consecutive 12-month period, or routinely fails to comply with the OP agreement or the standards applicable to the OP Mailing System.

b. The 2-year renewal audit reveals that the OP agreement should no longer be authorized or the mailer is not complying with the agreement.

Cancellation Notice and Appeal
2.10

The cancellation takes effect 15 days from the mailer's receipt of the notice unless, within that time, the mailer files a written appeal with the BMS manager. The appeal must present additional information explaining why the OP Mailing System authorization should not be canceled. If the BMS manager does not uphold the appeal, the appeal, the additional information, and the complete record underlying the initial decision to cancel the authorization are forwarded to the Business Mail

Acceptance manager, USPS Headquarters, who issues the final agency decision to the mailer.

3.0 RECORDS

Mailer Responsibility
3.1 The mailer must submit accurate postage statements and keep accurate records. The mailer must prepare a complete record for each mailing, label all component records as they are created with the mailing (and/or order) to which they relate, and keep it at a central location for 1 year. Records used for verification of OP mailings must be records that are also routinely kept for production of other than OP mailings.

Mailer Running Summary
3.2 The mailer must maintain a running summary of mailings made to the Postal Service. The summary must include the permit number, date of mailing, postage statement sequence number, total pieces, weight of a single piece (or weight ranges of nonidentical-weight pieces), and the total weight and total postage for each mailing. For plant-verified drop shipment (PVDS) mailings the grand totals from the consolidated postage statement are entered on the summary.

Contents
3.3 Each mailing record must contain a sample of the mailpiece, the corresponding postage statement, and source documents required for the audit trail as specified in the mailer's OP agreement.

P900 Special Postage Payment Systems

P930 Alternate Mailing Systems (AMS)

Summary P930 describes basic information and authorization requirements for alternate mailing systems.

1.0 BASIC INFORMATION

Purpose 1.1 An Alternate Mailing System (AMS) provides for other methods of accepting permit imprint mail, not established in P910 or P920, that show proper postage payment and mail preparation without verification by weight.

Postage Adjustment 1.2 Overpayments or underpayments identified during USPS verification require a postage adjustment. Verification samples are deemed to be representative of the entire mailing and postage adjustment calculations are based on the total mailing. The mailer must pay a penalty when the sampling verification shows that the postage error exceeds 1.5% of the corrected postage. The total corrected postage for the entire mailing is deducted from the permit imprint advance deposit account.

2.0 AUTHORIZATION

Procedure 2.1 A mailer may request authorization to pay postage by an AMS by submitting a written request to the postmaster at the office of mailing. The request must include a complete description of the types of matter to be mailed, the proposed method of paying postage, the proposed method to determine correct mail preparation, and a statement of the reasons for requesting the alternate system. The USPS may review the mailer's operation before ruling on the application.

Conditions 2.2 The conditions of authorization are:

a. Authorization to use AMS must benefit the USPS.

b. Authorization to use AMS must include a signed AMS agreement.

c. An AMS agreement must specify the terms and conditions of the AMS.

d. All postage must be paid by permit imprint unless otherwise permitted in writing by the BMS manager.

e. There must be no additional cost to the USPS for an AMS agreement beyond the costs of current mail acceptance procedures for the mail in question.

f. The mailer must implement a quality control program that ensures proper mail preparation and accurate documentation, subject to USPS approval. The service agreement must include details of this program. Each AMS mailing must include a statement from the mailer certifying that the approved quality control verification is done.

g. Authorization must not exceed 2 years.

BMS Action 2.3 The BMS manager approves or denies a written request for AMS.

Approval 2.4 If the application is approved, a service agreement must be signed by the USPS and the mailer.

Denial 2.5 If the application is denied, the mailer may file a written appeal, within 15 days from the receipt of the notice, containing additional evidence explaining why the

AMS request should be approved, with the Business Mail Acceptance manager, USPS Headquarters, who reviews the appeal and issues the final agency decision.

Revocation
2.6

The BMS manager may revoke an AMS authorization if the mailer:

a. Provides incorrect data for mailings and appears unable or unwilling to correct all problems.

b. Is not conducting required quality control procedures.

c. No longer meets the criteria established by standard or the AMS agreement.

d. Does not present mailings under AMS for more than 6 months (except under the service agreement).

e. Continues to present mailings improperly prepared or mailings without correct postage.

Notice of Revocation
2.7

After a revocation notice is issued, the mailer and the USPS decide on the corrective actions and set up an implementation schedule, after which the USPS reexamines the mailer's system. Failure to correct identified problems is sufficient grounds to revoke a mailer's AMS authorization.

Appeal
2.8

Revocation proceeds if the mailer is unable or unwilling to correct the discrepancies found. The mailer may file a written appeal within 15 days from the date of receipt of the notice, which includes evidence explaining why the AMS authorization should not be revoked. The appeal must be filed with the BMS manager for transmission to the Business Mail Acceptance manager, USPS Headquarters, who issues the final agency decision. The mailer may continue to present mail under the AMS pending a decision on appeal. The revocation decision takes effect 15 days after receipt by the mailer.

P900 Special Postage Payment Systems

P950 Plant-Verified Drop Shipment (PVDS)

Summary P950 describes the purpose, program participation, liability, and options for PVDS.

1.0 DESCRIPTION

Purpose
1.1 Plant-verified drop shipment (PVDS) enables origin verification and postage payment for shipments transported by a mailer (or third party) at the mailer's expense, on the mailer's own or contracted vehicle, to destination USPS facilities for acceptance as mail. The mailings may be prepared for deposit at a destination entry rate, or they may be claimed at the applicable rates from the destination entry facility.

Function
1.2 Under PVDS:

a. Mailings are verified at origin by USPS employees assigned to a detached mail unit (DMU) at a mailer's plant or at the business mail entry unit (BMEU) at the origin post office serving the mailer's plant. The shipments are then released for transportation to destination USPS facilities.

b. For Periodicals, postage is paid at a valid original entry or additional entry post office serving the mailer's plant, unless an alternative postage payment method is authorized.

c. For Standard Mail and Package Services, postage and fees are paid under a valid permit at the post office serving the mailer's plant, or as designated by the district manager.

d. The shipment is deposited at the destination USPS facility, by the mailer or the mailer's agent, where it is verified and accepted as mail by USPS employees and released for processing.

Other Mailings
1.3 The following mailings must be verified, accepted, and paid for at the destination USPS facility:

a. Periodicals mailings not verified at origin under PVDS or under the Centralized Postage Payment System (see P200). The destination USPS facility must be a valid original entry or additional entry post office if mailings are submitted there for postal verification.

b. Standard Mail and Package Services mailings not verified and paid for at origin under PVDS. Mailers must have a valid permit at the destination USPS facility for postage payment.

Dates
1.4 The postage statement may be submitted before or at the time a shipment is presented to the origin post office DMU or BMEU. The date shown by the mailer and the post office round stamp date on the postage statement and Form 8125 represents the date the origin post office DMU or BMEU verified the shipment and cleared it for dispatch by the mailer to the destination USPS facility. It does not necessarily represent the date the USPS accepts the PVDS at the USPS destination facility as mail.

2.0 PROGRAM PARTICIPATION

Mailer Responsibility
2.1 A mailer participating in PVDS must comply with P950. If the mailer does not meet these requirements, the mailer may be prohibited from participating in PVDS by the local postmaster. Any mailer denied a request for PVDS may file an appeal under G020.

Verification at Mailer's Plant
2.2 Before PVDS verification can be performed at the mailer's plant, the mailer must have either a USPS plant load authorization for that plant or a postage payment agreement with the USPS that establishes a detached mail unit (DMU) at that plant. The DMU must be separate from the mailer's activities, in an enclosed, secure, and safe work area with a telephone. The work area must be approved by the USPS. The mailer may submit a letter to the postmaster serving the plant and request PVDS verification at the plant. The postmaster may agree to the mailer's request to verify PVDS shipments at the plant on an as-needed basis, if an approved DMU is established and staffing can be accommodated.

Verification at Origin BMEU
2.3 PVDS verification can be performed at the origin business mail entry unit (BMEU) under these conditions:

a. There is no detached mail unit (DMU) at the mailer's plant.

b. The mailer is in the service area of the post office where the PVDS is to be verified and where postage is to be paid, unless another postal facility is designated by the district manager.

c. Each vehicle contains only one mailer's shipment(s), each physically separated.

d. A completed postage statement and Form 8125 accompanies each PVDS (or segment, if the PVDS is contained in more than one vehicle).

e. If an alternate method of paying postage with permit imprint is used, in addition to 2.3d, (additional) required documentation must accompany each PVDS (or segment, if the PVDS is contained in more than one vehicle).

f. The PVDS can be physically verified at the origin BMEU. Shipments to be verified may not be wrapped or otherwise prepared if a presort and postage verification cannot be performed without destroying the physical integrity of the shipment.

g. The BMEU has enough space and staff to handle verification, and scales to calculate per piece and gross weights are available. If the post office serving the mailer's plant lacks resources, another postal facility may be designated by the district manager.

h. The mailer must transport all shipments to the post office, unload them for verification. When cleared for dispatch, reload the shipments back onto the mailer's vehicle for transportation to the destination USPS facility.

Periodicals
2.4 Periodicals postage must be paid at the post office verifying the copies or as designated by the district. Advertising postage is zoned from the destination USPS facility where deposited and accepted as mail (or from the facility where the Express Mail or Priority Mail drop shipment destinates). The publisher must ensure that sufficient funds are on deposit to pay for all shipments before their release. (A publisher authorized under an alternative postage payment system must pay postage under corresponding standards.)

Standard Mail and Package Services
2.5

The mailer must pay any applicable permit fees, mailing fees, and postage for Standard Mail and Package Services PVDS at either the post office serving the mailer's plant or the post office that does BMEU verification as designated by the district. If permit imprints are used to pay postage, the mailer must ensure that sufficient funds are on deposit to pay for all shipments before their release. For Nonprofit Standard Mail rates, a valid authorization must be on file at the post office where postage is paid. No permit, fees, or authorizations are required at the destination USPS facility where PVDS mailings are deposited.

Postage Statement—Periodicals
2.6

The mailer must submit a Form 3541 for each edition of each issue of each publication prepared for deposit at each destination USPS facility when the corresponding copies are presented to the DMU or the post office BMEU for verification. When required by the USPS, the mailer must submit consolidated postage statements and a postage statement register.

Postage Statement—Standard Mail
2.7

At the time mail is presented for verification, the mailer must submit an appropriate Form 3602 representing all the pieces from the mailing job and Form 3602-C (or postage statement register) for all PVDS verified at the mailer's DMU or the post office BMEU. The mailer must enter the required information on Form 3602-C for each PVDS to be deposited at each destination USPS facility, in lieu of providing a separate Form 3602 for each PVDS.

Postage Statement—Package Services
2.8

At the time mail is presented for verification, the mailer must submit an appropriate postage statement for each PVDS mailing destined for each destination USPS facility. When required by the USPS, the mailer must submit consolidated postage statements and a postage statement register.

Form 8125 and Form 8125-C
2.9

Form 8125 is used to report a single PVDS that the mailer will transport from origin to a destination USPS facility. Computer-generated Form 8125-C (format available at www.usps.com) provides for reporting multiple PVDS mailings that are prepared by an individual mailer and that are cleared at origin on the same day for entry at a single destination USPS facility on the same vehicle (see 2.11). The mailer must submit a completed Form 8125 (signed and dated by the DMU or BMEU) for each PVDS to the destination USPS facility. The form must be submitted in duplicate, or in triplicate if the mailer desires a signed and dated copy returned to its representative when depositing the mail at the destination USPS facility. Form 8125 is not required for PVDS sent via Express Mail or Priority Mail drop shipment.

Facsimile Forms 8125 and 8125-C
2.10

Facsimile Forms 8125 may be used in lieu of the USPS form. Formats must be approved in advance by the district manager of Business Mail Entry or designee. Formats must include all required information, including the correct title (preceded by the word "facsimile") and edition date, in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information relating to the PVDS, and other extraneous information that appears on the USPS form, do not have to be included. Form 8125-C must always be computer-generated. Form 8125-C may omit the "Number of Pieces" and "Piece Weight" columns for mailings prepared in sacks, trays, or on pallets if there is sufficient information for the origin post office and destination USPS facility to identify the mailings and to compare the information on the form with the physical mail. The mailer must report the number of pieces in each mailing on Form 8125-C if the mailings consist of individual mailpieces that are not prepared in containers (e.g., bedloaded parcels). For mailings consisting of identical-weight pieces, mailers should report the piece weight where possible.

Mailer Transport of PVDS
2.11 Using any means of transportation, including Express Mail or Priority Mail drop shipment, the mailer must transport PVDS mailings from origin to the destination USPS facility. The mailer must not transport PVDS mailings on the same vehicle with shipments not entered as PVDS. For Standard Mail and Package Services PVDS, the mailer must meet the scheduling standards for mail deposit at destination USPS facilities. If a vehicle contains mail paid at Parcel Select rates, the applicable standards for scheduling of deposits and unloading of vehicles apply to any other mail on the same vehicle for the same destination USPS facility. Any material classified as hazardous under C023 may not be carried in the same vehicle as PVDS mailings.

Separation of PVDS Mailings
2.12 When a vehicle contains more than one PVDS for a single destination USPS facility, the shipments must be separated to allow reconciliation with each accompanying Form 8125. Vehicles containing shipments for multiple destination USPS facilities must be kept physically separated. Where applicable, a single Form 8125 that identifies all the mail for a single facility must be prepared for a shipment of copalletized or combined mailings.

3.0 LIABILITY

The mailer assumes all responsibility and liability for any loss or damage to PVDS mailings before they are deposited and accepted as mail at destination USPS facilities, including third party transportation.

4.0 STANDARD MAIL DOCUMENTATION

Same Day
4.1 All mailings or segments of the same job submitted for verification and release on the same day under PVDS must be reported on a single postage statement and Form 3602-C (or postage statement register), or on computer media under Multiple Entry Point Processing System (MEPPS).

Documentation
4.2 In addition to the documentation required in P012, the mailer must also submit the documentation below at the time the first mailing identified on Form 3602-C is presented for verification:

a. Form 3602-C, which serves as the postage statement register, along with the appropriate postage statement. All mailing volumes, weights, and postage for each rate category are entered on the postage statement and used to debit the mailer's account for permit imprint mailings and to enter data on postage-affixed mailings.

b. A separate Form 8125 for each PVDS listed on Form 3602-C (or postage statement register). Each PVDS must be identified with a unique statement number (e.g., the date and a sequential three-digit suffix) on the Form 3602-C (or postage statement register) and the corresponding Form 8125, as appropriate.

c. A separate postage statement showing the mailing post office is the same as the post office of PVDS origin for any portion of a job accepted by the local verifying office under a standard plant load arrangement. Plant load mailings are not considered a PVDS and are not reported on Forms 3602-C and 8125.

5.0 PACKAGE SERVICES PVDS OPTION

General Standards
5.1 Under this option, in addition to the individual postage statements required for each Package Services mailing, the mailer may be required to submit postage statement registers and consolidated postage statements for PVDS mailings. A

single, unique USPS mailing number must be on all related individual postage statements and postage statement register listing these individual statements, and the associated consolidated postage statement. When a mailer is required to submit consolidated postage statements, the information on these statements is used to debit the mailer's account.

Individual Postage Statements
5.2 The mailer must submit a complete postage statement for each mailing for each destination USPS facility when the mailing is presented for verification and postage payment. In addition to the information required on all individual postage statements, if the mailer is required to submit consolidated postage statements (for three or more entry post offices) for debiting of the advance deposit account, each individual postage statement must include a uniquely assigned postage statement sequence number that must not exceed nine digits. The numbers must be sequential within a job or mailing cycle for mailings verified, paid for, and cleared for dispatch on the same day. The statements must also include a unique USPS mailing number corresponding to the number on the related postage statement register and consolidated postage statement.

Postage Statement Register
5.3 A postage statement register is a computer-generated line item listing of all individual postage statements for PVDS permit imprint mailings verified and released for dispatch on a single day from a job or mailing cycle. All postage statements listed on a postage statement register must be represented by a corresponding consolidated postage statement. The total postage charge on the postage statement register must be identical to the total postage charge on the corresponding consolidated statement. The following information must appear on each postage statement register:

a. At the top of the first page the endorsement "Register of Postage Statements"; name and location of the mailing agent; date mailings are verified and cleared for dispatch; the permit imprint number; the unique USPS mailing number corresponding to the number on related postage statements; and the related consolidated statement.

b. Each line item must include (based on the individual postage statement on that line) the unique postage statement sequence number; destination USPS facility; and, for that statement, total postage, weight, and number of pieces.

c. The sum of the total postage charges must appear with total weight, and total pieces must be listed from each postage statement. The total postage charge on the register must match total postage charge on the related consolidated statement.

d. If necessary, manual corrections may be made to the postage statement register listing the data from any revised individual statement. These corrections must be documented by the DMU, and the corrected register must be signed and dated by both the mailer and the USPS representative approving the changes. The changes on the register must be reflected on the associated consolidated postage statement.

Submitting Register
5.4 The mailer must submit the postage statement register to the DMU before or when presenting the first individual mailing on the register to the DMU for verification and dispatch.

Consolidated Postage Statement
5.5 The consolidated postage statement assembles data from the individual postage statements representing permit imprint mailings verified, paid for, and released for dispatch on a single day from a job or mailing cycle. The consolidated statements are used to debit the mailer's account. The following information must be identical

for each individual statement consolidated onto a single (consolidated) postage statement:

a. Mailing date.
b. Name and location of mailing agent.
c. Processing category.
d. Permit imprint number.
e. Job or mailing cycle description.
f. Unique USPS mailing number corresponding to the number on related individual postage statements.

Consolidated Postage Statement
5.6 The consolidated postage statement must be a computer-generated facsimile similar in format to the appropriate USPS postage statement. The mailer must sign and date the consolidated statement. Certain data elements not on the individual postage statements must be reflected on the consolidated statement, including the range of unique individual statement sequence numbers, the number of individual statements represented, and the endorsement "Consolidated Postage Statement." Other data elements on individual statements, such as each post office of deposit for PVDS mailings, are not shown on the consolidated statement. Each individual statement must contain a USPS mailing number that corresponds to the USPS mailing number on the related consolidated statement.

Calculating and Reporting Data
5.7 Each field on the consolidated postage statement represents the sum of the figures in that field from the individual postage statements. The figures reported on the consolidated statement must be rounded in accordance with P013. All fields containing data on the individual statements must be rolled up to the consolidated statement. The total postage on the consolidated statement must be the sum of the total postage for all individual postage statements. This total is used to debit the mailer's account.

Submitting Statement
5.8 The mailer must submit the consolidated postage statement to the DMU at or before the time the last individual postage statement it represents is submitted to the DMU for the day's mailing.

P900 Special Postage Payment Systems

P960 First-Class or Standard Mail Mailings With Different Payment Methods

Summary P960 describes basic provisions and exceptions, postage, documentation necessary, and production of the combined mailing.

1.0 BASIC PROVISIONS

General
1.1 After specific USPS authorization, a mailer may prepare separate First-Class Mail or Standard Mail letter-size automation rate mailings that each contain pieces paid with more than one of the three authorized methods of postage payment (permit imprint, meter stamp, or precanceled stamp) or that contain pieces having different rates of postage affixed or multiple ounces of First-Class permit imprint mail or nonidentical-weight permit imprint mail. For this standard, *mailer* or *presenter* is the entity preparing the combined mailing and presenting it to the USPS. All standards applying to each method of payment apply in a combined mailing, unless excepted below.

Postage Payment
1.2 Postage due the USPS for permit imprint mail and additional postage for postage-affixed pieces is paid through a specific advance deposit account kept exclusively for combined mailings.

Value Added
1.3 To request value added refunds of postage overpayments for the metered part of combined mailings, see P014.

Mailer Processing
1.4 The mailer must have an automated mailing system that can be shown to correctly produce automation rate letter-size mailings under the applicable standards and accurately compute and document the postage due.

Authorization Process
1.5 To be authorized to prepare automation rate combined letter-size mailings, a mailer must submit a written request to the postmaster serving the mailer's production plant. This request must:

a. Identify the postage payment methods to be combined, the rates of postage to be affixed to precanceled stamped or metered pieces, and, for First-Class Mail, the weight increments of pieces to be combined.

b. Describe all steps in the automated mailing system to be used to prepare combined mailings. Include a flow chart showing how jobs are handled from the time received from clients or other departments through the time the combined mailing is presented to the post office for verification and acceptance.

c. Include samples of all reports that the mailing system can generate. Number and annotate samples to describe step-by-step how the data are obtained and how each data element is supported and can be verified. Describe at which step in the mailing operation the reports may be generated, and how the reports relate to each other and to the preparation of postage statements.

d. Describe how rejects are handled during mail preparation.

e. Describe in detail internal quality control procedures that ensure that mailings are properly prepared, that postage statement and supporting data are accurate, and that correct postage is paid. Submit copies of quality control instructions and checklists used.

On-Site Review
1.6 The USPS examines the mailer's operation as part of the application process. During the on-site review, the mailer must:

a. Produce a controlled test mailing with supporting documentation.

b. Show that internal quality control procedures are satisfactorily administered.

c. Show that the mailing system provides acceptable documentation by which the USPS can verify postage statement data.

Interim Authorization
1.7 If the mailer meets standards, the USPS grants a 90-day interim authorization to prepare combined mailings. During this time, USPS monitors the mailer's system to ensure continued compliance with all applicable standards.

Final Authorization
1.8 After the 90-day authorization, if the mailer's program meets all applicable standards, BMS prepares a detailed authorization for the mailer to follow in preparing combined mailings. The authorization period does not exceed 2 years. The mailer must give advance written notice to BMS about plans to change the system used to prepare combined mailings.

Denial
1.9 If an application is denied, the mailer may, within 15 days from receipt of the notice, file a written appeal, including additional evidence, with the Business Mail Acceptance manager, USPS Headquarters, who issues the final agency decision.

USPS Review
1.10 A USPS review of the mailer's system is conducted before the expiration date:

a. If the review shows no need for modifications to the agreement, it is renewed for a 2-year period.

b. If the review shows modifications to the system without prior notification to BMS, but the system still remains qualified, a new agreement must be reached that details the modifications.

c. If the review shows that the system can be renewed only with modifications required by the USPS, the mailer must be so informed and, if the mailer agrees, a new agreement is implemented under 1.7 and 1.8.

d. If the review shows that the mailer is not properly preparing combined mailings or does not agree to USPS modifications, steps must be taken to cancel the authorization.

Suspension
1.11 The BMS manager may suspend a combined mailing system agreement at any time, pending investigation, if the manager finds that postage is not being fully paid or mail is not being prepared according to standards. The decision may be appealed to the Business Mail Acceptance manager, USPS Headquarters, within 15 days of the suspension by submitting a written appeal with explanation. The suspension remains in effect during the appeal. A suspension is ended when the mailer comes into compliance.

Cancellation by USPS
1.12 The USPS may cancel an authorization to prepare combined mailings at any time if the mailer:

a. Provides misleading or incorrect data to avoid payment of postage.

b. Makes no combined mailings under the agreement during any consecutive 12-month period.

c. Fails to comply with applicable standards or the agreement, including required quality control procedures, and does not make changes to comply after USPS notification.

Cancellation Procedure 1.13

If the USPS decides to cancel an authorization, cancellation becomes effective 15 days from the mailer's receipt of the notice, unless the mailer files a written appeal within that time with the BMS manager. The appeal must show additional information on why the combined mailing authorization should not be canceled. If the manager denies the appeal, both the appeal and the additional information are sent to the Business Mail Acceptance manager, USPS Headquarters, who issues the final agency decision.

Cancellation by Mailer 1.14

The mailer may cancel an authorization to prepare combined mailings at any time by notifying the administering post office in writing.

2.0 POSTAGE

Metered Pieces—First-Class Mail 2.1

Metered pieces in a combined mailing must bear postage for the first ounce at the Presorted rate or at an automation rate for which the pieces are eligible and, if applicable, the full amount of postage due for additional ounces. Additional postage due for metered pieces in a combined mailing is deducted from the mailer's postage due advance deposit account. Full postage at single-piece First-Class Mail rates must be paid on accompanying single-piece rate mail using one of the methods under P100. Additional preparation to verify postage due may be required by the Postal Service.

Metered Pieces—Standard Mail 2.2

Metered pieces in a combined mailing must bear postage at a Presorted or automation rate for which the pieces are eligible. Additional postage due for metered pieces in a combined mailing is deducted from the mailer's postage due advance deposit account. Full postage at single-piece First-Class Mail rates must be paid on accompanying single-piece rate mail using one of the methods under E620 and P100. Additional preparation to verify postage due may be required by the Postal Service.

Precanceled Pieces—First-Class Mail 2.3

Pieces with precanceled stamps in a combined mailing must not weigh more than 1 ounce and must bear postage in any denomination of precanceled stamps permitted in a Presorted or automation rate mailing. Additional postage due for precanceled stamp pieces in a combined mailing is deducted from the mailer's postage due advance deposit account. Full postage at the single-piece First-Class Mail rate must be paid on accompanying single-piece rate mail using one of the methods under P100. Additional preparation to verify postage due may be required by the Postal Service.

Precanceled Pieces—Standard Mail 2.4

Pieces with precanceled stamps in a combined mailing must bear postage in any denomination of precanceled stamp permitted in an automation rate mailing. Nonprofit postage may appear only on pieces in a Nonprofit rate mailing that are eligible for and claimed at a Nonprofit rate. Additional postage due for precanceled stamp pieces in a combined mailing is deducted from the mailer's postage due advance deposit account. Full postage at single-piece First-Class Mail rates must be paid on accompanying single-piece rate mail using one of the methods under E620 and P100. Additional preparation to verify postage due may be required by the USPS.

Permit Imprint Pieces—First-Class Mail and Standard Mail 2.5

Pieces in a combined mailing may bear the permit imprint of the mailer or the mailer's clients. Postage for the permit imprint part of a combined mailing must be paid by the permit imprint advance deposit account kept for combined mailings. Postage is deducted only from this account, regardless of the permit numbers or company permit imprints on pieces in a combined mailing. Full postage at

single-piece First-Class rates must be paid on accompanying single-piece rate mail using one of the methods under P100 and, for Standard Mail, E620. Additional preparation to verify postage due may be required by the Postal Service.

3.0 PRODUCING THE COMBINED MAILING

Mailer Quality Control

3.1 Before merging different pieces into a combined presorted mailing, the mailer must have quality control procedures to ensure that:

a. Meter dates are correct.

b. Meter impressions are legible.

c. Permits and licenses are current at office of mailing.

d. In First-Class mailings, full postage on 2-ounce and 3-ounce metered and precanceled stamped pieces is affixed for the ounces in addition to postage for the first ounce at a rate acceptable for inclusion in the mailing.

e. In Standard Mail mailings, full postage is affixed at a rate acceptable for inclusion in the mailing.

f. Barcodes meet all applicable standards.

g. Mailings are prepared under the relevant standards.

h. Source mailing information (on client, job, or segment) is entered accurately into the automated mailing system.

i. When markings are applied by an MLOCR, they properly show the applicable identifier/rate code described in 3.2 that specifies the product month designator, MASS/*FASTforward* system identifier, the method of postage payment, and the rate of postage affixed for metered and precanceled stamp mail or other postage information for permit imprint mail. These markings must be linked by the computer system to the rate entered by the mailer when the pieces are run through the MLOCR.

Rate and Postage Marking

3.2 The following markings must be applied to each piece in the mailing when markings are applied by an MLOCR. These seven-character markings provide the automation rate marking information and additional information including the product month designator, MASS/*FASTforward* (FF) system identifier, manufacturer code, and rate marking information. The product month designator is the first character position and represents the product month of the ZIP+4 file installed with the system's lookup engine responsible for the ZIP+4 assignment. Each product month is designated by a character "A" through "L" (with "A" meaning January, "B" meaning February, etc.). The MASS/FF System Identifier is characters 2 through 4 and represents the certified system identifier responsible for the ZIP+4 assignment. There is a one-to-one relationship between the certified system serial number and the assigned identifier. The manufacturer code is the fifth character and is assigned at the manufacturer's discretion with one exception: the character "Z" is assigned when the mailpiece contains a delivery point barcode in the address block and the MLOCR does not perform a lookup but simply reproduces the address block barcode. The rate marking is represented in the last two characters according to the chart below. The applicable marking must appear on each mailpiece in one of the locations authorized under M012.

a. First-Class Mail:

Rate Marking		Rate and Postage Category
Letters	Flats	
P1	F1	Barcoded 1-ounce Permit Imprint
P2	F2	Barcoded 2-ounce Permit Imprint
P3	F3	Barcoded 3-ounce Permit Imprint
P4	F4	Barcoded 4-ounce Permit Imprint
	F5	Barcoded 5-ounce Permit Imprint
	F6	Barcoded 6-ounce Permit Imprint
	F7	Barcoded 7-ounce Permit Imprint
	F8	Barcoded 8-ounce Permit Imprint
	F9	Barcoded 9-ounce Permit Imprint
	F0	Barcoded 10-ounce Permit Imprint
	FA	Barcoded 11-ounce Permit Imprint
	FB	Barcoded 12-ounce Permit Imprint
	FC	Barcoded 13-ounce Permit Imprint
M5	MF	Barcoded 5-Digit Meter Postage Affixed
M3	MT	Barcoded 3-Digit Meter Postage Affixed
MA	MD	Barcoded AADC Meter Postage Affixed
MM	MX	Barcoded Mixed AADC Meter Postage Affixed
MP	MP	Presorted Meter Postage Affixed
S1		Precanceled $0.15 Stamp Affixed (card)
S3		Precanceled $0.23 Stamp Affixed
S2		Precanceled $0.25 Stamp Affixed

b. Standard Mail (letters only):

Rate Marking	Rate and Postage Category
PI	Barcoded Regular Permit Imprint
NI	Barcoded Nonprofit Permit Imprint
M5	Barcoded 5-Digit Meter Regular Postage Affixed[1]
N5	Barcoded 5-Digit Meter Nonprofit Postage Affixed[1]
M3	Barcoded 3-Digit Meter Regular Postage Affixed[1]
N3	Barcoded 3-Digit Meter Nonprofit Postage Affixed[1]
MA	Barcoded AADC Meter Regular Postage Affixed[1]
NA	Barcoded AADC Meter Nonprofit Postage Affixed[1]
MM	Barcoded Mixed AADC Meter Regular Postage Affixed[1]
NM	Barcoded Mixed AADC Meter Nonprofit Postage Affixed[1]
M8	Presorted 3/5 Meter Regular Postage Affixed[1]
N8	Presorted 3/5 Meter Nonprofit Postage Affixed[1]
M9	Barcoded Basic Meter Regular Postage Affixed[1]
N9	Barcoded Basic Meter Nonprofit Postage Affixed[1]
SR	Precanceled Regular Rate Stamp Affixed
SN	Precanceled Nonprofit Stamp Affixed

1.The same code is used regardless of the destination entry rate, if any, for which the piece is metered.

Merging Methods and Documentation
3.3 During the initial count of each source mailing (i.e., the quantity of mail originated by each of the mailer's clients) by the mailer's automated mailing system, pieces must be grouped by payment method (and, within each for First-Class, by ounce increment). All pieces within each postage-affixed group must have the same amount of postage affixed (for First-Class, the same amount of postage must be affixed for the first ounce). The mailer must keep records of each source that was merged in the combined mailing to allow the USPS to identify each source, the number of pieces by postage payment method, and, within each, by ounce increment (for First-Class), or by amount of postage affixed (for Standard Mail). The mailer must keep these records (in the form of computer-generated printouts or computer media approved by Business Mailer Support) in a central location for 90 days after the mailing date of the combined mailing.

Rejected Pieces
3.4 Pieces rejected for any reason by the mailer's automated sorting system and pulled out of the combined mailing stream must be identified by the mailer, specifically accounted for in documentation, and:

a. If postage-affixed, bear postage or have additional postage affixed to equal a rate no lower than the correct Presorted First-Class rate or 3/5 Presorted Standard Mail rate for letters, as applicable.

b. If paid by permit imprint, separately presented to the USPS for verification of postage.

4.0 DOCUMENTATION

Submission
4.1 Mailers are required to submit or generate the following reports:

a. For each First-Class Mail or Standard Mail combined mailing, the mailer must provide these materials:

(1) For each postage payment method, a complete and accurate postage statement endorsed "Combined Mailing" at the top.

(2) A separate Form(s) 3553, *Coding Accuracy Support System (CASS) Summary Report*.

(3) The USPS qualification report in standardized format detailing by ZIP Code the number of pieces qualifying for each rate by presort level. If plant-verified drop shipment (PVDS) is used for Standard Mail, a separate USPS qualification report must be generated for each entry destination.

(4) The USPS Summary ZIP Destination report in one of two standardized formats that lists by tray destination and rate category: each mail category, postage payment type, weight, and rate affixed (report all postage affixed First-Class Mail pieces as weighing one ounce); number of pieces; dollar amount of postage affixed to those pieces; cumulative postage affixed; total postage; net postage due; cumulative postage due; and a running total of the number of pieces. If plant-verified drop shipment (PVDS) is used for Standard Mail, a separate USPS Summary ZIP Destination report must be generated for each entry destination. This report is not required if there is only one metered rate in the mailing. BMS may authorize submission of only portions of this report.

(5) The USPS Postage Summary in a standardized format. This report shows, by type of payment method, the total postage claimed for all pieces in the mailing by rate level and the total postage affixed by rate level. It also shows a grand total summary of postage affixed, postage claimed, and total postage due. If plant-verified drop shipment (PVDS) is used for Standard Mail, a separate USPS Postage Summary report must be generated for each entry destination.

(6) Other documentation that may be required by other standards for the rate claimed.

b. The USPS Customer Mail Report must be generated for each mailing but is required to be submitted to the USPS only when requested by USPS personnel for the resolution of errors (shortpaid and potential MLOCR profiling) detected in a specific mailing. The Customer Mail Report must list each customer by name and provide the following information about their mail: rate affixed, mail category including postage payment type, weight, total postage, postage affixed, number of pieces, cumulative number of pieces, number of pieces rejected, and total pieces fed.

Permit Imprint
4.2 To prepare the postage statement for permit imprint pieces, the mailer multiplies the number of such pieces qualifying for each rate level (and, for First-Class Mail, in each weight increment) (as documented by the mailer) by the corresponding rate. The result is the net postage due for the permit imprint part of the combined mailing. If the mailing contains nonidentical-weight permit imprint pieces, the postage statement must be so annotated.

Postage Affixed
4.3 In completing the separate postage statements for postage-affixed pieces:

a. Multiply the number of pieces at each rate level (which, for First-Class Mail, are treated as weighing 1 ounce or less, regardless of actual weight) by the corresponding rate of postage. The product is the postage due before adjustments are made for the value of postage affixed to those pieces.

b. Multiply the amount of postage (or, for First-Class Mail only, first ounce postage) affixed by the number of pieces at each amount, to determine the total postage already paid.

c. Set the amount paid against the amount due to find the postage to be paid by or to the mailer for the postage-affixed pieces.

Reporting Results
4.4 Any additional postage due is paid through the mailer's advance deposit account for combined mailings. A "value added" refund of any overpayment of meter postage may be requested under P014.

Rates and Fees

DMM Issue 57 (6-30-02)

Contents

R000 Stamps and Stationery

R100 First-Class Mail

R200 Periodicals

R500 Express Mail

R600 Standard Mail

R700 Package Services

R900 Services

R000 Stamps and Stationery

1.0 PLAIN STAMPED ENVELOPES (P021)

Fee, in addition to the postage value preprinted on the envelope:

	Fee	
Type	**Each**	**500**
Size 6-3/4	$0.08	$12.00
Size 10	0.08	14.00

2.0 PERSONALIZED STAMPED ENVELOPES (P021)

Fee, in addition to the postage value preprinted on the envelope:

	Fee	
Type	**50**	**500**
Size 6-3/4	$3.50	$17.00
Size 10	3.50	20.00

3.0 STAMPED CARDS (P021)

Fee, in addition to the postage value preprinted on the card:

Type	Fee
Single card	$0.02
Double card	0.04
Sheet of 40 cards (uncut)	0.80

4.0 POSTAGE STAMPS

Postage stamps are available in the following denominations:

Form Per Purpose	Denomination
Regular Postage	
Panes of up to 100	$0.01, .02, .03, .04, .05, .08, .09, .10, .14, .15, .17, .19, .20, .21, .22, .23, .25, .29, .30, .32, .33, .34, .35, .39, .40, .45, .46, .48, .50, .52, .55, .57, .60, .65, .75, .76, .77, .78, .80, .83, $1, $2, $3.85, $5, $13.65
Booklets	$0.23 ($2.30 booklet) $0.37 ($3.70 and $7.40 booklets)
Coils of 100	$.21, .22, .23, .34, .37
Coils of 3,000	$0.01, .02, .03, .05, .10, .34, .37
Coils of 10,000	$0.01, .02, .03, .05, .10, .34, .37
Precanceled Presorted Rate Postage—First-Class Mail and Standard Mail	
Coils of 500, 3,000, and 10,000	Various nondenominated (available only to permit holders)
Commemorative	
Panes of up to 50	$0.37 and other denominations
20-Stamp Booklets	$0.37 ($7.40 booklets)
Semipostal	
Breast Cancer Research Panes of up to 20	Purchase price of $0.45; postage value equivalent to First-Class Mail nonautomation single-piece rate ($0.37); remainder is contribution to fund breast cancer research.
Heroes of 2001 Panes of up to 20	Purchase price of $0.45; postage value equivalent to First-Class Mail nonautomation single-piece rate ($0.37); remainder is contribution to provide assistance to the families of emergency relief personnel killed or permanently disabled in connection with the terrorist attacks of September 11, 2001.

R100 First-Class Mail

1.0 NONAUTOMATION—SINGLE PIECE

Cards
1.1 Cards meeting the standards in C100: $0.23 each.

Letters, Flats, and Parcels
1.2 Letters, flats, and parcels; nonmachinable surcharge in 11.0 might apply:

Weight Increment	Rate
First ounce or fraction of an ounce	$0.37
Each additional ounce or fraction	0.23

2.0 NONAUTOMATION—PRESORTED

Cards
2.1 Cards meeting the standards in C100: $0.212 each.

Letters, Flats, and Parcels
2.2 Letters, flats, and parcels; nonmachinable surcharge in 11.0 might apply:

Weight Increment	Rate
First ounce or fraction of an ounce	
(For pieces weighing 2 ounces or less)	$0.352
(For pieces weighing more than 2 ounces)	0.311
Each additional ounce or fraction	0.225

3.0 QUALIFIED BUSINESS REPLY MAIL

Cards
3.1 Cards meeting the standards in E150 and S922, in addition to the fees in R900: $0.200 each.

Letters
3.2 Letter-size single pieces meeting the standards in E150 and S922. See also the fees for QBRM in R900:

Weight Increment	Rate
First ounce or fraction of an ounce	$0.340
Second ounce or fraction	0.230

4.0 AUTOMATION—MIXED AADC & MIXED ADC

Cards 4.1 Cards meeting the standards in C100: $0.194 each.

Letters 4.2 Letter-size pieces:

Weight Increment	Rate
First ounce or fraction of an ounce	
(For pieces weighing 2 ounces or less)	$0.309
(For pieces weighing more than 2 ounces)	0.268
Each additional ounce or fraction	0.225

Flats 4.3 Flat-size pieces; nonmachinable surcharge in 11.0 might apply:

Weight Increment	Rate
First ounce or fraction of an ounce	
(For pieces weighing 2 ounces or less)	$0.341
(For pieces weighing more than 2 ounces)	0.300
Each additional ounce or fraction	0.225

5.0 AUTOMATION—AADC & ADC

Cards 5.1 Cards meeting the standards in C100: $0.187 each.

Letters 5.2 Letter-size pieces:

Weight Increment	Rate
First ounce or fraction of an ounce	
(For pieces weighing 2 ounces or less)	$0.301
(For pieces weighing more than 2 ounces)	0.260
Each additional ounce or fraction	0.225

Flats 5.3 Flat-size pieces; nonmachinable surcharge in 11.0 might apply:

Weight Increment	Rate
First ounce or fraction of an ounce	
(For pieces weighing 2 ounces or less)	$0.333
(For pieces weighing more than 2 ounces)	0.292
Each additional ounce or fraction	0.225

6.0 AUTOMATION—3-DIGIT

Cards 6.1 Cards meeting the standards in C100: $0.183 each.

Letters 6.2 Letter-size pieces:

Weight Increment	Rate
First ounce or fraction of an ounce	
(For pieces weighing 2 ounces or less)	$0.292
(For pieces weighing more than 2 ounces)	0.251
Each additional ounce or fraction	0.225

Flats 6.3 Flat-size pieces; nonmachinable surcharge in 11.0 might apply:

Weight Increment	Rate
First ounce or fraction of an ounce	
(For pieces weighing 2 ounces or less)	$0.322
(For pieces weighing more than 2 ounces)	0.281
Each additional ounce or fraction	0.225

7.0 AUTOMATION—5-DIGIT

Cards 7.1 Cards meeting the standards in C100: $0.176 each.

Letters 7.2 Letter-size pieces:

Weight Increment	Rate
First ounce or fraction of an ounce	
(For pieces weighing 2 ounces or less)	$0.278
(For pieces weighing more than 2 ounces)	0.237
Each additional ounce or fraction	0.225

Flats 7.3 Flat-size pieces; nonmachinable surcharge in 11.0 might apply:

Weight Increment	Rate
First ounce or fraction of an ounce	
(For pieces weighing 2 ounces or less)	$0.302
(For pieces weighing more than 2 ounces)	0.261
Each additional ounce or fraction	0.225

8.0 AUTOMATION—CARRIER ROUTE

Cards 8.1 Cards meeting the standards in C100: $0.170 each.

Letters 8.2 Letter-size pieces:

Weight Increment	Rate
First ounce or fraction of an ounce	
(For pieces weighing 2 ounces or less)	$0.275
(For pieces weighing more than 2 ounces)	0.234
Each additional ounce or fraction	0.225

Summary—Single-Piece and Presorted 8.3

Weight Not Over (ounces)	Single-Piece	Presorted
Letters, Flats, and Parcels		
1[1]	$0.370	$0.352
2	0.600	0.577
3[2]	0.830	0.761
4	1.060	0.986
5	1.290	1.211
6	1.520	1.436
7	1.750	1.661
8	1.980	1.886
9	2.210	2.111
10	2.440	2.336
11	2.670	2.561
12	2.900	2.786
13	3.130	3.011
Cards[3]	0.230	0.212

1. Nonmachinable surcharge in 11.0 might apply to pieces that weigh 1 ounce or less: single-piece $0.12; presorted $0.055.
2. Presorted rates for pieces weighing over 2 ounces reflect a discount of $0.041 per piece.
3. Rates shown apply to each single or double postcard when originally mailed; reply half of double postcard must bear postage at applicable rate when returned unless prepared as business reply mail.

Summary—Automation 8.4

Weight Not Over (ounces)	Letters[1]					Flats[2]			
	Mixed AADC	AADC	3-Digit	5-Digit	Carrier Route	Mixed ADC	ADC	3-Digit	5-Digit
Letters, Flats, and Parcels									
1	$0.309	$0.301	$0.292	$0.278	$0.275	$0.341	$0.333	$0.322	$0.302
2	0.534	0.526	0.517	0.503	0.500	0.566	0.558	0.547	0.527
3[3]	0.718	0.710	0.701	0.687	0.684	0.750	0.742	0.731	0.711
4	0.943	0.935	0.926	0.912	0.909	0.975	0.967	0.956	0.936
5	—	—	—	—	—	1.200	1.192	1.181	1.161
6	—	—	—	—	—	1.425	1.417	1.406	1.386
7	—	—	—	—	—	1.650	1.642	1.631	1.611
8	—	—	—	—	—	1.875	1.867	1.856	1.836
9	—	—	—	—	—	2.100	2.092	2.081	2.061
10	—	—	—	—	—	2.325	2.317	2.306	2.286
11	—	—	—	—	—	2.550	2.542	2.531	2.511
12	—	—	—	—	—	2.775	2.767	2.756	2.736
13	—	—	—	—	—	3.000	2.992	2.981	2.961
Cards[4]	0.194	0.187	0.183	0.176	0.170	—	—	—	—

1. Weight cannot exceed 3.3 ounces.
2. Nonmachinable surcharge in 11.0 might apply to pieces that weigh 1 ounce or less: $0.055 per piece.
3. Automation rates for pieces weighing over 2 ounces reflect a discount of $0.041 per piece.
4. Rates shown apply to each single or double postcard when originally mailed; reply half of double postcard must bear postage at applicable rate when returned unless prepared as business reply mail.

9.0 PRIORITY MAIL

Parcels that weigh less than 15 pounds but measure more than 84 inches in combined length and girth are charged the applicable rate for a 15-pound parcel.

The 1-pound rate is charged for matter sent in a Priority Mail flat-rate envelope provided by the USPS, regardless of the actual weight of the piece.

Weight Not Over (pounds)	Zones Local, 1, 2, & 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
1	$3.85	$3.85	$3.85	$3.85	$3.85	$3.85
2	3.95	4.55	4.90	5.05	5.40	5.75
3	4.75	6.05	6.85	7.15	7.85	8.55
4	5.30	7.05	8.05	8.50	9.45	10.35
5	5.85	8.00	9.30	9.85	11.00	12.15
6	6.30	8.85	9.90	10.05	11.30	12.30
7	6.80	9.80	10.65	11.00	12.55	14.05
8	7.35	10.75	11.45	11.95	13.80	15.75
9	7.90	11.70	12.20	12.90	15.05	17.50
10	8.40	12.60	13.00	14.00	16.30	19.20
11	8.95	13.35	13.75	15.15	17.55	20.90
12	9.50	14.05	14.50	16.30	18.80	22.65
13	10.00	14.75	15.30	17.50	20.05	24.35
14	10.55	15.45	16.05	18.60	21.25	26.05
15	11.05	16.20	16.85	19.75	22.50	27.80
16	11.60	16.90	17.60	20.85	23.75	29.50
17	12.15	17.60	18.35	22.05	25.00	31.20
18	12.65	18.30	19.30	23.15	26.25	32.95
19	13.20	19.00	20.20	24.30	27.50	34.65
20	13.75	19.75	21.15	25.35	28.75	36.40
21	14.25	20.45	22.05	26.55	30.00	38.10
22	14.80	21.15	22.95	27.65	31.20	39.80
23	15.30	21.85	23.90	28.80	32.45	41.55
24	15.85	22.55	24.85	29.90	33.70	43.25
25	16.40	23.30	25.75	31.10	34.95	44.95
26	16.90	24.00	26.60	32.25	36.20	46.70
27	17.45	24.70	27.55	33.35	37.45	48.40
28	18.00	25.40	28.50	34.50	38.70	50.15
29	18.50	26.15	29.45	35.60	39.95	51.85
30	19.05	26.85	30.35	36.80	41.20	53.55
31	19.55	27.55	31.20	37.85	42.40	55.30
32	20.10	28.25	32.15	39.00	43.65	57.00
33	20.65	28.95	33.10	40.10	44.90	58.70
34	21.15	29.70	34.00	41.25	46.15	60.45
35	21.70	30.40	34.95	42.40	47.40	62.15

Weight Not Over (pounds)	Zones Local, 1, 2, & 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
36	$22.25	$31.10	$35.85	$43.55	$48.65	$63.85
37	22.75	31.95	36.80	44.65	49.90	65.60
38	23.30	32.65	37.70	45.85	51.15	67.30
39	23.75	33.50	38.65	47.00	52.40	69.05
40	24.25	34.30	39.60	48.10	53.60	70.75
41	24.70	35.00	40.45	49.25	54.85	72.45
42	25.20	35.85	41.35	50.30	56.15	74.20
43	25.65	36.60	42.30	51.50	57.40	75.90
44	26.15	37.40	43.25	52.60	58.70	77.60
45	26.60	38.20	44.15	53.75	59.95	79.35
46	27.10	39.00	45.05	54.85	61.20	81.05
47	27.55	39.75	46.00	56.05	62.50	82.75
48	28.05	40.60	46.95	57.20	63.75	84.50
49	28.50	41.35	47.80	58.30	65.05	86.20
50	28.95	42.15	48.75	59.45	66.30	87.95
51	29.45	42.95	49.65	60.55	67.55	89.65
52	29.90	43.75	50.60	61.75	68.80	91.35
53	30.40	44.50	51.50	62.85	70.05	93.10
54	30.85	45.25	52.45	63.95	71.30	94.80
55	31.35	46.10	53.40	65.05	72.50	96.50
56	31.80	46.85	54.25	66.25	73.75	98.25
57	32.30	47.65	55.15	67.35	75.00	99.95
58	32.75	48.45	56.10	68.50	76.25	101.65
59	33.25	49.25	57.05	69.60	77.50	103.40
60	33.70	50.00	58.00	70.80	78.75	105.10
61	34.20	50.85	58.85	71.95	80.00	106.85
62	34.65	51.55	59.80	73.05	81.25	108.55
63	35.15	52.40	60.75	74.20	82.50	110.25
64	35.60	53.20	61.70	75.35	83.70	112.00
65	36.10	53.90	62.50	76.45	84.95	113.70
66	36.55	54.75	63.45	77.55	86.20	115.40
67	37.05	55.60	64.40	78.70	87.45	117.15
68	37.50	56.30	65.35	79.80	88.70	118.85
69	38.00	57.10	66.25	81.00	89.95	120.55
70	38.45	57.95	67.15	82.10	91.20	122.30

10.0 KEYS AND IDENTIFICATION DEVICES

Weight Not Over (ounces)	Rate[1]
1[2]	$0.97
2	1.20
3	1.43
4	1.66
5	1.89
6	2.12
7	2.35
8	2.58
9	2.81
10	3.04
11	3.27
12	3.50
13	3.73
1 pound	4.45
2 pounds	5.15[3]

1. Includes $0.60 fee.
2. Nonmachinable surcharge in 11.0 might apply.
3. Zone 4 postage charged for all pieces. See E120.2.4.

11.0 NONMACHINABLE SURCHARGES

Surcharge per piece (see C050.2.2, E130, and E140):

a. Single-piece rate: $0.12.

b. Presorted and automation rate: $0.055.

12.0 FEES

Presort Mailing Fee
12.1 Presort mailing fee, per 12-month period, per office of mailing: $150.00.

Pickup Fee
12.2 Priority Mail only, per occurrence: $12.50.

May be combined with Express Mail and Package Services pickups (see D010).

R200 Periodicals

1.0 OUTSIDE-COUNTY—EXCLUDING SCIENCE-OF-AGRICULTURE

Pound Rates
1.1 Per pound or fraction:

a. For the nonadvertising portion: $0.193.

b. For the advertising portion:

Zone	Rate
DDU	$0.158
DSCF	0.203
DADC	0.223
1 & 2	0.248
3	0.267
4	0.315
5	0.389
6	0.466
7	0.559
8	0.638

Piece Rates
1.2 Per addressed piece:

		Automation[1]	
Presort Level	Nonautomation	Letter-Size	Flat-Size
Basic	$0.373	$0.281	$0.325
3-Digit	0.324	0.249	0.283
5-Digit	0.256	0.195	0.226
Carrier Route			
Basic	0.163	—	—
High Density	0.131	—	—
Saturation	0.112	—	—

1. Lower maximum weight applies: letter-size at 3 ounces (or 3.3 ounces for heavy letters); flat-size at 20 ounces (AFSM 100) and 6 pounds (FSM 1000).

Discounts
1.3 Discounts for each addressed piece:

a. Nonadvertising content, for each 1% of nonadvertising: $0.00074.

b. Destination delivery unit: $0.018.

c. Destination SCF: $0.008.

d. Destination ADC: $0.002.

e. Destination entry pallet: $0.015.

f. Pallet (for other than 1.3e): $0.005.

Nonprofit 1.4 Authorized nonprofit mailers receive a discount of 5% off the total Outside-County postage excluding the postage for advertising pounds. The 5% discount does not apply to commingled nonsubscriber copies in excess of the 10% allowance provided under E215.

Classroom 1.5 Authorized Classroom mailers receive a discount of 5% off the total Outside-County postage excluding the postage for advertising pounds. The 5% discount does not apply to commingled nonsubscriber copies in excess of the 10% allowance provided under E215.

2.0 OUTSIDE-COUNTY—SCIENCE-OF-AGRICULTURE

Pound Rates 2.1 Per pound or fraction:

a. For the nonadvertising portion: $0.193.

b. For the advertising portion:

Zone	Rate
DDU	$0.119
DSCF	0.152
DADC	0.167
1 & 2	0.186
3	0.267
4	0.315
5	0.389
6	0.466
7	0.559
8	0.638

Piece Rates 2.2 Per addressed piece:

		Automation[1]	
Presort Level	Nonautomation	Letter-Size	Flat-Size
Basic	$0.373	$0.281	$0.325
3-Digit	0.324	0.249	0.283
5-Digit	0.256	0.195	0.226
Carrier Route			
Basic	0.163	—	—
High Density	0.131	—	—
Saturation	0.112	—	—

1. Lower maximum weight applies: letter-size at 3 ounces (or 3.3 ounces for heavy letters); flat-size at 20 ounces (AFSM 100) and 6 pounds (FSM 1000).

Discounts 2.3 Discounts for each addressed piece:

a. Nonadvertising content, for each 1% of nonadvertising: $0.00074.

b. Destination delivery unit: $0.018.

c. Destination SCF: $0.008.

d. Destination ADC: $0.002.

e. Destination entry pallet: $0.015.

f. Pallet (for other than 2.3e): $0.005.

3.0 IN-COUNTY

Pound Rates
3.1 Per pound or fraction:

Zone	Rate
DDU	$0.112
None	0.146

Piece Rates
3.2 Per addressed piece:

		Automation[1]	
Presort Level	Nonautomation	Letter-Size	Flat-Size
Basic	$0.106	$0.050	$0.077
3-Digit	0.097	0.048	0.073
5-Digit	0.087	0.046	0.067
Carrier Route			
Basic	0.050	—	—
High Density	0.034	—	—
Saturation	0.028	—	—

1. Lower maximum weight applies: letter-size at 3 ounces (or 3.3 ounces for heavy letters); flat-size at 20 ounces (AFSM 100) and 6 pounds (FSM 1000).

Discount
3.3 Destination delivery unit discount for each addressed piece: $0.006.

4.0 RIDE-ALONG RATE (E260)

Rate per ride-along piece: $0.124.

5.0 FEES

Per application:

a. Original entry: $375.00.
b. News agent registry: $40.00.
c. Additional entry: $60.00.
d. Reentry: $40.00.

R500 Express Mail

1.0 EXPRESS MAIL—ALL SERVICE LEVELS

The 1/2-pound rate is charged for matter sent in an Express Mail flat-rate envelope provided by the USPS, regardless of the actual weight of the piece.

Weight Not Over (pounds)	Service[1]			Weight Not Over (pounds)	Service[1]		
	Custom Designed	Next Day & Second Day PO to PO	Next Day & Second Day PO to Addressee		Custom Designed	Next Day & Second Day PO to PO	Next Day & Second Day PO to Addressee
1/2	$10.70	$10.40	$13.65	36	$73.75	$73.45	$76.70
1	14.90	14.60	17.85	37	75.40	75.10	78.35
2	14.90	14.60	17.85	38	77.20	76.90	80.15
3	18.10	17.80	21.05	39	78.95	78.65	81.90
4	21.25	20.95	24.20	40	80.75	80.45	83.70
5	24.35	24.05	27.30	41	82.55	82.25	85.50
6	27.45	27.15	30.40	42	84.40	84.10	87.35
7	30.50	30.20	33.45	43	86.10	85.80	89.05
8	31.80	31.50	34.75	44	87.85	87.55	90.80
9	33.25	32.95	36.20	45	89.45	89.15	92.40
10	34.55	34.25	37.50	46	90.80	90.50	93.75
11	36.25	35.95	39.20	47	92.45	92.15	95.40
12	38.90	38.60	41.85	48	93.90	93.60	96.85
13	40.80	40.50	43.75	49	95.30	95.00	98.25
14	41.85	41.55	44.80	50	96.80	96.50	99.75
15	43.15	42.85	46.10	51	98.40	98.10	101.35
16	44.70	44.40	47.65	52	99.80	99.50	102.75
17	46.20	45.90	49.15	53	101.35	101.05	104.30
18	47.60	47.30	50.55	54	102.80	102.50	105.75
19	49.05	48.75	52.00	55	104.30	104.00	107.25
20	50.50	50.20	53.45	56	105.85	105.55	108.80
21	51.95	51.65	54.90	57	107.30	107.00	110.25
22	53.40	53.10	56.35	58	108.85	108.55	111.80
23	54.90	54.60	57.85	59	110.45	110.15	113.40
24	56.30	56.00	59.25	60	112.20	111.90	115.15
25	57.70	57.40	60.65	61	114.10	113.80	117.05
26	59.20	58.90	62.15	62	115.85	115.55	118.80
27	60.60	60.30	63.55	63	117.55	117.25	120.50
28	62.10	61.80	65.05	64	119.50	119.20	122.45
29	63.55	63.25	66.50	65	121.20	120.90	124.15
30	65.00	64.70	67.95	66	123.10	122.80	126.05
31	66.45	66.15	69.40	67	124.80	124.50	127.75
32	67.95	67.65	70.90	68	126.70	126.40	129.65
33	69.30	69.00	72.25	69	128.45	128.15	131.40
34	70.85	70.55	73.80	70	130.25	129.95	133.20
35	72.20	71.90	75.15				

1. Same Day Airport service is currently suspended.

2.0 FEES

Pickup Fee
2.1

Per occurrence: $12.50.

May be combined with Priority Mail and Package Services pickups (see D010).

Fee for Delivery Stops
2.2

Custom Designed Service only, each: $12.50.

R600 Standard Mail

1.0 REGULAR STANDARD MAIL

Letters—3.3 oz. or Less 1.1

For pieces 3.3 ounces (0.2063 pound) or less:

	Presorted[1]		Automation[2]			
Destination Entry	Basic	3/5	Mixed AADC	AADC	3-Digit	5-Digit
None	$0.268	$0.248	$0.219	$0.212	$0.203	$0.190
DBMC	0.247	0.227	0.198	0.191	0.182	0.169
DSCF	0.242	0.222	—	0.186	0.177	0.164

1. Nonmachinable letters are subject to a $0.04 nonmachinable surcharge.
2. See 1.3 for automation letters weighing over 3.3 ounces.

Nonletters—3.3 oz. or Less 1.2

For pieces 3.3 ounces (0.2063 pound) or less:

	Presorted[1]		Automation	
Destination Entry	Basic	3/5	Basic	3/5
None	$0.344	$0.288	$0.300	$0.261
DBMC	0.323	0.267	0.279	0.240
DSCF	0.318	0.262	0.274	0.235

1. The residual shape surcharge of $0.23 per piece applies to items that are prepared as a parcel or are not letter-size or flat-size.

Letters and Nonletters—More Than 3.3 oz. 1.3

For pieces more than 3.3 ounces (0.2063 pound). Each piece is subject to both a piece rate and a pound rate.

	Presorted[1,2]		Automation[3]	
Piece/Pound Rate	Basic	3/5	Basic	3/5
Per Piece	$0.198	$0.142	$0.154	$0.115
PLUS	PLUS	PLUS	PLUS	PLUS
Per Pound				
None	$0.708	$0.708	$0.708	$0.708
DBMC	0.608	0.608	0.608	0.608
DSCF	0.583	0.583	0.583	0.583

1. Residual shape surcharge of $0.23 per piece applies to items that are prepared as a parcel or are not letter-size or flat-size.
2. Machinable parcels for which the residual shape surcharge is paid may be eligible for the barcoded discount of $0.03 per piece (see E620).
3. Automation letters weighing up to 3.5 ounces (inclusive) receive a discount that equals the applicable nonletter piece rate (3.3 oz. or less) minus the applicable letter piece rate (3.3 oz. or less).

2.0 ENHANCED CARRIER ROUTE STANDARD MAIL

Letters—3.3 oz. or Less
2.1

For pieces 3.3 ounces (0.2063 pound) or less:

Destination Entry	Basic	High Density[1]	Saturation[1]	Automation Basic[2]
None	$0.194	$0.164	$0.152	$0.171
DBMC	0.173	0.143	0.131	0.150
DSCF	0.168	0.138	0.126	0.145
DDU	0.162	0.132	0.120	0.139

1. See 2.3 for letters weighing over 3.3 ounces.
2. Pieces weighing up to 3.5 ounces (inclusive) are charged basic piece/pound postage (see 2.3) minus a discount that equals the basic nonletter piece rate (3.3 oz. or less) minus the automation basic letter piece rate (3.3 oz. or less).

Nonletters—3.3 oz. or Less
2.2

For pieces 3.3 ounces (0.2063 pound) or less. Residual shape surcharge of $0.20 per piece applies to items that are prepared as a parcel or are not letter-size or flat-size.

Destination Entry	Basic	High Density	Saturation
None	$0.194	$0.169	$0.160
DBMC	0.173	0.148	0.139
DSCF	0.168	0.143	0.134
DDU	0.162	0.137	0.128

Letters and Nonletters—More Than 3.3 oz.
2.3

For pieces more than 3.3 ounces (0.2063 pound). Each piece is subject to both a piece rate and a pound rate. Residual shape surcharge of $0.20 per piece applies to items that are prepared as a parcel or are not letter-size or flat-size.

Piece/Pound Rate	Basic	High Density[1]	Saturation[1]
Per Piece	$0.068	$0.043	$0.034
PLUS	PLUS	PLUS	PLUS
Per Pound			
None	$0.610	$0.610	$0.610
DBMC	0.510	0.510	0.510
DSCF	0.485	0.485	0.485
DDU	0.453	0.453	0.453

1. Letter-rate pieces weighing up to 3.5 ounces (inclusive) receive a discount that equals the applicable nonletter piece rate (3.3 oz. or less) minus the applicable letter piece rate (3.3 oz. or less).

3.0 NONPROFIT STANDARD MAIL

Letters—3.3 oz. or Less 3.1

For pieces 3.3 ounces (0.2063 pound) or less:

	Presorted[1]		Automation[2]			
Destination Entry	Basic	3/5	Mixed AADC	AADC	3-Digit	5-Digit
None	$0.165	$0.153	$0.144	$0.136	$0.129	$0.114
DBMC	0.144	0.132	0.123	0.115	0.108	0.093
DSCF	0.139	0.127	—	0.110	0.103	0.088

1. Nonmachinable letters are subject to a $0.02 nonmachinable surcharge.
2. See 1.3 for automation letters weighing over 3.3 ounces.

Nonletters—3.3 oz. or Less 3.2

For pieces 3.3 ounces (0.2063 pound) or less:

	Presorted[1]		Automation	
Destination Entry	Basic	3/5	Basic	3/5
None	$0.230	$0.183	$0.189	$0.166
DBMC	0.209	0.162	0.168	0.145
DSCF	0.204	0.157	0.163	0.140

1. Residual shape surcharge of $0.23 per piece applies to items that are prepared as a parcel or are not letter-size or flat-size.

Letters and Nonletters—More Than 3.3 oz. 3.3

For pieces more than 3.3 ounces (0.2063 pound). Each piece is subject to both a piece rate and a pound rate.

	Presorted[1,2]		Automation[3]	
Piece/Pound Rate	Basic	3/5	Basic	3/5
Per Piece	$0.110	$0.063	$0.069	$0.046
PLUS	PLUS	PLUS	PLUS	PLUS
Per Pound				
None	$0.584	$0.584	$0.584	$0.584
DBMC	0.484	0.484	0.484	0.484
DSCF	0.459	0.459	0.459	0.459

1. Residual shape surcharge of $0.23 per piece applies to items that are prepared as a parcel or are not letter-size or flat-size.
2. Machinable parcels for which the residual shape surcharge is paid may be eligible for the barcoded discount of $0.03 per piece (see E620).
3. Automation letters weighing up to 3.5 ounces (inclusive) receive a discount that equals the applicable nonletter piece rate (3.3 oz. or less) minus the applicable letter rate (3.3 oz. or less).

4.0 NONPROFIT ENHANCED CARRIER ROUTE STANDARD MAIL

Letters—3.3 oz. or Less 4.1

For pieces 3.3 ounces (0.2063 pound) or less:

Destination Entry	Basic	High Density[1]	Saturation[1]	Automation Basic[2]
None	$0.126	$0.102	$0.095	$0.111
DBMC	0.105	0.081	0.074	0.090
DSCF	0.100	0.076	0.069	0.085
DDU	0.094	0.070	0.063	0.079

1. See 4.3 for letters weighing over 3.3 ounces.
2. Pieces weighing up to 3.5 ounces (inclusive) are charged basic piece/pound postage (see 2.3) minus a discount that equals the basic nonletter piece rate (3.3 oz. or less) minus the automation basic letter piece rate (3.3 oz. or less).

Nonletters 3.3 oz. or Less 4.2

For pieces 3.3 ounces (0.2063 pound) or less. Residual shape surcharge of $0.20 per piece applies to items that are prepared as a parcel or are not letter-size or flat-size.

Destination Entry	Basic	High Density	Saturation
None	$0.126	$0.110	$0.104
DBMC	0.105	0.089	0.083
DSCF	0.100	0.084	0.078
DDU	0.094	0.078	0.072

Letters and Nonletters—More Than 3.3 oz. 4.3

For pieces more than 3.3 ounces (0.2063 pound). Each piece is subject to both a piece rate and a pound rate. Residual shape surcharge of $0.20 per piece applies to items that are prepared as a parcel or are not letter-size or flat-size.

Piece/Pound Rate	Basic	High Density[1]	Saturation[1]
Per Piece	$0.050	$0.034	$0.028
PLUS	PLUS	PLUS	PLUS
Per Pound			
None	$0.370	$0.370	$0.370
DBMC	0.270	0.270	0.270
DSCF	0.245	0.245	0.245
DDU	0.213	0.213	0.213

1. Letter-rate pieces that weigh up to 3.5 ounces receive a discount that equals the applicable nonletter piece rate (3.3 oz. or less) minus the applicable letter piece rate (3.3 oz. or less).

5.0 NONMACHINABLE SURCHARGE

Surcharge per piece:

a. Presorted Regular: $0.04.

b. Presorted Nonprofit: $0.02.

6.0 RESIDUAL SHAPE SURCHARGE

Surcharge per piece for items that are prepared as a parcel or are not letter-size or flat-size:

a. Presorted Regular and Nonprofit: $0.23.

b. Enhanced Carrier Route and Nonprofit Enhanced Carrier Route: $0.20.

7.0 BARCODED DISCOUNT

Deduct $0.03 per piece for machinable parcels with a barcode.

8.0 FEES

Mailing Fee
8.1 Mailing fee, per 12-month period: $150.00.

Weighted Fee
8.2 For return of pieces bearing the ancillary service markings “Address Service Requested” and “Forwarding Service Requested.”

Single-Piece Weight Not Over (ounces)	**Weighted Fee per Piece**[1]
Card rate	$0.57
1	0.92
2	1.49
3	2.06
4	2.63
5	3.19
6	3.76
7	4.33
8	4.90
9	5.47
10	6.04
11	6.61
12	7.17
13	7.74
Over 13 but under 16	9.52

1. Weighted fee equals single-piece First-Class Mail or Priority Mail rate multiplied by 2.472 (see F010). Nonmachinable surcharge may apply.

R700 Package Services

1.0 PARCEL POST

Inter-BMC/ASF Machinable Parcel Post

1.1 For barcoded discount, deduct $0.03 per parcel (50-piece minimum). For OBMC Presort discount, deduct $1.17 per parcel. For BMC Presort discount, deduct $0.28 per parcel.

Parcels that weigh less than 15 pounds but measure more than 84 inches (but not more than 108 inches) in combined length and girth are charged the applicable rate for a 15-pound parcel.

Regardless of weight, a parcel that meets any of the criteria in C700.2.0 must pay the rate for a nonmachinable parcel in 1.2.

Weight Not Over (pounds)	Zones 1 & 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
1	$3.69	$3.75	$3.75	$3.75	$3.75	$3.75	$3.75
2	3.85	3.85	4.14	4.14	4.49	4.49	4.49
3	4.65	4.65	5.55	5.65	5.71	5.77	6.32
4	4.86	5.20	6.29	6.93	7.14	7.20	7.87
5	5.03	5.71	6.94	7.75	8.58	8.64	9.43
6	5.63	6.01	7.44	8.50	9.52	9.90	11.49
7	5.80	6.28	7.91	9.20	10.35	11.39	12.83
8	5.98	6.53	8.30	9.84	11.11	12.54	15.04
9	6.11	6.76	8.74	10.45	11.83	13.38	17.04
10	6.28	7.57	9.10	11.01	12.50	14.17	18.14
11	6.41	7.80	9.47	11.54	13.13	14.92	19.15
12	6.54	8.01	9.80	12.04	13.72	15.62	20.10
13	6.67	8.19	10.12	12.51	14.28	16.27	20.99
14	6.80	8.42	10.43	12.95	14.81	16.90	21.84
15	6.92	8.61	10.73	13.38	15.31	17.49	22.64
16	7.02	8.79	11.00	13.78	15.79	18.05	23.41
17	7.15	8.94	11.28	14.16	16.24	18.59	24.13
18	7.25	9.11	11.52	14.52	16.68	19.09	24.82
19	7.37	9.28	11.77	14.87	17.09	19.58	25.48
20	7.46	9.43	11.98	15.20	17.48	20.05	26.12
21	7.57	9.59	12.20	15.52	17.86	20.49	26.72
22	7.66	9.72	12.42	15.82	18.22	20.92	27.30
23	7.76	9.89	12.65	16.11	18.57	21.32	27.85
24	7.83	10.01	12.83	16.39	18.90	21.72	28.39
25	7.93	10.14	13.03	16.66	19.22	22.09	28.90
26	8.01	10.27	13.21	16.92	19.53	22.46	29.39
27	8.11	10.40	13.38	17.17	19.83	22.81	29.87
28	8.18	10.52	13.58	17.41	20.11	23.14	30.32
29	8.27	10.65	13.75	17.64	20.39	23.47	30.76
30	8.35	10.76	13.90	17.87	20.65	23.78	31.19
31	8.44	10.86	14.06	18.08	20.91	24.08	31.60
32	8.50	10.99	14.22	18.29	21.16	24.37	32.00
33	8.58	11.10	14.38	18.49	21.40	24.65	32.38
34	8.66	11.18	14.51	18.69	21.63	24.93	32.75
35	8.74	11.30	14.66	18.88	21.85	25.19	33.11

For parcels that weigh more than 35 pounds, see 1.2.

1.2 Inter-BMC/ASF Nonmachinable Parcel Post

Rates shown include the $2.75 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling. Regardless of weight, a parcel that meets any of the criteria in C700.2.0 must pay the rate listed in this table.

For OBMC Presort discount, deduct $1.17 per parcel. For BMC Presort discount, deduct $0.28 per parcel.

Parcels that weigh less than 15 pounds but measure more than 84 inches (but not more than 108 inches) in combined length and girth are charged the applicable rate for a 15-pound parcel.

Regardless of weight, a parcel that measures more than 108 inches (but not more than 130 inches) in combined length and girth must pay the oversized rate.

Weight Not Over (pounds)	Zones 1 & 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
1	$6.44	$6.50	$6.50	$6.50	$6.50	$6.50	$6.50
2	6.60	6.60	6.89	6.89	7.24	7.24	7.24
3	7.40	7.40	8.30	8.40	8.46	8.52	9.07
4	7.61	7.95	9.04	9.68	9.89	9.95	10.62
5	7.78	8.46	9.69	10.50	11.33	11.39	12.18
6	8.38	8.76	10.19	11.25	12.27	12.65	14.24
7	8.55	9.03	10.66	11.95	13.10	14.14	15.58
8	8.73	9.28	11.05	12.59	13.86	15.29	17.79
9	8.86	9.51	11.49	13.20	14.58	16.13	19.79
10	9.03	10.32	11.85	13.76	15.25	16.92	20.89
11	9.16	10.55	12.22	14.29	15.88	17.67	21.90
12	9.29	10.76	12.55	14.79	16.47	18.37	22.85
13	9.42	10.94	12.87	15.26	17.03	19.02	23.74
14	9.55	11.17	13.18	15.70	17.56	19.65	24.59
15	9.67	11.36	13.48	16.13	18.06	20.24	25.39
16	9.77	11.54	13.75	16.53	18.54	20.80	26.16
17	9.90	11.69	14.03	16.91	18.99	21.34	26.88
18	10.00	11.86	14.27	17.27	19.43	21.84	27.57
19	10.12	12.03	14.52	17.62	19.84	22.33	28.23
20	10.21	12.18	14.73	17.95	20.23	22.80	28.87
21	10.32	12.34	14.95	18.27	20.61	23.24	29.47
22	10.41	12.47	15.17	18.57	20.97	23.67	30.05
23	10.51	12.64	15.40	18.86	21.32	24.07	30.60
24	10.58	12.76	15.58	19.14	21.65	24.47	31.14
25	10.68	12.89	15.78	19.41	21.97	24.84	31.65
26	10.76	13.02	15.96	19.67	22.28	25.21	32.14
27	10.86	13.15	16.13	19.92	22.58	25.56	32.62
28	10.93	13.27	16.33	20.16	22.86	25.89	33.07
29	11.02	13.40	16.50	20.39	23.14	26.22	33.51
30	11.10	13.51	16.65	20.62	23.40	26.53	33.94
31	11.19	13.61	16.81	20.83	23.66	26.83	34.35
32	11.25	13.74	16.97	21.04	23.91	27.12	34.75
33	11.33	13.85	17.13	21.24	24.15	27.40	35.13
34	11.41	13.93	17.26	21.44	24.38	27.68	35.50
35	11.49	14.05	17.41	21.63	24.60	27.94	35.86
36	11.55	14.14	17.57	21.81	24.82	28.20	36.20

Weight Not Over (pounds)	Zones 1 & 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
37	$11.62	$14.23	$17.68	$21.98	$25.03	$28.44	$36.54
38	11.69	14.35	17.82	22.16	25.23	28.68	36.87
39	11.77	14.42	17.94	22.32	25.43	28.92	37.18
40	11.84	14.53	18.07	22.48	25.62	29.14	37.49
41	11.92	14.63	18.19	22.64	25.81	29.36	37.79
42	11.98	14.71	18.31	22.79	25.99	29.57	38.08
43	12.03	14.80	18.43	22.94	26.16	29.78	38.36
44	12.10	14.87	18.54	23.08	26.33	29.98	38.63
45	12.16	14.97	18.66	23.22	26.50	30.18	38.89
46	12.23	15.05	18.77	23.36	26.66	30.37	39.15
47	12.31	15.14	18.87	23.49	26.81	30.55	39.40
48	12.36	15.22	18.99	23.61	26.97	30.73	39.64
49	12.41	15.30	19.09	23.74	27.11	30.90	39.88
50	12.47	15.36	19.17	23.86	27.26	31.07	40.11
51	12.54	15.45	19.29	23.98	27.40	31.24	40.34
52	12.59	15.53	19.38	24.09	27.54	31.40	40.55
53	12.66	15.59	19.45	24.20	27.67	31.56	40.77
54	12.71	15.69	19.56	24.31	27.80	31.71	40.97
55	12.76	15.72	19.66	24.42	27.92	31.86	41.18
56	12.84	15.83	19.74	24.52	28.05	32.00	41.37
57	12.89	15.89	19.84	24.62	28.17	32.14	41.57
58	12.94	15.96	19.91	24.72	28.28	32.28	41.75
59	13.01	16.02	20.01	24.82	28.40	32.42	41.94
60	13.06	16.09	20.10	24.91	28.51	32.55	42.11
61	13.14	16.18	20.17	25.00	28.62	32.67	42.29
62	13.19	16.23	20.25	25.09	28.72	32.80	42.46
63	13.22	16.31	20.34	25.18	28.83	32.92	42.62
64	13.27	16.36	20.41	25.26	28.93	33.04	42.78
65	13.33	16.43	20.49	25.35	29.03	33.16	42.94
66	13.40	16.50	20.56	25.43	29.12	33.27	43.10
67	13.46	16.56	20.64	25.51	29.22	33.38	43.25
68	13.50	16.62	20.73	25.59	29.31	33.49	43.39
69	13.55	16.67	20.80	25.66	29.40	33.59	43.54
70	13.61	16.75	20.87	25.73	29.49	33.70	43.68
Oversized	41.70	46.73	54.12	65.84	79.69	92.81	120.72

Local and Intra-BMC/ASF Machinable Parcel Post 1.3

For parcels that originate and destinate in the same BMC service area.

For barcoded discount, deduct $0.03 per parcel (50-piece minimum).

Parcels that weigh less than 15 pounds but measure more than 84 inches (but not more than 108 inches) in combined length and girth are charged the applicable rate for a 15-pound parcel.

Regardless of weight, a parcel that meets any of the criteria in C700.2.0 must pay the rate for a nonmachinable parcel in 1.4.

Weight Not Over (pounds)	Local Zone	Zones 1 & 2	Zone 3	Zone 4	Zone 5
1	$2.81	$2.96	$2.99	$3.05	$3.14
2	3.13	3.53	3.56	3.63	3.74
3	3.44	4.08	4.11	4.20	4.32
4	3.73	4.28	4.62	4.72	4.86
5	3.99	4.45	5.02	5.15	5.35
6	4.23	4.61	5.38	5.51	5.80
7	4.36	4.76	5.69	5.84	6.21
8	4.46	5.33	5.98	6.14	6.60
9	4.56	5.46	6.22	6.45	6.95
10	4.66	5.63	6.53	6.74	7.28
11	4.74	5.76	6.74	7.00	7.58
12	4.84	5.91	6.94	7.26	7.87
13	4.92	6.04	7.10	7.50	8.13
14	5.00	6.16	7.22	7.75	8.38
15	5.08	6.27	7.39	7.96	8.62
16	5.17	6.38	7.56	8.16	8.84
17	5.23	6.51	7.72	8.38	9.05
18	5.30	6.60	7.87	8.57	9.24
19	5.36	6.72	8.02	8.75	9.43
20	5.46	6.82	8.16	8.91	9.60
21	5.51	6.91	8.30	9.06	9.77
22	5.57	7.02	8.42	9.20	9.92
23	5.64	7.10	8.58	9.34	10.07
24	5.70	7.19	8.70	9.46	10.22
25	5.77	7.27	8.82	9.58	10.35
26	5.82	7.37	8.93	9.71	10.48
27	5.88	7.45	9.06	9.82	10.60
28	5.94	7.52	9.18	9.91	10.72
29	6.01	7.61	9.30	10.02	10.83
30	6.08	7.69	9.40	10.12	10.93
31	6.13	7.77	9.48	10.21	11.04
32	6.18	7.86	9.60	10.31	11.13
33	6.25	7.92	9.70	10.39	11.23
34	6.30	8.00	9.78	10.47	11.31
35	6.35	8.06	9.89	10.55	11.40

For parcels that weigh more than 35 pounds, see 1.4.

Local and Intra-BMC/ASF Nonmachinable Parcel Post
1.4

Rates shown include the $1.35 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling. Regardless of weight, a parcel that meets any of the criteria in C700.2.0 must pay the rate listed in this table.

Parcels that weigh less than 15 pounds but measure more than 84 inches (but not more than 108 inches) in combined length and girth are charged the applicable rate for a 15-pound parcel.

Regardless of weight, a parcel that measures more than 108 inches (but not more than 130 inches) in combined length and girth must pay the oversized rate.

Weight Not Over (pounds)	Local Zone	Zones 1&2	Zone 3	Zone 4	Zone 5
1	$4.16	$4.31	$4.34	$4.40	$4.49
2	4.48	4.88	4.91	4.98	5.09
3	4.79	5.43	5.46	5.55	5.67
4	5.08	5.63	5.97	6.07	6.21
5	5.34	5.80	6.37	6.50	6.70
6	5.58	5.96	6.73	6.86	7.15
7	5.71	6.11	7.04	7.19	7.56
8	5.81	6.68	7.33	7.49	7.95
9	5.91	6.81	7.57	7.80	8.30
10	6.01	6.98	7.88	8.09	8.63
11	6.09	7.11	8.09	8.35	8.93
12	6.19	7.26	8.29	8.61	9.22
13	6.27	7.39	8.45	8.85	9.48
14	6.35	7.51	8.57	9.10	9.73
15	6.43	7.62	8.74	9.31	9.97
16	6.52	7.73	8.91	9.51	10.19
17	6.58	7.86	9.07	9.73	10.40
18	6.65	7.95	9.22	9.92	10.59
19	6.71	8.07	9.37	10.10	10.78
20	6.81	8.17	9.51	10.26	10.95
21	6.86	8.26	9.65	10.41	11.12
22	6.92	8.37	9.77	10.55	11.27
23	6.99	8.45	9.93	10.69	11.42
24	7.05	8.54	10.05	10.81	11.57
25	7.12	8.62	10.17	10.93	11.70
26	7.17	8.72	10.28	11.06	11.83
27	7.23	8.80	10.41	11.17	11.95
28	7.29	8.87	10.53	11.26	12.07
29	7.36	8.96	10.65	11.37	12.18
30	7.43	9.04	10.75	11.47	12.28
31	7.48	9.12	10.83	11.56	12.39
32	7.53	9.21	10.95	11.66	12.48
33	7.60	9.27	11.05	11.74	12.58
34	7.65	9.35	11.13	11.82	12.66
35	7.70	9.41	11.24	11.90	12.75
36	7.75	9.48	11.32	11.97	12.83
37	$7.79	$9.57	$11.41	$12.05	$12.91
38	7.84	9.63	11.50	12.12	12.98
39	7.91	9.71	11.60	12.18	13.05
40	7.96	9.76	11.67	12.24	13.12
41	8.02	9.85	11.78	12.30	13.19
42	8.07	9.90	11.85	12.37	13.25
43	8.12	9.96	11.93	12.43	13.30
44	8.19	10.03	12.01	12.49	13.35
45	8.23	10.08	12.08	12.65	13.40
46	8.27	10.17	12.17	12.70	13.45
47	8.33	10.24	12.23	12.75	13.50
48	8.38	10.29	12.32	12.79	13.55
49	8.42	10.36	12.39	12.84	13.60
50	8.47	10.39	12.46	12.88	13.65
51	8.53	10.48	12.52	12.93	13.70
52	8.56	10.54	12.62	12.97	13.75
53	8.61	10.57	12.67	13.00	13.80
54	8.67	10.63	12.71	13.05	13.85
55	8.72	10.69	12.75	13.10	13.90
56	8.75	10.75	12.79	13.14	13.95
57	8.80	10.82	12.81	13.16	14.00
58	8.85	10.87	12.85	13.20	14.05
59	8.90	10.92	12.88	13.24	14.10
60	8.92	10.99	12.91	13.26	14.15
61	9.01	11.05	12.94	13.30	14.20
62	9.03	11.10	12.97	13.36	14.25
63	9.08	11.15	12.99	13.43	14.30
64	9.13	11.21	13.01	13.48	14.35
65	9.17	11.26	13.05	13.54	14.40
66	9.20	11.33	13.07	13.61	14.45
67	9.27	11.39	13.10	13.68	14.50
68	9.31	11.41	13.11	13.72	14.55
69	9.32	11.48	13.13	13.79	14.60
70	9.33	11.53	13.16	13.85	14.65
Oversized	23.78	34.47	34.79	35.48	36.53

Parcel Select — DBMC
1.5

Destination facility ZIP Codes only.

For barcoded discount, deduct $0.03 per parcel (machinable parcels only).

Parcels that weigh less than 15 pounds but measure more than 84 inches (but not more than 108 inches) in combined length and girth are charged the applicable rate for a 15-pound parcel.

Regardless of weight, a parcel that measures more than 108 inches (but not more than 130 inches) in combined length and girth must pay the oversized rate.

For nonmachinable Parcel Select DBMC parcels, add $1.45 per parcel. Any parcel that weighs more than 35 pounds or that meets any of the criteria in C700.2.0 must pay the nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.

Weight Not Over (pounds)	Zones 1 & 2	Zone 3	Zone 4	Zone 5
1	$2.01	$2.26	$2.49	$3.09
2	2.24	2.76	3.19	3.69
3	2.49	3.27	3.84	4.28
4	2.72	3.75	4.41	4.81
5	2.94	4.20	4.82	5.30
6	3.15	4.60	5.16	5.75
7	3.34	4.96	5.47	6.18
8	3.53	5.32	5.76	6.56
9	3.71	5.64	6.05	6.91
10	3.88	5.97	6.71	7.24
11	4.04	6.27	6.96	7.54
12	4.20	6.56	7.22	7.84
13	4.35	6.80	7.46	8.10
14	4.50	6.92	7.71	8.35
15	4.64	7.08	7.92	8.58
16	4.77	7.24	8.13	8.81
17	4.91	7.39	8.35	9.01
18	5.03	7.54	8.53	9.21
19	5.16	7.68	8.72	9.40
20	5.28	7.82	8.88	9.56
21	5.40	7.96	9.02	9.73
22	5.51	8.08	9.17	9.89
23	5.62	8.23	9.31	10.05
24	5.73	8.34	9.43	10.18
25	5.84	8.46	9.55	10.32
26	5.94	8.56	9.67	10.45
27	6.05	8.69	9.78	10.57
28	6.14	8.81	9.88	10.68
29	6.24	8.92	10.00	10.79
30	6.34	9.02	10.09	10.90
31	6.43	9.10	10.17	11.01
32	6.52	9.21	10.27	11.11
33	6.61	9.30	10.36	11.19
34	6.70	9.39	10.43	11.28
35	6.78	9.49	10.52	11.37
36	6.87	9.94	10.60	11.45
37	$6.95	$10.03	$10.66	$11.53
38	7.03	10.12	10.74	11.60
39	7.11	10.21	10.80	11.68
40	7.19	10.29	10.86	11.74
41	7.27	10.40	10.92	11.80
42	7.34	10.47	10.99	11.87
43	7.42	10.56	11.05	12.16
44	7.49	10.63	11.11	12.45
45	7.56	10.69	11.26	12.76
46	7.63	10.79	11.31	13.06
47	7.70	10.85	11.36	13.37
48	7.77	10.94	11.41	13.69
49	7.84	11.01	11.46	14.01
50	7.91	11.08	11.50	14.35
51	7.97	11.15	11.55	14.68
52	8.04	11.23	11.59	15.02
53	8.10	11.28	11.63	15.38
54	8.16	11.33	11.68	15.74
55	8.23	11.37	11.73	15.89
56	8.29	11.40	11.75	15.96
57	8.35	11.43	11.78	16.06
58	8.41	11.47	11.82	16.14
59	8.47	11.50	11.85	16.21
60	8.52	11.53	11.88	16.30
61	8.58	11.56	11.92	16.38
62	8.64	11.59	11.98	16.44
63	8.69	11.61	12.05	16.52
64	8.75	11.64	12.10	16.59
65	8.80	11.67	12.16	16.65
66	8.86	11.70	12.24	16.74
67	8.91	11.72	12.29	16.79
68	8.96	11.73	12.34	16.86
69	9.01	11.75	12.40	16.93
70	9.06	11.77	12.47	16.99
Oversized	18.14	24.33	32.81	34.10

Parcel Select—DSCF

1.6 Destination facility ZIP Codes only.

Parcels that weigh less than 15 pounds but measure more than 84 inches (but not more than 108 inches) in combined length and girth are charged the applicable rate for a 15-pound parcel.

Regardless of weight, a parcel that measures more than 108 inches (but not more than 130 inches) in combined length and girth must pay the oversized rate.

For nonmachinable parcels sorted to 3-digit ZIP Code areas, add $1.09 per parcel. Parcels that weigh more than 35 pounds or that meet any of the criteria in C700.2.0 must pay the nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels sorted to 5-digit containers, mailed at oversized rates, or sent with special handling.

Weight Not Over (pounds)	**DSCF**
1	$1.53
2	1.71
3	1.85
4	1.99
5	2.12
6	2.24
7	2.35
8	2.45
9	2.56
10	2.65
11	2.74
12	2.83
13	2.92
14	3.00
15	3.10
16	3.19
17	3.28
18	3.36
19	3.45
20	3.53
21	3.61
22	3.68
23	3.76
24	3.83

Weight Not Over (pounds)	**DSCF**
25	$3.90
26	3.97
27	4.04
28	4.11
29	4.17
30	4.24
31	4.30
32	4.36
33	4.42
34	4.48
35	4.54
36	4.59
37	4.65
38	4.70
39	4.76
40	4.81
41	4.86
42	4.91
43	4.96
44	5.01
45	5.06
46	5.11
47	5.16
48	5.20

Weight Not Over (pounds)	**DSCF**
49	$5.25
50	5.29
51	5.34
52	5.38
53	5.42
54	5.46
55	5.51
56	5.55
57	5.59
58	5.63
59	5.67
60	5.71
61	5.74
62	5.78
63	5.82
64	5.86
65	5.89
66	5.93
67	5.97
68	6.00
69	6.04
70	6.07
Oversized	11.95

Parcel Select—DDU

1.7 Destination facility ZIP Codes only.

Parcels that weigh less than 15 pounds but measure more than 84 inches (but not more than 108 inches) in combined length and girth are charged the applicable rate for a 15-pound parcel.

Regardless of weight, a parcel that measures more than 108 inches (but not more than 130 inches) in combined length and girth must pay the oversized rate.

Weight Not Over (pounds)	DDU
1	$1.23
2	1.28
3	1.33
4	1.38
5	1.43
6	1.47
7	1.51
8	1.55
9	1.58
10	1.62
11	1.65
12	1.68
13	1.71
14	1.74
15	1.77
16	1.79
17	1.82
18	1.85
19	1.87
20	1.89
21	1.92
22	1.94
23	1.96
24	1.98

Weight Not Over (pounds)	DDU
25	$2.00
26	2.02
27	2.04
28	2.06
29	2.07
30	2.09
31	2.10
32	2.11
33	2.12
34	2.13
35	2.14
36	2.15
37	2.16
38	2.17
39	2.18
40	2.19
41	2.20
42	2.21
43	2.22
44	2.23
45	2.24
46	2.25
47	2.26
48	2.27

Weight Not Over (pounds)	DDU
49	$2.28
50	2.29
51	2.30
52	2.31
53	2.32
54	2.33
55	2.34
56	2.35
57	2.36
58	2.37
59	2.38
60	2.39
61	2.40
62	2.41
63	2.42
64	2.43
65	2.44
66	2.45
67	2.46
68	2.47
69	2.48
70	2.49
Oversized	6.98

2.0 BOUND PRINTED MATTER

Single-Piece—Flats
2.1

For barcoded discount, deduct $0.03 per piece (automatable flats only, 50-piece minimum).

Weight Not Over (pounds)	Zones Local, 1 & 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
1.0	$1.79	$1.84	$1.88	$1.96	$2.03	$2.12	$2.29
1.5	1.79	1.84	1.88	1.96	2.03	2.12	2.29
2.0	1.86	1.92	1.98	2.08	2.18	2.30	2.52
2.5	1.93	2.01	2.08	2.21	2.33	2.48	2.76
3.0	2.00	2.09	2.18	2.33	2.48	2.66	2.99
3.5	2.07	2.18	2.28	2.46	2.63	2.84	3.23
4.0	2.14	2.26	2.38	2.58	2.78	3.02	3.46
4.5	2.21	2.35	2.48	2.71	2.93	3.20	3.70
5.0	2.28	2.43	2.58	2.83	3.08	3.38	3.93
6.0	2.42	2.60	2.78	3.08	3.38	3.74	4.40
7.0	2.56	2.77	2.98	3.33	3.68	4.10	4.87
8.0	2.70	2.94	3.18	3.58	3.98	4.46	5.34
9.0	2.84	3.11	3.38	3.83	4.28	4.82	5.81
10.0	2.98	3.28	3.58	4.08	4.58	5.18	6.28
11.0	3.12	3.45	3.78	4.33	4.88	5.54	6.75
12.0	3.26	3.62	3.98	4.58	5.18	5.90	7.22
13.0	3.40	3.79	4.18	4.83	5.48	6.26	7.69
14.0	3.54	3.96	4.38	5.08	5.78	6.62	8.16
15.0	3.68	4.13	4.58	5.33	6.08	6.98	8.63

Single-Piece—Parcels
2.2

For barcoded discount, deduct $0.03 per parcel (machinable parcels only, 50-piece minimum).

Weight Not Over (pounds)	Zones Local, 1 & 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
1.0	$1.87	$1.92	$1.96	$2.04	$2.11	$2.20	$2.37
1.5	1.87	1.92	1.96	2.04	2.11	2.20	2.37
2.0	1.94	2.00	2.06	2.16	2.26	2.38	2.60
2.5	2.01	2.09	2.16	2.29	2.41	2.56	2.84
3.0	2.08	2.17	2.26	2.41	2.56	2.74	3.07
3.5	2.15	2.26	2.36	2.54	2.71	2.92	3.31
4.0	2.22	2.34	2.46	2.66	2.86	3.10	3.54
4.5	2.29	2.43	2.56	2.79	3.01	3.28	3.78
5.0	2.36	2.51	2.66	2.91	3.16	3.46	4.01
6.0	2.50	2.68	2.86	3.16	3.46	3.82	4.48
7.0	2.64	2.85	3.06	3.41	3.76	4.18	4.95
8.0	2.78	3.02	3.26	3.66	4.06	4.54	5.42
9.0	2.92	3.19	3.46	3.91	4.36	4.90	5.89
10.0	3.06	3.36	3.66	4.16	4.66	5.26	6.36
11.0	3.20	3.53	3.86	4.41	4.96	5.62	6.83
12.0	3.34	3.70	4.06	4.66	5.26	5.98	7.30
13.0	3.48	3.87	4.26	4.91	5.56	6.34	7.77
14.0	3.62	4.04	4.46	5.16	5.86	6.70	8.24
15.0	3.76	4.21	4.66	5.41	6.16	7.06	8.71

Presorted and Carrier Route—Flats
2.3

Each piece is subject to both a piece rate and a pound rate.

For barcoded discount on Presorted flats, deduct $0.03 per piece (automatable flats only). Barcoded discount is not available for flats mailed at carrier route rates.

Rate	Zones Local, 1 & 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
Per Piece							
Presorted	$1.078	$1.078	$1.078	$1.078	$1.078	$1.078	$1.078
Carrier Route	0.978	0.978	0.978	0.978	0.978	0.978	0.978
Per Pound	0.090	0.112	0.149	0.198	0.248	0.308	0.419

Presorted and Carrier Route—Parcels
2.4

Each piece is subject to both a piece rate and a pound rate.

For barcoded discount on Presorted machinable parcels, deduct $0.03 per piece. Barcoded discount is not available for parcels mailed at carrier route rates.

Rate	Zones Local, 1 & 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
Per Piece							
Presorted	$1.155	$1.155	$1.155	$1.155	$1.155	$1.155	$1.155
Carrier Route	1.055	1.055	1.055	1.055	1.055	1.055	1.055
Per Pound	0.090	0.112	0.149	0.198	0.248	0.308	0.419

Destination Entry Rates—Flats
2.5

Each piece is subject to both a piece rate and a pound rate.

For barcoded discount on Presorted flats, deduct $0.03 per piece (automatable flats only). Barcoded discount is not available for flats mailed at Presorted DDU rates or carrier route rates.

Presorted DDU rate is not available for flats that weigh 1 pound or less.

Rate	DDU	DSCF	DBMC Zone 1 & 2	DBMC Zone 3	DBMC Zone 4	DBMC Zone 5
Per Piece						
Presorted	$0.532	$0.603	$0.818	$0.818	$0.818	$0.818
Carrier Route	0.432	0.503	0.718	0.718	0.718	0.718
Per Pound	0.030	0.060	0.073	0.102	0.139	0.187

Destination Entry Rates—Parcels
2.6

Each piece is subject to both a piece rate and a pound rate.

For barcoded discount on Presorted machinable parcels, deduct $0.03 per piece. Barcoded discount is not available for parcels mailed at Presorted DDU rates, Presorted DSCF rates, or carrier route rates.

Rate	DDU	DSCF	DBMC Zone 1 & 2	DBMC Zone 3	DBMC Zone 4	DBMC Zone 5
Per Piece						
Presorted	$0.609	$0.680	$0.895	$0.895	$0.895	$0.895
Carrier Route	0.509	0.580	0.795	0.795	0.795	0.795
Per Pound	0.030	0.060	0.073	0.102	0.139	0.187

3.0 MEDIA MAIL

For barcoded discount for single-piece and basic rate, deduct $0.03 per parcel (machinable parcels only, 50-piece minimum). Barcoded discount is not available for pieces sent at the 5-digit rate.

Weight Not Over (pounds)	Single-Piece	5-Digit	Basic
1	$1.42	$0.80	$1.12
2	1.84	1.22	1.54
3	2.26	1.64	1.96
4	2.68	2.06	2.38
5	3.10	2.48	2.80
6	3.52	2.90	3.22
7	3.94	3.32	3.64
8	4.24	3.62	3.94
9	4.54	3.92	4.24
10	4.84	4.22	4.54
11	5.14	4.52	4.84
12	5.44	4.82	5.14
13	5.74	5.12	5.44
14	6.04	5.42	5.74
15	6.34	5.72	6.04
16	6.64	6.02	6.34
17	6.94	6.32	6.64
18	7.24	6.62	6.94
19	7.54	6.92	7.24
20	7.84	7.22	7.54
21	8.14	7.52	7.84
22	8.44	7.82	8.14
23	8.74	8.12	8.44
24	9.04	8.42	8.74
25	9.34	8.72	9.04
26	9.64	9.02	9.34
27	9.94	9.32	9.64
28	10.24	9.62	9.94
29	10.54	9.92	10.24
30	10.84	10.22	10.54
31	11.14	10.52	10.84
32	11.44	10.82	11.14
33	11.74	11.12	11.44
34	12.04	11.42	11.74
35	12.34	11.72	12.04

Weight Not Over (pounds)	Single-Piece	5-Digit	Basic
36	$12.64	$12.02	$12.34
37	12.94	12.32	12.64
38	13.24	12.62	12.94
39	13.54	12.92	13.24
40	13.84	13.22	13.54
41	14.14	13.52	13.84
42	14.44	13.82	14.14
43	14.74	14.12	14.44
44	15.04	14.42	14.74
45	15.34	14.72	15.04
46	15.64	15.02	15.34
47	15.94	15.32	15.64
48	16.24	15.62	15.94
49	16.54	15.92	16.24
50	16.84	16.22	16.54
51	17.14	16.52	16.84
52	17.44	16.82	17.14
53	17.74	17.12	17.44
54	18.04	17.42	17.74
55	18.34	17.72	18.04
56	18.64	18.02	18.34
57	18.94	18.32	18.64
58	19.24	18.62	18.94
59	19.54	18.92	19.24
60	19.84	19.22	19.54
61	20.14	19.52	19.84
62	20.44	19.82	20.14
63	20.74	20.12	20.44
64	21.04	20.42	20.74
65	21.34	20.72	21.04
66	21.64	21.02	21.34
67	21.94	21.32	21.64
68	22.24	21.62	21.94
69	22.54	21.92	22.24
70	22.84	22.22	22.54

4.0 LIBRARY MAIL

For barcoded discount for single-piece and basic rate, deduct $0.03 per parcel (machinable parcels only, 50-piece minimum). Barcoded discount is not available for pieces sent at the 5-digit rate.

Weight Not Over (pounds)	Single-Piece	5-Digit	Basic
1	$1.35	$0.76	$1.06
2	1.75	1.16	1.46
3	2.15	1.56	1.86
4	2.55	1.96	2.26
5	2.95	2.36	2.66
6	3.35	2.76	3.06
7	3.75	3.16	3.46
8	4.04	3.45	3.75
9	4.33	3.74	4.04
10	4.62	4.03	4.33
11	4.91	4.32	4.62
12	5.20	4.61	4.91
13	5.49	4.90	5.20
14	5.78	5.19	5.49
15	6.07	5.48	5.78
16	6.36	5.77	6.07
17	6.65	6.06	6.36
18	6.94	6.35	6.65
19	7.23	6.64	6.94
20	7.52	6.93	7.23
21	7.81	7.22	7.52
22	8.10	7.51	7.81
23	8.39	7.80	8.10
24	8.68	8.09	8.39
25	8.97	8.38	8.68
26	9.26	8.67	8.97
27	9.55	8.96	9.26
28	9.84	9.25	9.55
29	10.13	9.54	9.84
30	10.42	9.83	10.13
31	10.71	10.12	10.42
32	11.00	10.41	10.71
33	11.29	10.70	11.00
34	11.58	10.99	11.29
35	11.87	11.28	11.58

Weight Not Over (pounds)	Single-Piece	5-Digit	Basic
36	$12.16	$11.57	$11.87
37	12.45	11.86	12.16
38	12.74	12.15	12.45
39	13.03	12.44	12.74
40	13.32	12.73	13.03
41	13.61	13.02	13.32
42	13.90	13.31	13.61
43	14.19	13.60	13.90
44	14.48	13.89	14.19
45	14.77	14.18	14.48
46	15.06	14.47	14.77
47	15.35	14.76	15.06
48	15.64	15.05	15.35
49	15.93	15.34	15.64
50	16.22	15.63	15.93
51	16.51	15.92	16.22
52	16.80	16.21	16.51
53	17.09	16.50	16.80
54	17.38	16.79	17.09
55	17.67	17.08	17.38
56	17.96	17.37	17.67
57	18.25	17.66	17.96
58	18.54	17.95	18.25
59	18.83	18.24	18.54
60	19.12	18.53	18.83
61	19.41	18.82	19.12
62	19.70	19.11	19.41
63	19.99	19.40	19.70
64	20.28	19.69	19.99
65	20.57	19.98	20.28
66	20.86	20.27	20.57
67	21.15	20.56	20.86
68	21.44	20.85	21.15
69	21.73	21.14	21.44
70	22.02	21.43	21.73

5.0 FEES

Destination Entry Mailing Fees
5.1

Destination entry mailing fees, per 12-month period:

a. Parcel Select: $150.00.

b. Bound Printed Matter: $150.00.

Pickup Fees
5.2

Parcel Post only, per occurrence: $12.50.

May be combined with Express Mail and Priority Mail pickups (see D010).

Presort Mailing Fees
5.3

Presort mailing fees, per 12-month period:

a. Presorted Media Mail: $150.00.

b. Presorted Library Mail: $150.00.

R900 Services

1.0 ADDRESS CORRECTION SERVICE (F030)

For all classes of mail:

a. Manual notice, each: $0.70.

b. Electronic notice, each: $0.20.

2.0 ADDRESS SEQUENCING SERVICE (A920)

Basic Service
2.1 Each card or address removed because of an incorrect or undeliverable address: $0.30.

Blanks for Missing Addresses
2.2 Each card or address removed because of an incorrect or undeliverable address: $0.30.

Insertion of each blank card for missing or new address: no charge.

Missing or New Addresses Added
2.3 Insertion of each addressed card for missing or new address: $0.30.

3.0 BULK PARCEL RETURN SERVICE (BPRS) (S924)

Permit Fee
3.1 Annual permit fee: $150.00.

Accounting Fee
3.2 Annual accounting fee: $475.00.

Per Piece Charge
3.3 For each piece returned, regardless of weight: $1.80.

4.0 BUSINESS REPLY MAIL (BRM) (S922)

Basic BRM
4.1 Annual permit fee: $150.00.

Per piece charge (in addition to the applicable First-Class Mail or Priority Mail postage (R100)): $0.60.

High-Volume BRM
4.2 Annual permit fee: $150.00.

Annual accounting fee (for advanced deposit account): $475.00.

Per piece charge (in addition to the applicable First-Class Mail or Priority Mail postage (R100)): $0.10.

Basic Qualified BRM
4.3 Annual permit fee: $150.00.

Annual accounting fee (for advanced deposit account): $475.00.

Per piece charge (in addition to the automation First-Class Mail QBRM postage (R100.3.0)): $0.06.

High-Volume Qualified BRM
4.4

Annual permit fee: $150.00.

Annual accounting fee (for advanced deposit account): $475.00.

Quarterly fee: $1,800.00.

Per piece charge (in addition to the automation First-Class Mail QBRM postage (R100.3.0)): $0.008.

Bulk Weight Averaged Nonletter-Size BRM
4.5

Annual permit fee: $150.00.

Annual accounting fee (for advanced deposit account): $475.00.

Monthly maintenance fee: $750.00.

Per piece charge (in addition to the applicable First-Class Mail or Priority Mail postage (R100)): $0.01.

5.0 CALLER SERVICE (D920)

Fees are charged as follows:

a. For each separation provided, per semiannual period (all post offices): $412.00.

b. For each reserved call number, per calendar year (all post offices): $32.00.

6.0 CERTIFICATE OF MAILING (S914)

Individual
6.1

Fee, in addition to postage:

a. For each piece (Form 3817): $0.90.

b. For each piece listed (Form 3877): $0.30 (minimum charge $0.90).

c. For duplicate copy of Form 3817 or Form 3877, per page: $0.90.

Bulk
6.2

Fee, in addition to postage:

a. For first 1,000 pieces or fraction thereof (Form 3606): $4.50.

b. For each additional 1,000 pieces or fraction thereof (Form 3606): $0.50.

c. For duplicate copy of Form 3606, per page: $0.90.

7.0 CERTIFIED MAIL (S912)

Fee, in addition to postage and other fees, per piece: $2.30.

8.0 COLLECT ON DELIVERY (COD) (S921)

Fee, in addition to postage and other fees, per piece:

Amount to be collected or insurance coverage desired, whichever is higher[1]				Fee
	$0.01	to	50.00	$4.50
	50.01	to	100.00	5.50
	100.01	to	200.00	6.50
	200.01	to	300.00	7.50
	300.01	to	400.00	8.50
	400.01	to	500.00	9.50
	500.01	to	600.00	10.50
	600.01	to	700.00	11.50
	700.01	to	800.00	12.50
	800.01	to	900.00	13.50
	900.01	to	1,000.00	14.50
Notice of nondelivery				3.00
Alteration of COD charges or designation of new addressee				3.00
Registered COD[2]				4.00

1. For Express Mail COD shipments of $100 or less, the COD fee charged is based on the amount to be collected.
2. Fee for registered COD, regardless of amount to be collected or insurance value.

9.0 DELIVERY CONFIRMATION (S918)

Fee, in addition to postage and other fees, per piece:

Type	Fee
First-Class Mail[1]	
Electronic	$0.13
Retail	0.55
Priority Mail	
Electronic	0.00
Retail	0.45
Standard Mail[2]	
Electronic	0.13
Parcel Select[1]	
Electronic	0.00
Other Package Services[1]	
Electronic	0.13
Retail	0.55

1. Available only for parcels.
2. Available only for pieces subject to the residual shape surcharge.

10.0 EXPRESS MAIL INSURANCE (S500)

Fee, in addition to postage and other fees:

a. For amount of merchandise insurance liability:

Insurance Coverage Desired	Fee
$ 0.01 to $ 100.00	$0.00
100.01 to 5,000.00	1.00 per $100 or fraction thereof over $100 in desired coverage
Express Mail merchandise maximum coverage: $5,000.00.	

b. Document reconstruction maximum liability: $100.00.

11.0 INSURANCE (S913)

Fee, in addition to postage and other fees, for merchandise insurance liability, per piece:

Insurance Coverage Desired	Fee	Bulk Insurance Fee
$ 0.01 to $ 50.00[1]	$1.30	$0.70
50.01 to 100.00[2]	2.20	1.40
100.01 to 200.00	3.20	2.40
200.01 to 300.00	4.20	3.40
300.01 to 400.00	5.20	4.40
400.01 to 500.00	6.20	5.40
500.01 to 600.00	7.20	6.40
600.01 to 700.00	8.20	7.40
700.01 to 800.00	9.20	8.40
800.01 to 900.00	10.20	9.40
900.01 to 1,000.00	11.20	10.40
1,000.01 to 5,000.00	11.20 plus $1.00 per $100 or fraction thereof over $1,000 in desired coverage	10.40 plus $1.00 per $100 or fraction thereof over $1,000 in desired coverage
Insured mail maximum coverage: $5,000.00.		

1. For merchandise insured for $50 or less, Form 3813 is used with an elliptical insured marking (no insured number is assigned).
2. For merchandise insured for more than $50, Form 3813-P is used with an insured number.

12.0 MAILING LIST SERVICE (A910)

List Correction
12.1

Minimum charge per list (30 items): $9.00.

For each address on list: $0.30.

5-Digit ZIP Code Sortation
12.2

For sortation of mailing lists on cards into groups labeled by 5-digit ZIP Code, per 1,000 addresses or fraction: $100.00.

Election Boards
12.3

For address changes provided to election boards and voter registration commissions, per Form 3575: $0.27.

13.0 MERCHANDISE RETURN SERVICE (S923)

Permit Fee
13.1

Annual permit fee: $150.00.

Accounting Fee
13.2

Annual accounting fee (for advance deposit account): $475.00.

14.0 METER SERVICE (P030)

Fees for on-site meter service:

a. Meter service (per employee, per visit): $35.00.

b. Meters reset/examined (per meter): $5.00.

c. Checking meters in/out of service (per meter; fee does not apply to secured postage meters that use a USPS-approved automated process for checking in and out): $4.00.

15.0 MONEY ORDERS (S020)

Fee, each:

a. Domestic money order:

Amount Desired	Fee
$ 0.01 to $ 500.00	$0.90
500.01 to 1,000.00	1.25

b. APO/FPO money order ($0.01 to $1,000.00): $0.25.

c. Inquiry (includes the issuance of a copy of a paid money order): $3.00.

16.0 PARCEL AIRLIFT (PAL) (S930)

Fee, in addition to postage and other fees, per piece:

Weight Not More Than (pounds)	Fee
2	$0.45
3	0.85
4	1.25
30	1.70

17.0 PERMIT IMPRINT (P040)

Application fee: $150.00.

18.0 PICKUP SERVICE (D010)

Available for Express Mail, Priority Mail, and Parcel Post, per pickup: $12.50.

19.0 POST OFFICE BOX SERVICE (D910)

For service provided:

a. Deposit per key issued: $1.00.

b. Additional keys, key duplication, or replacement, each: $4.40.

c. Post office box lock replacement, each: $11.00.

d. Box fee per semiannual (6-month) period:

Fee Group	Box Size and Fee				
	1	2	3	4	5
1	$35.00	$50.00	$100.00	$205.00	$330.00
2	29.00	45.00	80.00	170.00	315.00
3	24.00	38.00	68.00	118.00	209.00
4	19.00	34.00	63.00	110.00	175.00
5	13.00	22.00	34.00	65.00	125.00
6	12.00	18.00	33.00	60.00	97.00
7	9.00	13.00	23.00	40.00	70.00
E[1]	0.00	0.00	0.00	0.00	0.00

1. A customer ineligible for carrier delivery service may obtain one post office box at the Group E fee, subject to administrative decisions regarding customer's proximity to post office (see D910).

20.0 REGISTERED MAIL (S911)

Fees and charges are in addition to postage:

Declared Value[1]			Fee	Handling Charge
$0.00			$7.50	—
$0.01	to	$100.00	$8.00	—
100.01	to	500.00	8.85	—
500.01	to	1,000.00	9.70	—
1,000.01	to	2,000.00	10.55	—
2,000.01	to	3,000.00	11.40	—
3,000.01	to	4,000.00	12.25	—
4,000.01	to	5,000.00	13.10	—
5,000.01	to	6,000.00	13.95	—
6,000.01	to	7,000.00	14.80	—
7,000.01	to	8,000.00	15.65	—
8,000.01	to	9,000.00	16.50	—
9,000.01	to	10,000.00	17.35	—
10,000.01	to	25,000.00	$17.35 plus 85 cents per $1,000 or fraction over $10,000	—
$25,000.01 to $1,000,000.00			$30.10	plus 85 cents for each $1,000 (or fraction thereof) over $25,000
1,000,000.01 to 15,000,000.00			858.85	plus 85 cents for each $1,000 (or fraction thereof) over $1,000,000
15,000,000.01 +			12,758.85	plus amount determined by the Postal Service based on weight, space, and value
Maximum coverage: $25,000.00.				

1. Articles with a declared value of more than $25,000 can be registered, but compensation for loss or damage is limited to $25,000.

21.0 RESTRICTED DELIVERY (S916)

Fee, in addition to postage and other fees, per piece: $3.50.

22.0 RETURN RECEIPT (S915)

Fee, in addition to postage and other fees, per piece:

Type	Fee
Requested at time of mailing	$1.75
Requested after mailing	3.25

23.0 RETURN RECEIPT FOR MERCHANDISE (S917)

Fee, in addition to postage and other fees, per piece:

Type	Fee
Requested at time of mailing	$3.00

24.0 SHIPPER PAID FORWARDING (F010)

Annual accounting fee for (optional) advance deposit account: $475.00.

25.0 SIGNATURE CONFIRMATION (S919)

Available for First-Class Mail parcels, Priority Mail, and Package Services parcels.
Fee, in addition to postage and other fees, per piece:

Type	Fee
Electronic	$1.30
Retail	1.80

26.0 SPECIAL HANDLING (S930)

Fee, in addition to postage and other fees, per piece:

Weight (pounds)	Fee
Up to 10	$5.95
Over 10	8.25

Special Services

S

DMM Issue 57 (6-30-02)

Contents

S000 Miscellaneous Services

S010 Indemnity Claims

S020 Money Orders and Other Services

S070 Mixed Classes

S500 Special Services for Express Mail

S900 Special Postal Services

S910 Security and Accountability

S911 Registered Mail

S912 Certified Mail

S913 Insured Mail

S914 Certificate of Mailing

S915 Return Receipt

S916 Restricted Delivery

S917 Return Receipt for Merchandise

S918 Delivery Confirmation

S919 Signature Confirmation

S920 Convenience

S921 Collect on Delivery (COD) Mail

S922 Business Reply Mail (BRM)

S923 Merchandise Return Service

S924 Bulk Parcel Return Service

S930 Handling

S000 Miscellaneous Services

S010 Indemnity Claims

Summary S010 describes general filing instructions for indemnity claims for insured, COD, registered, or Express Mail. It also explains payment procedures, nonpayable claims, and how to appeal a decision.

1.0 SPECIAL SERVICES WITH INDEMNITY

A customer may file an indemnity claim for insured, collect on delivery (COD), registered with postal insurance, or Express Mail. Inquiries on uninsured registered mail may be filed as detailed in S911.

2.0 GENERAL FILING INSTRUCTIONS

Who May File 2.1

A claim may be filed by:

a. Only the sender, for the complete loss of a registered, insured, COD, or Express Mail item (including merchandise return service parcels to which special services were added and paid for by the sender).

b. Either the sender or addressee, for damage or if some or all of the contents of an article are missing.

c. Only the merchandise return permit holder, for merchandise return service parcels that are registered or insured as indicated by the permit holder on the MRS label.

d. Only the sender, for bulk insured service mail.

When to File 2.2

A customer must file a claim immediately when the contents of an article are damaged or missing. For a lost article, a customer must file a claim within the time limits in the chart below.

	When to File (From Mailing Date)	
Mail Type or Service	**No Sooner Than**	**No Later Than**
Bulk Insured	30 days	180 days
COD	60 days	1 year
Express Mail	7 days	90 days
Express Mail COD	60 days	90 days
Insured	30 days	1 year
Registered	15 days	1 year
Registered COD	60 days	1 year

Exceptions: Claims for loss of insured and COD articles (including insured articles sent to APO and FPO addresses) originating at or addressed to post offices outside the contiguous 48 states may be filed only:
a. After 45 days if article sent First-Class Mail, space available mail (SAM), or parcel airlift (PAL).
b. After 60 days if article sent COD.
c. After 75 days if article sent by surface.

Where to File 2.3

A claim may be filed:

a. At any post office, station, or branch, except for registered merchandise return service.

b. Only at the post office where the merchandise return permit is held, for articles mailed as registered with merchandise return service.

How to File
2.4 A customer may file a claim by presenting evidence of insurance, evidence of value, and proof of loss or damage. (Proof of loss is not required for COD or Express Mail claims.) If the article was mailed Express Mail COD, the sender must provide both the original COD and Express Mail receipts. The customer must complete the applicable spaces on Form 1000.

Evidence of Insurance
2.5 For a claim involving insured, COD, registered, or Express Mail service, the customer must present any of the following evidence showing that the particular service was purchased:

a. The original mailing receipt issued at the time of mailing (reproduced copies are not acceptable).

b. The wrapper showing the names and addresses of the sender and the addressee and the proper mail endorsement, tag, or label showing that the article was sent insured, COD, registered with postal insurance, or Express Mail. If only the wrapper is submitted, indemnity can be limited to $100 for insured, $50 for COD, $100 for registered mail, and $500 for Express Mail.

c. For Express Mail items accepted for mailing under an Express Mail Manifesting agreement in P910, a copy of the manifest page showing the Express Mail label number for the item in question; the manifest summary page for the date the piece was mailed; a copy of Form 3152-E, *Express Mail Manifesting Certification,* round-dated by the accepting post office; and a copy of the EMCA monthly statement that lists the label number and postage for the mailpiece. If the customer purchased additional insurance, a copy of the round-stamped Form 3877, *Firm Mailing Book for Accountable Mail,* must also be submitted.

Evidence of Value
2.6 The customer must submit acceptable evidence to establish the cost or value of the article at the time it was mailed. (Other evidence may be requested to help determine an accurate value.) Examples of acceptable evidence are:

a. Sales receipt, invoice, or statement of value from a reputable dealer.

b. Customer's own statement describing the lost or damaged article and including the date and place of purchase, the amount paid, and whether new or used (only if a sales receipt or invoice is not available). If the article is handmade, the statement must include the price of the materials and labor used. The statement must describe the article in enough detail to determine whether the value claimed is accurate.

c. Picture from a catalog showing the value of a similar article (only if a sales receipt, invoice, or statement of value from a reputable dealer is not available). The date and place of purchase must be included.

d. Paid repair bills; if the claim is for partial damage, estimates of repair costs or appraisals from a reputable dealer. Repair costs may not exceed the original purchase price.

e. Receipt or invoice for the costs incurred to buy a surety bond required to reissue a lost item.

f. Receipt or invoice of costs incurred for the reconstruction of nonnegotiable documents.

Missing Contents
2.7 If a claim is filed because some or all of the contents are missing, the customer must present the container and packaging to the USPS when filing the claim. Failure to do so results in the denial of the claim.

Damage
2.8 If the addressee files the claim, the addressee must present the article with the packaging and mailing container to the USPS for inspection. If the sender files the claim and the addressee has the damaged article, the sender's post office sends the claim to the addressee. The addressee then must present the article, packaging, and container to the USPS for inspection.

Proof of Loss
2.9 To file a claim, the sender must provide proof of loss of insured or registered mail. Proof of loss is not required for COD or Express Mail claims. Any one of these documents is acceptable:

a. A letter or statement from the addressee, dated at least 30 days (15 days for registered mail) after the date that the article was mailed, reporting that the addressee did not receive the article. The statement or a copy of it must be attached to the claim.

b. The proper part of the claim Form 1000 completed and signed by the addressee reporting that the article was not received.

c. A statement from the post office of address reporting that no delivery record is on file. The sender can obtain this statement by sending a written request to the post office of address with a check or money order for an amount equivalent to the delivery record fee in R900.23.0; this amount will be reimbursed if the claim is paid. The request must include the names and addresses of the sender and addressee, the insured or registered number, and the mailing date.

Duplicate Claim
2.10 A customer must file any duplicate claim within the time limits in the chart below. To file a duplicate claim, the customer must either (1) submit a photocopy of the customer's completed part of the claim form or (2) request the post office where the claim was filed to process a photocopy of the post office's receipt copy of the claim form.

	When to File	
Mail Type or Service	**No Sooner Than (From Original Claim Date)**	**No Later Than (From Original Mailing Date)**
COD	45 days	18 months
Express Mail	45 days	6 months
Express Mail COD	45 days	6 months
Insured	45 days	18 months
Registered	90 days	18 months
Registered COD	90 days	18 months

Duplicate registered mail and Express Mail claims may not be filed without authorization by the St. Louis ASC or the Consumer Advocate, USPS Headquarters.

Payable Claim
2.11 Insurance for loss or damage to insured, registered, or COD mail within the amount covered by the fee paid or within the indemnity limits for Express Mail as explained in 2.12 is payable for the following:

a. Actual value of lost articles at the time and place of mailing (see 2.11n for bulk insured articles).

b. Cost of repairing a damaged article or replacing a totally damaged article not exceeding actual value of the article at the time of mailing.

c. Remittance due on a COD parcel not received by the sender, subject to the limitations set by the standards for COD service.

d. Reasonable costs incurred duplicating documents such as:

(1) Copying service.

(2) Notary fees.
(3) Bonding fees for replacement of stock or bond certificates.
(4) Reasonable attorney's fees if required to replace the lost or damaged documents.
(5) Other direct and necessary expense or cost, as determined by the USPS.
(6) Face value of negotiable documents that cannot be reconstructed up to the amount of insurance coverage bought, but not to exceed the $25,000 maximum amount of insurance coverage available if sent by registered mail.

e. Extra cost of gift wrapping, if the gift-wrapped article was enclosed in another container when mailed.

f. Cost of outer container, if designed and constructed for the article sent.

g. Fair market value of stamps and coins of philatelic or numismatic value, as determined by a recognized stamp or coin dealer or current coin and stamp collectors newsletters and trade papers.

h. Federal, state, or city sales tax paid on articles lost or totally damaged.

i. Postage (not fee) paid for sending damaged articles for repair. (The USPS must be used for this purpose. Other reasonable transportation charges may be included if the USPS is not available.)

j. Cost of film stock or blank tape for photographic film, negatives, slides, transparencies, videotapes, laser disks, x-rays, magnetic resonance imaging (MRI) prints, computerized axial tomography (CAT) scan prints, etc.

k. Cost of bees, crickets, or baby poultry destroyed by *physical* damage to the package or delay for which the USPS is responsible. (In the absence of definite evidence showing responsibility for death of these insects or animals, the USPS is presumed to be at fault if 10% or more are dead on delivery, and pays indemnity for all dead bees, crickets, or poultry; if less than 10%, the USPS is not presumed to be at fault.)

l. Cost of filing a lost ticket report with the airline.

m. Per page copying cost of lost or damaged blueprints, schematics, etc.

n. For bulk insured articles, indemnity is provided for the lesser of (1) the actual value of the article at the time of mailing or (2) the wholesale cost of the contents to the sender.

Payable Express Mail Claims
2.12

In addition to the payable claims in 2.11, the following are payable for Express Mail:

a. For Express Mail insurance, nonnegotiable documents are insured against loss, damage, or rifling while in transit. Coverage is limited to $100 per piece (the unit on which postage is paid), subject to a maximum limit per occurrence as provided in 2.12a(4). Claims for document reconstruction insurance must be supported by a statement of expense incurred in reconstruction. For this standard, while in transit begins when the USPS receives custody of the insured material and ends when the material is delivered to the addressee or, if undeliverable, when the sender receives the material on return. Nonnegotiable documents include audit and business records, commercial papers, and such other written instruments for the conduct and operation of banks and banking institutions that have not been made negotiable or cannot be negotiated or converted into cash without forgery. Nonnegotiable documents can be in hard copy, disk, tape, microfilm, or other forms of data storage. Articles such as artwork, collector or antique

items, books, pamphlets, readers proofs, repro proofs, separation negatives, engineering drawings, blueprints, circulars, advertisements, film, negatives, and photographs are considered merchandise, not documents. Indemnity for document reconstruction is paid as follows:

(1) For payments made (or which are payable) for reasonable costs incurred in the reconstruction of the exact duplicate of a lost or damaged nonnegotiable document. Indemnity is not paid for the cost of preparing the document mailed, or for the mailer's time in preparing the document mailed or reconstructed. Except for the per page copying cost, indemnity is not paid for documents if copies of the lost document are available or if they could have been made before mailing.

(2) Reasonable reconstruction expenses incurred or obligated between the time of guaranteed or scheduled delivery and actual delivery.

(3) Loss sustained by the use of funds to maintain cash balances during the period of document reconstruction (based on the applicable Federal Reserve discount rate). The period begins at the scheduled delivery time and may not exceed 15 days.

(4) Catastrophic loss for multiple Express Mail items, such as a major fire, limited to $5,000, regardless of the number of Express Mail items, or the identity or number of customers involved. Each claim resulting from a catastrophic loss first is adjudicated individually. If the preliminary adjudication exceeds $5,000, the percentage of the sum represented by each individual settlement is applied to the $5,000 to determine each claimant's pro rata share of the final settlement, not to exceed $100 per piece.

b. Merchandise insurance coverage is provided against loss, damage, or rifling and is limited to $100. (Additional insurance, up to a maximum liability of $5,000, may be purchased for merchandise valued at more than $100.)

c. For negotiable items, currency, or bullion, the maximum indemnity is $15.

Payment
2.13 The USPS does not make payment for more than the actual value of the article (or, for bulk insurance, the wholesale cost of the contents to the sender if a lesser amount) nor make payment for more than the maximum amount covered by the fee paid.

Nonpayable Claims
2.14 Indemnity is not paid for collect on delivery (COD), insured, or registered service or for Express Mail in these situations:

a. Evidence of insurance coverage not provided.

b. Loss, rifling, or damage occurred after delivery by the USPS.

c. Claim based solely on sentimental rather than actual value.

d. Requested replacement value exceeded actual value at the time and place of mailing.

e. The contents of film (e.g., positives, negatives, slides, transparencies, videotapes, laser disks, x-rays, magnetic resonance imaging (MRI) prints, computerized axial tomography (CAT) scan prints), the cost of creating or re-creating these items, or the photographer's time and expense in taking the photographs.

f. Loss resulted from delay of the mail, except under 2.12a(2).

g. Consequential loss claimed rather than the actual value of the article.

h. Perishable contents froze, melted, spoiled, or deteriorated.

i. Damage by abrasion, scarring, or scraping to articles not properly wrapped for protection.

j. Death of baby poultry caused by shipment to points where delivery could not be made within 72 hours from the time of hatching, unless it is determined that transportation was in place to achieve the 72-hour target.

k. Death of honeybees, crickets, and harmless live animals not the fault of the USPS (mailability of these insects and animals is subject to C022).

l. The sender or addressee failed to cooperate in the completion of required claim forms.

m. Fragile nature of article prevented its safe carriage in the mail, regardless of packaging.

n. Personal time required to replace documents.

o. Claim filed after the article transported outside the USPS.

p. Damage caused by shock, transportation environment, or x-ray, without evidence of damage to the mailing container.

q. Mail article or part or all of its contents officially seized while in the military postal system overseas.

r. Negotiable items (defined as instruments that can be converted to cash without resort to forgery), currency, or bullion valued in total at more than $15 per shipment sent by Express Mail, except under 2.12c.

s. Consequential loss of Express Mail claimed, except under 2.12a(3).

t. Nonmailable items, prohibited items, or restricted items not prepared and mailed according to postal standards, or any item packaged in such a manner that it could not have reached its destination undamaged in the normal course of the mail.

u. Loss or damage caused by employees or agents of the sender or addressee.

v. Radioactive injury, electrical or magnetic injury, or erasure of electrical recordings.

w. War, insurrection, or civil disturbance, or seizure by any agency of government.

x. Loss after items signed for by the addressee, the addressee's agent, or delivery employee if authorized under the applicable standards.

y. Items sent COD without the addressee's consent.

z. Adult birds in Express Mail with no physical damage to the container.

aa. Cost incurred for estimates and appraisals.

ab. Lottery tickets, sweepstakes tickets, contest entries, and similar items.

Depreciation
2.15 The USPS depreciates a used article either lost or damaged based on the life expectancy of the article.

3.0 PAYMENT

Insufficient Fee
3.1 If, through an established error by the USPS, a fee was charged for less than that required to pay for the amount of insurance coverage requested at the time of mailing, the sender may pay the difference. Indemnity may be paid within the limit fixed for the higher fee. This applies only to the insurance fee when the article is insured. An additional fee may not be paid to register an article previously sent by insured mail, to buy insurance on mail sent as uninsured registered, or to increase

the indemnity on the registered article. The declared value must already be noted on Form 3806 or Form 3813-P. Customers must complete all entries on Form 3877 or facsimile.

Loss or Total Damage
3.2 If the insured, registered, or COD article is lost or the entire contents totally damaged, the payment includes an additional amount for the postage (not fee) paid by the sender. Postage for Express Mail is refunded under S500.

Dual Claim
3.3 If the sender and the addressee both claim insurance and cannot agree on which one should receive the payment, any payment due is made to the sender.

Incompetent or Deceased
3.4 If the payee is incompetent or deceased, payment is made to the legal representative. If there is no legal representative, payment can be made at the discretion of the USPS.

Recovered Article
3.5 If a lost registered, insured, COD, or Express Mail article is recovered after payment of a claim, the payee may accept the article and reimburse the USPS for the full amount paid if the article is undamaged. If the article is damaged, has depreciated, or has missing contents, the payee may accept it and reimburse the USPS in an amount set by the Consumer Advocate, USPS Headquarters.

4.0 ADJUDICATION

Initial
4.1 The St. Louis Accounting Service Center (ASC) adjudicates and pays or disallows all domestic claims except the initial adjudication of domestic unnumbered insured claims that are not bulk insured service and those appealed under 4.3. Domestic unnumbered insured claims, except for bulk insured service, are adjudicated and paid locally at the post office accepting the claims.

Appeal
4.2 A customer may appeal a claim decision by filing a written appeal within 3 months of the date of the original decision. Except for an unnumbered insured article, the customer must send the appeal directly to Claims Appeals (see G043 for address). For an unnumbered insured article, the customer must send the appeal to the post office where the claim was filed. That post office forwards the appeal to the manager of Claims Appeals at the St. Louis ASC.

Final USPS Decision
4.3 If the manager of Claims Appeals at the St. Louis ASC sustains the denial of a claim, the customer may forward the appeal for final review and decision to the Consumer Advocate, USPS Headquarters, who may waive standards in S010 in favor of the customer.

5.0 SAMPLE COD CLAIMS

Mailer Eligibility
5.1 Any COD mailer may request permission from the manager of Claims and Processing at the St. Louis ASC to file under the alternative procedures in 5.0. The manager approves the request if it is the most cost-efficient way to process the mailer's claims. A claimant may appeal the manager's determination under 4.2 and 4.3. A mailer filing claims under that section has consented to adjudication of those claims under 5.5. The mailer must send such requests to Claims and Processing (see G043 for address).

Filing Procedures
5.2 To file claims under a sampling agreement, the claimant must present a list of all COD items eligible for adjudication to the claims and inquiry section of any post

office, or the USPS employee handling indemnity claims. The list must have the following:

a. For each claimed item, the list must show the COD number followed by the addressee's name and address, mailing date, postage, fee, and amount due sender. All items must be listed by COD number, in ascending numeric order.

b. The list must show all claims for the period covered by the list. No additional claims for articles mailed during that period may be submitted. No additional claims may be filed under these procedures until previous claims under these procedures are completed. A mailer may not submit more than three groups of claims under these procedures annually.

c. The list must include a summary sheet showing the total number of claims and the total amount due the sender.

d. The claimant must provide a statement of the total number of COD articles mailed during the period represented by the sample.

Submission of Claim Form
5.3 Using the marked list, the mailer must complete the parts of Form 1000 for each claim to be sampled. Information on Form 1000 must be identical with the entries on Form 3877 or its facsimile. The actual mailing date must be used. The claimant must also complete other parts of Form 1000. The mailer's name and address shown on Form 3877 and Form 1000 must be the same as the mailer's name and address on the COD forms. The mailer must submit Forms 1000 in the same order as they appear on the list. The mailer must also provide a separate list of the claims to be sampled. Address labels for use with this list expedite the claim adjudication.

Partial Payment
5.4 A partial payment, based on the COD claims that the addressee post office can verify, generally is made between 45 and 60 days after the claims are sent to the addressee post office.

Mailer Review
5.5 The Accounting Service Center (ASC) issues to the mailer a report and a check for the balance due the mailer. After reviewing the report, the mailer may review the results of the addressee post office's search of delivery records shown on disallowed completed claim forms. The mailer must do this within 2 weeks after receiving the report and check from the ASC. Failure to do so constitutes the mailer's concurrence with the ASC report. The mailer is not provided with photocopies of completed claim forms or delivery records. Before a check is issued, this review of nonpayable claims must take place with USPS employees at the post office where the claims were filed. If a discrepancy is noted, the ASC reissues a check after the discrepancy is resolved. When the mailer cashes the check for the balance due, the mailer shows concurrence with the ASC report. If any discrepancy cannot be resolved, the mailer may appeal the decision under 4.2 and 4.3.

6.0 BULK INSURED CLAIMS

Mailers authorized to mail at bulk insured rates under S913 will receive instructions for filing claims from their postmaster or designee, including specific claim numbers to be used when filing claims. At some time in the future, electronic filing of indemnity claims will become mandatory. Prior to mandatory electronic claims filing, customers will be provided with the format instructions for the new electronic (soft copy) of Form 3877 and instructions for electronic filing of indemnity claims.

S000 Miscellaneous Services

S020 Money Orders and Other Services

Summary S020 describes the standards for issuing and cashing money orders. It also covers nonpostal services such as migratory bird hunting and conservation stamps.

1.0 ISSUING MONEY ORDERS

Availability
1.1 Domestic money orders may be purchased from:

a. All post offices, branches, and stations in the United States and its territories and possessions.

b. Money order facilities for members of the U.S. Armed Forces.

c. Rural route carriers and authorized highway contract route carriers. A customer fills out Form 6387 (available from the carrier) and gives it and the payment to the carrier. Unless the customer provides a preaddressed envelope and pays postage and any required fees for mailing, the carrier delivers the money order on the next trip.

Purchase Restrictions
1.2 A postal customer may buy multiple money orders at the same time, in the same or differing amounts, subject to these restrictions:

a. The maximum amount of any single money order is $1,000.

b. *Without exception*, no customer may buy money orders on any 1 day whose total value exceeds $10,000. This daily limit applies regardless of the number of visits made by a customer to one or more postal facilities.

c. Any customer whose daily total of purchased money orders is from $3,000 to $10,000 must also complete Form 8105-A and show identification bearing the purchaser's photograph, name, and address.

Purchase Method
1.3 Money orders must be paid for in one of these ways:

a. In U.S. currency and coins (in any amount).

b. With established traveler's checks payable in U.S. dollars if the purchase is for at least 50% of the value of the traveler's checks.

c. With ATM/debit cards at locations approved by USPS Corporate Treasury where the customer's personal identification number must be entered on a keypad connected to a credit/debit terminal.

Purchaser
1.4 The purchaser must complete the money order and customer's receipt by filling in the names and addresses of the payee and purchaser. Money orders must be made payable to a single identifiable party, which can be the purchaser. The USPS does not guarantee a 100% refund on a stolen money order if the customer's receipt is not presented with the claim for refund.

Replacement
1.5 The USPS replaces without charge a defective money order or one that is spoiled during imprinting or customer completion if the customer returns the negotiable portion of the money order and the matching customer receipt.

2.0 CASHING MONEY ORDERS

Validity and Value
2.1 Domestic money orders are paid regardless of the time passed since their issue. Money orders are not interest-bearing instruments; they are paid only in the exact

amount imprinted up to the authorized maximum amount. USPS records serve as the basis for adjudicating claims for payment of money orders.

Redemption
2.2 All U.S. money orders, including military, may be cashed at any U.S. post office or bank. Subject to funds availability, money orders may be cashed by rural carriers.

Identification
2.3 When presenting a money order for payment, the customer seeking payment must sign in the presence of a USPS employee. If the customer is not known to the employee, suitable identification can be required. The USPS may refuse payment on any money order when the identity of the customer seeking payment is not proved to the satisfaction of the employee.

Acceptable Signature
2.4 The paying post office may accept any signature of the payee, purchaser, or endorsee that is not different from the name shown on the money order, subject to these conditions:

a. A customer who cannot write may sign by using a mark, if a witness (who may not be a USPS employee) is present at the time of cashing.

b. All money orders payable to a business firm, an organization, society, institution, or government agency must be signed in the name of the organization by an authorized representative (who must also sign with his or her own name and organizational title). Evidence of the representative's authority may be required.

c. If the money order is drawn in favor of an official by name and presented by a successor, the successor must sign accordingly (e.g., "William Jones, treasurer, successor to George Thompson").

d. Use of a title (e.g., Mrs., M.D.) is not required in signing a money order for payment, whether such title is used on the face of the money order.

e. A stamped signature is an acceptable endorsement on a money order drawn in favor of a firm, corporation, association, society, or individual, when the money order is presented to a bank for payment. A post office accepts a stamped signature only if an agreement is on file specifying the individual responsible for the correctness of such payments.

More Than One Payee
2.5 A money order completed by the purchaser to show more than one firm or person as payee is paid to either payee if the conjunction "or" is used to connect the payees. If no conjunction is used, or if the conjunction "and" is used to connect the payees, then all the listed payees must endorse the money order.

Payment to Another Party
2.6 Money orders may be paid to another party under these conditions:

a. Only the payee of a money order may endorse it to any other person or firm. A person with power of attorney may cash money orders for a payee who gave the person that authority. A copy of the power of attorney must be filed at the office of payment. A payee may file a separate written order with the post office authorizing payment to another person. The person must be designated by name as the one to receive payment.

b. When a payee (e.g., an individual or firm) makes an assignment and intends that money orders be paid to the assigned person, the payee must file a copy of a power of attorney or a written order with the USPS. The person who is designated to receive payment must sign the money order and write below the signature the capacity in which he or she acts.

c. A money order may be paid to an executor or court-appointed administrator of the estate of the deceased person who was entitled to payment, provided that a copy of the appointment as executor or administrator is filed with the local postmaster. Such payments are made pursuant to the law of the state in which the deceased was a resident.

d. Money orders are paid to the legal representative of a firm, association, or company that has ceased to exist. Appropriate documents proving legal representation must be provided to the USPS.

e. Money orders are not issued or paid to a ward when declared incompetent by a court. They are paid only to the committee, guardian, or other duly authorized person responsible for the ward. Appropriate proof of authority must be provided to the USPS.

f. A money order payable to a minor may be paid to the father or mother as natural guardian, unless prohibited by court order. Proof of parenthood may be required.

Second Endorsement
2.7 A money order with more than one endorsement is invalid, except under 2.5.

COD Parcel
2.8 No payment is made when a money order is issued in return for a COD parcel, and is presented by the addressee (purchaser), and the money order is not endorsed by the payee (shipper) or the payee has not authorized payment to the purchaser by written approval.

Payment Inquiry
2.9 A purchaser, payee, or endorsee may, at any time, inquire about payment of a domestic money order by completing, signing, and filing Form 6401 and paying the appropriate fee; a separate form and fee are required for each money order. The fee is not required if Form 6401 is filed by a bank, other financial institution, government agency that processes money orders directly with the Federal Reserve Bank, or postal official engaged in official USPS business.

3.0 FEDERAL RESERVE SYSTEM

General
3.1 All money orders are forwarded through the Federal Reserve Banking System, to which commercial banks have access. For this standard:

a. *Money order* means a U.S. Postal Money Order.

b. *Federal Reserve Bank* means a Federal Reserve Bank or branch thereof that presents a money order for payment by the postmaster general.

c. *Presenting bank* means a bank that presents a money order to and receives credit for the money order from a Federal Reserve Bank.

d. *Reclamation* means the action taken by the postmaster general to obtain refund of the amounts of paid money orders.

e. *Examination* includes examination of money orders for indicia of theft, forged endorsements, forged signatures or initials of issuing employees, raised amounts, and other material defects by electronic methods and visual inspection for defects that cannot be discovered electronically.

f. *Stolen money order* means a U.S. Postal Money Order stolen from a post office, classified or contract station or branch, or USPS employee before it is officially issued by the post office, classified or contract station or branch, or by a USPS employee discharging his or her official duties.

Payment
3.2 The postmaster general has the usual right of a drawee to examine money orders presented for payment by banks through the Federal Reserve System and to refuse payment of money orders, and has a reasonable time after presentation to make each examination. Provisional credit is given to the Federal Reserve Bank when it furnishes the money orders for payment by the postmaster general. Money orders are deemed paid only after examination is completed, subject to the postmaster general's right to make reclamation under 3.4.

Endorsement
3.3 The presenting bank and the endorser of a money order presented for payment are deemed to guarantee to the postmaster general that all prior endorsements are genuine, whether an express guarantee to that effect is placed on the money order. When an endorsement is made by a person other than the payee personally, the presenting bank and the endorser are deemed to guarantee to the postmaster general, in addition to other warranties, that the person who so endorsed had capacity and authority to endorse the money order for the payee.

Reclamation
3.4 The postmaster general has the right to demand refund from the presenting bank of the amount of a paid money order if, after payment, the money order is found to be stolen, or to have a forged or unauthorized endorsement, or to contain any material defect or alteration not discovered on examination. Such right includes, but is not limited to, the right to make reclamation of the amount by which a genuine money order with a proper and authorized endorsement has been raised. Such right must be exercised within a reasonable time after the postmaster general discovers that the money order is stolen, bears a forged or unauthorized endorsement, or is otherwise defective. If refund is not made by the presenting bank within 60 days after demand, the postmaster general takes such actions as may be necessary to protect the interests of the United States.

4.0 NONPOSTAL SERVICES

Bird Hunting Stamps
4.1 Migratory-bird hunting and conservation stamps ("bird stamps") are required by federal law for the hunting of migratory birds, such as ducks and geese. As a public convenience, these stamps are sold at all post offices in CAGs A through J and, based on demand, at designated offices in CAGs K and L. These post offices act as agents of the federal government for this function. Blocks composed of two or more attached unused stamps, sold on consignment to any person but not resold, may be redeemed at any time on or before the last day of the stamp year. Stamps may not be redeemed if they are validated by signature or appear removed from a hunting license or identification card.

U.S. Savings Stamps
4.2 Post offices no longer redeem U.S. savings stamps posted in albums, previously acceptable as postal funds. Customers should contact a Federal Reserve Bank or branch, or mail albums at their own risk to the Bureau of the Public Debt, U.S. Department of the Treasury.

U.S. Savings Bonds
4.3 The USPS discontinued over-the-counter sales of U.S. savings bonds on March 26, 1977, at the request of the Treasury Department. Inquiries should be made to local financial institutions or the Treasury Department.

Postal Savings
4.4 The Postal Savings System was discontinued by Public Law 89-377, approved March 28, 1966. The effective date for closing the system was April 27, 1966. The final expiration date was July 13, 1985, for inquiries that could lead to recovery of money invested in Postal Savings Accounts and/or Postal Savings Certificates.

S000 Miscellaneous Services

S070 Mixed Classes

Summary S070 describes the use of special services when mixing different classes of mail (e.g., Priority Mail with First-Class Mail enclosed).

1.0 BASIC INFORMATION

Priority Mail Drop Shipment
1.1 For a Priority Mail drop shipment, enclosed First-Class Mail may be sent certified or special handing; enclosed Standard Mail may be sent with electronic option Delivery Confirmation; enclosed Package Services mail may be sent with special handling, electronic option Delivery Confirmation, or electronic option Signature Confirmation. Enclosed mail may not be sent registered, insured, or collect on delivery (COD). No special services may be added to the Priority Mail segment of the drop shipment.

Special Handling
1.2 A combination mailpiece sent as a Package Services parcel may be sent using special handling; only one special handling fee is charged for the parcel.

Insured and COD
1.3 A combination mailpiece may be sent insured or COD. The insurance covers only the value of the parcel.

Registered
1.4 A combination mailpiece may not be registered.

S500 Special Services for Express Mail

Summary S500 describes the special services available with Express Mail, including purchasing additional insurance. It also covers the procedures for claiming a postage refund.

1.0 AVAILABLE SERVICES

Mailing Receipt
1.1 A receipt showing the time and date of mailing must be provided to the mailer on acceptance of Express Mail by the USPS. This receipt is a copy of the multipart Express Mail label affixed to the mailpiece and serves as evidence of mailing. Mailers authorized to present Express Mail under Express Mail Manifesting procedures in P910 must use a one-ply label and retain the verification manifest as the mailing receipt.

Return Receipt
1.2 Return receipt service under S915 may be purchased for Express Mail. The return receipt serves as evidence of delivery. The fee paid for this service does not insure the mailpiece against loss or damage. If a return receipt is requested, the mailer must show a complete return address on the mailpiece. The return address on the Express Mail label meets this requirement.

Restricted Delivery
1.3 Restricted delivery service under S916 is not available for Express Mail.

COD
1.4 Collect on delivery (COD) service under S921 may be purchased with Express Mail next day and second day service only.

Insurance and Indemnity
1.5 Express Mail is insured against loss, damage, or rifling, subject to these standards:

a. Insurance coverage for Express Mail drop shipment ends on receipt at the destination postal facility.

b. All Express Mail signed for by the addressee, the addressee's agent, or the delivery employee constitutes a valid delivery, and no indemnity for loss is paid. A waiver of signature cannot be used for Express Mail Custom Designed Service, Express Mail COD, or Express Mail with additional insurance.

c. Merchandise insurance coverage is provided against loss, damage, or rifling and is limited to a maximum liability of $100. (Additional insurance under 1.6 may be purchased up to a maximum coverage of $5,000.) Nonnegotiable documents are insured against loss, damage, or rifling, up to $100 per piece, subject to the maximum limit per occurrence as defined in S010.

d. Additional terms, coverage, and procedures of indemnity claims are in S010.

Additional Insurance
1.6 Additional insurance, up to a maximum coverage of $5,000, may be purchased for merchandise valued at more than $100 sent by Express Mail. The insurance fee is entered in the block marked "Insurance" on the mailing label. If the label does not contain this specific block, the mailer uses the "COD" block by crossing out "COD," writing "INS" to the right, and entering the fee for the applicable coverage. Coverage is limited to the actual value of the contents, regardless of the fee paid, or the highest insurance value increment for which the fee is fully paid, whichever is lower. If a waiver of signature is requested, additional insurance coverage is void.

2.0 EXPRESS MAIL DROP SHIPMENT

Mail enclosed in an Express Mail drop shipment may be sent certified (if First-Class Mail) or special handling. For an Express Mail drop shipment, enclosed First-Class Mail may be sent certified or, if Priority Mail, with electronic option Delivery Confirmation service; enclosed Standard Mail may be sent with electronic option Delivery Confirmation; enclosed Package Services may be sent with special handling, electronic option Delivery Confirmation, or electronic option Signature Confirmation. The enclosed mail may not be sent collect on delivery (COD), insured, or registered. For Express Mail indemnity coverage, the content of each Express Mail pouch is considered one mailpiece.

S900 Special Postal Services

S910 Security and Accountability

S911 Registered Mail

Summary S911 describes the standards for registered mail including what matter is eligible and ineligible for this service. It also discusses fees, liability, and procedures for preparing registered mail.

1.0 BASIC INFORMATION

Description
1.1 Registered mail is the most secure service that the USPS offers. It incorporates a system of receipts to monitor the movement of the mail from the point of acceptance to delivery. Registered mail service provides the sender with a mailing receipt, and a delivery record is maintained by the Postal Service. Delivery status information for a registered mail item can be found at www.usps.com by entering the article number shown on the mailing receipt.

Eligible Matter
1.2 Only matter prepaid with postage at the First-Class Mail rates may be registered. The face (address side) of the registered article must be at least 5 inches long and 3-1/2 inches high, regardless of thickness. Items returned under merchandise return service (S923) may be registered without prepayment of postage and fees.

Place of Mailing
1.3 Registration may be obtained by presenting mail to the following:

a. A retail employee at a post office, station, or branch (including any contractor-operated unit). A postmaster may require that an article of unusually high value be presented only at the main office or at designated stations and branches.

b. A rural carrier on a rural route. The article and sufficient cash for postage and required fees for mailing the article may be left in a rural mailbox. The carrier must hand any change to the sender or place it in an envelope and leave the envelope in the box on the carrier's next trip. Responsibility is not assumed for the article or cash until a receipt is issued. No responsibility is assumed for the change left in the box by the carrier.

c. A rural carrier at a nonpersonnel rural unit. The sender must meet the rural carrier to have mail registered.

Ineligible Matter
1.4 Registration may not be obtained for mail that is handled as follows:

a. Sent as business reply mail or in a business reply envelope.

b. Placed in a street letterbox or post office maildrop.

c. Addressed to a post office to which it cannot be transported safely.

d. Prepared improperly or packed inadequately to withstand normal handling (see 3.7).

e. Tied or fastened with one or more articles, unless enclosed in the same envelope or wrapper.

f. Presented for mailing in a padded envelope; envelope or mailer manufactured of spun-bonded olefin, such as Tyvek; plastic envelope or mailer; or envelope or mailer made of glossy-coated paper.

Additional Services
1.5 Purchasing registered mail service allows customers to then purchase restricted delivery service or a return receipt. The following additional services may be combined with registered mail if the applicable standards for the services are met and the additional service fees are paid:

a. Collect on delivery (COD) service.

b. Delivery Confirmation.

c. Signature Confirmation.

2.0 FEES AND LIABILITY

Full Value
2.1 Regardless of any insurance that may cover the article, the mailer must always declare its full value to the USPS when presenting it for registration and mailing (see chart below). The mailer must tell the USPS clerk (or enter on the firm sheet if a firm mailer) the full value of mail matter presented for registration. Private insurance carried on registered mail does not modify the requirements for declaring the full value. The accepting USPS employee may ask the mailer to show that the full value of the matter presented is declared, and may refuse to accept the matter as registered mail if a satisfactory declaration of value is not provided. Only articles of no value may be mailed as registered mail without insurance.

Mail Matter	Value to Be Declared
Negotiable Instrument (instruments payable to bearer, including stock certificates endorsed in blank)	Market value (value based on value at time of mailing)
Nonnegotiable Instrument (registered bonds, warehouse receipts, checks, drafts, deeds, wills, abstracts, and similar documents (certificates of stock considered nonnegotiable so far as declaration of value is concerned unless endorsed in blank))	No value or replacement cost if postal insurance coverage desired (see note below)
Money	Full value
Jewelry, Gems, Precious Metal	Market value or cost
Merchandise	Market value or cost
Nonvaluable (matter without intrinsic value such as letters, files, records)	No value or replacement cost if postal insurance coverage desired

Note: A mailer who does not know replacement costs should contact a person or firm familiar with such documents and determine replacement costs before mailing the articles.

Payment
2.2 The fee and postage may be paid with ordinary postage stamps, meter stamps, or permit imprints. If a permit imprint is used, the exact amount of postage and fees paid must be shown within the permit imprint. For pieces that are part of a manifest mailing, only the registry fee must be shown within the permit imprint. The fee and postage on official mail of authorized federal agencies may also be paid with penalty stamps, penalty meter stamps, or penalty permit imprints. The fees and postage on items registered with merchandise return service are paid through a postage due account under S923.

Postal Insurance
2.3 Postal insurance is provided for articles with a value of at least $0.01 up to a maximum insured value of $25,000. Insurance is included in the fee. Postal insurance is not available for articles with no value ($0.00).

Refund
2.4 A fee for registered mail is not refunded after the USPS accepts the mail even if the sender later withdraws the mail under 3.10. A fee for return receipt service or restricted delivery service is not refunded unless the USPS fails to provide the service. The sender must present the registered mail receipt showing payment of these services.

Official Mail 2.5 Official mail of authorized government agencies, if prepared under applicable standards in E060 for transmission of mail without prepayment of postage, may be sent by registered mail without prepayment of a registration fee.

Merchandise Return 2.6 Matter registered with merchandise return service under S923 may be sent by registered mail without prepayment of postage and fees.

Indemnity 2.7 Except for matter registered with merchandise return service, no indemnity is paid for any matter registered without prepayment of postage and fees. If a government agency wants indemnity coverage, both the applicable postage and registry fee must be paid in full with stamps or meter stamps.

3.0 MAILING

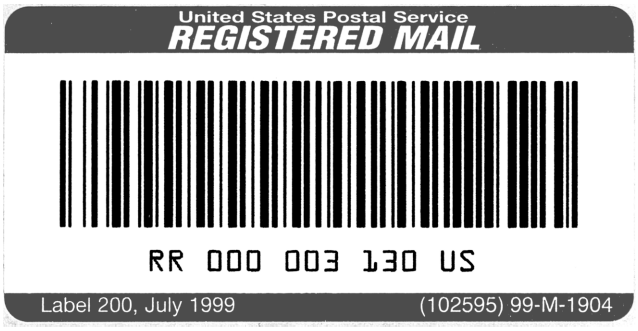
USPS 3.1 USPS employees are not permitted to help customers prepare or seal mail to be registered.

Addressing 3.2 The mail must bear the complete names and addresses of both sender and addressee.

Opened Envelope 3.3 Any envelope or package that appears to have been opened and resealed, or otherwise improperly prepared, may not be registered.

Label 200 3.4 Registered mail must bear a barcoded red Label 200 (see Exhibit 3.4). The label must be placed above the delivery address and to the right of the return address, or to the left of the delivery address on parcels. A large-volume mailer can obtain Label 200 in rolls of 600.

Label 200 Exhibit 3.4



Privately Printed Label 200 3.5 If authorized, a mailer may use a privately printed Label 200 for domestic mail only. Privately printed labels must be nearly identical in design and color to the USPS form, with a barcode and human-readable numbers that meet USPS specifications in Publication 109. A minimum of three preproduction samples must be submitted to the business mail entry manager serving the mailer's location for review by the mailpiece design analyst. Once approved, the mailer must print sample labels with barcodes to be certified under the technical requirements in Publication 109.

Sealing 3.6 The mailer must securely seal envelopes. Paper or cellulose strips or wax or paper seals must not be placed over the intersections of flaps of letter-size envelopes where the postmark impressions are made. Packages must be sealed with mucilage or glue or with plain paper or cloth tape. Packages containing currency or securities may not be sealed exclusively by paper strips, but must first be sealed securely with mucilage or glue. Large envelopes (flats) that are completely sealed and that also have paper strips or paper tape across the intersections of the flaps may be considered packages for sealing requirements. To be used on registered

mail, tape must visibly damage the envelope or wrapper if removed and must absorb the ink in a postmark impression.

Fragile Item
3.7 The mailer must tell the USPS employee whether the item is fragile and, if so, describe the interior packing. All articles presented for registration must be packed as specified in C010. The USPS may refuse packages not properly packed to withstand normal handling in the mail. Indemnity may be denied if articles are not properly packaged.

Window Envelope
3.8 A window envelope must have a transparent panel covering the opening to be eligible for registry. If the panel is glued to the envelope, the envelope may contain only matter without intrinsic value. If the panel is part of the envelope, the envelope may be used for all registered mail.

Firm Sheet
3.9 If three or more registered articles are presented for mailing at one time, the mailer may use Form 3877 (firm sheet) or privately printed firm sheets. Privately printed or computer-generated firm sheets that contain the same information as Form 3877 may be approved by the local postmaster. The mailer may omit columns from Form 3877 that are not applicable to registered mail. The mailer submits the forms in duplicate and receives one copy as a mailing receipt after the entries are verified by the postal employee accepting the mailing. All entries made on firm sheets must be made by typewriter, ink, or ballpoint pen. Alterations must be initialed by the mailer and accepting employee. All unused portions of the addressee column must be obliterated with a diagonal line.

Withdrawal or Recall
3.10 The sender may withdraw or recall registered mail without charge before its delivery by writing on the receipt "Withdrawn before dispatch," and signing and surrendering the receipt; or filing a written request for its return after dispatch at the post office where the article was mailed, giving names and addresses of sender and addressee, the registry number, and date of mailing. The sender must pay for all telephone calls. If remailed, the article must be under new cover and bear new postage and fees.

4.0 DELIVERY

Basic Standards
4.1 Delivery of registered mail is subject to D042. The postmaster may require the addressee to call for registered mail at the post office if delivery by carrier would not be safe.

Bad Condition
4.2 If the addressee accepts a registered article in bad condition (i.e., one repaired with sealing stamps or reenclosed in a new envelope or wrapper), the addressee must open it without disturbing the seal, in the delivering employee's presence. If anything is missing, the envelope or wrapper must be given to the employee after it is endorsed to show what was missing.

5.0 INQUIRY ON UNINSURED ARTICLE

Who May File
5.1 If postal insurance was purchased, the claim procedures in S010 apply. The procedures in this section apply only to uninsured registered mail. Only the mailer may file an inquiry on uninsured registered mail. For matter registered without postal insurance with merchandise return service, only the permit holder may file an inquiry.

When to File
5.2 The mailer may not file any inquiry until 15 days after the mailing date of the article. An inquiry may be filed at any post office, classified station, or classified branch, except for an inquiry about matter registered with merchandise return service,

which must be filed by the permit holder at the post office where the permit is held. Form 1000 must be used in processing an inquiry for uninsured registered mail. An inquiry may be filed in the following manner:

a. Any mailer filing an inquiry for the alleged loss of registered mail must provide proof that a loss occurred before a post office may accept the inquiry.

b. Proof may be provided by these methods:

(1) The mailer may obtain Form 1000 from any post office. The mailer must complete the form and send it to the addressee. USPS employees may not mail the inquiry for the mailer, but they may help a mailer complete the form if requested. The addressee must complete item 13 and items 17 through 19 on Form 1000 and return it to the mailer. If the addressee signs the claim form and indicates the article was not received 15 days or more after the mailing date, the mailer may then take the claim form, with the original mailing receipt, to a post office and file an inquiry.

(2) If the mailer has the addressee's written and signed documentation (such as a letter dated at least 15 days after the mailing date) stating the addressee did not receive the article, the mailer may take this documentation to a post office, with the original mailing receipt, and file an inquiry.

(3) If the mailer cannot obtain the addressee's cooperation in signing Form 1000 for a registered article or, if preferable, the mailer may send a check or money order for the "return receipt requested after mailing" fee in R900.22.0 to the post office of address and request a copy of the delivery record, if 15 days or more have passed since the mailing date. Any such request for a delivery record must contain the date the article was mailed, the registered number, and the complete names and addresses of the mailer and addressee. The response to this search of delivery records ends the inquiry process.

c. A merchandise return permit holder must ask the addressee to complete items 1 through 12 and 14 through 16 of Form 1000 and return it, along with the original mailing receipt, to the permit holder. The permit holder must complete item 13 and items 17 through 19 and submit the completed form, along with the original mailing receipt, to the post office where the permit is held. An inquiry may be filed no sooner than 15 days after the mailing date.

Duplicate Inquiry
5.3

A duplicate inquiry may not be filed sooner than 30 days after the original inquiry.

S900 Special Postal Services

S910 Security and Accountability

S912 Certified Mail

Summary S912 describes information and procedures for certified mail, including eligibility requirements, fees and postage, and mailing locations.

1.0 BASIC INFORMATION

Description
1.1 Certified mail service provides the sender with a mailing receipt, and a delivery record is maintained by the Postal Service. No record is kept at the office from which certified mail is mailed. No insurance coverage is provided. Certified mail is dispatched and handled in transit as ordinary mail. Delivery of certified mail is subject to D042. Delivery status information for a certified mail item can be found at www.usps.com by entering the article number shown on the mailing receipt.

Eligible Matter
1.2 Only mailable matter on which postage is paid at a First-Class Mail rate (including Priority Mail) may be accepted as certified mail.

Fee and Postage
1.3 The certified mail fee must be paid in addition to the correct postage. The fee and postage may be paid with ordinary postage stamps, meter stamps, or permit imprints. The fee and postage on official mail of federal government agencies and departments are collected under the applicable reimbursement procedures.

Additional Services
1.4 Purchasing certified mail service allows customers to then purchase restricted delivery service or a return receipt.

Delivery Record
1.5 Mailers may request a delivery record after mailing under S915.

2.0 MAILING

Where to Mail
2.1 A mailer may mail certified mail at a post office, branch, or station or give it to a rural carrier. Certified mail may also be deposited in a post office maildrop, a street letterbox, a nonpersonnel unit, or any other receptacle for First-Class Mail, subject to 2.5.

Points to Which Mailable
2.2 Certified mail may be addressed for delivery only in the United States and its territories and possessions, through APOs and FPOs, or through the United Nations Post Office, New York.

Form 3800
2.3 Certified mail must bear a barcoded green Form 3800 (see Exhibit 2.3). The label part of the form must be placed above the delivery address and to the right of the return address, or to the left of the delivery address on parcels.

Privately Printed Form 3800
2.4 If authorized, a mailer may use a privately printed Form 3800. The privately printed form must be nearly identical in design, color, and fluorescent properties to the USPS form with a barcode and human readable numbers that meet the USPS specifications in Publication 109. A minimum of three preproduction samples must be submitted to the business mail entry manager serving the mailer's location for review by the mailpiece design analyst. Once approved, the mailer must print sample labels with barcodes to be certified under the technical requirements in Publication 109.

Form 3800
Exhibit 2.3

Procedure
2.5

A mailer of certified mail must:

a. Enter on Form 3800 the name and complete address of the person or firm to whom the mail is addressed.

b. If a return receipt is requested, check the block on the mailing receipt to show the fee. Near the certified mail endorsement on the address side, add the endorsement "Return Receipt Requested." Enter the certified mail number on the return receipt card, address it to himself or herself, and attach it to the back of a small envelope or on the front of a package or large envelope, if the card does not cover the address. Enter the name and delivery address on the reverse of the return receipt to show where the receipt is to be sent. When a return receipt is requested, a complete return address (sender's name and delivery address) is required on the mailpiece. The name and delivery address entered on the reverse of the return receipt do not have to match the sender's name and return address on the mailpiece.

c. Affix to the envelope enough postage to pay for the certified mail fee and First-Class Mail rate and, if requested, the return receipt fee.

d. If a postmarked sender's receipt is requested, attach the certified mail sticker to the address side of the article and present the article and the completed receipt to the USPS employee, who then round-dates the receipt to show when the article was accepted. If asked to do so, the USPS employee also shows on the receipt the time the article was accepted. Otherwise, attach the "certified mail" sticker to the address side of the article, detach the receipt, and mail the article. Mark the receipt to show the date.

e. If restricted delivery of certified mail to the addressee or someone named by the addressee in writing is requested, endorse the mail "Restricted Delivery." This service is available only for articles addressed to individuals by name.

Firm Sheet
2.6

If three or more certified articles are presented for mailing at one time, the mailer may use Form 3877 (firm sheet) or privately printed firm sheets. Privately printed or computer-generated sheets that contain the same information as Form 3877 may be approved by the local postmaster. The mailer may omit columns from Form 3877 that are not applicable to certified mail. If the mailer wants the firm sheets receipted by the USPS, the mailer must present the books with the articles to be mailed at a post office. The sheets of the books become the mailer's receipts. All entries made in firm sheets must be made by typewriter, ink, or ballpoint pen. Alterations must be initialed by the mailer and accepting employee. All unused portions of the addressee column must be obliterated with a diagonal line.

S900 Special Postal Services

S910 Security and Accountability

S913 Insured Mail

Summary S913 describes insured mail, what matter is eligible and ineligible for insurance, and the procedures to follow for mailing insured mail. It also covers the requirements to mail at the bulk insured service rates.

1.0 BASIC INFORMATION

Description
1.1 Retail insured mail provides up to $5,000 indemnity coverage for a lost, rifled, or damaged article, subject to the standards for the service and payment of the applicable fee. A bulk insurance discount is available for insured articles entered by authorized mailers who meet the criteria in 3.0. No record of insured mail is kept at the office of mailing. Insured mail service provides the sender with a mailing receipt. For mail insured for more than $50, a delivery record is maintained by the Postal Service. Insured mail is dispatched and handled in transit as ordinary mail.

Eligible Matter
1.2 The following types of mail matter may be insured:

a. Package Services.

b. First-Class Mail (including Priority Mail), if it contains matter that may be mailed as Package Services.

c. Standard Mail pieces subject to the residual shape surcharge (bulk insurance only).

d. Official government mail endorsed “Postage and Fees Paid.”

Ineligible Matter
1.3 The following types of mail may not be insured:

a. Parcels containing matter offered for sale, addressed to prospective purchasers who have not ordered or authorized their sending. If such matter is mailed, payment is not made for loss, rifling, or damage.

b. Nonmailable matter.

c. Articles so fragile that they cannot be carried safely in the mail regardless of packaging.

d. Articles not adequately prepared to withstand normal handling in the mail. As a rule, any mailable package should be insurable.

e. Mail not bearing the complete names and addresses of the sender and addressee.

f. Standard Mail pieces that are not subject to the residual shape surcharge.

g. Matter mailed at First-Class Mail rates (including Priority Mail) that consists of items described in E110 as required to be mailed at the First-Class rates.

Fee and Postage
1.4 The applicable insurance fee must be prepaid in addition to the postage, except on official mail sent under applicable provisions. The mailer guarantees to pay return and forwarding postage, unless the mailer writes instructions on the wrapper or envelope not to forward or return the mail.

Additional Services
1.5 Insuring an item for more than $50 allows customers to then purchase restricted delivery service or a return receipt. The following additional services may be combined with insurance if the applicable standards for the services are met and the additional service fees are paid:

a. Delivery Confirmation.
b. Parcel airlift service (PAL).
c. Return receipt for merchandise (for items insured for up to $50).
d. Signature Confirmation.
e. Special handling.

Delivery Record
1.6

Mailers may request a delivery record after mailing under S915.

2.0 MAILING

Where to Mail
2.1

A mailer must mail insured mail at a post office, branch, or station or give the mail to a rural carrier. Such mail may be placed in, but not on, a rural mailbox. Such mail must not be placed in a post office maildrop or in or on a street letterbox. A mailer may leave the mail in a rural box with a note showing the requested amount of insurance, if stamps are affixed for postage and fees or money for postage and fees is left in the box. The USPS is not liable for any article or money left in a rural box until the carrier receipts the article. A mailer at a nonpersonnel rural unit must meet the rural carrier at the unit for insurance service.

USPS Inquiries
2.2

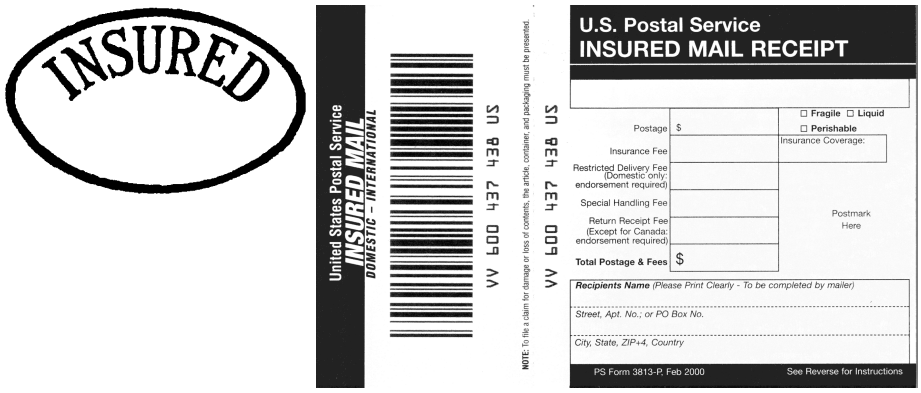
USPS employees are required to ask whether the package presented for insurance contains fragile, perishable, or flammable matter.

Markings and Use of Form 3813-P
2.3

The treatment of parcels is determined by the insurance amount:

a. Insured for $50 or less: Each parcel must be stamped on the address side with an elliptical insured marking as shown in Exhibit 2.3. This marking must be placed above the delivery address and to the right of the return address.
b. Insured for more than $50: Each parcel must have barcoded Form 3813-P (see Exhibit 2.3) affixed above the delivery address and to the right of the return address. Form 3813-P must not be used for parcels insured for $50 or less.
c. All insured parcels, regardless of insurance amount, must be postmarked unless a postage meter stamp or permit imprint is used to pay postage.

Insurance Marking and Form 3813-P
Exhibit 2.3



Privately Printed Form 3813-P
2.4

If authorized, a mailer may use a privately printed Form 3813-P for domestic mail only. The privately printed form must be nearly identical in design and color to the USPS form with a barcode and human readable numbers that meet the USPS specifications in Publication 109. A minimum of three preproduction samples must be submitted to the business mail entry manager serving the mailer's location for

review by the mailpiece design analyst. Once approved, the mailer must print sample labels with barcodes to be certified under the technical requirements in Publication 109.

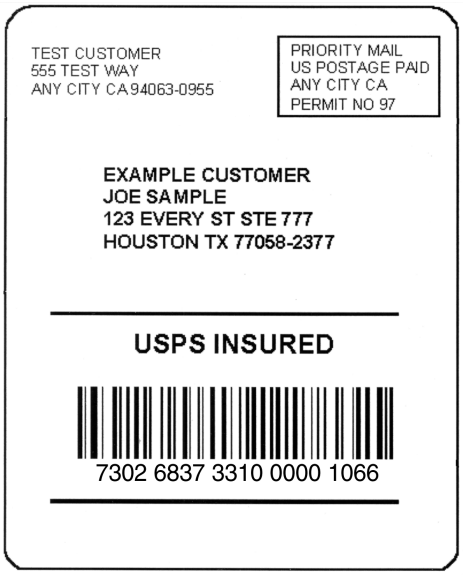
Integrated Barcodes
2.5

There are other options available for mailers who print their own labels:

a. An integrated barcode may be used by Confirmation Services electronic option mailers who wish to combine insurance with Delivery Confirmation or insurance with Signature Confirmation into a single barcode on the shipping label to eliminate multiple labels and barcodes on packages. Additional information on the integrated barcode solution can be found in Publication 91, *Confirmation Services Technical Guide*.

b. Mailers have a third option for privately printed labels with insurance (see Exhibit 2.5). The privately printed label must meet the specifications described in Publication 91. Applicable certification procedures must be followed, also as specified in Publication 91.

Mailer-Printed Label with Integrated Barcode
Exhibit 2.5



Prohibited Markings
2.6

Private insurance endorsements or markings may not appear on the address side of mail but may appear elsewhere, if they do not resemble official postal endorsements and are not confused with postal endorsements.

Receipt
2.7

For each insured parcel mailed, the mailer receives the appropriate receipt:

a. Form 3813 when the insurance value is $50 or less.

b. Form 3813-P when the insurance value is more than $50.

USPS Records
2.8

The USPS keeps no mailing records for insured parcels. The mailer must write the addressee's name and address on the receipt and keep it. The mailer must show the receipt when making a claim for loss or filing an inquiry.

Firm Sheet
2.9

If three or more insured articles are presented for mailing at one time, the mailer may use Form 3877 (firm sheet) or privately printed firm mailing bills. Privately printed or computer-generated firm sheets that contain the same information as Form 3877 may be approved by the local postmaster. The mailer may omit columns from Form 3877 that are not applicable to insured mail. The mailer must present the books with the articles to be mailed at a post office. The sheets

become the mailer's receipts. All entries made on firm sheets must be made by typewriter, ink, or ballpoint pen. Alterations must be initialed by the mailer and accepting employee. All unused portions of the addressee column must be obliterated with a diagonal line.

3.0 ADDITIONAL REQUIREMENTS—BULK INSURANCE

Eligibility

3.1 To mail at the bulk insured service rates, mailers must obtain an authorization under 3.2 and must meet the following criteria:

a. Enter mailings of insured articles under an approved manifest mailing system agreement.

b. Mail a minimum of 10,000 insured articles annually. To meet the minimum volume requirement, mailers may total all insured articles mailed at multiple locations.

c. Provide a hard copy of Form 3877 or facsimile and a copy of Form 3877 on a disk or other electronic medium.

d. Effective at a future date, provide a soft (electronic) copy of Form 3877 in a new, approved format.

Authorization

3.2 Mailers must apply for authorization to mail at the bulk insured service rates through their local postmaster or designee by completing the customer portion of the Bulk Insured Service (BIS) verification form. The postmaster or designee will verify on this form that the mailer meets the requirements in 3.1. If the mailer does not meet the requirements, the application will be denied. If the mailer meets the requirements in 3.1, the postmaster or designee will certify on the Bulk Insured Service (BIS) verification form that the mailer qualifies and forward the form to the manager of Claims Processing at the St. Louis Accounting Service Center (ASC). After reviewing the information, St. Louis will notify the postmaster of their concurrence of the application and provide a range of claim numbers to be used by the mailer for filing claims. The postmaster or designee will then provide the customer with the approval of the application and with information needed to file claims, including the assigned claim numbers. At a future date, electronic filing of indemnity claims will become mandatory. Prior to mandatory electronic claims filing, customers will be provided with the format instructions for the new electronic (soft copy) of Form 3877 and instructions for electronic filing of indemnity claims.

4.0 DELIVERY

An item insured for $50 or less is delivered as ordinary mail. Delivery of insured mail is subject to D042.

S900 Special Postal Services

S910 Security and Accountability

S914 Certificate of Mailing

Summary S914 describes basic information and standard procedures for the certificate of mailing service.

1.0 BASIC INFORMATION

Description
1.1 Certificate of mailing service provides evidence that mail has been presented to the Postal Service for mailing. Certificate of mailing service does not provide a record of delivery.

Eligible Matter—Bulk Quantities
1.2 Form 3606 is used for a bulk mailing as a certificate to specify the number of pieces mailed. This certificate is provided only for a mailing of identical pieces of First-Class Mail, Standard Mail, and Package Services. This certificate states only the total number of articles mailed and must not be used as an itemized list. A certificate of mailing cannot be issued for a bulk mailing paid with a permit imprint.

Eligible Matter—Single Pieces
1.3 Form 3817 is used for a certificate for a single piece of First-Class Mail (including Priority Mail) or Package Services. Facsimile forms also may be used.

Eligible Matter—Three or More Single Pieces
1.4 When requesting a certificate of mailing for three or more pieces presented at one time, a mailer may use Form 3877 (firm sheet) or a facsimile, subject to payment of the applicable fee for each item listed. Facsimile Forms 3877 must contain the same information as the postal-provided form. The sheets of the books become the sender's receipts. All entries made in firm sheets must be made by typewriter, ink, or ballpoint pen. Alterations must be initialed by the mailer and accepting employee. All unused portions of the addressee column must be obliterated by drawing a diagonal line through them.

Mailer Preparation
1.5 A certificate of mailing must be completed by the mailer, using a typewriter, ink, or ballpoint pen. Individual and firm sheet certificates must show the names and addresses of the sender and addressee and may show the amount of postage paid. The mailer may also place identifying invoice or order numbers on the certificate.

Fee and Postage
1.6 In addition to the correct postage, the applicable certificate of mailing fee must be paid for each article on Form 3817 or for additional copies of either Form 3817 or Form 3877. The correct fee, based on the quantity mailed, must be paid in addition to postage for mailings of identical pieces of First-Class Mail and Package Services. Mailers paying with ordinary stamps, precanceled stamps, or meter stamps reported on Form 3606 must affix stamps or meter stamps to pay the bulk certificate of mailing fees. Mailers using Form 3877 with a permit imprint mailing can pay certificate of mailing fees with permit imprint.

Additional Services
1.7 The following services may be combined with certificate of mailing on single pieces if the applicable standards for the services are met and the additional service fees are paid:

a. Parcel airlift service (PAL).

b. Special handling.

2.0 PRESENTATION

Rural Carriers
2.1 A mailer on a rural route or at a nonpersonnel rural unit may provide mail to the rural carrier with the fee for the certificate. The carrier obtains the certificate at the post office, attaches the stamps, cancels them by postmark, and delivers the certificate to the mailer on the next trip.

Quantity Mailings
2.2 When the number of articles ordinarily presented justifies such action, the mailer must comply with these standards:

a. When the mailer wants individual certificates on Form 3817, the forms must be affixed by the stub to the pieces, or the forms must be numbered consecutively and fastened together.

b. When the mailer describes and lists the pieces on firm sheets or approved forms, but does not present the pieces in the order shown on the sheets, the mailer must consecutively number each entry and lightly number each piece to show the sheet and line number on which described.

After Mailing
2.3 To obtain an additional certificate after mailing, the mailer must present the original certificate and an additional certificate endorsed “Duplicate” or a copy showing the original dates of mailing. The additional certificate must be postmarked to show the current date.

S900 Special Postal Services

S910 Security and Accountability

S915 Return Receipt

Summary S915 describes why and when a return receipt is required, the specific classes of mail included, endorsement conditions, fees and postage, refund policy, and procedures to follow when using this special service.

1.0 BASIC INFORMATION

Description
1.1 Return receipt service provides a mailer with evidence of delivery (to whom the mail was delivered and date of delivery). After delivery, the return receipt is mailed back to the sender. A return receipt requested before mailing also supplies the recipient's actual delivery address, if the delivery address is different from the address used by the sender. A return receipt may be requested before or after mailing.

Eligible Matter
1.2 Return receipt service is available for Express Mail. It is available also for First-Class Mail (including Priority Mail) and Package Services when purchased at the time of mailing with one of the following services:

a. Certified mail.

b. COD.

c. Insurance (for more than $50).

d. Registered mail.

Endorsement
1.3 Mail for which return receipt service is requested must be endorsed "Return Receipt Requested" above the delivery address and to the right of the return address.

Fee and Postage
1.4 The applicable fee for return receipt service must be paid in addition to postage and other fees. For purposes of computing postage, the weight of the return receipt is *excluded* from the weight of the mailpiece to which it is attached.

Privately Printed Form 3811
1.5 If authorized, a mailer may use a privately printed Form 3811. The privately printed form must be nearly identical in design and color to postal-provided forms. A minimum of three preproduction samples must be submitted to the business mail entry manager serving the mailer's location for review and approval by the mailpiece design analyst.

Refund
1.6 Return receipt fees are refunded only if the USPS fails to furnish a return receipt.

Additional Services
1.7 If return receipt service has already been purchased with one of the services listed in 1.2, then one or more of the following special services may be combined with those services at the time of mailing if the applicable standards for the services are met and the additional service fees are paid:

a. Delivery Confirmation (Priority Mail and Package Services only).

b. Parcel airlift service (PAL) (Priority Mail and Package Services only).

c. Restricted delivery.

d. Signature Confirmation (Priority Mail and Package Services only).

e. Special handling.

2.0 OBTAINING SERVICE

At Time of Mailing
2.1 The mailer may request the service at the time of mailing by using Form 3811 and marking the mail with appropriate endorsement in 1.3. A firm mailer must complete the mailer's entries on the form, including the article identification number; attach the form; and place the correct one on the article. The name and address of the person or organization to which the return receipt is to be returned must be that of the mailer or the mailer's agent. The mailpiece must bear the return address of either the mailer or mailer's agent.

After Mailing
2.2 The mailer may request a delivery record after mailing for Express Mail, certified mail, registered mail, COD mail, and mail insured for more than $50. When a delivery record is available, the USPS provides the mailer information from that record, including to whom the mail was delivered and the date of delivery. The mailer requests a delivery record by completing Form 3811-A, paying the appropriate fee in R900, and submitting the request to the appropriate office as follows:

a. For items mailed to an APO/FPO, U.S. territory or possession, or freely associated state (with the exception of Puerto Rico and the U.S. Virgin Islands), the form should be sent to the office of delivery.

b. For all other items, send the form to any post office.

Time Limit
2.3 A request for a return receipt after mailing for Express Mail must be submitted within 90 days after the date of mailing. All other requests must be submitted within 2 years from the date of mailing.

3.0 DELIVERY

Delivery of mail for which a return receipt is requested is subject to D042.

4.0 REQUESTS FOR DELIVERY INFORMATION

Receipt Not Received
4.1 After a reasonable period, not longer than 2 years after the date of mailing, a mailer who did not receive return receipt service for which the mailer had paid may request information from the delivery record, using Form 3811-A. Any request for such information for Express Mail must be filed within 90 days after the date of mailing.

Form 3811-A
4.2 The mailer must complete Form 3811-A at any post office. The applicable fee is waived if the mailer can produce a receipt showing that the applicable return receipt fee was paid.

Fee
4.3 The fee for a return receipt after mailing is not charged for a duplicate receipt for certified mail if the original Form 3800 was date-stamped by a post office at the time of mailing.

S900 Special Postal Services

S910 Security and Accountability

S916 Restricted Delivery

Summary S916 describes restricted delivery and what services must be used with restricted delivery. It also covers the procedures for obtaining restricted delivery and the delivery of restricted mail.

1.0 BASIC INFORMATION

Description
1.1 Restricted delivery service permits a mailer to direct delivery only to the addressee or addressee's authorized agent. The addressee must be an individual (or natural person) specified by name.

Eligible Matter
1.2 Restricted delivery service is available for First-Class Mail (including Priority Mail) and Package Services that is sent COD, insured for more than $50, registered, or certified.

Fee and Postage
1.3 The applicable fee for restricted delivery service must be paid in addition to postage and other fees.

Return Receipt
1.4 The mailer may also obtain a return receipt by checking the appropriate block on Form 3811 and paying the applicable fees.

Endorsement
1.5 Mail for which restricted delivery service is requested must be endorsed "Restricted Delivery." The endorsement must be placed above the address and to the right of the return address.

Refund
1.6 Restricted delivery fees are refunded only when the USPS fails to give restricted delivery service.

Additional Services
1.7 In addition to the prerequisites listed in 1.2, the following services may be combined with restricted delivery if the applicable standards for the services are met and the additional service fees are paid:

a. Delivery Confirmation.

b. Parcel airlift service (PAL).

c. Signature Confirmation.

d. Special handling.

2.0 OBTAINING SERVICE

At Time of Mailing
2.1 The mailer may request restricted delivery at the time of mailing by advising the USPS clerk or by marking the mail "Restricted Delivery." A firm mailer must enter the proper fee in the correct column of the firm sheet and place the required endorsement on the mail. If a return receipt is requested, the correct block on Form 3811 must be checked to show that restricted delivery is also required.

After Mailing
2.2 The mailer may request restricted delivery after mailing by notifying the mailing post office in writing. The mailer must identify the article, including item number and addressee, and pay the service fee and communication costs required to effect restricted delivery. USPS failure to provide the service because delivery was made before the delivery office received the request is not grounds for a refund of the fee or communication costs.

3.0 DELIVERY

Conditions 3.1

Mail marked "Restricted Delivery" is delivered only to the addressee or to the person authorized in writing as the addressee's agent to receive the mail, subject to D042 and these exceptions:

a. Mail for famous personalities and executives of large organizations is normally delivered to an agent authorized to sign for such mail.

b. Mail for officials of executive, legislative, and judicial branches of the government of the United States or of the states and possessions and their political subdivisions, or to members of the diplomatic corps, may be delivered to a person authorized by the addressee or by regulations or procedures of the agency or organization to receive the addressee's mail.

c. Mail for the commander, staff sections, or other officials of military organizations by name and title, is delivered to the unit mail clerk, mail orderly, postal clerk, assistant postal clerk, or postal finance clerk, when such individuals are designated on DD (Department of Defense) Form 285 to receipt for all mail addressed to the units for which they are designated. If the person accepting mail is designated on DD Form 285 to receipt for ordinary mail only, then restricted delivery mail addressed to the commander, or other official by name and title, is delivered to the mail clerk only if the addressee authorizes under 3.2.

d. Mail for an inmate of a city, state, or federal penal institution, in cases where a personal signature cannot be obtained, is delivered to the warden or designee.

e. Mail for minors or persons under guardianship may be delivered to their parents or guardians.

Identification 3.2

The USPS may require proof of identification from the addressee (or agent).

Agent Authorization 3.3

An addressee who regularly receives restricted delivery mail may authorize an agent on Form 3801 or by letter to the postmaster. The addressee must make the notation "this authorization is extended to include restricted delivery mail" on Form 3801 (in the area for signatures of authorized agents) or in the letter to the postmaster. Form 3849 may be left for the authorization if the post office has no standing delivery order or letter on file. The addressee may enter the name of the agent on the back of Form 3849 in the space provided and sign the form. The agent must sign for receipt of the article on the back of the form.

Joint Addressees 3.4

When mail is addressed to two or more persons jointly (as shown by the word "and" or symbol "&" connecting their names), all addressees or their agents are notified to be present to accept delivery together. The delivery receipt obtained and the return receipt, if any, must be signed by all joint addressees or their agents. The mail may then be delivered to any of the addressees or their agents unless one or more addressees or their agents object, in which case delivery is not made until all the addressees or their agents sign a statement designating who is to receive the mail.

Addressed "In Care Of" 3.5

Either person may sign for mail addressed to one person in care of another.

S900 Special Postal Services

S910 Security and Accountability

S917 Return Receipt for Merchandise

Summary S917 describes return receipt for merchandise, lists the classes of mail that may include this service, and the associated procedures to follow.

1.0 BASIC INFORMATION

Description
1.1 Return receipt for merchandise service is a form of return receipt service that provides the sender with a mailing receipt and a return receipt. After delivery, the return receipt is mailed back to the sender. A delivery record is maintained by the Postal Service, but no record is kept at the office of mailing. A return receipt for merchandise also supplies the recipient's actual delivery address if it is different from the address used by the sender. Mail using this service is dispatched and handled in transit as ordinary mail. This service does not include insurance coverage. A return receipt for merchandise may not be requested after mailing, and restricted delivery service is not available.

Eligible Matter
1.2 Return receipt for merchandise is available for merchandise sent as Priority Mail, Standard Mail pieces subject to the residual shape surcharge, and Package Services.

Additional Services
1.3 The following services may be combined with return receipt for merchandise if the applicable standards for the services are met and the additional service fees are paid:

a. Delivery Confirmation.

b. Insurance (for up to $50).

c. Parcel airlift service (PAL).

d. Special handling.

Fee and Postage
1.4 The applicable fee for return receipt for merchandise service must be paid in addition to the correct postage and the fees for any other service selected. The fees and postage may be paid with stamps, meter stamps, or permit imprint. The fees and postage on official mail of federal government agencies and departments are collected under applicable reimbursement procedures.

2.0 MAILING

Where to Mail
2.1 A mailer must mail articles at a post office, branch, or station or give them to a rural carrier. Articles must not be placed in post office maildrops or in or on street collection boxes. They may be placed in, but not on, rural mailboxes.

How to Mail
2.2 A mailer can obtain Form 3804 and Form 3811 (return receipt) at the post office or from any rural carrier. Observe these procedures:

a. Enter on the receipt part of the return receipt for merchandise, the name and complete address of the person or firm to whom the mail is addressed.

b. Affix the numbered part of the gummed label from Form 3804 to the mailpiece.

c. Place the correct endorsement on the address side. Enter the return receipt for merchandise number on Form 3811. Address the form to yourself and attach it to the front of the mailpiece. If the Form 3811 would cover the address, attach it to the back of the mailpiece. The name of the person to whom the return receipt is to be returned must be the same as that of the sender. If the return receipt is to show the address where the article was delivered, check the block at the top of Form 3811.

d. Attach to the article, enough postage to pay for the postage rate desired, the return receipt for merchandise fee, and the special handling fee.

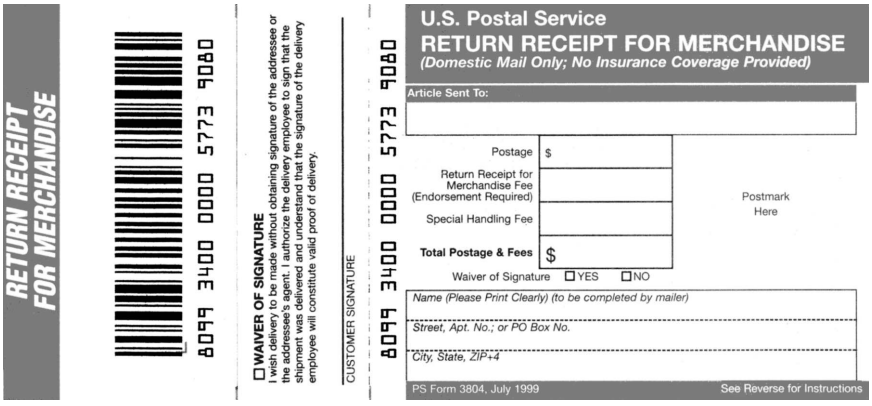
e. Attach the return receipt for merchandise label to the address side of the article and give the completed receipt to a USPS employee. If asked to do so, the USPS employee must show on the receipt the time the article is accepted for mailing. If given to a rural carrier, the carrier returns the postmarked receipt to the customer.

f. By signing the waiver on Form 3804, customers may instruct the USPS to deliver without obtaining a signature. This option allows the delivery employee to sign for the article on the first delivery attempt to the listed address, if the addressee or the addressee's agent is not available to accept the shipment. Customers who waive the signature requirement must accept the delivery employee's signature and date of delivery as proof of delivery. To waive the signature, detach both parts of the gummed label and attach to the mailpiece.

Points to Which Mailable
2.3 Return receipt for merchandise mail may be addressed for delivery only in the United States and its territories and possessions, through Army/Air Force (APO) and Navy (FPO) post offices, or through the United Nations Post Office, New York.

Form 3804
2.4 Return receipt for merchandise mail must bear a barcoded brown Form 3804 (see Exhibit 2.4). The label part of the form and the endorsement "Return Receipt Requested" must be placed above the delivery address and to the right of the return address, or to the left of the delivery address on parcels.

Form 3804
Exhibit 2.4


RETURN RECEIPT FOR MERCHANDISE

8099 3400 0000 5773 9080

WAIVER OF SIGNATURE
I wish delivery to be made without obtaining signature of the addressee or the addressee's agent. I authorize the delivery employee to sign that the shipment was delivered and understand that the signature of the delivery employee will constitute valid proof of delivery.

CUSTOMER SIGNATURE

8099 3400 0000 5773 9080

U.S. Postal Service
RETURN RECEIPT FOR MERCHANDISE
(Domestic Mail Only; No Insurance Coverage Provided)

Article Sent To:

Postage $
Return Receipt for Merchandise Fee (Endorsement Required)
Special Handling Fee
Total Postage & Fees $
Waiver of Signature ☐YES ☐NO

Postmark Here

Name (Please Print Clearly) (to be completed by mailer)
Street, Apt. No.; or PO Box No.
City, State, ZIP+4

PS Form 3804, July 1999 See Reverse for Instructions

Privately Printed Form 3804
2.5 If authorized, a mailer may use a privately printed Form 3804. The privately printed form must be nearly identical in design and color to the USPS form with a barcode and human readable numbers that meet the USPS specifications in Publication 109. A minimum of three preproduction samples must be submitted to the business mail entry manager serving the mailer's location for review by the mailpiece design analyst. Once approved, the mailer must print sample labels with barcodes to be certified under the technical requirements in Publication 109.

Firm Sheet
2.6 If three or more return receipt for merchandise articles are presented for mailing at one time, the mailer may use Form 3877 (firm sheet), provided by the USPS at no charge, or privately printed firm sheets. Privately printed or computer-generated firm sheets that contain the same information as Form 3877 may be approved by the local postmaster. The mailer may omit columns from Form 3877 that are not applicable to return receipt for merchandise mail. The mailer must present the books with the articles to be mailed at a post office. The sheets of the books become the mailer's receipts. All entries made in firm sheets must be made by typewriter, ink, or ballpoint pen. Alterations must be initialed by the mailer and accepting employee. All unused portions of the addressee column must be obliterated with a diagonal line.

Receipt Not Received
2.7 A mailer who does not receive return receipt for merchandise service for which the mailer has paid may request information from the delivery record, at no additional charge, by using Form 3811-A. Any request must be filed within 2 years after the date of mailing. Mailers cannot request a delivery record unless the item originally was sent with return receipt for merchandise.

3.0 DELIVERY

Delivery of return receipt for merchandise mail is subject to D042.

S900 Special Postal Services

S910 Security and Accountability

S918 Delivery Confirmation

Summary S918 describes Delivery Confirmation, the classes of mail that may include this service, and the retail and electronic delivery options.

1.0 BASIC INFORMATION

Description
1.1 Delivery Confirmation service provides the mailer with information about the date and time an article was delivered and, if delivery was attempted but not successful, the date and time of the delivery attempt. Delivery Confirmation service is available only at the time of mailing. This service may be obtained in two forms: (1) an electronic option for mailers who apply identifying barcodes to each piece, provide an electronic file, and retrieve delivery status information electronically; and (2) a retail option for mailers who do not use an electronic file or who wish to retrieve delivery information through the Postal Service Internet address or a toll-free telephone number. No record is kept at the office of mailing. Delivery Confirmation service does not include insurance, but insurance may be purchased as an additional service (see 1.6).

Eligible Matter
1.2 Delivery Confirmation service is available for First-Class Mail parcels, Priority Mail, Standard Mail pieces subject to the residual shape surcharge (electronic option only), and Package Services parcels. For the purposes of adding Delivery Confirmation service, a First-Class Mail parcel is defined in C100.5.0; a Package Services parcel is defined in C700.1.0h.

Ineligible Matter
1.3 Delivery Confirmation service is not available for the following:

a. Mail addressed to APO/FPO destinations or to United States territories, possessions, and freely-associated states listed in G011 (except for Puerto Rico and U.S. Virgin Islands, to which service is available).

b. Mail paid with precanceled stamps.

c. Standard Mail pieces that are not subject to the residual shape surcharge.

Service Options
1.4 The two Delivery Confirmation service options are:

a. Retail option: Available at post offices at the time of mailing. A mailing receipt is provided. Mailers can access delivery information over the Internet at www.usps.com or by calling 1-800-222-1811 toll-free and providing the article number.

b. Electronic option: Available to mailers who establish an electronic link with the Postal Service to exchange acceptance and delivery data. No mailing receipt is provided.

Fees and Postage
1.5 The applicable Delivery Confirmation fee must be paid in addition to the correct postage. The fee and postage may be paid with postage stamps, meter stamps, or permit imprint. Precanceled stamps are not permitted as postage payment.

Additional Services 1.6

Delivery Confirmation may be combined with:

a. Collect on delivery (COD).

b. Insured mail.

c. Registered mail.

d. Restricted delivery, if purchased with insurance for more than $50, COD, or registry service.

e. Return receipt, if purchased with insurance for more than $50, COD, or registry service.

f. Return receipt for merchandise.

g. Special handling.

Where to Mail 1.7

A mailer may mail articles with Delivery Confirmation at a post office, branch, or station, or give articles to a rural carrier.

Firm Sheets 1.8

If three or more articles are presented for mailing at one time, the mailer may use Form 3877*, Firm Sheet*, provided by the Postal Service at no charge, or privately printed firm sheets. Privately printed or computer-generated firm sheets that contain the same information as Form 3877 may be used if approved by the local postmaster. The mailer may omit columns from Form 3877 that are not applicable to Delivery Confirmation mail. Required elements are the package identification code (PIC), 5-digit destination ZIP Code, and applicable fees. If the mailer wants the firm sheets receipted by the Postal Service, the mailer must present the books with the articles to be mailed at a post office. The sheets of the books are the mailer's receipts. All entries made in firm sheets must be made by typewriter, ink, or ballpoint pen. Alterations must be initialed by the mailer and accepting postal employee. All unused portions of the addressee column must be obliterated with a diagonal line. A receipt is required for refund requests.

2.0 LABELS

Types of Labels 2.1

Mailers may use one of the three Delivery Confirmation label options shown below (additional information may be found in Publication 91, *Confirmation Services Technical Guide*):

a. Form 152 obtained from the post office at no charge. This form may only be used with the retail mailing option (see Exhibit 2.1a).

b. Label 314, available at no charge to electronic option mailers (see Exhibit 2.1b).

c. Privately printed barcoded labels that meet the requirements in 2.0 and 3.0 (see Exhibit 2.1c). On the Priority Mail label, mailers must use the registered trademark symbol following the Priority Mail text or add the following statement at the bottom of the label in at least 6-point Helvetica type: "Priority Mail is a registered trademark of the U.S. Postal Service."

Form 152
Exhibit 2.1a

Label 314
Exhibit 2.1b

Privately Printed Label
Exhibit 2.1c

Label Placement
2.2

The barcoded label section of Label 314 or Form 152 must be placed either above the delivery address and to the right of the return address or to the left of the delivery address. A privately printed Delivery Confirmation label that is separate from the address label must be placed in close proximity to the address label. In all cases, the entire Delivery Confirmation label must be placed on the address side and not overlap any adjacent side of an item.

3.0 BARCODES

Symbology
3.1

Labels printed by mailers must meet the following symbology requirements:

a. Mailers printing their own barcodes and using the retail service option (1.3a) must print their barcodes using Automatic Identification Manufacturers' (AIM) Uniform Specifications for USS Code Interleaved 2 of 5.

b. Mailers printing their own barcodes and using the electronic service option (1.3b) must use one of the following barcode symbologies: UCC/EAN 128, USS Code Interleaved 2 of 5, USS Code 39, or USS Code 128. Each barcode must contain a unique Package Identification Code (PIC) as specified in 3.2. The barcodes must meet the specifications in Publication 91.

Package Identification Code (PIC)
3.2

Each barcode symbology must contain a unique PIC:

a. For UCC/EAN 128, each barcode must contain a unique PIC and be made up of five fields totaling 22 characters. Additional information and specifications can be found in Publication 91. The five required data fields are:

(1) Application Identifier (AI): two characters; identifies the article as a Delivery Confirmation piece.
(2) Service Type Code (STC): two characters; identifies the type of product or service used for each item.
(3) Customer ID: nine characters; DUNS® number that uniquely identifies the customer.
(4) Package Sequence Number (PSN): eight characters; fixed sequential number.
(5) Modulus 10 Check digit: one character.

b. For USS Code Interleaved 2 of 5, USS Code 39, and USS Code 128, each barcode must contain a unique PIC and be made up of four fields totaling 20 characters. The four required data fields are fields 2 through 5 above. Additional information and specifications can be found in Publication 91. These symbologies do not use an Application Identifier (AI).

Printing
3.3

Labels printed by mailers must meet the following specifications:

a. Each barcoded label must bear a unique Delivery Confirmation PIC barcode as specified in 3.2. The text "USPS DELIVERY CONFIRMATION" (if using retail service option, as specified in 1.4) or "e/USPS DELIVERY CONFIRMATION" (if using electronic service option, as specified in 1.4, and the postage is evident on the mailpiece) must be printed between 1/8 inch and 1/2 inch above the barcode in minimum 12-point bold sans serif type. Additionally, mailers approved for the electronic service option, at their discretion, may print the text "ELECTRONIC RATE APPROVED #[DUNS NUMBER]" in minimum 8-point bold sans serif type directly below the bottom horizontal identification bar (see Exhibit 3.3). Human-readable characters that represent the barcode ID must be printed between 1/8 inch and 1/2 inch under the barcode in minimum 10-point bold sans serif type. These characters must be parsed in accordance with Publication 91. A minimum

1/8-inch clearance must be between the barcode and any printing. The preferred range of widths of narrow bars and spaces is 0.015 inch to 0.017 inch. The width of the narrow bars or spaces must be at least 0.013 inch but no more than 0.021 inch. All bars must be at least 3/4 inch high. Minimum 1/16-inch bold bars must appear between 1/8 inch and 1/2 inch above and below the human-readable endorsements to segregate the Delivery Confirmation barcode from other areas of the shipping label. The line length should extend across the width of the label but must extend the length of the barcode at a minimum (see Exhibit 2.1c). Only information relating to Delivery Confirmation and/or other special services must be placed between these lines.

b. Each barcode must meet the requirements in 3.1 for the type of service requested.

c. Mailers must obtain Postal Service certification for each printer used to print barcoded Delivery Confirmation labels. For certification, a mailer must forward for evaluation and approval 20 barcoded labels/forms generated by each printer to the National Customer Service Center (NCSC), Attention Barcode Certification (see G043 for address). The Postal Service will issue the mailer a Form 3152, *Delivery Confirmation Certification*, for each printer certified. All barcodes must be in accordance with 2.0 and 3.0. Further certification instructions are included in Publication 91.

d. Barcodes that do not meet specifications will not be accepted by the USPS. The USPS will contact the mailer if problems with the barcodes are found and will try to resolve the problem. The USPS may suspend a mailer's certification if electronic file quality does not meet specifications.

Electronic Service Option Identification
Exhibit 3.3

Integrated Barcodes
3.4

An integrated barcode may be used by mailers printing their own barcodes and using the electronic service option. Mailers may combine Delivery Confirmation and insurance services into a single barcode on the shipping label and eliminate multiple labels and barcodes on packages. Mailers must still meet existing specifications in 3.1 and 3.2. Minor modifications allow users to request multiple special services on Priority Mail and Package Services. Two required changes are:

a. Change the text above the barcode to identify the service requested. Exhibits are included in Publication 91.

b. Change the service type code in the barcode to identify the class of mail and/or type of special services combined with Delivery Confirmation. Additional information on the Service Type Code Matrix can be found in the Publication 91.

4.0 ELECTRONIC FILE TRANSMISSION

Mailers must meet the following standards for electronic file transmission:

a. Publication 91 contains specifications for electronic file transmission. A test file transmission must be uploaded and approved before mailings begin. Upon certification, USPS will issue to the mailer a Form 3152*, Delivery Confirmation Certification*, for the mailer's electronic file format.

b. Mailers using the electronic option will be required to transmit a file with a unique record for each article mailed. The USPS will contact the mailer if problems with the file are found and will try to resolve those problems. The USPS may suspend a mailer's certification if the electronic file quality does not meet specifications. In addition, USPS acceptance units will be notified to charge the customer the retail Delivery Confirmation fee.

c. Mailers using the electronic option are required to include additional fields in the electronic file when planning to use the integrated barcode. For more information consult Publication 91.

5.0 ACCEPTANCE

Customers must meet the following requirements when presenting electronic option Delivery Confirmation mail for acceptance:

a. Presorted or permit imprint mailings containing pieces for which fees are paid for Delivery Confirmation service must be presented to a post office business mail entry unit (BMEU), detached mail unit (DMU) at the mailer's plant, bulk mail center or auxiliary service facility business mail entry unit, or other postal facility capable of properly verifying the mailing and at which the mailer has obtained the necessary permits or license and paid any applicable mailing fee.

b. Mailers who use the electronic option or print their own labels must submit a completed Form 3152, *Delivery Confirmation Certification*, with each mailing. Each Form 3152 must contain the Delivery Confirmation electronic file number or barcode equivalent, date of mailing, and, if available, the total number of Delivery Confirmation pieces by class of mail. The barcode format must comply with standards in Publication 91.

S900 Special Postal Services

S910 Security and Accountability

S919 Signature Confirmation

Summary S919 describes Signature Confirmation, the classes of mail that may include this service, and the retail and electronic delivery options.

1.0 BASIC INFORMATION

Description
1.1 Signature Confirmation service provides the mailer with information about the date and time an article was delivered and, if delivery was attempted but not successful, the date and time of the delivery attempt. A delivery record, including the recipient's signature, is maintained by the USPS and is available, via fax or mail, upon request. No acceptance record is kept at the office of mailing. Signature Confirmation service is available only at the time of mailing. Signature Confirmation service does not include insurance.

Eligible Matter
1.2 Signature Confirmation service is available for First-Class Mail parcels, Priority Mail, and Package Services parcels. For the purposes of adding Signature Confirmation service, a First-Class Mail parcel is defined in C100.5.0; a Package Services parcel is defined in C700.1.0h.

Ineligible Matter
1.3 Signature Confirmation service is not available for the following:

a. Mail addressed to APO/FPO destinations or to United States territories, possessions, and freely-associated states listed in G011 (except for Puerto Rico and U.S. Virgin Islands, to which service is available).

b. Mail paid with precanceled stamps.

Service Options
1.4 The two Signature Confirmation service options are:

a. Retail option: Available at post offices at the time of mailing. A mailing receipt is provided. Mailers can access delivery information over the Internet at www.usps.com or by calling 1-800-222-1811 toll-free and providing the article number.

b. Electronic option: Available to mailers who apply identifying barcodes to each piece, establish an electronic link with the Postal Service to exchange acceptance and delivery data, provide an electronic file of Signature Confirmation pieces that are entered for mailing, and retrieve delivery status information electronically. No mailing receipt is provided. Mailers can access delivery information over the Internet at www.usps.com or through their electronic file. Requests for delivery records can be made over the Internet or by calling 1-800-222-1811 toll-free and providing the article number.

Fees and Postage
1.5 The applicable Signature Confirmation fee in R900 must be paid in addition to the correct postage. The fee and postage may be paid with postage stamps, meter stamps, or permit imprint.

Additional Services
1.6 The following special services may be combined with Signature Confirmation if the applicable standards for the services are met and the additional service fees are paid:

a. Collect on delivery (COD).

b. Insurance.

c. Registered mail.

d. Restricted delivery (if purchased with insurance for more than $50, COD, or registry service).

e. Special handling.

Where to Mail
1.7 A mailer may mail articles with retail option Signature Confirmation at a post office, branch, or station, or give articles to a rural carrier.

Firm Sheets
1.8 If three or more articles are presented for mailing at one time, the mailer may use Form 3877, *Firm Sheets,* provided by the Postal Service at no charge, or privately printed firm sheets. Privately printed or computer-generated firm sheets that contain the same information as Form 3877 may be used if approved by the local postmaster. The mailer may omit columns from Form 3877 that are not applicable to Signature Confirmation mail. Required elements are the package identification code (PIC), 5-digit destination ZIP Code, and applicable fees. If the mailer wants the firm sheets receipted by the Postal Service, the mailer must present the books with the articles to be mailed at a post office. The sheets of the books are the mailer's receipts. All entries made in firm sheets must be made by typewriter or ink. Alterations must be initialed by the mailer and accepting postal employee. All unused portions of the addressee column must be obliterated with a diagonal line. A receipt is required for refund requests.

Signature Waiver
1.9 Customers who waive the signature requirement must accept the delivery employee's signature and date of delivery as proof of delivery. Customers who waive the signature requirement will be provided only the date of delivery in the delivery record, unless a special request for the delivery employee's signature is made. For retail labels, detach both parts of the gummed label and attach to the mailpiece. Waiver of signature is not available when Signature Confirmation is combined with other special services.

2.0 LABELS

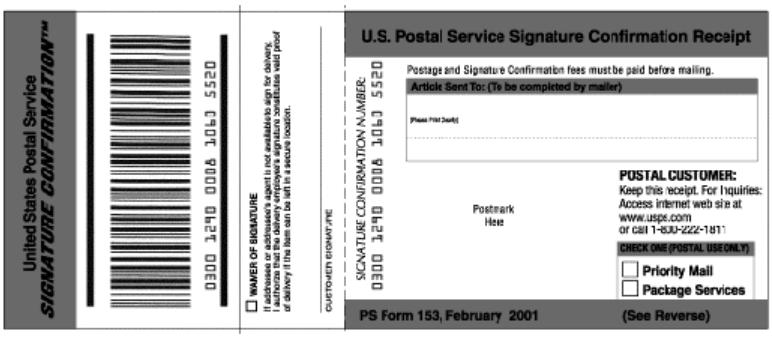
Types of Labels
2.1 Mailers may use one of the three Signature Confirmation label options shown in the exhibits below. Additional information may be found in Publication 91, *Confirmation Services Technical Guide*. The three labels are as follows:

a. Form 153, obtained from the post office at no charge. This form may be used only with the retail option (Exhibit 2.1a).

b. USPS Label 315, available at no charge to electronic option mailers (Exhibit 2.1b).

c. Privately printed barcoded labels that meet the requirements in 2.0 and 3.0 (see Exhibit 2.1c). On the Priority Mail label, mailers must use the registered trademark symbol following the Priority Mail text or add the following statement at the bottom of the label in at least Helvetica 6-point type: "Priority Mail is a registered trademark of the U.S. Postal Service."

Form 153
Exhibit 2.1a



Label 315
Exhibit 2.1b

Privately Printed Label
Exhibit 2.1c

Label Placement
2.2 The barcoded label section of Label 315 or Form 153 must be placed either above the delivery address and to the right of the return address or to the left of the delivery address. A privately printed Signature Confirmation label that is separate from a privately printed address label must be placed in close proximity to the address label. In all cases, the entire Signature Confirmation label must be placed on the address side of the mailpiece and not overlap any adjacent side.

3.0 BARCODES

Symbology
3.1 Labels printed by mailers must meet the following symbology requirements:

a. Mailers printing their own barcodes and using the retail option (1.4a) must print their barcodes using Automatic Identification Manufacturers' (AIM) Uniform Specifications for USS Code Interleaved 2 of 5.

b. Mailers printing their own barcodes and using the electronic option (1.4b) must use one of the following barcode symbologies: UCC/EAN 128, USS Code Interleaved 2 of 5, USS Code 39, or USS Code 128. Each barcode must represent a unique Package Identification Code (PIC) as specified in 3.2. The barcodes must meet the specifications in Publication 91.

Package Identification Code (PIC)
3.2

Each barcode symbology must represent a unique PIC:

a. For UCC/EAN 128, each barcode must represent a unique PIC and be made up of five fields totaling from 16 to 22 characters. Additional information and specifications can be found in Publication 91. The five required data fields are:
   (1) Application Identifier (AI): two characters; identifies the barcode as a postal barcode.
   (2) Service Type Code (STC): two characters; identifies the type of product or service used for each item.
   (3) Customer ID: nine characters; DUNS® number that uniquely identifies the customer.
   (4) Package Sequence Number (PSN): variable from two to eight numbers.
   (5) Modulus 10 Check digit: one character. See Publication 91 for use of the concatenated barcode for routing purposes.

b. For USS Code Interleaved 2 of 5, USS Code 39, and USS Code 128, each barcode must contain a unique PIC and be made up of four fields totaling 20 characters. The four required data fields are fields 2 through 5 above with a fixed sequential number of 8 digits. Additional information and specifications can be found in Publication 91. These symbologies do not use an Application Identifier (AI).

Printing
3.3

Labels printed by mailers must meet the following specifications:

a. Each barcoded label must bear a return address and a unique Signature Confirmation PIC barcode as specified in 3.2. The text "USPS SIGNATURE CONFIRMATION" (if using retail service option as specified in 1.4) or "e/USPS SIGNATURE CONFIRMATION" (if using electronic service option as specified in 1.4 and the postage is evident on the mailpiece) must be printed between 1/8 inch and 1/2 inch above the barcode in minimum 12-point bold sans-serif type. Additionally, mailers approved for the electronic service option, at their discretion, may print the text "ELECTRONIC RATE APPROVED #[DUNS NUMBER]" in minimum 8-point bold sans-serif type directly below the bottom horizontal identification bar (see Exhibit 3.3). Human-readable characters that represent the barcode ID must be printed between 1/8 inch and 1/2 inch under the barcode in minimum 10-point bold sans serif type. These characters must be parsed in accordance with Publication 91. A minimum 1/8-inch clearance must be maintained between

the barcode and any printing. The preferred range of widths of narrow bars and spaces is 0.015 inch to 0.017 inch. The width of the narrow bars or spaces must be at least 0.013 inch but no more than 0.021 inch. All bars must be at least 3/4 inch high. Minimum 1/16-inch bold bars must appear between 1/8 inch and 1/2 inch above and below the human-readable endorsements to segregate the Signature Confirmation barcode from other areas of the shipping label. The line length should extend across the width of the label but must extend the length of the barcode at a minimum (see Exhibit 2.1c). Only information relating to Signature Confirmation and other special services must be placed between these lines.

b. Each barcode must meet the requirements in 3.1 for the type of service requested.

c. Mailers must obtain Postal Service certification for each printer used to print barcoded Signature Confirmation labels. For certification, a mailer must forward for evaluation and approval 20 barcoded labels/forms generated by each printer to the National Customer Support Center (NCSC), Attention Barcode Certification (see G043 for address). The Postal Service will issue the mailer a PS Form 3152, *Delivery Confirmation Certification,* for each printer certified. All barcodes must be in accordance with 2.0 and 3.0. Further certification instructions are included in Publication 91.

d. Barcodes that do not meet specifications will not be accepted by the USPS. The USPS will contact the mailer if problems with the barcodes are found and will try to resolve the problem. The USPS may suspend a mailer's certification if electronic file quality does not meet specifications.

e. Mailers who have previously received certification for label printing under the Delivery Confirmation program are not required to obtain any additional certification to use Signature Confirmation.

Electronic Service Option Identification
Exhibit 3.3

e/ USPS SIGNATURE CONFIRM

9121 0268 3733 1000 0010 10

ELECTRONIC RATE APPROVED #026837331

Integrated Barcodes
3.4

An integrated barcode may be used by mailers printing their own barcodes and using the electronic service option. Mailers may combine Signature Confirmation and insurance into a single barcode on the shipping label and eliminate multiple labels and barcodes on packages. Mailers must still meet existing specifications in 3.1 and 3.2. Minor modifications allow users to request multiple special services on Priority Mail and Package Services. Two required changes are:

a. Change the text above the barcode to identify the service requested. Exhibits are included in Publication 91.

b. Change the service type code in the barcode to identify the class of mail and/or type of special services combined with Signature Confirmation. Additional information on the Service Type Code Matrix can be found in the Publication 91.

4.0 ELECTRONIC FILE TRANSMISSION

Mailers must meet the following standards for electronic file transmission:

a. Publication 91 contains specifications for electronic file transmission. A test file transmission must be uploaded and approved before mailings begin. Upon certification, USPS will issue to the mailer a Form 3152, *Delivery Confirmation Certification.*

b. Mailers using the electronic option will be required to transmit a file with a unique record for each article mailed. The USPS may suspend a mailer's certification if the electronic file quality does not meet specifications. In addition, USPS acceptance units will be notified to charge the customer the retail option Signature Confirmation fee.

c. Mailers who have previously received certification for electronic file transmission under the Delivery Confirmation program are not required to obtain any additional certification for Signature Confirmation service use.

d. Mailers using the electronic option are required to include additional fields in the electronic file when planning to use the integrated barcode. For more information, consult Publication 91.

5.0 ACCEPTANCE

Customers must meet the following requirements when presenting electronic option Signature Confirmation mail for acceptance:

a. Presorted or permit imprint mailings containing pieces for which fees are paid for Signature Confirmation service must be presented to a post office business mail entry unit (BMEU), detached mail unit (DMU) at the mailer's plant, bulk mail center or auxiliary service facility business mail entry unit, or other postal facility capable of properly verifying the mailing and at which the mailer has obtained the necessary permits or license and paid any applicable mailing fee.

b. Mailers who use the electronic option must submit a completed Form 3152 with each mailing. Each Form 3152 must contain the electronic file number or barcode equivalent, date of mailing, and, if available, the total number of pieces by class of mail. The barcode format must comply with standards in Publication 91.

S900 Special Postal Services

S920 Convenience

S921 Collect on Delivery (COD) Mail

Summary S921 describes COD mail, the classes of mail that may include this service, and when COD may and may not be used.

1.0 BASIC INFORMATION

Description
1.1 Any mailer may use collect on delivery (COD) service to mail an article for which the mailer has not been paid and have its price and the cost of the postage collected from the recipient. If the recipient pays the amount due by check payable to the mailer, the USPS forwards the check to the mailer. If the recipient pays the amount due in cash, the USPS collects the money order fee(s) from the recipient and sends a postal money order(s) to the mailer. The amount collected from the recipient may not exceed $1,000. COD service provides the mailer with a mailing receipt, and a delivery record is maintained by the Postal Service.

Eligible Matter
1.2 COD service may be used for Express Mail, First-Class Mail, Priority Mail, and any Package Services subclass if:

a. The mail has the complete names and addresses of the mailer and addressee.

b. The mailer guarantees to pay any return postage, unless otherwise specified on the mail.

c. The goods shipped are ordered by the addressee.

Ineligible Matter
1.3 COD service may not be used for:

a. Collection agency purposes.

b. The return of merchandise about which some dissatisfaction arises, unless the new addressee consents in advance to such return.

c. The mailing of only bills or statements of account, even with the addressee's consent. If a legitimate COD shipment of merchandise is mailed, the balance due on a past or expected transaction may be included in the charges on a COD article, if the addressee consents in advance to such action. In such a case, USPS indemnity is limited to the value of the article lost or damaged, not the full COD charges to be collected.

d. Moving-picture films mailed by exhibitors to moving-picture manufacturers, distributors, or exchanges. Such films may be sent as insured mail or, if sealed, as registered First-Class Mail.

e. Articles sent to or from an APO or FPO address, including official mail and shipments to Armed Forces agencies.

Additional Services
1.4 Purchasing COD service allows customers to then purchase restricted delivery service or a return receipt. The following additional services may be combined with COD if the applicable standards for the services are met and the additional service fees are paid:

a. Delivery Confirmation (not available with Express Mail COD).

b. Registered mail.

c. Signature Confirmation.

d. Special handling.

Fee and Postage
1.5 The applicable COD fee must be paid in addition to the correct postage and the fees for other services requested. The amount to be collected or the amount of insurance coverage desired, whichever is higher, determines the COD fee. The fees for COD service include insurance against loss, rifling, or damage to the article or failure to receive a postal money order or the recipient's check. Postal liability for failure to receive the recipient's check or a postal money order is limited to loss in transit.

Altering COD Charges or Address
1.6 The mailer of a COD package may alter the COD charges or direct delivery to a new addressee by filing a request with the postmaster at the office of address and paying the applicable fee. The request must show the post office and date of mailing, the COD number, the name and address of addressee shown on form, the name and address of new addressee if applicable, and the new COD charges or delivery to be made without collecting COD charges.

Notice to Mailer
1.7 A mailer wanting a notice of undelivered COD mail must request Form 3849-D by checking the proper box on the COD form. The request may also be placed on the address label. It must appear conspicuously, directly under the return name and address of the mailer and separate from other instructions, as follows: "Form 3849-D Requested." A mailer's request may include directions to send the notice to the mailer or designated representative. When the mailer's representative is designated, the representative's name and local or nearby address must be shown in a bordered space with instructions, reading: "Do not deliver to mailer's designated representative without collecting COD charges," or "Deliver without collecting COD charges to mailer's designated representative."

Registered COD Mail
1.8 Sealed domestic mail of any class bearing First-Class postage may be sent as registered COD mail. Such mail is handled the same as other registered mail. The maximum amount collectible from the recipient on an individual parcel is $1,000. Indemnity may be purchased up to the registry limit of $25,000 by paying the applicable registry fee for the value declared. The total fees charged for registered COD service include the proper registry fee for the value declared plus the registered COD fee. The mailer must declare the full value of the article being mailed, regardless of the amount to be collected from the recipient. The registered label and the COD form must be affixed to each article. The registration number is used for delivery receipt and indemnity claims.

Express Mail COD
1.9 Any article sent COD also may be sent by Express Mail next day and second day service. Such mail is handled in the same manner as other Express Mail. The maximum amount collectible from the addressee on an individual article is $1,000, and indemnity for failure to collect or issue payment is limited to $1,000. Express Mail postage and the proper COD fees must be paid. Both the Express Mail label and COD form must be affixed to each article. The Express Mail article number is used for delivery receipt and indemnity claims.

2.0 COD FORMS

Form 3816
2.1 Mailers must complete barcoded Form 3816 (see Exhibit 2.1) and attach it either above the delivery address and to the right of the return address, or to the left of the delivery address on parcels. If more than three articles are sent at a time, the mailer may use Form 3816-AS.

Privately Printed Form 3816-AS
2.2 If authorized, a mailer may use a privately printed Form 3816-AS. The privately printed form must be nearly identical in design and color to postal-provided forms, with COD article numbers that can be read by automated postal equipment. A

minimum of three preproduction samples must be submitted to the business mail entry manager serving the mailer's location for review by the mailpiece design analyst. Once approved, the analyst issues a block of COD numbers to be used by the mailer.

Form 3816
Exhibit 2.1

DELIVERY EMPLOYEE - Remove Copies 1 & 2 at Time of Delivery

Collect the amount shown below if customer pays by CHECK made payable to the mailer.	Collect the amount shown below if customer pays in CASH (includes MO fee).
Check Amount $	Cash Amount $

* M 4 0 8 9 8 4 4 4 9 *

☐ Registered Mail ☐ Express Mail ☐ Form 3849-D Requested

Date of Mailing | ☐ Remit COD Charges to Sender via Express Mail | EMCA No.

COD

UNITED STATES POSTAL SERVICE

FROM: TO:

Delivered By	Date Delivered	Received By: *(Print Name and Sign)*	
Check Number	MO Number	Date Payment Sent to Mailer	Date Form 3849-D Sent

PS Form **3816,** December 1994 **Copy 1 - Delivery Unit**

1. DO NOT allow the recipient *(addressee or agent)* to examine the contents before payment.
2. DO NOT deliver this article until payment is collected.
3. If payment is by check, enter check number above.

Nursery Stock
2.3

A firm that mails nursery stock (the sender) may print special COD forms if the forms have instructions for disposing of shipments not delivered immediately, include a remittance coupon to be returned with the money order or recipient's check, and meet these conditions:

a. If the firm does not want the undeliverable parcel disposed of to the highest bidder, the firm's instructions on the back of the delivery office part of the COD form *(1),* and on the remittance coupon *(2),* should read as follows:

(1) "If recipient refuses to pay charges for any reason, deliver at once without collecting the charges. Notify sender at once if parcel is not delivered and, if no reply is received in 30 days, destroy parcel. See remittance coupon for further instructions."

(2) "Return this coupon with money order. If parcel is delivered without collection of charges, or is destroyed after 30 days, check disposition and send coupon to sender in penalty envelope."

❏ Delivered to addressee without collecting charges.
❏ Destroyed after 30 days.

b. If the firm wants the undeliverable parcel disposed of to the highest bidder, the firm's instructions on the back of the delivery office part of the COD form *(1),* and on the remittance coupon *(2),* should read as follows:

(1) "If addressee refuses to pay charges for any reason, deliver at once without collecting the charges. Notify sender at once if parcel is not delivered and if no reply is received in 30 days, sell to highest bidder and remit proceeds, less commission. If sale cannot be made, destroy parcel. See remittance coupon for further instructions."

(2) "Return this coupon with money order or addressee's check. If parcel is delivered without collection of charges, is destroyed after 30 days, or is sold, check disposition and send coupon to sender in penalty envelope."

❏ Delivered to addressee without collecting charges.
❏ Destroyed after 30 days.
❏ Sold for $____ remittance, less commission, herewith.

3.0 MAILING

Identifying Number
3.1 COD articles are identified by a number that appears on each section of the COD form. When Express Mail COD service is used, the mailer must place the completed Express Mail label and the COD form on the front of the article. The Express Mail article number is used for delivery receipt and indemnity claims. When registered COD mail service is used, the mailer must place the completed registered label and the COD form on the front of the article. The registration number is used for delivery receipt and indemnity claims.

Numbering for Large Volumes
3.2 A mailer who regularly mails a large volume of COD mail must ensure that a unique COD number is used for each article mailed.

COD Forms
3.3 The mailer must securely affix a COD form to each COD article. The form must show article number, names and addresses of mailer and recipient, amount due mailer, and amount of money order fee necessary to make remittance. The mailer may use USPS forms or privately printed forms approved by the USPS.

Indelible Ink, Mailer Errors
3.4 The particulars required on the form must be filled in by ink, ballpoint pen, typewriter, or computer printer. The USPS is not responsible for errors that a mailer makes in stating charges to be collected.

Addressing Forms
3.5 The name and address of the person to whom the remittance is to be sent must appear in the proper spaces on the COD form and in the return address area on the COD article itself, with the postal endorsements for return if undeliverable. The return address on the COD form must be the same as the return address on the COD article, except that a mailer using a privately printed COD form may print a different address on the remittance coupon where payments are to be sent. The mailer's address where undeliverable articles are to be returned must appear on the other parts of the form. Only domestic addresses may be used.

Receipt
3.6 A mailer of one or two parcels per mailing receives a section of Form 3816 as a receipt. If three or more COD articles are presented for mailing at one time, the mailer may use Form 3877 (firm sheet), provided by the USPS at no charge, or privately printed firm sheets. (Privately printed or computer-generated firm sheets that contain the same information as Form 3877 may be approved by the local postmaster; the mailer may omit columns from Form 3877 that are not applicable to COD mail.) The mailer submits the forms in duplicate and receives one copy of the postmarked form as a mailing receipt after the entries are verified by the postal employee accepting the mailing. All entries made on firm sheets must be made by typewriter, ink, or ballpoint pen. Alterations must be initialed by the mailer and accepting employee. All unused portions of the addressee column must be obliterated with a diagonal line.

Where to Mail
3.7 COD mail must be mailed at a post office, station, or branch or through a rural carrier or a nonpersonnel rural unit. It may not be placed in a post office maildrop or in or on a street letterbox. It may be placed in, but not on, a rural mailbox.

Rural Carriers
3.8 COD articles may be given to rural carriers for mailing. The articles must be prepared properly and stamps for the required postage and fees affixed. If the mailer wants insurance for an amount more than the COD amount to be collected, that amount must be shown. The USPS assumes no responsibility for any article or money left in a rural mailbox until the carrier issues a receipt. Customers at nonpersonnel rural units must meet the rural carrier at the unit for COD service.

Delays 3.9 Mailers may report delays in remittance (more than 60 days for domestic mailings) to the Postal Inspection Service, giving all necessary particulars.

4.0 DELIVERY

Delivery of COD mail is subject to D042. Except for Express Mail COD, a postmaster may restrict delivery of COD mail if the amount to be collected makes the carrier a potential target for theft or if previous experience indicates that the addressee will be unavailable to receive the article at the time of delivery. If payment is by check, the recipient's check, made payable to the mailer, may be accepted by the USPS employee upon the recipient's presentation of adequate identification. If payment is made by cash, in addition to the COD amount a money order fee is collected from the recipient.

S900 Special Postal Services

S920 Convenience

S922 Business Reply Mail (BRM)

Summary S922 describes BRM, describes permit requirements, and fees. It covers the format and application process required of BRM mailpieces, the standards for prebarcoded BRM, and the characteristics of envelopes used with BRM.

1.0 BASIC INFORMATION

Description
1.1 Business reply mail (BRM) service enables a permit holder to receive First-Class Mail and Priority Mail back from customers and pay postage and a per piece charge only for the pieces returned. BRM cards, envelopes, self-mailers, cartons, and labels may be distributed by a BRM permit holder in any quantity for return to any post office in the United States and its territories and possessions, including military post offices overseas. Qualified Business Reply Mail (QBRM) is a subset of BRM available for specific automation-compatible letter-size pieces that qualify for an automation postage rate and a reduced per piece charge (see 7.0). Domestic BRM may not be distributed to foreign countries. Standards for International Business Reply Service (IBRS) are in the *International Mail Manual*.

Payment Guarantee
1.2 The permit holder guarantees payment of the applicable First-Class Mail or Priority Mail postage, plus a per piece charge, on all returned BRM. This includes any incomplete, blank, or empty BRM cards and envelopes and any mailable matter with a BRM label affixed.

Services
1.3 No special services (e.g., certified, insured, registered) are permitted with BRM.

Address
1.4 The delivery address on a piece of BRM may not be altered to redirect the mailpiece to any address other than the one preprinted on the piece.

Official Mail
1.5 Authorized users of official (penalty) mail may distribute BRM subject to the additional standards in E060, which supersede any conflicting standards in S922.

Intentions of the Permit Holder
1.6 BRM may not be used for any purpose other than that intended by the permit holder, even when postage is affixed. In cases where a BRM card or letter is used improperly as a label, the USPS treats the item as waste.

Samples
1.7 Prior to printing, permit holders are encouraged, but not required, to submit preproduction samples of BRM to the USPS for approval. QBRM pieces require USPS approval (E150).

Error Notification
1.8 If the USPS discovers a BRM format error, the responsible permit holder or authorized agent receives written notification of the error. The permit holder must correct the error and make sure that all future BRM pieces meet appropriate specifications. The repeated distribution of BRM with format errors is grounds for revoking a BRM permit (2.6).

2.0 PERMITS

Required
2.1 Any mailer who wants to distribute BRM must apply for and receive a permit. The permit number, city, and state where the permit is held must appear on all pieces of BRM.

Application Process
2.2 The applicant must submit a completed Form 3615 to the post office issuing the permit and pay the annual permit fee. If a completed Form 3615 is already on file for the applicant at that office for other permits, then the applicant submits the annual permit fee and the USPS amends Form 3615 by adding the BRM authorization.

Annual Permit Fee
2.3 A permit fee must be paid once each 12-month period at each post office where a BRM permit is held. Payment of the permit fee is based on the anniversary date of the permit's issuance. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment. Agents authorized by a permit holder under 8.0 are not required to pay an annual permit fee at the post office where their BRM is received.

Renewal of Annual Permit Fee
2.4 An annual renewal notice is provided to each BRM permit holder by the USPS. The notice and the payment for the next 12 months must be returned by the expiration date to the post office that issued the permit. After the expiration date, if the permit holder has not paid the annual permit fee, then returned BRM pieces are treated as follows:

a. Postcards of no obvious value are treated as waste and disposed of at the delivery unit.

b. Pieces (excluding postcards) with a return address are endorsed "Business Reply Permit Canceled" and are returned to the sender.

c. Pieces without a return address are endorsed "Business Reply Permit Canceled" and forwarded to the mail recovery center for handling.

Other Post Offices
2.5 A permit holder may distribute BRM through any post office for delivery at any post office under 8.0.

Revocation of a Permit
2.6 The USPS may revoke a BRM permit because of format errors or for refusal to pay fees, postage, or per piece charges. If the permit was revoked due to format errors, then a former permit holder may obtain a new permit and permit number by completing and submitting a new Form 3615, paying the required BRM annual permit fee, paying a new annual accounting fee (if applicable), and, for the next 2 years, submitting two samples of each BRM format to the appropriate post office for approval.

3.0 POSTAGE, PER PIECE CHARGES, AND ACCOUNTING FEES

Postage
3.1 Each piece of returned BRM is charged the applicable single-piece First-Class Mail or Priority Mail postage (R100). Cards must meet the standards in C100 to qualify for card rate postage. Any card larger than those dimensions is charged the applicable First-Class Mail letter rate. For Priority Mail over 1 pound, if the zone cannot be determined from a return address or cancellation, then the permit holder is charged zone 4 postage for the weight of the piece. For QBRM, see 7.0.

Per Piece Charges
3.2 Per piece charges listed in R900.4.0 are charged for each piece of returned BRM (in addition to postage in 3.1). If a permit holder has not paid an annual accounting fee and established a BRM advance deposit account, then they must pay the basic (higher) BRM per piece charge. If a permit holder has paid the annual accounting fee and has established a BRM advance deposit account, then they pay the high-volume (lower) BRM per piece charge. For QBRM, see 7.0.

Advance Deposit Account and Annual Accounting Fee

3.3 A permit holder may choose to pay an annual accounting fee and establish an advance deposit account, which qualifies returned BRM pieces for the high-volume per piece charge. The accounting fee must be paid once each 12-month period at each post office where a permit holder holds an advance deposit account. Payment of the accounting fee is based on the anniversary date of the initial payment. The fee may be paid in advance only for the next 12-month period and only during the last 60 days of the current 12-month period. The fee charged is that which is in effect on the date of payment. A separate advance deposit account solely for BRM is not required. An advance deposit account can be used for BRM under these conditions:

a. For each withdrawal, only one statement is provided for each annual accounting fee paid.

b. If a permit holder distributes BRM with different addresses (including post office box numbers) under the same permit number going to the same delivery unit and has only one business reply account, then the BRM is separated by each different address but only one statement is provided and only one annual accounting fee is paid.

c. The permit holder must pay an annual accounting fee for each separate statement (accounting) requested. If only one annual accounting fee is paid, then the permit holder receives only one statement.

d. The permit holder must maintain a balance in the BRM advance deposit account that is sufficient to cover postage and per piece charges for returned mailpieces. The permit holder is notified if funds are insufficient. After 3 calendar days, if no funds are deposited, then BRM on hand is charged the basic BRM per piece charge and postage and charges are collected from the permit holder (e.g., in cash) prior to delivery.

e. BRM addressed to several different firms at the same delivery unit may be delivered to an agent authorized by a valid BRM permit holder. The agent pays one annual accounting fee for all the firms represented by the agent in the same delivery unit. If the agent, or any of the firms represented by the agent, wants a separation of charges, then separate (additional) accounting fees must be paid.

Renewal of Annual Accounting Fee

3.4 An annual renewal notice is provided to each BRM permit holder with a BRM advance deposit account. The notice and the payment for the next 12 months must be returned by the expiration date to the post office that holds the advance deposit account. After the expiration date, if the permit holder has not paid the annual accounting fee but still has a valid BRM permit, returned BRM pieces no longer qualify for the high-volume BRM per piece charge and are charged the basic BRM per piece charge in R900.4.1.

Combined Pieces as a Single Item

3.5 Two or more BRM pieces may be mailed as a single piece if the BRM pieces are identically addressed and prepared for mailing in accordance with C100. The permit holder is charged postage based on the total weight of the combined piece plus one per piece charge. If the combined pieces become separated, then the permit holder must pay postage and a per piece charge for each individual piece. Combined pieces are not eligible for QBRM postage rates or per piece charges.

With Postage Affixed

3.6 BRM with postage affixed is handled the same as other BRM. No effort is made to identify or separate BRM pieces with postage affixed. The amount of affixed postage is not deducted from the postage or per piece charges owed. The permit holder may request a refund or credit for postage affixed to BRM under P014.

Payment Options
3.7 Permit holders may pay for postage and per piece charges on returned pieces with cash or check upon delivery, through a regular postage due account (P011), or through a BRM advance deposit account. A regular postage due account does not qualify the permit holder for high-volume BRM per piece charges, and no annual accounting fee is charged.

4.0 MAILPIECE CHARACTERISTICS

Paper Weight
4.1 BRM paper envelopes must have a minimum basis weight of 20 pounds (500 17- by 22-inch sheets). Other pieces (i.e., cards and self-mailers) must meet the basis weight requirements in C810.

Nonpaper Envelopes
4.2 USPS Engineering must approve nonpaper envelopes for mailability. See C810.

Envelope Reflectance
4.3 Envelope material must not have a red fluorescence exceeding 4.0 phosphor meter units.

Sealing and Edges
4.4 All BRM pieces must meet the general mailability standards in C010 and must have straight (90 degree) edges. BRM pieces are not mailable if they are sealed with wax, clasps, string, staples, or buttons.

Window Envelopes
4.5 The following standards apply to BRM prepared as a window or open-panel envelope:

a. The pieces must meet the applicable standards in C840 for envelopes with an address window and insert.

b. The "No Postage Necessary" imprint, the business reply legend, horizontal bars, and the facing identification mark (FIM) must be printed directly on the envelope. Other required and optional elements in 5.0 may be printed on the insert appearing through the address window.

c. The address showing through the window must be that of the permit holder or an authorized representative.

Self-Mailers and Reusable Mailpieces
4.6 In addition to the standards in 4.0 and 5.0, self-mailers and reusable mailpieces must meet the standards in C810. Permit holders must provide instructions to the user for re-folding and sealing (see C010) so that upon return the piece meets sealing and folding requirements in C810.

Cards
4.7 Cards must meet the standards in C100.

Labels
4.8 For general use, the minimum size of a BRM label is 2 inches high and 3 inches long. BRM labels are not required to have a FIM or a ZIP+4 barcode, but all other format standards in 5.0 must be met. In cases where a BRM card or letter is used improperly as a label, the USPS treats the item as waste. See 4.9 for labels for letter-size pieces.

Labels for Letter-Size Pieces
4.9 The following standards apply to BRM labels for use on letter-size pieces:

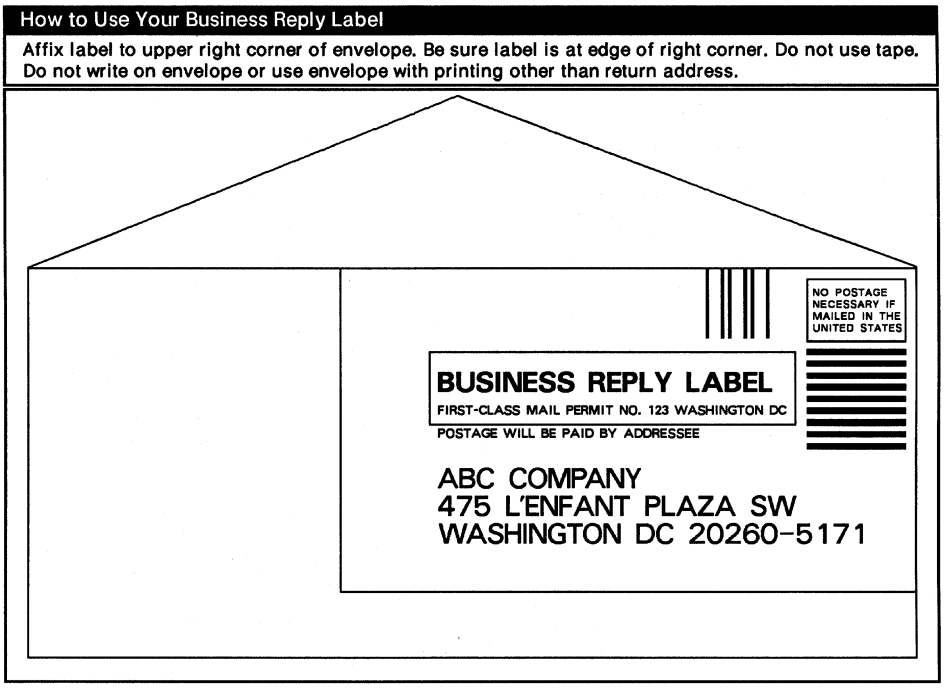
a. The minimum size of a BRM label is 2-5/8 inches high and 4-1/4 inches long. All format elements, including a FIM, must be printed on the label. BRM labels cannot include a barcode. *Exception:* The vertical series of horizontal bars must be at least 3/4-inch high. The back of the label must be coated with a permanent adhesive strong enough to firmly attach the label to an envelope.

b. The permit holder must provide instructions to the user describing how the label should be applied to a mailpiece and what precautions must be observed when applying the label (see Exhibit 4.9). A pictorial diagram showing proper placement of the label must be included with the instructions. At a minimum, the instructions must include the following directions:
   (1) Place the label squarely in the upper right corner of the envelope.
   (2) Do not write on the envelope or label.
   (3) Do not use a window envelope, an envelope that is less than 1 inch higher than the label an envelope that is more than 4-1/2 inches high, or an envelope with any printing other than a return address.
   (4) Do not use tape to affix the label.

c. When the label is affixed to an envelope, the address must be placed within the OCR read area (see A010.1.3).

d. Pieces with business reply labels cannot qualify for QBRM rates.

Instructions for Affixing Business Reply Label
Exhibit 4.9



5.0 FORMAT ELEMENTS

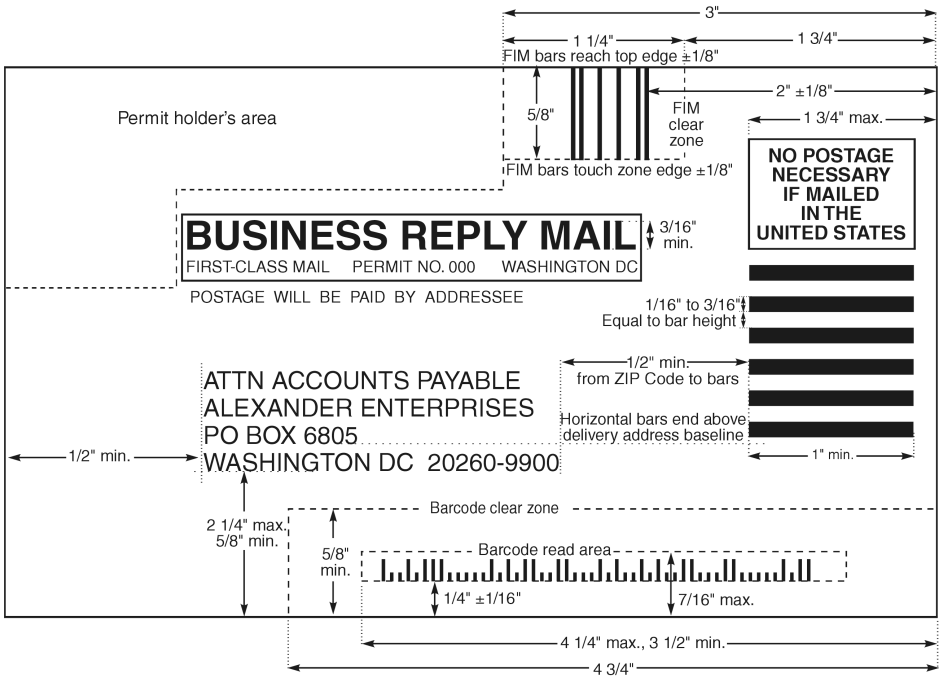
General
5.1

All pieces of BRM are subject to these format elements. Pieces of QBRM and bulk weight averaged nonletter-size BRM are subject to additional format standards listed in 7.0 and 9.0, respectively. BRM format elements are shown in Exhibit 5.1.

Printing and Print Reflectance
5.2

All forms of printing are permissible if legible to the satisfaction of the USPS. Handwriting, typewriting, and handstamping may not be used to prepare BRM. Printed borders are not permitted on letter-size BRM, but are permitted on business reply labels and cartons and envelopes greater than 6-1/8 inches high or 11-1/2 inches long or 1/4 inch thick. All ink colors are acceptable if the piece meets the appropriate reflectance standards in C840.

Business Reply Mail Format
Exhibit 5.1



"No Postage Necessary" Imprint
5.3

The imprint "NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES" must be printed in the upper right corner of the address side of the piece. The imprint must not extend more than 1-3/4 inches from the right edge of the piece.

Business Reply Legend
5.4

The legend "BUSINESS REPLY MAIL" or "BUSINESS REPLY LABEL," as appropriate, must appear on all pieces. This legend must appear above the address in capital letters at least 3/16 inch high. At the permit holder's discretion, the business reply legend may be surrounded by a rule or border.

Permit Number and Postage Endorsement
5.5

Directly below the business reply legend, the words "FIRST-CLASS MAIL PERMIT NO. [NO., CITY, STATE]" (representing the permit holder's number and post office that issued the permit) must appear in capital letters. Directly below that, the endorsement "POSTAGE WILL BE PAID BY ADDRESSEE" must appear in capital letters. At the permit holder's discretion, the permit number and postage endorsement may be surrounded by a rule or border.

Delivery Address
5.6

The complete address (including the permit holder's name, delivery address, city, state, and BRM ZIP Code) must be printed directly on the piece, subject to these conditions:

a. Preprinted labels with only delivery address information (including a ZIP+4 barcode under 6.0) are permitted, but the permit holder's name and other required elements must be printed directly on the BRM piece.

b. On letter-size pieces, the complete delivery address must appear within the OCR read area (see A010.1.3).

c. There must be at least a 1/2-inch clearance between the ZIP Code and the horizontal bars.

d. A unique ZIP Code (i.e., firm ZIP Code) must not be used for BRM unless the ZIP Code has been assigned specifically for BRM. A unique 4-digit add-on to denote BRM may not be used with a unique 5-digit ZIP Code not specifically assigned to BRM.

Horizontal Bars 5.7
A vertical series of horizontal bars parallel to the length of the piece must be printed directly below the imprint "NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES." The bars must be uniform in length, at least 1 inch long and 1/16 inch to 3/16 inch thick, and evenly spaced. On letter-size nonbarcoded BRM, the bars must not extend below the delivery address line (the line above the line containing the ZIP Code). On barcoded BRM, the bars must not extend lower than 5/8 inch from the bottom edge of the piece.

Facing Identification Mark (FIM) 5.8
A FIM must be printed on all letter-size BRM and on business reply labels affixed to letter-size mail (see 4.9). FIM B must be used with BRM without a barcode. FIM C must be used with any BRM printed with a barcode. The FIM must meet the physical standards in C100.

Company Logo 5.9
A company logo is permitted:

a. On nonbarcoded BRM, if it is placed outside the OCR read area (see A010.1.3).

b. On letter-size barcoded BRM, if it is placed no lower than 5/8 inch from the bottom edge of the piece.

c. On any piece, if the logo does not interfere with any required format elements.

6.0 ADDITIONAL STANDARDS FOR LETTER-SIZE BARCODED BRM

In addition to the format standards in 5.0, letter-size BRM enclosed in automation rate mailings and all QBRM must be ZIP+4 barcoded. Other BRM may be barcoded at the permit holder's option. Barcoded BRM must meet the barcode standards in C840, the envelope basis weight standards in 4.1, all other mailpiece design standards in C810 (including thickness), and these standards:

a. Permit holders must use the ZIP+4 codes and equivalent barcodes assigned by the USPS. Delivery point barcodes are not permitted on BRM.

b. The ZIP+4 barcode must be placed on the address side of the piece and positioned in either of these two locations:

(1) As part of the delivery address block under C840 if printed on an insert appearing through a window envelope or on an address label affixed directly to the piece.

(2) Within the barcode clear zone in the lower right corner of the piece if printed directly on the piece.

7.0 ADDITIONAL STANDARDS FOR QUALIFIED BUSINESS REPLY MAIL (QBRM)

Description 7.1
Qualified business reply mail (QBRM) is a subset of business reply mail. Permit holders distribute automation-compatible letter-size pieces that qualify for automation postage rates and reduced per piece charges. QBRM postage and per piece charges must be deducted from a BRM advance deposit account.

Eligibility 7.2
To qualify for QBRM, pieces must meet the eligibility requirements in E150.

Authorization 7.3
BRM permit holders must apply for authorization to participate in QBRM under E150.

Postage 7.4
Each piece of returned QBRM is charged the automation postage rate for QBRM pieces in R100.3.0. Pieces that do not meet the format requirements for QBRM

cannot qualify for automation postage rates and are charged First-Class Mail postage according to 3.1.

Per Piece Charges
7.5 Per piece charges listed in R900.2.3 are charged for each piece of returned QBRM (in addition to postage in 7.4). Pieces that do not meet the format requirements for QBRM cannot qualify for QBRM per piece charges and are charged the high-volume BRM per piece charges in R900.2.2.

Annual Accounting Fee and Advance Deposit Account
7.6 Permit holders are required to pay QBRM postage and per piece charges through a BRM advance deposit account, which requires payment of an annual accounting fee (see 3.3).

Quarterly Fee for High-Volume QBRM
7.7 Mailers may choose to pay a quarterly fee in addition to the annual accounting fee; payment of the quarterly fee entitles mailers to a lower per piece charge (the high-volume QBRM per piece charge listed in R900.4.4). The quarterly fee (and annual accounting fee) must be paid at each post office where mail is returned and for each separate billing desired. Mailers are committed to the "quarterly fee system" only for the time they pay the quarterly fee (i.e., mailers can opt out of the quarterly fee and high-volume QBRM per piece charges by simply not paying the fee for the next quarter). The quarterly fee cannot be paid or renewed retroactively to receive a lower per piece charge on pieces already paid for and delivered. The quarterly fee can be paid for any three consecutive calendar months.

Payment Period for Quarterly Fee
7.8 The quarterly fee must be paid in advance for at least one but no more than four quarterly periods. A quarterly period begins on either the first day of the month (if a mailer pays on or before the 15th of the month) or the first day of the following month (if a mailer pays after the 15th of the month) and continues for three consecutive calendar months. A mailer who pays the quarterly fee is entitled to the high-volume QBRM per piece charge from the date of payment through the end of the quarterly period. The fee paid is that which is in effect on the date of payment.

8.0 BRM DISTRIBUTED AND RECEIVED BY AGENTS OF A PERMIT HOLDER

Description
8.1 Permit holders may give permission to subsidiary offices, agents, or authorized representatives to distribute and receive BRM using a single (corporate) permit number. BRM pieces are distributed by and returned to agents, who pay postage and per piece charges on those returned pieces. Agents may use any type of BRM service.

Permit
8.2 The main permit holder or "corporate" office applies for the permit number and pays the permit fee. The agent must present a letter of authorization from the permit holder showing the name, address, and telephone number of the local agent authorized to receive the BRM to the post office where the BRM is to be returned. Any time there is a change to the original permit application or the authorization letter, each agent must provide an amended letter of authorization to their local post office.

Annual Permit Fee
8.3 The annual permit fee must be paid by the permit holder (2.3). Agents do not pay a separate annual permit fee but must submit evidence (usually a copy of Form 3544) to the local office once each 12-month period to show that the annual permit fee has been paid. This evidence is not required if the permit holder has a centralized account processing system (CAPS) account through which the local post office can determine that the permit fee has been paid.

Postage, Per Piece Charges, and Annual Accounting Fees
8.4 Agents receiving BRM or QBRM pay the postage, per piece charges, and annual accounting fees listed in R900.4.0 for the type of service received. The agent may choose to pay an annual accounting fee and establish a BRM advance deposit account. The agent receiving BRM is responsible for paying all postage and per piece charges.

Payment Guarantee
8.5 The permit holder is ultimately responsible for postage and per piece charges for all pieces returned under that permit number. If a local agent refuses or neglects to pay postage or per piece charges on returned pieces, then those pieces are forwarded to the post office that issued the original permit for collection of postage and per piece fees from the permit holder. Once forwarded to the permit holder, these pieces cannot qualify for QBRM postage and per piece charges. The permit holder's refusal to accept and pay the required postage and per piece fees for BRM offered for delivery is grounds for immediate revocation of the BRM permit (2.6).

Format
8.6 BRM distributed by agents must meet all required format standards in 4.0 and 5.0. Authorized representatives distributing BRM on behalf of a permit holder must have the permit holder's name and permit number printed on the BRM and their own names and addresses printed below the permit holder's name, except:

a. When the agent is a branch of an authorized business.

b. The permit holder notifies a post office that authorized representatives may use the permit holder's permit number without printing the permit holder's name.

9.0 BULK WEIGHT AVERAGED NONLETTER-SIZE BRM

Description
9.1 Bulk weight averaging is a method of counting, rating, and billing incoming nonletter-size BRM based on principles of mathematical statistics. Probability sampling techniques are used to measure the characteristics of the total BRM volume by examining a fraction of the volume. Statistically valid samples that are drawn from the incoming BRM volume each postal accounting period are used by post offices to compute average postage due per pound and average piece count per pound factors. The net bulk weight of mail received is multiplied by these conversion factors to get the estimated volume received and postage and fee amounts.

Eligibility
9.2 BRM pieces rated by the weight averaging method must:

a. Meet the basic standards for BRM in S922.

b. Not be letter-size (C050) or card-size (C100).

c. Not exceed 5 pounds.

Postage, Per Piece Charges, and Fees
9.3 Returned pieces of bulk weight averaged nonletter-size BRM are charged postage and per piece charges according to R900.4.5. Permit holders participating in bulk weight averaged nonletter-size BRM must pay an annual accounting fee (see 3.3) and a monthly maintenance fee (R900.4.5).

Application Procedures
9.4 A permit holder who wants to use bulk weight averaged BRM for nonletter-size pieces must submit a written request to the postmaster of the office where the BRM permit is held. The postmaster forwards this information to the manager, Delivery Operations Systems, USPS Headquarters (see G043 for address). The request must include the following information:

a. Permit holder's name and address.

b. Name and location of the post office at which BRM will be received and a CAPS account number, if available.

c. Information about the number of pieces expected to be returned over a 24-hour period and a 30-day period, and a breakdown of the weight distribution of those pieces (in nearest ounces or pounds) (e.g., X number of 3-ounce pieces, Y number of 4-ounce pieces, and Z number of 5-ounce pieces).

d. Based on the estimated volume in 9.4c, a 24-hour estimate and a 30-day estimate of postage and per piece charges using the postage and charges listed in S922.4.4.

e. A statement indicating whether the piece volume has seasonal variation and, if applicable, estimates of monthly volumes for a 12-month period.

Authorization
9.5 The permit holder's request will be reviewed and approved by the manager, Delivery Operations Systems, USPS Headquarters. If the request is approved, then a letter of authorization is sent to the permit holder from the post office where the BRM permit is held. The permit holder signs a service agreement and, if necessary, is assigned a post office box address.

Denial of Authorization
9.6 If the permit holder's request is not approved, then the post office sends a written notice, giving reasons for the denial. The permit holder has 15 days following receipt of the notice to file a written appeal of the decision with the postmaster and to furnish further information. If the postmaster still finds that the application should be denied, then the postmaster forwards the file to the manager, Delivery Operations Systems, USPS Headquarters, who issues a final written decision to the permit holder.

Revoking Authorization
9.7 To revoke authorization for bulk weight averaging, the postmaster sends written notice to the permit holder. A postmaster may terminate authorization for bulk weight averaged BRM for any of the following reasons:

a. The permit holder provided incorrect or incomplete information on the request for authorization.

b. The permit holder's BRM pieces no longer meet the eligibility requirements in S922.

c. The USPS finds that bulk weight averaging no longer provides adequate revenue protection.

d. The permit holder no longer desires to participate in bulk weight averaging.

Notice and Appeal
9.8 Termination takes effect 15 days from the permit holder's receipt of the notice unless the permit holder files a written appeal within that period with the postmaster. The postmaster forwards the permit holder's appeal together with all pertinent information to the manager, Delivery Operations Systems, USPS Headquarters, who issues a final agency decision to the permit holder. The permit holder may continue to use the bulk weight averaging method until a final decision is made on the appeal.

S900 Special Postal Services

S920 Convenience

S923 Merchandise Return Service

Summary S923 describes the use of merchandise return service including classes of mail permitted for this service. It describes the permit application process and fees. It also discusses label preparation and format elements.

1.0 BASIC INFORMATION

Description
1.1 Merchandise return service allows an authorized permit holder to pay the postage and special service fees on single-piece rate First-Class Mail, Priority Mail, and Package Services parcels that are returned to the permit holder by the permit holder's customers via a special label produced by the permit holder.

Availability
1.2 Merchandise return service is available to the permit holder for mailing to the postage due unit at any post office where authorized by an approved application.

Payment Guarantee
1.3 The permit holder guarantees payment of the proper postage and special service fees (except for insurance purchased by the sender) on all parcels returned via a special label produced by the permit holder.

Where Service Established
1.4 Merchandise return service may be established at any post office in the United States and its territories and possessions or at any U.S. military post office overseas (APO/FPO). It is not available for any foreign country.

Distribution
1.5 Merchandise return service labels may be distributed to customers as an enclosure with merchandise, as a separate item, as part of a double postcard (see 5.4), as a facsimile transmission (fax), as an electronic transmission for customer downloading and printing, or through one of the permit holder's designated pickup facilities. Any such label distributed to a customer must meet the format standards in 5.0, including the requirement to furnish instructions.

Official Mail
1.6 Any authorized user of official (penalty) mail may use merchandise return service subject to the standards in E060, which supersede conflicting standards below.

Customer Mailing Options
1.7 The permit holder's customers must mail the parcel within the service area of the post office shown in the return address on the label by depositing it at the main post office or any associated office, station, or branch; in any collection box (except an Express Mail box); with any rural carrier; on business routes during regular mail delivery if prior arrangements are made with the carrier; as part of a collection run for other mail (special arrangements might be required); or at any place designated by the postmaster for the receipt of mail. Parcels requiring insurance, registered mail, return receipt for merchandise, special handling, or mailing acknowledgement must be mailed either with the rural carrier or at the main post office or any associated office, station, or branch. Any such parcels deposited in collection boxes are returned to the sender or, if there is no return address, treated as undeliverable mail.

Priority Mail Reshipment
1.8 An authorized permit holder may use merchandise return service to have mail (previously sent at First-Class Mail and Package Services rates to designated post office box addresses) reshipped by Priority Mail to the post office where the permit is held. The permit holder must make a written request for reshipment and send the request to the postmaster where the merchandise return permit is authorized, specifying how often the reshipments are to be made from each affected postal

facility. Reshipment is activated by the use of tags provided by the permit holder to those designated postal facilities that the permit holder authorizes to reship the mail by Priority Mail.

Reshipment Restrictions 1.9
Reshipment is not available for articles with any special service (S900). The customer must arrange to have mail with special services redirected to an address shown in block 17 of Form 1093.

Labels and Tags 1.10
The label or tag used for merchandise return service must have the delivery address of the postage due unit at the post office where the permit is held, the permit holder's address, a space for the customer's return address, and otherwise meet the format standards in 5.0. If sacks are used as mail containers for Priority Mail reshipment, the permit holder must provide a tag containing this information to each affected postal facility.

Mailer Markings and Endorsements 1.11
It is recommended but not required that permit holders preprint a rate marking on the merchandise return service labels they distribute. Preprinting a rate marking guarantees that returned parcels will be given service and charged postage according to the wishes of the permit holder. Regardless of weight, all unmarked parcels will be treated as Parcel Post and charged Parcel Post rates.

2.0 PERMITS

Application Process 2.1
The applicant must submit a completed Form 3615 and the annual permit fee to the post office issuing the permit. If the applicant already has a completed Form 3615 on file at that office, the form may be amended by adding the merchandise return service authorization to existing permit authorizations. Except for MRS labels generated by the USPS Application Program Interface (API), the Form 3615 must be accompanied by copies of the MRS labels (including printed copies of labels intended to be faxed to customers or transmitted to customers electronically) and the instructions provided to the permit holder's customers. All MRS labels that have preprinted Delivery Confirmation barcodes must be approved by the Postal Service (S918). If articles are to be returned from customers as registered mail, the applicant must write "Registered Mail" on the application. After a permit is obtained, any change to label formats or customer instructions must be approved by the post office where the permit is held. The permit is valid for 12 months after the approval date of the application.

Procedure 2.2
An approved merchandise return permit on Form 3615 must be on file at every post office to which parcels are returned. A permit holder with several return points may set up a centralized advance deposit account at the post office where the permit is approved (requiring payment of a single annual permit fee).

Multiple Accounts 2.3
When an advance deposit account is kept at each entry location, a separate permit is needed and the annual merchandise return service permit and annual accounting fees must be paid at each post office.

Registered Mail 2.4
A permit holder wanting to add registered mail service under an existing permit must submit a written request to the post office where the permit is held, with samples of the merchandise return labels and a copy of the instructions to be provided to the permit holder's customers. The permit holder must not distribute labels that request registered mail service before receiving USPS written approval.

Annual Fee 2.5
To renew the permit, the permit holder must send the annual fee to the issuing post office by the expiration date of the permit or authorize the postmaster to deduct the

fee from the advance deposit account. Written authorization is not needed for permit renewal if there is no change to the authorization on file at the delivery unit.

Nonrenewed Permit
2.6 If the permit is not renewed, merchandise return mail is returned to the sender if a return address is provided. Merchandise return mail that does not contain the sender's return address is treated as dead mail.

Permit Cancellation
2.7 The USPS may cancel a permit if the permit holder refuses to accept and pay postage and fees on merchandise return service parcels, fails to keep sufficient funds in the advance deposit account to cover postage and fees, or distributes merchandise return labels or tags that do not meet USPS standards.

Reapplying After Cancellation
2.8 To receive a new permit at the same post office after a merchandise return permit is canceled, the applicant must amend the Form 3615 on file at that office to reflect the new application date; pay a new permit fee; submit for approval two samples of any label format to be used; provide evidence that the reasons for the permit cancellation are corrected; and provide and keep funds in an advance deposit account to cover normal returns for at least 2 weeks.

Using Other Post Offices
2.9 A permit holder may distribute merchandise return labels for return through other post offices without paying an additional permit fee if the permit holder opens and keeps a centralized advance deposit account at the post office where the permit is issued and supplies the postmaster of the post office where the application is submitted the name, address, and telephone number of a representative in each additional location if different from the information on the application.

3.0 POSTAGE AND FEES

Postage
3.1 Merchandise return service parcels are charged single-piece rate postage and special service fees based on the class or subclass marking on the label. If a parcel is unmarked, then it is charged Parcel Post rates. If the postage for the returned parcel is zoned and there is no way to determine its zone of origin (i.e., no postmark or return address), then postage is calculated at zone 4 (for Priority Mail) or zone 4 Inter-BMC/ASF rates (for Parcel Post). Postage is deducted from an advance deposit account.

Per Piece Charge
3.2 There is no per piece charge for returned parcels.

Permit Fee
3.3 A permit fee must be paid once each 12-month period at each post office where a MRS permit is held. Payment of the permit fee is based on the anniversary date of the permit's issuance. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment.

Advance Deposit Account and Annual Accounting Fee
3.4 The permit holder must pay postage and special service fees through an advance deposit account and must pay an annual accounting fee (see R900). The accounting fee is charged once each 12-month period on the anniversary date of the initial accounting fee payment. The fee may be paid in advance only for the next year and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment. A separate advance deposit account for MRS is not required; the annual accounting fee is charged if MRS postage and fees are paid from an existing account:

a. For each withdrawal, only one statement is provided for each annual accounting fee paid.

b. The permit holder must pay an annual accounting fee for each separate statement (accounting) requested. If only one annual account fee is paid, then the permit holder receives only one statement.

Existing Advance Deposit Account
3.5 A separate advance deposit account for MRS is not required; the annual accounting fee is charged if MRS postage and fees are paid from an existing account.

4.0 ADDITIONAL FEATURES

Insurance Indicated by Permit Holder
4.1 The permit holder may obtain insured mail service with MRS. Only Package Services matter (i.e., matter not required to be mailed at First-Class Mail rates under E110) may be insured. Insured mail may be combined with Delivery Confirmation and special handling, or both. To request insured mail service, the permit holder must preprint or rubber-stamp "Insurance Desired by Permit Holder for $_____ (value)" to the left of and above the "Merchandise Return Label" legend and below the "Total Postage and Fees Due" statement on the merchandise return label. The value part of the endorsement, showing the dollar amount of insurance for the article, may be handwritten by the permit holder. If insurance is paid for by the MRS permit holder, then only the MRS permit holder may file a claim (S010).

Insurance Added by Sender
4.2 If the permit holder has not indicated insured mail service on the MRS label, then the sender has the option of adding insurance and paying the applicable insured fee. If insurance is paid by the sender, then only the sender may file a claim (S010). The permit holder pays postage upon receipt, but does not pay the insured fee when insurance is added by the sender.

Insured Markings
4.3 The permit holder must either leave a clear space on the merchandise return label to the right of the return address for the numbered insured label or insured elliptical stamp, or instruct the customer to affix the merchandise return label to the article so that the USPS acceptance employee can place the insured label or marking on the article directly above the merchandise return label.

Registered Mail
4.4 The permit holder may obtain registered mail service with MRS. The customer using an MRS label to return an article that does not have the appropriate postage due computation markings in 5.0 or the endorsement specified in 4.5 cannot add registered mail service. The customer using the MRS label must declare the full value of the article to be registered when presented at the post office. Registered mail service may be obtained only on articles returned at First-Class Mail or Priority Mail rates and may not be combined with any other special service.

Registered Mail Endorsement
4.5 To request registered mail service, the permit holder must preprint or rubber-stamp "Registered Mail Service Without Postal Insurance Desired by Permit Holder" or "Registered Mail Service With Postal Insurance Desired by Permit Holder," as applicable, to the left of and above the "Merchandise Return Label" legend and below the "Total Postage and Fees Due" statement on the merchandise return label. The First-Class or Priority Mail marking must also be preprinted or hand-stamped on the labels.

Placement of Registered Mail Label
4.6 The permit holder must either leave a clear space on the merchandise return label to the right of the return address for the placement of Label 200 or instruct the customer to affix the merchandise return label to the article so that the USPS acceptance employee can place the registered mail label on the article directly above the merchandise return label.

Delivery Confirmation
4.7 The permit holder may obtain Delivery Confirmation service with MRS. The customer using a MRS label to return an article that does not have the appropriate postage due computation markings in 5.0 cannot add Delivery Confirmation service. If the permit holder chooses to preprint the Delivery Confirmation barcode on labels, then those labels must be approved by the USPS. MRS labels with Delivery Confirmation barcodes must meet the standards in S918 as shown in Exhibit 5.6d. Delivery Confirmation may be combined with insurance and special handling, or both. Delivery Confirmation is always charged at the retail rate (R900).

Return Receipt for Merchandise
4.8 The permit holder may obtain return receipt for merchandise (S917) with MRS. The customer returning an article using an MRS label receives return receipt for merchandise service only if the label has the appropriate postage due computation markings in 5.0.

Placement of Return Receipt for Merchandise Label
4.9 The permit holder must either leave a clear space on the MRS label to the right of the return address for the placement of Label 3804 or instruct the customer to affix the MRS label to the article so that the USPS acceptance employee can place Label 3804 on the article directly above the MRS label.

Special Handling
4.10 The permit holder may obtain special handling service with MRS. The customer using an MRS label to return an article that does not have the appropriate postage due computation markings in 5.0 or the endorsement specified in 4.11 may not obtain special handling service.

Special Handling Endorsement
4.11 To request special handling, the permit holder must preprint or rubber-stamp "Special Handling Desired by Permit Holder" to the left of and above the "Merchandise Return Label" legend and below the "Total Postage and Fees Due" statement on the merchandise return label.

Special Handling Label
4.12 The permit holder must provide "Special Handling" labels with instructions to customers about their placement on the parcel, leave a clear space on the merchandise return label to the right of the return address for the placement of the "Special Handling" marking, or instruct the customer to affix the merchandise return label to the article so that the USPS acceptance employee can place the "Special Handling" marking on the article directly above the merchandise return label.

Certificate of Mailing
4.13 A customer mailing merchandise return service articles may obtain a certificate of mailing at the customer's own expense at the time of mailing by presenting the certificate at a post office to obtain the receipt.

Mailing Acknowledgment
4.14 The permit holder may allow a customer to obtain a mailing acknowledgment if the permit holder prepares a detachable mailing acknowledgment form, subject to these conditions:

a. The acknowledgment establishes no USPS liability for the parcel if damaged, lost, or stolen.

b. The acknowledgment provides documentation for account management between the mailing customer and the permit holder. The USPS charges no fee, keeps no records, and does not provide copies of or further information about the acknowledgment.

c. A merchandise return service parcel containing the detachable mailing acknowledgment form must be presented to the USPS acceptance employee at the time of mailing to be executed.

d. Each mailing acknowledgment part of the label must include a unique parcel identification number assigned by the permit holder; the return address of the customer mailing the parcel, in the upper part of the detachable form; the permit holder's address, in the lower part of the form; an initials section in the acknowledgment portion for use by the USPS acceptance employee; and space in the acknowledgment part where the USPS acceptance employee places the date stamp.

Pickup Service
4.15 The permit holder may obtain pickup service with MRS. Pickup service may be combined with certified mail (Priority Mail only), Delivery Confirmation, and special handling. Customers may request pickup service at their own expense for MRS items that do not have "Pickup Service Fee" specified on the label (D010).

5.0 FORMAT

Label Preparation
5.1 Any photographic, mechanical, or electronic process or any combination of such processes other than typewriting or handwriting may be used to prepare the MRS label or tag and detachable acknowledgment form. The background may be any light color that allows the address, postmark, and other endorsements to be readily discerned. Brilliant colors may not be used for the background. If labels are faxed to customers or electronically transmitted to customers for their local printing, the permit holder must advise customers of these preparation requirements as part of the instructions required by 5.5. All MRS labels that include Delivery Confirmation barcodes must be certified for use by the USPS prior to distribution. Labels with Delivery Confirmation barcodes cannot be faxed to customers.

Labeling Methods
5.2 If all applicable content and format standards are met (including the written instructions required by 5.5), a merchandise return service label may be produced by any of the following methods:

a. As an impression printed by the permit holder directly onto the mailpiece to be returned.

b. As a separate label preprinted by the permit holder for affixing by the customer onto the mailpiece to be returned. The reverse side of the label must bear an adhesive strong enough to bond the label securely to the mailpiece.

c. As a facsimile transmission (fax) of a preprinted label sent by the permit holder to the customer. The facsimile transmission must include instructions that explain how to affix the label securely to the mailpiece to be returned and that caution against covering with tape or other material any part of the label where postage and fee information is to be recorded.

d. As an electronic file created by the permit holder for local output and printing by the customer. The electronic file must include instructions that explain how to affix the label securely to the mailpiece to be returned and that caution against covering with tape or other material any part of the label where postage and fee information is to be recorded.

Acknowledgment Form
5.3 If the permit holder includes a mailing acknowledgment as described in 4.14, that acknowledgment must not bear adhesive but must be attached to the label and perforated or designed for easy separation at the time of mailing.

Double Postcard
5.4 The permit holder may distribute labels using a double postcard subject to C100 and the approval of the RCSC serving the permit holder's post office.

Instructions 5.5 Written instructions must be provided with the label that, at a minimum, direct the customer:

a. To affix the label squarely onto the address side of the parcel, covering up any previous delivery address and barcode without overlapping any adjacent side. If tape or similar material is used, it must not cover any part of the label where postage and fee information is to be recorded.

b. To obliterate any other addresses and barcodes on the outside of the parcel.

c. To take the parcel to a post office, drop it in a collection box, or give it to a postal carrier. If insurance, return receipt for merchandise, or special handling is marked on the label, the parcel must be taken to a post office.

Format Elements 5.6 Format standards required for the merchandise return label are shown in Exhibit 5.6a, Exhibit 5.6b, Exhibit 5.6c, and Exhibit 5.6d, and described as follows:

a. Postage Guarantee. The endorsement “No Postage Necessary if Mailed in the United States” must be printed in the upper right corner on the face of the label. The left edge of the endorsement must not extend more than 1-3/4 inches from the right edge of the label.

b. “Merchandise Return Label” Rectangle. The “Merchandise Return Label” rectangle must be placed above the return delivery address and must enclose these lines:

(1) Line1: The words “MERCHANDISE RETURN LABEL” (the “Merchandise Return Label” legend) must be shown in capital letters at least 3/16 inch high.

(2) Line 2: The words “PERMIT NUMBER” or “PERMIT NO.,” followed by the permit number, and the name of the issuing post office (city and state), followed by the ZIP Code, must be shown in capital letters.

(3) Line 3: The name and delivery address (street or post office box number) of the permit holder at that post office must be placed directly below the permit number line. Alternatively, a permit holder may use a name other than the permit holder’s own name on this line if a written notification of the change is provided to the issuing post office. A separate permit or fee is not required for using this alternative name.

c. Rate Marking. If the marking recommended in 1.11 is used, it must be placed in the space to the right and above the “Merchandise Return Label” legend. The marking must be at least 3/16 inch high and printed or rubber-stamped. Only the permit holder may apply this marking.

d. Special Services Except Registry. If no special service is requested, or if special services other than registry service are requested, the applicable entries below must be shown in capital letters above the “Merchandise Return Label” legend rectangle and to the left of the space reserved for any class marking:

(1) If no special service is requested, “POSTAGE DUE COMPUTED BY DELIVERY UNIT” must appear; if any available special service other than registry is requested, “POSTAGE DUE COMPUTED BY ACCEPTANCE POST OFFICE” must appear.

(2) As marked with an asterisk below, insurance, special handling, Delivery Confirmation, return receipt for merchandise, and pickup service fee entries may not appear if the permit holder does not

choose the corresponding service(s). As appropriate, these postage and fee markings must appear:

POSTAGE _____
***INSURANCE FEE (IF ANY) _____**
***DELIVERY CONFIRMATION FEE (IF ANY) _____**
***RETURN RECEIPT FOR MERCHANDISE FEE (IF ANY) _____**
***SPECIAL HANDLING FEE (IF ANY) _____**
***PICKUP SERVICE FEE (IF ANY) _____**
TOTAL POSTAGE AND FEES DUE $_____

INSURANCE DESIRED BY $_____
PERMIT HOLDER FOR (VALUE)

e. Registry Service. If registry service is requested, the appropriate class marking must appear for First-Class Mail ("First-Class" or "First-Class Mail") or Priority Mail ("Priority" or "Priority Mail"). In addition, the following applicable endorsements must appear in capital letters above the "Merchandise Return Label" legend rectangle and to the left of the space reserved for the class marking:

(1) "ACCEPTANCE POST OFFICE COMPUTE POSTAGE DUE."

(2) The following postage and fee entries:

POSTAGE _____
REGISTERED FEE _____
TOTAL POSTAGE AND FEES DUE $_____

(3) The appropriate insurance endorsement, below the "TOTAL POSTAGE AND FEES DUE" entry: if matter returned has value ($0.01 or greater), "REGISTERED MAIL SERVICE WITH POSTAL INSURANCE DESIRED BY PERMIT HOLDER"; if matter returned has no value ($0.00), "REGISTERED MAIL SERVICE WITHOUT POSTAL INSURANCE DESIRED BY PERMIT HOLDER."

f. Customer's Return Address. The return address of the customer mailing the article back to the permit holder must be shown in the upper left corner. Space must be provided for the customer's return address if it is not preprinted by the permit holder.

g. Delivery Address. The lines "POSTAGE DUE UNIT" and "US POSTAL SERVICE," followed by the delivery address line and by the city, state, and ZIP Code line of the postage due unit at the post office where the permit is authorized, must be printed on the front of the mailpiece, at least 1 inch from the left edge of the piece, in capital letters at least 1/8 inch high.

h. Horizontal Bars. Horizontal bars must be placed on the label below the postage endorsement that appears in the upper right corner. The bars must be uniform in length, at least 1 inch long, 1/16 inch thick, and evenly spaced. The vertical column of horizontal bars must not extend below the delivery address line, which is the line above the line containing the ZIP Code. A facing identification mark (FIM) must not be used on this label.

i. Additional information. Additional information (e.g., company logo, return authorization number, inventory barcode) is permitted if it does not interfere with any required format elements. Inventory barcodes must not resemble the barcodes described in C850.

Exhibit 5.6a **Merchandise Return Label With No Special Services or With Insurance, Special Handling, or Pickup Service** (*see 5.6d)

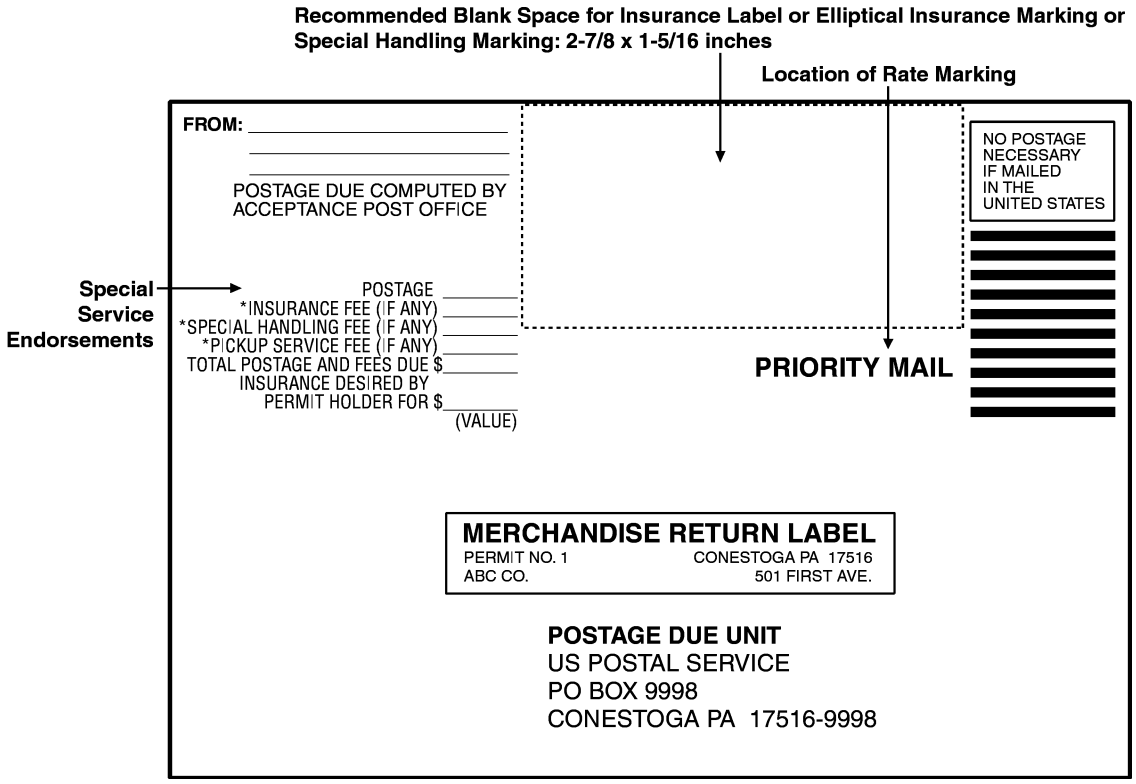


Exhibit 5.6b **Merchandise Return Label With Registered Mail Service**

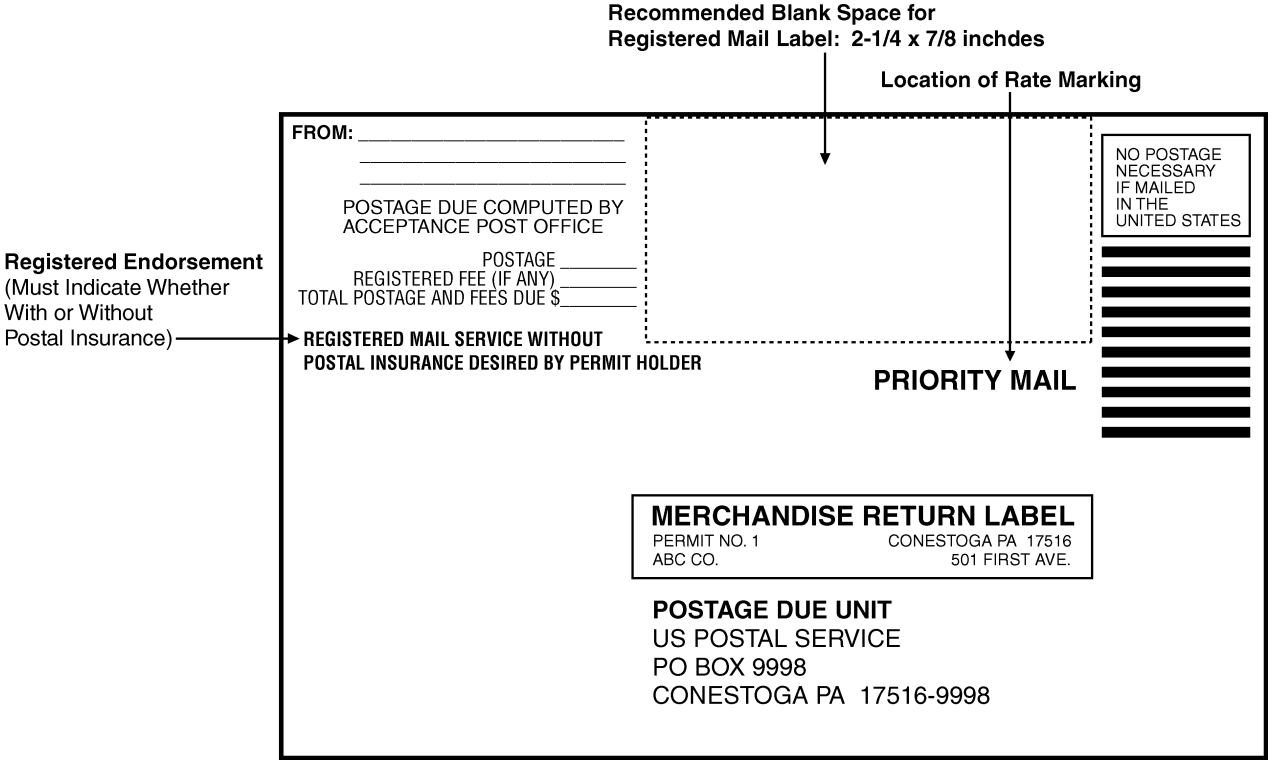


Exhibit 5.6c **Merchandise Return Label With Mailing Acknowledgment** (*see 5.6d)

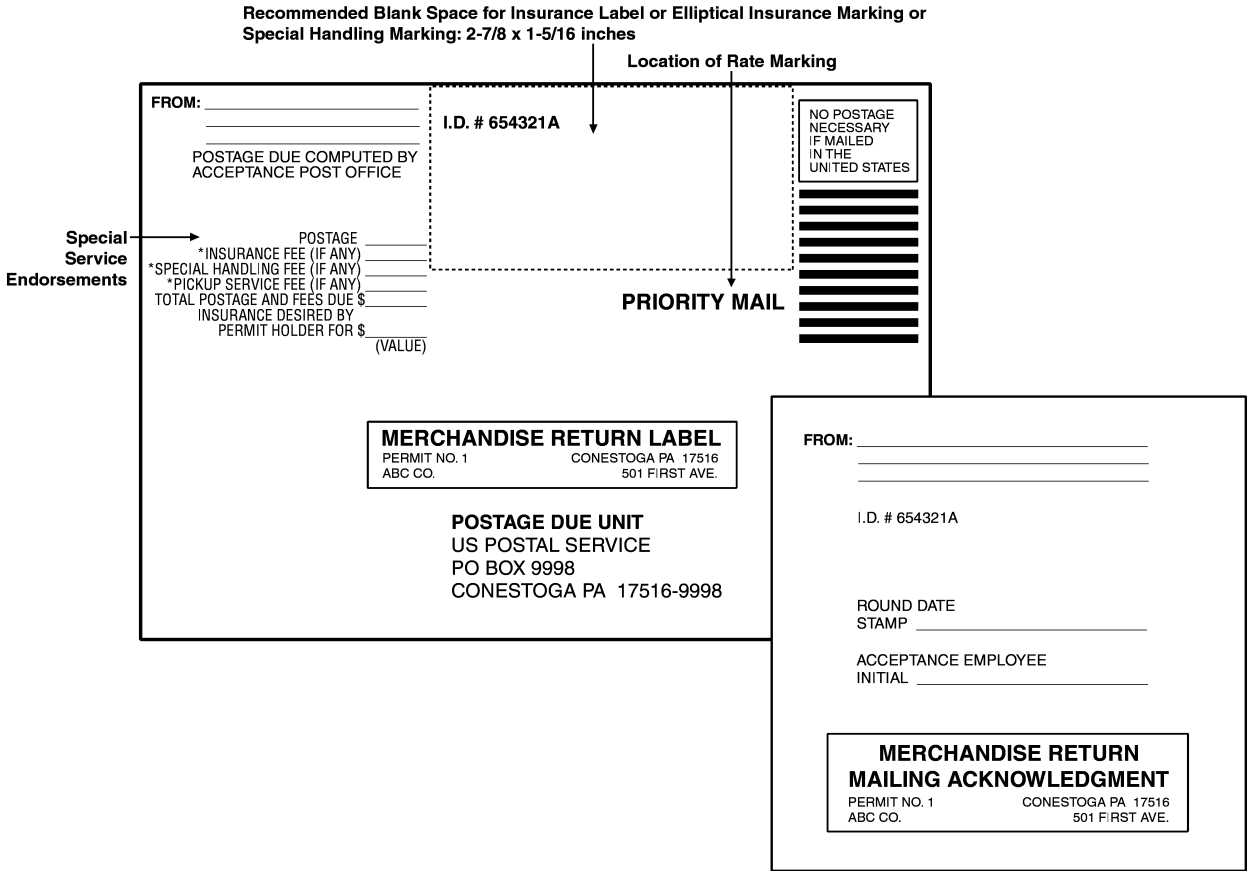


Exhibit 5.6d **Merchandise Return Label with Delivery Confirmation Service**

S900 Special Postal Services

S920 Convenience

S924 Bulk Parcel Return Service

Summary S924 describes BPRS and its availability. It explains the application process, requirements for participation, and fees.

1.0 BASIC INFORMATION

Description
1.1 Bulk parcel return service (BPRS) allows mailers of large quantities of Standard Mail machinable parcels that are either undeliverable-as-addressed or opened and remailed by addressees to be returned to designated postal facilities. The mailer has the option of picking up all returned parcels from a designated postal facility at a predetermined frequency specified by the Postal Service or having them delivered by the Postal Service in a manner and frequency specified by the Postal Service. For this service a mailer pays an annual permit fee and a per piece charge for each parcel returned. Payment for the returned pieces is deducted from an advance deposit account.

Availability
1.2 A mailer may be authorized to use BPRS when the following conditions apply:

a. All returned parcels are initially prepared as Regular or Nonprofit Standard Mail and are machinable parcels as defined in C050.

b. At least 10,000 Standard Mail machinable parcels will be returned to a designated postal facility during a 12-month period.

c. Parcels are returned to the mailer either because they are undeliverable-as-addressed or because they have been opened, resealed, and redeposited in the mail by the recipient and it is impractical or inefficient for the Postal Service to return them.

d. Parcels bear one of the following BPRS endorsements (F010):

"Return Service Requested — BPRS"

"Address Service Requested — BPRS"

e. Parcels have a return address that is in the delivery area of the post office that issued the BPRS permit.

f. The postal facility designated for returned parcels is located in the United States, its territories or possessions, or is a U.S. military post office overseas (APO or FPO).

g. The mailer has a valid postage due advance deposit account and pays the annual BPRS permit fee.

h. BPRS parcels may be combined with the shipper paid forwarding service (F030).

i. Standard Mail parcels that qualify for a single-piece Package Services rate under the applicable standards and that contain the name of the Package Services rate in the mailer's ancillary service endorsement are not eligible for BPRS.

Optional Label
1.3 An authorized BPRS permit holder has the option to use a label to identify BPRS parcels for return to a designated postal facility. The label is prepared at the mailer's expense and must meet all format requirements described in 4.0 and 5.0 and specifications in C850 for a postal routing barcode symbology used to produce

a correct, readable barcode for the return address. Each label must be accompanied by complete instructions for its use.

Special Services
1.4 Special services cannot be added to pieces returned via bulk parcel return service.

2.0 PERMITS

Application Procedures
2.1 To obtain a BPRS permit, a mailer must send a written request to the postmaster at each post office where parcels are to be returned. The request must include the following:

a. Payment for the annual BPRS permit fee.

b. Information pertinent to each requested delivery point that documents either the receipt of at least 10,000 machinable parcels originally mailed at Standard Mail rates during the past 12 months, or that there are reasonable grounds to expect at least 10,000 machinable parcels originally mailed at Standard Mail rates will be returned during the next 12-month period.

c. A description of the returned parcels (e.g., piece size and packaging).

d. A statement of the desired frequency and location of the parcel pickup or delivery point.

e. Sample documentation that will be used to substantiate the number of parcels returned daily to each location.

f. If labels will be furnished for returning opened parcels, sample labels prepared in accordance with 4.0 along with instructions for their use.

g. A written statement agreeing to pay the per piece fee for each returned parcel from a centralized advance deposit account.

Authorization
2.2 Upon approval of a mailer's request, the post office issues an authorization letter and provides a postage due service agreement with a BPRS permit number. The permit number is used for account administration only and is not for use on mail.

Postage Due Service Agreement
2.3 A BPRS mailer will be required to sign a postage due service agreement with each post office that issues a permit for the return of BPRS parcels.

Permit Renewal
2.4 A post office provides BPRS permit holders with annual renewal notices advising that their permits are due to expire. A notice must be returned to the issuing post office with the fee payment or authorization for the postmaster to deduct the fee from the advance deposit account by the permit expiration date. Written authorization is not necessary for renewal of a permit if there is no change to the authorization on file at the post office where the parcels are returned. If a permit holder does not renew a BPRS permit after having been given notice, the USPS will endorse the mail "Bulk Parcel Return Service Canceled" and will charge postage due at the single-piece First-Class Mail or Priority Mail rate as appropriate for the weight of the piece. If the single-piece First-Class Mail or Priority Mail rate is not paid, the mail is forwarded to the nearest mail recovery center.

Permit Cancellation
2.5 A BPRS permit may be canceled by the USPS for any of the following reasons:

a. Failure to meet the minimum volume requirement of 10,000 parcels returned during a 12-month period to each postal facility.

b. Failure of the mailer to pay the required postage and fees for returned parcels.

c. Insufficient funds in an advance deposit account to cover postage and fees that are due for returned parcels.

d. Failure to fulfill the terms and conditions of the BPRS permit authorization.

e. Failure to conform return labels to the specifications in sections 4.0 and 5.0.

Reapplying After Cancellation
2.6

A mailer must do the following to receive a new BPRS permit at the same post office where a permit was previously canceled:

a. Submit a letter to that office requesting a permit and new agreement.

b. Pay a new permit fee.

c. Provide evidence showing that the reasons for cancellation of the previous permit no longer exist.

d. Maintain adequate funds in an advance deposit account to cover the number of returns expected over at least a 2-week period.

3.0 CHARGES AND FEES

Permit Fee
3.1

A permit fee must be paid once each 12-month period at each post office where a BPRS permit is held. Payment of the permit fee is based on the anniversary date of the permit's issuance. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment.

Per Piece Charge
3.2

Each piece returned through BPRS is charged only the per piece charge in R900. Postage is not charged for pieces returned through BPRS.

Advance Deposit Account and Annual Accounting Fee
3.3

The permit holder must pay BPRS fees through an advance deposit account and must pay an annual accounting fee (see R900). This fee covers the administrative cost of maintaining the account and provides the mailer with a single accounting of all charges deducted from that account. The accounting fee is charged once each 12-month period on the anniversary date of the initial accounting fee payment. The fee may be paid in advance only for the next year and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment.

Existing Advance Deposit Account
3.4

A separate advance deposit account for BPRS is not required; the annual accounting fee is charged if BPRS fees are paid from an existing account.

Payment Guarantee
3.5

The permit holder guarantees payment of all applicable fees. The post office returns BPRS items to the permit holder only when there are sufficient funds in the advance deposit account to pay the fees on returned pieces.

4.0 LABEL REQUIREMENTS

Production Methods
4.1

Any photographic, mechanical, or electronic process, or any combination of such processes other than typewriting or handwriting may be used to prepare the BPRS label. The background may be any light color that allows the address, postmark, and other endorsements to be easily read. Brilliant colors may not be used for the background. If a label is prepared with adhesive on its reverse side, the adhesive must be capable of securely bonding the label to the parcel.

Label Instructions
4.2 Written instructions must be provided with the label that, at a minimum, advise the user to do the following:

a. Obliterate all other delivery addresses and barcodes on the outside of the parcel.

b. Print a complete return address in the location provided in the upper left corner of the label.

c. Place the label with the delivery address and barcode on the side of the mailpiece with the largest surface area. If tape or similar material is used, it must not cover any part of the label where the mailer's return address and postal routing barcode are located. The barcode should be at least 1 inch from the edge of the parcel. If the shape of the parcel requires specific orientation for stability, the label must be placed on the top surface.

d. Take the parcel to a post office, drop it in a collection box, or give it to a postal carrier.

Distribution
4.3 BPRS return labels may be distributed to customers as an enclosure with merchandise, as a separate item, as a facsimile transmission (fax), or as an electronic transmission for customer downloading and printing. Regardless of distribution method, all standards in 4.2 and 5.0 must be met. An electronic file must include instructions that explain how to affix the label securely to the parcel as required in 4.2.

5.0 FORMAT

General
5.1 The BPRS label contents and format must meet all applicable standards before the label may be distributed for use. Format requirements are shown in Exhibit 5.0.

Postage Guarantee
5.2 The endorsement "NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES" must be printed in the upper right corner of the face of the piece. The endorsement must not extend more than 1-3/4 inches (1.75 inches) from the right edge of the label.

Horizontal Bars
5.3 To facilitate recognition of BPRS parcels, a series of horizontal bars parallel to the label length must be printed directly below the endorsement "NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES:"

a. The bars must be uniform in length, at least 1 inch long and 1/16 inch (0.0625 inch) to 3/16 inch (0.1875 inch) thick, and evenly spaced.

b. There must be at least a 1/2 inch (0.500 inch) clearance between the right edge of the ZIP Code in the delivery address and the left edge of the horizontal bars.

c. The bottom bar in the series must be above (not on or below) the top of the delivery address line (the next-to-last line in the address, just above the line with the city, state, and ZIP Code).

d. Do not use a facing identification mark (FIM) on this label.

Class Endorsement
5.4 The "STANDARD MAIL" class endorsement must be at least 1/4-inch (.25 inch) high and shown in capital letters to the left of the postage guarantee endorsement.

Bulk Parcel Return Service Legend
5.5 The "BULK PARCEL RETURN SERVICE" legend must be placed above the return delivery address on all BPRS parcels. The legend means that the BPRS permit

holder guarantees payment of postage and fees on all returned Standard Mail parcels. The following information must be enclosed in a rectangle:

a. Line 1: Show the words "BULK PARCEL RETURN SERVICE" in capital letters at least 3/16 inch (0.1875 inch) high, enclosed in a rectangle.

b. Line 2: The name of the BPRS permit holder must also be printed in capital letters in the rectangle directly below the words "BULK PARCEL RETURN SERVICE."

c. The permit holder's city, state, and ZIP Code must appear in capital letters and must be located on the same line as the company name.

d. The post office box number and/or street address must appear in capital letters on the line beneath this information.

Delivery Address
5.6 A complete delivery address (city, state, ZIP Code) specified by the post office that issued the BPRS permit and to which parcels are returned must be printed in capital letters at least 3/16 inch (0.1875) high below the "BULK PARCEL RETURN SERVICE" rectangle and at least 1 inch from the left edge of the label. There must be at least a 1/2-inch (0.50 inch) clearance between the ZIP Code and the horizontal bars.

Customer's Return Address
5.7 The complete return address (street, city, state, ZIP Code) of the customer mailing the article back to the permit holder must be shown in the upper left corner of the label. Space must be provided for the customer's return address if it is not preprinted by the permit holder.

Optional Information
5.8 At the option of the permit holder, a single line above the top line of the customer return address may be used for customer account or other information.

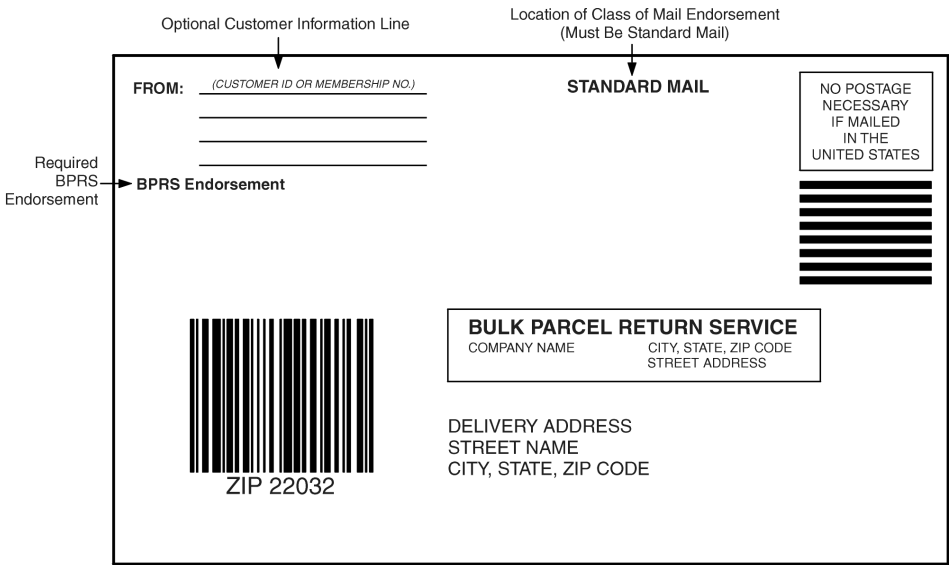
Postal Routing Barcode
5.9 Every BPRS label must include a properly prepared barcode that represents the correct ZIP Code information for the delivery address of the returned parcel plus the appropriate verifier character suffix or application identifier prefix characters appropriate for the barcode symbology as described in C850 for machinable parcels. In addition to the barcode requirements in C850, the following requirements must be met in preparing BPRS labels:

a. Barcode Location. The barcode must be placed on the label immediately adjacent to the address and the label must be located on the parcel so the barcode is at least 1 inch from the parcel edge.

b. Barcode Clear Zone. No printing may appear in the area 1/8 inch (0.125 inch) above and below the barcode regardless of location on the label. A minimum clear zone equal to 10 times the average measured narrow element (bars or space) width must be maintained to the left and right of the barcode.

c. Human-Readable Barcode Information. The human-readable equivalent of the ZIP Code or ZIP+4 code encoded in the barcode as referenced in C850 may be omitted.

Bulk Parcel Return Service Label
Exhibit 5.0



S900 Special Postal Services

S930 Handling

Summary S930 describes special handling for material that requires extra care (e.g., bees, poultry) and the required marking for this service. It also covers parcel airlift (PAL) to or from military post offices.

1.0 SPECIAL HANDLING

Description
1.1 Special handling service provides preferential handling, but not preferential delivery, to the extent practicable in dispatch and transportation. The service does not itself insure the article against loss or damage. Special handling service is mandatory for material that requires extra care in handling, transportation, and delivery.

Availability
1.2 Special handling service is available only for First-Class Mail, Priority Mail, and Package Services.

Additional Services
1.3 The following special services may be combined with special handling if the applicable standards for the services are met and the additional service fees are paid:

a. COD.
b. Delivery Confirmation.
c. Insurance.
d. PAL (for Package Services only).
e. Return receipt for merchandise.
f. Signature Confirmation.

Bees and Poultry
1.4 Unless sent at the First-Class Mail or Priority Mail rates, special handling is required for parcels containing honeybees or baby poultry. Under C022.3.7, only queen honeybees may be shipped by aircraft. Check with your local post office for mailability prior to mailing honeybees other than queen honeybees at First-Class Mail or Priority Mail rates.

Fee and Postage
1.5 The applicable special handling fee must be paid in addition to postage for each addressed piece for which special handling service is desired. Except for official mail, the special handling fee must be paid at the time of mailing. For official mail, the special handling fee is collected under established reimbursement procedures.

Marking
1.6 The marking “Special Handling” must appear prominently above the address and to the right of the return address on each piece for which special handling service is requested.

Nonmachinable Parcel Post
1.7 The Parcel Post nonmachinable surcharge is not charged on parcels sent special handling.

2.0 PARCEL AIRLIFT (PAL)

Description
2.1 Parcel airlift service (PAL) provides for air transportation of parcels on a space-available basis to or from military post offices (MPOs) outside the 48 contiguous states (from the post office of origin to the appropriate port of

embarkation) for onward dispatch to other overseas MPOs or (from the port of embarkation for onward dispatch) to a post office within the 48 contiguous states.

Availability
2.2 PAL is available for Package Services that does not exceed 30 pounds in weight or 60 inches in length and girth combined, when it is mailed at or addressed to any overseas military post office outside the 48 contiguous states.

Additional Services
2.3 The following special services may be combined with PAL if the applicable standards for the services are met and the additional service fees paid:

a. Certificate of mailing.

b. Insured mail.

c. Restricted delivery (if insured for more than $50).

d. Return receipt (if insured for more than $50).

e. Special handling.

Fee and Postage
2.4 The applicable PAL fee must be paid in addition to the regular surface rate of postage for each addressed piece sent by PAL service.

Marking
2.5 PAL parcels must be marked with the large letters “PAL” on the address side.

Index Information

DMM Issue 57 (6-30-02)

Contents

I000 Information

I010 Summary of Changes

I020 References

I021 Forms Glossary

I022 Subject Index

I000 Information

I010 Summary of Changes

This Summary of Changes lists all of the revisions to the *Domestic Mail Manual* since the publication of Issue 56 (1-7-01).

1.0 SUMMARY OF RATE CASE CHANGES

The following changes were adopted as part of the R2001-1 Omnibus Rate Case published in *Postal Bulletin* 22075A (5-9-02). These changes are effective June 30, 2002.

A Addressing 1.1

A010 is amended to remove references to upgradable mail and to include a preferred location for addresses on letter-size pieces.

The title of A800 is changed to show the standards apply to all automation-compatible mail, not just mail claimed at automation rates.

A950 is revised to clarify that the mailer's signature on a postage statement certifies the mail meets the requirements for the rates claimed and to change the requirements for filing Form 3553, *Coding Accuracy Support System (CASS) Summary Report*. Mailers are no longer required to submit Form 3553 with each mailing.

C Characteristics and Content 1.2

C010 is amended to show that Standard Mail Enhanced Carrier Route (ECR) letters are subject to the standards for mailpiece dimensions and to remove information about the First-Class Mail nonstandard surcharge. C050 is amended to add the nonmachinable characteristics for letters.

C100.2.7 is amended to clarify the guidelines for perforations and tearing guides on cards. C100.4.0 is revised to reflect changes to the nonmachinable surcharge (formerly the "nonstandard surcharge") for some First-Class Mail letters and flats.

C700 is amended to note that mailpieces meeting any of the characteristics listed in C700.2.0 and that are mailed at the DSCF Parcel Select rate are subject to the nonmachinable surcharge.

C810 is amended to remove references to upgradable First-Class Mail and Standard Mail, to increase the weight limit for Standard Mail automation and ECR letters to 3.5 ounces, and to clarify that signing a postage statement certifies the mail meets the requirements for the rates claimed.

C820 is amended to add a weight limit for Bound Printed Matter flats claimed at automation rates.

C830 is deleted. C830 contained standards for upgradable mail, including address placement, OCR read area, fonts, and reflectance. The upgradable preparation for letters is replaced with a machinable preparation; the machinable preparation has no requirements for address placement, OCR read area, etc.

C840 is amended to remove references to upgradable mail.

D Deposit, Collection, and Delivery 1.3

D210.3.4 is amended to show that the destination sectional center facility (DSCF) rate will apply to eligible mail entered at the DSCF under exceptional dispatch. D210.4.0 is revised to show that the DSCF rate will not apply to mail entered at airport mail facilities (AMFs).

D230.2.2 and 4.6 are deleted to remove the standards for Periodicals contingency entries.

D500 is amended to include additional circumstances that affect postage refund requests for Express Mail when the service guarantee is not met.

E Eligibility 1.4

E110.3.0 is amended to clarify the eligibility for pieces mailed at First-Class Mail card rates.

E120.2.2 is amended to change the Priority Mail flat rate from the 2-pound rate to the 1-pound rate. E120.2.4 reflects changes to show that keys and identification devices that weigh more than 13 ounces but not more than 1 pound are returned at the 1-pound Priority Mail rate plus the fee shown in R100.10.0. Keys and identification devices that weigh more than 1 pound but not more than 2 pounds are charged the 2-pound Priority Mail rate for zone 4 plus the fee in R100.10.0.

E130 is amended to show that the nonmachinable surcharge will apply to keys and identification devices, certain letter-size and flat-size pieces mailed at single-piece and Presorted rates, and all pieces where the mailer chooses the manual only (“do not automate”) preparation option. It also is amended to clarify that signing a postage statement certifies the mail meets the requirements for the rates claimed.

E140 is amended to reorganize the information about rate application into two separate sections: one for cards and letter-size mail (2.0) and one for flat-size mail (3.0). E140.2.0 is amended to replace the basic rate with the new AADC and mixed AADC rates. E140.3.0 is amended to replace the basic rate with the new ADC and mixed ADC rates and to clarify the definition of a piece that is subject to the nonmachinable surcharge. E140 is amended to clarify that signing a postage statement certifies the mail meets the requirements for the rates claimed.

E217.1.0 and 3.0 are amended to reflect references to the new destination area distribution center (DADC) rates and discounts for Outside-County and Outside-County Science-of-Agriculture rates. E217.5.0 is restructured for clarity and amended to include standards for the new per piece pallet and per piece destination entry pallet discounts.

The standards for combining multiple publications or editions in E220.3.0 and E230.4.0 are consolidated into new M230. E220 and E240 are amended to clarify that signing a postage statement certifies the mail meets the requirements for the rates claimed.

E250 is revised in its entirety to clarify standards for all destination entry Periodicals mailings; to include the new destination area distribution center (DADC) entry rates and discounts; and to reflect that for rate eligibility DSCF pieces must be deposited at the DSCF or a USPS-designated facility. E250.1.1 clarifies that for rate eligibility an individual package, tray, sack, or pallet may contain pieces claimed at different destination entry rates and discounts.

New E260 (former G094) describes the standards for the Periodicals Ride-Along classification and rate, which is now a permanent classification. All of G094 is moved except for 2.0 and 3.0. Former 2.0, which contains the rate information, appears in R200. Former 3.0 is deleted, as publishers are no longer required to submit additional documentation with Ride-Along mailings.

E500 is amended to change the Express Mail flat rate from the 2-pound rate to the 1/2-pound rate.

E610.8.0 is amended to remove references to upgradable Standard Mail.

E620 is amended to remove references to upgradable mail and to show that the nonmachinable surcharge may apply to letter-size pieces that weigh 3.3 ounces or less and to all pieces where the mailer chooses the manual only (“do not

automate") option. E620.1.2 is amended to remove the requirement that residual volumes must appear on the same postage statement.

E630 is reorganized for clarity. Standards are added to show that ECR letter-size pieces mailed at saturation and high density letter rates must be automation-compatible and must have a delivery point barcode. New language is added to explain the discount for automation-compatible pieces that weigh between 3.3 and 3.5 ounces.

E640 is amended to replace the basic automation letter rate with the new AADC and mixed AADC rates and to add the discount for automation letters that weigh between 3.3 and 3.5 ounces. E640.2.0 is amended to add the discount for ECR basic automation letters that weigh between 3.3 and 3.5 ounces.

E620 and E640 are amended to clarify that signing a postage statement certifies the mail meets the requirements for the rates claimed.

E712.1.1b is revised to add a weight limit for BPM flats claiming the barcoded discount. E712.1.4, which excluded BPM flats from eligibility to receive an automation rate, is removed. E712.2.0 is amended to add a new standard for BPM automation flats. E712.2.0e is added to include a barcoded discount for automation flats. E712.3.0 is amended to clarify that the mailer's signature on the postage statement certifies the mail meets the requirements for the rates claimed.

E713 and E714 are revised in their entirety to reflect the format used for BPM in E712. E713 and E714 are amended to show the new basic rate and to reduce the mailing minimum from 500 pieces to 300 pieces.

E751.1.1 is amended to add provisions to require mail on pallets for 3-digit ZIP Code prefixes to be entered at the SCF. E751.1.4 is amended to clarify that nonmachinable parcels sorted to 3-digit ZIP Code prefixes must be entered at a designated SCF. In E751.2.2 references are added to allow the preparation of 3-digit sacks and 3-digit pallets. E751.5.0 and E753 are amended to change the references from "BMC rate" to "basic rate."

F
Forwarding and Related Services
1.5

F010.4.0 is amended to remove references to nonstandard mail. F010.5.2 is amended to show that the nonmachinable surcharge can be charged on Periodicals returned at First-Class Mail single-piece rates. F010.5.3 is amended to show that the First-Class Mail single-piece nonmachinable surcharge is included in the calculation of the weighted fee for returned pieces and is charged on some returned Standard Mail pieces. F010.6.0 is amended to include these same changes.

F030.1.1 is amended to clarify the circumstances under which address notices are not provided by the Postal Service.

G
General Information
1.6

G091.4.0 is revised to clarify that some pieces using NetPost Mailing Online are eligible for the mixed ADC or mixed AADC rate.

L
Labeling Lists
1.7

The titles and summaries of labeling lists L001, L800, L802, and L803 are amended to reflect new mail preparation options.

M
Mail Preparation and Sortation
1.8

M011.1.3 is amended to show that a full letter tray is defined as one that is between 75% and 100% full. M011.1.4 is amended to remove references to upgradable mailings, to show that machinable and nonmachinable pieces cannot be part of the same mailing, and to show that ECR letter rate pieces cannot be part of the same mailing as nonletter rate pieces. M012.2.0 is revised to update information about multiline optical character reader (MLOCR) markings. M012.3.3

is revised to include additional rate markings for BPM Presorted barcoded flats and BPM carrier route flats. M012.4.5 is deleted to remove references to upgradable mail.

M020.1.6 is amended to include Media Mail and Library Mail in the requirements for package size. In addition, the maximum weight for packages in sacks is 20 pounds unless otherwise noted, and packages of BPM automation flats must meet the preparation requirements in M820. M020.2.0 is amended to include additional standards for packaging Media Mail and Library Mail. M020.2.1 is amended to remove references to the upgradable preparation for First-Class Mail and Standard Mail and to show that nonmachinable and manual-only pieces must be packaged. M020.2.2 is amended to require that Media Mail and Library Mail pieces meet specific weight limits when placed in sacks or on pallets.

The container labeling requirements in M031.5.0 are amended to revise the Line 2 codes for "carrier routes," "letters," and "machinable" and to add a new Line 2 code for "manual." M032 Exhibit 1.3a is amended to change the content identifier number (CIN) codes for the new machinable and nonmachinable preparation for First-Class Mail and Standard Mail letter-size pieces. The exhibit also is amended to add new CIN codes for Standard Mail ECR letters and designate CIN codes for certain Package Services flat-size pieces. M033.2.0 is amended to clarify standards for filling letter trays.

M041.5.0 is amended to show that the minimum volume for letter trays on pallets can be measured in linear feet or by the number of layers of trays on the pallet. M041.5.5 is amended to clarify the maximum load of a pallet. M045.3.2 is amended to add that pallets with carrier route mail must show whether the mail is barcoded, machinable, or manual. M045.3.3 through 3.5 show revised titles that include Media Mail and Library Mail. M050.4.1 is amended to show that signing a postage statement certifies the mail meets the requirements for the rates claimed.

M130 is revised to show the packaging, traying, and labeling standards for machinable, nonmachinable, and "manual only" letter-size mail.

The standards for combining multiple publications or editions in M210.6.0 and M220.6.0 are consolidated and relocated in new M230.

M610 is revised to show the packaging, traying, and labeling standards for machinable, nonmachinable, and manual only letter-size mail. M630 is revised to show the new Line 2 labeling for trays of ECR letter-size pieces.

M710.2.1 is revised to add provisions for a 3-digit sort level for nonmachinable parcels claiming DSCF rates. M730 and M740 are amended to change references from "BMC rate" to "basic rate" and to include separate preparation standards for Media Mail and Library Mail flats, irregular parcels, and machinable parcels. The option to prepare sacks based on a minimum of 1,000 cubic inches of mail is added for Media Mail and Library Mail.

M810.1.0 is amended to replace references to the automation basic rate for letter-size pieces with the new AADC and mixed AADC rates. M810.2.0 is amended to show the new Line 2 labeling format for First-Class Mail and Standard Mail carrier route automation letters.

M820.1.0 is amended to replace references to the automation basic rate for flat-size pieces with the new ADC and mixed ADC rates. M820.6.1 is revised to provide packaging and sacking standards for flat-size pieces eligible for the Bound Printed Matter automation rates.

P Postage and Payment Methods 1.9

P011.1.0 is amended to reflect that the nonstandard surcharge is replaced with the new nonmachinable surcharge.

P012.2.0 is amended to require standardized documentation for Bound Printed Matter flats entered at automation rates and to add new rate level abbreviations for the AADC, ADC, mixed AADC, and mixed ADC rates. P012.3.0 is amended to reflect references to the new DADC rate for Periodicals. P012.4.0 is amended to clarify the standards for facsimile postage statements.

P013.1.0 is amended to clarify the rate calculation and computation standards. P013.2.0 is amended to reflect the zoning of Priority Mail rates affecting all pieces over 1 pound. This section also is amended to reflect that each Express Mail or Priority Mail flat-rate envelope is charged the Express Mail 1/2-pound rate or the Priority Mail 1-pound rate. P013.8.0 is amended to show how to calculate postage for Standard Mail automation rate letter-size pieces and ECR automation-compatible letter-size pieces that weigh more than 3.3 ounces.

P014.5.0 is amended to expand the circumstances under which the Postal Service may deny Express Mail postage refund requests when the service guarantee is not met.

P021.3.1 is amended to note the availability of stamped cards.

P100.4.0 and 5.0 are amended to change “nonstandard surcharge” to “nonmachinable surcharge.”

P200.1.5 is amended to include requirements for separating DADC entry pieces if the mailing is not presented with mailing documentation at the time of postal verification. New P200.1.8 contains the standards relocated from P200.2.4 for waiving nonadvertising rates.

P600.2.0 is amended to include standards for the new nonmachinable surcharge for Standard Mail and to add calculations for automation and ECR heavy letters.

P910 is amended to add new rate category abbreviations for the AADC, ADC, mixed AADC, and mixed ADC rates for First-Class Mail and Standard Mail.

P950 is revised in its entirety to clarify the standards that apply to plant-verified drop shipment (PVDS).

P960 is amended to clarify when MLOCR markings must appear on mailpieces and to add new markings for the AADC, ADC, mixed AADC, and mixed ADC rates for First-Class Mail and Standard Mail.

R Rates and Fees 1.10

Module R is revised in its entirety to reflect the new rates and fees for all classes of mail and special services.

S Special Services 1.11

S010 and S500 are amended to reduce the indemnity included in the base price of Express Mail service from $500 to $100.

S020 is amended to increase the maximum amount of a single money order from $700 to $1,000.

S911 and S912 are amended to include the new service enhancement for registered mail and certified mail. This enhancement will allow mailers to obtain delivery information at www.usps.com by entering the article number shown on the mailing receipt.

S918 and S919 are amended to extend Delivery Confirmation and Signature Confirmation to First-Class Mail parcels, and also to limit this service for Package Services mail to parcels. S918 and S919 also specify that for the purposes of

adding Delivery Confirmation or Signature Confirmation service, a parcel is required to meet the definition in C100.5.0 or C700.1.0.

2.0 SUMMARY OF OTHER CHANGES BY EFFECTIVE DATE

June 30, 2002
2.1

C820, E260.1.3, M820.1.0, and R200 are revised to include standards for automation flats for the Automation Flat Sorting Machine (AFSM) 100. Published in PB 22078 (6-13-02).

G030 is amended to clarify the method used to determine postal zones and to update postal zone information. Published in PB 22075 (5-2-02).

May 2, 2002
2.2

C010.6.5 and P040.2.4 are revised to allow more flexibility in designing and producing reusable envelopes. Published in PB 22075 (5-2-02).

D500.2.3, E500.1.8, E500.1.9, M500.3.0, P013.6.0, P500.1.1, P910.4.1, S010.2.5, and S500.1.1 are revised and P910.6.0, P910.7.0, and P910.8.0 are added to include information about Express Mail Manifesting. Published in PB 22075 (5-2-02).

L001, L002, L003, L004, L005, L601, L603, L604, L605, L606, L801, L802, and L803 are revised to reflect changes in mail processing operations. Published in PB 22075 (5-2-02).

P030.8.3 is deleted because the restrictions on mixed forms of postage evidencing are no longer necessary. Published in PB 22074 (4-18-02).

March 31, 2002
2.3

E650.6.1, E752.3.0, M011.1.0, M031.4.9, M041.5.0, M045.3.0, M920, M930, M940, and P012.2.4 are revised and labeling list L006 is added to allow a new optional level of pallet sort for a limited number of sectional center facility (SCF) service areas. This option is available for Periodicals nonletters (flats and irregular parcels), Standard Mail flats, and Bound Printed Matter flats prepared on pallets. Published in PB 22066 (12-27-01).

M011.1.3, M011.1.4, M045.2.2, M130.1.7, M210.1.0, M220.1.0, M610.1.0, M620.1.0, M820.1.0, M910, M920, M930, and M940 are revised and M950 is added to provide a new preparation option that allows mailers to combine flat-size automation rate pieces and flat-size Presorted rate pieces of the same mail class within the same package. This new preparation option is called “co-packaging” and is available for First-Class Mail, Periodicals, and Standard Mail. Published in PB 22064 (11-29-01).

M011.1.3 and M013.1.1 are revised and M210.5.0 and M220.5.0 are deleted to remove the option that allows mailers to bedload bundles of Periodicals flats. Published in PB 22072 (3-21-02).

March 23, 2002
2.4

P014, P022, and R000 are revised to reflect changes in the pricing of semipostal stamps and to add a new semipostal stamp. Published in PB 22071 (3-7-02).

March 7, 2002
2.5

L001, L002, L004, L005, L603, L606, and L801 are revised to reflect changes in mail processing operations. Published in PB 22071 (3-7-02).

P013.7.1, P013.7.2, and P200.1.2 are revised and P200.4.0 is added to add references to the new Periodicals Accuracy, Grading, and Evaluation (PAGE) Program. PAGE can be used to determine per-copy weights and to substantiate the advertising percentage in Periodicals. Published in PB 22071 (3-7-02).

P030.11.4 is revised to clarify the locations at which metered mail can be deposited. Published in PB 22071 (3-7-02).

P920 is revised to clarify the standards for entry of mail under optional procedures. Changes include reorganization of the standards and clarification of record keeping and quality control requirements as well as procedures for applying to mail under an OP Mailing System. Published in PB 22071 (3-7-02).

January 10, 2002
2.6

C200.1.10 is revised to amend the standard for label carriers for Periodicals. This revision allows mailers to put information about any Periodicals publication on the label carrier. Published in PB 22067 (1-10-02).

L001 is revised to reflect changes in mail processing operations. Published in PB 22067 (1-10-02).

P910 is revised to reflect minor revisions to procedures for manifest mailings. Published in PB 22066 (12-27-01).

January 1, 2002
2.7

E670.5.11 is revised to reflect an increase for low-cost products mailable at Nonprofit Standard Mail rates. Published in PB 22069 (2-7-02).

M012 is revised to discontinue the use of old markings on Bound Printed Matter, Media Mail, and Library Mail. These markings were changed on January 7, 2001, in conjunction with the R2000-1 Omnibus Rate Case. Mailers were given until January 1, 2002, to change over to the new markings and use any preprinted stationery and packaging. Published in PB 22064 (11-29-01).

P030 is revised in its entirety to include policies and regulations pertaining to more secure postage evidencing systems, such as those digitally printing meters that use a postal security device (PSD), those digitally printing meters that generate information-based indicia (IBI), and PC Postage systems. P014 is revised to clarify the refund policy for metered postage. Published in PB 22062 (11-1-01).

December 27, 2001
2.8

M500.2.2, S500.1.4, S500.1.5, and S921.1.9 are revised to show that the waiver of signature option is not available for Express Mail Custom Designed Service and to update the language for the availability of COD service with Express Mail service. Published in PB 22066 (12-27-01).

December 14, 2001
2.9

D042.2.8 is added to provide procedures to identify when an office business center is considered a commercial mail receiving agency for postal purposes. Published in PB 22064 (11-29-01).

December 13, 2001
2.10

Revisions were made throughout the DMM to reflect the publication of new Form 3500, *Application for Periodicals Mailing Privileges*. Form 3500 consolidates and replaces Forms 3501, 3501-A, 3502, and 3511. Published in PB 22064 (11-29-01).

E213.3.6 is revised to allow refunds for Periodicals mailings paid at First-Class Mail rates under certain circumstances. Published in PB 22063 (11-15-01).

November 1, 2001
2.11

D010.1.5 is amended and D010.1.8 is added to reflect changes made to Form 5541, *Pickup Service Statement,* and to include the availability of pickup service for international mail. Published in PB 22062 (11-1-01).

L001 and L606 are amended to reflect changes in mail processing operations. Published in PB 22062 (11-1-01).

M032.2.3 is revised to show that zebra codes (the series of diagonal or vertical marks on barcoded tray labels) are required only on trays of automation letters and flats. Published in PB 22062 (11-1-01).

October 4, 2001
2.12

E620.2.0 is amended to clarify that commingled Standard Mail machinable and irregular parcels are eligible for 3/5 rates. Published in PB 22060 (10-4-01).

F010.4.7 is added to clarify that undeliverable-as-addressed Mailgrams are treated as First-Class Mail. Published in PB 22060 (10-4-01).

M031.3.1 is amended to clarify label holder placement on letter and flat trays. Published in PB 22060 (10-4-01).

P030 is revised to allow zoned-rate metered Priority Mail to be deposited in collection boxes. Published in PB 22060 (10-4-01).

September 20, 2001
2.13

E751 Exhibit 7.0 is amended to add a ZIP Code for Parcel Select destination entry. Published in PB 22059 (9-20-01).

September 6, 2001
2.14

Revisions were made throughout the DMM to reflect a reorganization of the rates and classification service centers (RCSCs). Published in PB 22058 (9-6-01).

A010.4.3 and E710.3.1 are revised to remove the requirement that a return address appear on Bound Printed Matter pieces with no ancillary service endorsement or special service. Published in PB 22058 (9-6-01).

A930 and M050 are revised to change the documentation requirements for Periodicals and Standard Mail mailings sequenced in line-of-travel (LOT) order and to fully describe the sequencing product options. Published in PB 22058 (9-6-01).

L001, L004, and L606 are amended to reflect changes in mail processing operations. Published in PB 22058 (9-6-01).

I022, Subject Index, is revised and reorganized with new key words and concepts. Published in PB 22058 (9-6-01).

September 1, 2001
2.15

E610, E752, M011, M041, M045, M130, M610, M620, M723, M820, M910, M920, M930, and M940 are revised to implement mail preparation changes for First-Class Mail, Standard Mail, and Bound Printed Matter flats. Published in PB 22052 (6-14-01).

August 23, 2001
2.16

D910 is revised to clarify the application procedure for post office box service. Published in PB 22057 (8-23-01).

E751 Exhibit 7.0 and Exhibit 8.0 are amended to add ZIP Codes for Parcel Select destination entry. Published in PB 22057 (8-23-01).

August 9, 2001
2.17

L606 is amended to correct errors in Column B. Published in PB 22055 (7-26-01).

July 26, 2001
2.18

E751 Exhibit 8.0 is amended to delete a ZIP Code for Parcel Select destination entry. Published in PB 22055 (7-26-01).

July 17, 2001
2.19

P030 is revised to allow the use of information-based indicia (IBI) to show evidence of postage in the same manner as letterpress and digital meter stamps. This extends the use of IBI to all mail classes except Periodicals. Published in PB 22055 (7-26-01).

July 15, 2001
2.20

G095 is added to describe the eligibility, standards, physical characteristics, markings, and rates that apply to the experimental presorted Priority Mail classification.

M031, M045, M920, M930, and M940 are revised to require pallets of Periodicals and Standard Mail containing carrier route mail and/or Presorted rate mail to show “NONBARCODED” or “NBC” in the pallet label. These pallet label standards were originally revised effective January 7, 2001, in conjunction with implementation of the R2000-1 omnibus rate case. Mailers were given until July 15, 2001, to comply. Published in PB 22052 (6-14-01).

July 12, 2001
2.21

E610, E620, E713, E714, E751, E752, E753, M011, M032, M041, M045, M073, M610, M710, M722, M723, M730, and M740 are revised and labeling list L606 is added for the new optional 5-digit scheme preparation for Standard Mail machinable and irregular parcels and for Package Services machinable and nonmachinable parcels. Published in PB 22054 (7-12-01).

E751 Exhibit 6.0 is amended to add and delete certain ZIP Codes for DSCF mail entered at a designated BMC. E751 Exhibit 7.0 is amended to delete certain ZIP Codes for delivery facility exception to the "majority of city carriers" rule. Published in PB 22054 (7-12-01).

L001, L002, and L005 are amended to reflect changes in mail processing operations. Published in PB 22054 (7-12-01).

M031.4.7 is amended to correct information about the mailer information line on pallet labels. Published in PB 22054 (7-12-01).

July 1, 2001
2.22

A920 is revised to reflect a new option for mailing list owners to have their address lists sequenced electronically. Published in PB 22039 (12-14-00).

E500.1.0, M500.2.2, and M500.3.3 are updated to include information on Express Mail delivery and waiver of signature. Published in PB 22053 (6-28-01).

M020 is revised to improve package integrity for Periodicals and Standard Mail by prescribing basic standards for preparing and securing all packages and incorporating standards that pertain individually to packages on pallets, packages in sacks, and packages in trays. Published in PB 22050 (5-17-01).

S913.2.5 is revised to reflect updated Publication 91, *Confirmation Services Technical Guide*. S919.2.1c, S919.3.3a, and Exhibit S919.2.1c are revised and Exhibit S919.3.3 is added to reflect standard guidelines for mailers designing and printing their own shipping labels. Published in PB 22053 (6-28-01).

S916.3.3 is revised to update authorized agent information to support the revised Form 3849, *Delivery Notice/Reminder/Receipt,* and the electronic record management program. Published in PB 22053 (6-28-01).

June 28, 2001
2.23

E751 Exhibit 7.0 and Exhibit 8.0 are amended to add ZIP Codes for Parcel Select destination entry. Published in PB 22053 (6-28-01).

June 14, 2001
2.24

C023.11.5 is revised to amend the standards for the mailability of magnetized materials. This amendment aligns the postal standards for magnetized materials with the U.S. Department of Transportation (DOT) regulations in Title 49, *Code of Federal Regulations* (49 CFR). Published in PB 22052 (6-14-01).

C200.1.4b is revised to amend the standard for loose enclosures at Periodicals rates. The revised standard allows as permissible enclosures receipts, requests, orders for a subscription, and printed matter (which is part of or accompanied by and related exclusively to a request or order for a subscription) for any Periodicals publication (including publications pending Periodicals authorization), provided other products or services are not advertised, promoted, or offered. Published in PB 22052 (6-14-01).

D230 is revised to allow the Postal Service to cancel a Periodicals publication's additional entry authorization when the additional entry is not used for an entire calendar year. Published in PB 22052 (6-14-01).

E712.1.2 is revised to rescind provisions concerning merchandise samples as enclosures with Bound Printed Matter. In its place, E712.1.2b provides for the inclusion of "nonprint" attachments and enclosures so long as such attachments

and enclosures are incidental to the qualifying Bound Printed Matter material and have minimal commercial value. Published in PB 22052 (6-14-01).

M013 is revised to provide mailers with two new optional endorsement lines (OEL). These new format options allow mailers to list carrier route line-of-travel (LOT) information for Periodicals and Standard Mail within an OEL. Published in PB 22051 (5-31-01).

M031.4.0 is amended to clarify the required information that must appear on a pallet label. This revision provides descriptions of what should appear on the destination line (Line 1), content line (Line 2), and office of mailing or mailer information line (Line 3) of pallet labels. Published in PB 22052 (6-14-01).

M041.5.3 is revised to remove the minimum weight requirement for pallets of Periodicals, Standard Mail, and Package Services mail dropped at a destination delivery unit by the mailer or mailer's agent. Published in PB 22052 (6-14-01).

S923 is amended to allow permit holders to add return receipt for merchandise to merchandise return service (MRS) and to allow MRS permit holders more flexibility with placement of other information (e.g., company logo, return authorization number, inventory barcode) on MRS labels. Published in PB 22052 (6-14-01).

May 28, 2001
2.25 E751 Exhibit 7.0 and Exhibit 8.0 are amended to add ZIP Codes for Parcel Select destination entry. Published in PB 22050 (5-31-01).

May 3, 2001
2.26 C700.2.0 is amended to clarify that the nonmachinable surcharge for Parcel Post does not apply to parcels that contain perishable items. Published in PB 22049 (5-3-01).

L001 is amended to reflect changes in mail processing operations. Published in PB 22049 (5-3-01).

April 19, 2001
2.27 E751 Exhibit 8.0 is amended to delete ZIP Codes for Parcel Select destination entry. Published in PB 22048 (4-19-01).

April 5, 2001
2.28 E120.1.4, M012.3.1, S918.3.3, and Exhibit S918.2.1c are revised; and Exhibit E120.1.4, Exhibit M012.3.1, and Exhibit S918.3.3 are added to reflect the standard guidelines for creating package shipping labels. Published in PB 22047 (4-5-01).

E670.8.1, G091.2.1, G091.2.2, G091.3.0, and G091.4.1 are revised to introduce an option to mail at Nonprofit Standard Mail rates via the NetPost Mailing Online experiment. Published in PB 22047 (4-5-01).

March 8, 2001
2.29 C010.8.3 and C050.4.2 are amended to clarify that soft goods weighing more than 5 pounds may be mailed as machinable parcels. Published in PB 22045 (3-8-01).

D042.2.6 is revised to reflect changes in mail delivery procedures to commercial mail receiving agencies. Published in PB 22045 (3-8-01).

L001, L002, L003, L004, and L801 are amended to reflect changes in mail processing operations. Published in PB 22045 (3-8-01).

February 22, 2001
2.30 E751 Exhibit 7.0 is amended to add ZIP Codes for Parcel Select destination entry. Published in PB 22044 (2-22-01).

February 8, 2001
2.31 E751 Exhibit 7.0 and Exhibit 8.0 are amended to delete and add ZIP Codes for Parcel Select destination entry. Published in PB 22043 (2-8-01).

January 11, 2001
2.32 L001 and L002 are amended to reflect changes in mail processing operations. Published in PB 22041 (1-11-01).

January 7, 2001
2.33

L801 is corrected to add footnotes for four entries. Published in PB 22044 (2-22-01).

S921.1.8 and 1.9 are amended to reflect the $1,000 limit for collect on delivery (COD). Published in PB 22044 (2-22-01).

January 1, 2001
2.34

E670.5.11 is revised to reflect an increase for low-cost products mailable at Nonprofit Standard Mail rates. Published in PB 22043 (2-8-01).

September 7, 2000
2.35

A010.1.2, A010.3.2, A010.5.3, D042.2.5, D042.2.6, D042.2.7, and Exhibit F010.4.1 are revised to reflect changes in mail delivery procedures to commercial mail receiving agencies. Published in PB 22032 (9-7-00).

3.0 SUMMARY OF CHANGES BY DMM MODULE

A Addressing
3.1

A010.1.2, A010.3.2, and A010.5.3 are revised to reflect changes in mail delivery procedures to commercial mail receiving agencies. Effective 9-7-00.

A010.4.3 is revised to remove the requirement that a return address appear on Bound Printed Matter pieces with no ancillary service endorsement or special service. Effective 9-6-01.

A920 is revised to reflect a new option for mailing list owners to have their address lists sequenced electronically. Effective 7-1-01.

A930 is revised to fully describe mail sequencing product options. Effective 9-6-01.

C Characteristics and Content
3.2

C010.6.5 is revised to allow more flexibility in designing and producing reusable envelopes. Effective 5-2-02.

C010.8.3 and C050.4.2 are amended to clarify that soft goods weighing more than 5 pounds may be mailed as machinable parcels. Effective 3-8-01.

C023.11.5 is revised to amend the standards for the mailability of magnetized materials. This amendment aligns the postal standards for magnetized materials with the U.S. Department of Transportation (DOT) regulations in Title 49, *Code of Federal Regulations* (49 CFR). Effective 6-14-01.

C200.1.4b is revised to amend the standard for loose enclosures at Periodicals rates. The revised standard allows as permissible enclosures receipts, requests, orders for a subscription, and printed matter (which is part of or accompanied by and related exclusively to a request or order for a subscription) for any Periodicals publication (including publications pending Periodicals authorization), provided other products or services are not advertised, promoted, or offered. Effective 6-14-01.

C200.1.10 is revised to amend the standard for label carriers for Periodicals. This revision allows mailers to put information about any Periodicals publication on the label carrier. Effective 1-10-02.

C700.2.0 is amended to clarify that the nonmachinable surcharge for Parcel Post does not apply to parcels that contain perishable items. Effective 5-3-01.

C820 is revised to include standards for automation flats for the Automation Flat Sorting Machine (AFSM) 100. Effective 6-30-02.

D Deposit, Collection, and Delivery
3.3

D010.1.5 is amended and D010.1.8 is added to reflect changes made to Form 5541, *Pickup Service Statement,* and to include the availability of pickup service for international mail. Effective 11-1-01.

D042.2.5, D042.2.6, and D042.2.7 are revised to reflect changes in mail delivery procedures to commercial mail receiving agencies. Effective 9-7-00.

D042.2.8 is added to provide procedures to identify when an office business center is considered a commercial mail receiving agency for postal purposes. Effective 12-14-01.

D042.2.6 is revised to reflect changes in mail delivery procedures to commercial mail receiving agencies. Effective 3-8-01.

D230 is revised to allow the Postal Service to cancel a Periodicals publication's additional entry authorization when the additional entry is not used for an entire calendar year. Effective 6-14-01.

D500.2.3 is revised to include information about Express Mail Manifesting. Effective 5-2-02.

D910 is revised to clarify the application procedure for post office box service. Effective 8-23-01.

E Eligibility 3.4

E120.1.4 is revised and Exhibit E120.1.4 is added to reflect the standard guidelines for creating package shipping labels. Effective 4-5-01.

E213.3.6 is revised to allow refunds for Periodicals mailings paid at First-Class Mail rates under certain circumstances. Effective 12-13-01.

E260.1.3 is revised to include standards for automation flats for the Automation Flat Sorting Machine (AFSM) 100. Effective 6-30-02.

E500.1.0 is updated to include information on Express Mail delivery and waiver of signature. Effective 7-1-01.

E500.1.8 and E500.1.9 are revised to include information about Express Mail Manifesting. Effective 5-2-02.

E610, E620, E713, E714, E751, E752, and E753 are revised for the new optional 5-digit scheme preparation for Standard Mail machinable and irregular parcels and for Package Services machinable and nonmachinable parcels. Effective 7-12-01.

E610 and E752 are revised to implement mail preparation changes for First-Class Mail, Standard Mail, and Bound Printed Matter flats. Effective 9-1-01.

E620.2.0 is amended to clarify that commingled Standard Mail machinable and irregular parcels are eligible for 3/5 rates. Effective 10-4-01.

E650.6.1 and E752.3.0 are revised to allow a new optional level of pallet sort for a limited number of sectional center facility (SCF) service areas. This option is available for Periodicals nonletters (flats and irregular parcels), Standard Mail flats, and Bound Printed Matter flats prepared on pallets. Effective 3-31-02.

E670.5.11 is revised to reflect an increase for low-cost products mailable at Nonprofit Standard Mail rates. Effective 1-1-01 and 1-1-02.

E670.8.1 is revised to introduce an option to mail at Nonprofit Standard Mail rates via the NetPost Mailing Online experiment. Effective 4-5-01.

E710.3.1 is revised to remove the requirement that a return address appear on Bound Printed Matter pieces with no ancillary service endorsement or special service. Effective 9-6-01.

E712.1.2 is revised to rescind provisions concerning merchandise samples as enclosures with Bound Printed Matter. In its place, E712.1.2b provides for the inclusion of "nonprint" attachments and enclosures so long as such attachments and enclosures are incidental to the qualifying Bound Printed Matter material and have minimal commercial value. Effective 6-14-01.

E751 Exhibit 6.0 is amended to add and delete certain ZIP Codes for DSCF mail entered at a designated BMC. E751 Exhibit 7.0 is amended to delete certain ZIP Codes for delivery facility exception to the "majority of city carriers" rule. Effective 7-12-01.

E751 Exhibit 7.0 is amended to add ZIP Codes for Parcel Select destination entry. Effective 2-22-01.

E751 Exhibit 7.0 is amended to add a ZIP Code for Parcel Select destination entry. Effective 9-20-01.

E751 Exhibit 7.0 and Exhibit 8.0 are amended to delete and add ZIP Codes for Parcel Select destination entry. Effective 2-8-01.

E751 Exhibit 7.0 and Exhibit 8.0 are amended to add ZIP Codes for Parcel Select destination entry. Effective 5-28-01.

E751 Exhibit 7.0 and Exhibit 8.0 are amended to add ZIP Codes for Parcel Select destination entry. Effective 6-28-01.

E751 Exhibit 7.0 and Exhibit 8.0 are amended to add ZIP Codes for Parcel Select destination entry. Effective 8-23-01.

E751 Exhibit 8.0 is amended to delete ZIP Codes for Parcel Select destination entry. Effective 4-19-01.

E751 Exhibit 8.0 is amended to delete a ZIP Code for Parcel Select destination entry. Effective 7-26-01.

F
Forwarding and Related Services
3.5

Exhibit F010.4.1 is revised to reflect changes in mail delivery procedures to commercial mail receiving agencies. Effective 9-7-00.

F010.4.7 is added to clarify that undeliverable-as-addressed Mailgrams are treated as First-Class Mail. Effective 10-4-01.

G
General Information
3.6

G030 is amended to clarify the method used to determine postal zones and to update postal zone information. Effective 6-30-02.

G091.2.1, G091.2.2, G091.3.0, and G091.4.1 are revised to introduce an option to mail at Nonprofit Standard Mail rates via the NetPost Mailing Online experiment. Effective 4-5-01.

G095 is added to describe the eligibility, standards, physical characteristics, markings, and rates that apply to the experimental presorted Priority Mail classification. Effective 7-15-01.

L
Labeling Lists
3.7

Labeling lists are periodically updated to reflect changes in mail processing operations. Please see individual lists.

M
Mail Preparation and Sortation
3.8

M011.1.0, M031.4.9, M041.5.0, M045.3.0, M920, M930, and M940 are revised to allow a new optional level of pallet sort for a limited number of sectional center facility (SCF) service areas. This option is available for Periodicals nonletters (flats and irregular parcels), Standard Mail flats, and Bound Printed Matter flats prepared on pallets. Effective 3-31-02.

M011.1.3, M011.1.4, M045.2.2, M130.1.7, M210.1.0, M220.1.0, M610.1.0, M620.1.0, M820.1.0, M910, M920, M930, and M940 are revised and M950 is added to provide a new preparation option that allows mailers to combine flat-size automation rate pieces and flat-size Presorted rate pieces of the same mail class within the same package. This new preparation option is called "co-packaging" and is available for First-Class Mail, Periodicals, and Standard Mail. Effective 3-31-02.

M011.1.3 and M013.1.1 are revised and M210.5.0 and M220.5.0 are deleted to remove the option that allows mailers to bedload bundles of Periodicals flats. Effective 3-31-02.

M011, M032, M041, M045, M073, M610, M710, M722, M723, M730, and M740 are revised for the new optional 5-digit scheme preparation for Standard Mail machinable and irregular parcels and for Package Services machinable and nonmachinable parcels. Effective 7-12-01.

M011, M041, M045, M130, M610, M620, M723, M820, M910, M920, M930, and M940 are revised to implement mail preparation changes for First-Class Mail, Standard Mail, and Bound Printed Matter flats. Effective 9-1-01.

M012 is revised to discontinue the use of old markings on Bound Printed Matter, Media Mail, and Library Mail. These markings were changed on January 7, 2001, in conjunction with the R2000-1 Omnibus Rate Case. Mailers were given until January 1, 2002, to change over to the new markings and use any preprinted stationery and packaging. Effective 1-1-02.

M012.3.1 is revised and Exhibit M012.3.1 is added to reflect the standard guidelines for creating package shipping labels. Effective 4-5-01.

M013 is revised to provide mailers with two new optional endorsement lines (OEL). These new format options allow mailers to list carrier route line-of-travel (LOT) information for Periodicals and Standard Mail within an OEL. Effective 6-14-01.

M020 is revised to improve package integrity for Periodicals and Standard Mail by prescribing basic standards for preparing and securing all packages and incorporating standards that pertain individually to packages on pallets, packages in sacks, and packages in trays. Effective 7-1-01.

M031, M045, M920, M930, and M940 are revised to require pallets of Periodicals and Standard Mail containing carrier route mail and/or Presorted rate mail to show “NONBARCODED” or “NBC” in the pallet label. These pallet label standards were originally revised effective January 7, 2001, in conjunction with implementation of the R2000-1 omnibus rate case. Mailers were given until July 15, 2001, to comply. Effective 7-15-01.

M031.3.1 is amended to clarify label holder placement on letter and flat trays. Effective 10-4-01.

M031.4.0 is amended to clarify the required information that must appear on a pallet label. This revision provides descriptions of what should appear on the destination line (Line 1), content line (Line 2), and office of mailing or mailer information line (Line 3) of pallet labels. Effective 6-14-01.

M031.4.7 is amended to correct information about the mailer information line on pallet labels. Effective 7-12-01.

M032.2.3 is revised to show that zebra codes (the series of diagonal or vertical marks on barcoded tray labels) are required only on trays of automation letters and flats. Effective 11-1-01.

M041.5.3 is revised to remove the minimum weight requirement for pallets of Periodicals, Standard Mail, and Package Services mail dropped at a destination delivery unit by the mailer or mailer’s agent. Effective 6-14-01.

M050 is revised to change the documentation requirements for Periodicals and Standard Mail mailings sequenced in line-of-travel (LOT) order. Effective 9-6-01.

M500.2.2 is revised to show that the waiver of signature option is not available for Express Mail Custom Designed Service. Effective 12-27-01.

M500.2.2 and M500.3.3 are updated to include information on Express Mail delivery and waiver of signature. Effective 7-1-01.

M500.3.0 is revised to include information about Express Mail Manifesting. Effective 5-2-02.

M820.1.0 is revised to include standards for automation flats for the Automation Flat Sorting Machine (AFSM) 100. Effective 6-30-02.

P
Postage and Payment Methods
3.9

P012.2.4 is revised to allow a new optional level of pallet sort for a limited number of sectional center facility (SCF) service areas. This option is available for Periodicals nonletters (flats and irregular parcels), Standard Mail flats, and Bound Printed Matter flats prepared on pallets. Effective 3-31-02.

P013.6.0, P500.1.1, and P910.4.1 are revised and P910.6.0, P910.7.0, and P910.8.0 are added to include information about Express Mail Manifesting. Effective 5-2-02.

P013.7.1, P013.7.2, and P200.1.2 are revised and P200.4.0 is added to add references to the new Periodicals Accuracy, Grading, and Evaluation (PAGE) Program. PAGE can be used to determine per-copy weights and to substantiate the advertising percentage in Periodicals. Effective 3-7-02.

P014 is revised to clarify the refund policy for metered postage. Effective 1-1-02.

P014 and P022 are revised to reflect changes in the pricing of semipostal stamps and to add a new semipostal stamp. Effective 3-7-02.

P030 is revised in its entirety to include policies and regulations pertaining to more secure postage evidencing systems, such as those digitally printing meters that use a Postal Security Device (PSD), those digitally printing meters that generate information-based indicia (IBI), and PC Postage systems. Effective 1-1-02.

P030 is revised to allow the use of information-based indicia (IBI) to show evidence of postage in the same manner as letterpress and digital meter stamps. This extends the use of IBI to all mail classes except Periodicals. Effective 7-17-01.

P030 is revised to allow zoned-rate metered Priority Mail to be deposited in collection boxes. Effective 10-4-01.

P030.8.3 is deleted because the restrictions on mixed forms of postage evidencing are no longer necessary. Effective 5-2-02.

P030.11.4 is revised to clarify the locations at which metered mail can be deposited. Effective 3-7-02.

P040.2.4 is revised to allow more flexibility in designing and producing reusable envelopes. Effective 5-2-02.

P910 is revised to reflect minor revisions to procedures for manifest mailings. Effective 1-1-02.

P920 is revised to clarify the standards for entry of mail under optional procedures. Changes include reorganization of the standards and clarification of record keeping and quality control requirements as well as procedures for applying to mail under an OP Mailing System. Effective 3-7-02.

R
Rates and Fees
3.10

R000 is revised to reflect changes in the pricing of semipostal stamps and to add a new semipostal stamp. Effective 3-7-02.

R200 is revised to include standards for automation flats for the Automation Flat Sorting Machine (AFSM) 100. Effective 6-30-02.

S Special Services 3.11

S010.2.5 and S500.1.1 are revised to include information about Express Mail Manifesting. Effective 5-2-02.

S500.1.4, S500.1.5, and S921.1.9 are revised to show that the waiver of signature option is not available for Express Mail Custom Designed Service and to update the language for the availability of COD service with Express Mail service. Effective 12-27-01.

S913.2.5 is revised to reflect the updated Publication 91, *Confirmation Services Technical Guide*. S919.2.1c, S919.3.3a, and Exhibit S919.2.1c are revised and Exhibit S919.3.3 is added to reflect standard guidelines for mailers designing and printing their own shipping labels. Effective 7-1-01.

S916.3.3 is revised to update authorized agent information to support the revised Form 3849, *Delivery Notice/Reminder/Receipt,* and the electronic record management program. Effective 7-1-01.

I Index Information 3.12

I022, Subject Index, is revised and reorganized with new key words and concepts. Effective 9-6-01.

I000 Information

I020 References

I021 Forms Glossary

ID	Title
ATF-6	Application and Permit for Importation of Firearms, Ammunition, and Implements of War
17-G	Penalty Mail Stamp Requisition
17-J	Penalty Mail Printed Stamped Envelope Order
DD-285	Appointment of Unit Mail Clerk or Mail Orderly
GPO-712	Certificate of Conformance
1000	Domestic Claim or Registered Mail Inquiry
1093	Application for Post Office Box or Caller Service
1094	Request for Post Office Box Key or Lock Service
1500	Application for Listing and/or Prohibitory Order
1508	Statement by Shipper of Firearms
1509	Sender's Application for Recall of Mail
1510	Mail Loss/Rifling Report
1578-B	Requisition for Facing Slips or Labels
1583	Application for Delivery of Mail Through Agent
1583-A	Application to Act as Commercial Mail Receiving Agency
3203	Personalized Stamped Envelope Order
3500	Application for Periodicals Mailing Privileges
3510	Application for Additional Entry, Reentry, or Special Rate Request for Periodicals Publication
3526	Statement of Ownership, Management, and Circulation
3533	Application and Voucher for Refund of Postage and Fees
3541-C	Periodicals Certification for Multiple Issues (On the Same Day)
3541-E	Periodicals Certification for Multiple Issues (Not on the Same Day)
3542	Application to Mail Under the Periodicals Centralized Postage Payment (CPP) System
3544	Post Office Receipt for Money
3546	Forwarding Order Change Notice
3547	Notice to Mailer of Correction in Address
3553	Coding Accuracy Support System (CASS) Summary Report
3575	Change of Address Order
3579	Undeliverable Standard Mail (A) and (B) and Special Standard Mail (B)
3582-C	Postage Due Invoice
3601-C	Postage Meter Activity Report
3602-G	Statement of Mailing With Penalty Permit Imprints
3603	Receipt for Postage Meter Settings
3606	Certificate of Bulk Mailing
3615	Mailing Permit Application and Customer Profile
3623	Application for Nonprofit Standard Mail Rates at Additional Mailing Office
3624	Application to Mail at Nonprofit Standard Mail Rates
3626	Application for Optional Procedure
3800	Receipt for Certified Mail
3801	Standing Delivery Order
3801-A	Agreement by a Hotel, Apartment House, or the Like
3804	Return Receipt for Merchandise
3806	Receipt for Registered Mail
3811	Domestic Return Receipt
3811-A	Domestic Return Receipt (After Mailing)
3813	Receipt for Domestic Insured Parcel
3813-P	Receipt for Insured Mail (Domestic or International)
3815	Plant-Load Authorization Application, Worksheet, and Agreement
3816	COD Mailing and Delivery Receipt
3816-AS	COD Card—Firm Mailings
3817	Certificate of Mailing
3849	Delivery Notice/Reminder/Receipt
3849-D	Notice to Sender of Undelivered COD Mail
3856	Application for Authorization to Palletize
3877	Firm Mailing Book for Accountable Mail
4314-A	We Want to Know (Spanish)
4314-C	We Want to Know (English)
4410	Authorization for BMC Acceptance
5541	Pickup Service Statement—Express Mail, Priority Mail, or Parcel Post
5625	Express Mail Custom Designed Service Receipt
5631	Express Mail Custom Designed Service Agreement
5639	Express Mail Corporate Account Application
6089	Qualified Business Reply Mail (QBRM) Application
6387	Rural Money Order Transaction Application
6401	Money Order Inquiry
8017	Expedited Plant Load Shipment Record
8061	Application for Accelerated Reply Mail (ARM)
8096	Request to Pay Postage Refunds to Presenter of Mail
8105-A	Money Order Transaction Report
8125	Plant-Verified Drop Shipment (PVDS) Verification and Clearance
8125-C	Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance

I000 Information
I020 References

I022 Subject Index

A

accelerated reply mail, D920.7.0
additional entry for Periodicals, D230
cancellation, D230.6.0
fee, R200.5.0
how to apply, D230.3.0
Address Information System (AIS) products, A930
address labels
detached address labels (DALs), A060
on Periodicals, A010.7.2
address services
Address Change Service (ACS), F030.2.0
address correction, F010.1.0, R900.1.0
carrier route schemes, A930.4.0
Delivery Statistics File, A930.1.0
FASTforward, F010.3.0
mailing list services, A910
fees, R900.12.0
sequencing for cards and electronic files, A920
fees, R900.2.0
addressing
alternative addressing formats, A040
change of address, F010.1.0
content, A010.1.0
detached address labels (DALs), A060
elements of a complete address, A010.3.0
exceptional address, A040.3.0
for automation mailings, A800
for Periodicals, A010.7.0
military mail, A010.6.0
"occupant"-style addressing, A040.2.0
on mail addressed to commercial mail receiving agencies, A010.5.3
placement, A010.1.0
required return address, A010.4.3
return address, A010.4.0
simplified address, A040.1.0
advertising
in nonprofit and classroom Periodicals, E270.1.3
in nonprofit Standard Mail, E670.5.0
in Periodicals, E211.11.0
pandering, C033
sexually-oriented material, C032
aerosols, C010.2.5
air transportation prohibitions for hazardous materials, C023.1.9
ancillary service endorsements
clear space, M012.4.4
explanation of each endorsement by class of mail, F010
placement on the mailpiece, M012.4.0
type size, M012.4.4
with return address, M012.4.3
animals
adult fowl, C022.3.0
bees, C022.3.7
cold-blooded, C022.2.3
container for mailing, C022.3.10
day-old poultry, C022.3.0
dead, C022.4.0
furs or pelts, C022.5.0
insects, C022.3.8
nonmailable, C022.7.0
scorpions, C022.3.9
special permits for animals mailed to Pacific islands, C022.3.6
warm-blooded, C022.3.5
APO. See *military mail.*
appeals, for decision made about mailing standards, G020.3.0
aspect ratio, C810.2.2
automation cards, C810
enclosed in letters, C810.8.0
labels, C810.6.0
mail preparation, M810
size, C810.2.0
tabs and wafer seals, C810.4.0
automation flats, C820
labels, C820.8.0
mail preparation, M820
polywrap, C820.4.0
reply mail enclosed in an automation flat, C810.8.0
size for AFSM 100, C820.2.0
size for FSM 1000, C820.3.0
tabs and wafer seals, C820.6.0
automation letters, C810
heavy letters, C810.7.5
labels, C810.6.0
mail preparation, M810
reply mail enclosed in an automation letter, C810.8.0
size, C810.2.0
tabs and wafer seals, C810.4.0
automation mailings, general
addressing, A800
Bound Printed Matter flats, E712
First-Class Mail, E140
mailings with different payment methods, P960
Periodicals, E240
reply mail enclosed in mailing, C810.8.0
size and shape, C800
Standard Mail, E640
Standard Mail Enhanced Carrier Route, E640.2.0
automation (barcoded) parcels, C850

B

ballots, E080
barcodes
barcode clear zone
for letters, C840.2.1
for machinable parcels, C850.3.0
certification, C840.10.0

dimensions and spacing, C840.4.0, C850.2.1
general standards for letters and flats, C840
human-readable information, C850.4.0
in address block, C840.2.5
location, C850.3.0
on flats, C840.3.0
on inserts, C840.2.4
on letters, C840.2.0
on parcels, C850
on sack labels, M032
on tray labels, M032
reflectance, C840.5.0, C850.2.2
second barcode on flats, C840.3.3
skew, C840.6.0
types
5-digit barcode, C840.1.2, C840.8.0
concatenated, C850.1.4
Delivery Confirmation, C850.1.4, S918.3.0
delivery point barcode (DPBC), C840.9.0
integrated, C850.1.4
POSTNET barcode, C840.1.1
Signature Confirmation, C850.1.4, S919.3.0
USS Code, C850.1.3
UUC/EAN, C850.1.3
ZIP+4 barcode, C840.1.3, C840.8.0
window envelope, C840.7.0
batteries
battery-powered devices, C024.17.0
nonspillable batteries, C023.10.4
bees, C022.3.7
bills and invoices, E110.1.5
biological products, C023.8.4
bird stamp, for hunting migratory birds, S020.4.1
blind, free matter for, E040
what may be mailed, E040.2.0, E040.3.0
who is qualified, E040.1.4
book rate. See *Media Mail.*
books
packaging for mailing, C010.8.1
Bound Printed Matter
bedloaded mailings, E712.6.0
combined with other Package Services, E753
definition, E712.1.0
discounts
for barcoded machinable parcels, E712.2.0
for destination entry, E712.5.0, E752
how to calculate postage, P013.5.3, P013.5.6, P013.9.0
mail preparation
barcoded flats, M820.6.0
carrier route flats, M723.2.0
carrier route irregular parcels, M723.3.0, M723.4.0
carrier route machinable parcels, M723.5.0
combined machinable parcels, M073
for single-piece rates, M721.1.0
how to package, M020.1.6
machinable parcels on pallets, M045.3.5
packages of flats on pallets, M045.3.3
packages of irregular parcels on pallets, M045.3.4
packaging for mail on pallets, M045.2.4
presorted flats, M722.2.0
presorted irregular parcels, M722.3.0, M722.4.0
presorted machinable parcels, M722.5.0
sacks of flats on pallets, M045.3.3
sacks of irregular parcels on pallets, M045.3.4
mailing fee, E752.1.4
markings required on each mailpiece, M012.3.0
for barcoded flats, M012.3.0
for carrier route flats, M723.2.1
for carrier route irregular parcels, M723.3.1
for carrier route rates, M723.1.0
for presorted flats, M722.2.0
for presorted irregular parcels, M722.3.1
for presorted rates, M722.1.0
for single-piece rates, M721.1.0
rate eligibility
for barcoded flats, E712.2.0
for carrier route rates, E712.2.0, E712.4.0
for DBMC rates, E752.2.0
for DDU rates, E752.4.0
for DSCF rates, E752.3.0
for presorted rates, E712.2.0, E712.3.0
for single-piece rates, E712.2.0
rates, R700.2.0
undeliverable mail, F010.5.4
boxes
acceptable sizes and load, C010.3.1
post office boxes, D910
bulk mail. See *Standard Mail.*
bulk mail system, C010.8.0
bulk parcel return service (BPRS), S924
annual accounting fee, S924.3.3
annual permit fee, S924.3.1
fees, R900.3.0
format for bulk parcel return service label, S924.5.0
general information, S924.1.0
how postage and fees are applied, S924.3.0
how to apply for a permit, S924.2.1
placement of bulk parcel return service label, S924.4.0
sample of a bulk parcel return service label, S924.5.0
business reply mail (BRM), S922
distributed by agents of the permit holder, S922.8.0
fees and per piece charges, R900.4.0
for official U.S. government mail, E060.11.0
format for business reply mail, S922.5.0, S922.6.0
general information, S922.1.0
how annual accounting fee is applied, S922.3.3
how annual permit fee is applied, S922.2.3
how postage and fees are applied, S922.3.0
how to apply for a permit, S922.2.2
how to renew the annual accounting fee, S922.3.4
how to renew the annual permit, S922.2.4
physical characteristics, S922.4.0
qualified business reply mail (QBRM), E150, S922.7.0
refunds for postage affixed to business reply mail, P014.2.11
sample of business reply mail, S922.5.1
weight-averaged business reply mail, S922.9.0

C

caller service, D920
accelerated reply mail, D920.7.0
fees, D920.4.0, R900.5.0
how to apply for service, D920.2.1
refunds, D920.5.0
reserved caller service number, D920.1.5
reserved caller service number fee, D920.1.5
cards
automation. See *automation cards.*
eligibility for First-Class Mail card rates, E110.3.0, E130.2.1
how to package, M020.2.1
rates, for First-Class Mail, R100
size, C100.2.0
carrier route
See also *Bound Printed Matter, Enhanced Carrier Route, First-Class Mail, Periodicals,* and *Standard Mail.*
accuracy of sequencing, M050.2.0
carrier route information lines, M014
carrier route schemes, A930.4.0
facing slips on packages, M020.3.0
sequencing requirements, M050
submitting cards for sequencing, A920.2.0
certificate of mailing, S914
fees, R900.6.0
for bulk quantities, S914.1.2
other special services that can be added, S914.1.7
what may be mailed, S914.1.0
certified mail, S912
fees, R900.7.0
how to fill out certified label, S912.2.5
other special services that can be added, S912.1.4
requesting a delivery record, S912.1.5
required label, S912.2.3
what may be mailed, S912.1.2
church. See *nonprofit.*
cigarette lighters, C023.4.4
City State File, A930.2.0
claims, S010
criteria for approval, S010.2.11
how to file, S010.2.0
how to file a duplicate claim, S010.2.10
reasons for denial, S010.2.14
time limit for filing, S010.2.2
clinical specimens, C023.8.4
Coding Accuracy Support System (CASS), A950
certification and testing, A950.6.0
dates for matching and coding, A950.3.0
documentation submitted with a mailing, A950.5.0
software certification and configuration, A950.2.0
collect on delivery (COD), S921
combined with Express Mail, S921.1.9
combined with registered mail, S921.1.8
delivery of COD items, S921.4.0
fees, R900.8.0
how to file a claim, S010
how to mail, S921.3.0
other special services that can be added, S921.1.4
required forms, S921.2.0
what may be mailed, S921.1.2
where to mail, S921.3.7
commercial mail receiving agency (CMRA)
addressing requirements, D042.2.0
delivery to, D042.2.0
forwarding mail to CMRA customers, F020.2.7
confirmation. See *Delivery Confirmation* and *Signature Confirmation.*
congressional frank
addressing, A040.4.0
delivery, A040.4.3
containers
boxes, C010.3.1
envelopes, C010.3.8
paper bags and wraps, C010.3.3
plastic bags and film, C010.3.0
content identifier numbers (CINs), M032.1.0
contraceptives and abortion devices, C024.18.0
copyrights of the USPS, G013.2.0
corrosives, C023.10.0

D

dead mail, F010.8.0
delivery, types of
city delivery service, D042.9.0
highway contract delivery service, D042.11.0
rural delivery service, D042.10.0
Delivery Confirmation, S918
barcodes on privately printed labels, S918.3.0
electronic file transmission for electronic option, S918.4.0
electronic option, S918.1.4
fees, R900.9.0
other special services that can be added, S918.1.6
required labels, S918.2.0
retail option, S918.1.4
what may be mailed, S918.1.3
where to mail, S918.5.0
delivery of mail, D042
accountable mail, D042.1.7
Express Mail, D042.1.7
refusal by addressee, D042.1.0
to a commercial mail receiving agency, D042.2.0
to an agent, D042.2.0
to an individual at a business, D042.4.0
to hotels, institutions, and schools, D042.5.0
to military units, D042.8.0
delivery statistics
Delivery Statistics File, A930.1.0
general, A930.5.0
destination entry. See individual classes of mail, under *rate eligibility.*
detached address labels (DALs), A060
disposing of undeliverable material, A060.4.1
label preparation, A060.2.0
mail preparation, A060.3.0
postage computation, A060.5.0
undeliverable DALs, A060.2.0
with Bound Printed Matter, A060.1.4
with Periodicals, A060.1.2
with Standard Mail, A060.1.3

drop shipment, D071
Express Mail, D071.1.0, M072
metered mail, D072
Priority Mail, D071.2.0, M072
drug paraphernalia, C024.12.0
drugs, C024.11.0
dry ice, C022.2.4, C023.11.4
duck stamp. See *bird stamp.*

E

election boards, mailing list services, A910.2.4, A910.6.0, R900.12.3
enclosures
in Package Services, E070.4.0
in Periodicals, E070.3.0
in Standard Mail, E070.4.0
incidental First-Class Mail, E070.5.0
endorsements. See *ancillary service endorsements.*
Enhanced Carrier Route
See also *carrier route* and *Standard Mail.*
accuracy of sequencing, M050.2.0
density requirements, E630
eligibility for automation rates, E640.2.0
rate eligibility, E630
residual shape surcharge, E630.5.0
sequencing requirements, M050
envelopes
Express Mail, C010.6.2
green bordered, C010.6.2
Priority Mail, C010.6.2
reusable, C010.6.4
window envelopes, C010.6.1
with postage affixed, sold by USPS, P021.1.0, P021.2.0
exceptional dispatch for Periodicals, D210.3.0
how to apply, D210.3.5
rates, D210.3.4
experimental rates and classifications, G900
NetPost Mailing Online, G091
presorted Priority Mail, G095
explosives, C023.2.0
Express Mail
combined with COD, S921.1.9
combined with other classes of mail, E070
deposit, D500.2.0
drop shipment, D071.1.0, M072
fees, E500.2.0, R500.2.0
how to calculate postage, P013.2.0, P013.6.0
how to file a claim, S010
insurance, R900.10.0, S500
mail preparation
for all Express Mail, M500
for drop shipment, M072
postage payment options, P500
postage refunds, P014.5.0
rate eligibility
for Custom Designed Service, E500.4.0
for Express Mail Military Service, E500.7.0
for flat-rate envelope, E500.1.6
for Next Day Service, E500.5.0
for Second Day Service, E500.6.0
rates, R500
refunds, P014.5.0
reship service, D500.3.0
service objectives, D500.1.0
size, C500
special services, S500
undeliverable mail, F010.5.5

F

facing identification mark (FIM), C100.6.0
examples of, C100.6.2
required use, C100.6.1
specifications and position, C100.6.3
firearms
antiques, C024.2.0
definitions, C024.1.1
pistols, revolvers, and other concealable firearms, C024.1.0
rifles and shotguns, C024.3.0
who may mail, C024.1.3, C024.1.5, C024.1.7
firm holdout, D930.2.0
First-Class Mail
See also *Priority Mail.*
combined with other classes of mail, E070, M071
definition, E110.1.0
deposit of, D100.2.0
documentation for mailings, E110.5.0
how to calculate postage, P013.2.0, P013.6.0
incidental enclosure with another class of mail, E070.5.0
keys and identification devices, P013.2.6
mail preparation
automation carrier route letters, M810.2.1
automation flats, M820.2.0
automation flats (tray-based option), M820.3.0
automation letters, M810.2.0
combined automation and presorted flats, M910.1.0, M950.1.0
packaging for presorted flats, M130.4.1
presorted machinable cards and letters, M130.2.0
presorted nonmachinable cards and letters, M130.3.0
presorted flats, M130.4.0
presorted parcels, M130.5.0
single-piece rates, M110
mailing fee, E110.4.1, R100.12.1
markings required on each mailpiece
for presorted rates, M130.1.0
for single-piece rates, M110
general, M012.2.0, M071
nonmachinable surcharge, C050.2.2, C100.4.0, E130, E140.3.3
postage payment options, P100
presort mailing fee, E110.4.1
presort verification, D100.3.0
rate eligibility
for automation rates, E140
for carrier route rates, E140.1.4
for presorted rates, E130.3.0
for single-piece rates, E130.2.0

rates, R100
service objectives, D100.1.0
size, C100
standardized documentation, P012.2.0
undeliverable mail, F010.5.1
weight, C100
flammables and combustibles
liquids, C023.4.0
solids, C023.5.0
flat-rate envelope. See *Express Mail* and *Priority Mail.*
flats
automation. See *automation flats.*
how to package, M020.2.2
size, C050.3.0
forms, I021
forwarding mail
See also individual classes of mail and *returned mail.*
general information, F020
instructions by the sender, F030.4.0
postage charged for forwarding mail, F020.3.0
with special services, F010, F030.4.2
Fourth-Class Mail. See *Package Services.*
FPO. See *military mail.*
fragrance sample, C024.15.0
fraud, how to report, G011.5.0
franked mail, for Members of Congress, E050
free mail
for blind and other handicapped persons, E040
for Members of Congress, E050
for U.S. armed forces, E030.2.0
furs or pelts, C022.5.0

G

gasses, C023.3.0
general delivery, D930.1.0
government mail. See *U.S. government.*
guns, C024.1.0, C024.3.0

H

handicapped, free matter for, E040
what may be mailed, E040.2.0, E040.3.0
who is qualified, E040.1.4
hazardous materials
See also *restricted matter.*
batteries, C023.10.4
biological products, C023.8.4
cigarette lighters, C023.4.4
clinical specimens, C023.8.4
corrosives, C023.10.0
explosives, C023.2.0
flammable and combustible liquids, C023.4.0
flammable solids, C023.5.0
gasses, C023.3.0
general, C023
infectious substances, C023.8.0
matches, C023.5.3
medical devices, used, C023.8.6
oxidizing substances and organic peroxides, C023.6.0
packaging and markings, C023.1.7
radioactive material, C023.9.0
rulings, C023.1.5
sharps, C023.8.5
shipping papers, C023.1.8
toxic substances, C023.7.0
heavy letter mail, C810.7.5
high-density carrier route sequencing requirements, M050
high-density items
packaging, C010.8.2
holidays, G011.1.5

I

ice
dry ice, C022.2.4, C023.11.4
water ice, C022.2.3
identification statement for Periodicals, required elements, E211.10.5
imprint. See *permit imprint.*
indicia. See *permit imprint.*
infectious substances, C023.8.0
information-based indicia (IBI), P030
insects, C022.3.8
inspection by USPS
of Express Mail, E500.1.1
of First-Class Mail, E110.1.3
of Package Services, C700.3.0
of Periodicals, E211.1.4
of Standard Mail, C600.4.0, E610.1.2
insurance
See also *claims.*
bulk insurance, S913.3.0
delivery of insured items, S913.4.0
Express Mail insurance, R900.10.0, S500
fees, R900.11.0
how to file a claim, S010.2.0
how to fill out insurance label, S913.2.3
other special services that can be added, S913.1.5
what may be mailed, S913.1.2
irregular parcels, C050.5.0

K

keys
fee for additional post office box keys, R900
for post office boxes, D910.7.0
general information about mailing, E120.2.4, E130.2.2
rates for return through the mail, R100.10.0
knives, C023.5.0
known office of publication, for Periodicals, E211.4.0

L

labeling lists
for automation rate mailings, L800
for general use, L000
for Standard Mail and Package Services, L600
labels
barcoded labels, M032
for pallets, M031.4.0
for sacks, M031.1.0, M031.2.0, M032.1.0, M032.3.0
for trays, M031.1.0, M031.3.0, M032.1.0, M032.2.0

letters
automation. See *automation letters.*
nonmachinable criteria, C050.2.2
size, C050.2.0
Library Mail
combined with other Package Services, E753
definition, E713.1.0
discounts
for barcoded machinable parcels, E714.1.0
how to calculate postage, P013.5.4, P013.9.0
mail preparation
combined machinable parcels, M073
flats, M740.2.0
flats on pallets, M045.3.3
irregular parcels, M740.3.0
irregular parcels on pallets, M045.3.4
machinable parcels, M740.4.0
mailing fee, E714.3.2
markings required on each mailpiece, M012.3.0
rate eligibility, E714.2.0
rates, R700.4.0
undeliverable mail, F010.5.4
what may be mailed, E714.1.0
line-of-travel (LOT)
sequencing requirements, M050
submitting cards for sequencing, A920.2.0
liquids, nonhazardous, C024.9.0
liquor, C024.7.0
locksmithing devices, C024.10.0
LOT. See *line-of-travel.*
lottery materials, C031.3.0

M

machinable parcels, C050.4.0
magnetic tapes
packaging, C010.8.5
magnetized materials, C023.11.5
mail receptacles, D041
custom-built mail receptacles, D041.2.2
door slots, D042.9.6
for apartments, D042.9.7
location, D041.2.7
maintenance of, D042.9.3
newspaper receptacles, D041.2.11
specifications for manufacturers, D041.2.1
mailboxes. See *mail receptacles.*
mailgrams, P040.6.0
mailing fee
for Bound Printed Matter, E752.1.4, R700.5.1
for First-Class Mail, E110.4.1, R100.12.1
for Library Mail, E714.3.2, R700.5.3
for Media Mail, E713.3.2, R700.5.3
for Parcel Post, E711.2.3, R700.5.1
for Standard Mail, E610.6.0, R600.8.1
mailing list services, A910
basic information, A910.1.0
fees, A910.2.0, R900.12.0
for election boards and voter commissions, A910.2.4, A910.6.0, R900.12.3
list correction, A910.3.0
occupant lists, A910.4.0
sorting cards by 5-digit ZIP Code, A910.5.0
Mailing Online experiment, G091
mailing systems
alternate mailing systems, P930
manifest mailing systems, P910
optional procedure mailing systems, P920
plant-verified drop shipment, P950
manifest mailing systems, P910
how to apply for authorization, P910.4.0
keyline codes, P910.3.0
marking, on mailpieces, M012
See also individual classes of mail.
imitation markings, P022.4.0
of injurious or harmful items, C021.4.0
master keys for motor vehicles, C024.10.0
advertising for, C031.4.2
matches, C023.5.3
Media Mail
combined with other Package Services, E753
definition, E713.1.0
discounts
for barcoded machinable parcels, E713.2.0
how to calculate postage, P013.5.2, P013.9.0
mail preparation
combined machinable parcels, M073
flats, M730.2.0
flats on pallets, M045.3.3
irregular parcels, M730.3.0
irregular parcels on pallets, M045.3.4
machinable parcels, M730.4.0
mailing fee, E713.3.2
markings required on each mailpiece, M012.3.0
rate eligibility, E713.2.0
rates, R700.3.0
undeliverable mail, F010.5.4
what may be mailed, E713.1.0
merchandise return service, S923
adding special services (by the mailer), S923.4.0
adding special services (by the permit holder), S923.4.0
examples of merchandise return service labels, S923.5.6
fees, R900.13.0
for official U.S. government mail, E060.12.0
format for label, S923.5.0
general information, S923.1.0
how postage and fees are applied, S923.3.0
how the annual accounting fee is applied, S923.3.4
how the annual permit fee is applied, S923.2.5
how to apply for a permit, S923.2.1
merged packages of flats. See *Periodicals,* under *mail preparation,* and *Standard Mail,* under *mail preparation.*
meter. See *metered mail* and *postage meter.*
metered mail
drop shipment of, D042
postage refunds, P014.3.0
where to mail, P030.11.0
military mail, E010, E020
for retirees, D010.2.4
free mail for U.S. armed forces, E030.2.0

military address, E030.2.4
military ordinary mail (MOM), E010.2.2
money orders, S020
fees, R900.15.0
how to cash, S020.2.0
payable to another party, S020.2.6
where to purchase, S020.1.1

N

NetPost Mailing Online experiment, G091
newspaper receptacles, D041.2.11
next-day service. See *Express Mail.*
nonmachinable
criteria for letters, C050.2.2
criteria for Parcel Post, C700.2.0
nonmailable matter
animals and plants, C022.7.0
due to noxious odors, C024.8.0
due to packaging, C010.10.0
general, C021
written, printed, and graphic materials, C031
nonprofit
Periodicals
eligibility for Periodicals rates, E270
how to apply for nonprofit Periodicals authorization, E270.5.0
types of organizations, E270.2.0
Standard Mail
eligibility for Standard Mail rates, E670
how to apply for nonprofit Standard Mail authorization, E670.7.0
how to apply for nonprofit Standard Mail authorization at additional offices, E670.7.0
identification of authorized organization on Standard Mail, E670.6.0
marking, on Standard Mail, M012.2.0
revenue deficiencies for nonprofit Standard Mail, P011.5.0
types of organizations, E670.2.0
what may be mailed, E670.5.0

O

occupant lists, A910.4.0
OCR read area, A010.1.3
optional endorsement lines (OELs), M013
list of OELs for each sort level, M013.1.0
required format, M013.2.0
optional procedure mailing systems, P920
how to apply for authorization, P920.2.0
overnight delivery. See *Express Mail.*
oversized rate for Parcel Post, E711.2.2

P

Package Services
See also *Bound Printed Matter, Library Mail, Media Mail,* and *Parcel Post.*
combining with other classes of mail, E070, E710.1.6, M071
deposit of, D700.2.0
how to calculate postage, P013.5.0, P013.9.0
mail preparation
combining machinable parcels, M073
combining parcels, E753
machinable parcels on pallets, M045.9.0
markings required on each mailpiece, M012.3.0, M071
nonmachinable parcels, C700.2.0
postage payment options, P700
rates, R700
service objectives, D700.1.0
size, C700.1.0
undeliverable mail, F010.5.4
weight limits, E710.1.2
packages, M020
counter-stacking, M020.1.2
facing slips for carrier route mail, M020.3.0
in sacks, M020.1.8
labeling packages of mail, M020.1.3
of Bound Printed Matter, M020.1.6
of cards, M020.2.1
of flats, M020.2.2
of Periodicals, M020.1.8, M210.2.0
of Standard Mail, M020.1.8
on pallets, M020.1.5
securing packages of mail, M020.1.4
packaging, for mailing, C010.2.0
acceptable containers, C010.3.0
animals, C022.3.10
closure and sealing, C010.5.0
cushioning, C010.4.0
high-density items, C010.8.2
liquids, C010.2.4
magnetic tapes, C010.8.5
nonmailable matter, C010.10.0
soft goods, C010.8.3
sound recordings, C010.8.4
special envelopes, C010.6.0
stationery, C010.2.3
pallet box. See *pallets.*
pallets
flats on pallets, M041.6.0
general standards, M041
how to secure packages for pallets, M020.1.5
labels, M031.4.0
minimum and maximum loads, M041.5.0
packages on pallets, M045.2.0
pallet boxes, M041.4.0
physical characteristics, M041.1.2
stacking pallets, M041.3.0
top caps, M041.2.0
types of mail that can be put on pallets, M045.1.0
pandering advertisements, C033
parcel airlift service (PAL), S930
fees, R900.16.0
other special services that can be added, S930.2.3
required marking on each piece, S930.2.5
what may be mailed, S930.2.2
Parcel Post
See also *Package Services.*
combined with other Package Services, E753

discounts
for barcoded machinable parcels, E711.2.2
for BMC Presort, E711.2.2
for destination entry, E711.2.2, E751
for OBMC Presort, E711.2.2
how to calculate postage, P013.5.2, P013.9.0
mail preparation
combined machinable parcels, M073
for BMC Presort rates, M045.10.0
for OBMC Presort rates, M045.11.0
for Parcel Select DBMC rates, M045.3.5
for Parcel Select DDU rates, M045.14.0, M710.3.0
for Parcel Select DSCF rates, M045.12.0, M045.13.0, M710.2.0
machinable parcels on pallets, M045.3.5, M045.10.1, M045.11.1
machinable parcels in sacks, M710.4.0
nonmachinable parcels on pallets, M045.10.2, M045.11.2
mailing fee, E711.2.3
markings required on each mailpiece, M012.3.0, M710.1.0
nonmachinable parcels, C700.2.0
rate eligibility
for BMC Presort discount, E711.2.2
for Inter-BMC rates, E711.2.2
for Intra-BMC rates, E711.2.2
for OBMC Presort discount, E711.2.2
for oversized rates, E711.2.2
for Parcel Select DBMC rates, E751.1.3
for Parcel Select DDU rates, E751.1.4
for Parcel Select DSCF rates, E751.1.4
rates, R700.1.0
undeliverable mail, F010.5.4

Parcel Select. See *Parcel Post.*

Parcels. See *Package Services.*

PAVE, M011

penalty mail, for U.S. government, E060
See also *official mail.*
Express Mail, E060.13.0
how to obtain authorization, E060.2.0
merchandise return service, E060.12.0
payment of postage, E060.2.0
via meter, E060.7.0
via permit imprint, E060.6.0
via postage stamps and stationery, E060.9.0
Periodicals, E060.13.0
prepared by contractors, E060.15.0
reply mail, E060.10.0, E060.11.0
what may be mailed, E060.5.0
which organizations are eligible to mail, E060.3.0

Periodicals
address correction, F010.5.2
addressing, A010.7.0
advertising
copies, E215.1.3
definition of, E211.11.0
how to calculate percentage, P013.7.0
in nonprofit and classroom publications, E270.1.3
public service announcement, E211.11.2
applications
appeal of a denied application, E213.3.7
fee for additional entry application, R200.5.0
fee for original application, E213.1.9, R200.5.0
fee for re-entry, R200.5.0
how to apply, E213.1.0
how to apply for additional entry, D230.3.0
how to apply for nonprofit rates, E270.5.0
how to apply for re-entry, E214
mailing while application is pending, E213.2.0
attachments, C200.1.8
back orders and reprints, E211.9.0
carrier route sequencing requirements, M050
categories of Periodicals authorization
foreign, E212.5.0
general, E212.1.0
institutions and societies, E212.2.0
news agent, E212.6.0
requester, E212.4.0
state departments of agriculture, E212.3.0
combining multiple publications or editions, E230.4.0
combining with other classes of mail, E070, M071, P070
complimentary copies, E215.1.7
definition and characteristics, E211.2.0
of an “edition,” E211.8.0
of an “issue,” E211.7.0
of “multiple issues,” E211.7.4, E211.7.5
deposit of, D210
documentation, E211.12.0
exceptional dispatch, D210.3.0
exchange copies, E215.1.5
expired subscription copies, E215.1.6
fees, R200.5.0
frequency of publication, E211.5.0
general standards, E211
gift subscriptions, E215.1.4
how to calculate postage, P013.3.0, P013.7.0
identification statement, E211.10.5
known office of publication, E211.4.0
label carrier, C200.1.10
loose enclosures, C200.1.4
mail preparation
automation flats, M820.4.0
automation letters, M810.3.0
carrier route flats in sacks, M220.4.0
carrier route irregular parcels in sacks, M220.4.0
carrier route letters in trays, M220.3.0
combined automation and presorted flats, M910.2.0, M950.2.0
combined flats on pallets, M045.8.2
how to package, M020.1.8
merged flats in sacks, M920.1.4
merged flats on pallets, M920.1.5, M930.1.5, M940.1.5
packages on pallets, M045.3.1, M045.4.0
packaging for carrier route rates, M220.2.0
packaging for presorted rates, M210.2.0
presorted flats in sacks, M210.4.0
presorted irregular parcels in sacks, M210.4.0

presorted letters in trays, M210.3.0
sacks on pallets, M045.3.1
trays on pallets, M045.3.1
markings for enclosures, M071
nonsubscriber/nonrequestor copies, E215.2.0
physical characteristics
components of, C200.1.0
covers, C200.1.6
mailpiece construction, C200.3.0
printed features, C200.4.0
printed sheets, E211.3.0
size, C200.5.0
wrappers, C200.1.7, C200.3.0
postage payment options, P200
prohibited matter, C200.2.2
proof copies, for advertisers, E215.1.8
rate eligibility
for automation rates, E240
for carrier route rates, E230
for copies mailed by the public, E217.6.0
for destination entry rates, E250
for In-County rates, E217.4.0
for Nonprofit rates, E270
for Outside-County Classroom rates, E217.2.0
for Outside-County Nonprofit rates, E217.2.0
for Outside-County Science-of-Agriculture rates, E217.3.0
for presorted rates, E220
rates
all Periodicals rates and fees, R200
In-County, R200.3.0
Outside-County, R200.1.0, R200.2.0
records maintained by the publisher, E216
return address, A010.7.4
Ride-Along piece, E260
sample copies, E215
service objectives, D210.1.0
standardized documentation, P012.2.0, P012.3.0
statement of ownership, E216.3.0
supplements, C200.1.5
undeliverable mail, F010.5.2

perishables, C022

permit imprint, P040
application fee, R900.17.0
content of the permit imprint indicia, P040.3.0
format of the permit imprint indicia, P040.4.0
general information, P040.1.0
minimum quantity for a mailing, P040.5.1
placement on a mailpiece, P040.2.4
samples of permit imprint indicia, P040.4.0
standards for mailing, P040.5.0

pesticides, C024.14.0

pickup service, D010
fees for Express Mail, R500.2.1
fees for Parcel Post, R700.5.2
fees for Priority Mail, R100.12.2

pistols, C024.1.0

plant load operations, D020
expedited shipments, D020.4.0
how to apply, D020.2.0
mail preparation, M074

plant-verified drop shipment (PVDS), P950
for Package Services, P950.5.0
for Periodicals, P950.2.4
for Standard Mail, P950.4.0

plants
general mailability, C022.6.0
nonmailable plants, C022.7.0

polywrap
certification process, C820.4.2
for automation flats, C820.4.0
identification statement, C820.4.3
specifications for AFSM 100, C820.4.1

post office box service, D910
fees, D910.4.0, R900.19.0
how to apply for service, D910.2.1
keys, D910.7.0
locks, D910.7.0
refunds, D910.6.0

post offices. See *U.S. Postal Service.*

postage
See also individual classes of mail.
computing postage, P013
payment for mailings of mixed classes, P070
postage due, P011.3.0
refunds, P014
revenue deficiencies, P011.3.0, P011.4.0
unpaid mail, P011.1.0

postage meters, P030
approved postage providers, P030.1.3
date corrections, P030.10.1
defective meters, P030.3.11
format elements for meter stamps, P030.9.0
how to apply for a meter license, P030.2.0
meters taken outside the United States, P030.3.15
postage corrections, P030.10.2
resetting, P030.3.0
fees, R900.14.0
revocation of a meter license, P030.2.4
types of postage devices, P030.1.2

postage stamps, P022, P023
Breast Cancer Research semipostal stamp, P022.1.6
Heroes of 2001 semipostal stamp, P022.1.6
how to apply for a permit to use precanceled stamps, P023.2.0
imitation stamps, P022.4.0
precanceled stamps, P023
validity of stamps, P022.2.0

postage statement, P012.4.0

postcard. See *card.*

poultry
adult fowl and chickens, C022.3.0
day-old poultry, C022.3.1

precanceled stamps. See *postage stamps.*

presort
See also individual classes of mail.
definitions of terms, M011.1.0

Presort Accuracy Validation and Evaluation program, (PAVE), M011

presort mailing fee. See *mailing fee.*

presort verification
of First-Class Mail, D100.3.0

presorting. See individual classes of mail, under *mail preparation.*
Priority Mail
combining with other classes of mail, E070
drop shipment, D071.2.0, M072
eligibility for presorted rates, G095
eligibility for single-piece rates, E120.2.0
how to calculate postage, P013.2.0, P013.6.0
mail preparation
for drop shipment, M072
for presorted rate, G095
for single-piece rate, M120
marking required on each mailpiece
for presorted rate, G095
for single-piece rate, E120.1.4, M120
presorted Priority Mail experiment, G095
rates, R100.9.0
undeliverable mail, F010.5.1
weight, minimum and maximum, E120.1.0
Private Express Statutes, G011.4.0
publications. See *Periodicals.*
Puerto Rico, G011.2.1

Q

qualified business reply mail (QBRM)
See also *business reply mail.*
authorization to participate, E150.2.0
eligibility for rates, E150.3.0
fees, E150.3.3, R900.4.0
quarantines, delivery of mail during, D042.10.4

R

radioactive material, C023.9.0
rates and fees. See individual classes of mail.
rates and classification service centers (RCSCs)
addresses and phone numbers, G042
recall of mail, D030
how to recall mail, D030.2.0
who may recall, D030.1.0
reflectance
barcodes, C840.5.0, C850.2.2
refunds, P014
for Express Mail, P014.5.0
for metered mail, P014.3.0
for postage and fees, P014.2.0
for stamps, P014.1.0
for stamps affixed to business reply mail, P014.2.11
how to apply for a postage refund, P014.2.8
value-added, P014.4.0
registered mail, S911
delivery of registered items, S911.4.0
fees, R900.20.0
how fees are assessed, S911.4.0
how to file a claim, S010, S911.4.0
other special services that can be added, S911.1.5
refunds, S911.2.4
required label, S911.3.4
sealing a registered item, S911.3.6
what may be mailed, S911.1.2
religious organization. See *nonprofit.*
reply mail
See also *business reply mail (BRM).*
bulk parcel return service, S924
courtesy reply mail, C810.8.0
merchandise return service, S923
metered reply mail, P030.10.4
residual shape surcharge, C600.2.0, R600.6.0
restricted delivery, S916
at time of mailing, S916.2.1
delivery of items, S916.3.0
fees, R900.21.0
how to request after time of mailing, S916.2.2
other special services that can be added, S916.1.7
refunds, S916.1.6
what may be mailed, S916.1.2
restricted matter
controlled substances, C024.11.0
drug paraphernalia, C024.12.1
drugs, C024.11.0
noxious odors, C024.8.0
return address
general, A010.4.0
on Periodicals, A010.7.4
when required, A010.4.3
with ancillary services, A010.4.2
return receipt, S915
delivery of return receipt items, S915.3.0
fees, R900.22.0
how to file a request for delivery information, S915.4.0
how to request after time of mailing, S915.2.2
other special services that can be added, S915.1.7
refunds, S915.1.6
required label, S915.1.5
what may be mailed, S915.1.2
return receipt for merchandise, S917
delivery of return receipt for merchandise items, S917.3.0
fees, R900.23.0
how to mail, S917.2.2
other special services that can be added, S917.1.3
required label, S917.2.4
what may be mailed, S917.1.2
returned mail, F030.5.0
reusable mailpieces, C010.6.0
revenue deficiency
general, P011.4.0
nonprofit Standard Mail, P011.5.0
Ride-Along piece for Periodicals, E260

S

sacks
general standards, M033
labels, M031.1.0, M031.2.0, M032.1.0, M032.3.0
maximum weight, M033.1.1
saturation carrier route sequencing requirements, M050
scheme sort. See individual classes of mail, under *mail preparation.*
scorpions, C022.3.9
Second-Class Mail. See *Periodicals.*
sexually-oriented material, C032

sharps, C023.8.5
shipper paid forwarding
annual accounting fee, F030.2.5
fee, R900.24.0
how it works, F020.3.5, F030.2.5
how to sign up, F030.2.5
shipping papers for hazardous materials, C023.1.8
shortpaid mail, P011.1.0
Signature Confirmation, S919
barcodes on privately printed labels, S919.3.0
electronic file transmission for electronic option, S919.4.0
electronic option, S919.1.4
fees, R900.25.0
other special services that can be added, S919.1.6
required labels, S919.2.0
retail option, S919.1.4
what may be mailed, S919.1.2
where to mail, S919.5.0
simplified address, A040.1.0
size
automation cards and letters, C810
automation flats, C820
automation parcels, C850
Express Mail, C500
First-Class Mail, C100
flats, C050.3.0
general, maximum and minimum, C010.1.0
letters, C050.2.0
machinable parcels, C050.4.0
nonmachinable letters, C050.2.2
nonmachinable parcels, C050.5.0, C050.6.0
nonmailable, C010.1.5
Package Services, C700.1.0
Periodicals, C200.5.0
Standard Mail, C600.1.0
skill contests, C031.7.0
sorting mail. See individual classes of mail, under *mail preparation.*
sound recordings
packaging, C010.8.4
special handling, S930
fees, R900.26.0
other special services that can be added, S930.1.3
required marking on each piece, S930.1.6
what may be mailed, S930.1.2
special services
See also individual services.
forwarding mail with special services, F010, F030.4.2
holding mail with special services, F030.4.4
treatment of undeliverable mail, F010.4.5
with mixed classes of mail, S070
Special Standard Mail. See *Media Mail.*
specimens, C023.8.4
stamps. See *postage stamps.*
Standard Mail
applications for nonprofit rates
how to apply for authorization, E670.7.0
how to apply for authorization at additional offices, E670.7.0
mailing while application is pending, E670.9.0
carrier route sequencing requirements, M050
combining with other classes of mail, E070, E610.4.0, M071
definition, E610.4.0
deposit of, D600.2.0
discounts
for barcoded machinable parcels, E610.5.4, R600.7.0
for destination entry, E650
enclosures and attachments, E610.4.0
fees, E610.6.0, R600.8.0
general standards for any Standard Mail mailing, E610.8.0
how to calculate postage, P013.4.0, P013.8.0
how to package, M020.1.8
mail preparation
automation carrier route letters, M810.2.1
automation flats, M820.5.0
automation letters, M810.2.0
combined automation and presorted flats, M910.3.0, M950.3.0
combined flats on pallets, M045.8.3
combined machinable parcels, M073
enhanced carrier route flats, M620.4.0
enhanced carrier route irregular parcels, M620.5.0
enhanced carrier route letters and cards, M620.3.0
machinable parcels on pallets, M045.3.5, M045.9.1
merged flats in sacks, M920.2.4
merged flats on pallets, M920.2.5, M930.2.4, M940.2.4
packages on pallets, M045.3.2, M045.4.0, M045.5.0
packaging for enhanced carrier route rates, M620.2.0
packaging for irregular parcels, M610.4.0
packaging for mail on pallets, M045.2.4
packaging for presorted flats, M610.4.0
presorted flats, M610.4.0
presorted irregular parcels, M610.4.0
presorted machinable letters and cards, M610.2.0
presorted nonmachinable letters and cards, M610.3.0
presorted machinable parcels, M610.5.0
sacks on pallets, M045.3.2
trays on pallets, M045.3.2
markings required on each mailpiece, M012.2.0, M071
for enhanced carrier route rates, M620.1.0
for presorted rates, M610.1.0
NetPost Mailing Online experiment, G091
nonprofit rates, what may be mailed, E670.5.0
postage payment options, P600
rate eligibility
barcoded discount for machinable parcels, E610.5.4, E620.5.0, R600.7.0
for automation rates, E640

for destination entry discounts (DBMC, DSCF, DDU), E650
for Enhanced Carrier Route Rates, E630, E640.2.0
for nonprofit rates, E670
for presorted rates, E620
residual shape surcharge for parcels, E610.5.5, E620.3.0, R600.6.0
rates, R600
for nonprofit Standard Mail, R600.3.0, R600.4.0
for regular Standard Mail, R600.1.0, R600.2.0
service objectives, D600.1.0
shipper paid forwarding, F030.2.5
size, C600
special services that can be added, E610.9.0
standardized documentation, P012.2.0
undeliverable mail, F010.5.3
Standard Mail (A). See *Standard Mail.*
Standard Mail (B). See *Package Services.*
staples, C010.5.6, C810.3.2, C820.5.2
statement of ownership, management, and circulation for Periodicals, E216.3.0
stationery, P021
aerogrammes, P021.3.2
personalized stamped envelopes sold by USPS, P021.2.0
plain stamped envelopes sold by USPS, P021.1.0
rates and fees, R000
stamped cards, P021.3.1
sweepstakes, C031.6.0

T

tabbing, C810.4.0, C820.6.0
tape
for sealing mailpieces, C010.5.0
territories and possessions of the U.S., G011.2.0
Third-Class Mail. See *Standard Mail.*
toxic substances, C023.7.0
trademarks of the USPS, G013.1.0
trays
general standards, M033
labels, M031.1.0, M031.3.0, M032.1.0, M032.2.0
of letters, M033.2.1
sizes of trays, M033.1.3
sleeving and strapping, M033.1.5

U

undeliverable mail
endorsements used by USPS, F010.4.1
First-Class Mail, F010.5.1
Package Services, F010.5.4
Periodicals, F010.5.2
Priority Mail, F010.5.1
Standard Mail, F010.5.3
with special services, F010.4.5
U.S. Department of Transportation
regulation of hazardous materials, C023.1.0
U.S. government mail
Department of State mail, E020
free mail for U.S. armed forces, E030.2.0
military address, E030.2.4
military mail, E010, E020
official mail for Members of Congress, E050
official mail for U.S. government, E060
prepared by contractors, E060.15.0
voting materials, E080
U.S. Postal Service (USPS)
address for USPS functional areas, for correspondence, G043
appealing decision made about mailing standards, G020.3.0
business mail entry offices, addresses and phone numbers, G042
copyrights of the USPS, G013.2.0
Domestic Mail Manual, general information, G020.1.0
holidays recognized by USPS, G011.1.5
philatelic services offered by USPS, G900
post offices, general information, G011.1.0
postal inspection of mail. See *inspection.*
Private Express Statutes, G011.4.0
rates and classification service centers (RCSCs), addresses and phone numbers, G042
requesting exceptions to mailing standards, G020.3.0
service to territories and possessions of the United States, G011.2.0
trademarks of the USPS, G013.1.0
where to report complaints, G011.3.0
where to report crimes, G011.5.0

V

voting
absentee balloting materials, E080
voter registration commissions, mailing list services, A910.2.4, A910.6.0, R900.12.3

W

walk sequence carrier route sequencing requirements, M050
window envelopes and inserts, C840

Z

Z4CHANGE
list matching, A950.3.2
ZIP Code, A010.2.0
sorting cards by 5-digit ZIP Code, A910.5.0
ZIP+4 code, A010.2.2
zone charts, G030.1.3
zones, for computing postage, G030