

Summary of Changes

Overview

The Summary of Changes lists revisions to this edition of *Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM)* by effective date and by module.

1.0 Summary of Changes by Effective Date

1.1 November 2, 2009

Updated U. S. Census Requirements When Sending Shipments Between or to U.S. Territories, Possessions, and Freely Associated States

We revised [608.2.0](#) to comply with specific Foreign Trade Regulations (FTR) issued by the U.S. Census Bureau when sending shipments between or to U.S. territories, possessions, and Freely Associated States. We published this revision in the October 8, 2009, *Postal Bulletin*

Price Marking Requirements for Express Mail and Priority Mail Commercial Base and Commercial Plus Pricing

We revised [402.2.0](#), [415.1.0](#), and [425.2.0](#) to implement new price marking requirements on Express Mail and Priority Mail pieces mailed at commercial base and commercial plus prices. We published this revision in the October 8, 2009, *Postal Bulletin*.

1.2 October 5, 2009

Permit Imprint Postage Payment Allowed for Express Mail in the Electronic Verification System (eVS)

We revised [414.1.0](#), [604.5.0](#), and [705.2.0](#) to allow Express Mail postage payment via permit imprint for commercial manifest mailers participating in the Electronic Verification System (eVS) program. We published this revision in the October 8, 2009, *Postal Bulletin*.

Removal of Reference to the 5-Digit Metro Pallet

We revised [246.4.1](#), [345.1.0](#), [346.4.1](#), [365.1.0](#), [366.5.0](#), [446.4.1](#), [705.8.0](#), [705.10.0](#), through [705.13.0](#), [707.2.1.9](#), [707.18.0](#), [707.22.4](#), [707.23.6](#), [707.25.1.8](#), [707.29.4.1](#), and [708.1.4](#) to remove references to the 5-digit metro pallet level for Standard Mail, Periodicals and Package Services. We published this revision in the September 24, 2009, *Postal Bulletin*.

Updates to Express Mail and Priority Mail Commercial Base Price Requirements for Information-Based Indicia Postage Meters

We revised [413.1.3](#), [414.1.1](#), [423.1.2](#), and [424.1.1.1](#) to offer an alternative solution to the requirements for mailers using Information-Based Indicia (IBI) postage meters to pay Express Mail and Priority Mail commercial base prices. We published this revision in the September 24, 2009, *Postal Bulletin*.

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Clarification of Standards for the Optional Palletization of First-Class Mail

We revised [705.8.10.1](#) to clarify that all mixed AADC and mixed area distribution center (ADC) trays should be placed on the origin SCF pallet. Origin mixed ADC surface and mixed ADC air pallet levels, prepared under the optional pallet standards for First-Class Mail, should contain only ADC or finer presort level trays. We published this revision in the September 24, 2009, *Postal Bulletin*.

First-Class Mail Incentive Program

We added [709.3.0](#) to implement a volume incentive program for qualified mailers of commercial (automation and/or Presort) First-Class Mail cards, letters and/or flats, for volume mailed during the program period, above their USPS-determined threshold level. We published this revision in the September 24, 2009, *Postal Bulletin*.

New Polywrap Standards for Commercial Flat-Size Mail

We revised [301.1.0](#) and [301.3.0](#) to adopt new polywrap standards for commercial flat-size mail. Formerly applicable only to automation flats, the standards now apply to all flat-size mailpieces using polywrap, except saturation and high-density Periodicals or Standard Mail flats. We published this revision in the July 30, 2009, *Postal Bulletin*.

New Optional Design for Small Letter-Sized Booklets

We revised [201.3.15.4](#) to add a two-tab sealing option for smaller, simple spine "wallet-style" booklets mailed at automation and machinable letter prices. We published this revision in the September 10, 2009, *Postal Bulletin*.

Labeling List Changes

We revised Labeling List(s) [L001](#), [L004](#), [L006](#), [L007](#), [L201](#), [L601](#), [L602](#), [L605](#), and [L606](#) to reflect changes in mail processing operations. We published this revision in the October 8, 2009, *Postal Bulletin*.

1.3 September 8, 2009

Express Mail Refunds for Shipments of Live Animals

We revised [114.3.1](#), [414.3.0](#), and [604.9.2.4](#) to reflect that Express Mail shipments containing live animals are now exempt from next day or second day delivery guarantee. The delivery refund guarantee of live animals is extended to within three days from the date of mailing. We published this revision in the September 10, 2009, *Postal Bulletin*.

Change in Intelligent Mail Barcode Requirements for Qualified Business Reply Mail and Permit Reply Mail

We revised [507.9.0](#), [507.10.0](#), and [708.4.3.1](#) to postpone the Intelligent Mail barcode requirement for qualified Business Reply Mail (QBRM) and permit reply mail (PRM) pieces until May 2011. We published this revision in the August 27, 2009, *Postal Bulletin*.

Booklets: Sealing Letter-Sized Booklets Mailed at Automation Prices

We revised [201.1.0](#) and [201.3.0](#) to reflect changes to the construction and sealing of letter-sized booklets mailed at automation, presorted machinable or carrier route letter prices. We published this revision in the July 30, 2009, *Postal Bulletin*.

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1.4 August 3, 2009

Labeling List Changes

We revised Labeling List(s) [L001](#), [L007](#), [L009](#), [L010](#), [L201](#), [L601](#), [L602](#), [L605](#), and [L606](#) to reflect changes in mail processing operations. We published this revision in the August 3, 2009, *Postal Bulletin*.

New Barcode Placement Standards for Automation Letters

We revised [202.5.3](#) and [507.9.8.1](#) to implement a more liberal barcode placement standard for mailers printing a barcode in the lower right corner of automation letters, barcoded carrier route letters or Business Reply Mail mailpieces. We published this revision in the July 30, 2009, *Postal Bulletin*.

Clarification of Standards Relating to Mailpieces Bearing a Simplified Address

We revised [245.6.8.4](#), [245.6.8.5](#), [345.6.9.4](#), and [345.6.9.5](#) to provide clarification relating to delivery sequence standards for mailpieces bearing a simplified address. We published this revision in the July 30, 2009, *Postal Bulletin*.

Expanded Eligibility Criteria for the Saturation Mail Volume Incentive Program for Standard Mail

We revised [243.1.7.1](#) and [343.1.6.1](#) to expand the eligibility criteria for the Saturation Mail Volume Incentive Program. We published this revision in the July 16, 2009, *Postal Bulletin*.

1.5 July 1, 2009

Arizona District ZIP Codes Realigned to Include "851" 3-Digit Service Area

We revised [246.3.1](#), [346.3.1](#), [366.4.1](#), [446.3.1](#), [453.3.1.3](#), [466.4.4](#), [608.8.4.1](#), [705.6.2.3](#), and [705.8.13.1](#) to realign Zip Code boundaries and establish new ZIP Codes for the Arizona District. We published this revision in the July 2, 2009, *Postal Bulletin*.

Confirmation Services/eVS Barcoded Label Precertification Program

We revised [503.9.4.3](#) and [503.10.4.3](#) to include a new Confirmation Services/eVS Barcoded Label Precertification Program. We published this revision in the July 2, 2009, *Postal Bulletin*.

Standard Mail Volume Incentive Program (aka Summer Sale)

We added [709.2.0](#) which describes the Standard Mail Volume Incentive Program. Commonly known as the "Summer Sale," the Standard Mail Volume Incentive Program is a volume incentive program for qualified high-volume mailers of commercial or Nonprofit Standard Mail letters and flats mailed between July 1, 2009 and September 30, 2009. The program provides a 30 percent credit, to participating mailers, for qualifying volume exceeding their USPS-determined threshold level. We published this revision in the July 2, 2009, *Postal Bulletin*.

Extended Enrollment Period for the Standard Mail Saturation Mail Volume Incentive Program

We revised [243.1.7.2](#) and [343.1.6.2](#) to extend the enrollment period for participation in the Saturation Mail Volume Incentive Program to August 1, 2009. We published this revision in the June 18, 2009, *Postal Bulletin*.

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Labeling List Changes

We revised Labeling List [L010](#) to reflect changes in mail processing operations. We published this revision in the June 4, 2009, *Postal Bulletin*.

1.6 June 1, 2009

Revised Process for Postage Refund Appeals

We revised [604.9.2.8](#) to update the department and address for appealing denied refunds of unused meter postage. We published this revision in the June 4, 2009, *Postal Bulletin*.

Changes to the Requirements for Mailing Cigarette Lighters

We revised [601.10.13.4](#) to conform to updated Department of Transportation (DOT) regulations. With this change, the design of a lighter must be approved by an authorized DOT lighter certification agency before shipping. Additionally, a test report identifier code followed by an alpha/numeric identifier (LAA****) issued by a lighter certification agency for a specified lighter is required on the address side of the outer shipping container. We published this revision in the May 21, 2009, *Postal Bulletin*.

Labeling List Changes

We revised Labeling List(s) [L001](#), [L002](#), [L004](#), [L005](#), [L007](#), [L008](#), [L009](#), [L011](#), [L201](#), [L601](#), [L602](#), [L605](#), [L606](#), [L607](#), and [L801](#) to reflect changes in mail processing operations. We published this revision in the June 4, 2009, *Postal Bulletin*.

2.0 Summary of Changes by DMM Module

2.1 100—Retail Mail

[114.3.1](#) was revised to reflect that Express Mail shipments containing live animals are now exempt from next day or second day delivery guarantee. The delivery refund guarantee of live animals is extended to within three days from the date of mailing. Effective September 8, 2009.

2.2 200—Commercial Letters and Cards

[201.1.0](#) and [201.3.0](#) were revised to reflect changes to the construction and sealing of letter-sized booklets mailed at automation, presorted machinable or carrier route letter prices. Effective September 8, 2009.

[201.3.15.4](#) was revised to add a two-tab sealing option for smaller, simple spine "wallet-style" booklets mailed at automation and machinable letter prices. Effective October 5, 2009.

[202.5.3](#) was revised to implement a more liberal barcode placement standard for mailers printing a barcode in the lower right corner of automation letters, barcoded carrier route letters or Business Reply Mail mailpieces. Effective August 3, 2009.

[243.1.7.1](#) was revised to expand the eligibility criteria for the Saturation Mail Volume Incentive Program. Effective August 3, 2009.

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[243.1.7.2](#) was revised to extend the enrollment period for participation in the Saturation Mail Volume Incentive Program to August 1, 2009. Effective July 1, 2009.

[245.6.8.4](#) and [245.6.8.5](#) were revised to provide clarification relating to delivery sequence standards for mailpieces bearing a simplified address. Effective August 3, 2009.

[246.3.1](#) was revised to realign Zip Code boundaries and establish new ZIP Codes for the Arizona District. Effective July 1, 2009.

[246.4.1](#) was revised to remove references to the 5-digit metro pallet level for Standard Mail, Periodicals and Package Services. Effective October 5, 2009.

2.3 300—Commercial Flats

[301.1.0](#) and [301.3.0](#) were revised to adopt new polywrap standards for commercial flat-size mail. Formerly applicable only to automation flats, the standards now apply to all flat-size mailpieces using polywrap, except saturation and high-density Periodicals or Standard Mail flats. Effective October 5, 2009.

[343.1.6.1](#) was revised to expand the eligibility criteria for the Saturation Mail Volume Incentive Program. Effective August 3, 2009.

[343.1.6.2](#) was revised to extend the enrollment period for participation in the Saturation Mail Volume Incentive Program to August 1, 2009. Effective July 1, 2009.

[345.1.0](#), [346.4.1](#), [365.1.0](#), and [366.5.0](#) were revised to remove references to the 5-digit metro pallet level for Standard Mail, Periodicals and Package Services. Effective October 5, 2009.

[345.6.9.4](#) and [345.6.9.5](#) were revised to provide clarification relating to delivery sequence standards for mailpieces bearing a simplified address. Effective August 3, 2009.

[346.3.1](#) and [366.4.1](#) were revised to realign Zip Code boundaries and establish new ZIP Codes for the Arizona District. Effective July 1, 2009.

2.4 400—Commercial Parcels

[402.2.0](#), [415.1.0](#), and [425.2.0](#) were revised to implement new price marking requirements on Express Mail and Priority Mail pieces mailed at commercial base and commercial plus prices. Effective November 2, 2009.

[413.1.3](#), [414.1.1](#), [423.1.2](#), and [424.1.1.1](#) were revised to offer an alternative solution to the requirements for mailers using Information-Based Indicia (IBI) postage meters to pay Express Mail and Priority Mail commercial base prices. Effective October 5, 2009.

[414.1.0](#) was revised to allow Express Mail postage payment via permit imprint for commercial manifest mailers participating in the Electronic Verification System (eVS) program. Effective October 5, 2009.

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414.3.0 was revised to reflect that Express Mail shipments containing live animals are now exempt from next day or second day delivery guarantee. The delivery refund guarantee of live animals is extended to within three days from the date of mailing. Effective September 8, 2009.

446.4.1 was revised to remove references to the 5-digit metro pallet level for Standard Mail, Periodicals and Package Services. Effective October 5, 2009.

446.3.1, 453.3.1.3, and 466.4.4 were revised to realign Zip Code boundaries and establish new ZIP Codes for the Arizona District. Effective July 1, 2009.

2.5 500—Additional Services

503.9.4.3 and 503.10.4.3 were revised to include a new Confirmation Services/eVS Barcoded Label Precertification Program. Effective July 1, 2009.

507.9.0 and 507.10.0 were revised to postpone the Intelligent Mail barcode requirement for qualified Business Reply Mail (QBRM) and permit reply mail (PRM) pieces until May 2011. Effective September 8, 2009.

507.9.8.1 was revised to implement a more liberal barcode placement standard for mailers printing a barcode in the lower right corner of automation letters, barcoded carrier route letters or Business Reply Mail mailpieces. Effective August 3, 2009.

2.6 600—Basic Standards

601.10.13.4 has been revised to conform to updated Department of Transportation (DOT) regulations. With this change, the design of a lighter must be approved by an authorized DOT lighter certification agency before shipping. Additionally, a test report identifier code followed by an alpha/numeric identifier (LAA****) issued by a lighter certification agency for a specified lighter is required on the address side of the outer shipping container. Effective June 1, 2009.

604.5.0 was revised to allow Express Mail postage payment via permit imprint for commercial manifest mailers participating in the Electronic Verification System (eVS) program. Effective October 5, 2009.

604.9.2.4 was revised to reflect that Express Mail shipments containing live animals are now exempt from next day or second day delivery guarantee. The delivery refund guarantee of live animals is extended to within three days from the date of mailing. Effective September 8, 2009.

604.9.2.8 was revised to update the department and address for appealing denied refunds of unused meter postage. Effective June 1, 2009.

608.2.0 was revised to comply with specific Foreign Trade Regulations (FTR) issued by the U.S. Census Bureau when sending shipments between or to U.S. territories, possessions, and Freely Associated States. Effective November 2, 2009.

608.8.4.1 was revised to realign Zip Code boundaries and establish new ZIP Codes for the Arizona District. Effective July 1, 2009.

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2.7 700—Special Standards

[705.2.0](#) was revised to allow Express Mail postage payment via permit imprint for commercial manifest mailers participating in the Electronic Verification System (eVS) program. Effective October 5, 2009.

[705.6.2.3](#) and [705.8.13.1](#) were revised to realign Zip Code boundaries and establish new ZIP Codes for the Arizona District. Effective July 1, 2009

[705.8.0](#), [705.10.0](#), through [705.13.0](#), [707.2.1.9](#), [707.18.0](#), [707.22.4](#), [707.23.6](#), [707.25.1.8](#), [707.29.4.1](#), and [708.1.4](#) were revised to remove references to the 5-digit metro pallet level for Standard Mail, Periodicals and Package Services. Effective October 5, 2009.

[705.8.10.1](#) was revised to clarify that all mixed AADC and mixed area distribution center (ADC) trays should be placed on the origin SCF pallet. Origin mixed ADC surface and mixed ADC air pallet levels, prepared under the optional pallet standards for First-Class Mail, should contain only ADC or finer presort level trays. Effective October 5, 2009.

[708.4.3.1](#) was revised to postpone the Intelligent Mail barcode requirement for qualified Business Reply Mail (QBRM) and permit reply mail (PRM) pieces until May 2011. Effective September 8, 2009.

[709.2.0](#) was added which describes the Standard Mail Volume Incentive Program. Commonly known as the “Summer Sale,” the Standard Mail Volume Incentive Program is a volume incentive program for qualified high-volume mailers of commercial or Nonprofit Standard Mail letters and flats mailed between July 1, 2009 and September 30, 2009. The program provides a 30 percent credit, to participating mailers, for qualifying volume exceeding their USPS-determined threshold level. Effective July 1, 2009.

[709.3.0](#) was added to implement a volume incentive program for qualified mailers of commercial (automation and/or Presort) First-Class Mail cards, letters and/or flats, for volume mailed during the program period, above their USPS-determined threshold level. Effective October 5, 2009.

2.8 Appendix 1—Labeling Lists

Labeling lists are updated frequently to reflect changes in mail processing operations. Please see individual lists.

